



AGENDA

Council Meeting

4:00 PM - Thursday, February 10, 2022
Municipal Office-Hybrid

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1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
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8. BY-LAWS

- 8.1. By-law 10 of 2022 - By-law to authorize Transfer Payment Agreement-MMP -3 (*Occupational H & S Compliance System Implementation*)
(Copy available upon request)
- 8.2. By-law 11 of 2022 - By-law to authorize Transfer Payment Agreement - MMP-3 (*Telecom Modernization*)
(Copy available upon request)

9. NEW BUSINESS

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:00 PM - Thursday, January 27, 2022
Zoom Technology

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, January 27, 2022, at 4:00 PM, in the Zoom Technology, with the following members present:

Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Jeannette Douglas, Councillor Jamie Armstrong, and Councillor Wayne Deans

Staff Present: Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Public Works Manager Randy Hills, Public Works Foreman Jerrett Hodgins, Parks and Recreation Supervisor Kevin Miller, and Administrative Assistant Darlene Paolucci

Regrets:

1 CALL TO ORDER

Mayor Ferguson called the meeting to order at 4:00 p.m.

2 DISCLOSURE OF PECUNIARY INTEREST

Mayor Ferguson requested that any pecuniary interests be declared when appropriate during the meeting.

3 MINUTES

a) Regular Council Meeting Minutes of January 13, 2022

RESOLUTION-2022-026

Deputy Mayor Frank Nemcek made a motion that the January 13th, 2022 regular Council meeting minutes be approved as presented without any errors or omissions. Councillor Jeannette Douglas seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

a) 2022 Municipal Insurance Presentation:
Intact Public Entities & Cam Ron Insurance Brokers

Greg Cameron and Tony Commisso were present at Council to provide details and answer questions from Council members regarding the 2022 municipal insurance policy. The 2022 insurance costs for Brooke-Alvinston showed an increase of 15% .

b) Alvinston Feral Cat Program

RESOLUTION-2022-027

Councillor Wayne Deans made a motion that the letter received from Sharon McCabe regarding the Alvinston Feral Cat Program be received and filed. Councillor Jeannette Douglas seconded the motion.

Carried

6 CORRESPONDENCE

- a) Correspondence to Council

RESOLUTION-2022-028

Deputy Mayor Frank Nemcek made a motion that the Municipal and General Correspondence be received and filed. Councillor Jeannette Douglas seconded the motion.

Carried

7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Pavilion Bar Agreement with the Optimist Club

RESOLUTION-2022-029

Councillor Jeannette Douglas made a motion that the attached agreement be amended to incorporate that any capital repairs and upgrades become the property of the Municipality; and that the term of the agreement be for one year. Councillor Wayne Deans seconded the motion.

Carried

- b) **Public Works Manager's Report:** Community Safety Zone -Shiloh Line

RESOLUTION-2022-030

Deputy Mayor Frank Nemcek made a motion that authorization be given to the Public Works Manager to install signs as recommended by Intact Insurance Entities for the area of Shiloh Line (Curve 1-3) and that a letter be sent to the Lambton OPP requesting additional surveillance to the area during the peak season. Councillor Jeannette Douglas seconded the motion.

Carried

- c) **Drainage Maintenance Request** Smith Drain

The Clerk Administrator reported that she received the emergency designation on the Smith Drain from OMAFRA.

RESOLUTION-2022-031

Councillor Wayne Deans made a motion that Council accepts the request under Section 78 and appoint R. Dobbin Engineering to prepare a report under the Drainage Act. Councillor Jamie Armstrong seconded the motion.

Carried

RESOLUTION-2022-032

Deputy Mayor Frank Nemcek made a motion that Council approves that this work be completed under Section 124 - Emergency Designation as the existing culvert has failed and is no longer passable with farming equipment. Councillor Jeannette Douglas seconded the motion.

Carried

RESOLUTION-2022-033

Councillor Jamie Armstrong made a motion that Council awards Bruce Poland and Sons Trucking this work based on time and material rates. Councillor Wayne Deans seconded the motion.

Carried

- d) **Drainage Superintendent's Report** - Chowen Drain Maintenance Request

RESOLUTION-2022-034

Deputy Mayor Frank Nemcek made a motion that Council authorizes the Drainage Superintendent to contact a contractor that can provide the work in a reasonable time and material costing. Councillor Jamie Armstrong seconded the motion.

Carried

- e) **Drainage Superintendent's Report:** Section 65 Tait Drain Request

RESOLUTION-2022-035

Councillor Jeannette Douglas made a motion that Ray Dobbin Engineering Inc. be requested to adjust the assessments on the Tait Drain, 3/4 Sideroad Drain as outlined in the attached email Councillor Jamie Armstrong seconded the motion.

Carried

8 BY-LAWS

9 NEW BUSINESS

- a) The Mayor noted that through the Municipal Modernization Program, funding was received for:
\$17,554 for a new municipal telephone system
\$11,830 for a Health & Safety training and Compliance system
- b) Mayor Ferguson reported to Council that he attended the ROMA Conference online and that he will provide a report for the next Council meeting.
- c) The Clerk-Administrator informed Council that there will be a walk-in COVID-19 vaccine clinic on February 24th at the arena.
- d) Councillor Nemcek inquired about the reopening of the arena.
- e) Councillor Deans inquired about the status of the Campbell House.

10 CLOSED SESSION

- a) The Mayor advised that the closed meeting session had been cancelled.

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

RESOLUTION-2022-036

Councillor Wayne Deans made a motion that By-law 5 of 2022 be read a first, second and third time and finally passed this 27th day of January, 2022. Councillor Jamie Armstrong seconded the motion.

Carried

13 ADJOURNMENT

Councillor Nemcek made a motion to adjourn the meeting at 4:59 p.m.

Clerk-Administrator

Mayor



MINUTES

Council -Special Meeting

4:00 PM - Thursday, February 3, 2022

Hybrid - Council Chambers & Zoom

The Council -Special of the Brooke-Alvinston was called to order on Thursday, February 3, 2022, at 4:00 PM, in the Hybrid - Council Chambers & Zoom, with the following members present:

Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Jeannette Douglas, Councillor Jamie Armstrong, and Councillor Wayne Deans

Staff Present: Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Public Works Manager Randy Hills, Fire Chief Steve Knight, Public Works Foreman Jerrett Hodgins, Parks and Recreation Supervisor Kevin Miller, Treasury Assistant Dustin McNaughton, Drainage Superintendent David Moores, and Engineer Ray Dobbin

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 4 p.m..

Councillor Armstrong attended the meeting virtually.

2 DISCLOSURE OF PECUNIARY INTEREST

The Mayor requested that any pecuniary interests be declared at the appropriate time.

3 DELEGATIONS & TIMED EVENTS

a) Consideration of the Bourne Drain

Mayor Ferguson declared a pecuniary interest on the Bourne Drain as he is an assessed owner. Deputy Mayor Frank Nemcek assumed the Chair.

Assessed owners present were: Don & Anne McGugan and Tony & Jane Straatman

RESOLUTION-2022-001

Councillor Jeannette Douglas made a motion that the Bourne Drain report be considered. Councillor Wayne Deans seconded the motion.

Carried

There were no comments received from assessed owners on the drain.

The Engineer reviewed his submitted report on the drain.

RESOLUTION-2022-002

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston adopt the Engineer's report on the Bourne Drain. Councillor Jeannette Douglas seconded the motion.

Carried

b) Consideration of the Johnson Drain

Mayor Ferguson assumed the Chair.

Assessed owners present were: Tony & Jane Straatman

RESOLUTION-2022-003

Councillor Wayne Deans made a motion that the Johnson Drain be considered. Councillor Jeannette Douglas seconded the motion.

Carried

There were no comments received from assessed owners on the drain.

The Engineer reviewed his submitted report on the drain.

RESOLUTION-2022-004

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston adopt the Engineer's report on the Johnson Drain. Councillor Jeannette Douglas seconded the motion.

Carried

c) Consideration of the Johnson-Symington Drain

Councillor Chris Burke from Enniskillen was present for the meeting.

The Engineer noted that one culvert is planned to be slightly moved to accommodate the land owner.

RESOLUTION-2022-005

Deputy Mayor Frank Nemcek made a motion that the Johnson-Symington Drain be considered. Councillor Jeannette Douglas seconded the motion.

Carried

RESOLUTION-2022-006

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston adopt the report on the Johnson-Symington Drain. Deputy Mayor Frank Nemcek seconded the motion.

Carried

d) Consideration of the Steadman Drain No. 1

Assessed owners present: Don & Anne McGugan

There were no comments received from assessed owners.

RESOLUTION-2022-007

Councillor Jeannette Douglas made a motion that the report on the Steadman Drain be considered. Deputy Mayor Frank Nemcek seconded the motion.

Carried

The Engineer noted two owners had signed the petition and both petitions were included in the one report.

Don McGugan questioned the status of the culvert at the cement bridge across Nauvoo.

Mayor Ferguson asked if anyone wanted to add or remove their name to the petition.

RESOLUTION-2022-008

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston adopt the report on the Steadman Drain. Councillor Wayne Deans seconded the motion.

Carried**4 STAFF REPORTS**

- a) Draft 2022 Budget

RESOLUTION-2022-009

Councillor Jeannette Douglas made a motion that the draft 2022 municipal budget be open for discussion. Deputy Mayor Frank Nemcek seconded the motion.

Carried

The Treasurer presented the draft budget which was presented at tax rate increase of 2.11%. The proposed tax increase is \$127,458 more than 2021 which is 4.25%.

Various suggestions in amendments included:

- MTO roof repairs vs full repairs
- Sidewalks - extension down River Street or repair current ones
- Inwood tennis courts and potential donations for repairs
- Debt / Reserves

Council requested staff bring the draft budget back for further discussion at the Feb. 10th meeting.

5 BY-LAWS

- a) **By-law # 6 of 2022** - First & Second Reading: Bourne Drain

RESOLUTION-2022-010

Councillor Wayne Deans made a motion that By-law 6 of 2022 (Bourne Drain) be given first and second reading. Councillor Jeannette Douglas seconded the motion.

Carried

- b) **By-law # 7 of 2022** - First & Second Reading: Johnson Drain

RESOLUTION-2022-011

Deputy Mayor Frank Nemcek made a motion that By-law 7 of 2022 (Johnson Drain) be given first and second reading. Councillor Jeannette Douglas seconded the motion.

Carried

- c) **By-law # 8 of 2022** - First & Second Reading: Johnson-Symington Drain

RESOLUTION-2022-012

Councillor Jamie Armstrong made a motion that By-law 8 of 2022 (Johnson-Symington Drain) be given first and second reading. Councillor Jeannette Douglas seconded the motion.

Carried

- d) **By-law # 9 of 2022** - First & Second Reading: Steadman Drain

RESOLUTION-2022-013

Deputy Mayor Frank Nemcek made a motion that By-law 9 of 2022 (Steadman Drain) be given first and second reading. Councillor Wayne Deans seconded the motion.

Carried

6 NEW BUSINESS

Nothing at this time

7 ADJOURNMENT

Councillor Douglas made a motion to adjourn the meeting at 5:55 p.m..

Clerk-Administrator

Mayor



Municipality of Brooke-Alvinston

Water and Sewage System Capital Plan

SUBMITTED BY

Ontario Clean Water Agency
2085 Hurontario Street, 5th Floor
Mississauga, ON L5A 4G1

Date: January 27, 2022

Rev: 3

Issue and Revision Record					
Rev. No.	Date	Prepared by:	Reviewed by:	Approved by:	Rev. Description
1	July 26, 2021	Jason Younker	Nick Larson	Nick Larson	Draft
2	September 22, 2021	Jason Younker	Nick Larson	Nick Larson	Final
3	January 27, 2022	Jason Younker	Nick Larson	Nick Larson	Revised Final

STATEMENT OF CONFIDENTIALITY

OCWA's Report to the Municipality of Brooke-Alvinston for the Water and Sewage Treatment Systems Capital Plan

This document has been developed by the Ontario Clean Water Agency in response to the Municipality of Brooke-Alvinston's request. Information has been provided for the express review of the Municipality of Brooke-Alvinston and is not to be copied or submitted in any way or form to any person(s) or organization(s) without the written authorization of the President and CEO of the Ontario Clean Water Agency. All copyright and intellectual rights to the material provided remain in the ownership of the Ontario Clean Water Agency.

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Appendix A: Detailed Capital Investment Plan

1 Introduction

The Ontario Clean Water Agency (OCWA) has prepared this capital investment plan for the Municipality of Brooke-Alvinston, hereinafter referred to as the “Municipality”. The capital plan addresses both facility and linear assets of the water and sewage systems owned by the Municipality.

The purpose of this capital investment plan is to assist the Municipality in estimating the annual capital expenditures required to maintain the water and sewage systems over a long term (i.e. 10 years into the future) with a focus on the next five years.

The outcomes of this report support other asset management planning processes in the Municipality, including the Asset Management Plan, Water and Sewage Rate Study and Water Financial Plan.

2 Scope

This report captures all assets in the following water and Sewage systems:

- Alvinston Water Treatment and Distribution System
- Alvinston Sewage Collection and Treatment System

3 Methodology

The methodology used to complete the assessments was as follows:

- Complete a desktop analysis of all available asset information. This includes technical reports, drawings, schematics, and annual reports, past budgets, asset inventory and plant maintenance data. It should be noted that the scope of the project did not include site visits or visual assessment of underground assets. The understanding of facility or linear performance issues was developed through a review of existing information and discussions with staff familiar with the assets.
- Discuss with system operators to understand history and issues with the assets that may not be apparent through a review of available information or visual assessment observations.
- Establish the spending that is required to address any observed asset deficiencies to achieve asset/system performance objectives.
- Establish the timing of the recommended project spending. The project timing is categorized as:
 - a) Immediate (as soon as possible) – highest priority projects that are recommended to complete in the next year or two, or as soon as feasible based on available resources.
 - b) Medium-term – projects that are recommended to complete in the next five (5) years.
 - c) Long-term – projects that are recommended to complete in the 6 to 10 year time horizon. The cost and timing of these long-term projects are estimated based on

current information, and therefore it is natural that these projects will change in scope and cost as time moves forward.

- d) Ongoing – Annual funding for multi-year capital programs (i.e. inflow & infiltration reduction program)

4 Limitations

This report is a planning document to inform future works. The plan should be reviewed on a routine basis and updated as necessary.

The following limitations are noted:

- Some of the expenditures identified may require preceding engineering studies to properly refine associated cost estimates or refine the scope of work. The costs of potential front-end engineering work have been estimated and included in the cost estimates.
- The accuracy of spending amounts identified in the report decreases with time. OCWA uses the AACE cost estimating framework to identify our cost estimate classification. Activities recommended in the 5+ year window are considered to be Class 5 cost estimates (+/- 50%), with increasing accuracy in shorter-term project cost estimates.
- Expenditures recommended in this report do not include the costs associated with:
 - Minor capital works to replace small equipment (i.e. diaphragm pumps, analyzers, etc.)
 - Operational expenditures such as OCWA's operating contract, Municipality overhead costs, energy costs, chemical costs, communication costs, etc.
- The state of assets can change quickly. The assessment of the assets reflects a point in time based on information that was readily observable.
- No destructive or intrusive testing was completed. In some cases, recommendations for additional testing may be made to confirm the current state of an asset.

5 System Overview

5.1 Water System

The water system consists of:

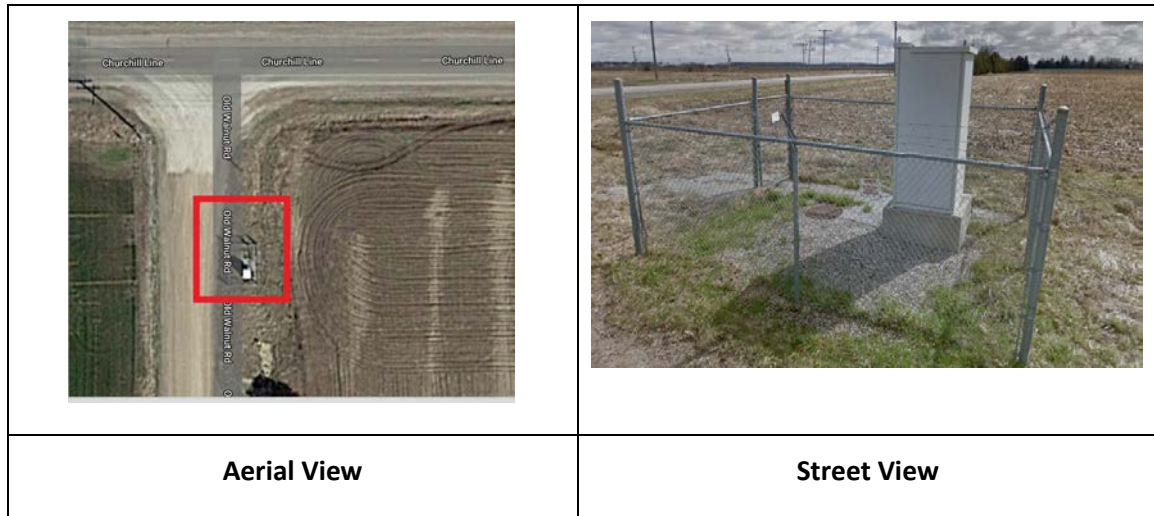
1. A water pumping and rechlorination facility;



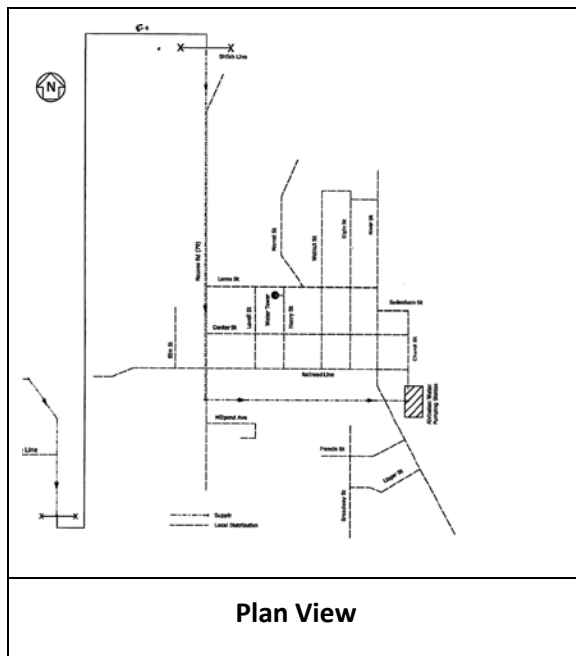
2. A water tower (standpipe); and



3. A water metering chamber with a transmission watermain approximately 14 km running from the intersection of Churchill Line and Old Walnut Road to the water pumping and rechlorination facility.



4. A water distribution system that services the community of Alvinston, with approximately 7 km of watermains and associated appurtenances.



The water is supplied from the Lambton Area Water Supply System (LAWSS). The rechlorination and pumping facility was originally designed as a full treatment facility. However, following the connection to the LAWSS system in 2002, the facility was converted to provide rechlorination and highlight lift pumping only.

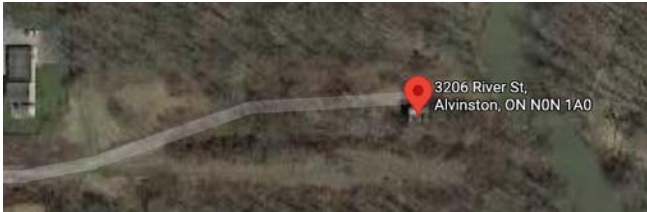

5.2 Sewage Treatment System

The Sewage Treatment System (STS) consists of:

1. A Sewage Treatment Plant (STP);

	
<p align="center">Aerial View</p>	<p align="center">Street View</p>

2. Three (3) sewage pumping stations and associated forcemains; and

<p>SPS #1 Aerial View, 1 km forcemain to WWTP</p>	
<p>SPS #2 Street View, small forcemain to collection system</p>	

SPS #3 Street View, 12 km
forcemain from west end
of Holmes street to SPS #2



3. A sanitary collection system that services the community of Alvinston, with approximately 7 km of sewers and associated appurtenances. The extent of the collection system is similar to that of water distribution system.

6 System Assessments

6.1 Water System

6.1.1 Pumping and Chlorination Facility

There is an ongoing project to adjust the process flow of the rechlorination and pumping facility to take advantage of the fact that water from the LAWSS system is of sufficient pressure to fill the Alvinston water tower¹. The following provides a summary of the rationale of the ongoing project.

The current process flow discharges the LAWSS water to the clearwell of the pumping facility. The water is then pumped to fill the water tower. It is feasible to adjust the process flow to connect the LAWSS system to the Alvinston system via a Pressure Reducing Valve (PRV) that is used to control the filling of the water tower², thereby bypassing the need for the high lift pumps and clearwell. This will result in reduced energy costs from not having to operate the high lift pumps and may lower maintenance costs only having to maintain one PRV versus multiple high lift pumps.

It should be noted that the equipment on the Drinking Water Works Permit (DWWP) should be maintained in working order until it has been formally decommissioned and removed from the DWWP. This process is expected to start in 2021, but the review period from the Ministry officials may delay the amended DWWP until 2022. There are a number of capital improvements recommended on the water system assets that will be decommissioned following the installation of the PRV. These projects have been separately noted, and will be removed from future updates of this capital plan once the DWWP has been officially amended.

6.1.2 Water Tower

The water tower was relined in 2019 and is ready to provide services to the community over the long term with only routine equipment replacement expected.

6.1.3 Transmission System

The transmission systems was constructed in 2003 when the Alvinston system was connected to the LAWSS system. There are no known performance issues with the transmission main or chambers.

6.1.4 Distribution System

The water distribution is largely of the original 1980s vintage polyvinyl chloride (PVC). There was a large project in 2013 to replace all of the valves in the Alvinston distribution system. The specific deficiency

¹Technical Memorandum – Hydraulic Model Analysis of Alvinston-LAWSS Integration', AECOM (2019).

² 'Memorandum – Brooke-Alvinston WTP Pressure Reducing Valve', TMIG (2021).

associated with the valves that resulted in the need for their replacement is unknown. However there are no other known performance issues with the hydrants or watermains that would indicate that they require proactive replacement in the foreseeable future.

6.2 Sewage System

6.2.1 Sewage Treatment Plant

The Alvinston Plant was the subject of an in-depth technical optimization analysis in 2019³. The report identified a number of capital improvement opportunities that have been captured in this report. These opportunities form the basis of the capital plan for the sewage treatment plant.

It is noted that the new ultraviolet (UV) system recommended in the optimization study was constructed in 2020.

6.2.2 Sewage Pumping Stations

There are no known performance issues at any of the sewage pumping stations or their associated forcemains.

6.2.3 Sanitary Collection System

The sanitary collection system is original vintage to the 1980s and has no known performance issues other than typical inflow and infiltration of extraneous flow. The inflow and infiltration is noted by subject matter experts to be worse in SPS #3 catchment.

³ 'Facility Optimization: Alvinston Sewage Treatment Plant', OCWA (2019).

7 Capital Investment Plan

7.1 Type of Capital Investments

Future capital expenditure recommendations are grouped into two categories:

1. Costs (projects) to maintain current service levels. This is the majority of projects in this capital plan. Examples include replacement of pumps, building roof replacements or reservoir cleaning. In select cases, a study is recommended to complete a more specialized in-depth investigation to properly understand spending needs. This is essential spending that is required to maintain services to the community.
2. Costs (projects) to enhance service levels. This is discretionary spending that is only required if/when higher asset performance expectations are demanded by the community.

7.2 Capital Plan Summary

The total cost of the projects included in the capital plan is approximately \$1.3 million (Table 1). The rationale for these projects are described in Section 7.3 and a detailed project listing is provided in Appendix A. It should be noted that this plan excludes approximately \$400,000 worth of water system projects associated with equipment that is to be decommissioned following the installation of the PRV.

Table 1 – Capital Plan Summary

	2021	2022	2023	2024	2025	2026	6 to 10 year	Total
Water System	\$75,000	\$7,000	\$8,040	\$5,500	\$5,000	\$10,000	\$206,400	\$316,940
Wastewater System	\$17,350	\$176,550	\$95,670	\$50,150	\$95,100	\$96,000	\$454,767	\$985,587
Total	\$92,350	\$183,550	\$103,710	\$55,650	\$100,100	\$106,000	\$661,167	\$1,302,527

7.3 Capital Investment Plan

7.3.1 Water System

With the potential to decommission a portion of the water system in the near future, the Water System section identifies which work may be avoided if that equipment is decommissioned.

7.3.1.1 Control Valve Installation

As described in Section 6.1, the water system is undergoing a major change to its system to reduce operating costs. In terms of actual work, the upgrade would be the installation of a single Pressure Reducing Valve (PRV) on the feed line into the Water Treatment Plant and the bypassing of the plant's high lift pumps. This would reduce the use of some of the Plant's operating equipment.

Reducing the use of the system equipment would have the effect of slowing equipment deterioration, but until the unused equipment is officially decommissioned, it will still need to be maintained for the system to remain compliant with its DWWP.

7.3.1.2 Water Tower

The Alvinston water tower is a concrete standpipe constructed in the early 1980s and was relined in 2018. With the installation of the PRV, the standpipe becomes the Town's only water storage site, and therefore it is prudent to continue inspections every five years despite the large recent expenditure.

For the purpose of the capital plan one inspection is planned over the 10 year period.

7.3.1.3 Water Distribution

As described in Section 6.1, the distribution system is approximately 40 years old and so although random breakages are possible, no systemic distribution piping replacement is required during the planning period. It is noted that all of the valves in the distribution system were replaced in 2013.

Since all distribution systems leak, and these leakages are both wasteful and can lead to more serious issues like main breaks and sinkholes, it is recommended that leak detection continue to be used to inspect the entire distribution system, with any identified leaks being repaired. The capital plan includes costs for leak detection and to repair any leaks identified. It should be noted that the capital plan does not include costs associated with routine maintenance or repair of valves, hydrants, services, watermains, etc. These costs are funded through an operating cost centre.

7.3.1.4 Building

Although no major issues have been presently identified with the building, it is likely that minor damage will accrue over the 10 year planning period that will require subsequent repairs. These minor spot repairs can take the form of concrete repairs, repainting, or minor architectural asset replacements. Over the long term, there is the potential for the facility to be decommissioned and replaced with a smaller structure that could house the PRV and rechlorination facility. Until this decision is made, the capital plan includes projects to rehabilitate the building exterior and roof in the long term. The decision to keep or decommission the building should be revisited before any large expenditures are made to rehabilitate the existing building.

7.3.1.5 Laboratory Equipment

Most laboratory equipment has an operating life of 5-10 years, so replacement during the planning period will be necessary.

7.3.1.6 Instrumentation (Potential for partial decommissioning)

Similar to Section 7.2.1.5 above, instrumentation needed for the recording of water parameters such as flow and chlorine must be maintained even with the installation of the PRV and any decommissioning of the existing facility. Though certain instrumentation like the wet well/clearwell level metering will no longer be required to be in service. It should be noted that the level meters will otherwise need to be replaced in the next few years.

7.3.1.7 PLC/SCADA/HDMI Equipment Updating

PLCs required for the automated nature of the water plant have an operating life of around 10-12 years. The SCADA system, which is the software that shows the system to operators and allows for remote

control of the system, usually requires updating every 5-7 years. The HDMI, which is the equipment used to view the SCADA, is usually replaced every 5 years. This means that even though the present system is in good condition, a budget must be maintained for its replacement during the planning period.

7.3.1.8 Water Plant – Partial Decommissioning

Although the installation of the PRV into the water system carries with it potential electrical savings by removing the need to continuously operate the high lift pumps, further savings are available through the decommissioning of the bypassed portion of the plant.

As long as the bypassed equipment is considered part of the official operating plan for the water plant, it must be maintained and replaced as needed. By amending the plant's Drinking Water Work Permit (DWWP) to remove this equipment, the municipality can decommission the equipment and in turn reduce both operating and capital costs.

The negative aspect to this work is that the work of decommissioning the equipment will itself have a cost. The capital plan carries a large cost associated with decommissioning the facility and restoring the site to 'green field' conditions. The decommissioning costs will be lower if some of the buried infrastructure is left in-situ.

7.3.1.9 Pumps (Potential for Decommissioning)

No immediate work is required to maintain the high lift pumps in the WTP, however, given the age of the pumps, it is likely that by the end of the planning period the pumps will need to be replaced if they are still in service. These pumps are the most likely equipment that could be decommissioned.

7.3.1.10 Chemical Treatment System

Chemical feed pumps tend to have a life of 15-20 years and the ones at the Alvinston Water Treatment Plant are at the end of their life. Replacement of the feed pumps is planned to occur in the next few years. Rechlorination of the water from LAWSS will still be required with the PRV installation.

7.3.1.11 Emergency GENSET (Potential for Decommissioning)

The emergency generator for the WTP is scaled to be able to provide electrical power to the entire plant during an emergency. During operation of the plant, the majority of the electrical power is consumed by the pumps and so if the pumps were no longer needed, the generator could be replaced with a substantially smaller version.

7.3.1.12 Motor Control Centre (MCC)/Plant Electrical System (Potential for Decommissioning)

At present, no immediate work was identified for the plant's MCC or electrical distribution system. Though if the plant decommissioning work is completed, much of the needed MCC and electrical system could be downgraded. This work does not need to be carried out immediately, but during the planning period, the electrical panels and MCC should be rehabilitated as it is mostly original equipment.

7.3.1.13 Wetwell/Clearwell (Potential for Decommissioning)

Plant wet well and clearwell should be inspected at a frequency of at least every 5 years for concrete deterioration and for the removal of built-up material. Concrete spot repairs should follow the identification of any deterioration or corrosion. If the plant's pumps are decommissioned, then the wells could likewise be decommissioned.

7.3.2 Sewage Treatment System

7.3.2.1 Bar Screen

At present, the sewage treatment plant utilizes a bar screen to remove large solids and debris from entering the plant. By upgrading the older bar screen to a newer mechanical screen, a greater percentage of solid material could be removed before entering the treatment plant. This upgrade may require the relocation of the screening system, which could lead to additional costs.

It should be noted that from the perspective of efficiency (sewage treatment effect/cost), upgrades at the front-end of the plant tend to provide the greatest efficiency. As such, this upgrade is recommended to occur in the near future.

7.3.2.2 Sludge Pump

The existing 5 HP sludge pumps have had a history of clogging. Pump clogging requires operational call-outs to rectify and these call-outs can become expensive over time. It is recommended that the sludge pumps be either upsized to prevent clogging or changed for a pump that is better at handling sludge (e.g. rotary lobe pump). Given the frequency of the clogging, replacement is recommended in the near future.

7.3.2.3 Aeration Diffuser

The aeration tanks utilize coarse bubble diffusers, which are much less efficient than fine bubble diffusers. By upgrading to fine bubble diffusers, the same amount of oxygen transfer can be attained while using less than half the air. This allows for the blowers to likewise operate at a lower airflow rate, which decreases electrical usage. Considering that blowers are the single greatest user of electricity at a treatment plant, diffuser upgrades can substantially decrease the overall electrical usage of the plant. With the possibility of significant electrical savings, this upgrade is recommended in the near future.

7.3.2.4 Positive Displacement Blower

The blowers were installed in 2017. One project that is planned for this year (2021) to rebuild one of the blowers that suffered a catastrophic failure in 2021 (despite being less than 5 years old). The second project is a long term allowance to replace the VFDs when they are at the end of their useful life.

7.3.2.5 Mechanical Sludge Mixer

The sludge mixing is presently carried out with mechanical mixers. By switching to aeration mixers, there is potential to improve the sludge condition by adding air and furthering digestion. This upgrade may come at a high cost with additional aeration piping, blowers, and increased operating cost so a more detailed study is needed before work can be definitively recommended.

7.3.2.6 Chemical Feed System

Chemical feed pumps tend to have a life of 15-20 years and the ones at the Alvinston Sewage Treatment Plant are relatively new. As such, a budget for pump replacement should be maintained at the furthest point in the future of the planning period. It was noted in the recent optimization study that the pumps are not flow-paced to the system. Upgrading the pump controls for flow pacing would reduce the chemical usage for the plant, which would reduce the operating costs.

7.3.2.7 UV Disinfection System

The UV system was recently replaced and will not need replacement or rehabilitation for the foreseeable future. However, a UV system requires frequent replacement of bulbs as they can frequently burn out. As such, the capital plan includes a yearly budget for bulbs and other minor parts replacements (e.g. bulb wipers).

7.3.2.8 Laboratory Equipment

Most laboratory equipment has an operating life of 5-10 years, so replacement during the planning period will be necessary. Specific to the sewage plant are the spectrophotometer, microscope, and portable dissolved oxygen meter.

7.3.2.9 Control Panel

Control panels tend to last approximately 25-30 years and replaced with the equipment that they are associated with. The control panels in the plant were assessed to presently be in good condition. Though considering the number of panels and their age, it is prudent to include a budget for the replacement of a portion of the panels in the long term.

7.3.2.10 PLC/SCADA/HDMI Equipment

PLCs required for the automated nature of the water plant have an operating life of around 10-12 years. The SCADA system, which is the software that shows the system to operators and allows for remote control of the system, usually requires updating every 5-7 years. The HDMI, which is the equipment used to view the SCADA, is usually replaced every 5 years. This means that even though the present system is in good condition, a budget must be maintained for its replacement during the planning period.

7.3.2.11 MCC/Electrical Equipment

The MCC for the plant was identified to be in fair condition without any major issues, but due to the age of the asset and the age of the plant's electrical system, an overall assessment and replacement of the electrical system is included in the long term.

7.3.2.12 HVAC Equipment

The interior of the plant includes unit heaters and exhaust fans which are approaching the end of operating life. The capital plan maintains a budget for their replacement in the medium term.

7.3.2.13 Interior/Exterior Lighting

The heavy-duty exterior lighting at the plant usually requires replacement at a frequency of every 10 years with interior lighting last between 5-10 years. Plans to replace the plant's exterior lighting are set for next year, with the interior lighting to be replaced a few years after.

7.3.2.14 Building

Although no major issues have been presently identified with the plants cladding or roof, it is likely that minor damage will accrue over the 10 year planning period that will require subsequent repairs. These minor spot repairs can take the form of concrete repairs, repainting, or minor architectural asset replacements (e.g. windows, doors, etc.). Damage to the plant's roof can be difficult to determine without a close visual inspection, therefore is usually recommended that a roof inspection be carried out every five years. Given the roof's unknown condition, a budget for a roof replacement has been included in the ten-year capital plan.

7.3.2.15 Collection System

The collection system has no known performance issues. However, there has not been any CCTV inspection work completed. CCTV is the best strategy to understand if there are any issues with the collection system. The cost of CCTV inspections (\$5 to \$10 per meter) is included in the capital plan, with an allowance to fix any deficiencies that are identified. It should be noted that the capital plan does not include costs associated with routine maintenance/repairs to manhole, sewers, laterals, etc. These costs are funded through an operating cost centre.

7.3.2.16 Pumping Station Forcemains

No work on the forcemains has been included in the capital plan.

7.3.2.17 Pumping Station Lift Pumps

Of the 9 pumping station pumps, 5 were installed or replaced in 2008-2009. The older 4 will likely need replacement during the 10 year planning period.

7.3.2.18 Pumping Station Generators

Two pumping stations are equipped with a small-scale generator, with the third (SPS #1) being powered from the generator at the WTP. A budget to complete some maintenance on both generators is included in the long term.

7.3.2.19 Pumping Station Wetwell

The wet wells are cleaned on a routine basis, which provides the opportunity to visually assess the concrete and grating. There are no known performance issues with the wet wells.

APPENDIX A

Detailed Capital Plan

System Type	Asset	Identified Work	2021	2022	2023	2024	2025	2026	6 to 10 year
Water Treatment	Low Lift Pumps - Vertical Turbine (2)	Replacement							\$32,000
Water Treatment	High Lift Pumps - Vertical Turbine (3)	Replacement							\$54,400
Water Treatment	Pump Motors (5)	Replacement							\$5,850
Water Treatment	Analyzer - Chlorine (3)	Replacement				\$16,800			
Water Treatment	Flow Meter (2) - Mag	No Work							
Water Treatment	Flow Meter (1) - Turbine	Replacement			\$650				
Water Treatment	Level Transmitter	Replacement			\$4,800				
Water Treatment	Safety Spill Kit	Replacement							\$300
Water Treatment	Valves (26)	Partial Replacements			\$14,005				\$14,005
Water Treatment	MCC	No Work							
Water Treatment	Generator - Portable (2)	Replacement					\$1,000		
Water Treatment	Emergency Genset (inc. louvre, panel (2), transformer)	Replacement							\$79,520
Water Treatment	Wet Well	Rehabilitate							\$5,000
Water Treatment	Chemical Pump (2)	Replacement			\$3,040				
Water Treatment	Data Logger	Replacement							\$6,400
Water Treatment	SCADA/PLC	Update/Minor Equipment Replacement							\$50,000
Water Treatment	UPS (2)	Replacement		\$2,000					
Water Treatment	Fan Exhaust (3, inc. motor)	No Work							
Water Treatment	Louvre (1)	No Work							
Water Treatment	Unit Heaters (6)	No Work							
Water Treatment	Lifting Device - 1 Ton (1)	No Work							
Water Treatment	WTP - Building - Cladding	Refurbishment or Replacement							\$75,000
Water Treatment	WTP - Building - Roof	Refurbishment or Replacement							\$50,000
Water Treatment	WTP - Building - Structure	No Work							
Water Treatment	Analyzer - Pocket Colorimeter	Replacement				\$500			
Water Treatment	Water Tower	Inspection						\$5,000	
Water Distribution	Distribution Lines (~7km)	Leak Detection Survey and/or Distribution System Repairs		\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$25,000
Water Treatment	PRV installation		\$75,000						
Water Treatment	Decommissioning of Water Treatment Plant				\$200,000				
Total Capital Cost (assets likely to be decommissioned)			\$0	\$0	\$219,455	\$16,800	\$1,000	\$0	\$191,075
Total Capital Cost (assets likely to remain in service)			\$75,000	\$7,000	\$8,040	\$5,500	\$5,000	\$10,000	\$206,400

System Type	Asset	Identified Work	2021	2022	2023	2024	2025	2026	6 to 10 year
Sewage Treatment	Grinders (2), (inc. 1HP motor)	Not in use							
Sewage Treatment	Bar Screens	Relocation and upgrade to mechanical system		\$163,200					
Sewage Treatment	Sludge Pumps (2), (inc. 5HP motor)	Upgrade pumps to prevent clogging			\$52,320				
Sewage Treatment	Coarse Bubble Diffusers	Upgrade to Fine Bubble Diffusers				\$40,000			
Sewage Treatment	PD Blower (2), (25HP), (inc. motor)	Rebuild one blower, Future VFD replacement	\$14,000						\$21,000
Sewage Treatment	Submerged Mechanical Sludge Mixers/Aerators (2)	Detailed Evaluation, Upgrade Sludge Mixers to aeration system		\$5,000	\$32,000				
Sewage Treatment	Clarifier mechanism	No Work							
Sewage Treatment	Clarifier gear drive, inc. motor	No Work							
Sewage Treatment	Chemical Feed Pumps (2), (6L/hr, 2.1L/hr)	Replacement Upgrade Alum addition to flow paced system			\$3,000				\$5,967
Sewage Treatment	UV disinfection system	Part replacements (lamps)	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	\$3,350	\$16,750
Sewage Treatment	Valves (5)	Replace as needed					\$2,750		\$2,750
Sewage Treatment	Spectrophotometer (Lab Equipment)	Replacement							\$6,000
Sewage Treatment	Portable DO meter	Replacement						\$650	
Sewage Treatment	Level Meters (3)	Replacement							\$12,000
Sewage Treatment	Flow Meter	Replacement							
Sewage Treatment	Data Logger	Replacement							
Sewage Treatment	Control Panels (6), 2 Pump CP at PS #2, 2 alarm panels, 1 grinder panel, 1 clarifier panel	Partial Replacement of panels							\$28,800
Sewage Treatment	SCADA/PLC	SCADA update, PLC replacement							\$50,000
Sewage Treatment	Alum Tank	No Work							
Sewage Treatment	Clarifier - Structure	No Work							
Sewage Treatment	Aeration Tank - Structure	No Work							
Sewage Treatment	MCC	Replacement							\$48,000
Sewage Treatment	Emergency Back-up Generator (inc. battery, transfer switch, fuel tank)	Replacement							
Sewage Treatment	Transformers (2)	Replacement							\$16,000
Sewage Treatment	Unit Heaters (2)	Replacement				\$3,200			
Sewage Treatment	Exhaust Fans (3), (inc. motor)	Replacement				\$3,600			
Sewage Treatment	Lifting Devices (3)	Replacement							
Sewage Treatment	Safety Eyewash Station	Replacement							
Sewage Treatment	Outdoor Lighting	Replacement		\$5,000					
Sewage Treatment	Interior Lighting	Replacement							\$5,000
Sewage Treatment	Building Electrical	Outdoor outlet repair			\$5,000				
Sewage Treatment	Sludge Storage Tank	Upgrade tank with aeration system						\$75,000	
Sewage Treatment	STP - Building - Cladding	Cladding Rehabilitation							\$75,000
Sewage Treatment	STP - Building - Roof	Roof Rehabilitation							\$50,000
Sewage Treatment	STP - Building - Structure	No Work							
Sewage Collection	Collection Lines (~7km)	Collection System Inspection and Repair Work					\$17,000	\$17,000	\$85,000
Pumping Stations	Lift Pumps (9)	Replace as needed, while maintaining a spare					\$26,000		\$32,500
Pumping Stations	Emergency Back-up Generators (2)	Replacement of one generator					\$26,000		
Pumping Stations	PS - Wet well (2)	Rehabilitate grating/ladders					\$20,000		
Total Capital Cost			\$17,350	\$176,550	\$95,670	\$50,150	\$95,100	\$96,000	\$454,767



Municipality of Brooke-Alvinston Water and Wastewater Rate Study

SUBMITTED BY

Ontario Clean Water Agency
2085 Hurontario St, 5th Floor
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1 Introduction

1.1 Overview

The Ontario Clean Water Agency (OCWA) was retained by the Municipality of Brooke-Alvinston (Municipality) to prepare a Water and Wastewater Rate Study.

A Rate Study establishes a fiscally responsible charge for users of the Municipality's water and wastewater systems to fund the operating and capital expenditures required to provide services.

This Rate Study is based on an analysis of:

- Current and past budgets;
- Reserve fund and debt positions;
- Major maintenance, rehabilitation or replacement spending;
- Current and forecasted customers; and
- Current and forecasted water consumption levels.

1.2 Approach

The approach to completing this Rate Study is:

1. Forecast expenditures.
2. Forecast revenue needs based on current customer base and expected growth.
3. Establish an appropriate structure to establishing a billing approach. This looks at options regarding base (flat) charges, standard volumetric (\$/m³) charges, and block increasing/decreasing volumetric charges.
4. Establish an approach charge (rate) for each portion of the billing approach determined in Step 3.

1.3 Updating Rate Analysis

The analysis completed in this report is based on current system performance and existing information. The timing of capital projects may be impacted by changing circumstances (i.e. unexpected accelerated deterioration of asset performance, rapid growth of the service populations, changing regulations, etc.).

The rates should be reviewed on an annual basis, and this analysis should be repeated every five (5) years, or more frequently if significant events occur that will impact the timing of any large capital projects.

1.4 Background

The Municipality currently provides water services to approximately 410 customers in Alvinston, and wastewater services to approximately 478 customers (385 in Alvinston and 93 Inwood). The number of customers has been stable over the past several years, and there are no developments in the planning stages that would result in a noteworthy expansion to the serviced population. The customer base is almost entirely residential.

In 2018 the billing approach was changed to its current design:

- Alvinston Water and Wastewater customers pay a bi-monthly base (minimum) charge plus a volumetric overage fee when consumption exceeds the minimum charge volume.
- Inwood Wastewater customers pay a flat base charge per connection.

The 2021 base and volumetric charges are summarized in Table 1.

Table 1 – Summary of 2021 Charges

CUSTOMER CATEGORY	BI-MONTHLY	ANNUAL	OVERAGE
Alvinston Water	22.66 m ³ @ \$94.86 (\$4.19/m ³)	135.96 m ³ @ \$569.16 (4.19/m ³)	\$3.11/m ³ on bi-monthly basis
Alvinston Wastewater	22.66 m ³ @ \$70.38 (3.11/m ³)	135.96 m ³ @ \$422.28 (3.11/m ³)	\$1.68/m ³ on bi-monthly basis
Inwood Wastewater	N/A	\$642.60	N/A

2 Expenditure Forecast

2.1 2021 Expenditures

Table 2 summarizes the 2021 budget expenditures for each system, with descriptions of each category following the table.

Table 2: Brooke-Alvinston Water and Wastewater 2021 Budget Expenditures

EXPENDITURE SOURCE	ALVINSTON WATER EXPENDITURE	ALVINSTON WASTEWATER EXPENDITURE	INWOOD WASTEWATER EXPENDITURE
Operating Contract – OCWA	\$104,631	\$89,237	\$27,246
Water Purchase from LAWSS	\$110,700	N/A	N/A
Debt (Principal + Interest)	\$39,318	\$7,028	\$56,875
Other	\$48,953	\$72,977	\$32,448
Capital	\$75,000	\$0	\$0
Total	\$378,603	\$169,242	\$116,569

- **OCWA Operating Contract:** The services contracted to the Ontario Clean Water Agency for the operation of the DWS.
- **Water Purchase from LAWSS:** Purchase of wholesale water from LAWSS.
- **Other:** All other staff and materials costs.
- **Capital:** Costs for major maintenance, repair, rehabilitation or replacement activities to maintain performance of the system.
- **Debt:** Principal and interest payments for the existing debentures for past water projects.

2.2 Expenditure Forecast Approach

2.2.1 Operating Contract

The future cost of the OCWA operating contract is forecasted based on an annual increase of 1.5%.

2.2.2 Debt Expenditures

The cost for future interest and principal payments for existing debt are taken from the existing debenture schedules.

2.2.3 Other Operational Expenditures

The future cost of other operational expenditures is forecasted based on an annual increase of 2%.

2.2.4 Water Purchase from LAWSS

The future cost of purchasing water from LAWSS is forecasted based on an annual increase of 3%. This value is set to match the rate increase that LAWSS has approved.

2.2.5 Capital Expenditures

Capital expenditures for the next 10 years are taken directly from the recent Water and Sewage System Capital Plan (OCWA; 2021). Longer term (i.e. 11 to 20 year) capital forecasts are based on average past and planned expenditures.

It is noted that the analysis completed in Section 4 of this report looks at 'what if' scenarios to examine the impact of needing to fund an unforeseen large project in the 11 to 20 year period. This will help the Municipality plan for large projects like the rehabilitation of the concrete clarifiers at the wastewater plant. This is the type of large project that is likely to be required at some point in the future, but could also likely not be required until beyond 2040.

3 Revenue Forecast

3.1 Current Revenue

Table 3 summarizes budgeted 2021 revenues.

Table 3: Brooke-Alvinston Water and Wastewater Revenues

REVENUE SOURCE	ALVINSTON WATER REVENUE	ALVINSTON WASTEWATER REVENUE	INWOOD WASTEWATER REVENUE
Base Billings	\$233,356	\$162,577	\$59,762
Volumetric Billings	\$93,300	\$40,320	
Other Own-Source Revenue	\$9,225	\$8,340	\$62,832
Provincial Funding	\$75,000		
Total	\$418,881	\$211,237	\$122,594

3.2 Customer Forecast

The population has declined in the Municipality over the past 20 years (Table 3). However the number of customers has remained relatively constant.

Table 10: Brooke-Alvinston Population History

YEAR	POPULATION
1996	2,894
2001	2,785
2006	2,661
2011	2,548
2016	2,411

Population figures from Statistics Canada

For the purposes of forecasting revenue, it has been assumed that the number of customers will remain constant:

- 410 Alvinston Water customers
- 385 Alvinston Wastewater customers
- 93 Inwood Wastewater customers

3.3 Direct Billing Revenue Forecast

As described in Section 1.3, there are two components to the direct billing revenues for Alvinston water and Alvinston wastewater customers:

1. A base (minimum) charge that is applied based on service connection size; and
2. An overage charge that is applied to the quantity of water consumed above the amount included in the minimum charge.

An analysis of past billing data indicates that approximately 30,000 m³ of billed via the overage charge for Alvinston Water customers. Since approximately 80% of Alvinston water customers are also wastewater customers, there is approximately 24,000 m³ billed via the overage charge for Alvinston Wastewater customers.

Inwood Wastewater customers are billed on a base annual charge only.

The direct billings revenues are forecasted using year-by-year rate increase assumptions as described in Section 5.

3.4 Other Revenue Forecast

The Municipality has revenue from several other sources, such as new connections. Future revenue from these other sources is forecasted based on an annual increase of 2%.

4 Billing Structure

There are several common variations to the billing structure in Ontario municipalities, including:

1. Flat rate (non-metered) charge that does not change based on meter size or consumption. Flat rate billing structures are only used in municipalities without water meters.
2. Volumetric charge (\$/m³) which can be either:
 - Constant rate – same price for each m³
 - Declining block rate – first X m³ is priced at one rate, the second X m³ is priced at a lower rate. This is used to reduce the cost charged to large users.
 - Increasing block rate – first X m³ is priced at one rate, the second X m³ is priced at a higher rate. This is used to encourage users to reduce water consumption.
3. Base charge where a minimum charge is applied to cover the fixed cost of providing services.

Revenues that are based solely on a volumetric rate can be volatile based on consumption trends that are not in a municipality's control (i.e. a wet summer when consumers purchase less water). Most billing structures have a combination of a base charge plus a volumetric rate to limit revenue volatility and enhance predictability for long term planning.

The current billing structure in Brooke-Alvinston has a base fee with a declining block volumetric rate. No change is recommended to the current billing structure.

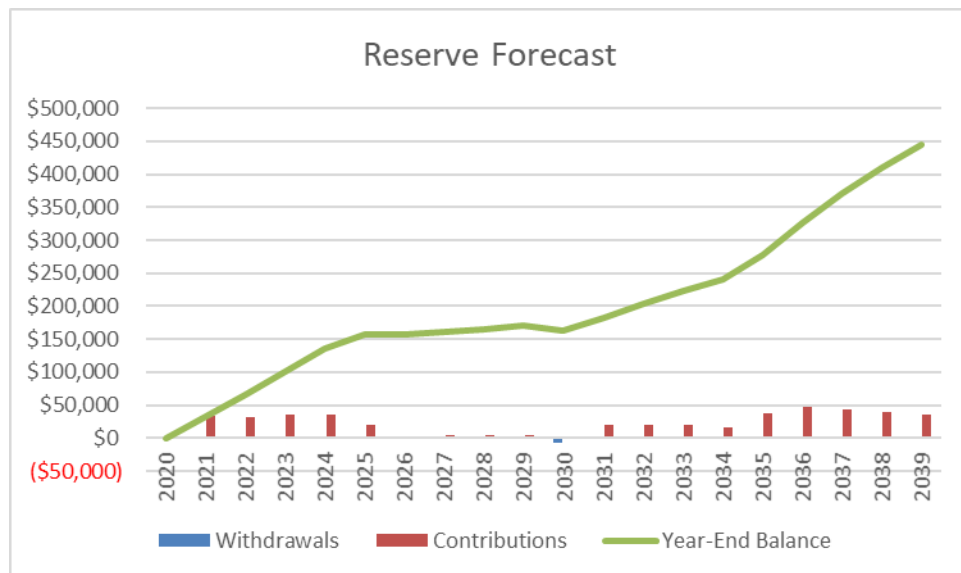
5 Rate Calculation

This section calculates the rate increases that are required to generate the revenue to cover the costs of providing water and wastewater services.

5.1 Alvinston Water

The analysis demonstrates that a 1.8% rate increase is required to maintain a reasonable minimum reserve balance of between \$50,000 and \$200,000 over the next 15 years. When the existing loan is paid off in 2034, there will be additional revenue available to offset rate increases, resulting in the ability to lower rate increases to 1.0% from 2034 to 2040 while still generating a modest reserve balance in 2040.

Figure 5: Alvinston Reserve Forecast – 1.8% Increase to 2033, 1.0% 2034 to 2040



5.2 Alvinston Wastewater

The analysis of the Alvinston wastewater system is more complex. There are no reserves built up to pay for the large capital projects that are required in the next 10 years. This results in a negative reserve balance over the next decade regardless of the size of the rate increase – in other words, it is not practical to raise rates sufficiently to pay for the capital through in-year revenue. The negative reserve balance would be offset by issuing new debt or receiving a grant from the Provincial or Federal government¹.

The results demonstrate that large rate increases of 4% until 2026, and then reduction to 2% from 2027 to 2033, and further reduction to 1.5% from 2034 to 2040 will make the system in a positive position by 2032 with the accumulation of a surplus of approximately \$425,000 by 2040. This reserve balance would position the municipality to fund the future large project expected at the wastewater plant in the long term.

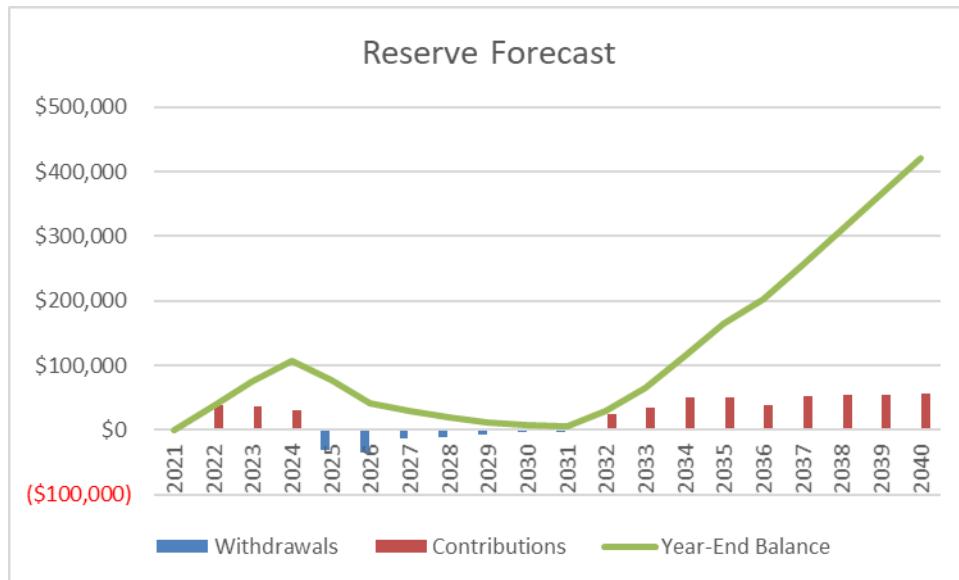
¹ Annual total debt payments (principal + interest) = \$103,221, 2021 total own-source revenues = \$677,712, which results in a 15.2% debt servicing ratio. The maximum permissible is 25%, meaning the municipality still has capacity to take on new debt as long as the total payment is less than \$65,000 per year.

This assumes that the municipality issues two debentures to fund the wastewater capital projects:

1. \$175,000 in 2022 for the mechanical bar screen upgrades. 10 year serial debenture at 2% interest rate has annual payments of \$19,500.
2. \$140,000 in 2024 for the coarse bubble diffuser and sludge mixer upgrades. 10 year serial debenture at 2% interest rate has annual payments of \$15,600.

The additional debt would not result in the municipality exceeding the maximum permissible levels.

Figure 5: Alvinston Reserve Forecast – 4.0 % Increase 2022 to 2026, 2% 2027 to 2033, 1.5% 2034 to 2040

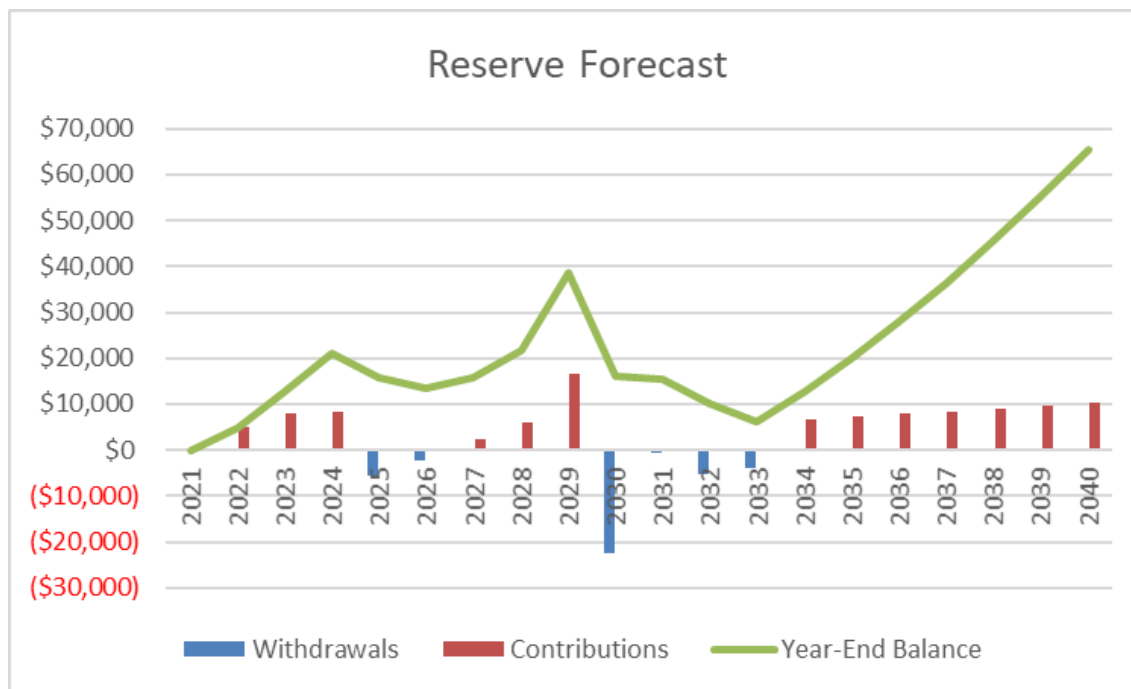


5.3 Inwood Wastewater

The analysis of the Inwood Wastewater system is also complex because of the combination of the debt payments stopping in 2030 and the termination of the capital charge revenue from taxes ending in 2029.

The results demonstrate that large rate increases of 4% until 2028, and then a reduction to 3% from 2029 to 2032, and further reduction to 2% from 2033 to 2040 will make the system in a positive position over the next 20 years with the accumulation of a surplus approaching \$70,000 by 2040. This reserve balance would position the municipality to fund the future large project expected at the wastewater plant in the long term.

Figure 6: Inwood Reserve Forecast – 4.0 % Increase 2022 to 2028, 3% 2029 to 2032, 2% 2033 to 2040



6 Rate Study Recommendations

The water system has recently undergone a large capital expenditure to refurbish the water tower, and no large projects are foreseen in the long term other than decommissioning of the old treatment plant site. The wastewater system requires some large projects in the next decade, and with a plant that is 40 years old, it can be reasonably expected that a large project to rehabilitate the plant may be required in the 10+ year time frame.

The focus for Brooke-Alvinston is to prepare to fund the future large wastewater project. The rate increases document in Section 5 of this report achieve this goal, increasing wastewater rates in the short term to provide adequate funding for known projects, while preparing the municipality to either hold rates in the medium to long term (if the large wastewater project is still unforeseen as 2030 approaches) or continue increases if the large wastewater project is required in the 2030 to 2040 time period.

APPENDIX A

2021 Rates

SCHEDULE "A"
By-Law Number 25 of 2020

FEES FOR WATER AND WASTEWATER SERVICES

Properties connected to Alvinston's Water Supply and Wastewater Systems - Consumption Charges/Fees

Water:

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Per Billing (every 2 months) Fixed Charge (the 1 st 22.66 cubic meters is included in the fixed charge)	\$93.00	\$94.86	\$96.76	\$98.70	\$100.67	\$102.68	\$104.73	\$106.82	\$108.96	\$111.14	\$113.36
Metered Water Rate over 22.66 cubic meters per billing period (every 2 months)	\$3.05	\$3.11	\$3.17	\$3.23	\$3.29	\$3.36	\$3.43	\$3.50	\$3.57	\$3.64	\$3.71

Wastewater:

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Per Billing (every 2 months) Fixed Charge (the 1 st 22.66 cubic meters is included in the fixed charge)	\$69.00	\$70.38	\$71.79	\$73.23	\$74.69	\$76.18	\$77.70	\$79.25	\$80.84	\$82.46	\$84.11
Metered Wastewater Rate over 22.66 cubic meters per billing period (every 2 months)	\$1.65	\$1.68	\$1.71	\$1.74	\$1.77	\$1.81	\$1.85	\$1.89	\$1.93	\$1.97	\$2.01

Properties connected to Inwood's Water Supply and Wastewater Systems - Consumption Charges/Fees

Water:

Water services are provided and billed by the Township of Enniskillen

Wastewater:

Year	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
Flat Annual Charge per user/connection (billed on taxes in for (4) instalments)	\$630.00	\$642.60	\$655.45	\$668.56	\$681.93	\$695.57	\$709.48	\$723.67	\$738.14	\$752.90	\$767.96



Municipality of Brooke-Alvinston Asset Management Plan for Water and Wastewater Systems

SUBMITTED BY

Ontario Clean Water Agency
2085 Hurontario Street, 5th Floor
Mississauga, ON L5A 4G1

Date: February 4, 2022

Rev: 2

AMP Issue and Revision Record					
Rev. No.	Date	Prepared by:	Reviewed by:	Approved by:	Rev. Description
1	January 31, 2022	Nick Larson, OCWA	Jason Younker, OCWA	Nick Larson, OCWA	Draft
2	February 4, 2022	Nick Larson, OCWA	Jason Younker, OCWA	Nick Larson, OCWA	Final

Executive Summary

Water and Wastewater Facility Asset Portfolio

The scope of this Asset Management Plan (AMP) includes all water and wastewater assets. The infrastructure portfolio has an estimated replacement value of approximately \$46 million.

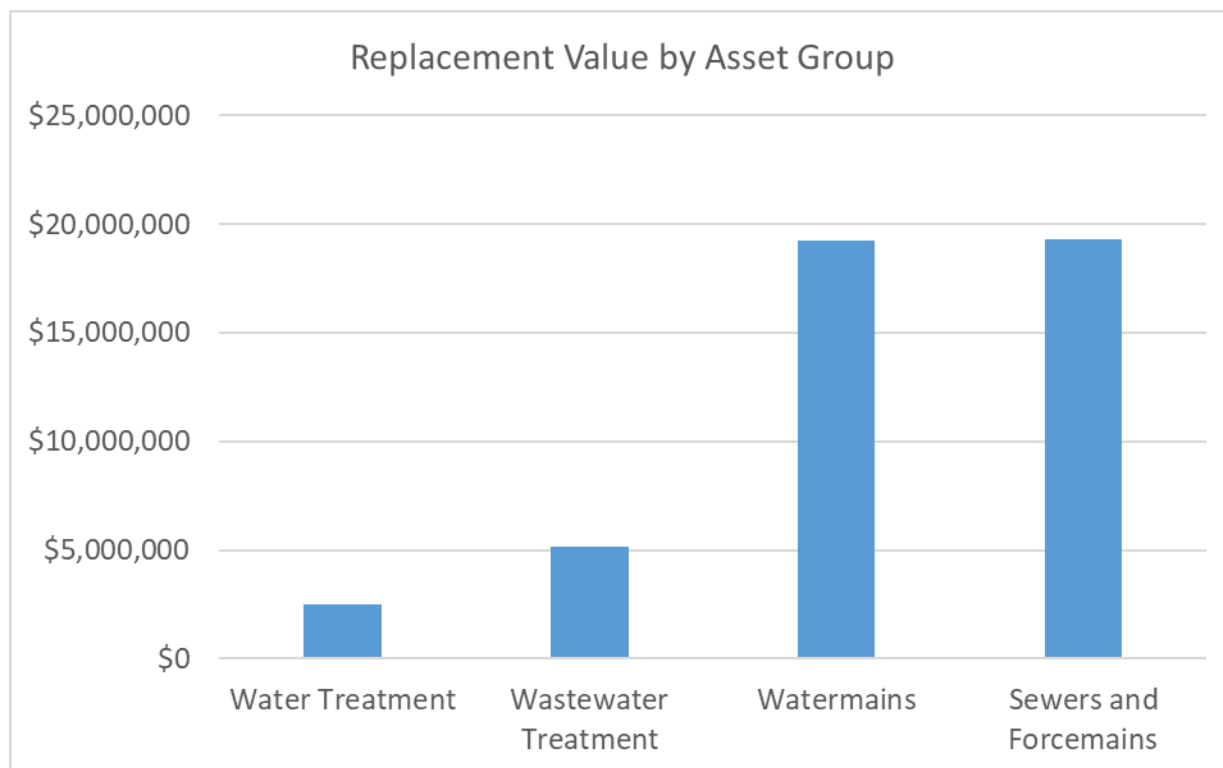


Figure ES1: Asset Portfolio Summary

Note: Actual costing values are subject to market forces at the time of infrastructure construction/improvement activity, above values are based on historical averages and industry standards.

Current Asset Performance

The best available asset information is combined with the judgement of subject matter experts to establish the current performance of each of the individual asset records that are represented in the asset portfolio. The performance of individual assets is aggregated to present the performance distribution of each asset group.

The current asset performance results are provided below.

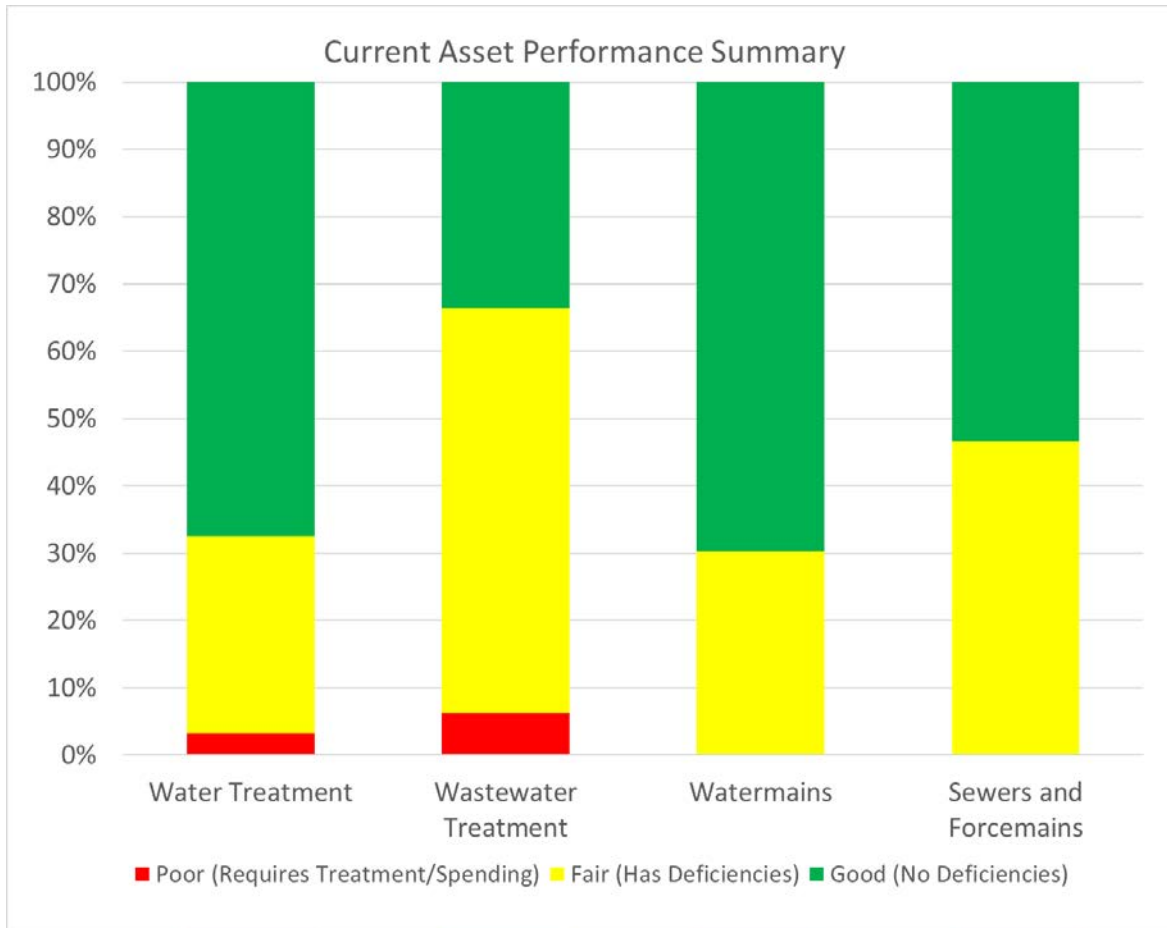


Figure ES1 – Current Performance Summary

The total replacement cost of the assets in the poor performance category is approximately \$400,000, which represents approximately 1% of the total asset portfolio. It should be noted that the spending required to restore these assets to the good performance category is not necessarily equal to the replacement cost, since some assets only require rehabilitation while others require replacement with a more expensive asset.

Table ES1: Current Performance by Replacement Value

System	Good (No Deficiencies)	Fair (Has Deficiencies)	Poor (Requires Treatment/Spending)	Total
Water Treatment	\$1,689,501	\$732,001	\$81,000	\$2,502,502
Wastewater Treatment	\$1,722,000	\$3,099,000	\$320,000	\$5,141,000
Watermains	\$13,405,000	\$5,845,700	\$0	\$19,250,700
Sewers and Force mains	\$10,293,400	\$9,008,800	\$0	\$19,302,200
Total	\$27,109,901	\$18,685,501	\$401,000	\$46,196,402

Spending Forecast to Maintain Current Asset Performance

The spending forecast results to maintain current asset performance are summarized in Table ES2.

Table ES2 Spending Forecast Summary

System	Short Term (next 5 years) Average Annual Spending Need	Long Term (20 year) Average Annual Spending Need
Water	\$20,000	\$20,000
Wastewater	\$90,000	\$75,000

An average of approximately \$110,000 per year (in 2021 \$) in asset rehabilitation or replacement is needed over the next five years to maintain current asset performance expectations for the water and wastewater systems. The long term average annual spending needs are appropriately \$95,000 per year (in 2021 \$).

Spending to Enhance Asset Performance or Service New Development

The annual spending summarized above excludes any future spending to enhance service levels or to provide services to new development.

Financial Strategy

The Municipality has completed a parallel Rate Study (OCWA; 2022) that establishes the strategy to fund the forecasted expenditures. Future budgets will present the optimal balance of the available financing options to fund the desired infrastructure program.

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1 INTRODUCTION

1.1 Overview

This Asset Management Plan (AMP) is structured around the relationship between infrastructure spending and asset performance. It is a living document that supports infrastructure decision-making processes and is updated on a periodic (annual) basis to reflect changing circumstances.

An AMP is the tactical output of a corporate management system which is described further in Subsection 1.4.

1.2 Defining Asset Performance

Asset performance is defined as “the ability of an asset to fulfill the organization’s objectives or requirements”.

The performance of an asset is directly related to the level of service it provides:

- An asset is in the good performance category when it is meeting the expectations of the community (i.e. providing an appropriate level of service); and
- An asset is in the poor performance category when it is not meeting expectations (i.e. not providing an appropriate level of service) and requires spending to have it meet expectations.

The community’s asset performance expectations balance costs and affordability and are therefore unique to each community based on its infrastructure inventory, financial status and community/corporate priorities.

1.3 Provincial Asset Management Planning Requirements

The Province of Ontario developed Regulation 588/17 under the Infrastructure for Jobs and Prosperity Act (2015). The following points summarize the requirements of O.Reg. 588/17:

- An AM policy is required to articulate specific principles and commitments that will guide decisions around when, why and how money is spent on infrastructure assets. The Policy is required by July 1, 2019. The Municipality successfully adopted their AM Policy in 2019.
- By July 1, 2022 the AMP will be required to establish the spending that is required **to maintain current** asset performance expectations for water, wastewater, stormwater, roads and bridges.
- By July 1, 2024 the AMP will be required to establish the spending that is required to **maintain current** asset performance expectations for all asset groups.
- By July 1, 2025 the AMP will be required to establish the spending that is required to **achieve desired** asset performance expectations, and the financial strategy to fund the required spending.

1.4 AMP Development Approach

The approach in developing this AMP has been guided by OCWA's Asset Stewardship Quality Management System (ASQMS), depicted in Figure 1. The ASQMS Framework shows how technical asset lifecycle strategies are connected to community priorities to develop optimized spending plans that balance service levels and costs. An AMP is a tactical output of the ASQMS.

The ASQMS aligns with Ontario Regulation 588/17 Asset Management Planning for Municipal Infrastructure and the international standard for infrastructure asset management (ISO 55000).

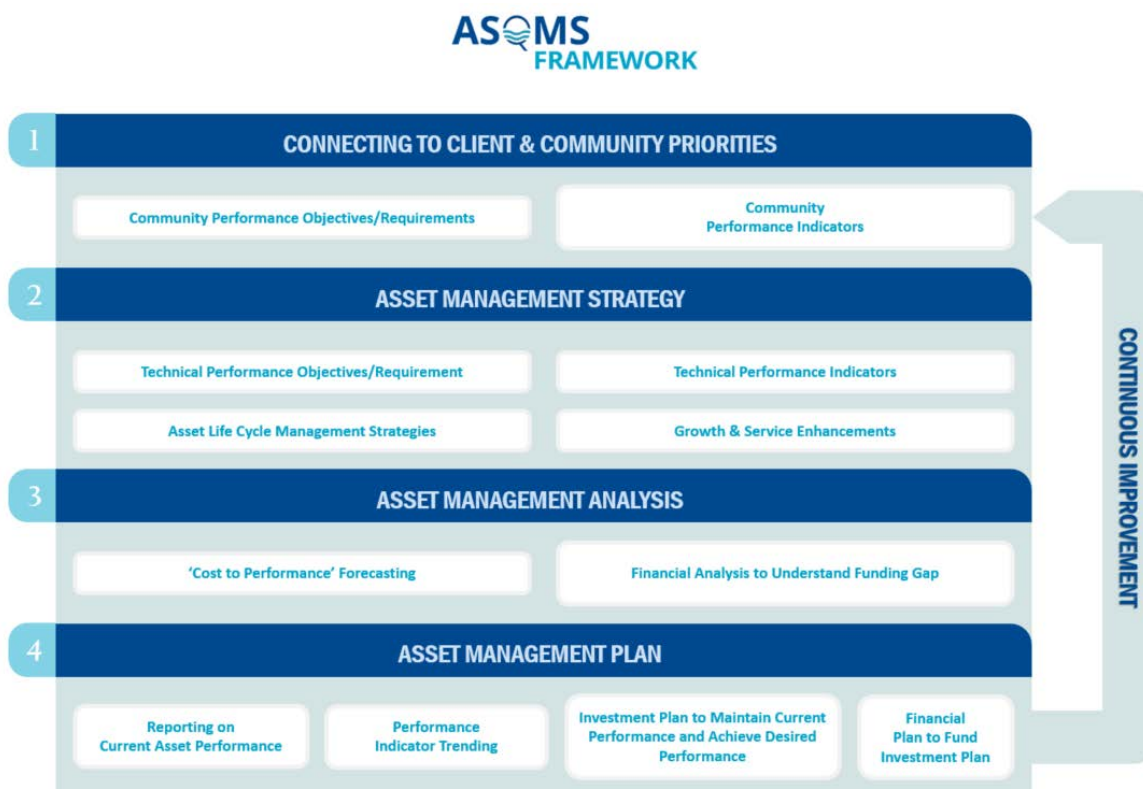


Figure 1: ASQMS Framework

The development of this AMP leverages the Municipality's best available asset and financial information, staff input, subject matter expert professional judgement, and AM best practices, to complete the following steps:

1. Develop a complete listing of infrastructure assets to be included in the AMP.
2. Assess current performance (level of service) of the assets based on existing information.
3. Prepare an asset lifecycle management strategy (i.e. spending plan) that maintains the current performance of the Municipality's infrastructure assets.
4. Determine the gap between required spending levels to achieve asset performance objectives versus historic spending.

1.5 Updating the Asset Management Plan

The AMP should be updated on a periodic basis to reflect the latest information and respond to evolving asset performance expectations in the community. This can be accomplished annually in conjunction with the Municipality’s budget processes, or more frequently if required to support funding applications.

1.6 Asset Management Plan Scope

This AMP includes all water and wastewater assets owned by the Municipality. Section 2 summarizes the infrastructure portfolio.

1.7 Growth Planning

As seen in Table 1, the population of Brooke-Alvinston has declined modestly over the past 20 years. However the number of water and wastewater customers has remained relatively constant.

Table 1: Brooke-Alvinston Population History

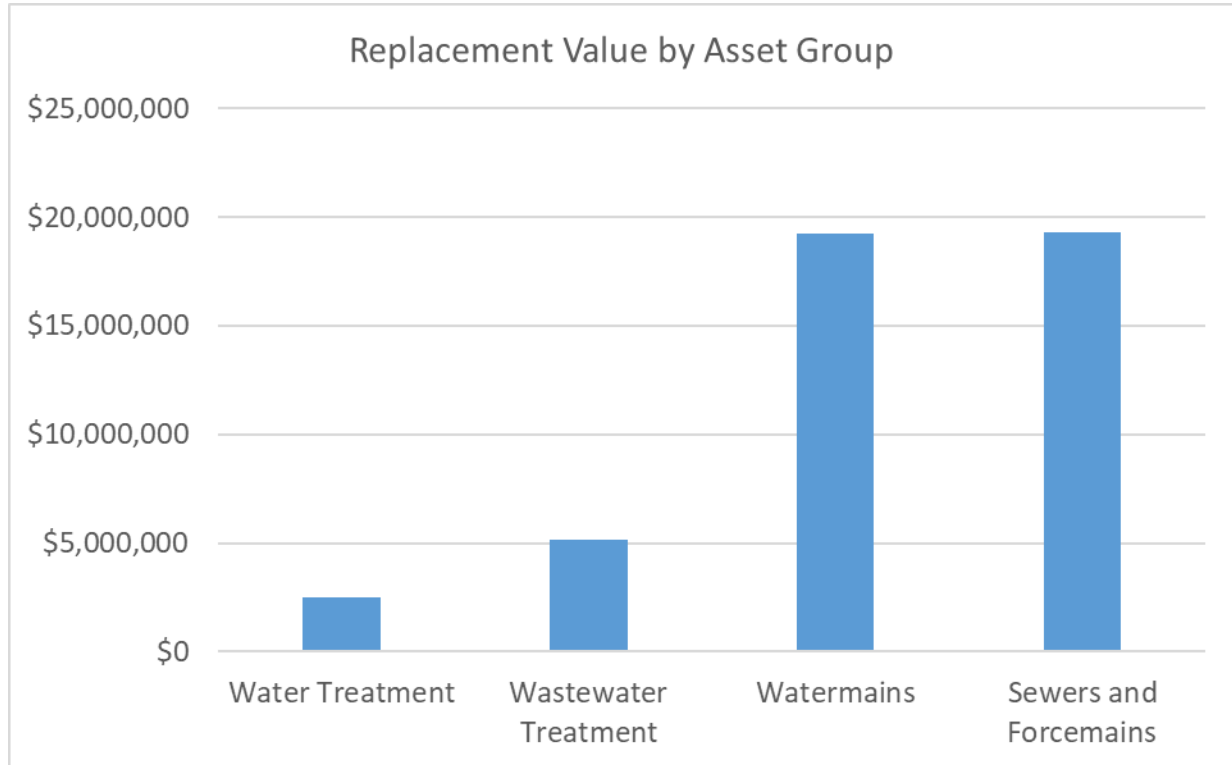
YEAR	POPULATION
1996	2,894
2001	2,785
2006	2,661
2011	2,548
2016	2,411

Population figures from Statistics Canada

2 OVERVIEW OF ASSET PORTFOLIO

The infrastructure portfolio has an estimated replacement value of approximately \$46 million (Figure 2).

Figure 2: Brooke-Alvinston Water and Wastewater Infrastructure Portfolio



Note: Actual costing values are subject to market forces at the time of infrastructure construction/improvement activity, above values are based on historical averages and industry standards.

3 ASSET PERFORMANCE ASSESSMENT

As described in Section 1, the new landscape of AM that aligns with ISO 55000 defines asset performance as the ability for an asset to fulfill its objectives or requirements. This means that the performance of an asset is directly proportional to the level of service it provides. Levels of service are also at the core of O.Reg. 588/17 which requires municipalities to understand the cost to achieve higher or lower levels of service.

3.1 Measuring Asset Performance

The Municipality's asset inventory contains performance information for all infrastructure assets. This includes information related to both asset condition and asset function. The performance information is collected from a variety of sources, ranging from sophisticated technologies to investigate the assets to visual observations from qualified professionals.

All asset performance data is combined with the professional judgment of subject matter experts to establish the current performance of each asset as defined in Table 2 below.

Table 2: Asset Performance Rating Descriptions

PERFORMANCE CATEGORY	DESCRIPTION	STATE OF ASSET
Good	Asset performance meets or exceeds its objectives/requirements.	No Deficiencies
Fair	Asset performance is nearing the point where it will not meet its objectives/requirements.	Has Deficiencies
Poor	Asset performance is not meeting its objectives/requirements.	Requires Treatment (Spending)

3.2 Current Asset Performance

The current performance distribution of each asset group is provided in Figure 3. The proportion of assets in the poor performance category (i.e. are not meeting objectives/requirements) is greatest in the facilities asset groups.

The total replacement cost of the assets in the poor performance category is approximately \$400,000, which represents approximately 1% of the total asset portfolio (Table3). It should be noted that the spending required to restore these assets to the good performance category is not equal to the replacement costs, since some assets only require rehabilitation while others can require replacement with a more expensive asset.

The performance category of each asset is updated continually to reflect new asset data and changing asset performance objectives or requirements.

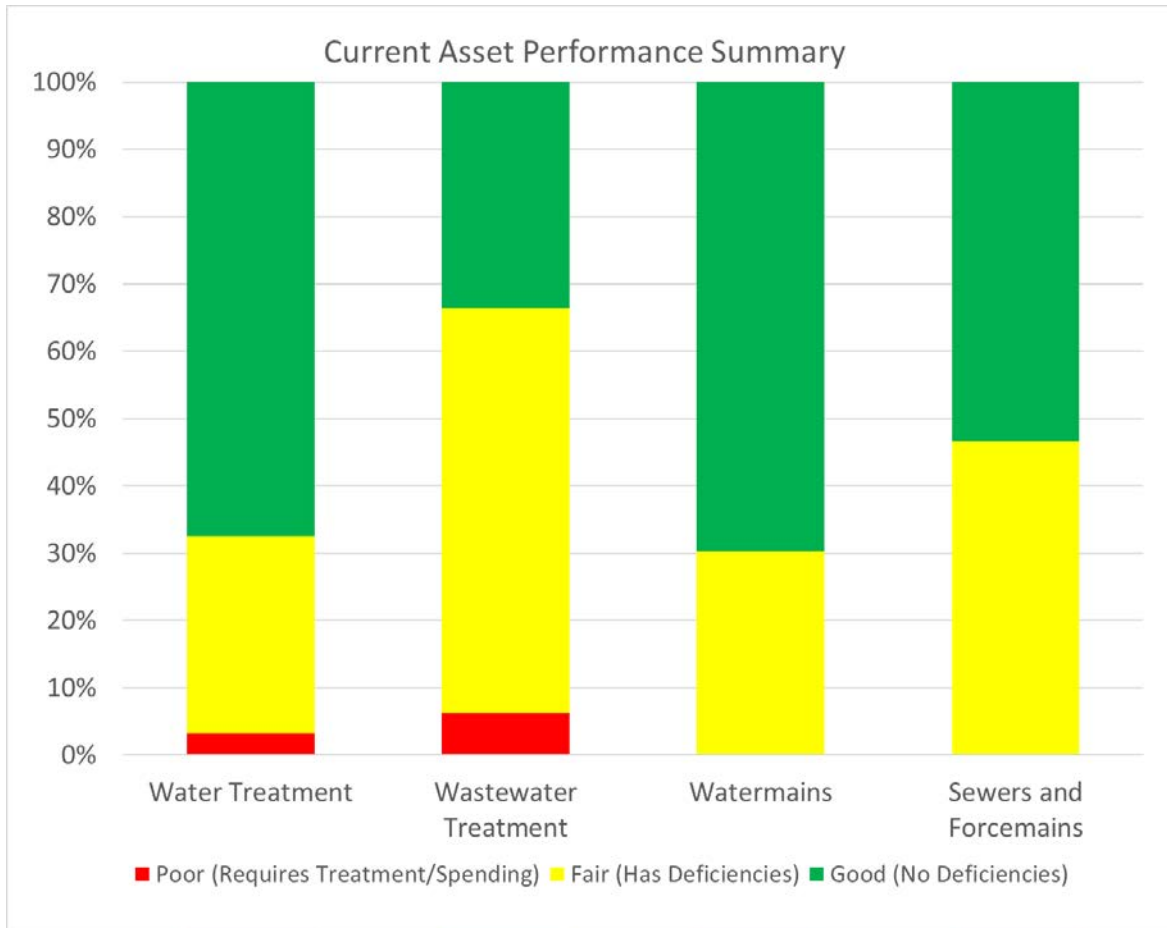


Figure 3: Current Performance Distribution

Table 3: Current Performance by Replacement Value

System	Good (No Deficiencies)	Fair (Has Deficiencies)	Poor (Requires Treatment/Spending)	Total
Water Treatment	\$1,689,501	\$732,001	\$81,000	\$2,502,502
Wastewater Treatment	\$1,722,000	\$3,099,000	\$320,000	\$5,141,000
Watermains	\$13,405,000	\$5,845,700	\$0	\$19,250,700
Sewers and Forcemains	\$10,293,400	\$9,008,800	\$0	\$19,302,200
Total	\$27,109,901	\$18,685,501	\$401,000	\$46,196,402

4 ASSET LIFECYCLE MANAGEMENT

4.1 Asset Lifecycle Activities Overview

An overview of typical asset lifecycle activities that are applied to public infrastructure is provided in Table 4. The spending forecasts in this section represent a combination of major maintenance, rehabilitation and replacement treatments.

Table 4: Typical Asset Lifecycle Activities

LIFECYCLE ACTIVITY	DESCRIPTION
Operational	Operational activities, routine preventative maintenance, studies on asset performance
(Major) Maintenance	Repairs and component replacement to maintain asset performance, typically costing between 5-10% of asset replacement value.
Rehabilitation	Project to extend asset service life, typically costing between 15% - 40% of asset replacement value.
Replacement	A project resulting in a replacement of an asset with one asset that meets top industry and community expectations.
New Asset	Construction or purchase of new assets that results in net growth of the asset inventory and an enhancement in service levels provided to the community.

4.2 Spending Forecast to Maintain Asset Performance

4.2.1 Approach

The analysis approach involves connecting real planned projects against specific assets where feasible and iteratively adjusting annual spending levels until the forecasted performance distribution will be relatively stable (i.e. the proportion of the asset network in the poor performance category is consistent).

For example, Figure 4 shows a scenario where there is not sufficient spending, resulting in the proportion of assets in the poor performance category increasing from 5% in 2021 to 90% in 2040, and a declining trend in the Network Average performance index.

It should be noted that this analysis approach applies to **existing assets** and is used to understand the cost to **maintain current asset performance** (level of service) expectations. The spending forecast to enhance asset performance is completed in a separate analysis.

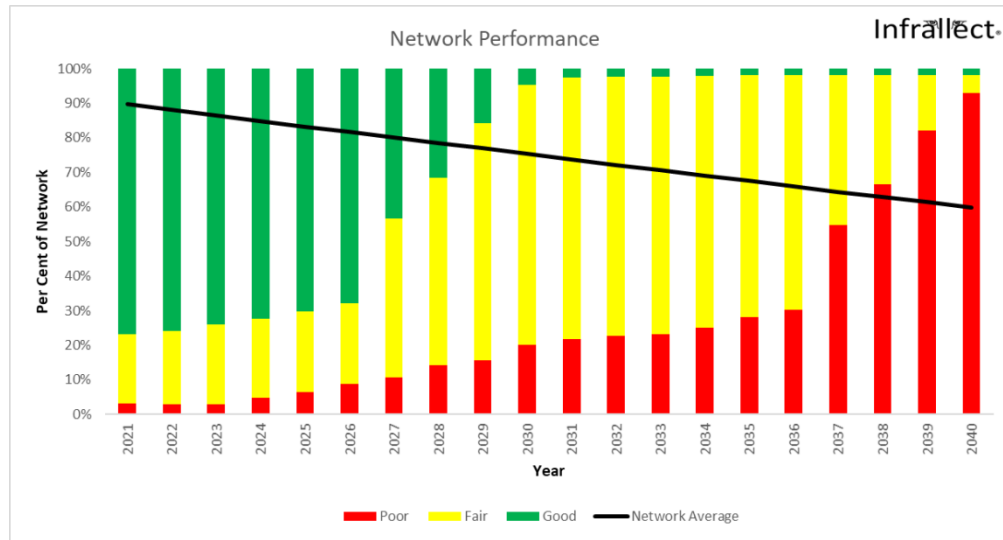


Figure 4: Sample Performance Forecast

4.2.2 Results by Individual Asset Group

The performance forecasts for each asset group are provided in Figure 5 to Figure 8.

Figure 5: Water Treatment Performance Forecast

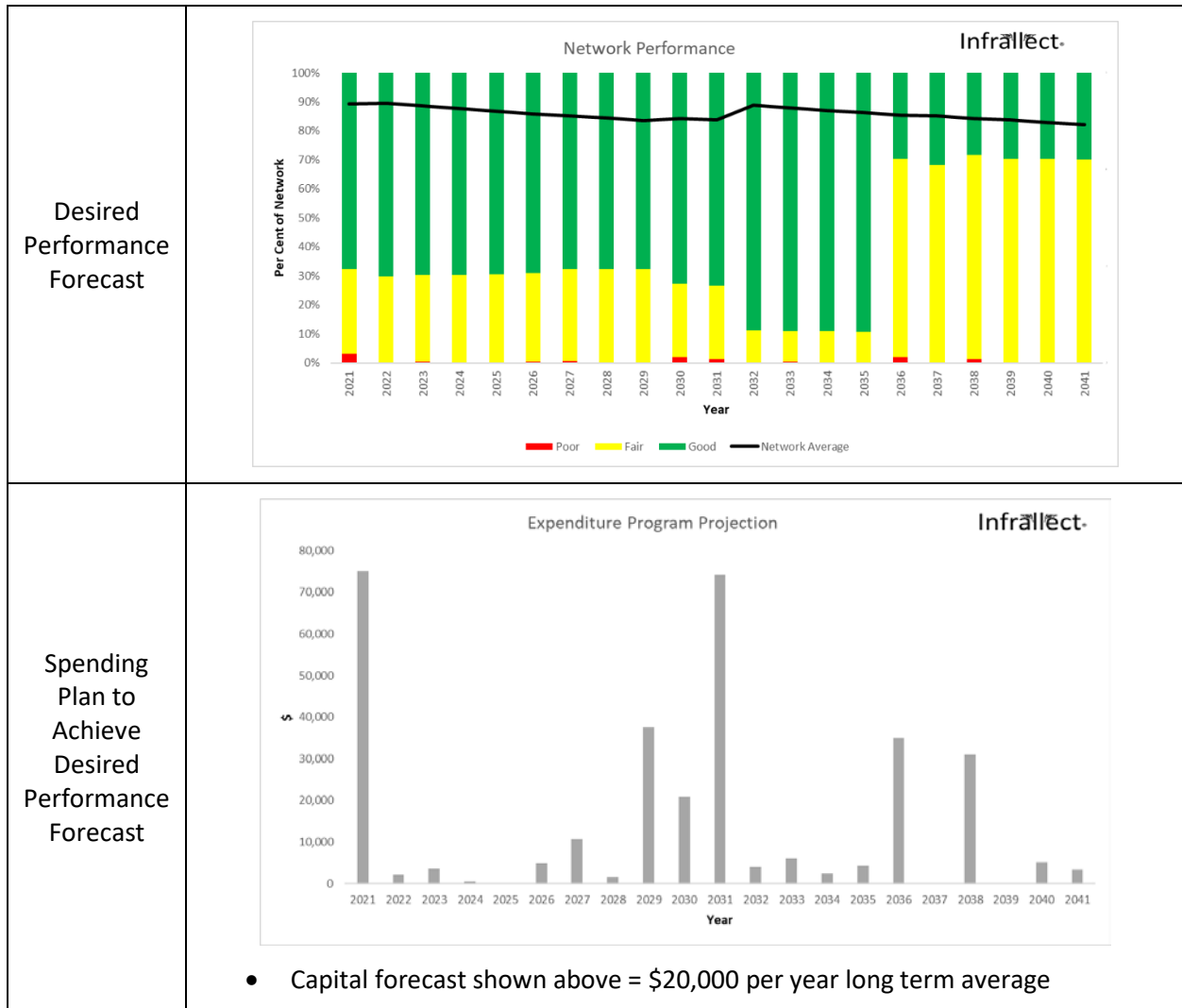


Figure 6: Wastewater Treatment Performance Forecast

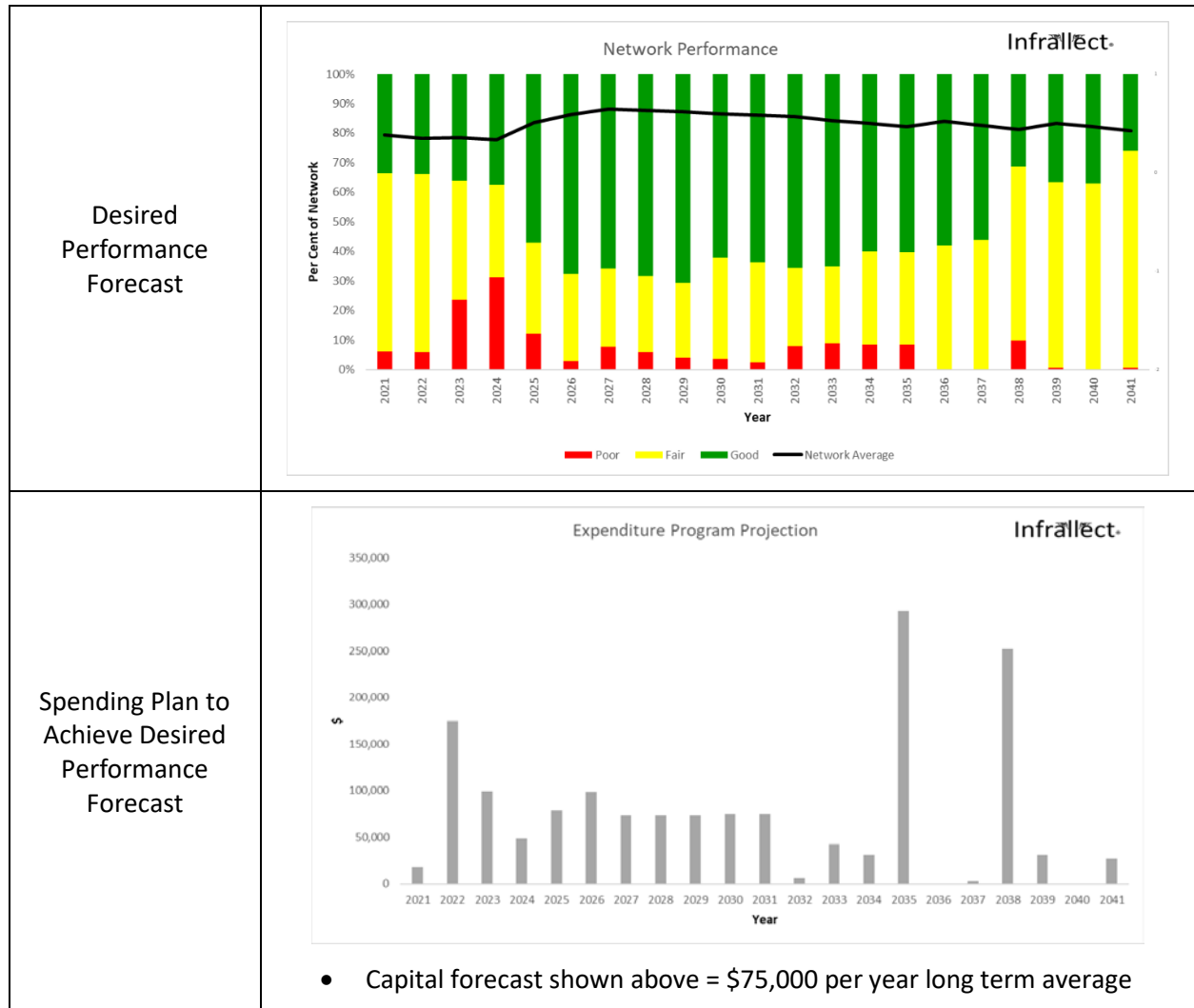


Figure 7: Watermains Performance Forecast

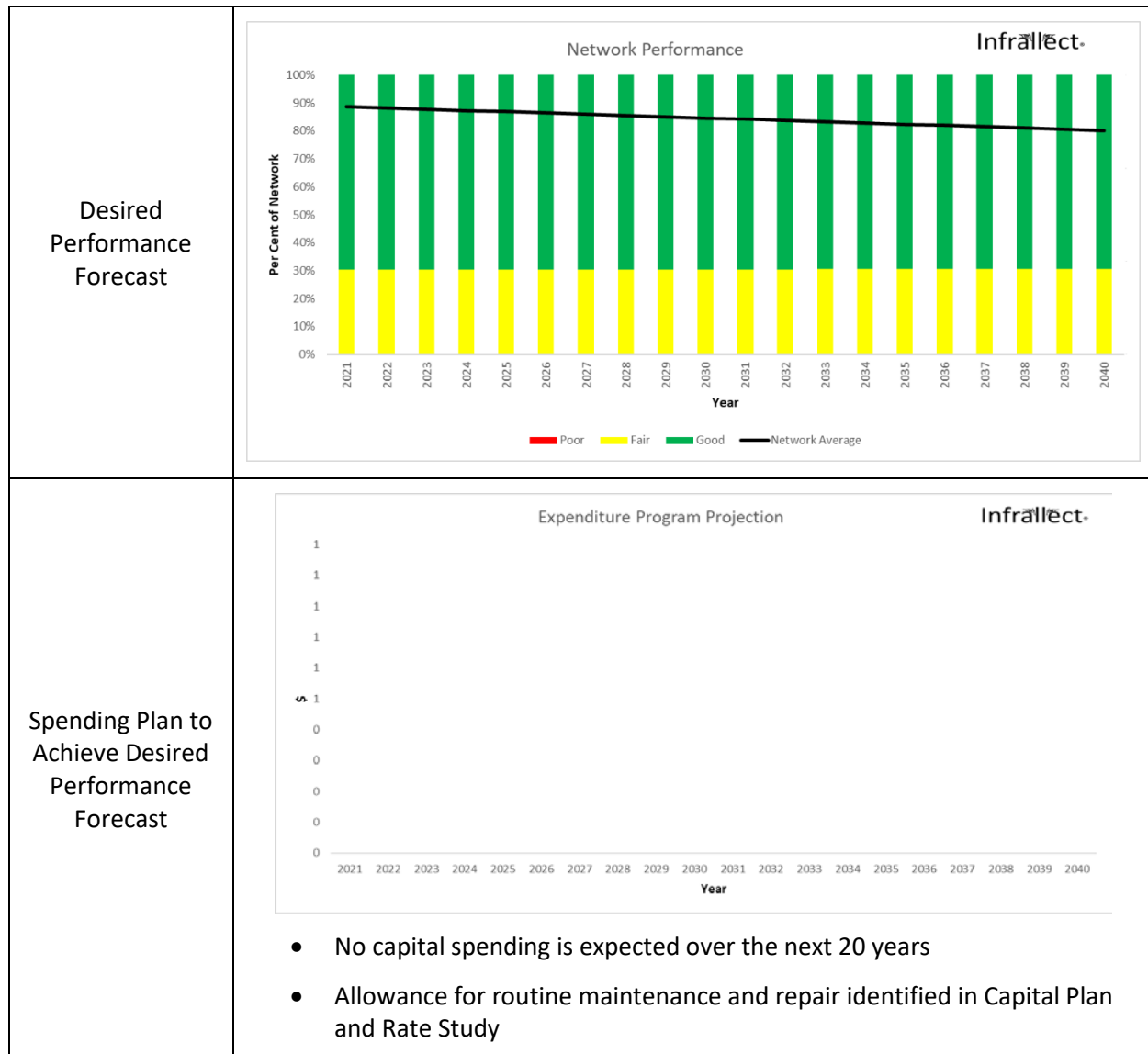
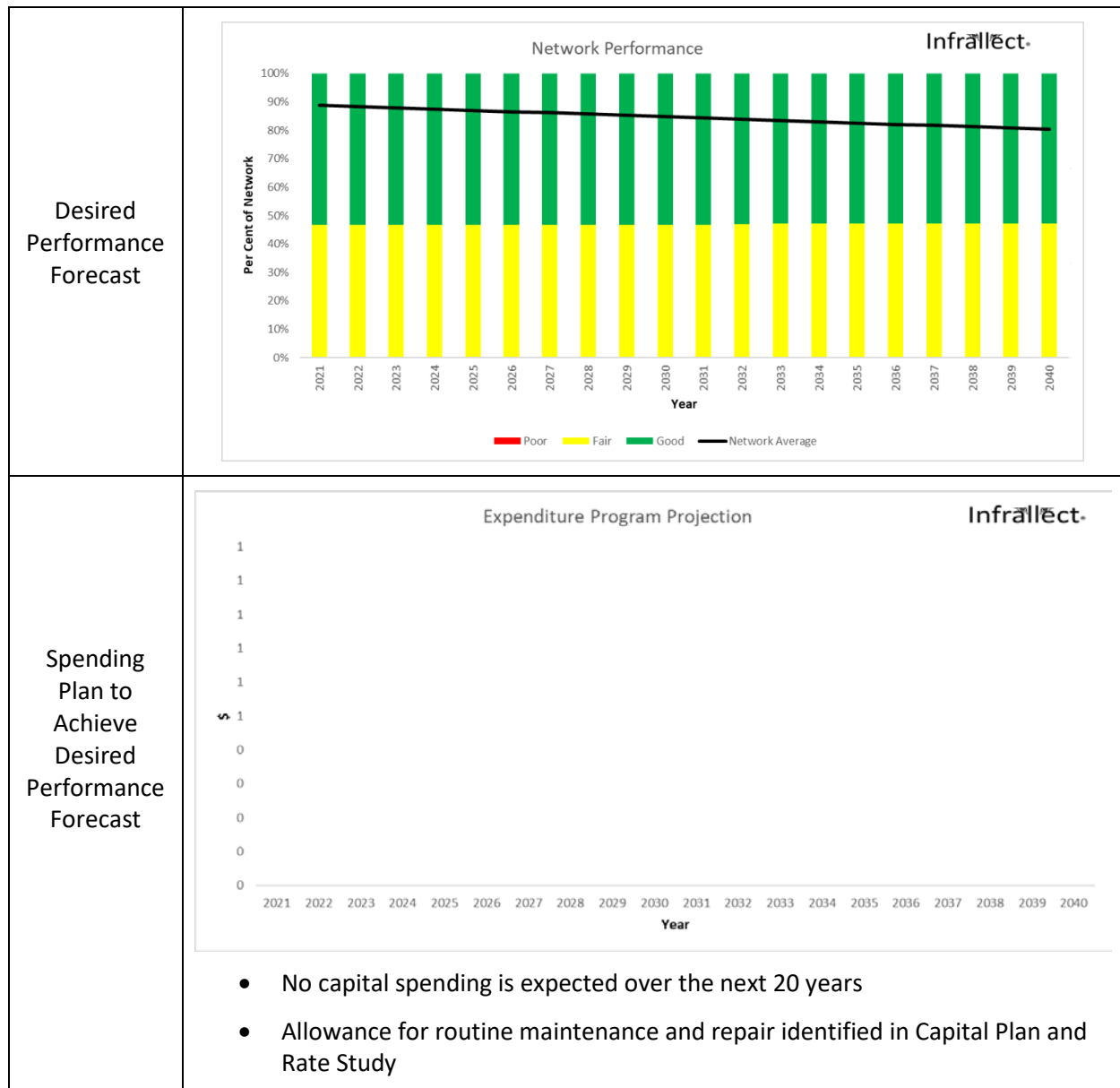


Figure 8: Sewers Performance Forecast



4.2.3 Summary Results

The summary of spending needs is provided in Figure 9. The average annual spending levels to maintain current asset performance expectations is approximately \$95,000 per year. This spending is for replacement, rehabilitation or major repair of infrastructure assets that are considered capital expenditures in the Municipality. Additional spending for operational activities and small repairs are captured in the Municipality's operational cost centres.

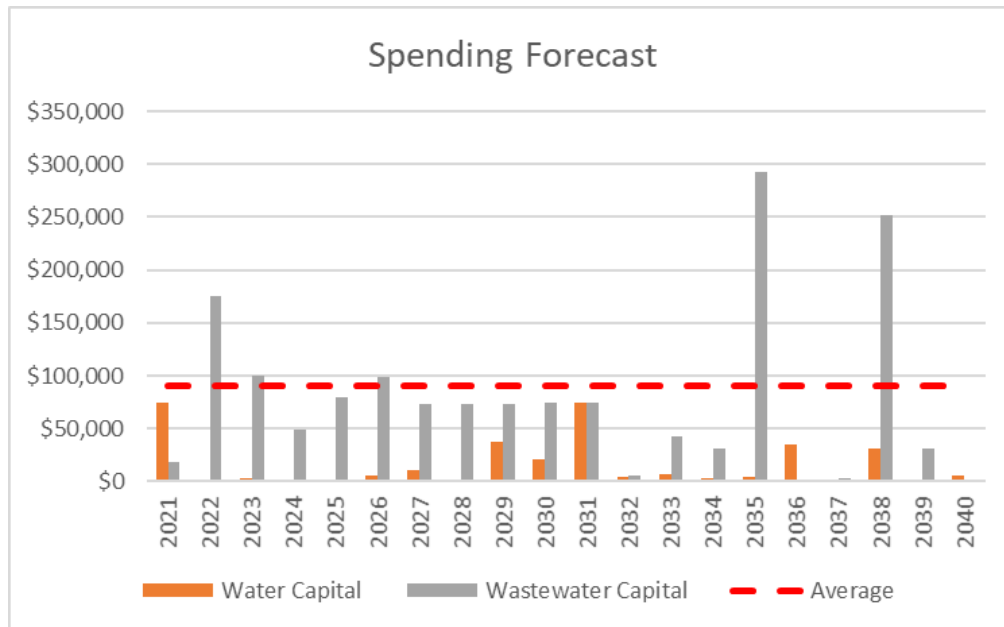


Figure 9: Spending Forecast Summary to Maintain Current Asset Performance

4.3 Risk Management

The approach to managing risk in this AMP is to consider the overall criticality of each asset related to the role it plays in providing services to the community. This is completed by understanding the required performance of each asset based on its location, function, size, etc. This understanding is then used to judge when an asset is not meeting its objectives or requirements based on the available technical performance indicators and expert subject matter judgement. More critical assets have higher performance expectations, while less critical assets have lower performance expectations.

4.4 Spending Analysis to Enhance Asset Performance

There are no projects that have been identified to enhance asset performance expectations. The Municipality will continue to monitor changing asset performance expectations from both a community and technical perspective. Future updates to the AMP will capture any new projects identified to meet enhanced asset performance expectations when this information becomes available.

4.5 Managing Climate Change

The expected impacts of climate change have been considered and included throughout the analysis used in this AMP. This includes consideration of climate change when establishing the current performance category of an asset, forecasting the deterioration rate of an asset, or establishing the lifecycle activities completed on an asset.

The most prominent climate factors impacting the Municipality's water and wastewater infrastructure are severe wet weather events and prolonged periods of heat or drought:

- *Climate Factor 1 - Severe Wet Weather Events*

Severe wet weather events put added strain on the wastewater collection and treatment systems. This strain can lead to additional overflows or a reduction in treatment effectiveness. At this point, no specific performance deficiencies are noted and no projects have been identified to address this climate factor. The Municipality should continue to monitor the impacts of severe wet weather events on the wastewater collection and treatment system.

- *Climate Factor 2 – Periods of Prolonged Heat or Drought*

This climate factor can lead to more days of high peak water demand and reductions to the water available in the source aquifers. At this point, no specific performance deficiencies have been identified with respect to water supply, water storage, or water pumping capacities in relation to this climate factor. The Municipality should continue to monitor the impacts of periods of prolonged heat or drought on the water supply and storage system.

5 FINANCING STRATEGY

The Municipality completed a Water and Wastewater Rate Study (OCWA; 2022) to establish the financial strategy to fund the asset expenditures identified in Section 4. The Rate Study is a comprehensive 20 year analysis based on the current financial situation of the Municipality (i.e., current revenues, expenditures, reserves and debt levels) and a forecast of capital and operation expenditures.

The Rate Study concluded that the Municipality is in position to fund the capital expenditures identified in this report through reasonable rate increases. Please refer to the Rate Study for details on the Municipality's financing strategy.

6 DISCUSSION AND NEXT STEPS

This AMP represents the tactical output of a corporate management system. The corporate management system is the series of interconnected processes that work together to realize value from assets. This AMP has been developed using the best available asset and financial information. The AMP is a living document that should be updated on a periodic basis to reflect new information and changing community priorities.

6.1 Monitoring Asset Performance

Moving forward, the Municipality is required by Regulation to provide an annual update on the progress of the AMP. The practical steps to complete these activities are as follows:

1. Each year, the asset inventory is updated with the best available asset data. This ensures that assets are added/removed as appropriate and any new technical performance indicator data is used to adjust the current performance category of assets.
2. Each year, current asset performance is updated based on the best available information.
3. Each year, the spending analysis is updated to understand what assets money was spent on and to connect planned spending to assets or asset networks.

These three steps will be used to update the forecast performance versus spending analysis. Over time, the Municipality will be able to see connections between the changing performance and annual spending levels. This will increase the confidence of the Municipality's AMPs each year.

6.2 Roadmap for Enhancing Asset Management Processes

The following points provide a roadmap to enhance asset management planning processes in the Municipality:

1. Continue to maintain the inventory of all assets owned. This should be at the granularity of typical asset renewal spending decisions (i.e. all sidewalks on a road as one asset versus individual sidewalk bays as separate assets). Asset inventories should be comprehensive of all assets in an asset network.
2. Continue to strengthen the connection between actual or planned spending and specific assets (or asset networks). This will provide greater line of sight from the current or planned spending and the resulting performance improvement in an asset or asset network.
3. Continue to strengthen the quality of asset-centric performance indicator data that is available to measure the current performance of assets and asset networks. All asset performance indicators are based on a measure of the severity and extent of an assets' deficiency that is related to an attribute of the service. Specific data fields to collect have not been provided - the staff responsible for each subject matter expert group should collect the appropriate performance indicator data to be able to compare asset performance to asset expectations.
4. Engage the community to understand their current perspective on the performance of assets and asset networks. This understanding can be used to calibrate the current performance of the asset networks and to prioritize the allocation of funding to improve the performance of asset networks relative to community expectations.

Appendix A – Performance Indicator Tracking

Name	System Type	Indicator	Number of Occurrences		
			2018	2019	2020
Alvinston Water	Water Treatment	Boil Water Advisory	0	0	0
		Adverse Water Quality Incidents	0	0	0
		Watermain Breaks	0	1	0
Alvinston Wastewater	Waste Water Treatment	Effluent Non-Compliance	CBOD = 2 Total Phosphorus = 10 Total Chlorine Residual = 77 Design Flow = 2	Total Phosphorus = 4 Total Chlorine Residual = 28 Design Flow = 1	Total Chlorine Residual = 15 Design Flow = 8
		Bypass event	0	0	0
		Spill event	0	0	0
		Community Complaint	0	0	Sewer Backup = 1



BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT

PROVISIONAL CONSENT (Ont. Regulation 197/96)

DECISION

FILE NO. B-001 / 22

In the case of an application for consent from Frank Callipari (Agent for Monica Myrtle) made under Section 53 of the Planning Act, as it affects the property legally described as Plan 2 Part Lot 10 Part Lot 11 in the Municipality of Brooke-Alvinston, in the County of Lambton as described in the application and shown on a sketch and municipally known as 8069 and 8073 Centre Street in Alvinston.

DECISION: GRANTED WITH CONDITIONS

CONDITIONS:

1. That a copy of the deed and R.D. Plan or survey be submitted to the Secretary-Treasurer in digital format, if available, and property geo referenced to the NAD83 UTM Zone 17 Coordinate System and also in a form suitable for registration;
2. That a fee of \$300.00 be paid to the Municipality of Brooke-Alvinston by cash or cheque;
3. That all conditions be fulfilled within two years of the notice of decision of this consent. That the certification of consent required by Section 53(42) of The Planning Act, be obtained within two years of the notice of decision of this consent. *The Municipality will endeavour to send the applicant a reminder that the Provisional Consent is approaching its lapsing date. However, **each applicant is responsible for ensuring that the Provisional Consent does not lapse.** If the Provisional Consent does lapse (meaning the deeds have not been stamped within two years of the notice of decision of the consent), a new application will be required. There is no provision in The Planning Act for extensions to the Provisional Consents;*
4. That minor variances be obtained to recognize the reduced frontage and area of each of the proposed lots

Members concurring in the above ruling:

Doug Smith Nancy Faflak Christa Sawyer Frank Nemcek Wayne Deans

*** CERTIFICATION ***

I, Janet Denkers, Secretary-Treasurer for this meeting of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded electronically herein which was brought before the Committee on January 25, 2022 with the Notice of Decision being mailed January 26, 2022

Janet Denkers, Secretary-Treasurer
Municipality of Brooke-Alvinston Committee of Adjustment

The last day for appeal of the above decision is the 14th day of February, 2022



PUBLIC NOTICE MINOR VARIANCE APPLICATION COMMITTEE OF ADJUSTMENT

APPLICATION NUMBER: A-001/22
(Castell Homes a/f Monica Myrtle)

LOCATION OF PROPERTY: 8069 and 8073 Centre Street (Alvinston)

PURPOSE OF APPLICATION: This application proposes relief from provisions of the Brooke-Alvinston Zoning By-law to allow 3 lots that will be used for semi-detached dwellings to have frontages of 19.1 metres, whereas the Zoning By-law requires a minimum frontage of 20 metres. Relief is also sought to allow the lots to have an area of 582.55 square metres, whereas the Zoning By-law requires a minimum lot area of 600 square metres.

TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Tuesday, February 15, 2022 at 9:15 a.m.** for the purpose of a public hearing into this matter. Signed written submissions regarding the application will be accepted by the Secretary-Treasurer prior to the hearing.

If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on February 14, 2022. The public hearing will be held via a ZOOM Teleconference format.

If you wish to be notified of the decision of the Brooke-Alvinston Committee of Adjustment in respect of the proposed minor variances, you must make a written request to the Committee of Adjustment at the address noted below.

If a person or public body that files an appeal of a decision of the Brooke-Alvinston Committee of Adjustment in respect of the proposed minor variance does not make a written submission to the Brooke-Alvinston Committee of Adjustment before it gives or refuses to give a minor variance, the Ontario Land Tribunal may dismiss the appeal.

If you are aware of any persons interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would so inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston 3236 River Street, PO Box 28, Alvinston, ON N0N 1A0 from 8:30 am to 4:30 pm - Monday to Friday.



Janet Denkers
Secretary-Treasurer
Committee of Adjustment
Municipality of Brooke-Alvinston
3236 River Street, P.O. Box 28
Alvinston, ON N0N 1A0

Email: jdenkers@brookealvinston.com
Phone: 519-898-2173
Fax: 519-898-5653

Dated: January 31, 2022

3236 River St. P.O.Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

Drainage Act, R.S.O. 1990, Chapter D.17, s. 78 & s. 9(1)

TO: Affected Property Owners

You are hereby notified that Ray Dobbin, P.Eng., appointed by the Council of the Municipality of Brooke-Alvinston under Section 78 of the Drainage Act, has scheduled an on-site meeting for the:

**MacDougall Drain
on**

Tuesday, February 15, 2022

10:00 a.m.

LOCATION: Sutorville Road at the outlet of the MacDougall Drain north of Hwy 80

In accordance with Section 9(1) of the Drainage Act, you as an owner of land affected, are requested to attend an onsite meeting with the appointed engineer to examine the area and site of the proposed drainage works.

The purpose of the meeting is to discuss the repairs and improvements to the drain including culvert replacements, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 31st day of January, 2022.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

If you do not attend the meeting, it will proceed in your absence. If you are affected or assessed by this proposed project, you will continue to receive notification as required by the *Drainage Act*.

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF MAINTENANCE SITE MEETING HUSTLER DRAIN

Drainage Act, R.S.O. 1990, Chapter D.17, s. 74

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent will be available for a maintenance site meeting for the **Hustler Drain** in accordance with Section 74 of the Drainage Act.

Section 74 of the Drainage Act sets out provisions that all Municipalities are responsible for the maintenance and repair of a drainage works constructed under a by-law passed under this Act and are required to maintain each drain in good working order according to the last revised Engineer's Report, if the said drain so requires.

The Council of the Municipality of Brooke-Alvinston has scheduled an on-site meeting for the:

Hustler Drain
on
February 22, 2022
10:00 a.m.

Location: Sutorville Road at the outlet of the drain.


Dated February 8, 2022

Janet Denkers
Clerk-Administrator

Failure to attend examination – You are hereby notified that if you do not attend at the examination, it may proceed in your absence and except as otherwise provided in the Drainage Act, you will not be entitled to any further notice in the proceedings. Statutory Powers Procedure Act., 1990, c. D.17, Last Amendment: 2010, c.16, Schedule 1, s.2.

2021 BUILDING REPORT: MUNICIPALITY OF BROOKE-ALVINSTON

PERMITS ISSUED:	2021	2020	2019
Residential Construction	4	11	5
Residential Alteration/Addition	3	5	4
Multi-Residential Construction/Alteration/Addition	3	0	0
Non-Residential (accessory bldgs)	2	5	4
Commercial Construction	1	0	2
Commercial Alteration/Addition	2	1	2
Agricultural Construction	19	18	17
Agricultural Alteration/Addition	1	2	3
Industrial Construction	1	0	0
Industrial Alteration/Addition	1	0	0
Institutional Construction/Alteration/Addition	2	0	0
Demolition	5	5	8
Swimming Pool	1	4	1
Solar	0	0	0
Other	3	0	0
TOTAL	48	51	46

AMOUNT PAID TO MUNICIPALITY BY BUILDING PERMIT FEES COLLECTED:		\$38,750.00	\$29,375
INVOICED AMOUNT FROM COUNTY TO MUNICIPALITY:	(Building Permits)	\$28,757.03	\$35,630.46
	(Property Standards)	\$4,473.12	\$15,412.31
	(Misc Property Standards)	\$1,165.19	\$12,311.58
VALUE OF CONSTRUCTION:		\$14,708.196	\$6,455,050
 Judy Rowland, Building Services County of Lambton			

2019 Value of Construction
\$8,425,307

**MUNICIPALITY OF BROOKE-ALVINSTON
NEW CONSTRUCTION PERMITS**

<u>YEAR</u>	<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE</u>
2021	Residential Construction	4	\$1,640,000
	Multi-Residential Construction	3	2,550,000
	Commercial Construction	1	20,000
	Agricultural Construction	19	5,568,327
	Industrial Construction	1	2,300,000
	Institutional Construction	1	250,000

of new dwelling units - 17

(4 single family dwellings, 13 apartment units)

Lambton County Historical Society



Lambton County Historical Society
Update

January 21, 2022

On behalf of the LCHS Executive;
Ron Urry, Marie Stephenson, Carol Thomson and Deb Narr

Hello and we hope to find you all safe. We also hope you had the best holiday possible during this epidemic. This is just an update to let you know we are still here and continuing on as best we can.

We are once again under restrictions, but hopefully, with so many that have been vaccinated, I do pray COVID will ease sooner than later. The numbers of new cases are once again on the rise with this new variant. We are continually monitoring the Lambton and Ontario Health recommendations, and HOPE to start up the meetings this year, but this is not a sure thing. It will depend on the virus, government restrictions and if we believe we can do this safely. We will keep you updated.

Back on October 23rd, we set up a table to sell our books, at the Optimist Club of Lambton Central - Petrolia Craft and Gift Show. Our net sales were over \$600. The draw for the Canada West book was won by a happy local resident. We sold out of a number of our books where we had only one or two copies. In addition as a show event, we gave away a copy of the Gallimere Beach with each purchase.

The book sales from our Facebook page are occasional. In past year, Gord has sold books in northern Alberta and various locations in Ontario. As a result of the event in Petrolia, the Artz Den in Petrolia, has been selling our book and are not charging a commission. We have also sold books to the Book Keeper in Sarnia. The most popular has been Sarnia Township, Family farms 1 and 2 and Enniskillen Twp.. The 2 BootJack Mary books were popular and we are going to run out. Gord also recommends participating at various craft shows occasionally around the City and County.

We would like to thank Gord and Margaret for their organization of this event, to the volunteers who helped and for Gord and Margaret's continued help managing our historical books.

*They have remember too
Copy give to Township*

Page 1 of 2

They are not asking for any membership money yet

Lambton County Historical Society

Our membership with the Ontario Historical Society has been kept up throughout the pandemic.

If there are any announcements or notices you would like our members to be informed about, please don't hesitate to contact me and I will forward the information on.

FYI: For those with computers. The museum and archives websites have virtual tours on line. This is just one example. <https://www.lambtonmuseums.ca/en/lambton-heritage-museum/lhm-virtual-tours.aspx>

The executive of LCHS would like to send prayers to all that have been sick or ill, wishing them a speedy recovery. We would like to also send blessings and our prayers to all that have lost a loved one during this time of isolation.

We hope you all stay safe and are looking forward to seeing you when our meetings commence. Have a great day!

Deb Narr
PO Box 121, Alvinston, Ontario
N0N 1A0

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

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234-2021-5311

January 25, 2022

Your Worship
Warden Kevin Marriott
County of Lambton

Dear Warden Marriott:

Thank you for your application to the third intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the implementation project stream, I am pleased to inform you that the Ford government will provide funding of up to \$363,792 towards:

- County of Lambton Joint E-Permitting Program Solution

The provincial funding is for up to 65% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by February 28, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

-2-

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

c. Ronald VanHorne, CAO

Larry Palarchio, General Manager of Finance, Facilities and Court Services

Tara Pounds, Revenue Officer

Corrine Nauta, Manager

The Honourable Monte McNaughton, MPP, Lambton—Kent—Middlesex

Parliamentary Assistant Robert Bailey, MPP, Sarnia—Lambton

Steve Arnold, Mayor, Township of St. Clair

John Rodey, CAO/Economic Development Officer, Township of St. Clair

Alan Broad, Mayor, Township of Dawn-Euphemia

Donna Clermont, Administrator/Clerk (CAO), Township of Dawn-Euphemia

David Ferguson, Mayor, Municipality of Brooke-Alvinston

Janet Denkers, Clerk-Administrator, Municipality of Brooke-Alvinston

Kevin Marriott, Mayor, Township of Enniskillen

Duncan McTavish, Administrator/Clerk/Treasurer (CAO), Township of Enniskillen

Ian Veen, Mayor, Village of Oil Springs

Martha Gawley, Clerk-Treasurer, Village of Oil Springs

Brad Loosley, Mayor, Town of Petrolia

Rick Charlebois, CAO/Treasurer, Town of Petrolia

Bev Hand, Mayor, Village of Point Edward

Jim Burns, CAO/Clerk, Village of Point Edward

Lonny Napper, Mayor, Town of Plympton-Wyoming

Carolyn Tripp, CAO, Town of Plympton-Wyoming

Bill Weber, Mayor, Municipality of Lambton Shores

Stephen McAuley, CAO, Municipality of Lambton Shores

Jackie Rombouts, Mayor, Township of Warwick

Amanda Gubbels, CAO/Clerk, Township of Warwick

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234-2021-5311

January 25, 2022

Your Worship
Mayor David Ferguson
Municipality of Brooke-Alvinston

Dear Mayor Ferguson:

Thank you for your application to the third intake of the **Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the implementation project stream, I am pleased to inform you that the Ford government will provide funding of up to:

- \$17,554 towards: Municipality of Brooke-Alvinston Telecom Modernization; and
- \$11,830 towards: Municipality of Brooke-Alvinston Digital Occupational Health and Safety Training and Compliance System Implementation.

The provincial funding is for up to 75% of total eligible costs to implement the project and complete a final report that forecasts annual savings and other efficiency outcomes by February 28, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

-2-

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,

A handwritten signature in cursive script that reads "Steve Clark".

Steve Clark
Minister

c. Janet Denkers, Clerk-Administrator
Stephen Ikert, Treasurer
The Honourable Monte McNaughton, MPP, Lambton—Kent—Middlesex

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234-2021-5311

January 25, 2022

Your Worship
Warden Kevin Marriott
County of Lambton

Dear Warden Marriott:

Thank you for your application to the third intake of **the Municipal Modernization Program** and for your commitment to delivering modern, efficient services that are financially sustainable.

Under the third-party review stream, I am pleased to inform you that the Ford government will provide funding of up to \$101,760 towards:

- Lambton County Joint Library Facilities Review

All funding is for the cost of an independent third-party reviewer to deliver a final report with specific and actionable recommendations for cost-savings and efficiencies by January 31, 2023.

In 2019, the Ford government launched the MMP to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective. The impacts of the COVID-19 outbreak have made this work more important than ever. The projects approved for funding under the third intake of the Municipal Modernization Program will support municipalities' efforts to conduct service delivery reviews to find efficiencies or implement a range of projects, including developing online systems to improve the local process for approving residential and industrial developments to bring housing and employment-related development on stream faster, or setting up new shared services with neighbouring municipalities.

I understand how important this work will be to your community. To help you get started, an interim payment will be issued following execution of a transfer payment agreement. Ministry staff will forward instructions and a transfer payment agreement for each approved project in the coming days and will work with you to have it finalized. If you have questions, please contact your municipal advisor, or email municipal.programs@ontario.ca.

I would like to offer my congratulations on this funding approval and extend my best wishes as you work to improve service delivery and administrative efficiency in your municipality.

Sincerely,



Steve Clark
Minister

c. Ronald VanHorne, CAO

Larry Palarchio, General Manager of Finance, Facilities and Court Services

Tara Pounds, Revenue Officer

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Carolyn Tripp, CAO, Town of Plympton-Wyoming

Bill Weber, Mayor, Municipality of Lambton Shores

Stephen McAuley, CAO, Municipality of Lambton Shores

Jackie Rombouts, Mayor, Township of Warwick

Amanda Gubbels, CAO/Clerk, Township of Warwick



2022 Approved Budget

1. Quick Facts (pg. 2-3)
2. 2022 Budget Highlights (pg. 3)
3. 2022 Budget (pg. 4-5)
4. 2022 Total Municipal Funding - Schedule "A" (pg. 6)
5. 2022 General levy Assessment - Schedule "B" (pg.7)
6. 2022 General Levy per \$100K assessment value - Schedule "C" (pg. 8)
7. 2022 Conservation Areas Maintenance and Operation Budget - Schedule "D" (pg.10-11)
8. 2022 Percentage of Cost related to Provincial Section 39 - Schedule "E" (pg. 9)

St. Clair Region Conservation Authority

Quick Facts

General:

- 17 member municipalities from Lambton and Middlesex Counties and the cities of Sarnia and Chatham-Kent (see member directory for full listing)
- 14 watersheds - Sydenham River with its East and North branches, 13 smaller named watersheds entering Lake Huron, St. Clair River and Lake St. Clair
- 2022 Average General Levy \$4.40 per \$100k of Assessed value
- of the 36 Conservation Authorities in the province, the St. Clair Region ranks:
 - **9th largest in area (4,100 km²)**
 - **16th in population (148,362 within the watershed)**
 - **LOWEST out of 36 CAs in general levy (\$5.25 per capita) in 2017, excluding Capital projects (2022 \$7.97 per capita)**
- owns 4,200 acres of property and manages another 2,440 acres for other organizations
- 3 regional campgrounds with 522 serviced campsites. Self-sufficient, profits generated from their operations are used to offset capital development within the campgrounds
- has the largest flood control dam and diversion in the province (McKeough Floodway)
- 11 recreation dams at 8 Conservation Areas
- assisting Sarnia, Point Edward, St. Clair Township, Chatham-Kent in maintaining almost 10 km of shore protection and erosion control structures
- in excess of \$52 million invested in conservation lands and flood and erosion control structures
- provided technical and professional comments on over 500 municipal planning and regulation matters in 2021
- helped over 13,000 children discover conservation through outdoor education, developed new delivery model during pandemic
- planted over 3.8 million trees over the last three decades
- provided \$3.1 million in grants to farmers and other landowners to implement Best Management Practices since 2000

2022 Budget Highlights

We offer the following highlights for your information:

- General Levy for 2022 is \$1,378,513 (increase of \$198,560) shared by the 17-member municipalities, results in an average cost of \$4.40 per \$100,000 in assessment value. (see Sched C)
- Total Levy excluding Infrastructure Projects for 2022 is \$1,577,073 (2021 \$1,345,029) which represents an overall increase of \$232,044
 - 10% increase in levy directed to Planning and Regulations to partially implement recommendations associated with the Dobbie Service Review (\$117,958). (See attached link to the consultants planning review)
 - 1% Board approved work on Highland Glen to replace stairs \$10,000
 - 2% Board approved work on Highland Glen to replace/repair \$22,000
 - 4% increase in levy to cover increases expected in expenses directly related to Mandatory Programs (\$48,979).
 - Budget includes estimated increases to mandatory programs:
 - Insurance \$10,000,
 - Wages movements including step and COLA \$71,600,
 - Utilities \$5,000.
 - Potential increase in benefit costs \$15,000
 - Increase in planning and regulation fees with a projected revenue of additional \$40,000, based on consultant's recommendation.
 - Continued projected use of reserve of about \$60,000 to offset operating costs. This is not good business practice, we do not have an Asset Management Program in place at this time to provide an analysis of Capital Assets compared to Reserve balances.
- This is an average increase of 60 cents per \$100,000 in assessment value. (Sched C)
- Schedule "C" provides an analysis of General Levy Increase based on 2020 total current value of assessment in each municipality.
- Schedule "E" Provincial Section 39 Core Base/Mandatory Programs funding Costs as a %.
- Detailed budgets for each program or project are available upon request.

St. Clair Region Conservation Authority 2022 Budget Summary DRAFT

	2021 Budget	2022 Proposed Budget	Provincial Grant	Other Grant/Program Funds	Matching Levy	Non Matching Levy
Flood Control Operations and Maintenance	\$425,650	\$436,650	\$108,000	\$21,000	\$108,000	\$109,000
Erosion Control Operations & Maintenance	\$5,000	\$8,000	\$0	\$0	\$0	\$0
NDMP	\$300,000	\$0	\$0	\$0	\$0	\$0
WECI - Capital Projects	\$3,254,000	\$3,641,600	\$0	\$1,513,300	\$0	\$0
Source Protection Planning	\$132,500	\$226,580	\$0	\$226,580	\$0	\$0
Planning, Regulations and GIS	\$661,195	\$833,009	\$19,000	\$0	\$19,000	\$475,576
TS - Aquatic systems monitoring	\$278,929	\$300,929	\$0	\$25,000	\$0	\$34,000
St. Clair AOC Management	\$799,800	\$164,884	\$0	\$164,884	\$0	\$0
Conservation Services	\$445,727	\$427,009	\$0	\$57,000	\$0	\$0
MNR Species at Risk	\$464,750	\$399,000	\$0	\$399,000	\$0	\$0
Conservation Areas	\$1,488,970	\$1,513,969	\$0		\$0	\$54,090
Conservation Area Capital Development	\$60,000	\$100,000	\$0	\$0	\$0	\$0
Property Management	\$252,308	\$312,487	\$0	\$0	\$0	\$0
Information and Education	\$266,960	\$172,530	\$0		\$0	
Communication (previously included above)		\$90,000				\$90,000
IT Capital	\$9,600	\$14,330	\$0	\$0	\$0	\$0
Equipment	\$72,000	\$72,000	\$0	\$0	\$0	\$0
Legal	\$0	\$0	\$0	\$0	\$0	\$0
Administration	\$747,391	\$808,620	\$34,000	\$0	\$34,000	\$454,847
Total CA Budget	\$9,664,780	\$9,521,597	\$161,000	\$2,406,764	\$161,000	\$1,217,513
Employment Programs *	\$75,000	\$75,000	\$0	\$0	\$0	\$0
Total Budget 2022		\$9,596,597	\$161,000	\$2,406,764	\$161,000	\$1,217,513
Total Budget 2021	\$9,739,780	\$9,737,780	\$161,000	\$2,543,270	\$161,000	\$1,018,576
Percentage of Budget 2022						14%
Total Municipal Funding % Excluding Spec Levy		-1.4%	1.7%	25.1%	1.7%	12.7%

* The Authority assists in the administration of the Employment programs, therefore these items must be approved under the Authority's budget for signing authorization. The funds are only transferred in and out with the Authority having no direct spending controls.

St. Clair Region Conservation Authority 2022 Budget Summary

Special Levy	Revenues	Reserves
St. Clair - McK Maint \$2,720 Dam OP CK \$20,900, SC \$1,100 C-K - Arda \$1,000 C-K- McK Maint - \$51,730	Carryforwards - \$13,200	\$0
PT Edward - \$3,000 Sarnia - \$5,000		\$0
		\$0
Sarnia \$1,383,300 St. Clair \$600,000	Carryforward \$145,000	\$0
\$0	\$0	\$0
	Fees - \$240,433 Carryforward - \$15,000 - SWOOP Allocation - \$4,000	\$60,000
\$0	Carryforward \$221,462 Foundation \$9,467 Fees - \$11,000	
\$0		\$0
\$0	Fees - \$239,000 Carryforward \$126,000	\$5,009
\$0		\$0
Shetland - Dawn-Euphemia \$8,415 Wawanosh - City of Sarnia \$14,715 Clark Wright - Strathroy-Caradoc \$11,600 Bridgeview - Town of Petrolia \$1,200 Coldstream - Middlesex Centre \$23,805 Crothers - Chatham-Kent \$4,175 Stranak - Chatham-Kent \$6,000 Peers - Chatham-Kent \$7,550 Strathroy - Strathroy-Caradoc \$27,800 McEwen - Plympton-Wyoming \$6,600 Dodge - Lambton Shores \$1,250	Fees - \$1,298,439 Parking Fees - 0 Foundation - \$6,500 Foundation (McLean) - \$38,330 Rental Income - \$3,500	
\$0		\$100,000
\$0	Rental Income - \$203,453 County of Lambton - \$24,000 Carryforward - \$700 Revenue - \$84,334	\$0
\$0	Fees - \$25,000 Foundation - \$147,530	\$0
\$0		
\$0	\$14,330	\$0
\$0	\$72,000	\$0
\$0		\$0
\$0	Rental Income - \$15,000 Interest Income - \$25,000 Foundation - \$15,000 Allocated Admin & IT Costs - \$79,324 Admin Fees - \$85,500 Other Income - \$45,450 Oil & Gas Revenue - \$40,000	\$500
\$2,181,860	\$3,227,951	\$165,509
\$0	\$75,000	\$0
\$2,181,860	\$3,302,951	\$165,509
\$1,837,172	\$3,859,280	\$159,482
22.7%	34.4%	1.7%

**2022 Total Municipal Funding
Schedule "A" - Total Municipal Funding Including Special Infrastructure Projects**

Municipality	2022		2022		2021					2020	
	Proposed General Levy		Proposed Special Levy		Courtright Shoreline Protection (DMAF)	Sarnia Erosion Control Work (WECI & DMAF)	McKeough Dam Repairs & Upgrade Work (WECI)	Flood Plain Mapping (NDMP)	Total Municipal Funding	Total Municipal Funding	
Adelaide Metcalfe Tp	\$ 26,214	\$ -	\$ -	-					\$26,214	\$25,023	
Brooke-Alvinston Tp	\$ 24,223	\$ -	\$ -	-					\$24,223	\$23,191	
Chatham-Kent M	\$ 178,963	\$ 91,355	\$ 91,355						\$270,318	\$313,129	
Dawn-Euphemia Tp	\$ 36,893	\$ 8,415	\$ 8,415						\$45,308	\$45,531	
Enniskillen Tp	\$ 26,936	\$ -	\$ -	-					\$26,936	\$25,223	
Lambton Shores M	\$ 69,138	\$ 1,250	\$ 1,250						\$70,388	\$67,373	
Middlesex Centre M	\$ 31,069	\$ 23,805	\$ 23,805						\$54,874	\$30,586	
Newbury V	\$ 2,120	\$ -	\$ -	-					\$2,120	\$2,062	
Oil Springs V	\$ 2,728	\$ -	\$ -	-					\$2,728	\$2,656	
Petrolia T	\$ 35,629	\$ 1,200	\$ 1,200						\$36,829	\$34,664	
Plympton-Wyoming T	\$ 75,926	\$ 6,600	\$ 6,600						\$82,526	\$83,813	
Point Edward V	\$ 29,746	\$ 3,000	\$ 3,000						\$32,746	\$29,765	
Sarnia C	\$ 514,960	\$ 19,715	\$ 19,715			\$1,383,300			\$1,917,975	\$1,168,145	
Southwest Middlesex M	\$ 16,134	\$ -	\$ -	-					\$16,134	\$15,508	
St. Clair Tp	\$ 155,162	\$ 3,820	\$ 3,820		\$600,000				\$758,982	\$326,514	
Strathroy - Caradoc Tp	\$ 121,350	\$ 39,400	\$ 39,400						\$160,750	\$145,041	
Warwick Tp	\$ 31,323	\$ -	\$ -	-					\$31,323	\$29,412	
	\$ 1,378,513	\$ 198,560	\$ 198,560		\$600,000	\$1,383,300	\$0	\$0	\$3,560,373	\$2,367,636	

Note : WECI (Water & Erosion Control Infrastructure) Projects are considered if there is matching funds from both the Province and the benefitting Municipality and vary from year to year based on granting approval process, and Municipal matching funds.
DMAF - Disaster Mitigation and Adaptation Fund - Government of Canada investment in large-scale infrastructure projects.
NDMP - National Disaster Mitigation Program - Government of Canada funding to mitigate, prepare for, respond to and recover from flood-related events

Schedule B									
2022 General Levy Assessment (Draft)									
Municipality	2021	2021	2022	2022	2021	2022	2021	2022	2021/2022
	Current Value Assessment (modified) in Watershed	CVA Apportionment %	Current Value Assessment (modified) in Watershed	Weighted CVA Apportionment %	General Levy	General Levy	General Levy	General Levy	General Levy Increase
Township of Adelaide Metcalfe	\$ 477,485,569	1.9190%	\$ 477,330,858	1.9016%	\$ 22,637	\$ 26,214	\$ 3,577		
Township Brooke-Alvinston	\$ 444,646,360	1.7871%	\$ 441,081,625	1.7572%	\$ 21,080	\$ 24,223	\$ 3,143		
Municipality Chatham-Kent	\$ 3,245,499,210	13.0443%	\$ 3,258,819,210	12.9823%	\$ 153,868	\$ 178,963	\$ 25,095		
Township Dawn-Euphemia	\$ 659,543,385	2.6508%	\$ 671,804,420	2.6763%	\$ 31,269	\$ 36,893	\$ 5,624		
Township Enniskillen	\$ 496,951,075	1.9973%	\$ 490,495,560	1.9540%	\$ 23,560	\$ 26,936	\$ 3,376		
Municipality Lambton Shores	\$ 1,241,608,727	4.9903%	\$ 1,258,956,584	5.0154%	\$ 58,864	\$ 69,138	\$ 10,274		
Municipality Middlesex Centre	\$ 557,966,216	2.2426%	\$ 565,758,748	2.2538%	\$ 26,453	\$ 31,069	\$ 4,616		
Village Newbury	\$ 38,012,315	0.1528%	\$ 38,604,675	0.1538%	\$ 1,802	\$ 2,120	\$ 318		
Village Oil Springs	\$ 49,417,880	0.1986%	\$ 49,672,710	0.1979%	\$ 2,343	\$ 2,728	\$ 385		
Town Petrolia	\$ 631,068,079	2.5364%	\$ 648,792,348	2.5846%	\$ 29,919	\$ 35,629	\$ 5,710		
Town Plympton-Wyoming	\$ 1,361,815,899	5.4734%	\$ 1,382,558,921	5.5078%	\$ 64,563	\$ 75,926	\$ 11,363		
Village Point Edward	\$ 551,257,710	2.2156%	\$ 541,647,010	2.1578%	\$ 26,135	\$ 29,746	\$ 3,611		
City Sarnia	\$ 9,322,085,528	37.4674%	\$ 9,377,157,036	37.3562%	\$ 441,956	\$ 514,960	\$ 73,004		
Municipality Southwest Middlesex	\$ 291,223,673	1.1705%	\$ 293,787,146	1.1704%	\$ 13,807	\$ 16,134	\$ 2,327		
Township St. Clair	\$ 2,787,137,215	11.2021%	\$ 2,825,421,435	11.2558%	\$ 132,137	\$ 155,163	\$ 23,026		
Township Strathroy - Caradoc	\$ 2,151,641,026	8.6479%	\$ 2,209,726,909	8.8030%	\$ 102,008	\$ 121,350	\$ 19,342		
Township Warwick	\$ 573,210,816	2.3039%	\$ 570,371,457	2.2722%	\$ 27,176	\$ 31,323	\$ 4,147		
	\$ 24,880,550,683	100%	\$ 25,101,986,652	100%	\$ 1,179,576	\$ 1,378,513	\$ 198,938		

\$12,000 equals approx. 1% change in levy

CVA Apportionment is based on information provide from the Ministry of Natural Resources and Forestry (2021 CVA)

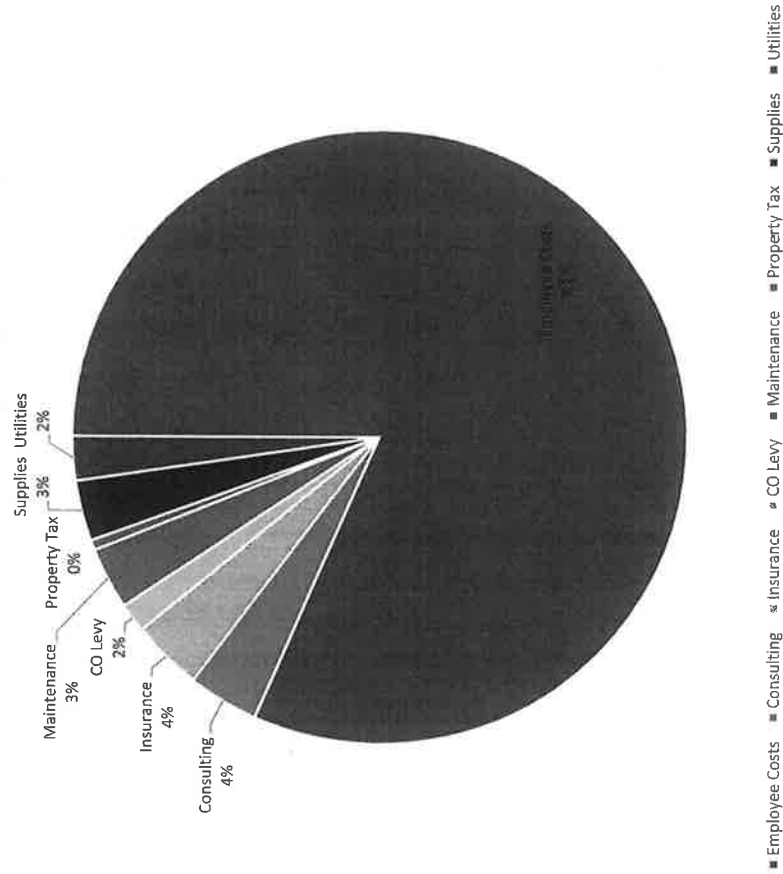
2022 Municipal Funding Analysis
Schedule "C" Levy per \$100K Assessment Value

	2022	Based on Total 2021 Modified CVA Assessment	
		2022 Proposed General Levy per \$100k Assessment value	2022 Proposed General Levy Increase per \$100k Assessment value
Municipality	Total Current Value Assessment (modified)		
Township of Adelaide Metcalfe	681,901,225	\$ 3.84	\$ 0.53
Township Brooke-Alvinston	441,081,625	\$ 5.49	\$ 0.75
Municipality Chatham-Kent	11,638,640,034	\$ 1.54	\$ 0.21
Township Dawn-Euphemia	671,804,420	\$ 5.49	\$ 0.75
Township Enniskillen	490,495,560	\$ 5.49	\$ 0.75
Municipality Lambton Shores	2,797,681,299	\$ 2.47	\$ 0.34
Municipality Middlesex Centre	3,535,992,174	\$ 0.88	\$ 0.12
Village Newbury	38,604,675	\$ 5.49	\$ 0.75
Village Oil Springs	49,672,710	\$ 5.49	\$ 0.75
Town Petrolia	648,792,348	\$ 5.49	\$ 0.75
Town Plympton-Wyoming	1,382,558,921	\$ 5.49	\$ 0.75
Village Point Edward	541,647,010	\$ 5.49	\$ 0.75
City Sarnia	9,377,157,036	\$ 5.49	\$ 0.75
Municipality Southwest Middlesex	734,467,865	\$ 2.20	\$ 0.30
Township St. Clair	2,825,421,435	\$ 5.49	\$ 0.75
Township Strathroy - Caradoc	3,112,291,422	\$ 3.90	\$ 0.53
Township Warwick	613,302,642	\$ 5.11	\$ 0.70
	39,581,512,401	\$ 4.40	\$ 0.60
		Average	

Schedule "E"

	2022	
Employee Costs	1,693,048	82%
Consulting	77,950	4%
Insurance	77,230	4%
CO Levy	32,500	2%
Maintenance	67,828	3%
Property Tax	11,052	1%
Supplies	66,207	3%
Utilities	48,792	2%
Total GL Budget	2,074,607	

2022 Summary of % of Funding Allocated to Cost Streams



Schedule "D"

2022 Conservation Area Maintenance and Operation Budget

	2021 Budget	2022 Budget	Special Levy
403- Shetland	\$ 12,000	\$ 9,525	\$8,415(Dawn-Euphemia)
404 - Sinclair	\$ 1,000	\$ 1,000	
405 - Wawanosh	\$ 15,450	\$ 16,350	\$14,715 (City of Sarnia)
413 - Clark Wright	\$ 5,350	\$ 17,100	\$11,600 (Strathroy-Caradoc)
416 - -Bridgeview	\$ 1,100	\$ 1,200	\$1,200 (Town of Petrolia)
417 - Campbell	\$ 347,760	\$ 354,623	
419 - Coldstream	\$ 6,200	\$ 26,450	\$23,805 (Middlesex Centre)
448 - Crothers	\$ 3,900	\$ 4,175	\$4,175(Chatham-Kent)
455 - Peers	\$ 7,100	\$ 11,050	\$7,550 (Chatham-Kent)
458 - Warwick	\$ 568,643	\$ 584,316	
470 - Stranak	\$ 5,900	\$ 6,000	\$6,000 (Chatham-Kent)
472 - Henderson	\$ 349,600	\$ 359,500	
474 - Strathroy	\$ 28,367	\$ 27,800	\$27,800 (Strathroy-Caradoc)
485 - McEwen	\$ 8,800	\$ 6,600	\$6,600 (Plympton-Wyoming)
486 - Mclean	\$ 55,400	\$ 38,330	
489 - Highland Glen	\$ 71,150	\$ 48,700	
493 - Dodge	\$ 1,250	\$ 1,250	\$1,250(Lambton-Shores)
Total	\$ 1,488,970	\$ 1,513,969	\$ 113,110

Notes:

Regional Conservation Areas (A.W. Campbell, L.C. Henderson, Warwick, Highland Glen)

Local Conservation Areas (Shetland, Wawanosh, McEwen, Clark Wright)

In Town Conservation Areas (Strathroy, Coldstream, Dodge, Stranak, Crothers, Bridgeview)

Detailed budgets for specific conservation areas available upon request.

The areas are supported by employment programs, fundraising, friends of groups, St. Clair Region Foundation and grants programs from corporate and non-profit organizations.

Capital Investment - \$60,000

Non-Matching General Levy	Revenues	Foundation	Other
\$ 1,110			
		\$ 1,000	
\$ 1,635			
		\$ 5,500	
	\$ 354,623		
\$ 2,645			
	\$ 3,500		
	\$ 584,316		
	\$ 359,500		
\$ -			
	\$ 38,330		
\$ 48,700			
\$ 54,090	\$ 1,340,269	\$ 6,500	\$ -

Summary of Authority / Foundation Land Holdings

	Hectares
Conservation Lands	556
Conservation Forests	81
McKeough Upstream Lands	746
McKeough Dam & Channel	236
Foundations Lands	317
Total	1936

Flood Easements 647

To ensure the wisest use of these lands, the Authority works with the public and private sectors by entering into various lease agreements including agricultural, residential and other resource management leases. 918 hectares are under lease.

St. Clair Region Conservation Authority

The St. Clair Region Conservation Authority will hold their

Annual General Meeting

Thursday, February 24, 2022

10:00 am - 12:00 pm

Watch the live-stream by visiting our YouTube at
<https://bit.ly/3GbdQrf>

Conservation Awards

Bluewater Association for Safety, the Environment &
Sustainability (BASES)

David Livingstone

For more information, please contact:
Ashley Fletcher, Board Coordinator
afletcher@scrca.on.ca
519-245-3710 Ext. 200





DRAINAGE SUPERINTENDENTS ASSOCIATION OF ONTARIO

President – Lu-Ann Marentette
Municipality of Leamington
Phone: 519-326-5761 Ext 1309
Email: lmarentette@leamington.ca

Past President – Greg Nancekivell
R.J. Burnside & Associates, Woodstock
Phone: 519-340-2000
Email: greg.nancekivell@rjburnside.com

Vice-President – Elizabeth Cummings
Town of Plympton-Wyoming
Phone: 519-845-3939
Email: ecummings@plympton-wyoming.ca

Director – Ryan Moore
City of Hamilton
Phone: 905-546-2424 Ext 6471
Email: Ryan.Moore@hamilton.ca

Director – Frank Jonkman
Town of Bradford, West Gwillimbury
Phone: 905-778-4321
Email: fjonkman@townofbwg.com

Director – Lorne Franklin
Robinson Consultants Inc.
Phone: 613-592-6060 Ext 123
Email: lfranklin@rcii.com

Director-at-large – David Moores
R. Dobbin Engineering, Petrolia
Phone: 519-882-0032
Email: david@dobbineng.com

Director – Paul MacIntyre, L.E.L. C.E.T.
R. J. Burnside & Associates, Woodstock
Phone: 519-340-2009
Email: pmacintyre@rjburnside.com

Secretary
Wray Wilson
P.O. Box 167
Fordwich, ON N0G 1V0
Email: dsao@dsao.net

January 8, 2022

To: All Drainage Superintendents Association Members

From: DSAO Board of Directors

Just in, great news!!

Dear members,

Please see attached AMO Call to Action – CN Rail and Drainage

DSAO applauds AMO and Minister Lisa M. Thompson for taking a stand and defending the Drainage Act with regards to railroads and drainage in Ontario.

Please read the article below and we encourage all municipalities to send letters as AMO suggests. They have even provided a template letter for ease of use.

This is a positive step in the ongoing railroad issue that has impacted so many of our members.

Sincerely,

Your DSAO Executive

If anyone has any comments or suggestions, please advise asap to your chapter director or to the DSAO secretary.

January 5, 2022

AMO Policy Update – New Year Calls to Action and other issues of municipal concern

Call to Action – Joint and Several Liability

In 2018, Premier Ford committed to reviewing the matter of municipal joint and several liability. This review was conducted in 2019 with AMO and municipalities fully participating. Unfortunately, the results of this provincial review have not been released and municipalities are still awaiting news of how the Attorney General will address this important matter.

As municipal leaders are aware, liability and risks are one major driver of exponentially increasing insurance costs. However, managing risk and liability also has environmental impacts such as road salt application affecting wetlands and water quality in our lakes and streams.

To help drive the policy discussion, AMO submitted *"Towards a Reasonable Balance – Addressing Growing Municipal Liability and Insurance Costs"* in October 2019 that provides a refresh on the municipal argument to find a balance to the issues and challenges presented by joint and several liability, including implementing full proportionate liability and a cap on economic loss awards. It provided seven straightforward recommendations for actions to deal with this problem.

AMO is now asking for municipal councils to lend their support to the 7 recommendations contained in the AMO submission to re-establish the priority for provincial action on this issue. Councils are encouraged to pass a resolution when you next meet to ask the government to work with us to on a plan for resolution before the end of its current mandate.

Please send your supportive resolutions to the Attorney General, the Honourable Doug Downey at attorneygeneral@ontario.ca and copy the Minister of Municipal Affairs and Housing, the Honourable Steve Clark at minister.mah@ontario.ca as well as the AMO President, Jamie McGarvey, at amopresident@amo.on.ca.

Call to Action – CN Rail and Drainage

AMO has prepared a template letter (also available for download in .docx format) for municipal Councils that are experiencing issues with drainage maintenance work, construction of new drains, and the collection of assessed costs to Railways for the *Drainage Act*. The template letter, which can be modified by each municipal Council, is intended to amplify support of the Ontario Minister of Agriculture, Food and Rural Affairs (OMAFRA)'s letter dated December 23, 2021. As the Minister states in her letter, "Given that federally regulated railways are indeed subject to the *Drainage Act*, we expect CN Rail to pay its costs as assessed under the *Drainage Act* and not to hinder the progress of these projects or others in the future."

Municipal Councils are encouraged to send the letter to each of the recipients copied in the letter and forward a copy to policy@amo.on.ca.

***Providing More Care, Protecting Seniors and Building More Beds Act* Receives Royal Assent**

On December 9th, the *Providing More Care, Protecting Seniors, and Building More Beds Act, 2021*, received Royal Assent. The legislation will repeal the *Long-Term Care Homes Act, 2007* and replace it with the *Fixing Long-Term Care Act, 2021*. This new Act establishes in law the commitment to provide an average of four hours of direct care per resident per day by March 31, 2025, with increasing interim goals to increase care; establish new compliance and enforcement tools, including doubling the fines on the conviction of an offence; and align the Residents' Bill of Rights with the Ontario *Human Rights Code* and recognize the role caregivers play in resident health and well-being. The legislation also makes changes to the *Retirement Homes Act, 2021*.

AMO provided both a written submission to the Standing Committee on the Legislative Assembly and presented to the Committee our feedback on the Bill. The legislature made a revision to include emotional needs in the preamble of the Act, but not as a fundamental principle as was advocated for by AMO and other organizations. The government is set to propose and publicly consult on regulations for the two Acts in the coming months. AMO will continue to provide input and advocate for increased funding for municipal homes to implement emotion-focused models of care.

Call for Ideas: Housing Accelerator Fund and Rent-to-Own Program

The federal Minister of Housing and Diversity has launched a Call for Ideas for two of the federal government's priorities outlined in the Speech for the Throne. The Housing Accelerator Fund would aim to remove barriers and help municipalities build housing more quickly in an ambitious and innovative manner, while the Rent-to-Own program would aim to help make it easier for renters to work towards home ownership. Municipalities, provinces and territories, Indigenous governments, organizations and communities, private and non-profit housing sectors, and Canadians are invited to share their ideas on how these programs could be most effective.

Ideas can be submitted until January 31, 2022 at <https://www.placetocallhome.ca/callforideas>.

AMO Submission to the Ministry of Health on Municipal-OHT Engagement

AMO has submitted recommendations to the Minister of Health that will improve and standardize the relationship between Ontario Health Teams (OHTs), municipal governments, and District Social Service Administration Boards (DSSABs). Currently 50 OHTs have been established in the province; however, of the 42 OHTs that were approved prior to September 17th, 2021, only 40% have listed a municipality as a partner or member.

The integration of municipal governments and District Social Service Administration Boards into Ontario Health Teams' (OHTs) decision-making across the province has been inconsistent and inappropriate for an order of government. AMO has long called upon the province to mandate a municipal voice into health care service planning and decision making. AMO's submission calls on the Ministry to implement these recommendations and ensure that municipal knowledge is integrated into local system planning and management of the health care system.

Municipal Cannabis Resources Available

AMO has assembled resources and key messages for municipalities to consider when addressing personal and designated medical cannabis grows in their communities and in their provincial and federal cannabis advocacy. The Municipal Resources have been assembled to provide examples of how Ontario communities have addressed



7855 Sideroad 30
Alliston, ON L9R 1V1
P.: 705-434-5055
F.: 705-434-5051

January 25, 2022

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

sent via email: premier@ontario.ca

Re: Funding Support for Infrastructure Projects – Bridge/Culvert Replacements in Rural Municipalities

Dear Premier:

At the last regular Council meeting held January 12th, 2022, the following resolution was passed:

“RESOLVED that the Council of the Corporation of the Township of Adjala-Tosorontio supports the requests from the Township of Adelaide-Metcalf, the Township of Lake of Bays, the Township of Amaranth and Northumberland County for the Federal and Provincial Government to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements.

AND FURTHER THAT this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, AMO, and all Ontario municipalities.”

Sincerely,

Dianne Gould-Brown

Dianne Gould-Brown, CMO
Municipal Clerk

cc:

Hon. Peter Bethenfalvy, Ontario Minister of Finance
Hon. Chrystia Freeland, Federal Minister of Finance
AMO
All Ontario Municipalities

minister.fin@ontario.ca
chrystia.freeland@fin.gc.ca
amo@amo.on.ca

www.adjtos.ca



MULTI-MUNICIPAL WIND TURBINE WORKING GROUP

TOM ALLWOOD, COUNCILLOR, GREY HIGHLANDS, CHAIR.

STEVE ADAMS, COUNCILLOR, BROCKTON, VICE-CHAIR

1925 BRUCE ROAD 10, BOX 70, CHESLEY, ON NOG 1L0

519-363-3039 FAX: 519-363-2203 deputyclerk@arran-elderslie.ca

February 4, 2022

Greetings Members of Council,

As Municipal Leaders, we are mandated by the *Municipal Act, 2001*, as amended to provide measures necessary for the health, safety and well-being of citizens within our jurisdiction. The Multi-Municipal Wind Turbine Working Group (MMWTWG) collectively addresses concerns that are raised in relation to the various wind turbine projects across the province.

The list of concerns and implications is continually growing and many citizens are completely unaware of the effects, both short and long term that wind turbines pose. To provide some context to the complex matters that the MMWTWG continues to work to resolve, some principal issues are provided.

1. Public Safety

- Setbacks for tower collapse are insufficient. The current blade length plus 10 metres requirement is not a strong enough protective measure. Ontario has seen collapses of GE Turbine at Raleigh and Vestas Turbine at Bow Lake. Public database details at least 95 collapses worldwide, including Enercon, Siemens, Nordex, and others. Bow Lake turbines were also permitted to restart by regulator without any public release of information of recent failure.
- Setbacks for blade failures are insufficient. The current blade length plus 10 metres requirement is not a strong enough protective measure. Ontario has seen debris at 560 metres with 51-metre setback, with failures from GE, Vestas, Suzlon/Repower. Regulator did inadequate safety review of post commissioning installation of "power cone" at Skyway 8 and is permitting turbine restart without public investigation into impact of failure on tower integrity.
- Setbacks for ice throw are also insufficient, as the blade length plus 10 metre setback is less than the ice throw distance witnessed in Ontario.
- Fire hazard – Ontario has witnessed turbine fire and flaming debris on the ground at 200 metres, while setback was 50 metres. Ministry review failed to recommend industry standard protective barriers for fire suppression in spite of examples of fires in similar turbines.
- Landholder leases give no setback protection for vulnerable citizens (children and other family members of lease holder, employees, couriers, etc.)

2. Health Impacts

- Sleep deprivation – most common identified irritant.
- Stress – identified link from irritants to cardio vascular events.
- Unexplained cardiac events, diabetic events
- Cyclical noise (major irritant) not assessed by Ontario Compliance Protocol.
- Tonality (irritant at some projects) not adequately assessed by standards.
- Dominant, irritating, turbine noise signature dwarfs rural noise environment.
- Loss of enjoyment of property, contrary to Environmental Protection Act.

3. Municipal Finances

- Tax base – Assessment of multi-million-dollar turbines capped at under \$50k per MW, adversely impacts tax base. Similar to unpermitted "bonusing" by permitting low taxation. Impacts ability to build on adjoining properties.
- Community impact grants – associated "gag-clauses" deny transparency.
- Impact on roadways – large component delivery cause damages to roads.
- Upcoming impact on landfill – Component End of Life – blades not recyclable.
- Decommissioning costs – no guarantee of cost coverage at many sites.

4. Community Cohesiveness

- Rural neighbourhood – acrimony prevents neighbours working together, those profiting often not those who suffer impacts

5. Energy Supply Stability

- Mismatch to consumer demand, turbine output falls as consumer load increases in morning, but rises as consumer load falls in the evening
- Seasonal mismatch a big concern as turbine output poorest when consumer demand is highest in summer air conditioning season, and in winter heating season, yet turbine output is highest when consumer demand is lowest in spring and fall
- Requires construction of backup generation, that must price output highly as only operated intermittently.

6. Consumer Energy Cost

- First access to grid costs – force less costly generation off the grid. Ontario energy transitioned from least costly to most expensive in North America.
- Costs of required storage options will increase costs even further.
- Lowered electrical system reliability due to uncontrollable factors (weather).

7. Lack of response from responsible Ministry to complaints and professional input

- Inconsistent Ministry response to complaints from impacted citizens
- Lack of Ministry response to professional input – no disposition of items, just neglect.

8. Lack of Respect of Impacted Citizens

- Ministry failed to investigate the majority of complaints, took no action to correct, contrary to Renewable Energy Approvals regulations.

This Working Group shares municipal advice on by-laws, road use agreements, fire suppression requirements and other considerations that need to be considered before dealing with wind developers. We are striving to support municipalities and citizens and to become aware of issues and possible remedies regarding industrial wind turbines before it is too late to take proactive actions.

Our Working Group is currently comprised of municipalities from the Counties of Bruce, Grey, Huron and Niagara Region, but the issue of wind turbines is wider. By working together, can we share knowledge and provide a collective municipal response to protect our citizens. As a Working Group, it has given us the opportunity to invite participation at our meetings by Provincial MPPs and Ministry of the Environment Officials, and to hear technical and municipal planning presentations related to the subject.

The MMWTWG annual fee is set at the beginning of each year. This fee is used to cover the cost of a Recording Secretary, miscellaneous costs for preparation and circulation of materials as well as any fees related to space rentals for meetings. A small surplus is maintained for donation to a defence fund in case any municipal bylaw might be challenged by a developer. The yearly fee is paid to the "Municipality of Arran-Elderslie"; and sent directly to the Municipal Office c/o Clerk.

During 2021, the annual fees were waived as we navigated our way through the pandemic. We have resumed meeting in a "virtual" platform and anticipate this new format will continue in the future. This allows for participation across the province providing the convenience to join from wherever you are. The Working Group meets on the second Thursday of each month. Agendas and other materials are circulated to the Members by email as well as to the Clerk's of the Member Municipality's. Each member Municipality may appoint by resolution of Council, two (2) Working Group Members, one (1) Alternate Member and one (1) Citizen to provide additional expertise or information to the discussion. A copy of the Working Group Terms of Reference and Procedural Bylaw can be provided upon request.

Our annual fees are not due until June 1, 2022. At this time, we would like to extend this invitation to Members of your Council to participate in the Multi-Municipal Wind Turbine Working Group meetings to better understand the work that we do and the matters we stand for.

Our next meeting is scheduled for Thursday, February 10, 2022 at 7pm via Zoom.

Please contact our Recording Secretary to obtain a copy of the agenda as well as the Zoom link for the meeting.

We look forward to your participation and support of this critical matter. Size in numbers provides a louder voice to be heard.

Warm Regards,
On behalf of the Chair, Tom Allwood



Julie Reid, Recording Secretary
Deputy Clerk
Municipality of Arran-Elderslie,
1925 Bruce Road 10, PO Box 70
Chesley, ON N0G 1L0
519-363-3039 ext. 105
deputyclerk@arran-elderslie.ca



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2022 Municipal Election Update
Meeting: Council - 10 Feb 2022
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the 2022 Municipal Election Update report be received and filed.

Background:

The Municipal Election will be held October 24, 2022. The following report provides information on the election and key dates.

Comments:

Voting Method will be Vote By Mail - authorized under By-law 20 of 2021

Nomination Period: Nomination period is May 2, 2022 to August 19, 2022 at 2 p.m.. A municipally shared notice of the municipal election will be published in the local papers, websites and social media in the coming months.

Candidate Information Session(s)

A candidate information session will be held May 2, 2022. This session is being organized and cost shared with all Lambton County Municipalities, Villages and Townships. Candidate information packages specific to Brooke-Alvinston Candidates will be prepared in advance of the session. The session will be offered via zoom. More details to come.

Lame Duck period (less than 3/4 members submit papers or get voted in)

1) From Nomination Day through to the end of the current term of Council (August 19, 2022 - November 14, 2022) or

2) From Final Voting Date in the 2022 Municipal Election through to the end of the current term of Council (October 24, 2022 - November 14, 2022)

Term of Office

November 15, 2022 when declarations of office have been made

Financial Considerations:

Money is budgeted yearly for the municipal election.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Amendments to the HR Policy
Meeting: Council - 10 Feb 2022
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the recommendations listed be approved and incorporated into the Municipal Human Resource (HR) Policy and effective for 2022

Background:

A review of the HR Policy is planned for 2022. Prior to its revision, the following items are being presented to Council for discussion.

Comments:

The following are requested amendments and highlighted: safety boot allowance; bereavement acknowledgement. A full list is included for reference.

In addition and for the duration of 2022, special consideration is being requested for Sick Days of Employees for 2022 only. Due to provincial restrictions on isolation when contracting COVID-19 or associated variants, the time used has been recovered from employee sick time, vacation or banked time. Employees have adjusted accordingly since 2020 and have gone over and above to either work from home where able or find a suitable placement that isolates them from others (eg. road patrol). I am asking for the latitude to grant 3 additional sick days to employees as needed in meeting regulations for employees to be away due to COVID-19.

Financial Considerations:

The additional work boot allowance would account for approximately \$300.

ATTACHMENTS:

[Proposed Employee updates 2022](#)

	2021	2022
Safety Boots	\$175 / year	\$200 / year
Safety helmets, reflective safety vests, safety goggles, harnesses, coveralls	Provided by Municipality	Provided by Municipality
Sick Days earned per year	6 days per year	6 days per year
Compassionate Days	2 days per year	2 days per year
Vacation: after 1 year of FT service	10 days	10 days
Vacation: 4-9 years	15 days	15 days
Vacation: 10-24 years	20 days	20 days
Vacation: 25 + years	25 days	25 days
FT Service Recognition 10 yrs (includes BFR members)	up to \$100	up to \$100
FT Service Recognition 15 yrs (includes BFR members)	up to \$150	up to \$150
FT Service Recognition 20 yrs (includes BFR members)	up to \$200	up to \$200
FT Service Recognition 25 yrs (includes BFR members)	up to \$250	up to \$250
FT Service Recognition 30 yrs (includes BFR members)	up to \$300	up to \$300
FT Service Recognition 35 yrs (includes BFR members)	up to \$350	up to \$350
PT Service Recognition 10 yrs	up to \$50	up to \$100
PT Service Recognition 15 yrs	up to \$75	up to \$150
PT Service Recognition 20 yrs	up to \$100	up to \$200
PT Service Recognition 25 yrs	up to \$125	up to \$250
PT Service Recognition 30 yrs	up to \$150	up to \$150
retirement	gift	gift
Fee for Doctor's note indicating employee is able to return to work	100%	100%

	2021	2022
Medical / Eye exam (if required by Municipality)	100%	100%
Passing of Council member, employee, volunteer firefighter, parent of employee, committee member	Flowers of donation of \$50.00 to family's charity of choice	Donation of \$50.00 to family's charity of choice
Passing of current partner (inclusive of spouse, common law, or same sex partner)	3 days	5 days
*Passing of Child	3 days	5 days
*Passing of Parent	3 days	3 days
*Parent or Sibling of a partner	3 days	3 days to attend funeral on a work day
*Passing of Grandparent / grandchild	3 days	3 days
*Partner of a child	3 days	3 days
*Passing of a sibling	3 days	3 days
*Passing of sister / brother in-law	1 day to attend funeral on a work day	1 day to attend funeral on a work day
*Passing of an aunt, uncle, niece, nephew, grandparent-in-law or fellow employee, sister / brother in-law (inclusive of step relationships)	1 day to attend funeral on a work day	1 day to attend funeral on a work day
Course (related to work and approved by Manager)	100% upon proof of successful completion	100% upon proof of successful completion
Lambton County Association Meetings	Mileage & meals for attendance of meetings	Mileage & meals for attendance of meetings
Staff members achieving relevant designations	All fees associated with application	All fees associated with application

Up to 2 weeks time banked	Time in lieu	Time in lieu
Over 2 weeks	Financial compensation	Financial compensation
	2021	2022
Mileage – reviewed annually	\$0.55 / km	\$0.575 / km
Call in compensation	3 hours	3 hours
Meal (where not included in registration fee for 1 day seminar)	\$30.00	\$30.00
Conference / Convention per diem	\$15.00	\$15.00
Premium paid by Township for health	100%	\$100%
Premium paid by Township for Life Insurance	100%	\$100%
Premium paid by Township for Long Term Disability	100%	\$100%
Premium paid by Township for Short Term Disability	70%	70%
Pension Plan OMERS (on any earnings over the year's maximum pensionable earnings)	9% of earnings up to \$61,600; contributions over are 14%	9% of earnings up to \$64,900; contributions over are 14%



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Revisions to the Municipal Alcohol Policy
Meeting: Council - 10 Feb 2022
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Municipal Alcohol Policy be amended to advise that all servers at AGCO licensed events held in municipal facilities must have Smart Serve Training.

Background:

A question was asked at the Jan. 27th Council meeting about Smart Serve Training. Any event that serves alcohol in a municipal facility is required to have a liquor license from the AGCO.

Comments:

An email was sent to the AGCO inquiring about Smart Serve training with volunteer organizations. We were advised that *"all people that serve alcohol need to be smart serve certified and this rule also applies to those who sell tickets that are exchanged for alcohol."*

The Municipal Alcohol Policy states that 1 smart serve certified person is required for every 125 patrons. In conversations with the AGCO, it was recommended that the Municipality update this policy as the municipality has a legal obligation to ensure certified servers are in place. Furthermore, recent changes to the liquor framework in Ontario will impact all existing Smart Serve certificate holders as of July 1, 2022. The AGCO is introducing a five-year term for all new and existing liquor training certifications. This means that anyone involved in the sale, service, delivery, or sampling of liquor, or who takes liquor orders from customers must complete the [Smart Serve training program](#) every five years.

Recertification will begin starting on July 1, 2022, but no certificates will expire until one year later, on June 30, 2023:

- Liquor training certificates issued before July 1, 2018, will expire on June 30, 2023, at 11:59pm. This includes Smart Serve certificates and certificates issued prior to 1995 from the Server Intervention Program (SIP).
- Smart Serve certificates issued on or after July 1, 2018, will expire 5 years from the date of issuance (e.g., if you were certified on July 2, 2018, your certificate will expire on July 1, 2023 at 11:59pm)

Staff are willing to provide information to the user groups of the BAICCC of the new Smart Serve Requirements for them to prepare in advance of any functions. The training can be done online.

Financial Considerations:

None associated with this report.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - January 2022
Meeting: Council - 10 Feb 2022
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for January 2022.

Background:

The Accounts Payable Listing is provided for information purposes only. Any questions should be directed to the treasurer or appropriate department head. In most cases the goods or services have already been provided and the Municipality is already legally obligated to make the payment(s) with a preference to pay on time to avoid late payment charges.

ATTACHMENTS:

[Posted Accounts Payable List - January 2022](#)

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MUNICIPALITY OF BROOKE-ALVINST

02-04-22

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Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12-31-21 to 01-31-22 Paid Invoices Cheque Date 12-31-21 to 01-31-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0020	003185 MIKE LIGHTFOOT	DEC2021 REFUND ON UPPER HALL	01-04-22	01-04-22	28.67
01-0000-0498	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	JAN2022 SUNLIFE BENEFITS	01-03-22	01-03-22	3.82
01-0000-2291	002708 RECEIVER GENERAL-DEDUCTIONS	DEC2021 DEDUCTIONS	12-31-21	12-31-21	23,870.21
01-0000-2292	000090 WORKERS SAFETY & INSURANCE BOARD	DEC2021 WSIB PREMIUM	12-31-21	12-31-21	629.43
01-0000-2292	000370 MINISTER OF FINANCE -EHT	DEC2021 EMPLOYER HEALTH TAX	12-31-21	12-31-21	2,100.84
Account Total					2,730.27
01-0000-2293	000087 BMO NESBITT BURNS	DEC2021 EMPLOYEE RSP	12-31-21	12-31-21	2,448.00
01-0000-2426	002996 NANCY FAFLAK	01-2022 FOODBANK PURCHASES	01-05-22	01-05-22	302.44
01-0000-2426	002800 KIM LEE	JAN2022 FOOD BANK PURCHASES	01-21-22	01-21-22	82.60
01-0000-2426	002996 NANCY FAFLAK	JAN2022-FOOD FOODBANK PURCHASES	01-27-22	01-27-22	170.99
Account Total					556.03
Department Total					29,637.00
LICENCES, PERMITS, RENTS					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	-425.00
Department Total					-425.00
GOVERNANCE					
01-0240-7303	002598 DAVID FERGUSON	JAN2022 PHONE	01-19-22	01-19-22	30.00
01-0240-7399	003417 LOVERS ATWORK OFFICE FURNITURE	0000022111 COUNCIL TABLE	01-11-22	01-11-22	1,582.00
Department Total					1,612.00
COUNCIL SUPPORT					
01-0241-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANAD	JAN2022 SUNLIFE BENEFITS	01-03-22	01-03-22	1,093.27
01-0241-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	71.03

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Department Total					1,164.30
CORPORATE MANAGEMENT					
01-0250-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	JAN2022 SUNLIFE BENEFITS	01-03-22	01-03-22	1,490.28
01-0250-7301	003295 PBS BUSINESS SYSTEMS	107171 TAX BILLS	01-19-22	01-19-22	263.29
01-0250-7301	003295 PBS BUSINESS SYSTEMS	107219 ENVELOPES	01-26-22	01-26-22	184.19
01-0250-7301	000165 MANLEY'S BASICS	1114982 OFFICE SUPPLIES	01-11-22	01-11-22	18.09
01-0250-7301	000165 MANLEY'S BASICS	1115398 OFFICE SUPPLIES	01-19-22	01-19-22	62.43
01-0250-7301	000165 MANLEY'S BASICS	1115417 OFFICE SUPPLIES	01-19-22	01-19-22	15.97
01-0250-7301	000165 MANLEY'S BASICS	1115979 OFFICE SUPPLIES	01-21-22	01-21-22	262.86
01-0250-7301	000165 MANLEY'S BASICS	1116136 OFFICE SUPPLIES	01-26-22	01-26-22	2.42
01-0250-7301	000165 MANLEY'S BASICS	1116141 OFFICE SUPPLIES	01-26-22	01-26-22	56.60
01-0250-7301	000165 MANLEY'S BASICS	28309 OFFICE SUPPLIES	01-27-22	01-27-22	-43.66
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	354149 WATER	01-21-22	01-21-22	7.38
Account Total					829.57
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	57.76
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	247.88
Account Total					305.64
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR251064 OFFICE POSTAGE	01-11-22	01-11-22	76.51
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR251090 OFFICE POSTAGE	01-11-22	01-11-22	349.31
Account Total					425.82
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	19246 IT LICENCING & SUPPORT	01-13-22	01-13-22	518.33
01-0250-7320	002972 MUNICIPAL EMPLOYER PENSION CENTRE ON	MC007488 Omers Membership	01-05-22	01-05-22	41.53
01-0250-7320	000146 ASSOCIATION OF MUNICIPALITIES OF ONTARIO	MEM008292 AMO MEMBERSHIP	01-05-22	01-05-22	1,678.97

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MUNICIPALITY OF BROOKE-ALVINST

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Accounts Payable

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Invoice Entry Date 12-31-21 to 01-31-22 Paid Invoices Cheque Date 12-31-21 to 01-31-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					1,720.50
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	95429 MATS	12-31-21	12-31-21	38.98
Department Total					5,329.12
FIRE STATION - ALVINSTON					
01-0411-7116	000370 MINISTER OF FINANCE -EHT	DEC2021 EMPLOYER HEALTH TAX	12-31-21	12-31-21	921.31
01-0411-7120	000375 FISHER'S REGALIA	1000004598 UNIFORMS	01-21-22	01-21-22	302.20
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	57.10
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	60.66
Account Total					117.76
01-0411-7330	000119 THREE MAPLES VARIETY	126610 BATTERIES	12-31-21	12-31-21	5.64
01-0411-7340	000170 HAYTER PLUMBING & HEATING LTD	225613-20938 PLUMBING REPAIR	12-31-21	12-31-21	141.25
01-0411-7351	002001 CHRIS KNIGHT	JAN2022 FIRST RESPONDERS COURSE	01-26-22	01-26-22	174.80
01-0411-7351	003157 TORI SHAW	JAN2022 FIRST RESPONDERS COURSE	01-26-22	01-26-22	174.80
Account Total					349.60
01-0411-7360	000100 MCNAUGHTON HOME HARDWARE CENTRE	352051 RESPONSE SCENE SUPPLIES	12-31-21	12-31-21	112.94
01-0411-7360	003232 CANADIAN IPG CORPORATION	CORUN-00484054 RESPONSE SCENE SUPPLIES	01-13-22	01-13-22	156.67
Account Total					269.61
01-0411-7370	000119 THREE MAPLES VARIETY	126610 FUEL FOR S5	12-31-21	12-31-21	120.70
01-0411-7460	003016 FLUENT INFORMATION MANAGEMENT SYSTEMS	INV-6376 FIRE SUBSCRIPTION	01-21-22	01-21-22	1,356.00
Department Total					3,584.07
POLICE					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2242 MONTHLY POLICING	01-05-22	01-05-22	31,838.00

Accounts Payable

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Department Total					31,838.00
PROTECTIVE INSPECTION & CONTROL					
01-0440-7470	002223 COUNTY OF LAMBTON	35615 BLDG PERMIT INSPECTIONS	12-31-21	12-31-21	1,657.50
01-0440-7470	002223 COUNTY OF LAMBTON	35615 BLDG PERMIT INSPECTIONS	12-31-21	12-31-21	278.73
Account Total					1,936.23
01-0440-7472	000175 VICKI KYLE	JAN2022 ANIMAL CONTROL SERVICES	01-05-22	01-05-22	885.72
01-0440-7476	002223 COUNTY OF LAMBTON	35639 PROPERTY STANDARDS	12-31-21	12-31-21	356.16
Department Total					3,178.11
EMERGENCY MEASURES					
01-0450-7301	002223 COUNTY OF LAMBTON	35603 PLANNING SIGNS	12-31-21	12-31-21	29.00
01-0450-7340	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	8.25
Department Total					37.25
RT&M - SIGNS					
01-0550-7301	000191 CEDAR SIGNS	2022/0153 SIGNS	01-26-22	01-26-22	7,315.70
Department Total					7,315.70
RT&M - INTERSECTION LIGHTING					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0122 HYDRO	01-13-22	01-13-22	20.38
Department Total					20.38
OVERHEAD					
01-0560-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	JAN2022 SUNLIFE BENEFITS	01-03-22	01-03-22	2,989.13
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	95431 COVERALLS	12-31-21	12-31-21	156.95
01-0560-7125	002966 JAMIE BUTLER	DEC2021 WORKBOOTS	12-31-21	12-31-21	175.00
Account Total					331.95
01-0560-7301	000119 THREE MAPLES VARIETY	126609 FUEL/COFFEE	12-31-21	12-31-21	21.97

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01-0560-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	354149 WATER	01-21-22	01-21-22	7.38
Account Total					29.35
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	119.50
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	120.27
Account Total					239.77
01-0560-7304	003136 NAPA GLENCOE	130-489938 OIL DRY	12-31-21	12-31-21	47.43
01-0560-7304	003136 NAPA GLENCOE	130-493963 FILTERS	01-21-22	01-21-22	38.31
01-0560-7304	003136 NAPA GLENCOE	130-493963 FILTERS	01-21-22	01-21-22	50.62
01-0560-7304	003184 INVENTORY EXPRESS INC.	22-37340 ANTIFREEZE	01-26-22	01-26-22	457.88
Account Total					594.24
01-0560-7310	000131 BEARCOM CANADA CORP	5311128 GPS	01-21-22	01-21-22	274.59
01-0560-7398	000074 MACKENZIE OIL LIMITED	813271 FUEL	12-31-21	12-31-21	1,274.10
01-0560-7398	000074 MACKENZIE OIL LIMITED	813272 FUEL	12-31-21	12-31-21	887.84
01-0560-7398	000074 MACKENZIE OIL LIMITED	813614 FUEL	12-31-21	12-31-21	819.68
01-0560-7398	000074 MACKENZIE OIL LIMITED	813615 FUEL	12-31-21	12-31-21	1,251.86
Account Total					4,233.48
Department Total					8,692.51
18 WESTERN STAR					
01-0604-7372	003136 NAPA GLENCOE	130-490004 LIGHT	12-31-21	12-31-21	38.11
Department Total					38.11
97 CAT GRADER					
01-0610-7372	000069 TOROMONT INDUSTRIES LTD	PS071379829 DOOR LATCH	12-31-21	12-31-21	85.33
Department Total					85.33
17 FORD 4X4 Diesel					

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Invoice Entry Date 12-31-21 to 01-31-22 Paid Invoices Cheque Date 12-31-21 to 01-31-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0620-7372	003136 NAPA GLENCOE	130-493963 FILTERS	01-21-22	01-21-22	23.32
01-0620-7372	000192 GROGAN FORD LINCOLN	WW29336 LABOR	12-31-21	12-31-21	115.26
Account Total					138.58
Department Total					138.58

21 Dodge RAM 4 x 4 pickup

01-0621-7372	003136 NAPA GLENCOE	130-493963 FILTERS	01-21-22	01-21-22	8.58
Department Total					8.58

19 FORD 4x4 PICKUP

01-0622-7372	003136 NAPA GLENCOE	130-493963 FILTERS	01-21-22	01-21-22	7.54
Department Total					7.54

DEERE TRACTOR LOADER

01-0630-7372	000136 PODOLINSKY EQUIPMENT LTD	262687 REPAIR TRACTOR	12-31-21	12-31-21	9,088.05
Department Total					9,088.05

SMALL ENGINE EQUIPMENT

01-0634-7370	000119 THREE MAPLES VARIETY	126609 FUEL/COFFEE	12-31-21	12-31-21	153.46
Department Total					153.46

SAND AND SALT

01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	922326 HIGHWAY COARSE SALT	12-31-21	12-31-21	3,681.34
Department Total					3,681.34

STREET LIGHTING - INWOOD

01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-0122 HYDRO	01-13-22	01-13-22	559.64
Department Total					559.64

SANITARY SEWER SYSTEM

01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	149.28
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000229753 SLUDGE REMOVAL	01-26-22	01-26-22	388.72
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	93271211 ALUMINUM SULPHATE	01-26-22	01-26-22	729.72

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0810-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000018107 BLOWER	12-31-21	12-31-21	15,248.74
Account Total					16,367.18
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000019018 OPERATIONS CONTRACT	01-26-22	01-26-22	9,354.39
Department Total					25,870.85
INWOOD SEWER SYSTEM					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	49.76
Department Total					49.76
WATERWORKS SYSTEM					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	49.76
01-0830-7312	000289 LAMBTON AREA WATER SUPPLY SYSTEM	1042 WATER USAGE (FROM APRIL-DEC)	12-31-21	12-31-21	74,755.71
01-0830-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000018103 CALL OUT	12-31-21	12-31-21	1,447.32
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000019018 OPERATIONS CONTRACT	01-26-22	01-26-22	8,337.11
Department Total					84,589.90
WASTE COLLECTION					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	26064 JANUARY WASTE COLLECTION	01-13-22	01-13-22	6,603.68
Department Total					6,603.68
RECYCLING					
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	26087 Q1 RECYCLING	01-13-22	01-13-22	20,086.91
Department Total					20,086.91
ALVINSTON COMMUNITY CENTRE					
01-1635-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA, JAN2022	SUNLIFE BENEFITS	01-03-22	01-03-22	1,283.05
01-1635-7125	000036 VIVIAN UNIFORM RENTAL LTD.	95631 UNIFORMS	12-31-21	12-31-21	198.88
01-1635-7301	000165 MANLEY'S BASICS	1116262 OFFICE SUPPLIES	01-26-22	01-26-22	40.05

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01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	78.18
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0122 PHONE & INTERNET SERVICE	01-05-22	01-05-22	131.48
Account Total					209.66
01-1635-7340	000170 HAYTER PLUMBING & HEATING LTD	224509-21095 MIXING VALVE	01-21-22	01-21-22	553.64
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	353031 PAINT TRAY	01-21-22	01-21-22	70.44
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	8463 DUMPSTER	01-21-22	01-21-22	237.30
01-1635-7340	003423 TH INDUSTRIAL SUPPLY LIMITED	INV-2692 LAGS	01-21-22	01-21-22	5.69
Account Total					867.07
01-1635-7372	000325 TECHNICAL STANDARDS & SAFETY AUTHORITY	6871081 TSSA LIFT	01-04-22	01-04-22	250.00
Department Total					2,848.71
PLANNING & ZONING					
01-1810-7101	002996 NANCY FAFLAK	JAN2022 COA	01-26-22	01-26-22	50.00
01-1810-7101	003114 CHRISTA SAWYER	JAN2022 COMMITTEE OF ADJUSTMENT	01-26-22	01-26-22	50.00
01-1810-7101	003202 DOUG SMITH	JAN2022 COA	01-26-22	01-26-22	50.00
Account Total					150.00
Department Total					150.00
AGRICULTURE & REFORESTATION					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	260.21 DRAINAGE SUPERINTENDENT	12-31-21	12-31-21	1,556.01
Department Total					1,556.01
ADMINISTRATION					
20-0250-8050	002215 KEYSTONE TECHNOLOGIES LTD.	19184 NEW SERVER INSTALL	01-11-22	01-11-22	5,650.00
Department Total					5,650.00
BROOKE FIRE - ALVINSTON STATION					
20-0411-8040	000101 B.M. ROSS AND ASSOCIATES LIMITED	21992 ENGINEER BUILDINGS	12-31-21	12-31-21	1,117.50
20-0411-8040	002223 COUNTY OF LAMBTON	JAN2022 FIRE HALL PLUMBING PERMIT	01-19-22	01-19-22	78.00
Account Total					1,195.50

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Department Total					1,195.50
GIS MAPPING & ASSET MGMT					
20-0505-7401	003420 PSD CITYWIDE INC.	16376 CITYWIDE AM & GIS	01-21-22	01-21-22	2,440.80
Department Total					2,440.80
WATER					
20-0830-7401	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000018102 PRESSURE CONTROL VALVE	12-31-21	12-31-21	9,115.46
Department Total					9,115.46
INWOOD RECREATION					
20-1639-7405	000101 B.M. ROSS AND ASSOCIATES LIMITED	21992 ENGINEER BUILDINGS	12-31-21	12-31-21	279.18
20-1639-8012	002223 COUNTY OF LAMBTON	JAN2022 INWOOD PARK PLUMBING PERMIT	01-19-22	01-19-22	126.00
Department Total					405.18
MUNICIPAL DRAINS - CONSTRUCTION					
20-2800-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	TR251391 DRAIN REPORT MAILINGS	01-19-22	01-19-22	290.39
20-2800-7341	000113 R DOBBIN ENGINEERING INC	233.21 STEADMAN DRAIN NO. 1	12-31-21	12-31-21	35,891.00
Department Total					36,181.39
MUNICIPAL DRAINS - MAINTENANCE					
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	692 14 TH CONCESSION DRAIN	01-13-22	01-13-22	16,923.87
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	694 9-10 & TOTTEN DRAINS	01-27-22	01-27-22	26,984.08
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	694 9-10 & TOTTEN DRAINS	01-27-22	01-27-22	33,497.70
20-2900-7401	002840 JLH EXCAVATING INC.	E11378 SMITH DRAIN	12-31-21	12-31-21	2,131.52
Account Total					79,537.17
Department Total					79,537.17
Total Paid Invoices					382,025.39
Total Unpaid Invoices					0.00
Total Invoices					382,025.39

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12-31-21 to 01-31-22 Paid Invoices Cheque Date 12-31-21 to 01-31-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
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Department Summary

01-0000	ASSETS & LIABILITIES	29,637.00
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	1,612.00
01-0241	COUNCIL SUPPORT	1,164.30
01-0250	CORPORATE MANAGEMENT	5,329.12
01-0411	FIRE STATION - ALVINSTON	3,584.07
01-0420	POLICE	31,838.00
01-0440	PROTECTIVE INSPECTION & CONTROL	3,178.11
01-0450	EMERGENCY MEASURES	37.25
01-0550	RT&M - SIGNS	7,315.70
01-0551	RT&M - INTERSECTION LIGHTING	20.38
01-0560	OVERHEAD	8,692.51
01-0604	18 WESTERN STAR	38.11
01-0610	97 CAT GRADER	85.33
01-0620	17 FORD 4X4 Diesel	138.58
01-0621	21 Dodge RAM 4 x 4 pickup	8.58
01-0622	19 FORD 4x4 PICKUP	7.54
01-0630	DEERE TRACTOR LOADER	9,088.05
01-0634	SMALL ENGINE EQUIPMENT	153.46
01-0671	SAND AND SALT	3,681.34
01-0752	STREET LIGHTING - INWOOD	559.64
01-0810	SANITARY SEWER SYSTEM	25,870.85
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	84,589.90
01-0840	WASTE COLLECTION	6,603.68
01-0860	RECYCLING	20,086.91
01-1635	ALVINSTON COMMUNITY CENTRE	2,848.71
01-1810	PLANNING & ZONING	150.00
01-1840	AGRICULTURE & REFORESTATION	1,556.01
20-0250	ADMINISTRATION	5,650.00
20-0411	BROOKE FIRE - ALVINSTON STATION	1,195.50
20-0505	GIS MAPPING & ASSET MGMT	2,440.80
20-0830	WATER	9,115.46
20-1639	INWOOD RECREATION	405.18
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	36,181.39
20-2900	MUNICIPAL DRAINS - MAINTENANCE	79,537.17
Report Total		382,025.39



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2022 Draft Budget Approval
Meeting: Council - 10 Feb 2022
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council pass the 2022 Draft Budget:

1. **As proposed, at the February 3, 2022 special budget meeting at a 2.11% tax rate increase.**
2. **At a 1.62% tax rate increase, achieved by reducing capital expenditures on sidewalks from the proposed \$30,000 down to \$15,000.**

That Council resolve that once the budget is passed that if any other cost savings are realized or other funding sources found that these monies be placed back into reserves to replenish reserves for future capital replacements/improvements.

Background:

The 2022 Draft Budget was presented at a Special Budget Meeting on February 3, 2022. The Draft Budget proposed a tax increase of only 2.11%.

Comments:

Notable items affecting the 2022 Budget:

1. Brooke-Alvinston's 2022 OMPF funding allocation dropped by \$72,400. That translates into a 2.3% decline in total revenues for our 2022 budget;
2. The Shiloh Project loan repayment of \$78,052 translates into a 2.5% increase in yearly expenditures for our 2022 budget.
3. Our Net reserve balances have dropped by over \$1.3 million from the end of 2020 to the proposed level at end of 2022. We have been using Reserves to balance our budget and keep tax increases low.
4. Insurance rates have increased by 15% for the second year in a row.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Logan & Ruth Drains
Meeting: Council - 10 Feb 2022
Department: Drainage
Staff Contact: David Moores, Drainage Superintendent

Recommendation:

That Council provide direction on which option is preferred.

Background:

The proposed works on the Ruth Drain – report dated December 14, 2020 and Logan Drain Branches 2-6 – report dated December 14, 2020 can be tendered and completed at any time in accordance with the Drainage Act as the bylaw for the project has received three (3) readings.

After the bylaw was passed in 2021, Mr. Minten had requested that the works be completed in 2022. Our office has received notice that Mr. Minten would not like to proceed again this year.

Comments:

Therefore, the following options should be discussed by Council and a resolution on how to proceed should be given to the Engineer for the project:

(1) Council holds the works for an additional year, instructs the Engineer to tender the works for 2023 construction, and assesses all cost out after the completion of the works. With this option, the municipality will be required to hold all outstanding costs for an additional year. Interest can be charged up to 120 days after the work is certified completed by the engineer. If this option is chosen, notice to all landowners in the watershed should be completed to ensure there are no issues with delaying the project an additional year;

(2) Council holds the works for an additional year, instructs the Engineer to tender the works for 2023 construction, but assesses out all outstanding costs to date shown in the account. With this option, the municipality will recover the costs currently in the account but, will require an additional billing after construction is complete. If this option is chosen, notice to all landowners in the watershed should be completed to ensure there are no issues with delaying the project an additional year; or

(3) Council instructs the Engineer to tender and complete the works now in 2022 in accordance with the proposed work outlined in the reports and assesses out all costs upon completion of the project.

Financial Considerations:

Costs incurred to date by the Municipality for Engineering are:

Ruth Drain - \$12,788.69

Logan Drain - \$17,155.42



The Corporation of the Municipality of Brooke-Alvinston
REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT
(Drainage Act, R.S.O. 1990, Chapter D.17)

I hereby give notice that the Hustler dr Drain is out of repair and request that:

- ☒ Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.
- ☐ The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

___ Section 77, (without an Engineer's Report and total cost not exceeding \$4,500.00)

___ Section 78, (with an Engineer's Report)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

There is a lot of dead trees plugging up the drain
outlet that empties into the ditch on Sutcliffe Road.
its at the back of AL McConnicks farm. He is aware.

Property Description: Lot 8 Concession 3 Roll Number _____

911 address 6928 Oil Springs Line, Alvinston

Dated at the Municipality of Brooke-Alvinston this 25 day of January, 2020

DAN ZIMMERMAN

Name-please print

[Signature]
Signature

Telephone# [Redacted]
Home

Mary Sue Zimmerman

Name-please print

[Signature]
Signature

[Redacted]
Cell

Email address: [Redacted] ca

Additional Comments if any: