



AGENDA

Council Meeting

4:00 PM - Thursday, May 26, 2022
Municipal Office-Hybrid

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2. DISCLOSURE OF PECUNIARY INTEREST	
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8. BY-LAWS

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9. NEW BUSINESS

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:00 PM - Thursday, May 12, 2022
Municipal Office-Hybrid

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, May 12, 2022, at 4:00 PM, in the Municipal Office-Hybrid, 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, and Parks and Recreation Supervisor Kevin Miller

Regrets:

1 CALL TO ORDER

2 DISCLOSURE OF PECUNIARY INTEREST

3 MINUTES

a) Regular Council Meeting Minutes of April 28, 2022

RESOLUTION-2022-167

Deputy Mayor Frank Nemcek made a motion that the April 28, 2022 regular Council meeting minutes be approved as presented. Councillor Jeannette Douglas seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Municipal Information

RESOLUTION-2022-168

Councillor Jamie Armstrong made a motion that the correspondence presented be received and filed. Councillor Wayne Deans seconded the motion.

Carried

b) Correspondence Requiring Action

RESOLUTION-2022-169

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston support the May 3, 2022 resolution presented by the City of Thorold regarding Russian Sanctions. Deputy Mayor Frank Nemcek seconded the motion.

Carried

7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Campbell House at A.W. Campbell Conservation Area

Ken Phillips, General Manager of the SCRCA and Corrine Nauta, Chief Building Official were present at the meeting to answer questions.

RESOLUTION-2022-170

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston support the process of securing the exterior of the A.W. Campbell House; that appreciation be sent to the Friends of Campbell House for their perseverance in attempting to maintain the structure; and that Council consider the financial request in the 2023 budget with further discussion with the SCRCA. Councillor Jamie Armstrong seconded the motion.

Carried

- b) **Clerk Administrator's Report:** Canada Day - SOP Request (Optimist Club)

RESOLUTION-2022-171

Councillor Jeannette Douglas made a motion that the Council of the Municipality of Brooke-Alvinston has no objections to the Alvinston Optimist Club obtaining a Special Occasion Permit for the Canada Day 2022 events (June 30-July 1, 2022) as the event is deemed an event of municipal significance to the community. Councillor Wayne Deans seconded the motion.

Carried

- c) **Treasurer's Report:** By-law to Adopt the Municipality's 2022 Tax Rates

RESOLUTION-2022-172

Deputy Mayor Frank Nemcek made a motion that Council pass By-Law 26 of 2022 to provide for the adoption of the 2022 tax rates for the Municipality of Brooke-Alvinston. Councillor Jeannette Douglas seconded the motion.

Carried

- d) **Public Works Managers Report:** Tenders - Rotary Cutter

RESOLUTION-2022-173

Councillor Jamie Armstrong made a motion that the tender received from Advantage Farm Equipment for the Single Wing Rotary Cutter for the price of \$32,200 + HST be accepted. Councillor Wayne Deans seconded the motion.

Carried

- e) **Drainage Superintendent's Report:** Logan & Ruth Drain Tender

RESOLUTION-2022-174

Councillor Jeannette Douglas made a motion that the tenders received on the Logan & Ruth Drain not be accepted at this time; and that the Drainage Superintendent discuss the costs with the landowners at an onsite meeting. Councillor Jamie Armstrong seconded the motion.

Carried

- f) **Drainage Superintendent's Report:** Drain Maintenance Request

RESOLUTION-2022-175

Deputy Mayor Frank Nemcek made a motion that the request for maintenance on the Black Drain be referred to the Drainage Superintendent with the power to act. Councillor Jamie Armstrong seconded the motion.

Carried**8 BY-LAWS**

- a) Tax Rate By-law

RESOLUTION-2022-176

Councillor Jeannette Douglas made a motion that By-law 26 of 2022 be read a first, second and third time and finally passed this 12th day of May, 2022.
Councillor Wayne Deans seconded the motion.

Carried**9 NEW BUSINESS**

- a) Lambton Group Police Services: Councillor Nemcek inquired about the status of the cleaning costs for the Corunna station.

10 CLOSED SESSION

- a) Personal matters about an identifiable individual

RESOLUTION-2022-177

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston move to an in camera session to discuss personal matters about an identifiable individual including employees. Councillor Jeannette Douglas seconded the motion.

Carried**11 RISE AND REPORT**

The Clerk Administrator reported in open session that a closed meeting was held to discuss personal matters about an identifiable individual including employees. She reported:

That Council accepts the letter of resignation effective June 30, 2022 from Vicki Kyle, Animal Control Officer with regret; and that the Clerk Administrator pursue options to fill the position;

And that direction be given to the Clerk Administrator to proceed with the property standard issues presented.

12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

RESOLUTION-2022-178

Councillor Jamie Armstrong made a motion That By-law 27 of 2022 be read a first, second and third time and finally passed this 12th day of May, 2022.
Councillor Jeannette Douglas seconded the motion.

Carried**13 ADJOURNMENT**

Councillor Nemcek made a motion to adjourn the meeting at 4:40 p.m..

 Clerk-Administrator

Mayor



MINUTES

Council -Special Meeting

4:00 PM - Thursday, May 19, 2022
Municipal Office-Hybrid

The Council -Special of the Brooke-Alvinston was called to order on Thursday, May 19, 2022, at 4:00 PM, in the Municipal Office-Hybrid, 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: Treasurer Stephen Ikert, Public Works Manager Randy Hills, Engineer Ray Dobbin, Drainage Superintendent David Moores, County Planner Rob Nesbitt, Administrative Assistant Darlene Paolucci, and Public Works Foreman Jerrett Hodgins

Regrets:

1. CALL TO ORDER

Mayor Ferguson called the meeting to order at 4:00 p.m. He advised that in accordance with Section 228(4) of the Municipal Act, the Clerk Administrator has delegated her authority as Clerk to Stephen Ikert for the May 19, 2022 Special meeting.

2. DISCLOSURE OF PECUNIARY INTEREST

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

3. DELEGATIONS & TIMED EVENTS

3.1. Zoning Amendment Application - Durham

Members of the public in attendance were: John Beaugrand, Jenna Durham, Paul Mahovich, Pam Hills, Ken Dale.

Jordan Fohkens the Agent for the application was present to answer any inquiries from Council and the public. The Planner was present to discuss his report.

Councillor Nemcek requested a recorded vote.

RESOLUTION-2022-015

that the Council of the Municipality of Brooke-Alvinston support the application submitted by B.M. Ross & Associates for property located at Pt. Lot 20 Con 5 Part Lots A,C,E,G and I, Plan 8; and Part 1 to change the lands from the Residential R1 zone to a site specific Residential 3 (R3) zone to allow single detached dwellings with a minimum frontage of 15m and further allow portions of the property to be used for other residential uses including semi detached dwellings, duplexes and street townhouses.

3.2. Drain Consideration - Campbell Leitch Drain

Councillor Douglas declared a conflict of interest on the Campbell Leitch Drain as she is an assessed owner.

Assessed owners present were: Councillor Christa Cowell from Southwest Middlesex, Mayor Kurtis Smith from Adelaide Metcalfe, Don Langford and Erica Berghammer.

RESOLUTION-2022-016

Deputy Mayor Frank Nemcek made a motion that the Campbell Leitch Drain report be considered. Councillor Jamie Armstrong seconded the motion.

Carried

The Engineer reported that he received two comments regarding errors of names on the assessment schedule and that he would have them corrected for the Court of Revision.

RESOLUTION-2022-017

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston adopt the Engineer's report on the Campbell Leitch Drain. Councillor Jamie Armstrong seconded the motion.

Carried

3.3. Drain Consideration: Thompson Drain North and Thompson Drain South

There were no assessed ratepayers present.

The Drainage Superintendent reviewed his submitted report and informed Council that a small portion of the drain has been abandoned.

RESOLUTION-2022-018

Councillor Jeannette Douglas made a motion that the Thompson Drain North & Thompson Drain South be considered. Councillor Wayne Deans seconded the motion.

Carried

RESOLUTION-2022-019

Councillor Jeannette Douglas made a motion that the Council of the Municipality of Brooke-Alvinston adopt the report on the Thompson Drain North & Thompson Drain South. Councillor Wayne Deans seconded the motion.

Carried

3.4. Drain Consideration: McEachren Drain

There were no ratepayers present.

The Engineer reported he received a call regarding the drain and will refer the resident to submit a request for maintenance.

The Engineer reviewed his submitted report on the the drain.

RESOLUTION-2022-020

Deputy Mayor Frank Nemcek made a motion that the McEachern Drain be considered. Councillor Jamie Armstrong seconded the motion.

Carried

RESOLUTION-2022-021

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston adopt the Engineer's report on the McEachern Drain. Councillor Jamie Armstrong seconded the motion.

Carried

3.5. Drain Consideration: Smith Drain

There were no ratepayers present.

The Drainage Superintendent reviewed his submitted report.

RESOLUTION-2022-022

Councillor Jeannette Douglas made a motion that the Smith Drain be considered. Councillor Jamie Armstrong seconded the motion.

Carried

RESOLUTION-2022-023

Councillor Jeannette Douglas made a motion that the Council of the Municipality of Brooke-Alvinston adopt the Engineer's report on the Smith Drain. Councillor Jamie Armstrong seconded the motion.

Carried

3.6. Drain Consideration: MacDougall Drain

There were no ratepayers present.

The Drainage Superintendent reviewed his submitted report.

RESOLUTION-2022-024

Councillor Wayne Deans made a motion that the MacDougall Drain be considered. Councillor Jamie Armstrong seconded the motion.

Carried

RESOLUTION-2022-025

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston adopt the Engineer's report on the MacDougall Drain. Councillor Jamie Armstrong seconded the motion.

Carried

4. BY-LAWS

a) By-law 29 of 2022 - First & Second Reading: Campbell Leitch Drain

RESOLUTION-2022-026

Councillor Wayne Deans made a motion that By-law 29 of 2022 (Campbell Leitch Drain) be given first and second reading. Councillor Jamie Armstrong seconded the motion.

Carried

b) By-law 30 of 2022 - First & Second Reading: Thompson Drain North & Thompson Drain South

RESOLUTION-2022-027

Councillor Jamie Armstrong made a motion that By-law 30 (Thompson Drain North & Thompson Drain South) be given first and second reading. Councillor Jeannette Douglas seconded the motion.

Carried

- c) **By-law 31 of 2022** - First & Second Reading: McEachern Drain

RESOLUTION-2022-028

Councillor Jamie Armstrong made a motion that By-law 31 of 2022 (McEachern Drain) be given first and second reading. Councillor Wayne Deans seconded the motion.

Carried

- d) **By-law 32 of 2022** - First & Second Reading: Smith Drain

RESOLUTION-2022-029

Councillor Jamie Armstrong made a motion that By-law 32 of 2022 (Smith Drain) be given first and second reading. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) **By-law 33 of 2022** - First & Second Reading

RESOLUTION-2022-030

Councillor Jamie Armstrong made a motion that By-law 33 of 2022 (MacDougall Drain) be given first and second reading. Councillor Jeannette Douglas seconded the motion.

Carried

5. ADJOURNMENT

Councillor Deans made a motion to adjourn the meeting at 5:05 p.m.

Clerk-Administrator

Mayor



PUBLIC NOTICE
SEVERANCE APPLICATION
COMMITTEE OF ADJUSTMENT
(Meeting to Reconsider Conditions)

APPLICATION NO. B-006/21

TAKE NOTICE that the Brooke-Alvinston Committee of Adjustment held a meeting on April 20, 2021 and approved an application for consent for property described as Part Lot 19 Concession 5 (3160 Nauvoo Road). The approval of the application will sever a lot that will have a frontage of 42 metres, a depth of 93 metres, and an area of 390.6 square metres. The retained lot will have a frontage of 48 metres, a depth of 93 metres, and an area of 446.4 square metres.

AND FURTHER TAKE NOTICE that the Committee's decision included conditions that would need to be fulfilled before the deeds for the lots can be approved and registered. Upon further consideration it has been determined that some of the conditions cannot be fulfilled. Therefore, the Committee will be meeting Tuesday, June 7, 2022 at 9:00 a.m. for the purpose of reviewing the conditions.

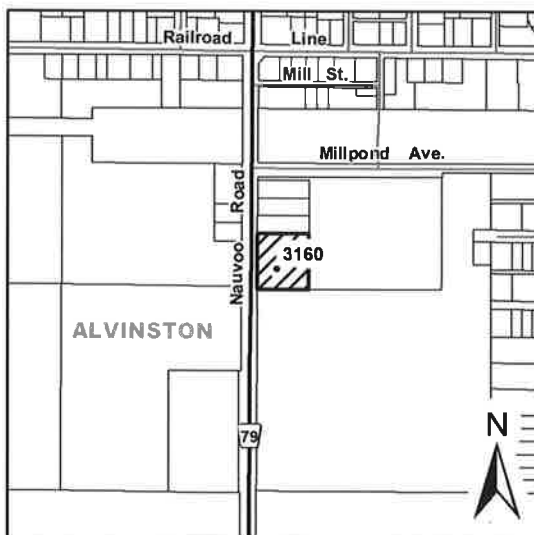
If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on June 6, 2022. The public hearing will be held via a ZOOM Teleconference format.

If you wish to be notified of the decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance, 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 Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance does not make written submission to the Municipality of Brooke-Alvinston Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Lands 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 Municipal Office, 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: May 20, 2022





PUBLIC NOTICE
MINOR VARIANCE APPLICATION
COMMITTEE OF ADJUSTMENT

6.1.

APPLICATION NUMBER:

A-002/22
(Frank Callipari a/f Castell Homes)

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 19.02 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 564.2 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, June 7, 2022 at 9:05 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 June 6, 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: jdickers@brookealvinston.com
Phone: 519-898-2173
Fax: 519-898-5653

Dated: May 16, 2022



**MUNICIPALITY OF BROOKE-ALVINSTON
NOTICE OF PUBLIC MEETING**

**CONCERNING PROPOSED OFFICIAL PLAN AMENDMENT AND
ZONING BY-LAW AMENDMENT**

TAKE NOTICE that the Council of the Corporation of the Municipality of Brooke-Alvinston will hold a **Public Meeting on June 9, 2022 p.m. at 4 p.m. via ZOOM Technology** to consider proposed Official Plan and Zoning By-law Amendments under Section 21 and Section 34 of the Planning Act, R.S.O. 1990, as amended.

THE PROPOSED OFFICIAL PLAN AMENDMENT would amend the Official Plan by changing the designation on lands described as Plan 5 Lots 4-7 (known municipally as 6483 Weidman Line) from "Residential" to a site specific "Commercial" designation. The applicant intends to convert the existing building into warehousing and storage.

THE PROPOSED ZONING BY-LAW AMENDMENT amends the Municipality of Brooke-Alvinston Comprehensive Zoning By-law 9 of 2013 by changing the zoning on lands described as 6483 Weidman Line from the "Institutional (I)" zone to the "Central Commercial (C1)" zone.

The subject lands are located on the south side of Weidman Line, west of Inwood Road.

THE KEY MAP shows more particularly the lands affected.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Official Plan Amendment and/or Zoning By-law Amendment. 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 4:30 p.m. on June 8, 2022. The public meeting will be held via a ZOOM Teleconference format.

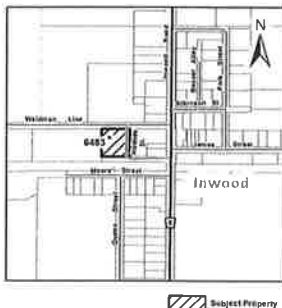
WRITTEN SUBMISSIONS in respect of the proposed Official Plan Amendment and/or Zoning By-law Amendment can be made to the Clerk of the Municipality of Brooke-Alvinston.

IF A PERSON OR PUBLIC BODY that files an appeal of a decision of the Municipality of Brooke-Alvinston in respect of the proposed Official Plan Amendment and/or Zoning By-law Amendment, does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Brooke-Alvinston before the proposed Official Plan Amendment is adopted and the Zoning By-law Amendment is passed, the Ontario Land Tribunal may dismiss all or part of the appeal.

IF A PERSON OR PUBLIC BODY that files a notice of appeal of a decision of the Approval Authority, the County of Lambton, in respect of the proposed Official Plan Amendment does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Brooke-Alvinston before the proposed Official Plan Amendment is adopted, the Ontario Land Tribunal may dismiss all or part of the appeal.

IF YOU WISH to be notified of the proposed Official Plan Amendment being adopted and the proposed Zoning By-law Amendment being passed, you must make a written request to the Clerk of the Municipality of Brooke-Alvinston.

THE PROPOSED AMENDMENTS will be available for public inspection during regular office hours at the Brooke-Alvinston Municipal Office, located at 3236 River Street in Alvinston and at the public meeting.



Janet Denkers
Clerk Administrator
Municipality of Brooke-Alvinston
3236 River Street, Box 28
Alvinston, ON N0N 1A0

Telephone: 519-898-2173

Fax: 519-898-5653

Email: jdenkers@brookealvinston.com

Dated: May 16, 2022



**MUNICIPALITY OF BROOKE-ALVINSTON
NOTICE OF PUBLIC MEETING**

**CONCERNING PROPOSED OFFICIAL PLAN AMENDMENT AND
ZONING BY-LAW AMENDMENT**

TAKE NOTICE that the Council of the Corporation of the Municipality of Brooke-Alvinston will hold a **Public Meeting on June 9, 2022 p.m. at 4:15 p.m. via ZOOM Technology** to consider proposed Official Plan and Zoning By-law Amendments under Section 21 and Section 34 of the Planning Act, R.S.O. 1990, as amended.

THE PROPOSED OFFICIAL PLAN AMENDMENT would amend the Official Plan by changing a portion of lands described as Con 6 Pt. Lot 19 (known municipally as 3370 Nauvoo Road) from "Mixed Commercial / Industrial" to a site specific "Residential" designation.

THE PROPOSED ZONING BY- LAW AMENDMENT would amend the Municipality of Brooke-Alvinston Comprehensive Zoning By-law 9 of 2013 by changing the zoning on lands described as 3370 Nauvoo Road from the "Mixed Commercial / Industrial Holding (CM(h))" zone to the "Residential" (R1)" zone.

The subject lands are located on the south side of Shiloh Line, east of Nauvoo Road. The applicant intends to create 5 residential building lots on a portion of the lands.

THE KEY MAP shows more particularly the lands affected.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Official Plan Amendment and/or Zoning By-law Amendment. 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 4:30 p.m. on June 8, 2022. The public meeting will be held via a ZOOM Teleconference format.

WRITTEN SUBMISSIONS in respect of the proposed Official Plan Amendment and/or Zoning By-law Amendment can be made to the Clerk of the Municipality of Brooke-Alvinston.

IF A PERSON OR PUBLIC BODY that files an appeal of a decision of the Municipality of Brooke-Alvinston in respect of the proposed Official Plan Amendment and/or Zoning By-law Amendment, does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Brooke-Alvinston before the proposed Official Plan Amendment is adopted and the Zoning By-law Amendment is passed, the Ontario Land Tribunal may dismiss all or part of the appeal.

IF A PERSON OR PUBLIC BODY that files a notice of appeal of a decision of the Approval Authority, the County of Lambton, in respect of the proposed Official Plan Amendment does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Brooke-Alvinston before the proposed Official Plan Amendment is adopted, the Ontario Land Tribunal may dismiss all or part of the appeal.

IF YOU WISH to be notified of the proposed Official Plan Amendment being adopted and the proposed Zoning By-law Amendment being passed, you must make a written request to the Clerk of the Municipality of Brooke-Alvinston.

THE PROPOSED AMENDMENTS will be available for public inspection during regular office hours at the Brooke-Alvinston Municipal Office, located at 3236 River Street in Alvinston and at the public meeting.



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

3236 River Street, Box 28
Alvinston, ON N0N 1A0

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Email: jdenkers@brookealvinston.com

Dated: May 16, 2022

MUNICIPALITY OF BROOKE-ALVINSTON
APRIL, 2022

<u>PERMITS ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE/ VALUE</u>
22-010	Art Griffith Farms Inc, owner 6466 Petrolia Line, Alvinston (erect storage shed) Cont: owner, Mar 30/2022 120-040-01900	6967 Petrolia Line Con 10, Pt Lot 8	750.00	Agr/Con 130,000 4320' ²
22-011	Robert Martin, owner 6215 Oil Springs Line (erect storage shed) Cont: owner, Apr 26/2022 120-010-06000	6215 Oil Springs Line Con 2, W Pt Lot 1	750.00	Agr/Con 150,000 6000' ²



COUNTY OF LAMBTON

2022-2026 Roads Construction Program



Prepared by: Public Works Department
County of Lambton

Date: April 2022

Introduction

The County of Lambton Public Works Department is responsible for the operation and upgrade of approximately 650 kilometres of roads and over 186 bridges and major culverts. The County road network connects Lambton's communities and is critical to the County's economy and quality of life. The objective of the Public Works Department is to ensure the infrastructure that makes up the County road network is maintained and constructed to applicable standards, providing the safe and efficient movement of people and goods throughout the County.



Potential County road projects are reviewed annually during budget planning. Candidate road and bridge projects are prioritized based on a number of variables to determine appropriate treatments and schedules that balance construction costs with infrastructure lifecycle. In addition to design standards and guidelines, as part of the Comprehensive Asset Management Plan, the County has established level of service targets for the road network. To help meet these goals, the County uses a number of rehabilitation techniques to help extend the life of the assets. Environmentally responsible options are employed to best utilize existing resources.

The 2022-2026 Roads Construction Program is a consolidated listing of the County's prioritized road and bridge project list for the next 5-year period. It is intended to be a living document, updated annually, that can be shared to communicate the County's anticipated projects with partner municipalities, stakeholder agencies, and members of the public.

The projects in this Program are selected based on the best and available information at the time of assessment. Many of the variables considered will continue to change as

projects develop. Ultimately, future construction will be subject to available funding, design, environmental and agency approvals, property acquisition, and conflicts or partnerships with other municipal projects.

2022 PLANNED CONSTRUCTION

Roadway	37 km
Structure Rehabilitations	5
Structure Replacement	3
Partially-Paved Shoulders	20 km



County of Lambton 2022 Roads Construction Program

PROPOSED PROJECTS - ROADS 2022

- 1) **County Road 21 (Oil Heritage Road)** – Victoria Street to Bridge (Village of Oil Springs)
Pavement resurfacing - *Carry-over 2021*
- 2) **County Road 19 (Michigan Avenue)** – Livingston Street to St. Clair Street
Pavement resurfacing - *Carry-over 2021*
- 3) **County Road 33 (Front Street)** – Lite Street to Michigan Avenue
Pavement resurfacing - *Carry-over 2021*
- 4) **County Road 80 (Courtright Line)** – Black Ash Road to County Road 8 (Inwood Road)
Wearing course application - *Carry-over 2021*
- 5) **County Road 31 (Kimball Road)** - Tulloch Line to Burman Line
Pavement recycling, resurfacing and drainage improvements
- 6) **County Road 21 (Oil Heritage Road)** – Discovery Line to South Limit Town of Wyoming
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 7) **County Road 22 (Egremont Road) and County Road 79 (Nauvoo Road) Intersection**
Roundabout intersection construction
- 8) **County Road 22 (Egremont Road)** – CR 22/CR 79 Intersection to 500 m west of Quaker Road
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 9) **County Road 79 (Nauvoo Road)** – Old Walnut Road to South Limit of the Village of Alvinston
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 10) **County Road 7 (Lakeshore Road)** – Lambton Lane to the construction joint east of Eleanor Street
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 11) **County Road 30 (Oil Heritage Road)** – 1.0 km North of CR 11 (Aberarder Line) to CR 7 (Lakeshore Road)
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 12) **County Road 26 (Mandaumin Road)** - Langbank Line to Lambton Line
Roadway reconstruction, widening and drainage improvements

PROPOSED PROJECTS - BRIDGES & MAJOR CULVERTS 2022

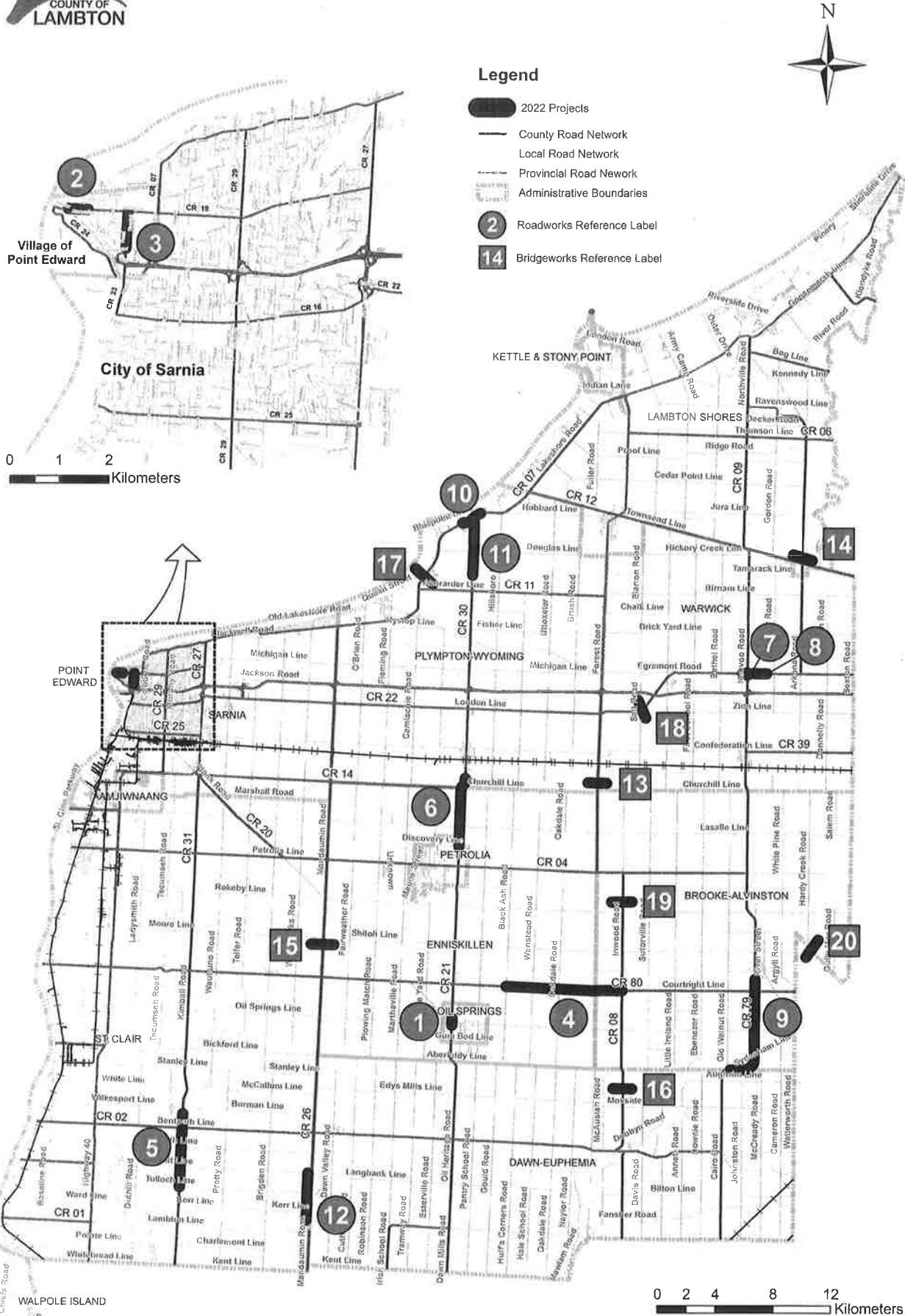
- 13) 08-5-304 - McGill-Higgins Creek Culvert - County Road 8 (Forest Road)**
Culvert rehabilitation - *Carry-over 2021*
- 14) 79-5-474 - Hobbs-McKenzie Drain Culvert - County Road 79 (Arkona Road)**
Culvert replacement - *Carry-over 2021*
- 15) 26-5-213 - McDougall Drain Culvert - County Road 26 (Mandaumin Road)**
Culvert replacement - *Carry-over 2021*
- 16) 08-5-102 - Martin Creek Culvert - County Road 8 (Inwood Road)**
Culvert replacement - *Carry-over 2021*
- 17) 07-3-223 - Patterson Creek Bridge - County Road 7 (Lakeshore Road)**
Bridge rehabilitation
- 18) 22-5-299 - Herbert Drain Culvert - County Road 22 (London Line)**
Culvert rehabilitation
- 19) 08-5-226 - Munro Drain Culvert - County Road 8 (Inwood Road)**
Culvert rehabilitation
- 20) EB-3-004 – McPhail Bridge No. 1 - Boundary Bridge - Conservation Road over Morrough Creek**
Bridge rehabilitation (Project coordinated with Middlesex County)

Notes:

- 1) *The timing of the above projects is subject to available funding, design, environmental approval, property acquisition and construction requirements.*
- 2) *Construction methods are tentative and subject to change.*



County of Lambton 2022 Roads Construction Program





County of Lambton 2023 - 2026 Roads Construction Program

PROPOSED PROJECTS - ROADS 2023 – 2026

- 21) County Road 7 (Lakeshore Road)** - County Road 26 (Mandaumin Road) to east of Egremont Road
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 22) County Road 79 (Nauvoo Road) and County Road 39 (Confederation Line)** - Intersection Improvements
Geometric and drainage improvements/reconstruction
- 23) County Road 22 (London Line)** - County Road 8 (Forest Road) to the east limit of Warwick Village
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 24) County Road 31 (Kimball Road)** - Between Burman Line and Bear Creek bridges
Slope stabilization and pavement recycling, resurfacing and drainage improvements
- 25) County Road 26 (Mandaumin Road)** - County Road 2 (Bentpath Line) to Lambton Line
Double surface treatment
- 26) County Road 26 (Mandaumin Road)** - County Road 14 (Churchill Line) to County Road 22 (London Line)
Pavement recycling, resurfacing and drainage improvements
- 27) County Road 79 (Nauvoo Road)** - Village of Alvinston to County Road 4 (Petrolia Line)
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 28) County Road 33 (Front Street)** - County Road 16 (London Road) to Exmouth Street
Pavement recycling and resurfacing
- 29) County Road 7 (Lakeshore Road)** - Telfer Road to County Road 26 (Mandaumin Road)
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 30) County Road 19 (Michigan Avenue)** - Colborne Road to County Road 29 (Indian Road)
Road reconstruction
- 31) County Road 31 (Kimball Road)** - County Road 4 (Petrolia Line) to County Road 20 (Plank Road)
Pavement recycling, resurfacing and drainage improvements
- 32) County Road 21 (Oil Heritage Road)** - South of Edys Mills Line to Langbank Line
Pavement recycling, resurfacing and drainage improvements
- 33) County Road 16 (London Road)** – Lambton Mall Road to Exmouth Street
Pavement resurfacing
- 34) County Road 4 (Petrolia Line)** - County Road 8 (Forest Road) to Little Ireland Road
Pavement recycling, resurfacing and drainage improvements

- 35) County Road 79 (Nauvoo Road)** - South limit of Watford to County Road 4 (Petrolia Line)
Pavement recycling, resurfacing with new partially-paved shoulders and drainage improvements
- 36) County Road 2 (Bentpath Line)** - Indian Creek Road to County Road 31 (Kimball Road)
Roadway reconstruction with new partially-paved shoulders and drainage improvements
- 37) County Road 35 (LaSalle Line)** - St. Clair Parkway to King's Highway 40
Pavement recycling with widening, resurfacing and drainage improvements
- 38) County Road 26 (Mandaumin Road)** - County Road 4 (Petrolia Line) to County Road 14 (Churchill Line)
Pavement recycling, resurfacing and drainage improvements
- 39) County Road 16 (London Road)** - County Road 33 (Front Street) to Murphy Road
Pavement resurfacing
- 40) County Road 21 (Oil Heritage Road)** - Village of Oil Springs to Shiloh Line
Pavement recycling, resurfacing and drainage improvements
- 41) County Road 19 (Michigan Avenue)** - Intersection/Park Entrance under Bluewater Bridge
Pavement milling and resurfacing
- 42) County Road 6 (Thomson Line)** - County Road 9 (Northville Road) to King's Highway 21
Roadway reconstruction with widening and double surface treatment
- 43) County Road 26 (Mandaumin Road)** – County Road 80 (Courtright Line) to County Road 4 (Petrolia Line)
Pavement recycling, resurfacing and drainage improvements
- 44) County Road 79 (Arkona Road)** – North limit of Arkona to the east limit of Thedford
Pavement recycling, resurfacing and drainage improvements
- 45) County Road 12 (Townsend Line)** - County Road 7 (Lakeshore Road) to Union Street in Forest
Roadway reconstruction with new partially-paved shoulders and drainage improvements

PROPOSED PROJECTS - BRIDGES & MAJOR CULVERTS 2023 - 2026

- 46) SB-5-001 - Whitebread Drain Culvert - South Boundary (with Chatham-Kent)**
Culvert replacement
- 47) 79-3-334 - CNR Overpass Bridge - County Road 79 (Nauvoo Road) over Canadian National Railway**
Bridge rehabilitation
- 48) 8-5-239 - Bourne Drain - County Road 8 (Inwood Road)**
Culvert replacement
- 49) 79-3-274 - Browns Creek No. 1 - County Road 79 (Nauvoo Road)**
Bridge rehabilitation
- 50) 79-3-305 - Browns Creek No. 2 - County Road 79 (Nauvoo Road)**
Bridge rehabilitation

- 51) **04-5-218 - David Creek - County Road 4 (Petrolia Line)**
Culvert replacement/lining
- 52) **12-5-083 - South Boundary Drain - County Road 12 (Townsend Line)**
Culvert replacement
- 53) **12-5-128 - McPherson Drain - County Road 12 (Townsend Line)**
Culvert replacement
- 54) **79-5-224 - McLean Drain - County Road 79 (Nauvoo Road)**
Culvert replacement/lining
- 55) **29-3-058 - Clayton-Saylor Bridge - County Road 29 (Indian Road)**
Bridge rehabilitation
- 56) **22-3-066 - Pulse Creek Bridge - County Road 22 (London Line)**
Bridge replacement
- 57) **EB-3-006 - McPhail Bridge No. 2 - Boundary Bridge - Sexton Road over East Sydenham River**
Bridge rehabilitation
- 58) **7-5-272 – Aberarder Creek Culvert - County Road 7 (Lakeshore Road)**
Culvert lining
- 59) **31-5-013 - Reid Drain - County Road 31 (Kimball Road)**
Culvert replacement
- 60) **21-3-328 – Bear Creek No. 3 - County Road 21 (Oil Heritage Road)**
Bridge deck paving

Notes:

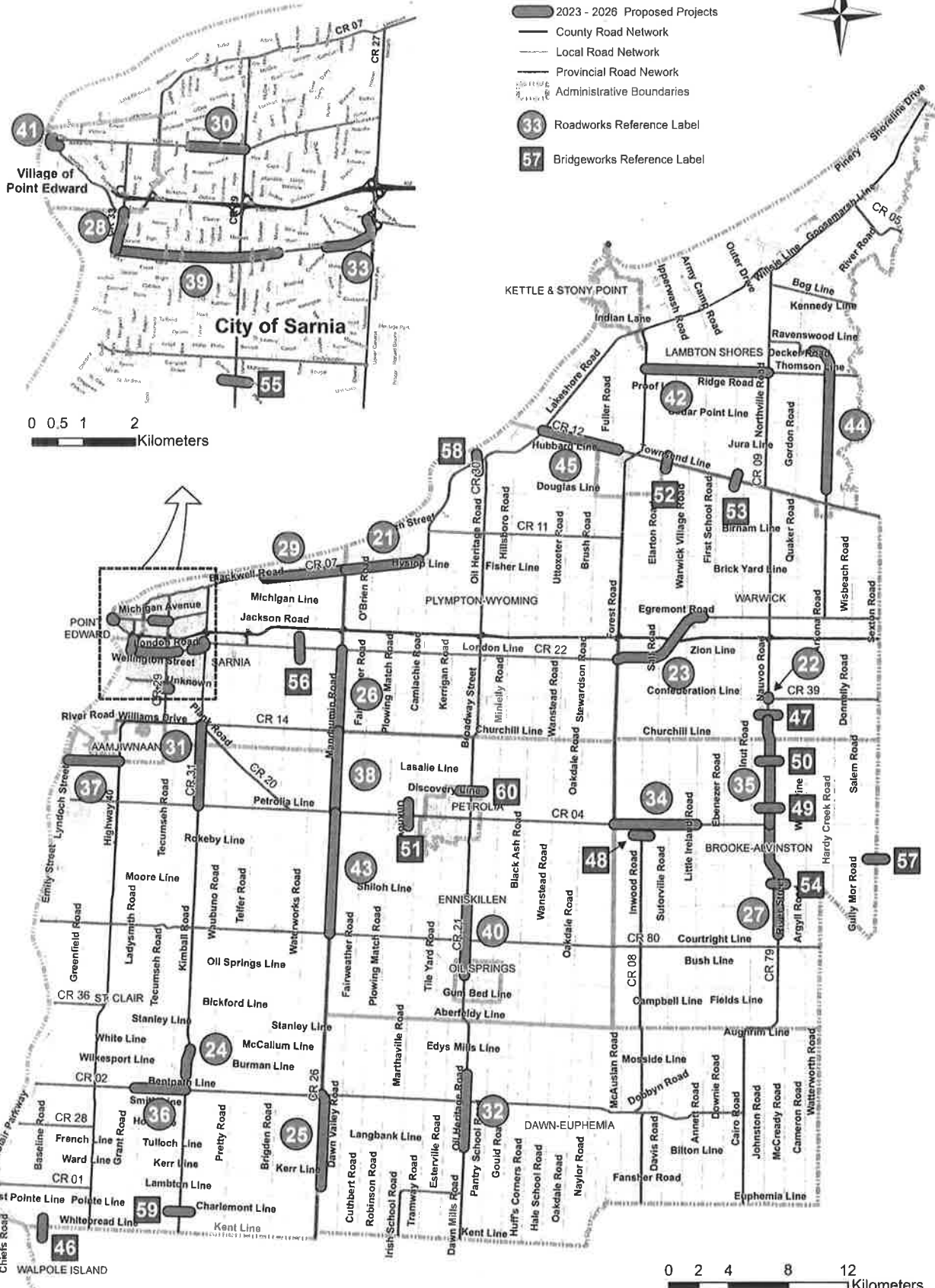
- 1) *The timing of the above projects is subject to available funding, design, environmental approval, property acquisition and construction requirements.*
- 2) *Construction methods are tentative and subject to change.*



County of Lambton 2023 - 2026 Roads Construction Program

Legend

- 2023 - 2026 Proposed Projects
- County Road Network
- Local Road Network
- Provincial Road Network
- Administrative Boundaries
- Roadworks Reference Label
- Bridgeworks Reference Label





Tuesday, May 10, 2022

City of Sarnia
255 Christina Street N
Sarnia, ON
N7T 7N2
Mayor Bradley
Chris Carter – CAO
Holly Reynolds – Treasurer

Town of Petrolia
411 Greenfield Street, Box 1270
Petrolia, ON
N0N 1R0
Mayor Loosley
Rick Charlebois – CAO

Village of Point Edward
135 Kendall Street
Point Edward, ON
N7V 4G6
Mayor Hand
Jim Burns – CAO

The Municipality of Brooke-Alvinston
3236 River Street, Box 28
Alvinston, ON
N0N 1A0
Mayor Ferguson
Janet Denkers – Clerk-Administrator

Township of Warwick
6332 Nauvoo Road, RR#8
Watford, ON
N0M 2S0
Mayor Rombouts
Amanda Gubbels – CAO

Village of Oil Springs
4591 Oil Springs Line
Oil Springs ON
N0N 1P0
Mayor Veen
Martha Gawley – Clerk-Treasurer

Re: Bluewater Power Group of Companies - 2021 Dividends

Bluewater Power is exceptionally pleased to announce dividends to our Municipal Shareholders based upon the Corporation's successful operating and financial results of 2021.

Despite the continued negative impacts of the pandemic, we are thrilled to pay operating dividends that surpass our budget. It is very important to note that this was not on the backs of distribution electricity ratepayers but rather was mostly due to stronger levels of other billable

revenue in our Group of Companies. I could not be more proud of our exceptional team who pulled together to deliver such outstanding results.

Given these results, an operating dividend on behalf of the Group of Companies of \$1,813,284 will be paid out to our Municipal Shareholders according to their individual ownership ratios, as below:

<i>City of Sarnia</i>	<i>\$ 1,560,331</i>
<i>Town of Petrolia</i>	<i>\$ 133,458</i>
<i>Village of Point Edward</i>	<i>\$ 61,108</i>
<i>Township of Warwick</i>	<i>\$ 39,348</i>
<i>The Municipality of Brooke-Alvinston</i>	<i>\$ 13,055</i>
<i>Village of Oil Springs</i>	<i>\$ <u>5,984</u></i>
Total	<u>\$ 1,813,284</u>

Bluewater Power is thrilled to be in a position to provide this financial return to our Municipal owners. With this most recent payment, total financial returns to our Municipal Shareholders now total almost \$55Million since our inception.

If you have any questions, please do not hesitate to contact me.

Sincerely,



Janice L. McMichael
President & Chief Executive Officer
Bluewater Power Group of Companies



**The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca**

May 18, 2022

Re: Motion: Councillor Hamilton re: Request to the Region of Waterloo to Consider Free Public Transportation on Election Days

At the Special Council Meeting of May 18, 2022, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS there has been an overall and consistent decline in voter turnout for municipal, provincial, and federal elections in Canada and in Waterloo Region, despite the act of voting being essential to the proper functioning of the democratic process;

WHEREAS many residents struggle to access transportation to polling stations on election days, due to a lack of transportation available, physical mobility or accessibility issues, and/or socioeconomic status;

WHEREAS any initiative to boost attention and incentives to vote on election days warrants attention and exploration in order to assist the democratic process and increase voter turnout;

THEREFORE, BE IT RESOLVED THAT correspondence be sent to the Region of Waterloo on behalf of Cambridge Council to request free public transportation on election day for the Municipal and School Board Election, as well as for the Provincial, and Federal Election days, so as to generate more attention about elections and polling station locations, and to encourage and make it possible for more residents to vote, that would otherwise be unable to access their polling stations.



Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

A handwritten signature in dark ink, appearing to read "D Manton".

Danielle Manton
City Clerk

Cc: (via email)
Hon. Premier Ford
Association of Municipalities of Ontario
City of Cambridge Council



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Extension - Surplus Dwelling-8418 LaSalle Line
Meeting: Council - 26 May 2022
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston extend the approval of the use of the existing dwelling at 8418 LaSalle Line by Tyler and Britt Foster to November 1, 2022

Background:

A request has been submitted by Britt & Tyler Foster to request a subsequent extension to the previous permission granted to live in their current home while a new home is constructed on the same property. The previous request was to February 2022 and extended to July 1, 2022.

A third request was received, requesting the extension of the demolition due to delays. They anticipate the demolition to be no later than November 1, 2022. Construction is complete and they have moved into their new home.

Comments:

In accordance with the municipal zoning by-law, in the agricultural area, only one home is permitted per lot. The Municipality has provided temporary permissions and extensions such as this in the past without incident.

Financial Considerations:

A \$500 deposit was received and upon the demolition permit being obtained for the old dwelling and a final occupancy issued for the new dwelling, the deposit of \$500 will be returned.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Requests from the Brooke-Alvinston Ag Society -Tractor Pull
Meeting: Council - 26 May 2022
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston declares the Tractor Pull being held July 15, 2022 as an event of municipal significance and acknowledges that the Brooke-Alvinston Agricultural Society will be applying for a Special Occasion Permit (SOP) for the Brooke-Alvinston-Inwood Community Centre Complex / Pavilion / Grounds at 3310 Walnut Street; and that

The Council of the Municipality of Brooke-Alvinston waive section 3.9 of By-law 37 of 2021 to allow noise to extend to 2 a.m. during the Tractor Pull.

And that the Brooke-Alvinston Ag Society be allowed to use an off road vehicle on the BAICCC grounds during the Tractor Pull event only.

Background:

The Brooke-Alvinston Ag Society will be hosting a stand alone tractor pull on July 15, 2022 from 5 pm - 2 am on the BAICCC grounds and has submitted a request (attached). A special occasion permit is required for the event. The tractor pull has routinely been declared an event of municipal significance in conjunction with the Fall Fair due to the nature of the event. It also fits the criteria recently adopted by Council in declaring an event to be municipally significant as it:

- a. Falls within the definition of a municipally significant event
- b. Serves the public interest by upholding the by-laws and policies of the Municipality and any other applicable legislation
- c. Will host no less than 100 members of the general public

Criteria of the Municipal Significant Event Policy to issue a Special Occasion Permit is met with the Tractor Pull.

Comments:

Should Council approve the requests, notification of the SOP and the waiver of section 3.9 of By-law 37 of 2021 should be forwarded to: Brooke Fire Rescue, Lambton EMS and Lambton OPP. The Ag Society should notify residents in the area as a courtesy.

Financial Considerations:

There are no financial considerations associated with this report.

ATTACHMENTS:

[July tractor pull 2022 permission](#)

The Municipality of Brooke-Alvinston
3236 River Street
Alvinston, ON
N0N 1A0

Attention: Janet Denkers

The Brooke-Alvinston Agricultural Society will be having a stand alone Tractor Pull and will be operating an outdoor refreshment area on July 15, 2022 from 5pm to 2 am at the Brooke Alvinston Inwood Community Centre pavilion and grounds . We are asking permission to run this event on the above date.

We also request, the extension of the Municipal Noise By-law on Friday July 15 until 2 am. This will accommodate the refreshment area and entertainment taking place on these days.

We also request permission for the use of ATVs and golf carts on the Brooke Alvinston Inwood Community Centre grounds during the Tractor Pull event, to be used for the transportation of physically challenged individuals to have access to the event and for maintenance of the ground

Thank you

Mark McLean

Mark McLean
Brooke & Alvinston Ag. Soc.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Right to Disconnect Policy
Meeting: Council - 26 May 2022
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report on the Right to Disconnect Policy be received; and that the policy be approved.

Background:

On November 30, 2021, the Provincial Government announced a new piece of legislation that has passed named the Working for Workers Act, 2021.

Employers that employ 25 or more employees are required to have a written policy on disconnecting from work in place for all employees including volunteer fire fighters. These requirements were added to the Employment Standards Act, 2000 (ESA) on December 2, 2021. Employers have until June 2, 2022 to have a written policy on disconnecting from work in place.

Through the passage of this legislation, Ontario is ensuring our labour laws keep pace with the acceleration of new technology, automation, and remote work.

Comments:

The aim of the Right to Disconnect Policy is to set clear parameters with respect to the ability of when to and not to respond to communications involving municipal affairs.

One of the requirements of this legislation is that an employer must have a written policy in place for all employees with respect to disconnecting from work. The term “disconnecting from work” is defined in the ESA to mean not engaging in work-related communications, including emails, telephone calls, video calls or sending or reviewing other messages, to be free from the performance of work.”

An employer that is required to have a written policy in place must also provide a copy of the written policy to its employees within 30 calendar days of:

- the policy being prepared
- the policy being changed (if an existing policy is changed)

The employer must also provide a copy of the written policy to any new employees within 30 calendar days of the new employee being hired.

Some notable points in the policy include the following:

- Where absolutely necessary, communications in off-hours will exist for emergency purposes or extraordinary needs;
- Protective measures for employees so they are not obligated to respond during offwork hours;
- Setting clear expectations with staff as it relates to communications during work hours;
- Ensuring that work plans are created in such a way that there is minimal work performed during off-hours.

The policy also references the importance of mental health and the added pressures that excessive work can bring forward.

All customer service requests will be assessed on urgency and responded to during regular working hours unless deemed necessary to respond based on severity of the issue. The policy will be frequently reviewed and updated as required.

Financial Considerations:


N/A

Relationship to Strategic Plan:

Enacting a Right to Disconnect Policy will ensure that our municipal staff have the ability to detach from the workplace and will set policy in accordance with policy mandate.

ATTACHMENTS:

[Disconnect Policy Draft 2022](#)

	THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON			
	Subject:	Work-Life Balance - Disconnecting from Work	Section	Policy
	Effective Date:	June 1, 2022	Approved By: Administrator & Managers	
	Revision Date:			

1. PURPOSE

This sets out The Corporation of the Municipality of Brooke-Alvinston's disconnecting from Work policy.

2. DEFINITIONS

For the purpose of this Policy:

- (a) **"Defined Hours of Work"** means agreed to hours of work, which include regular hours of work, overtime hours and any on call commitments, as applicable.
- (b) **"Disconnect from Work"** means not engaging in Work outside of Defined Hours of Work.
- (c) **"Emergency"** means an incident or occurrence that requires timely or immediate attention and/or action, failing which the incident or occurrence may reasonably result in an adverse impact on human health, animal health or the environment.
- (d) **"Unforeseen Circumstance(s)"** means an unforeseeable incident or occurrence that unless addressed can reasonably lead to an adverse impact on: (a) the delivery (including, for greater certainty, the failure to deliver) of the Municipality's services and/or programs, and/or (b) the Municipality's reputation.
- (e) **"Work"** means executing employment duties and/or responsibilities including but not limited to engaging in work-related communications, including telephone calls, text messages, e-mails, video calls.

3. POLICY

(a) Policy Statement

The Municipality recognizes that emerging information and communication technologies (i.e. laptops, smartphones, high-speed internet, remote access software), and the supply thereof to employees, has resulted in alternate work arrangements, including

remote work (telework) and new work practices and habits for impacted employees. Consequently, impacted employees may remain connected to their work outside of their Defined Hours of Work. That increased connection and work activity can lead to overwork and/or other unintended adverse health consequences such as increased anxiety, stress and/or burnout.

The Corporation of the Municipality of Brooke-Alvinston (the "Municipality") is committed to employee health and well-being. This Policy serves to support such commitment by promoting a healthy work-life balance as well as employees' right to Disconnect from Work.

(b) Policy Application

This Policy applies to all Municipal employees, although it is primarily intended for employees who can remain connected to the workplace outside their Defined Hours of Work as a result of their use and/or access to their personal and/or Municipal-issued technology, including through remote work (telework) arrangements.

(c) Right to Disconnect

- i. Subject to the circumstances set out in paragraph ii. below, Municipal employees are not expected to Work outside of their Defined Hours of Work.
- ii. Paragraph i. does not preclude the performance of Work outside of Defined Hours of Work in all circumstances. Given the Municipality's 24-7, 365-day a year operations and services, Employees may be called upon, and required, to do so from time to time:
 - a. in accordance with an arrangement entered into with the employee from time to time, such an agreement to, for instance, work overtime and/or to be "on-call";
 - b. in accordance with the terms and conditions of an applicable employment agreement;
 - c. in the event of an Unforeseen Circumstance(s); and/or
 - d. in the event of an Emergency; as applicable.

(d) Disconnecting from Work

- iii. In keeping with sub-section (c) above, the Municipality encourages employees to Disconnect from Work outside of their Defined Hours of Work, and prioritize their personal wellbeing.

- iv. Where reasonably possible, in the absence of any of the circumstances enumerated in paragraph (c) ii) above work-related communications should only be sent and/or checked during Defined Hours of Work.
- v. In the absence of any circumstances enumerated in paragraph (c) ii. above, employees are asked not to refrain from Work outside their Defined Hours of Work.
- vi. Employees are also asked to be mindful of their colleagues', supervisors' and managers' personal time and right to Disconnect from Work and not to expect, in circumstances outside of those enumerated in paragraph (c) ii) above, Work outside of their colleagues', supervisors' and/or managers' Defined Hours of Work.

4. RETALIATION / PREFERENTIAL TREATMENT

Employees complying with this Policy, including specifically those exercising their right to Disconnect, shall not be subject to discipline and/or retaliation.

5. EMPLOYEE WELLBEING

- (a) The health and wellbeing of employees is paramount. Employees are strongly encouraged to maintain a good work-life balance and to Disconnect from Work outside of their Defined Hours of Work.
- (b) Any questions or issues concerning, or arising out of, this Policy should be addressed as follows:
 - i. by addressing the issue directly with your supervisor or manager, as applicable;
 - ii. if no resolution is reached after addressing the matter with your supervisor and/or manager, by reaching out to the Administrator

6. INTERPRETATION

This Policy shall be interpreted and enforced in a manner consistent with the objective of the Policy set out in the Policy Statement section above.

7. POLICY SCOPE

This Policy sets out the Municipality's values and principles on the subject-matter hereof. This Policy is not intended and does not serve to amend any other policy and/or employment agreement. In the event of any inconsistency between this Policy and any

employment agreement, as applicable, shall take precedence to the extent of the inconsistency.

8. WELLNESS RESOURCES

The Municipality's benefit provider, Sun Life, has made resources available to all employees including webinars on mental wellness, health and wellness, and more.

In addition, the Office of the Fire Marshal has resources available for volunteer fire fighters.

9. QUESTIONS

Any questions about this Policy, its application, administration and/or interpretation may directed to:

Janet Denkers
Clerk Administrator
Email: jdenkers@brookealvinston.com
Phone: 519-898-2173

EFFECTIVE DATE

This Policy takes shall come into force on June 1, 2022 and shall be reviewed at least on an annual basis.

REVISION	DATE	PREPARED BY
Created	May 2022	Clerk's Dept.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Brooke Fire Rescue Five Year Strategic Plan
Meeting: Council - 26 May 2022
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That the report titled Brooke Fire Rescue Fire Year Strategic Plan be received and filed for information.

Background:

The Municipality received funding in 2020 for a Modernization and efficiency Review of Brooke Fire Rescue. The report was submitted to Council for future implementation by the Fire Chief.

One recommendation was to develop a five year strategic plan for Council approval. The plan is to at minimum establish the vision, mission, values and goals of the fire department as well as identify how they can be achieved.

Comments:

The plans focus is on charting Brooke Fire Rescue's future. Strategic Planning is the process an organization follows to articulate a vision for the future and establish a direction in making decisions and allocating resources to achieve desired outcomes. It is a process that anticipates the future by defining where you are now, where you want to be, how to get there, and how you know when you have arrived.

The strategic plan provides a systemic method in identifying and developing goals and objectives, establishing priorities, and serving to stimulate change and improvement.

Strategic planning defines an organization's philosophy and analyzes its entire service delivery process. The strategic plan will map the future and guide decision making and resource allocation, and it requires the involvement of all stakeholders. The document will serve as a guide for Brooke Fire Rescue in developing the annual budget and provide a succinct method of articulating to Brooke Alvinston management and Council the policy direction for the BFR. Once the plan has been drafted it will be presented to the membership, Fire Committee and BA Council for comment, approval, and implementation.

A committee consisting of members in all levels of the department is currently being organized with a minimum of 4 biweekly meetings scheduled.

Financial Considerations:

None associated. Members will be compensated for committee meetings in developing the plan.

ATTACHMENTS:

[BFR Strategic Planning Committee](#)

BFR Strategic Planning Committee

Executive Statement

From the recommendation in the 2020 Modernization and Efficiency Review, Brooke Fire Rescue was to develop a five-year strategic plan for Council approval. The plan is to establish the vision, mission, values, and goals of the fire department, as well as identify how they can be achieved. The basic concept surrounding strategic planning is to allow the fire service to look at where it has been, where it is now, and where it wants to go in the future. The strategies employed within the plan assist in decision making at all levels of the organization with its focus remaining on established goals.

Brooke Fire Rescue must consider every conceivable service delivery method to achieve maximum positive outcomes, while realizing the need to remain fiscally responsible. This level of efficiency cannot be achieved without a vision of where the fire department is headed and how each individual department member's participation, understanding support this plan.

The Strategic Planning Committee will meet a minimum of four times to address the following four pillars:

1 Develop/Identify Strategic initiatives

- Training
- Staffing
- Facilities
- Equipment and Technology
- Outreach Programs
- Partnerships
- Consistent Funding for Future Growth

2 Develop and document a BFR focus - guiding principles on strategic planning

- What do you stand for?
- Who do you serve?
- Why are we here?
- Who is on board?
- How synchronized is the implementation of the Strategic Plan?
- What makes the BFR a destination organization in terms of recruitment and retention of personnel?
- Building internal infrastructure and capital.

3 Conduct a SWOT analysis

SWOT is an acronym for Strengths-Weaknesses-Opportunities-Threats. By definition, strengths (S) and weaknesses (W) are considered to be internal factors over which you have some measure of control. Also, by definition, opportunities (O) and threats (T) are considered to be external factors over which you have no control. The SWOT analysis is a well-known tool for audit and analysis of the overall strategic position of a business or organization and its environment. Its key purpose is to identify the strategies that will create a service delivery model that will best align an organization's resources and capabilities to the requirements of the environment in which it operates. It is the foundation for evaluating internal potential and limitations, and the possible opportunities and threats from the external environment. A study of this environment in which

the organization operates helps in forecasting changing trends to include them in the decision-making process. An overview of the four factors follows:

Strengths (S) – Strengths are the qualities that enable the accomplishment of an organization’s mission. They serve as the basis on which continued success can be achieved and sustained. Strengths can be tangible or intangible. Strengths include areas in which you are well versed and have expertise, the traits and qualities of team members, and organizational consistency. Strengths are the beneficial aspects or capabilities of the organization, which include human competencies, committed employees and members, process capabilities, financial resources, products and services, customer goodwill and brand loyalty.

Weaknesses (W) – Weaknesses are the qualities that prevent us from accomplishing our mission and achieving our full potential. Weaknesses deteriorate organizational success and growth and are factors that do not meet acceptable standards. Some examples are insufficient research, narrow product range, poor decision making, lack of communication, obsolescence, etc. However, weaknesses are controllable, and must be minimized and eliminated.

Opportunities (O) – Opportunities are presented by the environment within which an organization operates. These arise when an organization can benefit from conditions in its environment to plan and execute strategies that enable it to become more valuable. Organizations should grasp opportunities as they arise, selecting targets that will best serve its members while obtaining desired results.

Threats (T) – Threats arise when conditions in the external environment jeopardize the reliability and success of an organization. Threats compound the vulnerability when they relate to the weaknesses. Threats are uncontrollable, and when encountered, the organization’s stability and survival can be at stake. Examples of threats are employee or member unrest, ever changing technology, increasing competition, reduced profits, etc.

4 Identify and integrate BFR’s organizational values

Compassion	Discipline
Respect	Responsibility
Family	Integrity
Dependability	Tradition
Ethical	Productivity
Humility	Courage
Heroic	Honour
Strength	Honesty
Professionalism	Duty
Influence	Excellence
Loyalty	Dedication
Service	Pride
Effectiveness	Confidence



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Fire Pumper - Bid Submission
Meeting: Council - 26 May 2022
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That the sole bid from Safetek in the amount of \$720,434.89 Including tax for a 2023 Metalfab Side Mount Pumper on a Spartan FC94 Can and Chassis be accepted.

Background:

The truck committee met 4 times and explored custom builds and stock units available from Canadian manufacturers Safetek (Metalfab), Dependable and Fort Garry. Tender document was emailed to them individually with a 3 week return time up to Friday May 20, 2022.

My recommendation is to accept the single tender. Costs are constantly rising and a delay in placing the order will increase the cost at the end of the process.

Alvinston Fire has had a terrific relationship with Metalfab trucks in the past. Service after sale has been the key component in the relationship, and the sponsor of the Jim Hayter Memorial Scholarship.

Comments:

As there was limited or no availability of stock trucks the committee developed the specifications (chassis, design, custom construction details, etc.) for the apparatus.

Time and supply delays due to Covid were considered in selection of the Spartan chassis over all other manufacturers. Spartan continued to build during the pandemic as there were parts available in their US manufacturing facilities.

Build time was discussed at between 15 – 18 months.

The pumper this replaces failed the annual certification test in April and is being repaired. We have been told by Carrier that because of the age of the truck this is a common occurrence.

Financial Considerations:

\$300,000 was approved for purchase of the chassis in the 2022 budget, remainder of the apparatus in the 2023 budget. Initial research for the resale value to the US market for P3 in it's present condition is around \$20, 000 USD

The chassis came in at \$314,487.00 and if paid within 200 days a discount of \$10,000

ATTACHMENTS:

[Bid Submission](#)



Date: May 18th, 2022

To: MUNICIPALITY OF BROOKE ALVINSTON

In regards to Fire Apparatus Tender

To Fire Chief Steve Knight;

We hereby propose and agree to furnish, after your acceptance and approval of this proposal, the following apparatus and equipment:

One (1) or more 2023 Metalfab Side Mount Pumper on a Spartan FC94 Cab and Chassis

Description	Price (each)	Currency
Chassis	\$ 314,478.00	CAD
Body & Equipment	\$ 323,075.00	CAD
Subtotal	\$ 637,553.00	CAD
HST	\$ 82,881.89	CAD
TOTAL	\$ 720,434.89	CAD

Each of which are to be built in accordance with the proposed specifications attached, and which are made a part of this agreement and contract, and to make ready for final inspection **15-18 months** after date of accepted order following receipt accepted proposal, sales process and with purchase order, properly executed, subject to all causes beyond our control.

Force Majeure: Due to the worldwide effects of COVID pandemic, and the subsequent issues with the global supply chain, the City shall accommodate alteration to the completion schedule without penalty, should COVID, or other factors outside the control of the OEM manufacturer, delay completion. The delivery days above have been quoted as per current expected operating conditions, any delays or impacts due to COVID and its effects on the economy and labour force are not accounted for in the delivery days as quoted. Current commercial chassis delivery and order timelines are subject to change per the chassis OEM manufacturer. Should the chassis OEM alter or change the pricing or timeline, the project price and terms shall be adjusted.

A pre construction meeting held in Alvinston has been offered in the proposed apparatus price. Trips and associated expenses for any representatives of the Municipality for any Factory inspections shall be at the expense of the Municipality. Due to COVID and travel restrictions factory inspections may not be possible, the safety of our customers and staff is our priority. We reserve the right to perform any inspection/meeting via web conference. Any trips not taken will be credited at the final invoice.

- **Payment of 100% of Proposed Amount due on delivery of the completed apparatus to the department.**
- **Discount of \$10,000.00 CAD is available if payment of \$314,478.00 CAD is made 200 days after receipt of purchase order from the department.**
- **Please advise your Sales Representative if the department wishes to take advantage of the optional payments/discounts.**

SERVING THOSE WHO KEEP OUR COMMUNITIES SAFE

30686-A Matsqui Place, Abbotsford, BC V2T 6L4 Canada

E: sales@firetrucks.ca | T: (604) 504 4590 | TF: 1 (866) 723 3835 | F: (604) 504 2415 | firetrucks.ca



The amount named in this proposal shall remain firm until **for a period of 30 days** from the date of same. All provincial, federal and local taxes are not included above, but will be added to the final invoice as legally applicable. It is understood by both the Seller and the Buyer that *Change Orders* executed after contract acceptance may delay completion and delivery. It is understood by both the buyer and the seller that *Change Orders* executed after contract acceptance may increase or decrease the price. The purchase price herein is based upon all applicable provincial and federal manufacturing law, regulations, orders, mandates and standards in effect as of the date of this Agreement (hereinafter "Standards") such as, for example, the Standards mandated by the National Fire Protection Association, tentative interim amendments to the National Fire Protection Association Standard, Underwriters Laboratories of Canada, and the Environmental Protection Agency. The purchase price shall be subject to increase due to any provincial or federal Standards that are adopted, issued or mandated following the date of this Agreement that require the apparatus(es) described above to be manufactured and/or delivered in compliance with such Standard(s)

This Proposal in order to be effective and binding upon Seller must be signed and accepted by an authorized officer of Seller. The effective date of this Sales Contract will be the date it is signed and accepted by the Seller.

☒ **Bid Bond NOT required.**

☐ **Bid Bond Required**

☒ **Performance Bond / Security NOT required.**

☐ **Performance Bond / Security Required***

** Performance Bond (Surety Bond) will cover standard one year warranty period only and will not cover extended warranties offered by seller or other component manufacturer.*

Electronic Payment is preferred. Electronic payment information will be provided following order acceptance. All cheques must be made payable to Safetek Emergency Vehicles Ltd. only and delivered to Seller at its offices in Abbotsford, British Columbia.

Tax(es) and tariffs as legally applicable at time of importation will be added to the Final Invoice.

Interest will be charged for late payments.

Official ownership documents shall remain property of the seller until the purchase price is paid in full.

Upon receipt of full payment, ownership documents shall be forwarded to purchaser.

Respectfully Submitted,


Sean Montague

Inside Sales Manager

Safetek Emergency Vehicles Ltd,

We agree to accept the above proposal:

Date: ____ / ____ / ____

SERVING THOSE WHO KEEP OUR COMMUNITIES SAFE

30686-A Matsqui Place, Abbotsford, BC V2T 6L4 Canada

E: sales@firetrucks.ca | T: (604) 504 4590 | TF: 1 (866) 723 3835 | F: (604) 504 2415 | firetrucks.ca



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - April 2022
Meeting: Council - 26 May 2022
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for April 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 - April 2022](#)

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MUNICIPALITY OF BROOKE-ALVINST

05-24-22

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Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-22 to 04-30-22 Paid Invoices Cheque Date 04-01-22 to 04-30-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0498	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APR2022 SUNLIFE BENEFITS	04-01-22	04-01-22	3.82
01-0000-0610	003440 TOM SHILDRICK	APR 2022 TAX PAYMENT REFUND	04-14-22	04-14-22	118.00
01-0000-2293	000087 BMO NESBITT BURNS	APRIL2022 EMPLOYEE RSP	04-27-22	04-27-22	1,637.64
01-0000-2426	000018 CLOVER MART	00036 FOODBANK PURCHASES	04-14-22	04-14-22	195.72
01-0000-2426	000018 CLOVER MART	0038 FOOD BANK PURCHASES	04-27-22	04-27-22	168.24
01-0000-2426	000185 DON MCGUGAN	03-2022 FOOD BANK PURCHASES	04-04-22	04-04-22	1,120.51
01-0000-2426	002996 NANCY FAFLAK	04-2022 FOODBANK PURCHASES	04-27-22	04-27-22	172.50
01-0000-2426	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	12362 FOOD BANK	04-13-22	04-13-22	709.00
01-0000-2426	000018 CLOVER MART	APR2022 FOOD BANK PURCHASES	04-04-22	04-04-22	97.62
01-0000-2426	002996 NANCY FAFLAK	APR2022 FOOD BANK PURCHASES	04-04-22	04-04-22	210.50
01-0000-2426	000185 DON MCGUGAN	APRIL2022 FOOD BANK PURCHASES	04-27-22	04-27-22	980.25
Account Total					3,654.34
Department Total					5,413.80
LICENCES, PERMITS, RENTS					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	-425.00
Department Total					-425.00
GOVERNANCE					
01-0240-7303	002598 DAVID FERGUSON	APRIL2022 PHONE EXPENSES	04-25-22	04-25-22	30.00
01-0240-7306	000187 NORMA HILLS	APR2022 TRANSPORTATION ORGA	04-28-22	04-28-22	72.17
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2204 F. NEMCEK HOTEL	04-11-22	04-11-22	948.39
01-0240-7399	002435 BROOKE-ALVINSTON SKATING CLUB	MAR2022 BASC CARNIVAL SPONSOR	04-04-22	04-04-22	50.00
Department Total					1,100.56

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Invoice Entry Date 04-01-22 to 04-30-22 Paid Invoices Cheque Date 04-01-22 to 04-30-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
COUNCIL SUPPORT					
01-0241-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APR2022 SUNLIFE BENEFITS	04-01-22	04-01-22	1,093.27
01-0241-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	73.90
01-0241-7325	000279 BMO BANK OF MONTREAL	0502677-2204 OMAA SPRING WORKSHOP	04-11-22	04-11-22	734.50
01-0241-7350	002572 JANET DENKERS	04-2022 MILEAGE	04-28-22	04-28-22	64.40
01-0241-7350	002572 JANET DENKERS	APR2022 MILEAGE	04-04-22	04-04-22	43.70
Account Total					108.10
01-0241-7399	000279 BMO BANK OF MONTREAL	0502677-2204 T DEWSBURY-RETIREMENT	04-11-22	04-11-22	21.41
Department Total					2,031.18
CORPORATE MANAGEMENT					
01-0250-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APR2022 SUNLIFE BENEFITS	04-01-22	04-01-22	1,490.29
01-0250-7150	000279 BMO BANK OF MONTREAL	0502677-2204 MUNICIPAL DRAINS COURSE	04-11-22	04-11-22	180.80
01-0250-7301	000279 BMO BANK OF MONTREAL	0502677-2204 OFFICE SUPPLIES	04-11-22	04-11-22	10.50
01-0250-7301	000165 MANLEY'S BASICS	1120251 OFFICE SUPPLIES	04-11-22	04-11-22	164.96
01-0250-7301	000165 MANLEY'S BASICS	1120901 OFFICE SUPPLIES	04-25-22	04-25-22	33.12
01-0250-7301	000165 MANLEY'S BASICS	1121155 OFFICE SUPPLIES	04-27-22	04-27-22	8.68
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	361482 WATER	04-08-22	04-08-22	11.07
01-0250-7301	002686 DARLENE PAOLUCCI	APR2022 SMOKE DETECTOR BATTERIES	04-11-22	04-11-22	14.46
Account Total					242.79
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	60.07
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	247.90
Account Total					307.97

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Accounts Payable

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Invoice Entry Date 04-01-22 to 04-30-22 Paid Invoices Cheque Date 04-01-22 to 04-30-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR320439 COPIER MAINTENANCE CONTRACT	04-04-22	04-04-22	153.00
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	1-33133-2 OFFICE POSTAGE	04-27-22	04-27-22	1,039.60
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	19481 IT SUPPORT	04-13-22	04-13-22	279.34
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	19536 IT LICENCING & SUPPORT	04-11-22	04-11-22	518.33
01-0250-7310	003264 REDCHAIR	3862 WEBSITE HOSTING	04-06-22	04-06-22	169.50
Account Total					967.17
01-0250-7340	000112 NUTECH PEST SERVICES	10596 PEST CONTROL	04-04-22	04-04-22	47.46
01-0250-7340	000112 NUTECH PEST SERVICES	10639 PEST CONTROL	04-29-22	04-29-22	47.46
01-0250-7340	002566 THYSSSENKRUPP ELEVATOR LTD.	2122979 YEARLY ELEVATOR MAINTENANCE	04-28-22	04-28-22	3,076.67
01-0250-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	360803 VACUUM BAGS-UPPER HALL	04-04-22	04-04-22	7.90
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	98686 MATS	04-06-22	04-06-22	38.98
Account Total					3,218.47
01-0250-7350	003441 DUSTIN MCNAUGHTON	APR2022 TRAVEL TO DRAINAGE COURSE	04-20-22	04-20-22	115.00
01-0250-7405	003353 BETTY MCKELLAR	MAR2022 OFFICE CLEANING	04-06-22	04-06-22	250.00
Department Total					7,965.09
FIRE STATION - ALVINSTON					
01-0411-7120	003125 TALBOT UNIFORMS	299622 UNIFORMS	04-11-22	04-11-22	4,100.27
01-0411-7150	002101 LAMBTON COLLEGE	005822083 COURSE FEE	04-04-22	04-04-22	372.90
01-0411-7150	000163 STEVE KNIGHT	APR2022 TRAINING-OFFICER DEV/1ST RESPO	04-06-22	04-06-22	214.66
01-0411-7150	000119 THREE MAPLES VARIETY	MAR2022 1ST RESPONDER TRAINING	04-13-22	04-13-22	335.62
Account Total					923.18
01-0411-7230	000279 BMO BANK OF MONTREAL	0502677-2204 FIR CHIEF MEMBERSHIP	04-11-22	04-11-22	288.15

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	60.83
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	60.66
Account Total					121.49
01-0411-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	361707 FLAGS	04-28-22	04-28-22	216.91
01-0411-7340	003364 R & C CLEANING	APR-2022 FIREHALL CLEANING	04-28-22	04-28-22	120.00
01-0411-7340	003364 R & C CLEANING	MAR-2022 FIREHALL CLEANING	04-04-22	04-04-22	120.00
Account Total					456.91
01-0411-7345	000100 MCNAUGHTON HOME HARDWARE CENTRE	361059 R1 GENERATOR CORD	04-04-22	04-04-22	124.29
01-0411-7345	002550 LIGHTNING EQUIPMENT SALES INC.	37162 RESPONSE LIGHTS	04-04-22	04-04-22	858.80
Account Total					983.09
01-0411-7370	000119 THREE MAPLES VARIETY	MAR2022 FUEL	04-13-22	04-13-22	180.55
01-0411-7373	002462 CARRIER TRUCK CENTERS INC.	05S505810 ANNUAL PUMP & LADDER TEST-T2	04-28-22	04-28-22	1,057.78
01-0411-7373	002462 CARRIER TRUCK CENTERS INC.	05S505811 ANNUAL PUMP & LADDER TEST-P3	04-28-22	04-28-22	791.57
01-0411-7373	002462 CARRIER TRUCK CENTERS INC.	05S505812 ANNUAL PUMP & LADDER TEST-T4	04-28-22	04-28-22	415.28
Account Total					2,264.63
Department Total					9,318.27
<u>FIRE DEPARTMENT - WATFORD</u>					
01-0413-7610	000267 TOWNSHIP OF WARWICK	0071726 WARWICK FIRE AGREEMENT	04-20-22	04-20-22	2,058.00
Department Total					2,058.00
<u>POLICE</u>					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2269 MONTHLY POLICING	04-04-22	04-04-22	31,838.00
Department Total					31,838.00
<u>PROTECTIVE INSPECTION & CONTROL</u>					
01-0440-7470	002223 COUNTY OF LAMBTON	35963 BUILDING PERMIT INSPECTIONS	04-14-22	04-14-22	2,177.50

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Invoice Entry Date 04-01-22 to 04-30-22 Paid Invoices Cheque Date 04-01-22 to 04-30-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0440-7470	002223 COUNTY OF LAMBTON	35963 BUILDING PERMIT INSPECTIONS	04-14-22	04-14-22	165.30
Account Total					2,342.80
01-0440-7472	000175 VICKI KYLE	APR2022 ANIMAL CONTROL SERVICES	04-04-22	04-04-22	885.72
01-0440-7473	003217 MUN OF BROOKE-ALVINSTON - EFT	CC104346 RABIES FLYER	04-04-22	04-04-22	213.13
01-0440-7476	002223 COUNTY OF LAMBTON	35964 PROPERTY STANDARDS	04-14-22	04-14-22	130.00
Department Total					3,571.65
EMERGENCY MEASURES					
01-0450-7301	002223 COUNTY OF LAMBTON	35937 PLANNING SIGNS	04-11-22	04-11-22	645.50
Department Total					645.50
RT&M - INTERSECTION LIGHTING					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0422 HYDRO	04-11-22	04-11-22	21.39
Department Total					21.39
OVERHEAD					
01-0560-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APR2022 SUNLIFE BENEFITS	04-01-22	04-01-22	2,342.10
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	98682 COVERALLS	04-06-22	04-06-22	126.28
01-0560-7125	000209 SCOTT LEITCH	APR2022 WORKBOOTS	04-28-22	04-28-22	200.00
Account Total					326.28
01-0560-7150	000279 BMO BANK OF MONTREAL	0502677-2204 OGRA-SURVEY & ROADS SCHOOL	04-11-22	04-11-22	2,949.27
01-0560-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	361482 WATER	04-08-22	04-08-22	7.38
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	128.09
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	120.27
Account Total					248.36
01-0560-7304	000279 BMO BANK OF MONTREAL	0502677-2204 TREES	04-11-22	04-11-22	133.00

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01-0560-7304	000265 KROWN RUST CONTROL SARNIA	180-71661 KROWN	04-28-22	04-28-22	412.45
01-0560-7304	000168 WATFORD AUTO PARTS	5329-239392 BRAKE CLEAN, ABSORBENT	04-11-22	04-11-22	112.53
01-0560-7304	000168 WATFORD AUTO PARTS	5329-240654 GREASE	04-28-22	04-28-22	13.97
01-0560-7304	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT57862 COUPLINGS	04-11-22	04-11-22	55.89
Account Total					727.84
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	6362-0322 HYDRO	04-04-22	04-04-22	82.92
01-0560-7310	000131 BEARCOM CANADA CORP	5354089 GPS	04-11-22	04-11-22	274.59
01-0560-7325	000279 BMO BANK OF MONTREAL	0502677-2204 R HILLS HOTEL	04-11-22	04-11-22	948.39
01-0560-7340	000066 WASTE MANAGEMENT OF CANADA CORP.	0411924-0676-1 BIN RENTAL	04-28-22	04-28-22	149.96
01-0560-7340	000112 NUTECH PEST SERVICES	10598 PEST CONTROL	04-11-22	04-11-22	47.46
01-0560-7340	000112 NUTECH PEST SERVICES	10641 PEST CONTROL	04-28-22	04-28-22	47.46
01-0560-7340	000114 BATTLEFIELD EQUIPMENT	12172340 LIFT	04-28-22	04-28-22	637.32
Account Total					882.20
01-0560-7350	002778 JERRETT HODGINS	APR2022 TRAVEL TO DRAINAGE COURSE	04-20-22	04-20-22	71.88
01-0560-7350	000187 NORMA HILLS	APR2022 TRANSPORTATION ORGA	04-28-22	04-28-22	72.16
Account Total					144.04
01-0560-7398	000074 MACKENZIE OIL LIMITED	0126246 FUEL	04-04-22	04-04-22	2,071.86
01-0560-7398	000074 MACKENZIE OIL LIMITED	803935 FUEL	04-04-22	04-04-22	5,051.50
01-0560-7398	000074 MACKENZIE OIL LIMITED	803936 FUEL	04-04-22	04-04-22	2,907.47
Account Total					10,030.83
01-0560-7405	003353 BETTY MCKELLAR	MAR2022 OFFICE CLEANING	04-06-22	04-06-22	250.00
Department Total					19,214.20

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MUNICIPALITY OF BROOKE-ALVINST

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Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-22 to 04-30-22 Paid Invoices Cheque Date 04-01-22 to 04-30-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
06 STERLING PSD					
01-0601-7372	003439 CHAMPION INDUSTRIAL EQUIPMENT	031600 DARTPAD KIT	04-11-22	04-11-22	524.70
01-0601-7372	000074 MACKENZIE OIL LIMITED	318561 OIL	04-04-22	04-04-22	177.55
01-0601-7372	000074 MACKENZIE OIL LIMITED	318568 OIL & GAS	04-04-22	04-04-22	564.35
01-0601-7372	000194 VALLEY BLADES LIMITED	SV057019 BLADES	04-28-22	04-28-22	333.58
Account Total					1,600.18
Department Total					1,600.18
11 INTERNATIONAL					
01-0603-7372	003439 CHAMPION INDUSTRIAL EQUIPMENT	031600 DARTPAD KIT	04-11-22	04-11-22	524.69
01-0603-7372	000074 MACKENZIE OIL LIMITED	318561 OIL	04-04-22	04-04-22	177.55
01-0603-7372	000074 MACKENZIE OIL LIMITED	318568 OIL & GAS	04-04-22	04-04-22	564.35
01-0603-7372	000194 VALLEY BLADES LIMITED	SV057019 BLADES	04-28-22	04-28-22	1,233.49
Account Total					2,500.08
Department Total					2,500.08
18 WESTERN STAR					
01-0604-7372	003439 CHAMPION INDUSTRIAL EQUIPMENT	031600 DARTPAD KIT	04-11-22	04-11-22	524.70
01-0604-7372	000074 MACKENZIE OIL LIMITED	318561 OIL	04-04-22	04-04-22	177.55
01-0604-7372	000074 MACKENZIE OIL LIMITED	318568 OIL & GAS	04-04-22	04-04-22	564.35
01-0604-7372	000194 VALLEY BLADES LIMITED	SV057019 BLADES	04-28-22	04-28-22	1,131.03
Account Total					2,397.63
Department Total					2,397.63
97 CAT GRADER					
01-0610-7372	000074 MACKENZIE OIL LIMITED	318561 OIL	04-04-22	04-04-22	177.54
01-0610-7372	000074 MACKENZIE OIL LIMITED	318568 OIL & GAS	04-04-22	04-04-22	564.35
Account Total					741.89
Department Total					741.89
21 - CAT 150-15AWD GRADER					

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Invoice Entry Date 04-01-22 to 04-30-22 Paid Invoices Cheque Date 04-01-22 to 04-30-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0611-7372	000074 MACKENZIE OIL LIMITED	318433 OIL	04-04-22	04-04-22	129.98
01-0611-7372	000074 MACKENZIE OIL LIMITED	318561 OIL	04-04-22	04-04-22	177.55
01-0611-7372	000074 MACKENZIE OIL LIMITED	318568 OIL & GAS	04-04-22	04-04-22	564.35
Account Total					871.88
Department Total					871.88
21 Dodge RAM 4 x 4 pickup					
01-0621-7370	000074 MACKENZIE OIL LIMITED	0126843 OIL & GAS	04-04-22	04-04-22	354.31
01-0621-7370	000074 MACKENZIE OIL LIMITED	813616 FUEL	04-04-22	04-04-22	910.37
Account Total					1,264.68
01-0621-7372	000074 MACKENZIE OIL LIMITED	318661 OIL	04-04-22	04-04-22	95.52
Department Total					1,360.20
19 FORD 4x4 PICKUP					
01-0622-7370	000074 MACKENZIE OIL LIMITED	0126843 OIL & GAS	04-04-22	04-04-22	354.31
01-0622-7370	000074 MACKENZIE OIL LIMITED	813616 FUEL	04-04-22	04-04-22	910.37
Account Total					1,264.68
01-0622-7372	000074 MACKENZIE OIL LIMITED	318661 OIL	04-04-22	04-04-22	95.53
Department Total					1,360.21
DEERE TRACTOR LOADER					
01-0630-7372	000136 PODOLINSKY EQUIPMENT LTD	279603 FILTERS	04-28-22	04-28-22	303.14
01-0630-7372	000074 MACKENZIE OIL LIMITED	318561 OIL	04-04-22	04-04-22	177.55
01-0630-7372	000074 MACKENZIE OIL LIMITED	318568 OIL & GAS	04-04-22	04-04-22	564.35
Account Total					1,045.04
Department Total					1,045.04
CAT BACKHOE					
01-0631-7372	000074 MACKENZIE OIL LIMITED	318561 OIL	04-04-22	04-04-22	177.55
01-0631-7372	000074 MACKENZIE OIL LIMITED	318568 OIL & GAS	04-04-22	04-04-22	564.38

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MUNICIPALITY OF BROOKE-ALVINST

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					741.93
Department Total					741.93
STREET LIGHTING - INWOOD					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-0422 HYDRO	04-11-22	04-11-22	583.24
Department Total					583.24
SANITARY SEWER SYSTEM					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	149.28
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000231579 SLUDGE REMOVAL	04-11-22	04-11-22	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000231740 SLUDGE REMOVAL	04-11-22	04-11-22	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000232372 SLUDGE REMOVAL	04-28-22	04-28-22	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000232559 SLUDGE REMOVAL	04-28-22	04-28-22	437.31
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	93326759 ALUMINUM SULPHATE	04-28-22	04-28-22	1,186.48
Account Total					2,935.72
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000020566 OPERATIONS CONTRACT	04-11-22	04-11-22	9,354.39
Department Total					12,439.39
INWOOD SEWER SYSTEM					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	49.76
Department Total					49.76
WATERWORKS SYSTEM					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	49.76
01-0830-7306	000014 HYDRO ONE NETWORKS INC.	6857-0322 HYDRO	04-04-22	04-04-22	95.95
01-0830-7432	003335 ICONIX WATERWORKS LIMITED PARTNERSHI	C2216029751 SADDLE	04-28-22	04-28-22	769.53
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000020566 OPERATIONS CONTRACT	04-11-22	04-11-22	8,337.11
Department Total					9,252.35

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MUNICIPALITY OF BROOKE-ALVINST

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Accounts Payable

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Invoice Entry Date 04-01-22 to 04-30-22 Paid Invoices Cheque Date 04-01-22 to 04-30-22

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
WASTE COLLECTION					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	26228 APRIL TRASH COLLECTION	04-11-22	04-11-22	6,603.68
Department Total					6,603.68
RECYCLING					
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	26250 Q2 RECYCLING	04-11-22	04-11-22	20,086.91
Department Total					20,086.91
ALVINSTON COMMUNITY CENTRE					
01-1635-7117	002302 SUN LIFE ASSURANCE COMPANY OF CANADA	APR2022 SUNLIFE BENEFITS	04-01-22	04-01-22	1,285.56
01-1635-7125	000036 VIVIAN UNIFORM RENTAL LTD.	99290 UNIFORMS	04-06-22	04-06-22	248.60
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	84.80
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0422 PHONE & INTERNET SERVICE	04-06-22	04-06-22	131.48
Account Total					216.28
01-1635-7340	000112 NUTECH PEST SERVICES	10597 PEST CONTROL	04-11-22	04-11-22	47.46
01-1635-7340	000112 NUTECH PEST SERVICES	10640 PEST CONTROL	04-28-22	04-28-22	47.46
01-1635-7340	000170 HAYTER PLUMBING & HEATING LTD	232054 VALVE	04-28-22	04-28-22	24.17
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	9395 DUMPSTER	04-11-22	04-11-22	383.36
Account Total					502.45
01-1635-7341	000074 MACKENZIE OIL LIMITED	0126245 FUEL	04-04-22	04-04-22	137.89
01-1635-7343	000279 BMO BANK OF MONTREAL	0502677-2204 BASEBALL PLATES	04-11-22	04-11-22	1,654.18
01-1635-7372	002214 GERBER ELECTRIC LTD	00026067 EDGER PROPANE	04-11-22	04-11-22	30.00
01-1635-7372	000074 MACKENZIE OIL LIMITED	0126245 FUEL	04-04-22	04-04-22	137.90
01-1635-7372	000168 WATFORD AUTO PARTS	5329-239251 ROCKER	04-11-22	04-11-22	26.87
01-1635-7372	000347 RESURFICE CORP	94387 OLYMPIA REPAIRS	04-28-22	04-28-22	4,136.65

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7372	003411 HOWIES HOCKEY	INV116025 SKATE SHARPENING EQUIP	04-11-22	04-11-22	177.55
Account Total					4,508.97
01-1635-7381	000279 BMO BANK OF MONTREAL	0502677-2204 BAR SUPPLIES	04-11-22	04-11-22	16.95
01-1635-7381	000279 BMO BANK OF MONTREAL	0502677-2204 GINGER ALE	04-11-22	04-11-22	71.17
01-1635-7381	000082 THE PEPSI BOTTLING GROUP (CANADA)	13924608 POP	04-11-22	04-11-22	84.75
01-1635-7381	000082 THE PEPSI BOTTLING GROUP (CANADA)	14214106 POP	04-11-22	04-11-22	233.06
Account Total					405.93
Department Total					8,959.86
CONCESSION / BOOTH & VENDING					
01-1637-5572	000082 THE PEPSI BOTTLING GROUP (CANADA)	13924608 POP	04-11-22	04-11-22	197.68
01-1637-5572	000082 THE PEPSI BOTTLING GROUP (CANADA)	14214106 POP	04-11-22	04-11-22	203.12
Account Total					400.80
Department Total					400.80
PLANNING & ZONING					
01-1810-7430	002223 COUNTY OF LAMBTON	APR2022 ZONING AMENDMENT-DURHAM	04-13-22	04-13-22	425.00
Department Total					425.00
AGRICULTURE & REFORESTATION					
01-1840-7398	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0017811 TREE REBATE	04-27-22	04-27-22	276.00
Department Total					276.00
BROOKE FIRE - ALVINSTON STATION					
20-0411-8002	000021 M & L SUPPLY	011838 4.5 UPGRADE-SCBAS	04-28-22	04-28-22	3,784.89
Department Total					3,784.89
ALVINSTON PARKS					
20-1620-7405	003443 MOLZAN WELDING	0044 CENOTAPH REPAIRS	04-29-22	04-29-22	883.40
20-1620-7405	003442 DOUG WALLER	APR2022 STEEL-CENOTAPH-QUEENS JUBILEE	04-25-22	04-25-22	279.11
Account Total					1,162.51
Department Total					1,162.51

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
INWOOD RECREATION					
20-1639-7405	002214 GERBER ELECTRIC LTD	00025958 PLUMBING	04-11-22	04-11-22	2,408.71
Department Total					2,408.71
MUNICIPAL DRAINS - CONSTRUCTION					
20-2800-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	1-28244-1 REPORT MAILING	04-20-22	04-20-22	47.46
20-2800-7341	000113 R DOBBIN ENGINEERING INC	57.22 CAMPBELL LEITCH DRAIN	04-06-22	04-06-22	10,114.52
Department Total					10,161.98
MUNICIPAL DRAINS - MAINTENANCE					
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	710 14TH CONCESSION DRAIN	04-08-22	04-08-22	4,527.83
20-2900-7401	002840 JLH EXCAVATING INC.	E11937 PARKER LUCAS DRAIN	04-04-22	04-04-22	1,161.59
20-2900-7401	002823 KT EXCAVATING	INV-0226 COWAN DRAIN	04-04-22	04-04-22	1,792.18
20-2900-7401	002823 KT EXCAVATING	INV-0227 DOLBEAR-MCKELLAR DRAIN	04-04-22	04-04-22	929.40
20-2900-7401	002823 KT EXCAVATING	INV-0246 LAMB DRAIN	04-20-22	04-20-22	1,009.09
Account Total					9,420.09
Department Total					9,420.09
Total Paid Invoices					181,386.85
Total Unpaid Invoices					0.00
Total Invoices					181,386.85

Accounts Payable

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

01-0000	ASSETS & LIABILITIES	5,413.80
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	1,100.56
01-0241	COUNCIL SUPPORT	2,031.18
01-0250	CORPORATE MANAGEMENT	7,965.09
01-0411	FIRE STATION - ALVINSTON	9,318.27
01-0413	FIRE DEPARTMENT - WATFORD	2,058.00
01-0420	POLICE	31,838.00
01-0440	PROTECTIVE INSPECTION & CONTROL	3,571.65
01-0450	EMERGENCY MEASURES	645.50
01-0551	RT&M - INTERSECTION LIGHTING	21.39
01-0560	OVERHEAD	19,214.20
01-0601	06 STERLING PSD	1,600.18
01-0603	11 INTERNATIONAL	2,500.08
01-0604	18 WESTERN STAR	2,397.63
01-0610	97 CAT GRADER	741.89
01-0611	21 - CAT 150-15AWD GRADER	871.88
01-0621	21 Dodge RAM 4 x 4 pickup	1,360.20
01-0622	19 FORD 4x4 PICKUP	1,360.21
01-0630	DEERE TRACTOR LOADER	1,045.04
01-0631	CAT BACKHOE	741.93
01-0752	STREET LIGHTING - INWOOD	583.24
01-0810	SANITARY SEWER SYSTEM	12,439.39
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	9,252.35
01-0840	WASTE COLLECTION	6,603.68
01-0860	RECYCLING	20,086.91
01-1635	ALVINSTON COMMUNITY CENTRE	8,959.86
01-1637	CONCESSION / BOOTH & VENDING	400.80
01-1810	PLANNING & ZONING	425.00
01-1840	AGRICULTURE & REFORESTATION	276.00
20-0411	BROOKE FIRE - ALVINSTON STATION	3,784.89
20-1620	ALVINSTON PARKS	1,162.51
20-1639	INWOOD RECREATION	2,408.71
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	10,161.98
20-2900	MUNICIPAL DRAINS - MAINTENANCE	9,420.09
Report Total		181,386.85



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: By-law to Adopt the Municipality's 2022 Tax Rates
Meeting: Council - 26 May 2022
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council pass By-Law 34 of 2022 to provide for the adoption of the 2022 tax rates for the Municipality of Brooke-Alvinston.

Background:

Some properties that are assessed in Alvinston and Inwood Special Areas had been inadvertently excluded from the tax rate calculation. After Council passed by-law 26 of 2022 these exclusions were discovered. As a result, the Special Area Rates had to be recalculated and this recalculation resulted in a slight decrease in the rates.

ATTACHMENTS:

[By-law 34 of 2022 - taxes](#)

**THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON
BY-LAW NUMBER 34 of 2022**

Being a By-law to provide for the adoption of the 2022 tax rates, including rates established for certain special areas, establish the charges on the tax bills for user fees and miscellaneous charges, establish the due dates and to further provide for penalty and interest in default of payment thereof for 2022.

WHEREAS Section 312 of The Municipal Act 2001, Chapter M.25, as amended provides that the Council of a local municipality shall, after the adoption of estimates for the year, pass a by-law to levy a separate tax rate on the assessment in each property class, and;

AND WHEREAS Sections 307 and 308 of the said Act require tax rates to be established in the same proportion to tax ratios, and;

AND WHEREAS certain regulations require reductions in certain tax rates for certain classes or subclasses of property.

AND WHEREAS the Assessment Roll updated and adopted Current Value Assessment is as attached as “Schedule A”.

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON ENACTS AS FOLLOWS:

That By-law 26 of 2022 is hereby repealed.

CLASSES OF TAX RATES

That the classes of tax rates and the applicable classes are as set out in “Schedule B” for Municipal purposes, Special Area Rates for the former Villages of Alvinston and Inwood, County purposes and School Board purposes.

That the following amounts be levied for user fees, local improvements, special charges, miscellaneous charges and are to be calculated yearly, based on budget. Each charge is to be included in the Annual Budget or approved separately by a resolution/by-law of Council or be a municipal drainage charge, drainage Act Charges, Weed Control Act Charges, Dog Licensing, Cleaning of Land, Property Standards Charges and other such charges that the Treasurer deems necessary to be added for collection purposes.

GENERAL

1. That the final taxes for residential, farm, managed forest and pipeline assessment classes less the interim taxes shall be due and payable in two approximately equal instalments on or before office closing on August 31, 2022 and on or before office closing on October 31, 2022.
2. That the final taxes for multi residential, commercial, and industrial assessment classes less the interim taxes shall be due and payable in two approximately equal instalments on or before office closing on August 31, 2022 and on or before office closing on October 31, 2022.
3. On all taxes of the levy, which are in default on the 1st day after the due date, a penalty of 1 ¼ percent shall be added and thereafter a penalty of 1 ¼ percent per month will be added on the 1st day of each and every month the default continues, until December 31, 2022.

- 4. On all taxes in default on January 3rd, 2023, interest shall be added at the rate of 1 ¼ percent per month for each month or fraction thereof in, which the default continues.
- 5. Penalties and interest added in default shall become due and payable and shall be collected as if the same had originally been imposed and formed part of such unpaid tax levy.
- 6. The Final tax levy for all classes will be a minimum of not less than \$25.00.
- 7. The Municipality is empowered to accept part payment from time to time on account of any taxes due.
- 8. The Municipality may mail or cause the same to be mailed or delivered to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable.
- 9. That taxes are payable at the Municipality of Brooke-Alvinston Municipal Office, 3236 River Street, P.O. Box 28, Alvinston, Ontario. N0N 1A0.
- 10. This by-law shall come into force and effect, upon the date of the final reading thereof.

READ A FIRST AND SECOND TIME THIS 26th DAY OF MAY 2022.

READ A THIRD TIME AND FINALLY PASSED THIS 26th DAY OF MAY 2022.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON
BY-LAW NUMBER 34 of 2022

SCHEDULE A

CURRENT VALUE ASSESSMENTS

<u>PROPERTY CLASS</u>	<u>RTC/RTQ</u>	MUNICIPALITY	ALVINSTON	INWOOD
		<u>ALL INCLUSIVE</u>	<u>SPECIAL AREA</u>	<u>SPECIAL AREA</u>
RESIDENTIAL	RT	174,623,856	48,612,256	8,693,500
FARMLANDS	FT	596,663,600	2,594,900	2,444,100
MANAGED FORESTS	TT	188,100	0	0
MULTI- RESIDENTIAL	MT	2,169,000	2,169,000	0
COMMERCIAL - OCCUPIED	CT	6,364,844	4,113,944	1,202,400
COMMERCIAL NEW CONSTRUCTION TAXABLE FULL	XT	2,017,000	1,236,200	114,000
COMMERCIAL NEW CONSTRUCTION EXCESS LAND	XU	4,900	4,900	0
COMMERCIAL - EXCESS	CU	133,000	93,000	0
COMMERCIAL - VACANT	XT	122,000	84,800	29,900
COMMERCIAL TAXABLE - FULL, SHARED PIL	CH	32,000	0	0
COMMERCIAL - SMALL SCALE ON FARM BUSINESS	C7	16,600	16,600	0
INDUSTRIAL - OCCUPIED	IT	139,600	8,500	0
INDUSTRIAL - NEW CONSTRUCTION	JT	1,133,600	0	0
INDUSTRIAL - EXCESS	IU	22,300	22,300	0
INDUSTRIAL TAXABLE FULL, SHARED PIL	IH	14,900	14,900	0
INDUSTRIAL- SMALL SCALE ON FARM BUSINESS	I7	33,400	33,400	0
PIPELINE	PT	<u>58,153,000</u>	<u>458,000</u>	<u>0</u>
SUBTOTAL		841,831,700	59,462,700	12,483,900
EXEMPT		10,434,800	5,325,300	510,400
COMMERCIAL PIL - FULL		<u>746,600</u>	<u>423,800</u>	<u>0</u>
TOTAL		<u>853,013,100</u>	<u>65,211,800</u>	<u>12,994,300</u>

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON
BY-LAW NUMBER 34 of 2022

SCHEDULE B

TAX RATES

TAX CLASSES	RTC/ RTQ	CLASSES OF TAX RATES				
		MUNICIPAL	ALVINSTON	INWOOD	COUNTY	EDUCATION
		RATE	SPECIAL AREA RATE	SPECIAL AREA RATE	RATE (Set by County)	RATE (Set by Province)
Residential & Farm	RT	0.00764669	0.00074146	0.00126388	0.00455459	0.00153000
Residential & Farm, Upper Tier & Education Taxable	RL	0.00764669	0.00074146	0.00126388	0.00455459	0.00153000
Res. Farmland Awaiting Dev. Ph 1	R1	0.00267634	0.00025951	0.00044236	0.00159411	0.00053550
Residential Taxable Education only	RD	0.00764669	0.00074146	0.00126388	0.00455459	0.00153000
Commercial Farmland Awaiting Dev. Ph 1	C1	0.00267634	0.00025951	0.00044236	0.00159411	0.00053550
Industrial Taxable Farmland 1	I1	0.00267634	0.00025951	0.00044236	0.00159411	0.00053550
Multi-Residential	MT	0.01529338	0.00148292	0.00252776	0.00910918	0.00153000
Multi-Residential New Construction	NT	0.00764669	0.00074146	0.00126388	0.00455459	0.00153000
Commercial General	CM	0.01244194	0.00120643	0.00205646	0.00741078	0.00880000
Commercial (occupied)	CT	0.01244194	0.00120643	0.00205646	0.00741078	0.00880000
Commercial New Construction Taxable Full	XT	0.01244194	0.00120643	0.00205646	0.00741078	0.00880000
Commercial Vacant Units Excess Land	CU	0.00870936	0.00084450	0.00143952	0.00518755	0.00880000
Commercial New Construction Taxable Excess Land	XU	0.00870936	0.00084450	0.00143952	0.00518755	0.00880000
Commercial Vacant Land	CX	0.00834377	0.00080905	0.00137910	0.00496979	0.00679260
Commercial Taxable Full, Shared PIL	CH	0.01244194	0.00120643	0.00205646	0.00741078	0.01250000
Commercial - On Farm Business	C7	0.00311048	0.00030161	0.00051412	0.00185269	0.00220000
Parking Lot	GT	0.00834377	0.00080905	0.00137910	0.00496979	0.00679260
Commercial Office	DT	0.01174377	0.00113873	0.00194106	0.00699493	0.00880000
Commercial Office Vacant	DU	0.00822064	0.00079711	0.00135875	0.00489645	0.00880000
Commercial Office New Construction	YT	0.01174377	0.00113873	0.00194106	0.00699493	0.00880000
Shopping Centres	ST	0.01593200	0.00154484	0.00263331	0.00948956	0.00880000
Shopping Centres New Construction Full	ZT	0.01593200	0.00154484	0.00263331	0.00948956	0.00880000
Shopping Centres Vacant	SU	0.01115240	0.00108139	0.00184332	0.00664269	0.00880000
Shopping Centres New Construction Excess Land	ZU	0.01115240	0.00108139	0.00184332	0.00664269	0.00880000
Landfill Taxable Full	HT	0.11701308	0.01134615	0.01934046	0.06969639	0.00880000
Industrial Occupied	IT	0.01565715	0.00151819	0.00258789	0.00932585	0.00880000
Industrial New Construction Taxable Full	JT	0.01565715	0.00151819	0.00258789	0.00932585	0.00880000
Industrial Vacant Units Excess Land	IU	0.01017715	0.00098683	0.00168213	0.00606180	0.00880000
Industrial New Construction Excess Land	JU	0.01017715	0.00098683	0.00168213	0.00606180	0.00880000
Industrial Taxable Full, Shared PIL	IH	0.01565715	0.00151819	0.00258789	0.00932585	0.01250000
Industrial Vacant Land	IX	0.01017715	0.00098683	0.00168213	0.00606180	0.00880000
Industrial Vacant Land New Construction	JX	0.01017715	0.00098683	0.00168213	0.00606180	0.00880000
Industrial - On Farm Business	I7	0.00391429	0.00037955	0.00064697	0.00233146	0.00220000
Large Industrial	LT	0.02296665	0.00222696	0.00379603	0.01367960	0.00880000
Large Industrial Vacant	LU	0.01492832	0.00144752	0.00246742	0.00889174	0.00880000
Large Industrial New Construction	KT	0.02296665	0.00222696	0.00379603	0.01367960	0.00880000
Large Industrial New Construction Excess Land	KU	0.01492832	0.00144752	0.00246742	0.00889174	0.00880000
Pipelines	PT	0.01026457	0.00099530	0.00169658	0.00611388	0.00880000
Farmland	FT	0.00172815	0.00016757	0.00028564	0.00102934	0.00038250
Managed Forests	TT	0.00191167	0.00018537	0.00031597	0.00113865	0.00038250



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Bill 109-More Homes for Everyone Act
Meeting: Council - 26 May 2022
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That this report be received and filed as information from the County of Lambton

Background:

See attached documents

Comments:

As noted by the County Planning & Development Manager, some key points are:

- Site plan drawing decisions have been delegated to staff; however, it appears that site plan agreements were not. Both are subject to appeal rights. Follow up was requested from the province, however they have not been clear.
- Any delegation should be to an internal staff of the local municipality (and an alternate should the primary be out). P&DS staff will continue to review the site plan as per usual and provide a recommendation.
- P&DS may start using conditions for approval – to ensure timelines are met and fee refunds are avoided for site plans.
- Fee refunds for any planning application do not apply to applications received prior to January 1, 2023.
- Each municipality will need to develop their own refund process should a partial refund be necessary.

Financial Considerations:

None associated at this time.

ATTACHMENTS:

[04. PD Bill 109 - More Homes for Everyone Act - Follow up report - FINAL](#)

[04. PD Bill 109 - Attachment 1](#)

[04. Bill 109 Follow up - Attachment 2](#)

	INFRASTRUCTURE & DEVELOPMENT SERVICES DIVISION
REPORT TO:	CHAIR AND COMMITTEE MEMBERS
DEPARTMENT:	PLANNING AND DEVELOPMENT SERVICES
PREPARED BY:	Kenneth Melanson, RPP, MCIP, Manager
REVIEWED BY:	Jason Cole, P. Eng., General Manager Ron Van Horne, Chief Administrative Officer
MEETING DATE:	May 18, 2022
INFORMATION ITEM:	Bill 109 – <i>More Homes for Everyone Act</i> – Follow up

BACKGROUND

Lambton County Council, at its May 4, 2022 meeting, endorsed the following motion of the Committee A.M. minutes dated April 20, 2022:

#4: *Weber/Hand:*

a) That Lambton County Council send a letter to the Province addressing the County's concerns with Bill 109 – More Homes for Everyone Act and how it fits with Lambton County versus the City of Toronto.

b) That the letter request information on where the Task Force members are from, if there is a representative from rural Ontario, and how they came up with the plan.

c) That staff report back regarding information presented at the Province's upcoming webinar on this matter.

Carried.

This report will provide a general overview of the Province of Ontario Information session, which occurred on Wednesday, April 20.

DISCUSSION

The Provincial webinar, attended by staff from Planning & Development Services (P&DS), included over 400 municipal staff members from across the province as well as various elected officials.

The webinar provided updates on the status of Bill 109 and responded to questions related to the updates to the *Planning Act*. Most attendees were surprised to learn Bill 109

has been given third reading and was now in effect, despite the province still seeking feedback through their web portal.

Focus of the feedback/questions from the attendees and of the presentation centered around mostly planning related changes, which include:

- Changes to Ministerial powers related to Official Plan Amendment decisions and timelines;
- Community Infrastructure and Housing Accelerator;
- Refund of Zoning By-law Amendment fees;
- Site Plan Control;
- Plans of Subdivision;
- Public reporting on development activity;
- Surety bonds; and
- Development charge reporting on municipal website.

Attachment 1 to this report provides an overview and staff commentary on the information provided in the provincial webinar. Attachment 2 is the slide deck that was presented to participants and is provided as additional information to this report. Staff have focused on items that typically apply to the County and the local municipalities. There are also changes to the *Planning Act* related to items which are not typically used by local municipalities which have not been included in this report. See Attachment 2 for full details of the extent of changes. Attachment 3 will also provide details of the Ontario Affordable Housing Task Force Committee make up from the Task Force Report.

FINANCIAL IMPLICATIONS

No financial implications are directly anticipated from the Task Force Final Report at this time. There may be future implications on service delivery and staffing needs for the Department as the proposed changes in Bill 109 are implemented.

CONSULTATIONS

General discussion of Bill 109 has occurred within the Planning Department and with some of the local municipalities. This report will be circulated to local municipalities for their information.

STRATEGIC PLAN

Application of Area of Effort #2: Communications - Providing progressive and effective communications that are relevant and clear and that promote opportunities for dialogue in order to improve collaboration and build relationships by:

- Identifying, sharing with, and learning from individual stakeholders including the public; municipal partners; County Councillors and staff; indigenous residents; First Nation Band Councils; senior levels of government; and the news media.
- Prioritizing and valuing the receipt of perspectives and feedback from all stakeholders.

CONCLUSION

There is general disappointment by many municipalities regarding the engagement over Bill 109, as it was still occurring as the Bill was passed and given royal assent. This begs the question of the value of the engagement the Provincial Government was seeking when the Bill introduced and passed so quickly. It may also cast a negative shadow on future engagement being sought on several issues related to rural development issues.

Since Bill 109 is now in effect, P&DS staff will work with member municipalities to prepare for the changes to various parts of the *Planning Act*. Staff will work with partner municipalities to help prepare any necessary delegation changes, as it is appropriate to delegate applicable Site Plan Control decisions to local municipal staff. Given the now disconnected Site Plan Control process, the team will work with local municipalities to develop a communication process and provide details to Councils when considering Site Plan Agreements. It is important to note that this process will be interactive and continuously evolving as the delegation changes take place.

Planning & Development Services staff will also continue to monitor and provide advice related to processing of applications to do as much as possible to risk manage decision making timelines to avoid refunding of fees.

Attachment 1 – Summary of Amendments from Bill 109

Topic:	Amendments/changes:
Changes to Ministerial Powers – Official Plan Amendment Decisions	<ul style="list-style-type: none"> • The Minister now has discretionary authority to suspend the time for decisions on Official Plans and Amendments. • The changes allow the Minister to refer all or parts of an Official Plan matter to the Ontario Land Tribunal (OLT) for a recommendation, and forward all of an Official Plan matter to the OLT to make a decision. • The changes also suspend the ability of a municipality to appeal a lack of minister decision after 120 days. <p>It is unclear how these amendments speed up decision timelines related to Official Plan decisions made by the Minister.</p> <p>In the case of Official Plan Amendments made by partner municipalities in the County, this regulatory change would have little impact as the County is the approval authority for Official Plan Amendments.</p> <p>This may have an impact to the County, should any amendments to the County Official Plan (COP) be considered.</p>
Community Infrastructure and Housing Accelerator	<ul style="list-style-type: none"> • A new tool for the Minister, essentially a Ministerial Zoning Order (MZO) in a slightly different form. • Unlike existing MZO, which may be initiated by an applicant, the Infrastructure and Housing Accelerator is initiated by the municipality (this can also include the County). • The Municipality responsible for necessary public engagement

	<p>(notice/engagement) on the request for the accelerator use and ensuring the order is made available to the public.</p> <ul style="list-style-type: none"> Minister's order would provide exemptions to planning related approvals from provincial plans, the Provincial Policy Statement and municipal Official Plans, if requested by the Municipality. The order could also impose conditions upon the Municipality and or proponent – like an MZO. Where conditions are imposed, the Minister or the municipality can require agreements to be entered into that can be registered on title. Only the Minister can make changes or revoke the order once in place. The order is also not appealable to the OLT. No consultation would be required to make changes to an order once in place. Support of the municipality to use the tool is required to initiate process. <p>This may be useful in certain circumstances where a project may need to be 'accelerated' due to project funding or other constraints. This would be a matter for each municipality to consider, as they deem appropriate.</p>
Refund of Zoning By-law Amendment Fees	<ul style="list-style-type: none"> Starting January 1, 2023, a graduated refunding system for Zoning By-law Amendments where a decision is not made by the local council within the timeframes provided (see Attachment 2). Refund requirement will apply to all applications received <u>after</u> January 1, 2023. <p>This creates significant implications to local municipalities in terms of timelines</p>

	<p>for decision, deeming applications complete and budgetary implications. Zoning By-law Amendments have typically been completed within timelines of the <i>Planning Act</i>. There have been some exceptions due to exceptional circumstances. The refund process provides no exceptions, regardless of whether a delay in a decision would facilitate sound planning decisions.</p> <p>This will force more information and process to the pre-application phase to ensure that timelines are met. It may also reduce the ability of staff to be flexible with submission requirements, to avoid the potential of delays in an application processing once deemed complete.</p> <p>It was noted in the Provincial webinar that no mechanism was provided in Bill 109 to compel the refund of fees or dictate a mechanism to municipalities. Each municipality will have to create their own refund process, taking effect for applications received after January 1, 2023.</p>
Site Plan Control	<ul style="list-style-type: none"> • The most heavily discussed item was changes to Site Plan Control. • <i>Planning Act</i> changes will now establish a minimum requirement for submission of a site plan application (materials/drawings etc.). • Changes also enable dispute mechanisms to OLT for complete applications requirements. • The most significant changes are twofold: <ul style="list-style-type: none"> ○ Site Plan control decisions will now be automatically delegated to staff instead of Municipal Councils or Committees of Council effective July 1, 2022. This will apply to any applications received after July 1.

	<ul style="list-style-type: none"> ○ A graduated refund requirement will be implemented should decisions on site plans not be made within prescribed <i>Planning Act</i> timelines. Timelines for a decision have been extended to 60 days. Refunding of fees would apply to all applications received after January 1, 2022. <p>This will have implications on applications requirements for completeness. Timelines do not initiate until an application is deemed complete. Additional information will likely be required to ensure smooth processing of an application once deemed complete. Staff will likely also begin imposing conditions on Site Plan Control decisions to help avoid timeline issues (this is not currently done in current Site Plan Control process).</p> <p>Provincial staff were questioned on the extent of the delegation applying to a Site Plan Agreements; the response was unclear, and that further information would be provided.</p> <p>Site Plan Agreements appear to not have been delegated to staff and would remain with Councils (or Committees). Pre Bill 109, staff processed technical drawings and created a Site Plan Agreement for consideration by local Councils together. Bill 109 appears to create a disconnected process where the technical review is completed by staff, but the Agreement falls to Council. Either decision, is subject to an appeal process to the OLT.</p> <p>Provincial staff did make it clear that the delegation of Site Plan Control to Staff will become effective July 1, 2022 – whether delegation by-laws or resolutions are updated or not.</p>
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Plans of Subdivision	<ul style="list-style-type: none"> • Bill 109 provides the discretionary ability of the Subdivision Authority to reinstate a draft Plan of Subdivision that has lapsed within the last five years and is now in effect. This would not require a new application. • The authority only applies where no agreements of purchase and sale have been entered into prior to the lapsing of the subdivision. An applicant would need to provide a statutory declaration to that effect for this ability to be considered. • Bill 109 will also establish and provide the province the ability to establish regulation making authority to prescribe what can/cannot be required as conditions of approval. This puts in place the ability for the province to prescribe and limit conditions on Subdivisions in the future. <p>Staff support the new power to reinstate a lapsed Plan of Subdivision – although these situations have been rare.</p> <p>Staff cannot comment on future condition powers until draft legislation is provided.</p>
Public Reporting of Development Activity	<ul style="list-style-type: none"> • The Minister of Municipal Affairs and Housing can require reporting to the public on development activity. • This includes quantity of approvals and may establish a specific format of this reporting. <p>Staff currently report development activities to Committee A.M. on a quarterly and year end basis both as statistics but also a work in progress report.</p>
Surety Bonds	<ul style="list-style-type: none"> • The changes allow the Minister to create legislation to authorize landowners and applicants to

	<p>stipulate the type of surety bonds and other prescribed instruments to Secure Agreement obligations related to local planning matters.</p> <ul style="list-style-type: none"> • Allow the Minister to prescribe when this authority could be used by an owner/applicant. • The regulation would come into effect on a future date. <p>Staff will review the proposed regulation when it becomes available.</p>
Development Charges Reporting on Municipal Website	<ul style="list-style-type: none"> • The <i>Development Charges Act</i> (1997) requires the Municipal treasurer to provide their Council with an annual financial statement related to development charges and reserve funds each year. • The changes to the <i>Development Charges Act</i> would require municipalities that have passed a Development Charges By-law to make this annual statement available to the public through the municipality website.

Technical Overview

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Bill 109, the More Homes for Everyone Act, 2022

April 2022

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Context

More Homes for Everyone builds on the success of the Housing Supply Action Plan 2019 by introducing a range of cross-government initiatives that will help increase supply, address market speculation, and protect homebuyers, owners and renters.

Legislative and Regulatory Changes

- Changes to the Planning Act, Development Charges Act, 1997, City of Toronto Act, 2006 and to regulations under the Planning Act and Development Charges Act, 1997.
- Legislative amendments to and regulatory amendments under the New Home Construction Licensing Act, 2017 and the Ontario New Home Warranties Plan Act to strengthen consumer protection for new home purchasers.

Other Initiatives Included in the Plan

- Funding commitments and policy and program changes that represent cross-government efforts that will help increase supply and improve affordability.

More Homes for Everyone

Less red tape, more homes

Make it easier to build community housing

Protect home buyers, homeowners and renters

Summary of Legislative Changes

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On March 30, 2022, the government introduced Bill 109, the More Homes for Everyone Act. The Bill was passed by the Legislature and received Royal Assent on April 14, 2022.

Schedules 1, 2 and 5 of the bill make changes to the Planning Act, City of Toronto Act, 2006 and the Development Charges Act, 1997 to:

- Make changes related to zoning, plan of subdivision and site plan application processes to expedite approvals and incent timely decisions
- Ensure provincial housing policies are implemented and priority projects are expedited by making changes to provide the Minister of Municipal Affairs and Housing with new tools to address dispute resolution, and
- Enhance transparency and increase certainty of development costs through changes to development-related charges.

The changes in Schedules 1, 2 and 5 came into force on April 14, 2022 upon Royal Assent except as otherwise noted.

Schedules 3 and 4 of the bill make amendments to the New Home Construction Licensing Act, 2017 (Licensing Act) and to the Ontario New Home Warranties Plan Act (Warranties Act) to strengthen protections for purchasers of new homes.

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Minister's Authority Regarding Official Plans

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Change	Bill and Leg. References
<p>The changes provide the Minister of Municipal Affairs and Housing with discretionary authority to suspend the time period for the Minister to make a decision on official plans and amendments.</p> <p>For official plans and amendments before the Minister on March 30, 2022 (i.e., date of introduction) the following are suspended:</p> <ul style="list-style-type: none"> the ability to appeal in respect of the Minister's failure to make a decision where the 120-day time period has expired prior to March 30, 2022 and no appeals have been filed prior to that date, and the 120-day time period for those matters that are still within the 120-day time period on March 30, 2022. <p>The changes also give the Minister discretionary authority to refer all or part(s) of an official plan matter to the Ontario Land Tribunal (OLT) for a recommendation, and forward all of an official plan matter to the OLT to make a decision.</p>	<p>Bill References: Schedule 5 of Bill, sections 1 and 3.</p> <p>Planning Act References: New subsections 17 (40.1) to (40.1.3) provide rules respecting when the Minister as an approval authority can provide notice to suspend the period of time after which there may be appeals of the failure to make a decision in respect of a plan.</p> <p>New subsections 17 (55) to (64) provide a process for the Minister as an approval authority to refer plans to the Ontario Land Tribunal for a recommendation or a decision.</p>

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Minister's order at request of municipality (Community Infrastructure and Housing Accelerator)

Change

Bill and Leg. References

The changes establish a new Minister's order-making authority to respond to municipal council resolutions requesting expedited zoning. The tool cannot be used in the Greenbelt Area. The Minister shall also issue guidelines governing the scope of how this authority may be used, and the guidelines need to be in place before an order could be made.

The requesting municipality is responsible for providing public notice, undertaking public consultation and ensuring the order is made available to the public.

Provincial plans, the Provincial Policy Statement and municipal official plans do not apply to the Minister's order.

In issuing an order, the Minister is able to:

- provide exemption for other necessary planning related approvals from provincial plans, the Provincial Policy Statement and municipal official plans, if requested by the municipality, and
- impose conditions on municipality and/or proponent.

Where conditions were imposed, the Minister or the municipality is able to require agreements to be entered into that could be registered on title.

Once in effect, only the Minister would be able to make any changes to the order. The Minister could amend an order at the request of the municipality or could revoke or amend an order at any time at their own discretion, without having to undertake consultation or provide notice. The Minister's order would not be subject to appeal.

Bill References:
Schedule 5 of Bill, sections 2 and 5.

Planning Act References:
An additional type of Minister's order is added to the Act in section 34.1. These orders are made by the Minister at the request of a municipality. This section sets out the process and rules respecting such orders.

Refunds of Zoning By-law Application Fees

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Change	Bill and Leg. References
<p>The changes require municipalities to gradually refund zoning by-law amendment application fees if they fail to make a decision on an application within the following legislated timelines:</p> <ul style="list-style-type: none">• 50% of the fee if the decision is not made within 90 days (or 120 days if concurrent with an official plan amendment application) from the date the municipality received the complete application and fee,• 75% of the fee if the decision is not made within 150 days (or 180 days if concurrent with an official plan amendment application) from the date the municipality received the complete application and fee, and• 100% of the fee if the decision is not made within 210 days (or 240 days if concurrent with an official plan amendment application) from the date the municipality received the complete application and fee. <p>The change to require a gradual refund of zoning bylaw amendment application fees will apply to all applications received on or after January 1, 2023.</p>	<p>Bill References: Schedule 5 of Bill, section 4.</p> <p>Planning Act References: New subsection 34 (10.12) provides rules respecting when municipalities are required to refund fees in respect of applications under that section.</p>

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Site Plan Control

Change	Bill and Leg. References
<div data-bbox="50 316 84 500" data-label="Page-Header"> Page 17 of 30 </div> <p>The changes:</p> <ul style="list-style-type: none"> establish complete application requirements for site plan control, with recourse if the application has not been deemed complete within 30 days of acceptance by the municipality, extend site plan control application timelines from 30 to 60 days, and require that site plan control decisions be made by staff (instead of municipal councils or committees of council) and that this will apply to all site plan applications received on or after July 1, 2022. <p>Complementary changes reflecting the site plan control changes in the Planning Act have also been made to the site plan control provisions in the City of Toronto Act, 2006.</p>	<p>Bill References:</p> <p>Schedule 1 of Bill (complementary changes to the City of Toronto Act, 2006), subsections 1 (1)-(3) and 1 (5)-(8) and section 2, and Schedule 5 of Bill (Planning Act), subsections 7 (1)-(4) and 7 (6)-(9).</p> <p>Planning Act References:</p> <p>A number of amendments are made to section 41. A number of subsections are added that set out the rules respecting consultations with municipalities before plans and drawings are submitted for approval and respecting completeness of applications made under this section.</p> <p>New subsection (4.0.1) provides for the appointment of an authorized person for the purposes of subsection (4).</p>

Site Plan Control

Change	Bill and Leg. References
<p>The changes require municipalities to gradually refund site plan control application fees if an approval is not made within the following legislated timelines:</p> <ul style="list-style-type: none"> • 50% of the fee if the decision is not made within 60 days from the date the municipality received the complete application and fee • 75% of the fee if the decision is not made within 90 days from the date the municipality received the complete application and fee, and • 100% of the fee if the decision is not made within 120 days from the date the municipality received the complete application and fee. <p>The change to require a gradual refund of site plan application fees will apply to all applications received on or after January 1, 2023.</p> <p>Complementary changes reflecting the site plan control changes in the Planning Act have also been made to the site plan control provisions in the City of Toronto Act, 2006.</p>	<p>Bill References: Schedule 1 (complementary changes to the City of Toronto Act, 2006), subsection 1 (4) and Schedule 5 of Bill (Planning Act) subsection 7 (5).</p> <p>Planning Act References: A number of amendments are made to section 41. A number of subsections are added that set out the rules respecting consultations with municipalities before plans and drawings are submitted for approval and respecting completeness of applications made under this section.</p> <p>New subsection (4.0.1) provides for the appointment of an authorized person for the purposes of subsection (4).</p> <p>City of Toronto Act, 2006 References: Various amendments to section 114, including:</p> <ul style="list-style-type: none"> • Subsection (4) is replaced with a number of subsections that set out the rules respecting consultations with the City before plans and drawings are submitted for approval and respecting completeness of applications made under this section. • New subsection (5.1) provides for the appointment of an authorized person for the purposes of subsection (5). Various related amendments are made to section 114.

Plans of Subdivision

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Change	Bill and Leg. References
<p>The changes establish a one-time discretionary authority to allow municipalities to reinstate draft plans of subdivision that have lapsed within the past five years without the need for a new application. This authority only applies where no agreements of purchase and sale had been entered into prior to the lapsing of the draft plan of subdivision.</p> <p>The changes also establish regulation-making authority for the province to prescribe what can and/or cannot be required as a condition of draft plan of subdivision approval.</p>	<p>Bill References: Schedule 5 of Bill, section 9.</p> <p>Planning Act References: New rules are added to section 51 with respect to extensions of approvals by approval authorities.</p>

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Public Reporting Requirements

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Change	Bill and Leg. References
The changes establish authority for the Minister of Municipal Affairs and Housing to require public reporting by planning authorities on development applications and approvals, including the format of municipal reporting (i.e. data standard).	<p>Bill References: Schedule 5 of Bill, sections 11 and 12.</p> <p>Planning Act References: New section 64 provides the Minister with authority to require reporting by planning authorities on planning matters.</p>

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Community Benefits Charge By-law Reviews

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Change	Bill and Leg. References
<p>The changes require any municipality with a community benefits charge by-law to publicly consult and complete a review no later than five years after the by-law is passed, and every five years thereafter.</p> <p>After reviewing the community benefits charge by-law, a municipality must pass a resolution indicating whether a revision is needed. If a municipality does not pass a resolution within the timeframe, the community benefits charge by-law would expire, and a new by-law would need to be passed in order to charge for community benefits.</p>	<p>Bill References: Schedule 5 of Bill, section 6.</p> <p>Planning Act References: New subsections 37 (54) to (59) require regular reviews of community benefits charge by-laws and provide rules respecting such reviews.</p>

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Transit-Oriented Communities and Parkland

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Change	Bill and Leg. References
<p>The changes specify a tiered alternative parkland dedication rate for transit-oriented community development sites, based on the amount or value of development land.</p> <p>The alternative dedication rate will be structured as follows:</p> <ul style="list-style-type: none"> • for sites 5 hectares or less, parkland will be dedicated up to 10% of the land or its value • for sites greater than 5 hectares, parkland will be dedicated up to 15% of the land or its value. <p>Changes also provide for encumbered land (i.e., land that is subject to a restriction or stratified ownership) in respect of transit-oriented community developments identified in a Minister's order (Minister of Infrastructure), to be conveyed to a municipality for park or other public recreational purposes. Encumbered parkland will be deemed to count towards any municipal parkland dedication requirements.</p> <p>Transit-oriented community lands subject to the tiered alternative dedication rates on parkland will be identified pursuant to subsection 2 (1) of the Transit-Oriented Communities Act, 2020.</p>	<p>Bill References: Schedule 5 of Bill, sections 8 and 10.</p> <p>Planning Act References: Amendments are made to sections 42 and 51.1 with respect to parkland requirements on land designated as transit-oriented community land under the Transit-Oriented Communities Act, 2020.</p>

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Surety Bonds

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Change	Bill and Leg. References
<p>The changes provide the Minister of Municipal Affairs and Housing with regulation-making authority to authorize owners of land and applicants to stipulate the type of surety bonds and other prescribed instruments which may be used to secure agreement obligations in connection with local approval of land use planning matters. The regulation-making power enables the Minister to prescribe the circumstances when this authority may be used by owners of land and applicants.</p> <p>The regulation-making authority regarding surety bonds will come into force on a day to be named by proclamation.</p>	<p>Bill References: Schedule 5 of Bill, section 13.</p> <p>Planning Act References: New section 70.3.1 provides the Minister with authority to make certain regulations respecting surety bonds and other instruments in connection with approvals with respect to land use planning.</p>

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Development Charge Reporting on Municipal Website

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Change	Bill and Leg. References
<p>The Development Charges Act, 1997, requires the municipal treasurer to provide the municipal council with an annual financial statement related to development charges and reserve funds each year.</p> <p>The amendments require municipalities that have passed a development charge by-law, to make this statement available to the public on the website of the municipality. The Lieutenant Governor in Council also has the regulation-making authority to prescribe further requirements on the manner in which statements are made publicly available.</p> <p>In circumstances where a municipality does not have a website, the statement must be made available in the municipal office.</p>	<p>Bill Reference: Schedule 2 of Bill.</p> <p>Development Charges Act, 1997 References: The Schedule amends the Development Charges Act, 1997 with respect to the publication of the statement of the treasurer under section 43 of the Act.</p>

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New Home Construction Licensing Act, 2017

The Ministry of Government and Consumer Services is making amendments to the New Home Construction Licensing Act, 2017 (Licensing Act) and to the Ontario New Home Warranties Plan Act (Warranties Act) to strengthen protections for purchasers of new homes.

LICENSING: Amendments would to help address the issue of inappropriate or unethical behaviour by new home builders and vendors, and also enhance the Home Construction Regulatory Authority's (HCRA) enforcement powers, among other things. The amendments:

- Enhance consumer protection by giving additional tools to the HCRA, such as ensuring the registrar does not require a complaint to be received to take certain actions
- Encourage compliance with the rules by increasing the maximum amount of a fine that the Discipline Committee may impose if a licensee contravenes the Code of Ethics, from \$25,000 to \$50,000 for individual licensees, and \$100,000 for non-individual licensees
- Establish the authority for the Discipline Committee to impose an additional fine in an amount equal to the monetary benefit acquired by a licensee as a result of a breach of the Code of Ethics
- Clarify the authority for the Discipline Committee to consider repeat contraventions as part of its determination when imposing fines for any type of Code of Ethics violations
- Increase the maximum administrative penalty amount from \$10,000 to \$25,000
- Establish the authority for an assessor to impose an additional administrative penalty in an amount equal to the monetary benefit acquired by a person as a result of a contravention
- Create the authority for a court to impose an additional fine for a conviction in an amount equal to the monetary benefit acquired by a person as a result of an offence
- Clarify that the registrar can review whether an applicant's past or ongoing conduct either is or will be in contravention of the Licensing Act and prescribed legislation, and
- Clarify under the Licensing Act that an assessor may impose an administrative penalty if the person has contravened, or is contravening, a prescribed provision of the Warranties Act or the regulations or the by-laws made under it.

Ontario New Home Warranties Plan Act

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NEW HOME WARRANTIES: Amendments provide Tarion regulatory authority to extend the duration of statutory warranties for items in a new home that are not completed when the warranties for the home begin (i.e. when the home is completed for the homeowner's possession).

- Tarion's authority will be subject to the Minister of Government and Consumer Services' approval and the Lieutenant Governor in Council will retain authority to make these regulations.

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Opportunities for Missing Middle and Multi-Generational Housing and Gentle Density

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The Ministry of Municipal Affairs and Housing is seeking feedback on opportunities to increase missing middle and gentle density, including multigenerational housing to address the housing supply crisis. Specifically, the Ministry is seeking feedback on best practices and examples of how the government can support the creation of more missing middle housing, including multigenerational housing, in Ontario.

Discussion Questions:

1. What are the biggest barriers and delays to diversifying the types of housing built in existing neighbourhoods?
2. What further changes to the planning and development process would you suggest to make it easier to support gentle density and build missing middle housing and multigenerational housing, in Ontario?
3. Are you aware of innovative approaches to land use planning and community building from other places that would help increase the supply of missing middle and multigenerational housing?
4. Are there any other changes that would help support opportunities for missing middle and multigenerational housing?

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Seeking Feedback on Housing Needs in Rural and Northern Municipalities

The government recognizes the importance of supporting a range of housing options and increasing overall housing supply in rural and northern municipalities.

- The aim of this posting ([ERO 019-5287](#)) is to seek feedback on the specific challenges and barriers faced by rural and northern municipalities to better understand their unique housing needs. For example, we acknowledge that Northern Ontario faces challenges due to high construction costs to build new housing.
- The posting also seeks ideas, solutions, or proposals on potential ways to help address the housing needs in these areas. This could include a range of land use planning and non-land use planning tools.
- The Ministry welcomes feedback on the following discussion questions.

Discussion Questions

1. What are the key barriers impacting your municipality in meeting its housing needs that may be unique to northern and rural communities?
2. What kind of flexibility is needed to address housing needs in your municipality?
3. What potential tools or policies could the government consider to address housing needs in your municipality while balancing other provincial priorities?
4. Do you have other suggestions for ways to improve housing supply and needs in rural and northern municipalities?

Other Initiatives in More Homes for Everyone

In addition to the legislative and related regulatory changes included in More Homes for Everyone, there are various cross-ministry initiatives that will also help to increase the supply of housing including:

- Establishing an Ontario Housing Supply Working Group with partner ministries, municipal and federal governments and industry to review how new housing tools are being used and recommend annual updates to Ontario's housing plan, including new policy and legislative changes
- Consulting on enhancing access to financing for non-profit housing providers
- Building Code changes to enable partial/early occupancy of super-tall buildings, allowing streamlined approval of CSA certified multi-unit modular buildings, enabling construction of 12-storey mass timber buildings, and making it easier for building inspector training/internships. Also exploring potential changes to enable partial/early occupancy of super-tall buildings, and longer-term potential changes to allow single means of egress for 4-6 storey buildings
- Leveraging provincial surplus land for non-profit and supportive housing through a proposed Centre of Realty Excellence
- Working with municipalities to ensure a more efficient and consistent approvals process and facilitate e-permitting (Ontario Digital Service)
- Reporting to municipalities on the results of MOF's annual population projections with a focus on emerging and key population growth trends
- Implementing the Transit-Oriented Communities program
- Connecting transit ridership forecasts to population growth for housing and employment
- Collaborating with the federal government on the housing accelerator fund and rent-to-own program, and advocating for Ontario's fair share of federal funding

Question and Comments

- For a copy of Bill 109, the More Homes for Everyone Act, 2022, please visit the [Legislative Assembly of Ontario](#) website
- Comments were invited through the [Environmental Registry of Ontario](#) and the [Regulatory Registry](#):

Environmental Registry of Ontario Postings:

- [More Homes for Everyone Plan – Proposed Planning Act Changes](#)
- [Community Infrastructure and Housing Accelerator – Proposed Guideline](#)
- [Housing needs of rural and northern municipalities](#)
- [Opportunities to increase missing middle housing and gentle density](#)

Regulatory Registry Postings:

- [Proposed Planning Act Changes](#)
- [Proposed Development Charges Act Changes](#)
- [Proposed New Home Construction Licensing Act, 2017 Changes](#)
- [Proposed Ontario New Home Warranties Plan Act Changes](#)
- [Proposed Regulatory Changes - Condominium Cancellations](#)
- [Access to financing for not-for-profit housing developers](#)



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Ontario Municipal Administrator's Association Conference Report
Meeting: Council - 26 May 2022
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That this report be received for information only

Background:

I attended the Ontario Municipal Administrator's Association Conference from May 18-20, 2022 in the Muskoka area. This conference was the second one I've attended as Administrator and find it informative and a great way to interact and meet other Administrator's in the Province.

This year was noted as the highest attendance with 175 Administrator's from Ontario present. Lambton County was well represented with five attendees.

Comments:

Early attendees were invited to participate in a "CAO Conversation Cafe". It was an added opportunity to connect with others before the workshop officially began.

The Feature Speaker was Nina Spencer. Ms Spencer is a motivational speaker who's topic was "Moving Forward: Refreshing Passion for your Profession". Other keynote speakers were: Dr. JP Gedeon who spoke on insights into workplace, human and social interplay and kept the room captivated for nearly two hours. George Cuff who is widely known from his writings in Municipal World, spoke virtually and shared his insights and suggestions on how to develop an internal orientation program for the newly elected bodies and the CAO as Council's sole employee. He ended his presentation and spoke on respecting roles and building relationships. Additional Councillor trainers engaged by AMO were present to discuss the same.

Other sessions included: Climate Change, Municipal Insurance, Legislation Updates, the Marrocco Inquiry and addressing and responding to abusive and improper social media chatter.

A moderate size exhibit hall was open for two days of the conference.

The conference included multiple activities and sessions to meet and mingle and many connections with larger and similiar sized municipalities were made.

Financial Considerations:

Funds were budgeted for attendance at the conference.



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

sent to David @ 093710.
5-16-22



I hereby give notice that the _____ 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:

SINK HOLE ON LANEWAY - 14 inches

Property Description: Lot 16N 1st Concession 5 Roll Number 120-030-00900

911 address 3164 Old Walnut Rd

Dated at the Municipality of Brooke-Alvinston this 16 day of May, 2022

Diane M. Malik
Name-please print

DIANE
Name-please print

[Signature]
Signature

[Signature]
Signature

Follow Up
ASAP!

Telephone# _____
Home

* _____
Cell

Email address: _____

Additional Comments if any:

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx OF 2022

(Being a By-law to amend By-law 9 of 2013)

WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston passed a comprehensive Zoning By-law 9 of 2013 on the 28th day of February 2013; and

WHEREAS the Council deems it desirable to make certain amendments to its comprehensive Zoning By-law;

NOW THEREFORE, the Council of the Corporation of the Municipality of Brooke-Alvinston enacts as follows:

1. Schedule “A”, attached, is hereby declared to form part of this By-law.
2. Schedule “A” to By-law 9 of 2013 is hereby amended by changing the zone symbol that applies to those lands indicated on Schedule “A” to this By-law from the “Residential 1 (R1) Zone” to site specific Residential 3 (R3) Zone”.
3. This By-law shall come into force and effect pursuant to Sections 34 (21) or Section 34 (30) of the Planning R.S.O. 1990.

Read a first, second and third time and finally passed this xxth day of May 2022

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

ZONING BY-LAW NUMBER xx OF 2022

Explanatory Note

The purpose of this By-law is to rezone a portion of lands described as Concession 13, Part Lots 7, in the Municipality of Brooke-Alvinston and municipally known as 4636 Sutorville Road from the “Agriculture 1 (A1) Zone” to the “No-Dwelling Agricultural (ND-A) Zone”.

The ND-A Zone prohibits the erection of a dwelling and would apply to the farmland retained as a result of a severance granted by the Municipality of Brooke-Alvinston Committee of Adjustment by Application B-02/20 to sever a surplus farm dwelling.

This Zoning By-law amendment is required as a condition of the Committee's approval of the severance. The 2014 Provincial Policy Statement (PPS) allows a surplus farm dwelling to be severed provided a new house is prohibited on the retained farm parcel in perpetuity. A rezoning of this nature is the only means that has been identified to enforce this requirement of the PPS.

The severed residential lot will remain in the “Agriculture (A1) Zone”, which permits houses, such as the existing house.

The Key Map and Schedule “A” show more particularly the lands affected.