



# AGENDA

## Council Meeting

4:00 PM - Thursday, July 28, 2022  
Municipal Office

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<b>1. CALL TO ORDER</b>	
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- 7.6. **Clerk Administrator's Report:** Property Standards Billing(s) 112  
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- 7.8. **Treasurer's Report:** Application for Tile Loan 115 - 118  
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**8. BY-LAWS**

- 8.1. Proposed By-law to approve the sale of land - Mill Street 119 - 120  
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- 8.2. Proposed By-Law - Standards of Maintenance & Occupancy (as presented at the July 14th meeting)

**9. NEW BUSINESS**

**10. CLOSED SESSION**

- 10.1. Personnel matters about an identifiable individual including employees

**11. RISE AND REPORT**

**12. BY-LAW CONFIRMING PROCEEDINGS**

**13. ADJOURNMENT**



# MINUTES

## Council Meeting

4:00 PM - Thursday, July 14, 2022  
Council Chambers - Hybrid

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, July 14, 2022, at 4:00 PM, in the Council Chambers - 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, Parks and Recreation Supervisor Kevin Miller, and Public Works Lead Hand Jamie Butler

**Regrets:**

### 1 CALL TO ORDER

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

### 2 DISCLOSURE OF PECUNIARY INTEREST

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

### 3 MINUTES

a) Regular Council Meeting Minutes of June 23, 2022

#### **RESOLUTION-2022-247**

Deputy Mayor Frank Nemcek made a motion that the minutes of the June 23, 2022 regular session of Council be approved as amended. 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

a) Amendments to the Property Standards By-law

Patrick Ryan was in attendance to discuss the proposed amendments to the Property Standards By-law and the land designation on his property.

#### **RESOLUTION-2022-248**

Councillor Wayne Deans made a motion that staff be directed to prepare a report for Council discussion on the current land designation of the subject property. Councillor Jamie Armstrong seconded the motion.

**Carried**

#### **RESOLUTION-2022-249**

Deputy Mayor Frank Nemcek made a motion that the property standards

invoice issued to Patrick Ryan be tabled without penalty incurred for further Council discussion. Councillor Jeannette Douglas seconded the motion.

**Carried**

**b) Brooke Alvinston Agricultural Society**

Burt McKinley was in attendance to discuss the proposal from the Brooke-Alvinston Agricultural Society for infrastructure improvements to the BAICCC grounds.

**RESOLUTION-2022-250**

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston support the proposal presented for improvements to the BAICCC grounds with consideration given for independent services; and that staff be directed to assist the Society as needed and that the Ag Society continue to obtain pricing information. Councillor Jeannette Douglas seconded the motion.

**Carried**

**c) Alvinston Optimist Club & Alvinston Killer Bees**

Todd Case (Alvinston Killer Bees) and John Koolen (Alvinston Optimist Club) were present at the meeting to request Council approval to grant a section of the arena stands to allow alcohol at the Killer Bees games.

**RESOLUTION-2022-251**

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke Alvinston support in principle the concept of alcohol in the stands at the Killer Bees games; and directs staff to review with the municipal insurance providers prior to formal approval being granted. Councillor Jeannette Douglas seconded the motion.

**Carried**

**RESOLUTION-2022-252**

Councillor Wayne Deans made a motion that Council approve the BAICCC lane to dog park closing for the duration of the Tanner Redick memorial ball tournament July 21-24, 2022. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

## **6 CORRESPONDENCE**

**a) Letters addressed to Council-LGPSB cleaning costs**

**RESOLUTION-2022-253**

Councillor Jamie Armstrong made a motion that the Council of the Municipality of Brooke-Alvinston defer the request from the LGPSB for payment of \$5,457.49 for cleaning costs be deferred to the 2023 budget deliberations. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**b) General correspondence for Council Information**

**RESOLUTION-2022-254**

Deputy Mayor Frank Nemcek made a motion that the information correspondence items be received and filed. Councillor Jamie Armstrong seconded the motion.

**Carried**



- c) City of Owen Sound - Request for Support of Resolution re: removal of Municipal Councillors under prescribed circumstances

**RESOLUTION-2022-255**

Councillor Jeannette Douglas made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the request for support resolution. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) Municipality of Shuniah- Request for support of resolution re: Release of all Federal & Provincial Documents

**RESOLUTION-2022-256**

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the request for support from the Municipality of Shuniah. Councillor Jamie Armstrong seconded the motion.

**Carried**

- e) Municipality of Brighton - Request for support of resolution re: Draven Alert

**RESOLUTION-2022-257**

Councillor Wayne Deans made a motion that the Council of the Municipality of Brooke-Alvinston support the resolution presented by the Municipality of Brighton requesting changes be made to the Amber Alert system and that a new alert called the Draven Alert be created. Councillor Jeannette Douglas seconded the motion.

**Carried**

## 7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Revisions to Standards of Maintenance & Occupancy By-law

**RESOLUTION-2022-258**

Deputy Mayor Frank Nemcek made a motion that the report titled Revisions to Standards of Maintenance & Occupancy By-law be tabled. Councillor Jamie Armstrong seconded the motion.

**Carried**

- b) **Clerk Administrator's Report:** August Meeting Date

**RESOLUTION-2022-259**

Councillor Jeannette Douglas made a motion that the August Council meeting date be rescheduled to Wednesday, August 10th at 4:00 p.m.. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- c) **Treasurer's Report:** Accounts Payable Listing - June 2022

**RESOLUTION-2022-260**

Councillor Jeannette Douglas made a motion that Council receive and file the Accounts Payable Listing for June 2022. Councillor Wayne Deans seconded the motion.

**Carried**

- d) **Treasurer's Report:** Year-to-Date (to June 30) Budget to Actual Comparisons

**RESOLUTION-2022-261**

Councillor Wayne Deans made a motion that Council receive and file the Year-to-date (to June 30) Budget to Actual Comparisons. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

There was additional discussion on the budget status of the Inwood Ball Park washroom and basketball court upgrades.

#### **RESOLUTION-2022-262**

Councillor Jamie Armstrong made a motion that steel roofing be placed on the Inwood Ball Park washrooms. Councillor Wayne Deans seconded the motion.

**Carried**

- e) **Parks & Recreation Supervisor's Report:** Community Pavilion Information Report

#### **RESOLUTION-2022-263**

Councillor Jeannette Douglas made a motion that the informational report on the community pavilion be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- f) **Parks & Recreation Supervisor's Report:** Phase 2 arena project status report

#### **RESOLUTION-2022-264**

Councillor Wayne Deans made a motion that staff be directed to forward a subsequent reminder to the user groups to forward thoughts on the Proposed Phase 2 development at the BAICCC. Councillor Jeannette Douglas seconded the motion.

**Carried**

- g) **Safety Issues at BAICCC Playground**

#### **RESOLUTION-2022-265**

Councillor Jeannette Douglas made a motion that Council close the lane to the dog park on the east side of the complex for safety reasons; and that in order to deter traffic driving on the grounds unauthorized, the west side of the facility further be restricted with cement blocks. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- h) **Drainage Superintendent's Report:** Petition for Drainage Works

#### **RESOLUTION-2022-266**

Deputy Mayor Frank Nemcek made a motion that the petition submitted by Earl Morwood for drainage works at Con. 1 Lot 11 be accepted; and that R. Dobbin Engineering be appointed under Section 4 of the Drainage Act; and that the petitioner and SCRCA be notified. Councillor Wayne Deans seconded the motion.

**Carried**

## **8 BY-LAWS**

- a) Third and final reading of By-law 28 of 2022 (Campbell Leitch Drain)

#### **RESOLUTION-2022-267**

Councillor Jamie Armstrong made a motion that By-law 28 of 2022 be read a third and final time. Councillor Wayne Deans seconded the motion.

**Carried**

- b) Third and final reading of By-law 29 of 2022 (Thompson Drain)

**RESOLUTION-2022-268**

Councillor Jeannette Douglas made a motion that By-law 29 of 2022 be read a third and final time. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- c) Third and final reading of By-law 30 of 2022 (McEachren Drain)

**RESOLUTION-2022-269**

Councillor Wayne Deans made a motion that By-law 30 of 2022 be read a third and final time. Councillor Jamie Armstrong seconded the motion.

**Carried**

- d) Third and final reading of By-law 31 of 2022 (Smith Drain)

**RESOLUTION-2022-270**

Deputy Mayor Frank Nemcek made a motion that By-law 31 of 2022 be read a third and final time. Councillor Jeannette Douglas seconded the motion.

**Carried**

- e) Third and final reading of By-law 32 of 2022 (MacDougall Drain)

**RESOLUTION-2022-271**

Councillor Jamie Armstrong made a motion that By-law 32 of 2022 be read a third and final time. Councillor Wayne Deans seconded the motion.

**Carried**

**RESOLUTION-2022-272**

Councillor Wayne Deans made a motion that R. Dobbin Engineering be appointed under Section 76 of the Drainage Act to draft a report on the 15/16 Sideroad Drain. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

## **9 NEW BUSINESS**

- a) Dogs at the BAICCC

**RESOLUTION-2022-273**

Councillor Jamie Armstrong made a motion that staff be directed to prepare a report on the implications and possibility of enforcing the muzzling and leashing of dogs in municipal parks. Councillor Wayne Deans seconded the motion.

**Carried**

- b) Canada Day

Councillor Douglas thanked Staff and Council for their assistance with the Canada Day Celebrations

- c) Election Campaign

The Public Works Manager requested clarification from Councillor Armstrong regarding the Building Committee Chair and the relationships between the Municipality and community groups needing repair.

## **10 CLOSED SESSION**

- a) Section 239(2) of the Municipal Act
  - (i) a proposed or pending acquisition or disposition of land by the municipality or local board
  - (ii) personal matters about an identifiable individual including municipal or local board employees

**RESOLUTION-2022-274**

Councillor Jamie Armstrong made a motion that Council move into closed session. Councillor Jeannette Douglas seconded the motion.

**Carried**

**11 RISE AND REPORT**

The Clerk Administrator reported that Council accepted the retirement notice from Randy Hills effective December 31, 2022 with regret; and that the Clerk Administrator be directed to proceed as outlined in closed session.

**12 BY-LAW CONFIRMING PROCEEDINGS**

- a) Confirming By-law

**RESOLUTION-2022-275**

Councillor Jeannette Douglas made a motion that the confirming by-law be read a first, second and third time and finally passed this 14th day of July, 2022. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**13 ADJOURNMENT**

- a) Councillor Douglas made a motion to adjourn the meeting at 6 p.m..

\_\_\_\_\_  
Clerk-Administrator

\_\_\_\_\_  
Mayor



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2021 Audited Financial Statements  
**Meeting:** Council - 28 Jul 2022  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That the Council of the Municipality of Brooke Alvinston approve the 2021 Consolidated Financial Statements for the municipality as presented by Baker Tilly Sarnia LLP and authorize the Treasurer to sign the Management letter.**

### Background:

Municipal Financial Statements must be prepared according to Public Sector Accounting Standards and Audited by an independent audit firm.

### Comments:

Our auditors are Baker Tilly LLP from Sarnia. They have prepared a short presentation reviewing the highlights of the 2021 Financial Statements and the audit.

### Relationship to Strategic Plan:

The audit demonstrates that the financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2021 and the results of its financial activities, cash flows and change in net financial assets for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### ATTACHMENTS:

[2021 Municipality of Brooke - Alvinston - Financial statements](#)  
[2021 Brooke-Alvinston Financial Statement Presentation](#)

**The Corporation of the Municipality of Brooke-Alvinston**

**Financial Statements  
December 31, 2021**

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

Phone: 519.898.2173  
Fax: 519.898.5653



### **Management's Responsibility for the Consolidated Financial Statements**

The accompanying consolidated financial statements of The Corporation of the Municipality of Brooke-Alvinston (the "Municipality") are the responsibility of the Municipality's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgment, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regulatory requirements, and reliable financial information is available on a timely basis for preparation of consolidated financial statements. These systems are monitored and evaluated by management.

The consolidated financial statements have been audited by Baker Tilly Sarnia LLP, independent external auditors and appointed by the Municipality. The accompanying Independent Auditors' Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

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Stephen Ikert  
Treasurer

The Corporation of the Municipality of Brooke-Alvinston  
Financial Statements  
For The Year Ended December 31, 2021

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**Council**

Mayor

David Ferguson

Councillors

Frank Nemcek

Jamie Armstrong

Jeannette Douglas

Wayne Deans

**Administration**

Clerk / Administrator

Janet Denkers

Treasurer

Stephen Ikert

Treasury Assistant

Dustin McNaughton

Financial Assistants

Darlene Paolucci / Cheryl Beaugrand

Public Works Manager

Randy Hills

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## Independent Auditors' Report

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### **To The Members Of Council, Inhabitants and Ratepayers Of The Corporation of the Municipality of Brooke-Alvinston**

#### *Opinion*

We have audited the financial statements of The Corporation of the Municipality of Brooke-Alvinston (the Municipality) which comprise the statement of financial position as at December 31, 2021 and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2021 and the results of its financial activities, cash flows and change in net financial assets for the year then ended in accordance with Canadian Public Sector Accounting Standards.

#### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### *Responsibilities of Management and Those Charged with Governance for the Financial Statements*

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian Public Sector Accounting Standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

#### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

**Independent  
Auditor's Report cont'd...**

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



**Sarnia, Ontario  
July 28, 2022**

**Chartered Professional Accountants  
Licensed Public Accountants**

**The Corporation of the Municipality of Brooke-Alvinston**  
**Statement Of Financial Position**  
**December 31, 2021**

	<b>2021</b>	<b>2020</b>
<b>Assets</b>		
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 2,047,318	\$ 2,787,719
Investments (note 11)	341,890	335,496
Taxes and interest receivable	227,361	271,073
Accounts receivable	1,573,672	906,334
Loans Receivable	207,365	242,382
Investment in Bluewater Power Corporation (note 3)	577,772	536,395
<b>Total financial assets</b>	<b>4,975,378</b>	<b>5,079,399</b>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	846,378	394,333
Municipal debt (note 4)	1,896,788	1,394,748
Deferred revenue (note 5)	358,081	158,124
Funds held in trust (note 11)	214,415	208,525
<b>Total liabilities</b>	<b>3,315,662</b>	<b>2,155,730</b>
<b>Net Financial Assets</b>	<b>1,659,716</b>	<b>2,923,669</b>
<b>Non-Financial Assets</b>		
Tangible capital assets (note 6)	24,868,770	20,289,213
Prepaid expenses	65,066	22,993
Inventory	83,683	103,089
<b>Total non-financial assets</b>	<b>25,017,519</b>	<b>20,415,295</b>
<b>Accumulated Surplus (note 7)</b>	<b>\$ 26,677,235</b>	<b>\$ 23,338,964</b>

**Contingencies (note 8)**

**On Behalf Of Council**

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**Mayor**

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**Treasurer**

The accompanying notes are an integral part of this financial statement.

**The Corporation of the Municipality of Brooke-Alvinston**  
**Statement Of Operations and Accumulated Surplus**  
**For the Year Ended December 31, 2021**

	<b>Budget 2021 (note 9)</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
<hr/>			
<b>Revenues</b>			
Taxation	\$ 3,173,125	\$ 3,158,712	\$ 3,041,181
Fees and user charges	1,214,172	1,184,528	1,175,058
Fees and user charges - other municipalities	254,241	84,712	110,339
Grants	3,891,606	3,835,118	1,601,622
Other	349,483	447,718	307,371
Bluewater Power Corporation, change in equity	-	41,377	11,210
<b>Total Revenues</b>	<u>8,882,627</u>	<u>8,752,165</u>	<u>6,246,781</u>
<b>Expenditures</b>			
General government	571,895	522,305	536,817
Protection services	928,308	828,278	911,552
Transportation services	2,100,621	1,942,380	1,739,670
Environmental services	985,218	969,145	951,549
Health services	90,272	80,383	78,286
Recreation and cultural services	521,194	549,465	499,005
Planning and development	561,572	521,938	572,492
<b>Total Expenditures</b>	<u>5,759,080</u>	<u>5,413,894</u>	<u>5,289,371</u>
<b>Annual Surplus of Revenues over Expenditures</b>	3,123,547	3,338,271	957,410
<b>Accumulated Surplus, Beginning Of Year</b>	<u>23,338,964</u>	<u>23,338,964</u>	<u>22,381,554</u>
<b>Accumulated Surplus, End Of Year</b>	<u>\$ 26,462,511</u>	<u>\$ 26,677,235</u>	<u>\$ 23,338,964</u>

The accompanying notes are an integral part of this financial statement.

**The Corporation of the Municipality of Brooke-Alvinston**  
**Statement of Change in Net Financial Assets**  
**December 31, 2021**

	<b>Budget 2021 (note 9)</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
<b>Annual surplus</b>	\$ 3,123,547	\$ 3,338,271	\$ 957,410
Amortization of tangible capital assets	1,074,087	1,074,087	895,818
Change in prepaid and inventory expenses	-	(22,667)	(72,536)
(Gain)/Loss on sale of tangible capital assets	-	31,979	(6,512)
Proceeds from sale of tangible assets	-	399,052	7,012
Acquisition of tangible capital assets	<u>(4,802,130)</u>	<u>(6,084,675)</u>	<u>(1,389,792)</u>
<b>Net change in net financial assets</b>	<b>(604,496)</b>	<b>(1,263,953)</b>	<b>391,400</b>
<b>Net financial assets, beginning of year</b>	<u><b>2,532,269</b></u>	<u><b>2,923,669</b></u>	<u><b>2,532,269</b></u>
<b>Net financial assets, end of year</b>	<b>\$ <u>1,927,773</u></b>	<b>\$ <u>1,659,716</u></b>	<b>\$ <u>2,923,669</u></b>

The accompanying notes are an integral part of this financial statement.

**The Corporation of the Municipality of Brooke-Alvinston**  
**Statement Of Cash Flows**  
**For The Year Ended December 31, 2021**

	2021	2020
<b>Operating Activities</b>		
Annual surplus	\$ 3,338,271	\$ 957,410
Items not requiring cash:		
Amortization of tangible capital assets	1,074,087	895,818
Gain on sale of tangible capital assets	<u>31,979</u>	<u>(6,512)</u>
	4,444,337	1,846,716
 Taxes and interest receivable	43,712	(7,629)
Accounts receivable	(667,338)	88,877
Loans receivable	35,017	64,048
Accounts payable and accrued liabilities	452,045	49,790
Inventories held for consumption	19,406	(59,565)
Deferred revenue	199,957	(456,924)
Prepaid expenses	(42,073)	(12,971)
Funds held in trust	<u>5,890</u>	<u>2,450</u>
	4,490,953	1,514,792
 <b>Capital Transactions</b>		
Proceeds from sale of tangible assets	399,052	7,012
Acquisition of tangible capital assets	<u>(6,084,675)</u>	<u>(1,389,792)</u>
	(5,685,623)	(1,382,780)
 <b>Investing Transactions</b>		
Purchase of Investments	(6,394)	(11,623)
Investment in Bluewater Power Corporation	<u>(41,377)</u>	<u>(11,210)</u>
	(47,771)	(22,833)
 <b>Financing Transactions</b>		
Proceeds from long-term debt	650,000	29,400
Repayment of municipal debt	<u>(147,960)</u>	<u>(237,802)</u>
	502,040	(208,402)
 Net change in cash and cash equivalents	(740,401)	(99,223)
Opening, cash and cash equivalents	<u>2,787,719</u>	<u>2,886,942</u>
Closing, cash and cash equivalents	\$ <u>2,047,318</u>	\$ <u>2,787,719</u>

The accompanying notes are an integral part of this financial statement.

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**1. Significant Accounting Policies**

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The Financial Statements of the Municipality of Brooke-Alvinston (the "Municipality" or "Corporation") are the representation of management prepared in accordance with local government accounting standards established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada as prescribed by the Municipal Act, Municipal Affairs Act and related legislation. The Municipality is a lower tier municipality in the Province of Ontario, Canada.

Significant accounting policies adopted include:

**(a) Basis of Reporting**

**(i) Reporting Entity**

These financial statements reflect the financial assets, liabilities, reserves, surpluses/deficits, changes in investment in tangible capital assets and revenues and expenditures of all municipal organizations and committees which are controlled by Council.

**(ii) Investment in Bluewater Power Corporation**

The investment in Bluewater Power Corporation is accounted for on the modified equity basis which reflects the Municipality's investment in the enterprises and its share of net income since acquisition. Under the modified equity basis, the enterprise's accounting principles are not adjusted to conform with those of the municipality and inter-organizational transactions and balances are not eliminated. However, interorganizational gains and losses are eliminated on assets remaining with the government reporting entities at the reporting date. The Municipality recognizes its equity interest of the government business enterprises' income or loss in its Consolidated Statement of Operations and Accumulated Surplus with a corresponding increase or decrease in its investment account. All dividends received or receivable will be reflected as reductions in the investment account.

**(iii) Accounting for County and School Board Transactions**

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Lambton are not reflected in the balances of these financial statements except to the extent that any amounts due to or from are reported on the Statement of Financial Position.

**(iv) Trust Funds**

Trust funds and their related operations administered by the Municipality are not consolidated, but are reported separately.

**(iv) Government Transfers**

Government transfer payments are recognized in the financial statements in the year in which the payment is authorized and the events giving rise to the transfer occur, performance criteria are met, and a reasonable estimate of the amount can be made. Funding that is supposed to be used for specific purposes is only recognized as revenue in the fiscal year that the related expenses are incurred or services preformed. If funding is received for which the related expenses have not yet been incurred or services preformed, these amounts are recorded as a liability at year end.

Notes continued on page 8....



**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

**1. Significant Accounting Policies cont'd....**

**(b) Basis of Accounting**

**(i) Accrual Basis of Accounting**

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

**(ii) Cash and Cash Equivalents**

Cash and cash equivalents include cash on account and short-term investments with original maturities of three months or less and are stated at cost.

**(iii) Non-Financial Assets**

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenditures, provides the Change in Net Financial Assets for the year.

**(iv) Tangible Capital Assets**

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Contributed tangible capital assets are recorded at their fair value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. The useful life of the assets is based on estimates determined by management. The cost, less residual value, of the tangible assets are amortized on a straight-line basis over their estimated useful lives as follows:

<b>Asset</b>	<b>Years</b>
Land improvements	10 years
Buildings	50 years
Equipment, furniture and fixtures	5 years
Vehicles	5 to 15 years
Road infrastructure	7 to 100 years
Environmental infrastructure	50 to 75 years

Assets under construction are not amortized until the asset is available for productive use. Annual amortization is charged in the year of acquisition and not in the year of disposal.

**(v) Intangible Assets**

Intangible assets, art and cultural and historic assets, and items inherited by right of the Crown, such as Crown lands, forests, water, and mineral resources, are not recorded as assets in these financial statements.

Notes continued on page 9....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**1. Significant Accounting Policies cont'd....**

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**(b) Basis of Accounting cont'd...**

**(vi) Deferred Revenue**

Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the Statement of Financial Position. The revenue is reported on the Statement of Operations and Accumulated Surplus in the year in which it is used for the specified purpose.

**(vii) Revenue Recognition**

Property tax billings are prepared by the municipality based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council, incorporating amounts to be raised for local services, the requisition made by the County of Lambton in respect of County services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and sets up supplementary tax billings. Assessments and related property taxes are also subject to appeals, vacancy rebates and write-offs if applicable in the year. Each year management provides a best estimate of the affect of supplementary assessments and tax appeals on taxation revenue.

The Municipality is entitled to collect interest and penalties on the overdue taxes. This revenue is recorded in the period the interest and penalties are levied.

User fees and other revenues are recognized when related goods or services are provided and collectability is reasonably assured.

Investment income earned on surplus funds (other than obligatory reserve funds) is reported as revenue on the daily accrual basis. Investment income earned on obligatory reserve funds is recorded directly to each fund balance.

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when the monies are receivable. Grants for the acquisition of tangible capital assets are recognized in the period in which eligible expenditures are made.

**(viii) Use of Estimates**

The preparation of financial statements in accordance with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Due to the inherent uncertainty in making estimates, actual results could differ from management's best estimates as additional information becomes available in the future.

Notes continued on page 10....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**2. Operations Of School Boards And The County Of Lambton**

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The Municipality collects property taxes and payments in lieu of property taxes on behalf of the County of Lambton and school boards operating within the Municipality and County of Lambton. These amounts are not included in the consolidated statement of operations and accumulated surplus. The amounts collected and remitted as of December 31, 2021 are as follows:

	<b>School Boards</b>	<b>County</b>	<b>2021 Total</b>	<b>2020 Total</b>
Taxation and user charges collected	\$ <b>1,083,947</b>	\$ <b>1,771,098</b>	\$ <b>2,855,045</b>	\$ 2,868,220
Amounts transferred	<u><b>(1,083,947)</b></u>	<u><b>(1,771,098)</b></u>	<u><b>(2,855,045)</b></u>	<u><b>(2,868,220)</b></u>
Balance, end of year	\$ <u><b>-</b></u>	\$ <u><b>-</b></u>	\$ <u><b>-</b></u>	\$ <u><b>-</b></u>

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**3. Hydro Investments**

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In recognition of the requirements of Bill 35 (The Energy Competition Act, 1998) the Municipality, along with the City of Sarnia, Township of Warwick, Village of Point Edward, Village of Oil Springs and Town of Petrolia, effective October 31, 2000, merged all of their hydro-electrical operations and transferred all of their hydro-electrical assets and liabilities to Bluewater Power Corporation and its subsidiary.

Upon determination of the fair value of assets and liabilities transferred, each municipality received a promissory note from Bluewater Power Corporation's wholly owned subsidiary, Bluewater Power Distribution Corporation, and a proportionate share of the common shares of Bluewater Power Corporation. On the effective date of Bill 35, the assets of Alvinston Hydro Electric Commission were transferred to Bluewater Power Corporation. The Municipality of Brooke-Alvinston was the sole shareholder of Alvinston Electricity Holdings Inc, which received a 0.72% interest in Bluewater Power Corporation in consideration for the transfer of the Commission's assets. The investment is reported using the modified equity method of accounting

The investment is composed of the following:

	<b>2021</b>	<b>2020</b>
Promissory note	\$ <b>139,519</b>	\$ 139,519
Alvinston Electricity Holdings Inc. common shares	<b>129,831</b>	129,831
Share of net income since acquisition, net of dividends received	<u><b>308,422</b></u>	<u>267,045</u>
	\$ <u><b>577,772</b></u>	\$ <u><b>536,395</b></u>

Notes continued on page 11....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**3. Hydro Investments cont'd...**

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**Continuity of Investment**

Balance, beginning of year	\$ <u>536,395</u>	\$ <u>525,185</u>
Share of net income for the year	54,433	25,287
Dividends received during the year	<u>13,056</u>	<u>14,077</u>
Net increase in equity during the year	<u>41,377</u>	<u>11,210</u>
Balance, end of year	\$ <u><u>577,772</u></u>	\$ <u><u>536,395</u></u>

The promissory note due from Bluewater Power Distribution Corporation, bears interest at 6.73%, is unsecured, subordinated and due eighteen months following demand for payment. During 2021, the Municipality of Brooke-Alvinston received \$9,771 (2020 - \$9,771) of interest income on the promissory note which is reported in the Statement of Operations and Accumulated Surplus.

The following tables provide condensed financial information from the municipality's government business enterprises.

**Bluewater Power Corporation - Financial Position**

	<b>2021</b>	<b>2020</b>
<b>Assets</b>		
Current assets	\$ 31,147,750	\$ 31,820,186
Property, plant and equipment	89,339,408	83,109,097
Other assets	<u>8,040,772</u>	<u>8,268,927</u>
Total assets	128,527,930	123,198,210
Regulatory balances	<u>6,602,712</u>	<u>5,731,053</u>
Total Assets and Regulatory Balances	\$ <u><u>135,130,642</u></u>	\$ <u><u>128,929,263</u></u>
<b>Liabilities</b>		
Current liabilities	\$ 25,548,180	\$ 23,303,815
Long-term liabilities	<u>45,181,373</u>	<u>46,369,834</u>
Total liabilities	<u>70,729,553</u>	<u>69,673,649</u>
<b>Equity</b>		
Share capital	18,032,105	18,032,105
Retained earnings	45,404,161	40,720,749
Accumulated other comprehensive loss	<u>(2,567,698)</u>	<u>(3,631,104)</u>
Total equity	<u>60,868,568</u>	<u>55,121,750</u>
Total liabilities and equity	131,598,121	124,795,399
Regulatory balances	<u>3,532,521</u>	<u>4,133,864</u>
Total Liabilities, Equity and Regulatory Balances	\$ <u><u>135,130,642</u></u>	\$ <u><u>128,929,263</u></u>

Notes continued on page 12....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**3. Hydro Investments cont'd...**

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**Bluewater Power Corporation - Results of Operations**

Revenues	\$ 135,957,374	\$ 146,299,604
Expenditures	128,889,680	140,291,729
Income tax expense	<u>1,777,000</u>	<u>2,074,000</u>
Net income for the year	5,290,694	3,933,875
Net movement in regulatory balances, net of tax	1,206,002	1,756,284
Other comprehensive income (loss) for the year	<u>1,063,406</u>	<u>(1,001,905)</u>
Total comprehensive income for the year	\$ <u>7,560,102</u>	\$ <u>4,688,254</u>
Municipality of Brooke-Alvinston Share of Net Income @ 0.72%	\$ <u>54,432</u>	\$ <u>25,287</u>
Dividends	\$ <u>1,813,284</u>	\$ <u>1,955,088</u>
Municipality of Brooke-Alvinston, dividend @ 0.72%	\$ <u>13,055</u>	\$ <u>14,077</u>
Net Increase in Equity During the Year	\$ <u>41,377</u>	\$ <u>11,210</u>

Notes continued on page 13....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**4. Municipal Debt**

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(a) The balance of municipal debt reported on the statement of financial position is made up of the following:

	2021	2020
Infrastructure Ontario, Inwood storm sewer debenture, repayable in blended semi-annual instalments of \$31,126, including interest at a fixed rate of 2.52%, due December 2026.	\$ 318,757	\$ 377,858
Infrastructure Ontario, Inwood sewer system serial debenture, repayable in semi-annual principal instalments of \$17,775, plus interest at a fixed rate of 4.54%, due March 2030.	302,175	337,725
Infrastructure Ontario, Alvinston sewer upgrades serial debenture, repayable in semi-annual principal instalments of \$2,475 plus interest at a fixed rate of 4.54%, due March 2030.	42,075	47,025
Infrastructure Ontario, Shiloh Line Rehabilitation, serial debenture, repayable in semi-annual principal instalments of \$32,500 plus interest at a fixed rate of 2.06%, maturing 2031.	650,000	-
Infrastructure Ontario, waterline debenture, repayable in blended semi-annual instalments of \$19,659, including interest at a fixed rate of 2.54%, due July 2035.	<u>460,790</u>	<u>487,886</u>
	<u>1,773,797</u>	<u>1,250,494</u>
To Finance Municipal Services:		
OIPC sewer (Inwood Connections) serial debenture, repayable in semi-annual principal instalments of \$2,250, plus interest at a fixed rate of 4.54%, maturing 2030.	38,250	42,750
Tile drain loans, repayable in various blended annual payments, including interest at fixed rates of 6.00%, maturing 2022-2030.	<u>84,741</u>	<u>101,504</u>
	<u>122,991</u>	<u>144,254</u>
Total Municipal Debt	<u>\$ 1,896,788</u>	<u>\$ 1,394,748</u>

Notes continued on page 14....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**4. Municipal Debt cont'd....**

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(b) Principal repayments are as follows:

<b>2022</b>	\$	216,157
<b>2023</b>		211,862
<b>2024</b>		214,839
<b>2025</b>		217,916
<b>2026</b>		219,139
<b>Thereafter</b>		<u>816,875</u>
	\$	<b><u>1,896,788</u></b>

(c) Total interest charges for the year for municipal debt which is reported on the statement of financial position was \$46,357 (2020 - \$54,999). During the year, \$650,000 (2020 - \$29,400) of new loans were incurred. The Municipality has an operating loan facility with \$2,000,000 available.

(d) The annual principal and interest payments required to service these liabilities are within the annual debt repayment limit prescribed by the Ministry of Municipal Affairs and Housing.

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<b>5. Deferred Revenue</b>	<b>2021</b>	<b>2020</b>
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The deferred revenue is comprised of the following:

Deferred revenues	\$ <b><u>358,081</u></b>	\$ <b><u>158,124</u></b>
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The net change during the year in the deferred revenue balances is as follows:

Balance, beginning	\$ <b>158,124</b>	\$ 615,048
Deferred revenue received	<b><u>312,813</u></b>	<u>42,590</u>
	<b>470,937</b>	657,638
Transfer to operations	<b><u>112,856</u></b>	<u>499,514</u>
Balance, ending	\$ <b><u>358,081</u></b>	\$ <b><u>158,124</u></b>

**Restricted Use Funds**

Federal - Canada Community-Building Fund (CCBF - Formerly Gas Tax)	<b>76,465</b>	-
Federal - CCBF top-up	<b>73,508</b>	-
Interest on CCBF funds	<b><u>751</u></b>	<u>-</u>
	\$ <b><u>150,724</u></b>	\$ <b><u>-</u></b>

Notes continued on page 15....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**6. Tangible Capital Assets**

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**Asset Cost 2021**

	Land	Land Improvements	Buildings	Equipment	Vehicles	Infrastructure	Assets Under Construction	Total
Balance, beginning	\$ 129,786	\$ 961,131	\$ 6,177,001	\$ 4,535,430	\$ 2,029,580	\$ 27,633,978	\$ 330,143	\$ 41,797,049
Additions	-	3,992	451,134	953,454	177,919	4,800,766	-	6,387,265
Disposals	-	(2,163)	(18,408)	494,360	208,799	-	302,590	985,178
<b>Balance, ending</b>	<b>\$ 129,786</b>	<b>\$ 962,960</b>	<b>\$ 6,646,543</b>	<b>\$ 4,994,524</b>	<b>\$ 1,998,700</b>	<b>\$ 32,434,744</b>	<b>\$ 27,553</b>	<b>\$ 47,199,136</b>

**Accumulated Amortization**

Balance, beginning	\$ -	\$ 437,051	\$ 2,848,648	\$ 3,001,638	\$ 1,224,255	\$ 13,996,244	\$ -	\$ 21,507,836
Amortization	-	22,369	144,396	261,092	95,244	550,986	-	1,074,087
Disposals	-	(2,163)	(18,408)	256,495	15,633	-	-	251,557
<b>Balance, ending</b>	<b>\$ -</b>	<b>\$ 457,257</b>	<b>\$ 3,011,452</b>	<b>\$ 3,006,235</b>	<b>\$ 1,303,866</b>	<b>\$ 14,547,230</b>	<b>\$ -</b>	<b>\$ 22,330,366</b>

**Net Book Value**

	<b>\$ 129,786</b>	<b>\$ 505,703</b>	<b>\$ 3,635,091</b>	<b>\$ 1,988,289</b>	<b>\$ 694,834</b>	<b>\$ 17,887,514</b>	<b>\$ 27,553</b>	<b>\$ 24,868,770</b>
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**Asset Cost 2020**

	Land	Land Improvements	Buildings	Equipment	Vehicles	Infrastructure	Assets Under Construction	Total
Balance, beginning	\$ 129,786	\$ 936,425	\$ 6,072,321	\$ 4,275,518	\$ 2,047,724	\$ 26,913,980	\$ 72,380	\$ 40,448,134
Additions	-	24,706	104,680	282,645	-	719,998	321,544	1,453,573
Disposals	-	-	-	22,733	18,144	-	63,781	104,658
Class transfers, (to) from	-	-	-	-	-	-	-	-
<b>Balance, ending</b>	<b>\$ 129,786</b>	<b>\$ 961,131</b>	<b>\$ 6,177,001</b>	<b>\$ 4,535,430</b>	<b>\$ 2,029,580</b>	<b>\$ 27,633,978</b>	<b>\$ 330,143</b>	<b>\$ 41,797,049</b>

**Accumulated Amortization**

Balance, beginning	\$ -	\$ 415,078	\$ 2,720,040	\$ 2,806,100	\$ 1,141,235	\$ 13,569,942	\$ -	\$ 20,652,395
Amortization	-	21,973	128,608	218,271	100,664	426,302	-	895,818
Disposals	-	-	-	22,733	17,644	-	-	40,377
<b>Balance, ending</b>	<b>\$ -</b>	<b>\$ 437,051</b>	<b>\$ 2,848,648</b>	<b>\$ 3,001,638</b>	<b>\$ 1,224,255</b>	<b>\$ 13,996,244</b>	<b>\$ -</b>	<b>\$ 21,507,836</b>

**Net Book Value**

	<b>\$ 129,786</b>	<b>\$ 524,080</b>	<b>\$ 3,328,353</b>	<b>\$ 1,533,792</b>	<b>\$ 805,325</b>	<b>\$ 13,637,734</b>	<b>\$ 330,143</b>	<b>\$ 20,289,213</b>
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**Assets Under Construction**

Assets under construction having a value of \$27,553 (2020 - \$330,143) have not been amortized. Amortization of these assets will commence when the asset is put into service.

**Works Of Art And Historical Treasures**

The Municipality manages and controls art and historical cultural treasures, they are not setup as capital assets or amortized.

**Writedown Of Tangible Capital Assets**

The writedown of tangible capital assets during the year was \$Nil (2020 - \$Nil).

Notes continued on page 16....



**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

<b>7. Accumulated Surplus</b>	<b>2021</b>	<b>2020</b>
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Accumulated surplus consists of the following individual fund surplus and reserves as follows:

**Surplus**

Invested in tangible capital assets	\$ 24,868,770	\$ 20,289,213
Equity in Bluewater Power Corporation	577,772	536,395
General surplus	226,643	99,263
Alvinston special area	5,087	7,246
Inwood special area	7,641	7,938
Water operations	(102,224)	(40,871)
Sewer operations deficit	(45,998)	36,659
Inwood sewer operations	(188,458)	(156,912)
Canada Day committee	6,692	9,544
Cemetery	170,958	194,748
	<u>25,526,883</u>	<u>20,983,223</u>

Unfunded:

Long-term debt used to finance tangible capital assets	<u>(1,773,797)</u>	<u>(1,250,494)</u>
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Total Surplus	<u>23,753,086</u>	<u>19,732,729</u>
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**Reserves set aside for specific purposes by Council:**

Working Capital	1,349,611	1,304,612
Capital Reserve	579,283	1,429,282
Special Area	37,150	29,150
Fire	270,000	210,000
Budget Surplus Reserve	395,235	471,000
Water	-	148,510
Alvinston Investment Revenue Reserve	<u>292,870</u>	<u>13,681</u>

Total Reserves	<u>2,924,149</u>	<u>3,606,235</u>
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<b>Accumulated Surplus</b>	<b>\$ <u>26,677,235</u></b>	<b>\$ <u>23,338,964</u></b>
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Notes continued on page 17....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**8. Contingencies**

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The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims at December 31, 2021, the ultimate outcomes are indeterminable as litigation is still in progress. The Municipality's management is of the opinion that the Municipality has valid defences and adequate insurance coverage to offset the amount of any claims and related costs, if any. Consequently, no provision for potential loss, if any, is reflected in these financial statements.

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**9. Budget Data**

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The unaudited budget data presented in these financial statements is based upon the 2021 budget approved by Council. Budgets are not prepared on a basis consistent with that used to report actual results under Public Sector Accounting Standards which is allowable as per Ontario Regulation 284/09 of the Municipal Act. Budgets anticipate using surpluses (or deficits) accumulated in previous years to reduce current expenditures in excess of revenues to \$Nil. In addition the budget expensed all tangible capital assets rather than capitalizing them and recording amortization expense. The budget also expenses principal payments on debt and reserve transfers. As a result, the budget figures presented in the Statement of Operations and Accumulated Surplus represent the budget adopted by the Municipality's council with the following adjustments.

	<b>2021 Budget Amount</b>
Budgeted surplus (deficit) for the year	\$ -
Adjustments to budgeted deficit:	
Debt principal repayments	131,197
Capital expenditures	4,802,130
Reserve transfers	(735,693)
Amortization	<u>(1,074,087)</u>
<b>Annual adjusted budgeted surplus</b>	<b><u>\$ 3,123,547</u></b>

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**10. Pension Agreements**

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The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer plan, on behalf of members of its employees. The plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by employees based on the length of service and rates of pay. Employers and employees contribute jointly to the plan.

Because OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of the Ontario Municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension plan surplus or deficit. The amount contributed to "OMERS" for 2021 was \$58,485 (2020 - \$48,962) for current service. Employers contributions for current service are included as an expense in the consolidated Statement of Financial Activity.

Notes continued on page 18....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

<b>11. Investments and Trust Funds</b>	<b>2021</b>	<b>2020</b>
<b>Investments</b>		
BMO Term Investments	\$ 208,550	\$ 208,525
BMO Mutual Fund Investments	<u>133,340</u>	<u>126,971</u>
	<u><b>\$ 341,890</b></u>	<u><b>\$ 335,496</b></u>

Investments include Trust funds administered by the Municipality amounting to \$214,415 (2020 - \$208,525) are held in trust for cemetery operations. These pertain to proceeds from cemetery lot sales. The interest on these investments is to be used for the care and maintenance of the cemetery. Legislation prohibits the use of the principal investment.

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**12. Comparative Figures**

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Certain prior year's figures have been reclassified to conform to the current year's presentation.

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**13. Expenses by Object**

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	<b>Budget 2021</b>	<b>Actual 2021</b>	<b>Actual 2020</b>
Materials and Services	\$ 1,192,173	\$ 996,272	\$ 1,067,053
Salaries and Benefits	1,329,550	1,287,543	1,276,548
Contracted Services	2,103,608	2,002,870	1,976,357
Interest expense	42,267	46,357	55,000
Other	10,895	6,765	18,595
Amortization	<u>-</u>	<u>1,074,087</u>	<u>895,818</u>
	<u><b>\$ 4,678,493</b></u>	<u><b>\$ 5,413,894</b></u>	<u><b>\$ 5,289,371</b></u>

There is no explicit provision for amortization in the budget

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**14. Segmented Information**

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The Corporation of the Municipality of Brooke-Alvinston is a diversified municipal government institution that provides a wide range of services to its inhabitants such as policing, fire protection, water distribution, sewage collection and treatment, waste collection and disposal, recycling services, recreational services, library facilities, and planning. Distinguishable functional segments have been separately disclosed in the segmented information.

Notes continued on page 19....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**14. Segmented Information cont'd....**

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The accounting policies of the segments are the same as those described in the summary of significant accounting policies.

The nature of the segments and the activities they encompass are as follows:

**General Government**

This reports the revenues and expenses that relate to the governance and operations of the Municipality and cannot be directly attributed to a specific segment.

**Protection to Persons and Property**

Protection to persons and property is comprised of police services, fire protection, animal control and building inspections. The police services work to ensure the safety and protection of the inhabitants and their property. The fire department, whose members are all volunteers, is responsible to provide for fighting services, fire prevention programs, training and education. The building inspections provides a number of services including enforcement of building and construction codes and a review of all property development plans through its application process.

**Transportation Services**

Transportation is responsible for maintenance and construction of the Municipality's roadways, bridges, parking areas, street lighting and winter control.

**Environmental Services**

Environmental services consist of providing water treatment and distribution, sanitary sewage collection and treatment and ensuring that the Municipality's sewer and water systems meet all Provincial standards. In addition, environmental services consists of providing solid waste collection and recycling services.

**Health Services**

Health services consists of contributions made to the area health services and the local cemetery operations.

**Recreational and Cultural Services**

This service provides services to improve health and development of the Municipality's inhabitants. This is accomplished by the municipality operating and maintaining parks, an arena, and a community centre. The Municipality also provides recreational programs and library facilities.

**Planning and Development Services**

The Municipality is responsible for planning and zoning including the Official Plan. In addition, this area of service includes tourist information, promotion and events, business improvement areas, drainage, and commercial and residential development.

Notes continued on page 20....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

**14. Segmented Information cont'd...**

<b>For the Year Ended December 31, 2021</b>	<b>General Government</b>	<b>Protection Services</b>	<b>Transportation Services</b>	<b>Environmental Services</b>	<b>Health Services</b>	<b>Recreation Cultural</b>	<b>Planning Development</b>	<b>Total</b>
Revenue								
Taxation	\$ 3,083,447	\$ -	\$ -	\$ 75,265	\$ -	\$ -	\$ -	<b>\$ 3,158,712</b>
Fees and User charges	11,921	33,747	63,590	592,109	23,725	141,001	318,435	<b>1,184,528</b>
Fees and User charges Other municipalities	-	50,696	-	-	-	-	34,016	<b>84,712</b>
Grants	660,349	6,374	3,020,506	-	-	26,702	121,187	<b>3,835,118</b>
Other	136,150	315	(31,980)	7,403	28,210	235,581	72,039	<b>447,718</b>
Bluewater Power	<u>41,377</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<b><u>41,377</u></b>
	<u>3,933,244</u>	<u>91,132</u>	<u>3,052,116</u>	<u>674,777</u>	<u>51,935</u>	<u>403,284</u>	<u>545,677</u>	<b><u>8,752,165</u></b>
Expenditures								
Salaries and benefits	375,025	129,660	465,326	27,975	55,474	232,433	1,650	<b>1,287,543</b>
Materials and supplies	95,767	82,133	340,387	210,108	20,250	186,373	61,712	<b>996,730</b>
Contracted services	27,051	518,385	612,378	391,986	-	8,448	444,164	<b>2,002,412</b>
Interest	-	-	-	40,267	-	-	6,090	<b>46,357</b>
Amortization and loss on disposal of assets	22,487	96,110	524,289	296,759	3,909	122,211	8,322	<b>1,074,087</b>
Other	<u>1,975</u>	<u>1,990</u>	<u>-</u>	<u>2,050</u>	<u>750</u>	<u>-</u>	<u>-</u>	<b><u>6,765</u></b>
	<u>522,305</u>	<u>828,278</u>	<u>1,942,380</u>	<u>969,145</u>	<u>80,383</u>	<u>549,465</u>	<u>521,938</u>	<b><u>5,413,894</u></b>
Annual Surplus (Deficit)	<b><u>\$ 3,410,939</u></b>	<b><u>\$ (737,146)</u></b>	<b><u>\$ 1,109,736</u></b>	<b><u>\$ (294,368)</u></b>	<b><u>\$ (28,448)</u></b>	<b><u>\$ (146,181)</u></b>	<b><u>\$ 23,739</u></b>	<b><u>\$ 3,338,271</u></b>

Notes continued on page 21....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

**14. Segmented Information** cont'd...

<b>For the Year Ended December 31, 2020</b>	<b>General Government</b>	<b>Protection Services</b>	<b>Transportation Services</b>	<b>Environmental Services</b>	<b>Health Services</b>	<b>Recreation Cultural</b>	<b>Planning Development</b>	<b>Total</b>
Revenue								
Taxation	\$ 2,974,467	\$ -	\$ -	\$ 66,714	\$ -	\$ -	\$ -	\$ 3,041,181
Fees and User charges	12,242	75,339	4,536	606,715	20,100	143,109	313,017	1,175,058
Fees and User charges Other municipalities	-	95,337	-	-	-	-	15,002	110,339
Grants	763,081	-	602,917	75,116	-	5,000	155,508	1,601,622
Other	169,199	4,100	6,511	7,605	32,110	6,000	81,846	307,371
Bluewater Power	<u>11,210</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>11,210</u>
	<u>3,930,199</u>	<u>174,776</u>	<u>613,964</u>	<u>756,150</u>	<u>52,210</u>	<u>154,109</u>	<u>565,373</u>	<u>6,246,781</u>
Expenditures								
Salaries and benefits	373,085	175,450	445,738	25,655	54,841	200,529	1,250	1,276,548
Materials and supplies	110,769	107,834	362,853	216,757	18,787	184,304	65,749	1,067,053
Contracted services	26,971	538,368	559,846	366,915	-	4,862	479,395	1,976,357
Interest	-	403	-	44,706	-	-	9,891	55,000
Amortization and loss on disposal of assets	23,825	82,514	371,182	296,758	3,908	109,310	8,321	895,818
Other	<u>2,167</u>	<u>6,983</u>	<u>51</u>	<u>758</u>	<u>750</u>	<u>-</u>	<u>7,886</u>	<u>18,595</u>
	<u>536,817</u>	<u>911,552</u>	<u>1,739,670</u>	<u>951,549</u>	<u>78,286</u>	<u>499,005</u>	<u>572,492</u>	<u>5,289,371</u>
Annual Surplus (Deficit)	<u>\$ 3,393,382</u>	<u>\$ (736,776)</u>	<u>\$ (1,125,706)</u>	<u>\$ (195,399)</u>	<u>\$ (26,076)</u>	<u>\$ (344,896)</u>	<u>\$ (7,119)</u>	<u>\$ 957,410</u>

Notes continued on page 22....

**The Corporation of the Municipality of Brooke-Alvinston**  
**Notes To The Financial Statements**  
**December 31, 2021**

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**15. COVID-19 Impact**

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In March of 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

The Municipality has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Temporarily started closing Municipal facilities for walk-in access on March 13, 2020. The Municipal office remained open with limited access and appropriate COVID-19 safety protocols in place.
- Working from home requirements were put in place for those able to do so, as well as physical distancing in the work units.
- Some part-time and seasonal employees have been temporarily laid off, and the hiring of one vacant position was postponed.
- The 2021 budget was developed considering the COVID-19 restrictions and the related financial implications
- The federal and provincial governments provided the Municipality with COVID-19 operating financial relief under the COVID-19 Safe Restart Agreement.

In 2021 the Municipality had adopted several specific measures, which include the cancellation of festivals, events and public gatherings, as well as the closure of several cultural and sports facilities. Estimates and assumptions have been made by management to try and quantify the financial effect of these activities. A detailed review of the 2021 Budget was conducted, and the results of this work was presented to Council. Management worked to manage all aspects of the budget very closely.

# **MUNICIPALITY OF BROOKE-ALVINSTON**

2021 Financial Statement Presentation



# PUBLIC SECTOR ACCOUNTING - PSAB

- Public Sector Accounting is an audit process that ensures completeness and accuracy through a series of checklists and tests to give the user assurance that the financial statements are free from material misstatements.
- Municipalities raise revenues to deliver services on behalf of the citizens they represent – must be financially responsible.
- Public sector entities prepare their financial reporting using an accounting framework, standards and guidance designed specifically for the public sector.

# PUBLIC SECTOR ACCOUNTING - PSAB

- Public Sector Accounting provides guidelines for budgeting and financial reporting as a final framework.

Page 30 of 48

The Financial Information Return (FIR) is prepared for the Province and made public record, which reports on financial and non-financial information.

- The key to financial sustainability is taking the necessary steps to manage **both** short and long-term organizational and financial risks.
- Adhering to the PSAB requirements, produces relevant financial information for accountability and informed decision-making for the Municipality of Brooke-Alvinston, as well as comparability with other municipalities.

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# GOVERNANCE

Page 31 of 48

- Governance is the combination of processes and structures implemented by Council to inform, direct, manage and monitor the activities of the Municipality toward the achievement of its objective of financial sustainability.
- It also includes the overall accountability of the strategic planning and review of performance of the Municipality.
  - Review of financial statements
  - Reviewing budgets set and variance analysis

Page 39 of 120

# GOVERNANCE (cont.)

- The governance process is accomplished through:
  - Promoting appropriate ethics and values within the organization.
  - Ensuring effective organizational performance for management and accountability.
  - Communicating risk and control information to appropriate areas of the organization.
  - Coordinating the activities of and communicating information among Council, the external auditors, and management.

# INTERNAL CONTROLS

- Internal control is a process put in place by Council, management and all levels of personnel in an organization to provide reasonable assurance that the organization's objectives will be achieved.
- Internal control includes all measures and practices that are used to mitigate exposures to risks.
- Internal control refers to the policies, procedures, and processes that provide an organization with operational checks and balances to help prevent and help detect error, fraud or theft and provide early warning of any problems. Controls operate continually at all times and at all levels within an organization.

## INTERNAL CONTROLS (cont.)

- We have assisted in the review of the Internal Control Policies and Procurement Policies. Our process is independent of the preparation of the policy guidelines and focuses on ensuring that the controls and the procedures in place protect the Municipality from potentially fraudulent activity with identifying steps that would prevent and detect any wrongdoing.
- Our review also looks at the efficiency and effectiveness of these controls and procedures, ensuring that there is no management override at any level and that processes maintain appropriate segregation of duties, documentation and authorization at each level required across each department.

# INDEPENDENCE

- Canadian Auditing Standards ("CAS") require that we communicate annually with you regarding all relationships between the municipality and us that, in our professional judgement, may effect our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario and applicable legislation, covering such matters as:

- holding a financial interest, either directly or indirectly, in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the audit engagement.

# OUR RESPONSIBILITIES AS AUDITOR

- As stated in the engagement letter, our responsibility as auditor of your municipality is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the municipality in accordance with Canadian Public Sector Accounting Standards
- An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.



# RISK ASSESSMENT & THE AUDIT APPROACH

- The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Risk is also assessed for specific balances and at times transactions to determine areas where audit testing should be increased.
- An audit also includes evaluating the appropriateness of accounting policies used, the reasonableness of accounting estimates made by management, and the overall presentation of the financial statements.
- For future audits, procedures will be reviewed, and controls will be tested throughout the year along with the year-end work performed.

# AUDIT APPROACH HIGHLIGHTS

- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements including departmental budgets.
- Control and substantive testing along with analytical review will be utilized to attain the appropriate level of evidence for reasonable assurance as required.
- All PSAB accounting standards are to be met including 'accrual accounting' and that tangible capital assets to be setup on statement of financial position and amortized annually.
- Overall changes in net financial assets/debt reported based on annual surplus or deficits in operations, capital purchasing and changes to reserve balances.

# COUNCIL'S RESPONSIBILITIES

- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or Independent Auditor's Report.
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed.

## COUNCIL'S RESPONSIBILITIES (cont.)

- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls.
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness. If required, meeting with the auditor prior to release and approval of financial statements to review audit, disclosure and compliance issues.

# FINANCIAL STATEMENT HIGHLIGHTS

Page 41 of 48

- Independent Auditors Report (page 1)
- Statement of Financial Position (page 3)
- Statement of Operations and Accumulated surplus (page 4)
- Investment in Bluewater Power (page 10)
- Municipal debt (page 13)
- Tangible capital assets summary (page 15)
- Accumulated surplus (page 16)
- Investment and Trust Funds (page 18)

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# STATEMENT OF FINANCIAL POSITION

	2021	2020
<b>Assets</b>		
<b>Financial Assets</b>		
Cash and cash equivalents	\$ 2,047,318	\$ 2,787,719
Investments (note 11)	341,890	335,496
Taxes and interest receivable	227,361	271,073
Accounts receivable	1,573,672	906,334
Loans Receivable	207,365	242,382
Investment in Bluewater Power Corporation (note 3)	577,772	536,395
<b>Total financial assets</b>	<u>4,975,378</u>	<u>5,079,399</u>
<b>Liabilities</b>		
Accounts payable and accrued liabilities	846,378	394,333
Municipal debt (note 4)	1,896,788	1,394,748
Deferred revenue (note 5)	358,081	158,124
Funds held in trust (note 11)	214,415	208,525
<b>Total liabilities</b>	<u>3,315,662</u>	<u>2,155,730</u>
<b>Net Financial Assets</b>	<u>1,659,716</u>	<u>2,923,669</u>
<b>Non-Financial Assets</b>		
Tangible capital assets (note 6)	24,868,770	20,289,213
Prepaid expenses	65,066	22,993
Inventory	83,683	103,089
<b>Total non-financial assets</b>	<u>25,017,519</u>	<u>20,415,295</u>
<b>Accumulated Surplus (note 7)</b>	<u>\$ 26,677,235</u>	<u>\$ 23,338,964</u>

# STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

Page 43 of 48

	Budget 2021 (note 9)	Actual 2021	Actual 2020
<b>Annual surplus</b>	\$ 3,123,547	\$ 3,338,271	\$ 957,410
Amortization of tangible capital assets	1,074,087	1,074,087	895,818
Change in prepaid and inventory expenses	-	(22,667)	(72,536)
(Gain)/Loss on sale of tangible capital assets	-	31,979	(6,512)
Proceeds from sale of tangible assets	-	399,052	7,012
Acquisition of tangible capital assets	<u>(4,802,130)</u>	<u>(6,084,675)</u>	<u>(1,389,792)</u>
<b>Net change in net financial assets</b>	<b>(604,496)</b>	<b>(1,263,953)</b>	<b>391,400</b>
<b>Net financial assets, beginning of year</b>	<b><u>2,532,269</u></b>	<b><u>2,923,669</u></b>	<b><u>2,532,269</u></b>
<b>Net financial assets, end of year</b>	<b>\$ <u>1,927,773</u></b>	<b>\$ <u>1,659,716</u></b>	<b>\$ <u>2,923,669</u></b>

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# STATEMENT OF OPERATIONS & ACCUMULATED SURPLUS

	Budget 2021 (note 9)	Actual 2021	Actual 2020
<b>Revenues</b>			
Taxation	\$ 3,173,125	\$ 3,158,712	\$ 3,041,181
Fees and user charges	1,214,172	1,184,528	1,175,058
Fees and user charges - other municipalities	254,241	84,712	110,339
Grants	3,891,606	3,835,118	1,601,622
Other	349,483	447,718	307,371
Bluewater Power Corporation, change in equity	-	41,377	11,210
<b>Total Revenues</b>	<u>8,882,627</u>	<u>8,752,165</u>	<u>6,246,781</u>
<b>Expenditures</b>			
General government	571,895	522,305	536,817
Protection services	928,308	828,278	911,552
Transportation services	2,100,621	1,942,380	1,739,670
Environmental services	985,218	969,145	951,549
Health services	90,272	80,383	78,286
Recreation and cultural services	521,194	549,465	499,005
Planning and development	<u>561,572</u>	<u>521,938</u>	<u>572,492</u>
<b>Total Expenditures</b>	<u>5,759,080</u>	<u>5,413,894</u>	<u>5,289,371</u>
<b>Annual Surplus</b>			
of Revenues over Expenditures	3,123,547	3,338,271	957,410
<b>Accumulated Surplus, Beginning Of Year</b>	<u>23,338,964</u>	<u>23,338,964</u>	<u>22,381,554</u>
<b>Accumulated Surplus, End Of Year</b>	<u>\$ 26,462,511</u>	<u>\$ 26,677,235</u>	<u>\$ 23,338,964</u>



# ACCUMULATED SURPLUS SUMMARY

	2021	2020
Invested in tangible capital assets	\$ 24,868,770	\$ 20,289,213
Equity in Bluewater Power Corporation	577,772	536,395
General surplus	226,643	99,263
Alvinston special area	5,087	7,246
Inwood special area	7,641	7,938
Water operations	(102,224)	(40,871)
Sewer operations deficit	(45,998)	36,659
Inwood sewer operations	(188,458)	(156,912)
Canada Day committee	6,692	9,544
Cemetery	<u>170,958</u>	<u>194,748</u>
	25,526,883	20,983,223
Unfunded:		
Long-term debt used to finance tangible capital assets	<u>(1,773,797)</u>	<u>(1,250,494)</u>
Total Surplus	<u>23,753,086</u>	<u>19,732,729</u>
Reserves set aside for specific purposes by Council:		
Working Capital	1,349,611	1,304,612
Capital Reserve	579,283	1,429,282
Special Area	37,150	29,150
Fire	270,000	210,000
Budget Surplus Reserve	395,235	471,000
Water	-	148,510
Alvinston Investment Revenue Reserve	<u>292,870</u>	<u>13,681</u>
Total Reserves	<u>2,924,149</u>	<u>3,606,235</u>
Accumulated Surplus	<u>\$ 26,677,235</u>	<u>\$ 23,338,964</u>

# INVESTED IN CAPITAL ASSETS

## Asset Cost 2021

	Land	Land Improvements	Buildings	Equipment	Vehicles	Infrastructure	Assets Under Construction	Total
Balance, beginning	\$ 129,786	\$ 961,131	\$ 6,177,001	\$ 4,535,430	\$ 2,029,580	\$ 27,633,978	\$ 330,143	\$ 41,797,049
Additions	-	3,992	451,134	953,454	177,919	4,800,766	-	6,387,265
Disposals	-	(2,163)	(18,408)	494,360	208,799	-	302,590	985,178
Balance, ending	<u>\$ 129,786</u>	<u>\$ 962,960</u>	<u>\$ 6,646,543</u>	<u>\$ 4,994,524</u>	<u>\$ 1,998,700</u>	<u>\$ 32,434,744</u>	<u>\$ 27,553</u>	<u>\$ 47,199,136</u>

## Accumulated Amortization

Balance, beginning	\$ -	\$ 437,051	\$ 2,848,648	\$ 3,001,638	\$ 1,224,255	\$ 13,996,244	\$ -	\$ 21,507,836
Amortization	-	22,369	144,396	261,092	95,244	550,986	-	1,074,087
Disposals	-	(2,163)	(18,408)	256,495	15,633	-	-	251,557
Balance, ending	<u>\$ -</u>	<u>\$ 457,257</u>	<u>\$ 3,011,452</u>	<u>\$ 3,006,235</u>	<u>\$ 1,303,866</u>	<u>\$ 14,547,230</u>	<u>\$ -</u>	<u>\$ 22,330,366</u>

Net Book Value	<u>\$ 129,786</u>	<u>\$ 505,703</u>	<u>\$ 3,635,091</u>	<u>\$ 1,988,289</u>	<u>\$ 694,834</u>	<u>\$ 17,887,514</u>	<u>\$ 27,553</u>	<u>\$ 24,868,770</u>
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- **Asset additions: infrastructure**
  - Shiloh Line Reconstruction - \$4,323,602
- **Asset additions: equipment and buildings**
  - Grader - \$458,477 – Community Center Pavilion - \$313,056
- **Asset under construction recognized**
  - Lorne Street - \$228,568 – Shiloh Line - \$92,976

# COVID-19 IMPACT TO FINANCIAL STATEMENTS

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## 15. COVID-19 Impact

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In March of 2020, the COVID-19 outbreak was declared a pandemic by the World Health Organization and has had a significant financial, market and social dislocating impact.

The Municipality has experienced the following indicators of financial implications and undertaken the following activities in relation to the COVID-19 pandemic:

- Temporarily started closing Municipal facilities for walk-in access on March 13, 2020. The Municipal office remained open with limited access and appropriate COVID-19 safety protocols in place.
- Working from home requirements were put in place for those able to do so, as well as physical distancing in the work units.
- Some part-time and seasonal employees have been temporarily laid off, and the hiring of one vacant position was postponed.
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# **Thank You – Questions?**

**Baker Tilly Sarnia – your trusted professional advisors.**

**Now, for  
tomorrow**



## Notice of Meeting to Review the Engineer's Proposal

To: Affected Property Owners, Road Authorities and Utility Owners  
for the **Gilliland Drain**

Take notice that the Council of the Township of Warwick has appointed the engineering firm of **Spriet Associates**, as represented by **Mike DeVos**, to prepare a report under **Section 78** of the *Drainage Act*.

The purpose of the meeting is to review the Engineer's proposal for work to be completed and you, as an owner of the land affected, are requested to attend at such time and place, or send your representative.

Any further questions can be directed to Mike DeVos at 519-672-4100.

The meeting will take place:

Date	Time	Location
<b>August 3, 2022</b>	<b>1:30 p.m.</b>	<b>Council Chambers at the New Warwick Township Office 5280 Nauvoo Road, Watford, ON N0M 2S0</b>

Name of Clerk (Last, first name)	Signature	Date
<b>Gubbels, Amanda</b>		<b>July 18, 2022</b>

### Failure to Attend Meeting

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

Cc: Spriet Associates  
Andrew Maver, Public Works Manager, Warwick Township  
St. Clair Region Conservation Authority  
Municipality of Brooke-Alvinston



**Notice of Sitting of Court of Revision**  
*Drainage Act, R.S.O. 1990, c. D. 17, subs. 46(1) and (2)*

To: All Affected Property Owners

Re: MOFFATT DRAIN EXTENSION 2022

Take notice that your property is assessed for the CONSTRUCTION of the above mentioned drainage works under section 4 of the Drainage Act. Attached is a provisional by-law exclusive to the engineer's report. Details of your assessment are contained in the engineer's report dated April 29, 2022, which was mailed to you on June 13, 2022.


An owner of land assessed for the drainage works may appeal to the Court of Revision on any of the following grounds:

- Any land or road has been assessed an amount that is too high or too low;
- Any land or road that should have been assessed has not been assessed; and/or
- Due consideration has not been given to the use being made of the land.

**Pursuant to section 52(1) of the *Drainage Act*, objections or appeals to the assessment must be forwarded in writing, to the attention of the undersigned, at least ten (10) days prior to the date of the Court of Revision.**

Any owner may attend the public meeting. The meeting will be in person and will be livestreamed to the Warwick Township YouTube channel. If you wish to participate in the meeting electronically, you must register with the Township Office to receive the login information prior to the meeting. **You must register by Friday, August 5, 2022 at noon by emailing [info@warwicktownship.ca](mailto:info@warwicktownship.ca).**

**The Court of Revision will take place:**

Date	Time	Location
<b>August 8, 2022</b>	<b>6:30 p.m.</b>	<b>Council Chambers at the new Township Office 5280 Nauvoo Road, Watford</b>
Name of Clerk (Last name, first name)		
<b>Gubbels, Amanda</b>		
Name of Municipality		
<b>Township of Warwick</b>		
Signature of Clerk	Date	
	<b>July 19, 2022</b>	

**Right of Appeal** – Any owner of land or public utility affected by the above mentioned drainage works may appeal to the Referee regarding legal issues or the Agriculture, Food and Rural Affairs Appeal Tribunal regarding technical issues within forty (40) days of the sending of this notice. Drainage Act, R.S.O. 1990, c. D. 17, subs. 47(1) and 48(1).

# LAMBTON GROUP POLICE SERVICES BOARD

**Mailing Address:**

C/O The County of Lambton  
700 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

**Website:** [www.lgpsb.ca](http://www.lgpsb.ca)

**e-mail:** [info@lgpsb.ca](mailto:info@lgpsb.ca)



LAMBTON GROUP  
POLICE SERVICES  
BOARD

## MEDIA RELEASE

July 19, 2022

### Lambton OPP Headquarters update Interview Room

For Immediate Release

**Petrolia, ON** – The Lambton Group Police Services Board and Lambton OPP with generous support and funds received through provincial grant funding, after an extensive renovation recently opened the completed Interview Room at the Lambton OPP Headquarters in Petrolia.

Sgt. Jennifer Wilson, who led this project said “It was important for us to develop a space where people we interview felt safe and comfortable. The way our Interview Room previously looked did not reflect that, it was a very cold and dull space. Through the funds received under project 1-in-3, we were able to accomplish an inviting setting conducive of that goal. In many situations we are speaking with youth, victims of a crime or sexual-assault and having this space enables them to feel safe and relaxed while speaking with us”

The completed interview room has an update to furniture, new paint and includes highlighted artwork from Jeffrey (Red) George of Red Dog Art Studio, an Ojibway artist from Kettle & Stony Point First Nation.

Murray Jackson, Chair of the Lambton Group Police Services Board said “The space turned out better than we could have imagined. When Sgt. Wilson provided us the update and presented the artwork at our June board meeting the sense of accomplishment was evident. This project meant a lot to each of our members, in supporting our community members during a very difficult moment in time. Our officers in Lambton do an exceptional job, aiding to provide them this space to continue with successes of an investigation and police work is a great asset. Sgt. Wilson did an exceptional job leading this project and we thank her for that”

-30-

*For further information please contact:*

Mr. Murray Jackson  
LGPSB Chair  
[info@lgpsb.ca](mailto:info@lgpsb.ca)

or

PC Jamie Bydeley  
Lambton OPP  
[Jamie.Bydeley@opp.ca](mailto:Jamie.Bydeley@opp.ca)

Attached Photo: Mr. Murray Jackson, Board Chair (L) and Inspector Chris Avery, Detachment Commander (R)

**Treasury Board Secretariat****Secrétariat du Conseil du Trésor**

Deputy Minister and  
Commissioner of Emergency  
Management

Sous-ministre de la gestion des  
situations d'urgence et  
commissaire

2nd Flr, 25 Morton Shulman  
Ave, Toronto, ON M3M 0B1

2e étage, 25, av. Morton  
Shulman, Toronto, ON M3M 0B1

**DATE:** July 13, 2022

**MEMORANDUM TO:** Emergency Management Partners

**FROM:** Bernie Derible  
Deputy Minister and Commissioner of Emergency Management

**SUBJECT:** Emergency Management Ontario - Organizational Updates

I am pleased to inform you that effective June 24, 2022, Emergency Management Ontario (EMO), previously under the Ministry of the Solicitor General, is now part of the Treasury Board Secretariat (TBS) and the responsible Minister, the Honourable Prabmeet Sarkaria.

In addition to this exciting transition, EMO is continuing to evolve its organizational structure which will now consist of three (3) divisions with separate and distinct, but inter-related, lines of business:

1. Emergency Management – Operations and Response Division
2. Emergency Management – Preparedness, Programs and Planning Division
3. Emergency Management – Strategy, Monitoring and Intelligence Division

Our transition to TBS and the ongoing expansion of our organization furthers EMO's ability to improve our capacity to deliver on our legislated emergency management responsibilities to the Province of Ontario, including collaborating with, and supporting, municipal, provincial, federal, Indigenous, NGO, and other sector partners across all aspects of Ontario's emergency management system.

Thank you for your continued support, and I look forward to working with you as we continue along our transformation journey.

Sincerely,

**Bernie Derible**

Deputy Minister and Commissioner of Emergency Management  
Treasury Board Secretariat



# ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

## Enbridge Gas Inc. has applied to raise its natural gas rates effective January 1, 2023.

### Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board to raise its natural gas rates effective January 1, 2023, based on a rate-setting framework and other adjustments previously approved by the Ontario Energy Board for the period 2019-2023. The rates are set using a formula that is tied to inflation and other factors intended to promote efficiency.

If the application is approved as filed, a typical residential customer of Enbridge Gas Inc. would see the following increases:

Rate Zones	Residential Annual Bill Increase
EGD	\$ 22.61
Union South	\$ 19.84
Union North East	\$ 31.51
Union North West	\$ 36.22

Other customers may be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

#### THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The OEB will hold a public hearing to consider Enbridge Gas Inc.'s application. We will question Enbridge Gas Inc. on its case. We will also hear questions and arguments from individual customers and groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide what, if any, rate increase will be allowed.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

#### BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process

- You can review Enbridge Gas Inc.'s application on the OEB's website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor, you can ask questions about Enbridge Gas Inc.'s application and make arguments on whether the OEB should approve Enbridge Gas Inc.'s request. Apply by **August 5, 2022** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

#### LEARN MORE

Our file number for this case is **EB-2022-0133**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please enter the file number **EB-2022-0133** on the OEB website: [www.oeb.ca/participate](http://www.oeb.ca/participate). You can also phone our Public Information Centre at 1-877-632-2727 with any questions.

#### ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **August 5, 2022**.

#### PRIVACY

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15, Schedule B.*



Ontario

Ontario Commission  
Energy de l'énergie  
Board de l'Ontario



## St. Clair Region Conservation Authority Meeting Highlights – June 23, 2022

Below is a list of highlights from the SCRCA board meeting held in June. For details, please refer to the entire meeting package which can be found at [www.scrca.on.ca/about-us/board-meeting-packages](http://www.scrca.on.ca/about-us/board-meeting-packages).

**SCRCA Strategic Plan 2023-2028:** The SCRCA's current strategic plan is set to expire in 2022. Ken Phillips, General Manager outlined the proposed process for updating and releasing a new strategic plan that will guide the Board of Directors and staff towards accomplishing the goals and mission of the Authority between 2023 and 2028. A draft plan will be prepared during the summer months for presentation to the Board in September. Public consultation is proposed to occur during the month of October with final approval of the new strategic plan anticipated by December 2022.

**A.W. Campbell House:** Local community group Friends of Campbell Park delivered a presentation to the SCRCA Board of Directors that provided a history of the A.W. Campbell House and the mission of the newly formed community group which is to preserve and protect the farmhouse for future generations. The group has offered to work with the SCRCA and fundraise to help secure funds to cover the cost of the building's restoration. An inspection by a structural engineer is required to determine what deficiencies exist and estimate restoration costs. A fence is also required around the perimeter of the building until the building is restored or removed. The SCRCA Board of Directors approved to rescind the previous motion passed at an earlier meeting to demolish the A.W. Campbell House and to earmark \$5,000 to cover the cost of the structural engineer's inspection.

### **Ontario Trillium Foundation – Conservation Area Trail and Accessibility**

**Upgrades:** The SCRCA was successful in securing \$246,000 in funding through the Ontario Trillium Foundation to extend the life of facilities and improve the accessibility of recreational trails at four Conservation Areas. The SCRCA Board of Directors approved the recommended contractors for each project and directed staff to proceed with hiring.

**Watershed Conditions:** Water levels on Lakes Huron, St. Clair, and Erie remain above long-term average levels by 26 cm, 33 cm, and 34 cm, respectively, but are well below record water levels observed in 2020. Current flood potential in the St. Clair Region watershed is low owing to lower Great Lake water levels and below normal precipitation over the last three and six months. There is approximately 46 cm of freeboard in Wallaceburg.

**2022-2023 Water & Erosion Control Infrastructure (WECI) Projects:** The SCRCA was successful in receiving approximately \$520,000 in 2022-2023 WEI funding for three projects. The funding will support ongoing shoreline restoration projects along the Lake Huron Shoreline between Pine Street and Penhuron Avenue in Brights Grove and along the St. Clair River at Port Lambton Park. Repairs to the channel floor of the

McKeough Floodway will also be supported through this funding.

**SCRCA Biology Department:** The SCRCA's Captive Hatch and Release Turtle program started early after Eastern Spiny Softshell turtles began laying eggs on May 29<sup>th</sup>. As of June 1<sup>st</sup>, SCRCA staff had collected 1,440 turtle eggs from 30 nests that were at risk of damage and predation. Although the purpose of the program is to improve the likelihood of the Spiny Softshell's persistence in the wild, staff and volunteers also collect eggs from at-risk nests laid by other turtle species (e.g., Common Snapping turtle, Northern Map turtle). The eggs are incubated until the hatchlings emerge approximately two months later and are ready for release back into the wild. CTV News London became interested in the program and joined SCRCA biologists on-site. The video can be viewed at <https://london.ctvnews.ca/conservation-authority-works-to-save-endangered-spiny-soft-shell-turtle-1.5928566>

In addition, SCRCA biologists completed monitoring of Spotted Gar in the Rondeau Bay area to capture population data prior to planned coastal wetland construction at the Keith McLean's Conservation Lands. Between 2023 and 2025, the new wetlands will be monitored post-construction with the hopes of observing a direct benefit to the local Spotted Gar population.

**Planning and Regulations Activity:** Between April 1<sup>st</sup> and May 31, 2022, staff issued 35 permits and responded to 133 inquiries under O. Reg 171/06 *Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses*. Additionally, 14 permits were issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between April 1<sup>st</sup> and May 31<sup>st</sup> included the review and comment on 86 municipal plan input and review files, 6 environmental assessments, and 12 legal inquiries.

**Sydenham River Canoe and Kayak Race:** After four years of cancellations, the Sydenham River Canoe and Kayak Race was successfully held on May 1, 2022. Over 70 paddlers participated in the race that featured 11 different classes and three different race lengths. Traditionally, the race has been held in April but was pushed back to May 1 in 2022 in hopes that water level challenges experienced in 2018 and 2019 would not impact the ability to host the event.

The race serves as a fundraiser for the Authority's Conservation Education program. In total, \$5,053 was raised through registration fees, donations, and tee-shirt sales. The top fundraiser award was presented to Emery Huszka and Jerry Fiddler for their fundraising efforts.

For more information, contact:  
Ken Phillips, General Manager  
519-245-3710 ext. 236  
[kphillips@scrca.on.ca](mailto:kphillips@scrca.on.ca)



758070 2<sup>nd</sup> Line E  
Mulmur, Ontario  
L9V 0G8

Local **(705) 466-3341**  
Toll Free from 519 only **(866) 472-0417**  
Fax **(705) 466-2922**

July 13, 2022

## CLIMATE EMERGENCY DECLARATION

At the meeting held on July 6, 2022, Council of the Township of Mulmur passed the following resolution.

### **Moved by Boxem Seconded by Clark**

WHEREAS the impacts of climate change are being felt in Mulmur and will continue to intensify, posing acute and lasting risks to people, business, and natural ecosystems;

AND WHEREAS these risks include, but are not limited to, extreme weather, threats to human health and wellbeing, economic disruption, food and water insecurity, social instability and threats to all other life on earth;

AND WHEREAS Mulmur has a crucial role to play in responding to, changing and mitigating the contributions to climate change through responsible planning and budgeting;

AND WHEREAS Council's Strategic Plan identifies a priority path of "Growing a Sustainable Mulmur: being proactive in sustainable initiatives to ensure the long term well-being of Mulmur";

AND WHEREAS the Township of Mulmur's Official Plan provides a policy for growth management where land use patterns shall "minimize negative impacts to air quality and climate change, and promote energy efficiency";

NOW THEREFORE BE IT RESOLVED THAT Council of the Township of Mulmur declare a Climate Emergency for the purpose of recognizing and deepening our commitment to protecting our economy, ecosystems, and community from climate change;

AND THAT, in response to this Climate Emergency, Council seeks to limit its contributions to the climate crisis, by way of the following actions:

1. That Council review the current Strategic Plan action items for "Growing a Sustainable Mulmur" to reprioritize commitments and identify additional areas to take action.
2. That Council direct staff to identify climate change options at budget time for Council consideration.
3. That Council direct staff to arrange training on climate change and climate lens adaptation to be scheduled in 2023.

AND FURTHER THAT this resolution be forwarded to all Ontario municipalities for their information and potential action.

**CARRIED.**

Sincerely,

Tracey Atkinson

Tracey Atkinson, CAO/Clerk/Planner  
Township of Mulmur



July 22, 2022

Premier Doug Ford  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1

Dear Premier Ford:

**Re: Physician Shortages in Ontario**

Ontario has one of the most revered health care systems in the world. The residents of Ontario have been fortunate to have access to medical professionals from all branches of the medical field.

Our Province continually monitors the needs of its citizens and strives to make progressive changes to continue to meet the needs of Ontarians. Evidence of this progressive action on the part of the government was the identification of the shortage of Personal Support Workers. Recognizing the vital role that they play in health care, the Province supported Ontario colleges in providing free tuition for students who agreed to study for and become Personal Support Workers. We applaud the Province for this progressive action.

Like many municipalities, we have noticed that as each year goes by, we begin to see fewer physicians. The shortage is becoming alarming as we hear daily that many people are without a physician and do not have access to a primary medical care giver. The shortage of physicians is reaching our hospital emergency rooms as many in our rural communities are forced to close periodically as there are no physicians to staff them.

Another issue which is exacerbating the physician shortage is the limited spaces available in Canadian Universities for medical school and in residency programs. Increases to the number of students who are accepted could go a long way to ensure that more students graduate and become contributing physicians in our communities.

A third issue that causes concern is the seemingly onerous process for foreign and international physicians to become accredited to practice in Ontario. We have had interactions with individuals who have come to our community and are accomplished physicians but are not able to practice in Ontario as they at times cannot afford the cost for accreditation and in other instances, the process is quite lengthy meaning that they must take other positions, outside of their field, thus wasting their talent.





## TOWN OF SOUTH BRUCE PENINSULA

The Town of South Bruce Peninsula has seriously contemplated all of these issues and has taken steps to address the shortage experienced in our community. Council has monetarily supported a local Physician Recruitment Committee and has held money in reserves to assist with the hiring of a recruiter and to be used to assist new physicians requiring funds to set up an office and find housing.

We are reaching out to you to ask for your assistance in addressing the physician shortage. We would like to see subsidy opportunities for students who commit to becoming practicing physicians and would expect that the Province would put protective measures in place to ensure that students receiving funding commit to practicing in Ontario. We would support an expedited accreditation process for foreign physicians. We would encourage the increase of additional student spaces in medical school and residency programs.

The Town of South Bruce Peninsula is not alone in its convictions to address the physician shortages. We welcome you to contact us directly to have conversations about how all levels of government can work together to end this shortage.

Yours very truly,

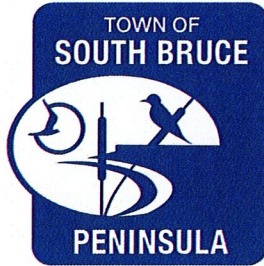
Mayor Janice Jackson

[janice.jackson@southbrucepeninsula.com](mailto:janice.jackson@southbrucepeninsula.com)

519-534-1400 ext 200

Enclosure (1)

cc: Hon. Sylvia Jones, Minister of Health and Long-Term Care [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
 Rick Byers, MPP, Bruce Grey Owen Sound [rick.byers@pc.ola.org](mailto:rick.byers@pc.ola.org)  
 Hon. Stephen Lecce, Minister of Education [stephen.lecce@pc.ola.org](mailto:stephen.lecce@pc.ola.org)  
 Prime Minister Justin Trudeau [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)  
 Hon. Jean-Yves Duclos, Minister of Health [jean-yves.duclos@parl.gc.ca](mailto:jean-yves.duclos@parl.gc.ca)  
 Alex Ruff, MP, Bruce Grey Owen Sound [alex.ruff@parl.gc.ca](mailto:alex.ruff@parl.gc.ca)  
 All Municipalities in Ontario  
 College of Physicians and Surgeons of Ontario [feedback@cpsy.on.ca](mailto:feedback@cpsy.on.ca)



## Excerpt from Council Meeting Minutes – July 19, 2022

### 23. Notice of Motion – Mayor Jackson – Physician Subsidy

Mayor Jackson explained the meeting with the Physician Recruitment Committee and how a retired recruiter is willing to help the Committee but that we need to support medical students. The motion would be forwarded to the Minister, the Premier, the Prime Minister and all Ontario municipalities.

Discussion included the closing of hospital ERs, people without family doctors, the difficulty for professionals to obtain accreditation to work in our Province, having levels of accreditation to relieve pressure, community health models including nurse practitioners, ideas that the recruiter has and how she recruited 77 doctors.

### R-266-2022

It was **Moved** by J. Jackson, **Seconded** by K. Durst and **Carried**

**Whereas** the Province of Ontario and particularly rural areas such as South Bruce Peninsula, are experiencing a severe shortage of physicians, leaving many people without access to medical care;

**And whereas** when the Province of Ontario realized the shortage of Personal Support Workers, they took progressive action to support Ontario colleges to provide free tuition for students who agreed to enter into this field of study and work;

**And whereas** it is recognized that the education costs for a physician can be a deterrent for students contemplating entering the medical field;

**And whereas** the Town of South Bruce Peninsula has taken steps to support the recruitment of physicians by earmarking money to hire a recruiter, by monetarily supporting a recruitment Committee and by providing money for new physicians to use to set up office space and for housing;

**Now therefore** be it resolved that the Town of South Bruce Peninsula respectfully requests that the Province of Ontario and Government of Canada recognizes that the shortage in health care workers is not unique to Personal Support Workers but is also relevant to physicians including specialists and general practitioners;

**And that** in order to support Ontario municipalities and their residents, the Provincial and Federal Governments take steps to provide support and subsidy to students entering

medical school with the intention of becoming practicing physicians in the Province of Ontario and particularly in underserved rural and northern municipalities;

**And that** the Provincial and Federal Governments work with Canadian universities to increase the number of students accepted into medical school and residency programs;

**And that** the Province expedites the accreditation process for foreign medical practitioners ;

**And further that** the Town of South Bruce Peninsula supports whatever protective measures the Provincial and Federal Governments place on the subsidy given to ensure that the students receiving the funding become practicing physicians in the Province of Ontario.





**Office of the County Warden**  
789 Broadway Street, Box 3000  
Wyoming, ON N0N 1T0

Telephone: 519-845-0801  
Toll-free: 1-866-324-6912  
Fax: 519-845-3160

June 14, 2022

Lambton County Municipal Clerks

**BY EMAIL**

Dear Clerks:

**Re: Community Safety & Wellbeing Plan Update – County of Lambton**

We are writing to confirm that at its meeting on June 1, 2022, Lambton County Council approved the following motion:

*#7: Bradley/Stark: That Council support the recommendation and also request that a report be brought back to Council on an annual basis, every fall, so that the motion now reads:*

- a) That Lambton County Council approve the Community Safety and Well-Being Plan 2022 - 2025 for Lambton County and direct staff to work collaboratively with community stakeholders to develop a Leadership Team to pursue the implementation of same.*
- b) That any actions having budgetary implications in the future be brought to County Council for its consideration and approval prior to implementation.*
- c) That a report be brought back to Council on an annual basis, every fall, for review.*

*Carried.*

A link to the CSWB Plan and the Backgrounder document can be found on Lambton's CSWB Plan website at <https://www.lambtononline.ca/en/resident-services/community-safety-and-well-being-plan.aspx>. Please advance this business to your respective Councils.

Staff will be working collaboratively with municipal services and partners on an implementation plan. The website will be updated as the Plan progresses.

Yours sincerely,

Warden Kevin Marriott

# Community Safety and Well-Being Plan

**Lambton County 2022-2025**



# Acknowledgments

The creation of the Community Safety and Well-Being Plan for Lambton County was a collaborative effort. Thank you to the many individuals that provided valuable input and shared personal experiences, and to the following partners for your efforts in the development of the plan:

## *Community Safety and Well-Being Oversight Committee*

City of Sarnia, *Emergency Management and Corporate Security*  
 County of Lambton; *Infrastructure & Development Services Division, Public Health Services Division, Social Services Division*  
 Lambton County Council  
 Lambton Police Services Board  
 Municipality of Lambton Shores  
 Ontario Provincial Police, Lambton Detachment  
 Sarnia Police Services  
 Village of Point Edward

## *Advisory Committee*

Bluewater Health  
 Canadian Mental Health Association, Lambton-Kent  
 Chippewas of Kettle and Stony Point First Nation  
 Conseil scolaire catholique Providence  
 County of Lambton; *Public Health Services Division, Social Services Division*  
 Lambton-Kent District School Board  
 Sarnia- Lambton Ontario Health Team  
 Sarnia-Lambton Children's Aid Society  
 Sarnia-Lambton Native Friendship Centre  
 Sarnia Police Services Board  
 St. Clair Catholic District School Board  
 Town of Petrolia  
 Township of Warwick Recreation Services  
 Village of Point Edward Fire and Rescue  
 Village of Point Edward Police Services Board

## *Data Gathering Group*

Canadian Mental Health Association, Lambton-Kent  
 County of Lambton; *Public Health Services Division, Social Services Division*  
 Lambton-Kent District School Board  
 Ontario Provincial Police, Lambton Detachment

## *Project Consultant*

DU B FIT Consulting (Nancy Dubois, Principal Consultant)

## Land Acknowledgment

We acknowledge that the Chippewa, Odawa, and Potawatomi peoples, referred to collectively as the Anishinaabeg, inhabited these lands at the time of transfer to the Crown by treaty. Lambton County was part of the Huron Tract Purchase, which was transferred under Treaty #29 in 1827, and also includes lands associated with the Sombra Township Purchase transferred under Treaty #7 in 1796, and Long Woods Purchase transferred under Treaty #21 in 1819. We also acknowledge the earlier Indigenous people who travelled these lands in the time of the Wampum treaties.

We acknowledge that we are all treaty people, with our own set of rights and responsibilities. Treaties are a foundational part of our society, and the settlement of Lambton County within a treaty area was made possible through the treaty process. The existence of treaties is proof that the first settlers of what is now Canada acknowledged First Nations as sovereign people and negotiated Nation to Nation. By understanding the colonial history of Canada we can renew our relationships with each other and move towards meaningful reconciliation.

Further, it is through the connection of the Anishinaabeg with the spirit of the land, water and air that we recognize their unique cultures, traditions, and values. Today, we are part of this same land that sustains all life, and it is the sacred responsibility of all people to ensure that the environment remains protected. Finally, we acknowledge that the inherent languages of the Anishinaabeg preclude any English/French meaning.

We acknowledge that Lambton County is part of the ancestral land of the Chippewa, Odawa, and Potawatomi peoples, referred to collectively as the Anishinaabeg. It is through the connection of the Anishinaabeg with the spirit of the land, water and air that we recognize their unique cultures, traditions, and values. Together as treaty people, we have a shared responsibility to act with respect for the environment that sustains all life, protecting the future for those generations to come.





## Message from the Warden



On behalf of the Oversight Committee for the Community Safety and Well-Being (CSWB) Plan for Lambton County, I am proud to introduce this plan to the community. This plan was developed based on the direction provided by the Ministry of the Solicitor General that emphasizes the importance of community safety and well-being as a shared responsibility by all members of the community, that requires an integrated approach to bring local government, First Nations, and community partners together to address a collective goal.

This plan represents over 1,000 community members and 20 community organizations, from a variety of sectors, providing input and guidance to its creation. I extend my gratitude to all who contributed, including to our eleven municipalities who agreed from the outset of our planning process to work together on one CSWB Plan for the County, including our three First Nations communities. The goal of our Community Safety and Well-Being Plan is to achieve sustainable communities where everyone is safe, has a sense of belonging, opportunities to participate, and where individuals and families are able to meet their needs for education, health care, food, housing, income, and social and cultural expression. The success of society is linked to the well-being of every individual.

Following the review of local data and based on the voices of the community, five inter-connected priorities have been established for our communities:

- Community Safety;
- Housing and Homelessness;
- Mental Health and Addictions;
- Poverty; and
- Systemic Racism.

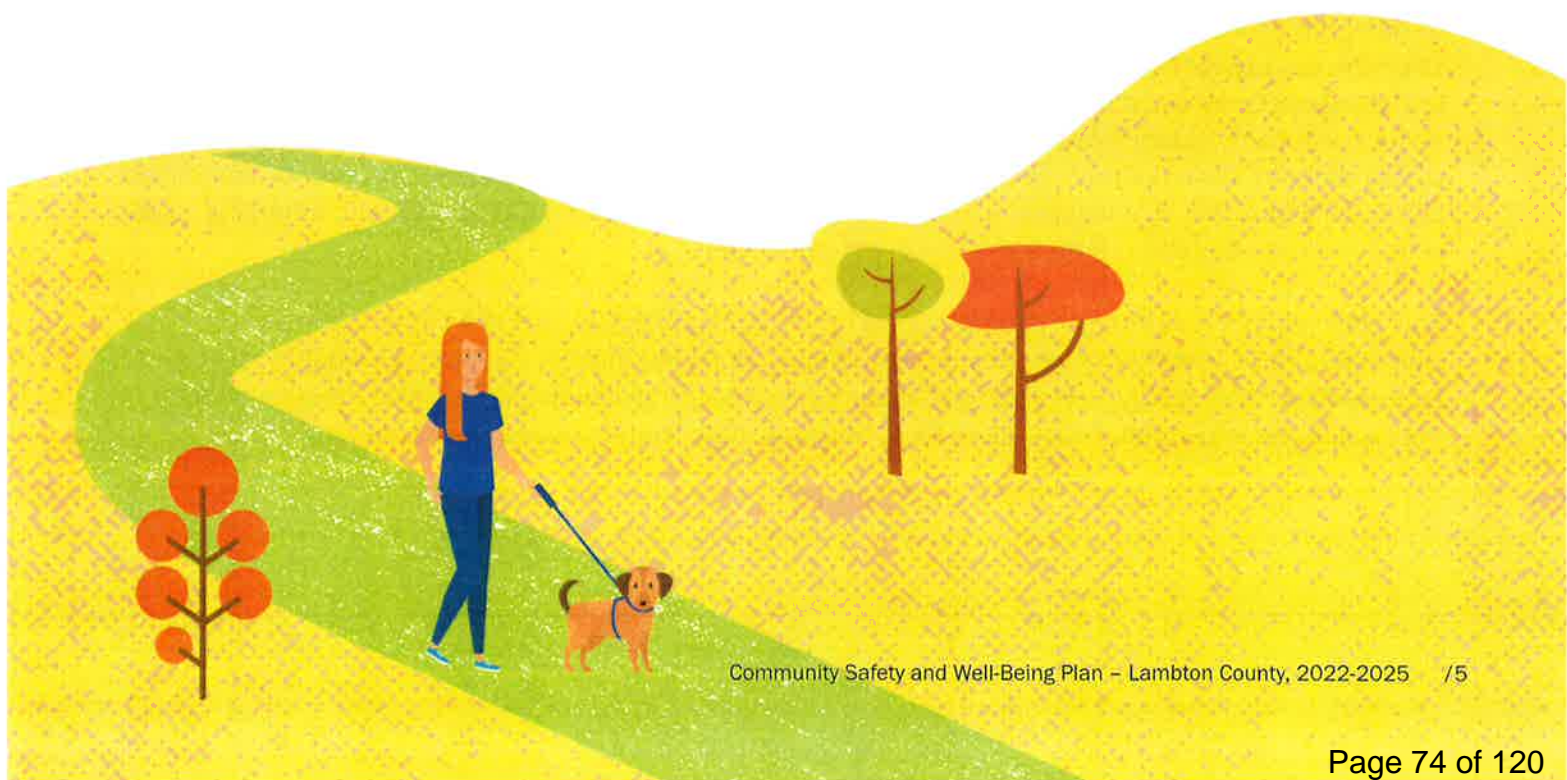
I am looking forward to the continued work in these priority areas to ensure the safety and well-being of our residents.

Kevin Marriott

Warden, County of Lambton

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# 1. Introduction

## 1.1 Lambton County Overview

Lambton County is a two-tier municipal government system; The Corporation of the County of Lambton serves as the upper tier, within county boundaries there are eleven lower tier municipalities: Brooke-Alvinston, Dawn-Euphemia, Enniskillen, Lambton Shores, Oil Springs, Petrolia, Plympton-Wyoming, Point Edward, Sarnia, St. Clair and Warwick (see Figure 1: Map of Lambton County). The area also encompasses the three First Nation communities of Aamjiwnaang First Nation Community, Walpole Island Bkejwanong Territory and Chippewas of Kettle and Stony Point First Nation.

Lambton County is a growing community. Based on the 2016 Census, the population of Lambton County is 126,638; a 0.3% increase compared to 2011 (126,199)<sup>1</sup>. In comparison, the population of Ontario increased by 4.6% over the same period. The greatest population growth occurred in Petrolia and Plympton-Wyoming with declines seen in several smaller rural communities. In regards to population growth by age, the population of individuals 65 and older will have increased by 52% between 2016 and 2036 (as identified in Figure 2: Lambton County Population and Growth).

Within Lambton County, municipal governments and community stakeholders have an established history of working together to maximize resources and build community capacity which is exemplified with the approval for one County-Wide plan rather than an individual plan for each lower-tier municipality.

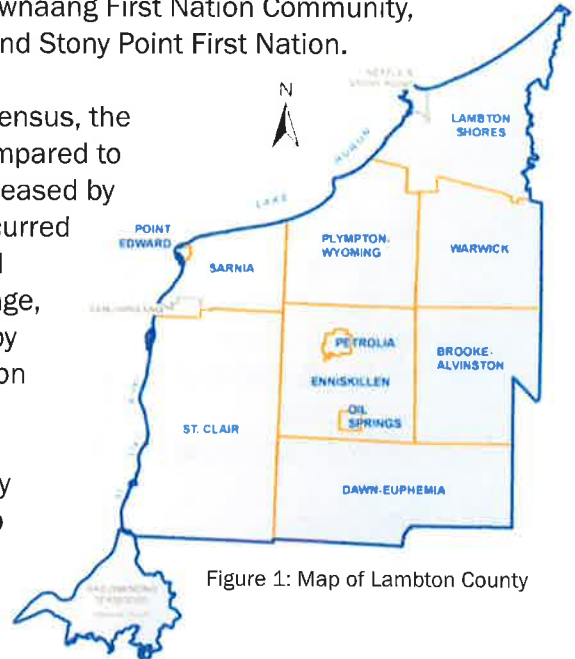


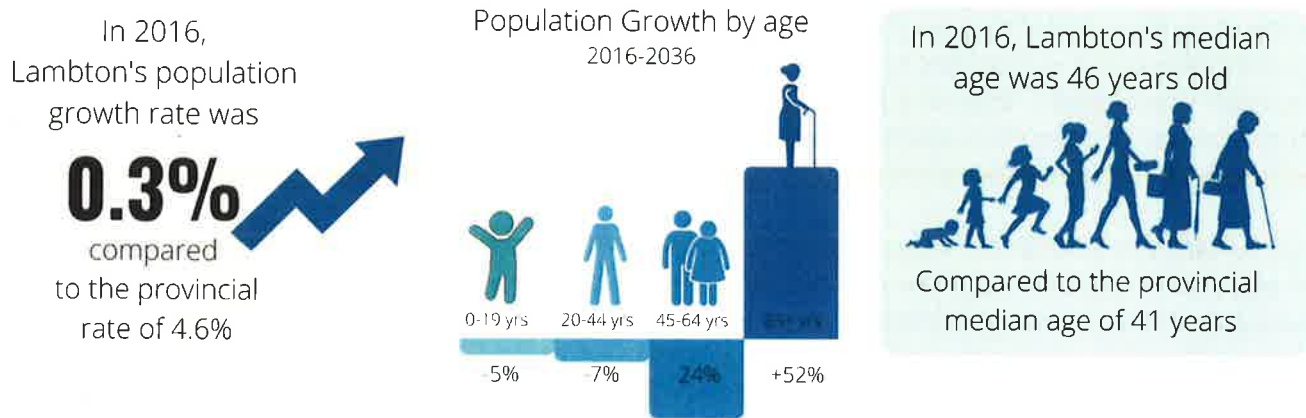
Figure 1: Map of Lambton County

Currently in Lambton County, the Anishinabek Police Services, OPP Lambton Detachment, Sarnia Police Services (jurisdiction in Aamjiwnaang First Nation Community) and Walpole Island Police Services work to meet the ever-changing needs of the community while providing safety and security to all residents of Lambton County. As Lambton County continues to grow, it is important to maintain high levels of safety and continue to enhance the well-being of residents and communities that are vulnerable due to social, economic and/or health related risk factors. A key step in addressing these issues is the development of Lambton County's Community Safety and Well-Being Plan. This multifaceted plan, built by committed community partners, is a testament to our shared commitment to address current and emerging issues with a focus on systemic change and upstream prevention.

This plan, with its focus on community support that promotes equity, inclusion and health and wellness, can be transformational for our community. At its foundation, the plan will work to build a culture of fairness, equity, and access to opportunity where individuals and families are able to meet their needs for education, health care, food, housing, income and social and cultural expression.



Figure 2: Lambton County Population and Growth



## 1.2 Expectations of Local Community Safety and Well-Being Plans

In accordance with Provincial legislation through the Ministry of the Solicitor General<sup>2</sup>, as part of the [Community Safety and Policing Act, 2019](#) and the [Safer Ontario Act \(2018\)](#), municipalities are required to develop and adopt a Community Safety and Well-Being Plan (CSWB)<sup>3</sup>. The legislation specifies working in partnership with a multi-sectoral advisory committee comprised of representation from the police service board and other local service providers in health/mental health, education, community social services and children/youth services.

The ultimate goal of a CSWB Plan is to achieve sustainable communities where everyone is safe, has a sense of belonging and where individuals and families are able to meet their needs for education, health care, food, housing, income and social and cultural expression.

According to the Ministry of the Solicitor General, a CSWB Plan must include the following core information:

- Local priority risk factors that have been identified based on community consultations and multiple sources of data;
- Evidence-based programs and strategies to address those priority risk factors; and
- Measurable outcomes with associated performance measures to ensure that the strategies are effective and outcomes are being achieved.

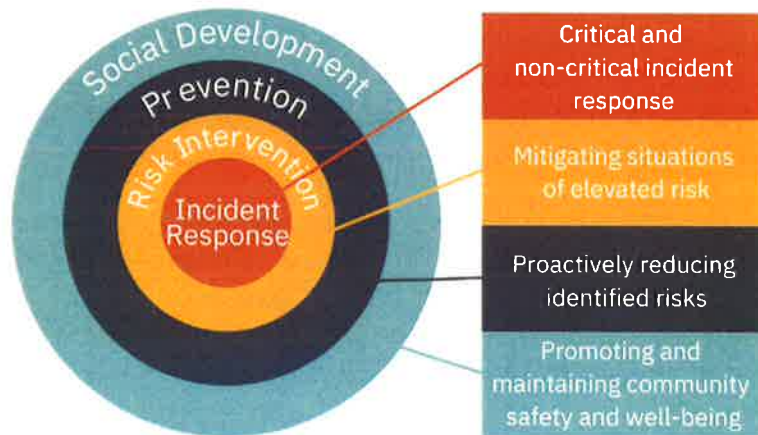


## 1.3 The Provincial CSWB Framework

The [Provincial CSWB Planning Framework](#) was released by the Ministry of the Solicitor General and outlines the provincial approach to community safety and well-being<sup>4</sup>. The framework, consisting of four levels of community safety planning intervention (Social Development, Prevention, Risk Intervention and Incident Response), is intended to guide municipalities, First Nations communities and partners in developing local plans. According to the Ministry of the Solicitor General, developing and implementing strategies that are proactive and focused on social development, prevention and early intervention reduce the financial burden of crime.

CSWB Plans are intended to be holistic and require planning at all levels of intervention. Such a plan recognizes it is beneficial to maximize efforts in the prevention of the cause of issues and therefore reduces harm to individuals before a situation escalates into a crisis. This will help prevent increased demand for more costly interventions involving police and other emergency response systems. By creating stronger social safety nets, individuals will be provided with the services and support they need in order to live their most vital and productive lives while also enjoying safety in their communities. Implementing cost-effective interventions benefits communities financially and results in less need to invest in incident responses since there will be less reliance on such services.

Figure 3: Provincial CSWB Planning Framework: Zones of Intervention



**Social Development:** Addressing the underlying causes of social issues through upstream approaches that promote and maintain individual and community wellness. This includes opportunities for employment, income, adequate housing, access to education and other supports that promote social and economic inclusion.

**Prevention:** Applying proactive strategies to known and identified risks that are likely to result in harm to individuals or communities if left unmitigated.

**Risk Intervention:** Identifying and responding to situations of acutely elevated risk and mobilizing immediate interventions before an emergency or crisis-driven response is required.

**Emergency Response:** Circumstances that require intervention by first responders such as police, paramedics and other crisis-driven services in the human services system.

## 2. Developing Lambton County's CSWB Plan

### 2.1 Committee Structure


The Corporation of the County of Lambton retained DU B FIT Consulting to conduct community consultations and devise the contents of the plan. To provide guidance and oversight to the development of the plan, four groups were established to develop a plan that builds on the levels of intervention for community safety and well-being:

1. The Oversight Committee was the accountable group to County Council to ensure the Ministry requirements were met and manage the budget for the planning process. This group also made the decisions regarding the components of the CSWB Plan.
2. The larger Advisory Committee was created to represent the broader community sectors required through the Ministry of the Solicitor General for this CSWB planning process.
3. A Data Collection Group was established to compile and review local data sets and identify indicators for Lambton County's evaluation framework plan.
4. A working group was developed for each identified Priority. Working groups played a pivotal role in identifying gaps in the community and identified effective strategies and initiatives that would enhance the safety and well-being of Lambton County.

A combination of methods was used to identify local priorities for the plan as determined by DU B FIT Consulting, the Oversight Committee and the Advisory Committee.

### 2.2 Key Milestones

Figure 4: Lambton County CSWB Plan Key Milestones



<b>February 2020</b>	<b>March-Dec 2020</b>	<b>Jan-March 2021</b>	<b>April-May 2021</b>	<b>June-Dec 2021</b>	<b>Jan-June 2022</b>
County Council decides on one CSWB plan	Advisory Committee established	Community Survey developed, translated into French, promoted and launched	Advisory Committee identified CSWB priorities	Priority Population survey developed, promoted and launched	CWSB Plan completed
Consultant hired	Terms of Reference for Oversight & Advisory Committees confirmed	Survey results analyzed	Oversight Committee confirms priorities	Survey results analyzed	Oversight Committee confirms Plan
Oversight Committee established		Data Report created		Priority working groups confirm details of strategy	County Council confirms Plan
					CSWB Plan submitted to Ministry

## 2.3 Community Consultation

Opportunities for discussion, engagement and learning were a crucial component to the development of the CSWB Plan. In addition, the engagement process provided an opportunity for the community to ensure that the plan focuses on identified priorities of Lambton County residents. Consultation periods with residents and stakeholders sought community perspectives through the following engagement methods:

1. Stakeholder conversations gathered input from organizations, coalitions and other entities with connections to diverse groups within the community and supported the identification of leadership roles for future CSWB Plan actions.
2. Two surveys were conducted in order to engage residents of Lambton County on topics related to safety, health and well-being; one was open to any resident of Lambton County and a second survey was specific to individuals with living/lived experience. The consultation process sought input on key community issues requiring action. More than 1,150 people participated in the consultation process.

The [Community Safety & Well-Being Data Report](#) serves as a summary report of data accumulated regarding the plan and was developed with the intention to be used by the project's Advisory Committee as they worked to establish Lambton County's recommended priorities.

### Community Survey

A [community wide survey](#) was launched for the better part of March, 2021. A subsequent survey, which was offered in French, ran from March 29th through April 7th. The sample for the community survey variations were non-random as any eligible resident was able to participate. Community input was sought through 42 questions that were largely adapted from other CSWB community surveys across Ontario.

Promotion of the survey was completed primarily through social media and other electronic means, via posting the digital assets on organizational websites and sharing the link with the various networks associated with the members of the two local CSWB committees. The survey received an analytic sample of 802 surveys.

### Lived/Living Experience Survey

Through data analytics, it was identified that the sample size of the community survey was not reflective of the community; explicitly, those with lived/living experience. To ensure this vulnerable population was included in the identification of the priorities, a [second survey](#) was developed specific to priority populations; data samples were collected through service outlets providing in-person services within the community.

Members from the Poverty Reduction Network generated areas of questioning and identified agencies best suited to reach the intended population and could assist the individuals in the collection of data. The resulting survey of 11 questions was made available between October 20, 2021 and November 3, 2021. Individuals with lived/living experience were provided an honorarium for their time and effort in sharing their personal experiences.

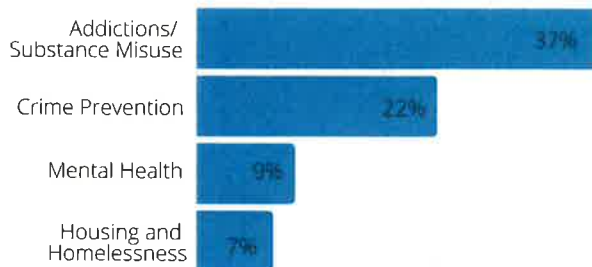
## 2.4 What We Heard

The data below provides a summary of 'what we heard' from Lambton County residents throughout the community engagement process which began on March 9, 2021 and closed on April 7, 2021. Data collection through community engagement was used to help inform the priorities and strategies selected for Lambton County's Community Safety and Well-Being Plan.

### Improving Safety and Well-Being

Where do you feel improvements are needed to increase safety and well-being in your community?

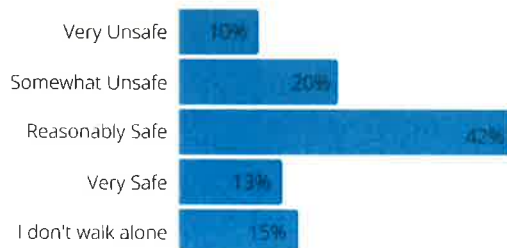
*top 4 responses*



### Satisfaction with Personal Safety in the Community



### Perceived Safety when Walking Alone After Dark



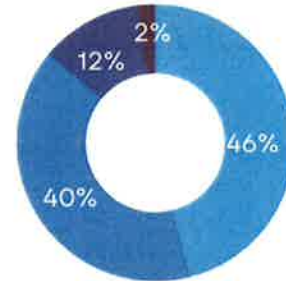
### Perceived Crime Level Compared to Other Areas of Ontario

*In the past 5 years*



47% of respondents thought that the level of crime in their community was lower than or the same as other areas of Ontario. Generally, this perception is accurate with respect to violent crime, but not non-violent crime.

Increased Stayed the same  
Decreased Unsure



### Perceived Change in Amount of Crime

*In the past 5 years*

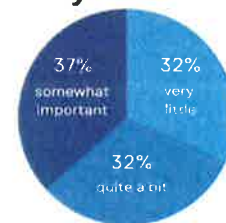
Most respondents thought that the level of crime in their community had increased or stayed the same over the past 5 years.



85%

of survey respondents agree that the role of policing in ensuring community safety is extremely or very important.

### Perception Regarding how Crime or Safety Impact One's Daily Activities





## 2.5 Asset Mapping

In accordance with the Provincial CSWB Planning Framework, identifying current resources was recommended as a means to help identify where there is already work underway in the community and therefore avoid duplication, identify existing strengths and resources and determine where there may be gaps in services or required resources. Two specific types of assets were gathered for the development of the plan: local plans that are already in place that relate to safety and/or well-being and committees that are currently in place. To date, leading stakeholders in Lambton County have been proactive in working to improve health and social outcomes by addressing inequity and how our systems and structures affect people's circumstances and opportunities. Through system mapping, it was determined that we would leverage existing plans and priorities and mobilize existing partnerships and efforts.

Community safety and well-being is broad and multi-faceted. It encompasses many areas and intersects with many sectors. A combination of research, a review of existing data and community reports and input from residents and community stakeholders was used to identify where to focus collaborative efforts for this first iteration of the plan. Data and research inputs includes:

- Statistics and data related to community safety and well-being topics supplemented our understanding of current state and trends in Lambton County;
- An environmental scan and program mapping inventoried the existing programs and services within the community that support the various aspects of community safety and well-being;
- An inventory of related initiatives, research and programs provided context of the existing landscape to ensure that the plan will complement the work already underway across the County while promoting solutions that are unique to Lambton County; and
- Current community plans and frameworks developed by stakeholders and community agencies were analyzed to extract themes and information to help inform the development of the plan.

Identified initiatives and strategies, which align with community safety and well-being planning, have provided Lambton's CSWB Plan with predetermined actions based on current and future needs, best practices and insights from our community. From the large number of plans and strategies identified in the Asset Map section of the [Data Report](#), the following were specifically used in identifying the priorities and the specifics for each priority, such as indicators:

- [Canadian Community Health Survey \(2017-2018\);](#)
- [Lambton County Emergency Response Plan \(2019\);](#)
- [Housing & Homelessness Plan \(2020-2024\);](#)
- Lambton County Drug & Alcohol Strategy (Draft Version)
- [Lambton Detachment OPP Action Plan \(2020-2022\);](#)
- [Mental Health Profile, Lambton County \(2018\);](#)
- [Ontario Health Team Full Application Submission - "Innovating Together for Better Health\\*";](#)
- [Petrolia Community Well-Being Master Plan \(2018\);](#)
- [Sarnia Police Service Business Plan \(2020-2022\)](#)

It is important to note that this is not an exhaustive list of initiatives and strategies related to the identified five priorities; other plans and community initiatives that support community safety and well-being will be identified to support future iterations of the plan.

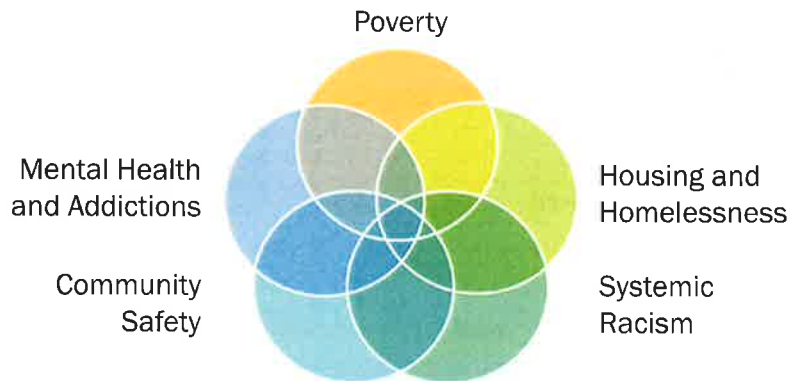
\* In November 2020, the provincial government approved the Sarnia-Lambton Ontario Health Team as an official Ontario Health Team.

# 3. Community Safety and Well-Being Priorities & Related Strategies

## 3.1 Overview

Lambton County's CSWB Plan consists of strategies and actions that fall within the four levels of intervention while focusing our efforts on social development and prevention. Ultimately, the goal is to reduce the need for incident response for downstream issues. Five areas of focus were identified and approved by the Advisory Committee: community safety, housing and homelessness, mental health and addictions, poverty and systemic racism. The determined priorities address the most pressing issues that Lambton's residents identified as needing to be addressed first in our community. It is recognized that there are many interconnections between the priorities and there is no hierarchy within the five priorities, as depicted in the figure below:

Figure 5: Lambton County CSWB Plan Priorities



For each priority, a corresponding working group was formed to identify established community strategies and initiatives that will continue to support each priority area, determine specific outcomes and indicators to measure the success of the Plan and to identify new initiatives that ensure Lambton County maintains high levels of safety and enhances the well-being of residents and communities.

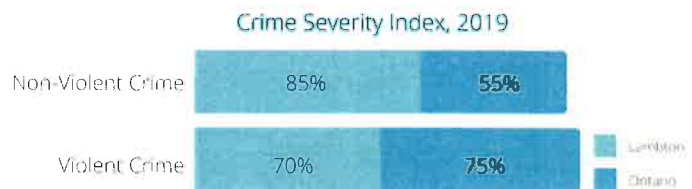
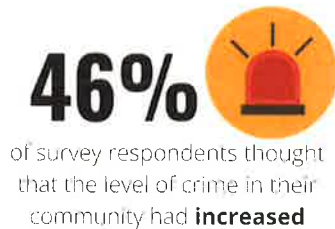
# Community Safety



To support the community safety pillar, Lambton County is committed to collaborating with community partners to develop co-response models that focus on prevention, harm reduction and risk intervention strategies to improve the overall well-being of the community. To date, there is not a lead organization or committee that is responsible for this work; as we move into implementation a lead entity will be identified for this priority.

## Desired Outcomes

- Reduction and prevention of harm and victimization (violent crime, property crime, illicit drugs);
- Improve the transition process between police and hospital staff;
- Maximization of Mental Health Engagement and Response Team resources; and
- Enhance the delivery of service to and interaction with the public.



## Community Spotlight: Mental Health Engagement and Response Team



Lambton OPP and Sarnia Police both have a Mental Health Engagement and Response Team (MHEART), which are mobile crisis response units that combine collaboration between the Canadian Mental Health Association Lambton-Kent, Bluewater Health and either Sarnia Police or Lambton OPP. With the goal of reducing unnecessary hospitalizations and unnecessary or inappropriate entry into the criminal justice system, the team works together to engage individuals in crisis, de-escalate situations, assess client needs and connect people with treatment and resources.

MHEART responds to emergency and non-emergency police calls related to a mental health or substance abuse crisis. Activations come primarily from Sarnia Police 911 dispatch, however, the team is also activated by CMHA and Bluewater Health psychiatry. MHEART staff conduct a mental health assessment of the person in crisis and determine if intervention is required through apprehension pursuant to the Mental Health Act or a referral should be made to local mental health providers.



## Strategies to Support Community Safety

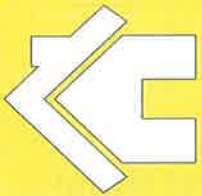
- Continue to utilize and support the Sarnia Police and OPP's Mobile Crisis Response efforts for mental health related calls for service;
- Continue to use of residential and business assessments, particularly within rural communities as a proven strategy for reducing property related crime and victimization;
- Continue to offer fraud prevention initiatives, for residents and vulnerable populations (such as seniors);
- Continue to provide educational sessions with vulnerable persons and groups relating to cyber and financial crime;
- Increase officer training and exposure through CMHA and mental health nurses assigned to patrol with officers;
- Continue to use of crime prevention strategies such as "Lock it or Lose it"; and
- Share information with the community regarding relevant incidents to both raise awareness and assist in solving crime.



Evaluation Plan	Domain	Indicator Title	Indicator(s)
	Crime (By municipality/ <i>Indigenous Community</i> )	Crime Severity Index	<ul style="list-style-type: none"> <li>• Crime Severity Index for non-violent crime</li> <li>• Crime Severity Index for violent crime</li> </ul>
		Overall Crime Rate	<ul style="list-style-type: none"> <li>• Rate (per 100,000) of reported incidents of total crime</li> <li>• # of community calls relating to violent crime, property crime and drug related incidents</li> </ul>
		Criminal Investigative Division	<ul style="list-style-type: none"> <li>• # of investigations by typology (e.g. sexual assault, human trafficking, elder abuse, thefts, frauds and homicides)</li> <li>• # of investigations for registered vulnerable persons</li> </ul>
	Emergency Response (By municipality/ <i>Indigenous Community</i> )	Demand for Crisis Response	<ul style="list-style-type: none"> <li>• Call volume for MHeart (Sarnia Police and Lambton OPP)</li> <li>• # of individuals accessing MHeart</li> <li>• Call Outcomes (voluntary transport, involuntary apprehension, apprehended under existing order, no grounds for apprehension)</li> </ul>
		Emergency Room Wait Time	<ul style="list-style-type: none"> <li>• Average wait time in Emergency Room</li> <li>• Involuntary apprehension rate by platoon</li> </ul>
		Service Delivery	<ul style="list-style-type: none"> <li>• Results from customer satisfaction surveys as reviewed and reported to the Police Services Board, the Chief of Police, and Aamjiwnaang Council</li> <li>• # of community information sessions aimed to increase awareness of community resources</li> <li>• # of fraud prevention workshops delivered</li> <li>• Attendance at events sponsored by community groups</li> </ul>
		Community Safety	<ul style="list-style-type: none"> <li>• # of individuals supported through Victim Services</li> <li>• Reporting on traffic statistics and Motor Vehicle collisions</li> <li>• # of individuals accessing Lambton Elderly Outreach Crisis Intervention and Assistance Program</li> <li>• # of people registered as vulnerable persons</li> </ul>



# Housing and Homelessness



[The County of Lambton Housing and Homelessness Plan \(2014-2024\)](#) was revised in 2019 to address current and emerging issues within Lambton County. As identified in the plan, there was an increase in those at risk of becoming homeless and a steady increase in the number of identified homeless individuals in Lambton County. Since the redevelopment of the plan, complexities in retaining housing have increased nearly doubling the wait list for Rent-Geared-to-Income housing and increasing the number of individuals staying in shelters<sup>5</sup>.

As the plan's actions influence the full spectrum of the housing continuum from absolute homelessness to private market housing for people of all ages and varying degrees of abilities, it has been determined that the updated plan will form the basis for the work outlined in Lambton's CSWB Plan for the Housing and Homelessness priority.

Figure 6: Lambton County Housing Continuum



Further, the Housing and Homelessness Plan provides our community with specific actions based on current and future needs, best practices and insights from our community, as well as time-lines and targets to progress towards its goals. It has been identified that the Housing & Homelessness Community Advisory Board will provide oversight for this Priority.

## Desired Outcomes

- Increase and sustain supply and appropriate mix of affordable housing;
- Increase supports that meet people's needs to achieve housing stability; and
- Eradicate homelessness

The following data was reported in [Lambton County's 2021 Point in Time Count](#):

**236**  
Individuals reported they were experiencing homelessness

**59,458**

days of homelessness were reported in the 2021 point in time count



**66%**

report "high rent" as the primary challenge for securing housing



There are 830 County-owned Social Housing units

In 2019, 35 households were in receipt of a portable housing benefit



**14%**

of tenant households were in subsidized housing



## Community Spotlight: Supportive Housing Program



With funding through the Social Infrastructure Fund and the Home For Good Program, the County of Lambton has partnered with the Canadian Mental Health Association for the Supportive Housing Program. This program offers access to case management and rental assistance to individuals coping with mental health and addictions.

In 2020, CMHA continued to leverage their existing resources to provide appropriate support to 81 individuals while also providing housing allowances to offset the cost of rent.

## Strategies to Support Housing and Homelessness

As this plan is all encompassing for housing and homelessness initiatives, it was identified that two of the four housing and homelessness goals will be incorporated into the CSWB Plan. The Community Safety and Well-Being Plan will work alongside the existing Housing and Homelessness Plan and will aim to address any gaps that are not already considered. As such, the Housing and Homelessness Priority will not include specific goals, strategic objectives or outcomes but rather will support those of existing initiatives:



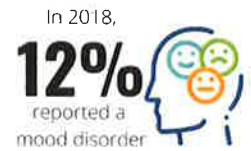
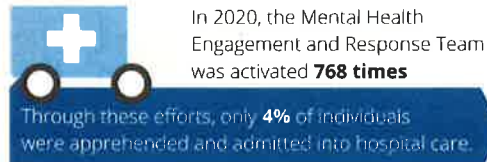
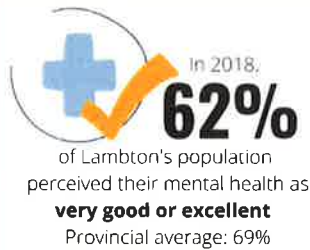
Evaluation Plan	Domain	Indicator Title	Indicator(s)
	Affordable Housing	Financial Supports	<ul style="list-style-type: none"> <li>• Median monthly shelter cost for rented dwellings</li> <li>• % of households that spend more than 30% of income on shelter (owners and tenants)</li> <li>• Households in subsidized housing</li> </ul>
		Increase in Supply	<ul style="list-style-type: none"> <li>• # of affordable rental units built with the assistance of government funding</li> <li>• # of affordable units created</li> </ul>
	Homelessness	Housing Supports	<ul style="list-style-type: none"> <li>• # of households staying in emergency and transitional accommodations with an assessment completed/an individualized housing plan developed</li> <li>• # of applications/referrals to housing services completed within 21 days of entering the homelessness system</li> </ul>
		Reduce Homelessness	<ul style="list-style-type: none"> <li>• # of emergency shelter stays</li> <li>• # of individuals that identify as chronic and episodic homeless</li> <li>• # of households that were previously homeless in receipt of affordability assistance and housing related supports</li> </ul>



# Mental Health and Addictions



Throughout the community engagement and asset mapping processes, mental health and addictions were identified as key themes across all groups and demographics. The [Mental Health Profile Lambton County 2018](#), the 2021 Budget Submission from Addictions & Mental Health Ontario entitled “Road Map to Recovery” and the efforts identified in the draft version of the Drug and Alcohol Strategy for Lambton County illustrate the high need in the community to address mental health and addictions. Lambton’s Ontario Health Team Mental Health Table has been and will continue to be the lead on this Priority.



## Community Spotlight: Ryan's House



Ryan's House, established in 2020, is a Phase II Residential Withdrawal Management facility, operated by Mental Health and Addiction Services at Bluewater Health. The 30-day program augments a seven-bed withdrawal management unit at the hospital where people stay an average three to five days.

The 12-bed home-like facility is designed to help those transitioning out of the hospital's withdrawal management unit, allowing additional time and support to develop a recovery plan and work on their next steps. Through ongoing support, the program provides residents a structured and supportive environment. Ryan's House is also expected to increase recovery success and to reduce readmissions to the hospital's detox unit.

## Desired Outcomes

- Increase mental well-being through greater social connections and meaningful involvement;
- Enhance community and organizational capacity for mental health promotion and substance use prevention action;
- Reduce the stigma of problematic substance use and addictions;
- Increase access to problematic substance use and addiction services; and
- Coordinate intake and referral pathways and care delivery amongst community agencies, health care and the community policing and enforcement sector.

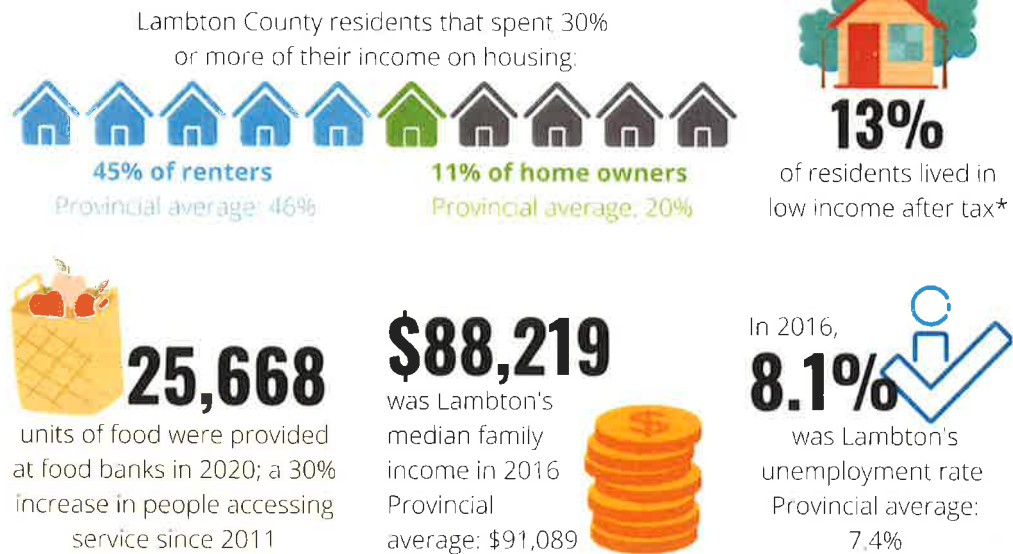
## Strategies to Support Mental Health and Addictions

- Lambton OPP and Sarnia Police will continue to provide mental health screening to assist officers responding to people experiencing a mental health crisis and support interactions with Mental Health professionals;
- Continue to advocate for withdrawal management programs and facilities;
- Continue to see community partners work together to implement the Working Together for Kids Mental Health Strategy to support better outcomes for children and youth with mental health needs;
- Identify opportunities to support the development of ACCESS Open Minds Sarnia-Lambton, mental health and addictions youth space for youth 11 to 25 years old and their families who are seeking fast access to education, assessments, counsellings and treatment; and
- Lambton County's Drug and Alcohol Strategy, currently in draft version, will lead community efforts according to the three identified pillars: Harm Reduction and Treatment, Demand Reduction and Supply Reduction. Many existing initiatives fall within these pillars that are focused on the strategic priorities of:
  - Communities that are safe, resilient and support healthy choices.
  - People who are compassionate and trauma informed.
  - Services that work for everyone.

Evaluation Plan	Domain	Indicator Title	Indicator(s)
	Mental Health	Self-Rated Mental Health	<ul style="list-style-type: none"> <li>• % of population who rated their mental health as "excellent", "very good" or "good"</li> <li>• Depression prevalence</li> </ul>
		Mental Health Supports and Connections	<ul style="list-style-type: none"> <li>• # of calls to the Distress Line Sarnia-Lambton</li> <li>• Rate (per 100,000) of emergency department (ED) visits for mental health disorders (substance-related disorders, anxiety and mood disorders, personality disorders)</li> <li>• # of ED visits for Transitional Age Youth (TAY) with mental health and addictions conditions</li> <li>• # of TAY accessing ED for mental health and/or addictions</li> <li>• # of referrals to CMHA at time of discharge from hospital</li> <li>• # of Psychiatric Assessment Nurse (PAN) assessments and referrals</li> </ul>
		Self-Harm	<ul style="list-style-type: none"> <li>• Self-Harm related Hospitalization</li> </ul>
	Addictions	Opioid Crisis	<ul style="list-style-type: none"> <li>• # of naloxone kits distributed</li> <li>• # of Opioid overdose-related ED visits</li> <li>• # of Opioid overdose-related deaths</li> </ul>
		Substance Use	<ul style="list-style-type: none"> <li>• Smoking and vaping rate</li> <li>• % of population who exceed Canada's Low-Risk Alcohol Drinking guidelines</li> <li>• # of deaths among Lambton residents due to alcohol and/or drug toxicity</li> <li>• Utilization rates of Residential Withdrawal Management Stabilization and Transition programs</li> </ul>

# Poverty

In comparison to similar regions in Ontario, Lambton County is performing well on a number of overall indicators of well-being<sup>6</sup>; however in recent years, Lambton County has faced an unprecedented threat by the hardships of increased private market rentals, increased food insecurity and a decrease in employment rates.<sup>7</sup> The many dimensions of poverty (material deprivation such as food, shelter, sanitation and safe drinking water, social exclusion, lack of education, unemployment and low income) work together to reduce opportunities, limit choices, undermine hope and, as a result, affect one's health.<sup>8</sup> As we move forward with the implementation of the plan, a leadership group will be required to identify new initiatives and move this work along.



\*Low income status is determined based on the low income measure, after tax (LIM-AT).

## Community Spotlight: Lambton Circles®



In 2008, the County of Lambton's Child Poverty Task Force determined that Circles® was the most appropriate model to address and reduce poverty in Lambton County. In 2009, Circles® Lambton launched as the first Canadian Circles® Chapter. Since inception Circles® Lambton has supported hundreds of diverse families within Lambton County.

Circles® Lambton is a community collaborative poverty alleviation strategy, which helps people transition out of poverty by building intentional relationships across socio-economic classes, identifying barriers that keep people in poverty and implementing innovative solutions to reduce those barriers. The success of the Circles® model is based on collaboration between volunteers known as Allies who are matched with families and individuals experiencing poverty called Leaders. Experienced staff called Circles® Coaches work together with a multitude of community partners to support the Leaders' goals and plans of change to increase education and skills leading to full time sustainable employment.





### Desired Outcomes

- Reduce the number of individuals and families living in poverty; and
- Increase food security for all those in Lambton County.

### Strategies to Support Poverty Reduction

- Identify information sharing opportunities regarding community resources and support available to those in need, for example since the start of COVID-19, an ongoing community resource has been developed highlighting categories of services for Basic Needs (Income, Shelter and Food), Food Banks, Transportation, Safety & Security, Employment Services, Mental Health & Wellness, Legal & Advocacy, Education and Literacy, General Websites & Information);
- Continue to support the sustainability and expansion of the Huron Shores Area Transit that links rural communities between Sarnia and Grand Bend;
- Identify opportunities to advanced rural connectivity (Internet access, transportation options);
- Identify opportunities for further community programming fostered around Circles® poverty reduction strategies: crisis management, life stabilization, increased education, job placement and job retention;
- Continue the operation of the Mobile Market; a small network of organizations addressing food insecurities for vulnerable individuals during the summer and fall season; and
- Continue to provide community training opportunities such as, Getting Ahead and Bridges out of Poverty, both of which analyze the impact of poverty.

Evaluation Plan	Domain	Indicator Title	Indicator(s)
	Income	Private Household Income	<ul style="list-style-type: none"> <li>• Household median income</li> <li>• # of individuals with &lt;50% the median after-tax income</li> <li>• # of individuals in receipt of Ontario Works or ODSP</li> </ul>
		Low Income Measure After Tax (LIM-AT)	<ul style="list-style-type: none"> <li>• % of population in private households living in low-income based on the LIM-AT</li> <li>• % of children (aged 15&lt;) living in low income households</li> </ul>
		Unemployment Rate	<ul style="list-style-type: none"> <li>• Lambton County's unemployment rate</li> <li>• # of individuals (15-44) not in employment, education or training</li> </ul>
	Food Security	Household Food Insecurity	<ul style="list-style-type: none"> <li>• Units of food provided at local food banks</li> <li>• Mobile Market Reporting (# of households, adults and children benefiting from the program and participation at each site)</li> </ul>

# Systemic Racism

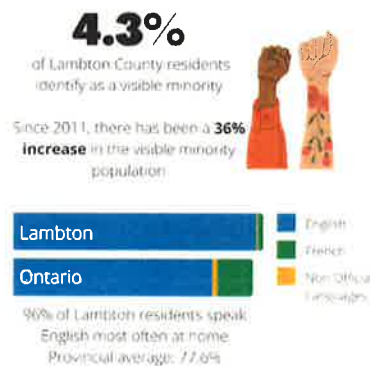


To align with [Canada's Anti-Racism Action Program](#), Lambton County will work toward initiatives and outcome-based activities in key areas of intervention:

- **Employment:** reducing barriers to hiring, leadership training and workplace skills training, encouraging partnerships between employers and employees in reducing barriers to obtaining and sustaining employment.
- **Social Participation:** promoting participation and reducing barriers in community sport, arts and culture and contributing to the enhancement of Lambton County being a diverse and inclusive region.
- **Justice:** promoting interventions for youth at risk, including encouraging positive exchange of views and co-creation of solutions between communities, Indigenous Peoples and the criminal justice system.

These particular sectors of intervention were identified by research and confirmed through the engagement of participants, as key areas within federal jurisdiction where racism and discrimination are most acutely experienced by Canadians.

Work in this priority is relatively new to the community, although a few significant groups have been created, concrete plans for future action are in the early stages of development. The Sarnia-Lambton Anti-Racism, Diversity and Inclusion Committee will serve as the ongoing leadership group for this Priority. The goals and objectives will move us, both as a community and a coalition of stakeholders, directly toward our vision of a community where everyone belongs.



The following data was reported in a [2021 Community Survey](#) aimed to identify racism and discrimination experiences:



**PASSIVE COPING SKILLS WERE MOST IDENTIFIED AS A RESPONSE**  
Individuals are accepting their experience as the way things are



## Desired Outcomes

- Increase awareness of and address racial discrimination issues;
- Increase awareness of the historical roots of racism and discrimination; and
- Increased public awareness of the barriers and challenges faced by racialized communities, religious minorities and Indigenous Peoples.

## Community Spotlight: Sarnia-Lambton Alliance Against Hate



Implemented in 2021, the Sarnia Lambton Alliance Against Hate (SLAH), is a collaborative partnership between the John Howard Society, the Sarnia Lambton Local Immigration Partnership, the Lambton Kent District School Board and the Sarnia Police.

SLAH works to connect with the community through events and educational opportunities, build partnerships, to identify an accurate representation of hate-motivated acts and to provide support to victims of hate-motivated acts.

## Strategies to Support the Reduction of Systemic Racism

- Expand the coordination and promotion of anti-racism, diversity, inclusion and anti-oppression related events, education and awareness;
- Collaborate with the Sarnia-Lambton Local Immigration Partnership Council to develop forums aimed to address anti-racism practices within organizations (e.g., hiring practices, training);
- Identify opportunities to support Indigenous specific programming, such as Red Path, a healing circle addressing the needs of living life without violence and addictions management and AKWE:GO (All of Us), a program that provides support to meet the immediate needs of the Indigenous child through client-based activities that focus on social support, health and physical development, institutional intervention;
- Continue and build upon anti-racism strategies within local school boards;
- To align with the [Canadian Coalition of Municipalities Against Racism and Discrimination](#), the Sarnia-Lambton Anti-Racism, Diversity and Inclusion Committee is working to develop a framework for addressing racism and discrimination; and
- Support the Sarnia-Lambton Local Immigration Partnership in the development of a framework for being welcoming and inclusive that municipalities across Lambton County can implement.

Evaluation Plan	Domain	Indicator Title	Indicator(s)
	Discrimination	Discrimination Experiences	<ul style="list-style-type: none"> <li>• # of respondents who experienced discrimination</li> <li>• Circumstances of experienced discrimination</li> <li>• # of total discriminatory acts</li> <li>• Presumed basis of experiences of discrimination</li> <li>• # of organizations that adopt an anti-racism campaign</li> </ul>
		Hate Crimes	<ul style="list-style-type: none"> <li>• Monthly reporting on hate-motivated crimes (location of hate-motivated crimes, context of hate-motivated crimes (physical/verbal abuse, threats etc), perceived reason for hate-motivated crime, # of people targeted)</li> <li>• # of victims supported through SLAH</li> </ul>
	Inclusive Community	Awareness	<ul style="list-style-type: none"> <li>• # of opportunities for visible minorities to connect across cultures, participate in events and activities and share their perspectives</li> <li>• # of community campaigns aimed to reduce discrimination and racism and encourage cultural competency</li> </ul>



## 4. Next Steps

Lambton County's CSWB Plan provides a road map for how partners can work collaboratively across different sectors toward a shared commitment of making Lambton a safer, more inclusive and connected community where all residents thrive. The plan provides an opportunity to take collective action and break down silos with a shared commitment towards equity and advancing well-being and safety. Across the five priority areas of focus, strategies and outcomes have been identified which aim to proactively support the safety and well-being of the community. Further, advocacy for resources and equitable policies and ongoing communication and engagement with community partners and residents will be key drivers of the plan. A key emerging trend identified in the data analytics of the community surveys was the need to foster a greater understanding of challenges the most vulnerable in our communities encounter and how these challenges affect the overall population; both directly and indirectly. Throughout the 3-year course of the plan and in future iterations, the CSWB Plan will continue to be responsive to emerging needs in Lambton County and will create ongoing opportunities for community engagement and involvement.

There is an important transition period pending as the group responsible for the CSWB planning process evolves into the group that will provide leadership to the Implementation Phase. Partners are working together to develop a detailed implementation plan which includes outlining key activities and working groups, establishing performance measures and ongoing community engagement. As we move into implementation, we will track our progress with monitoring and evaluation through robust data collection and data sharing.

The Oversight Committee has identified the following next steps that will assist with the implementation of the plan:

- Recruit the Leadership Team for the Implementation Phase;
- Identify leadership capacity for both the Community Safety and Poverty groups and build on those who have come together during the CSWB planning process;
- Determine what the accountability requirements will be for the CSWB Plan (e.g., annual update to County Council, progress reports to the Ministry as required (i.e., every 3-5 years);
- Develop an Evaluation Framework for the overall plan;
- Ensure there is a designated work group for each of the five CSWB priorities;
- Meaningfully engage the populations with lived/living experience and build their experiences into the development of new strategies; and
- Undertake community-wide awareness/education efforts to increase the understanding of the need for the CSWB initiatives overall.



## References

- 1 [Health Indicator Summary. Sociodemographic Profile. Lambton Public Health. May 2018.](#)
- 2 [Community Safety and Policing Act, 2019, S.O. 2019, c. 1, Sched. 1 \(ontario.ca\)](#)
- 3 <https://www.ontario.ca/page/community-safety-initiatives-and-resources#section-1>
- 4 <https://www.ontario.ca/page/community-safety-initiatives-and-resources#section-1>
- 5 <https://www.lambtononline.ca/en/resident-services/resources/Documents/Housing/County-of-Lamb-ton-Housing-and-Homelessness-Plan-Jan.-17-2020--Final.pdf>
- 6 [Health Indicator Summary. Sociodemographic Profile. Lambton Public Health. May 2018.](#)
- 7 [Health Indicator Summary. Sociodemographic Profile. Lambton Public Health. May 2018.](#)
- 8 Loppie C, Wien F (2009). Health Inequalities and Social Determinants of Aboriginal People's Health. National Collaborating Centre for Aboriginal Health (Report). University of Victoria.







## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Licensing a portion of the arena stands - Killer Bees Games  
**Meeting:** Council - 28 Jul 2022  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the Council of the Municipality of Brooke Alvinston allow alcohol to be served in the stands at the Alvinston Killer Bees homes games provided all comments / suggestions listed be observed.**

### Background:

At the July 14, 2022 regular session of Council, a delegation requested approval to allow alcohol in a portion of the arena stands during home Killer Bee games. With support in principle, direction was given to staff to seek advice from municipal insurance providers prior to granting formal approval.

### Comments:

The municipal insurance provider was contacted and offered the following comments:

- 1) The sale of alcohol be limited to one clearly marked area only in the stands
- 2) A Municipal Alcohol Policy be in place (July 2021 approved)
- 3) Alvinston Killer Bees agree to indemnify and hold harmless the Municipality
- 4) Alvinston Killer Bees agree to carry liability insurance including liquor liability insurance with the Municipality named as additionally insured

Additional research provided the following suggestions:

- 1) Floor supervisors be designated to monitor the area including exits
- 2) Signs be posted to advise alcohol can be consumed in the specific area only
- 3) System in place to ID of age patrons
- 4) A strip of colour be added to the stair nosing to make the edge more visible

### Financial Considerations:

The Killer Bees team will be responsible for all insurance requirements; it is understood volunteers with smart serve certification will be bartending.

It should be the responsibility of the Municipality to mark / paint the stair edges for clarity.





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Easement Agreement for sale of land  
**Meeting:** Council - 28 Jul 2022  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the attached easement agreement between the Municipality and John & Christine Bryans be approved by Council; and that the accompanying land sale by-law be approved.**

### Background:

Municipal property 3815-140-001-306 (Mill Street) was declared surplus in October of 2011. An offer to purchase the property was received in 2013 and accepted with conditions.

### Comments:

The sale of the property was approved subject to an easement being obtained at the purchasers expense. The easement was required under section 74 of the Drainage Act for the purpose that when any maintenance and repair of the drain is done, the right of access and the right to use an appropriate portion of the adjacent property for the purpose can be used for conducting repairs and maintenance.

A survey was obtained at the purchasers expense and the attached agreement is being presented for Council consideration.

In conjunction with the easement agreement being approved, the Municipality is in the position to sell the parcel of land as agreed upon in 2013.

The by-law approving the sale is also included in the agenda.

### Financial Considerations:

There are no financial considerations associated with this report. As per Council direction, all costs associated with the sale of the land are to be borne by the purchaser.

### ATTACHMENTS:

[Easement Agreement](#)  
[Reference Plan -](#)

THIS EASEMENT made this \_\_\_\_ day of \_\_\_\_\_, 2022.

B E T W E E N:

[\_\_John and Christine Bryans\_\_]

(Hereinafter called the "Transferor")

OF THE FIRST PART

- and -

**THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON**

(Hereinafter called the "Transferee")

OF THE SECOND PART

WHEREAS the Transferor of the lands and premises herein described, and has agreed to transfer to the Transferee an easement for drainage in, over and upon the said Lands;

AND WHEREAS the *Drainage Act*, R.S.O. 1990 as amended provides that a Municipality, when it takes land for the purpose of a municipal drain, has the right to enter upon the lands for the purpose of making repairs or improvements.

NOW THEREFORE THIS INDENTURE WITNESSETH the Transferor DOTH GRANT unto the Transferee, forever, the full, free and uninterrupted right, liberty, privilege and easement in gross to reconstruct, repair, clean, maintain, inspect and use as part of the municipal drainage system of the Municipality of Brooke-Alvinston and as appurtenant thereto, and for all times hereafter, as the Transferee may from time to time determine necessary, in, through, over, on and under that part of the lands of the Transferor more particularly described as [a part of Plan 7 Lot 11-as outlined in attached diagram] (the "Lands").

TOGETHER WITH the full right, liberty, privilege and easement unto the Transferee, its servants, agents, work people, contractors and others designated by it and them, from time to time and at all times forever hereafter, to enter upon the said Lands, with or without tools, machinery, equipment and vehicles, for the purposes aforesaid and to enter as aforesaid upon the adjoining lands of the Transferor in order to obtain access to and from the said Lands.

IT SHALL BE LAWFUL for the Transferee without being liable for any interference, loss of use or loss of profit which shall or may be thereby caused to the said lands or to the owners and occupiers thereof from time to time, and the Transferee shall have the right to cut down or remove any brush, trees, shrubs, fences, pavements, ramps, curbs and other objects or structures as may be necessary or convenient in the exercise of the rights and privileges hereby granted and likewise to excavate and remove the soil and surfacings for the purposes aforesaid.

THE TRANSFEE COVENANTS with the Transferor that it will restore the said Lands to the approximate condition which existed immediately prior to each and every entry upon the said Lands, excluding the replacement of brush and trees and structures. Restoration of hard surfaces will be at the sole discretion of the Transferee unless the surface predated the acquisition of this easement or was subsequently constructed as part of a development approved by the Transferee.

THE TRANSFEROR COVENANTS that no buildings or other structures shall be erected on or over the Lands described herein without the written consent of the Engineer of the Transferee or his designate.

IT IS HEREBY AGREED that the covenants and agreements on the part of the Transferor shall run with the Lands of the Transferor, and be binding upon the respective successors, heirs, executors, administrators and assigns of the parties hereto.

AND THAT in all attempts, consultation with the landowner would occur prior to any work being done on the property

AND FURTHERMORE THAT if the drainage pipe needs replacing, that the intent would be to move the pipe to the lot line if possible and able.



COORDINATES ARE DERIVED FROM GRID OBSERVATIONS USING THE SMART-NET NETWORK SERVICE AND ARE REFERRED TO UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010.0). COORDINATE VALUES ARE TO AN URBAN ACCURACY IN ACCORDANCE WITH SECTION 14(2) O.REG 216/10		
POINT ID	NORTHING	EASTING
ORP-A	15554577.04	1407438.10
ORP-B	15554577.96	1407183.08
COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.		

Page 3 of 3

#### AREAS

AREAS SHOWN ON THIS PLAN ARE IN SQUARE FEET AND CAN BE CONVERTED TO SQUARE METRES BY DIVIDING BY 10.76391.

#### PARTS SCHEDULE

PART	LOT	PLAN	P.I.N.	SQ.FT.
1	PART OF LOT 11	REGISTERED PLAN 7	PART OF 43453-0099(LT)	1061.50

PART 1 COMPRISES PART OF PIN 43453-0099(LT)

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE LAND TITLES ACT

DATE: JUNE 1, 2022

*Bloss J. Sutherland*

BLOSS J. SUTHERLAND  
ONTARIO LAND SURVEYOR

PLAN 25R-11208

RECEIVED AND DEPOSITED

DATE: JUNE 23, 2022

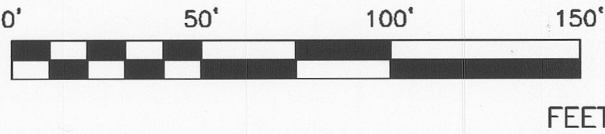
*J. GRAHAM*

REPRESENTATIVE FOR LAND REGISTRAR FOR THE LAND TITLES DIVISION OF LAMBTON No. (25)

## PLAN OF SURVEY

OF  
PART OF LOT 11,  
ON REGISTERED PLAN 7  
IN THE  
MUNICIPALITY OF BROOKE-ALVINSTON  
COUNTY OF LAMBTON

SCALE : 1"=50'



#### BEARING REFERENCE

BEARINGS ARE UTM GRID, DERIVED FROM THE OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, NAD83 UTM ZONE 17, (CSRS), (2010).

A CLOCKWISE ROTATION OF 0°32'39" MUST BE APPLIED TO 25R-8786 FOR COMPARISON.  
A CLOCKWISE ROTATION OF 0°12'40" MUST BE APPLIED TO 25R-8225 FOR COMPARISON.

"IMPERIAL" DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048

#### DISTANCES

DISTANCES HEREON ARE HORIZONTAL GROUND AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.999627536

#### LEGEND

SIB	DENOTES 1" X 1" X 4'-0" STANDARD IRON BAR
SSIB	DENOTES 1" X 1" X 2'-0" SHORT STANDARD IRON BAR
IB	DENOTES 3/8" X 3/8" X 2'-0" IRON BAR
IBØ	DENOTES 3/4" DIAMETER X 2'-0" ROUND IRON BAR
■	DENOTES SURVEY MONUMENT FOUND
□	DENOTES SURVEY MONUMENT SET AND MARKED 1858
WIT.	DENOTES WITNESS
(S)	DENOTES SET
(PROP)	DENOTES SET PROPORTIONALLY
(OU)	DENOTES ORIGIN UNKNOWN
(N.T.S.)	DENOTES LINE NOT TO SCALE
(S/W)	DENOTES 3"x 3/8" SPIKE/WASHER
(NBF)	DENOTES NO BAR FOUND
(D)	DENOTES DEED REGISTRY
(P)	DENOTES PLAN 25R-8225
(P2)	DENOTES REGISTERED PLAN 7
(P4)	DENOTES PLAN 25R-11200
(MTO)	DENOTES MINISTRY OF TRANSPORTATION, ONTARIO
(1858)	DENOTES TOTAL TECH SURVEYING INC., O.L.S.
(MS)	DENOTES MONTEITH & SUTHERLAND, LTD., O.L.S.
(1335)	DENOTES I.C. MCLAREN, O.L.S.
(1665)	DENOTES R.A. MACKENZIE, O.L.S.
⊥	DENOTES PERPENDICULAR
(M)	DENOTES MEASURED
(C)	DENOTES CALCULATED
(LT)	DENOTES LAND TITLES
±	DENOTES SET BY INTERSECTION
(P1)	DENOTES PLAN 25R-8786
(P3)	DENOTES PLAN 25R-10369

#### SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

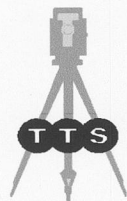
- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON THE 4<sup>th</sup> DAY OF FEBRUARY, 2022.

DATE: JUNE 1, 2022

*Bloss J. Sutherland*

BLOSS J. SUTHERLAND  
ONTARIO LAND SURVEYOR  
for TOTAL TECH SURVEYING INC.

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V2182010



**Total  
Tech  
Surveying Inc.**

341 Talbot St. N.  
Units 2 & 3  
Essex, ON N8M 2W3  
(519) 776-9887

Drawn by: W.R.G. Checked by: B.J.S. Job No: 2022-020-1 Plan File No: C2-348-1





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Dogs - Muzzles and leashes  
**Meeting:** Council - 28 Jul 2022  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That additional signage be discussed at the 2023 budget deliberations advising that all dogs must be leashed outside of the dog park.**

### Background:

At the July 14, 2022 session of Council, direction was given to staff to prepare a report for Council consideration on mandating leashing and muzzling of dogs at ball diamonds / public grounds.

### Comments:

In accordance with Part 10 of Municipal By-law 5 of 2017 - a By-law to License dogs and to prohibit the running at large of dogs or other animals within the Municipality reads as follows:

### **PART 10 – MUZZLING, LEASHING AND CONTAINMENT OF DOGS**

*10.1 No owner shall permit his or her dog to bite or attack without provocation, a person or domestic animal. If a dog has bitten a person or a domestic animal, the Animal Control Officer shall issue a notice to the Owner requiring that the dog be muzzled and leashed.*

*Where a notice to muzzle or leash is in effect, the dog shall be muzzled or leashed at all times unless, within the owner's dwelling or in an enclosed pen of sufficient dimension and construction to provide human shelter for the dog.*

*The Animal Control Officer shall authorize the allowance of a dog to be un-muzzled or un-leashed at their discretion.*

The interpretation of this by-law is that dangerous dogs be muzzled and leashed. This interpretation is further reinforced via the Municipal Act which states that:

#### *Muzzling and leashing of dogs*

**105.** *(1) If a municipality requires the muzzling or leashing of a dog under any circumstances, the council of the municipality shall, upon the request of the owner of the dog, hold a hearing to determine whether or not to exempt the owner in whole or in part from these requirements.*



Unleashed dogs are subject to the Dog Owners' Liability Act (DOLA). Enforcement of muzzles on all dogs in public spaces including the ball diamonds would involve additional staffing for proper enforcement. A survey of other local municipalities informed us that there are no other communities locally that enforce muzzles on all dogs. Leashes are required for dogs entering and leaving the dog park.

Promoting responsible dog ownership and holding dog owners accountable for the behaviour and actions of their dog will help mitigate risks to public safety and help reduce the number of dog bite incidents if any.

Additional signage could be placed in the 2023 budget which reminds users of the park to be mindful of others and keep their dogs on a leash.

**Financial Considerations:**

None associated with the recommendation to not muzzle all dogs; should Council wish to implement full muzzling of dogs, a supplementary report would need to be provided on staff costs.



## Council Staff Report

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**To:** Mayor Ferguson and Members of Council  
**Subject:** Revised Canteen Agreement  
**Meeting:** Council - 28 Jul 2022  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### **Recommendation:**

**That the Municipality of Brooke-Alvinston enter into an agreement with Sara Ayris for the operation of the BAICCC canteen.**

### **Background:**

Sara and Dwayne Ayris have operated the BAICCC canteen since 2017 and wish to renew their contract with the Municipality.

### **Comments:**

The Ayris Family have been a reliable contractor in the canteen and have oversaw the operation of the canteen for several years. They set their own hours according to the ice schedules and large events.

The draft agreement is attached.

### **Financial Considerations:**

We have implemented a \$5 increase yearly over period of time.

### **ATTACHMENTS:**

[Revised Agreement](#)

THIS AGREEMENT MADE in triplicate this \_\_\_\_ day of \_\_\_\_\_, 2022

BETWEEN: Dwayne & Sara Ayris (the “Lessee”)

AND

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON (the “Lessor”)

WHEREAS the Lessee is desirous of leasing property for operating a food booth canteen within the Brooke-Alvinston-Inwood Community Centre Complex;

NOW THEREFORE in consideration of the covenants and terms and conditions contained herein, the parties as follows:

1. The Lessee shall have exclusive use, for the purposes of storing food and equipment within the area designated in the BAICCC and commonly referred to as the canteen; this includes the freezer storage in the associated storage room adjacent to the canteen area.
2. The Lessee shall pay the Municipality the sum outlined plus HST (if applicable) for the rent of the leased property for the period outlined in appendix A, upon signing of the agreement.
3. The Lessee shall assume all liability for use of the leased space. The Lessee agrees to indemnify and hold harmless the Municipality for any loss, cost or expense (including legal fees) it may incur as a result of this agreement.
4. The Lessee shall provide proof of Commercial General Liability insurance to the satisfaction of the Clerk Administrator for the Municipality; naming the Municipality as additionally insured.
5. The Lessee shall keep equipment in the space in a neat and orderly fashion. The Lessee shall be responsible for any cleaning of the area to the satisfaction of the Lambton Public Health Unit
6. The Lessor agrees to allow access to the leased area one week prior and one week after leased time frame for preparation and clean up respectively.
7. This Agreement may be extended upon mutual agreement by the Lessee and Lessor.
8. The Lessor will provide copies of bookings / special events to the lessee and updates will be provided weekly

9. The agreement provides for the use of the municipal nacho machine, municipal grill and municipal deep fryer, utilities and current refrigeration / freezer units;
10. The refrigeration / freezer units are the responsibility of the lessee should they need to be replaced.
11. The Municipality or Tenant may provide notice at least six months prior to the start of the term of agreement that they wish to terminate or amend the agreement.
12. The rental fee of the canteen for the stated seasons will be:

2022/2023 - \$125 + HST/month(October-March)  
2023/2024 - \$130 + HST/month(October-March)  
2024/2025 - \$135 + HST/month(October-March)  
2025/2026 - \$140 + HST/month(October-March)  
2026/2027 - \$145 + HST /month(October-March)

IN WITNESS WHEREOF each of the parties hereto has affixed its Corporate Seal by the hands of its proper officers.

SIGNED, SEALED AND EXECUTED: Dwayne & Sara Ayris

\_\_\_\_\_  
Per:

\_\_\_\_\_  
Per:

CORPORATION OF THE  
MUNICIPALITY OF BROOKE-ALVINSTON

\_\_\_\_\_

\_\_\_\_\_

Clerk-Administrator Janet Denkers



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Standards of Maintenance & Occupancy By-law  
**Meeting:** Council - 28 Jul 2022  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the Standards of Maintenance & Occupancy By-law be approved for adoption as outlined in the July 14th staff report.**

### Background:

The revisions to the Standards of Maintenance & Occupancy By-law are being presented to Council for adoption because the current by-law 15 of 2001 is 21 years old and noted in need of revisions.

An issue that we have been dealing with in regards to several properties in the Municipality is the emergence of sea cans being brought into residential areas for storage purposes including tractor trailers. The zoning By-law prohibits this type of storage in residential areas. Enforcement via a property Standards By-law is more impactful than through the Planning Act. With the preparation of new subdivisions in the area, complaints regarding the units are expected to increase. For this reason, it would be the appropriate time to update the by-law to be clear and consistent.

A consultation was held with the County of Lambton Property Standards Officer. It was noted that St. Clair Township had recently revised their by-law (in 2021) and a copy was used as reference for updates. Most Lambton County municipalities have similar context in their by-laws which assists with enforcement amongst municipalities.

The Tidy Yard By-law is a subsequent By-law that the Property Standards Officers use for enforcement. This By-law deals with the majority of the property standards issues encountered in the Municipality.

### Comments:

When a property standards complaint is received in the Municipality, staff attempt to resolve the issue with a phone call or letter and are generally successful in meeting compliance. In some instances, the property owner is unaware of the violation or has experienced injury or illness and experienced delays or inability to rectify the situation. The education we provide on the violation is usually dealt with in house. If the situation is not easily resolved or there is a history on file of infractions with the property owner, we generally refer the complaint to the County for action. They have professionals that can assist the owner in meeting compliance and are able to issue orders for non compliance.

Attached to the report are the Policies and Procedures for By-law enforcement in Brooke-Alvinston.

**Financial Considerations:**

All costs incurred by the County of Lambton Property Standards Department are paid by the municipality and these costs are invoiced out to the property owner. In most cases, once an invoice is received by the property owner, compliance is generally achieved to eliminate additional costs. All costs incurred by the By-law officer including administration costs are calculated into the invoice.

**ATTACHMENTS:**

[By-law enforcement policies & procedures](#)

## **By-Law Enforcement Policies and Procedures**

### **The Municipality of Brooke-Alvinston**

The By-Law Enforcement Officer (BLEO) is responsible for conducting inspections on all types of properties, (i.e. residential, commercial etc.).

#### **1. COMPLAINT PROCESS**

The BLEO will follow up on all complaints received from the Clerk-Administrator. The complaints shall be in writing, either email or another written format.

#### **2. PROPERTY FILE**

The BLEO is required to open a property file once a complaint has been received. Any documentation obtained during the course of the investigation must be retained in the file. A file record must be kept outlining any inspections conducted, phone conversations or documents issued regarding the property. The file record is a confidential set of notes. The file record must include the roll number, municipal address, legal address and the property owners name and contact information. Time spent and applicable mileage will be logged beside each date entered on the file record. The file record must be signed and updated by the BLEO throughout the entire process.

#### **3. COMPUTER PROPERTY FILE**

In conjunction with the property file, the BLEO must also open a property file on the computer. This file will include the original file record, copies of all notices and orders, digital pictures, and any email correspondence. Pictures must indicate time and date taken.

#### **4. INSPECTION OF PROPERTY**

The BLEO Officer is required to attend the property in order to conduct an inspection, determine the validity of the complaint and its non-conformance with the municipal standards. The Tidy Yard By-Law grants the Officer the authority to enter upon land, with proper identification and at a reasonable time, for the purpose of determining if the property conforms to the by-law.

The BLEO must record his/her notes in a notebook or on an inspection report. The notes must include the date, time, location and type of inspection. The BLEO must record his or her observations of the violations on the property.

Upon initial contact with property owner, an explanation of costs associated with this process will be outlined by the BLEO.



## 5. ORDER

If the BLEO determines there is a contravention of a municipal By-law, an Order shall be issued.

The BLEO shall, by written order, post on the Land and either provided personally to the Owner or send to the Owner by registered mail, require the Owner to take such action as may be necessary to bring the Land or structure in compliance with this By-Law within the time period specified in the Order.

### i. Notice

An Order issued by a BLEO to an Owner shall identify the Land or structure at issue and the violation(s) observed by the Enforcement Officer.

### ii. Address

Where an Order is to be sent by registered mail to an Owner, it shall be sent to the attention of the Owner of the lands at the address shown on the most up-to-date tax assessment roll maintained by the Municipality.

### iii. Deadline

An Order to an Owner shall also define the deadline, being the date and time, for the Owner to comply with this By-Law, which deadline shall not be less than five (5) days excluding Saturday, Sunday and public statutory holidays in the Province of Ontario.

### iv. Cost/Expense Notification

An Order to an Owner shall advise that unless the Owner brings the Land into compliance with this By-Law within the deadline stated in the Order, the Owner shall be liable for the Costs/Expenses incurred by the Municipality to bring the Land into compliance with this By-Law.

### v. Appeal

An Order shall advise the Owner of the Owner's option to appeal the Order and any requirements contained therein together with the person and/or position at the Municipality with whom such appeal shall be filed and the applicable deadline for filing such appeal.

### vi. Service

An Order is deemed served upon the Owner as follows:

- (a) three (3) days after the Order is posted on the Lands or sent by registered mail; and
- (b) on the day the Order is served personally onto the Owner.

**vii. Deface or Remove Notice**

No Owner shall remove or deface an Order which has been posted on the Land pursuant to this By-Law.

**6. COMPLIANCE**

An order which has not been appealed is deemed to be confirmed.

The BLEO shall obtain at least three quotes from the approved list of contractors. The quotes will be forwarded to Clerk-Administrator for approval and direction. Provided direction from a Clerk-Administrator or a motion of council is passed in favour of proceeding, the Officer will commence the cleanup process which may include organizing contractor(s), a paid duty OPP Officer, property appraiser etc.

**Exception:**

The BLEO may request authorization from the Clerk-Administrator to proceed with minor clean-ups such as grass cutting, small amounts of yard waste, refuse or debris, one derelict vehicle or similar circumstances without obtaining or providing quotes on the same.

There is no requirement to notify the property owner the cleanup is going to take place. Due to basic health and safety reasons it is not supported to contact the individuals, and is a formal policy in place.

There are no requirements to retain the items removed from the property, it has been deemed in contravention and is classified as waste, rubbish, debris, derelict and/or abandoned etc. and shall be disposed of accordingly.

**7. CONCLUSION OF FILE**

Upon conclusion of the file, the file record must be updated and closed and placed in the property file for future reference.





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Property Standards Billing(s)  
**Meeting:** Council - 28 Jul 2022  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### **Recommendation:**

**That the property owner presenting in open session at the previous meeting (at their request) be responsible for paying their respective property standards bill related to their property.**

### **Background:**

Property known as 3233 Elm Street, 3237 Elm Street and Plan 12 Lot 6 on Centre Street are all zoned as Residential (R1) in the current Zoning By-law 9 of 2013.

In the previous by-law, the same lots were zoned as Residential (R1) however were considered legal, non conforming and allowed some animals (horses) and other agricultural uses on the property.

A legal non conforming designation is removed once the uses associated with agriculture are removed. The property ownership changed in November 2012. New owners occupied the property in May 2013. In May of 2013, it was noted that there was no "existing agriculture" on the lot. At this time the legal non conforming zoning ceased and the current residential zoning occurred.

### **Comments:**

Transport truck containers and sea cans are only allowed in the agricultural areas. It is also worth noting that in general, issues related to the call out of property standards officers also deal with the Tidy Yard By-law.

The property is residential at this time. If Council wants to revisit the zoning / official plan designation, it can be addressed during the by-law review in 2023.

### **Financial Considerations:**

Should a property owner not pay the invoice, the costs will be placed on their tax bill.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 8/9 Concession Road Drain  
**Meeting:** Council - 28 Jul 2022  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the report be received and filed for information.**

### Background:

In June 2022, a subsequent bill was sent to an assessed owner on the 8/9 Concession Drain as a result of miscommunication with the Engineer on the work completed on the drain and what is eligible for grant under the Drainage Act.

The property owner had two culverts installed on his property. Only one is allowable for grant under the Drainage Act. The property owner is therefore responsible for the total cost of the second culvert access. This was not clearly stated in the report In August 2016.

Councillor Armstrong requested the issue be placed on the agenda for discussion.

### Comments:

The Timeline of the drain is as follows:

#### 2016

- Council directed that a report under section 76 of the Drainage Act be prepared on the 8-9 Concession Drain. The report on file was dated 1972 and although it addressed how the culverts can be replaced, a new report was needed to address assessments.
- On site meeting was held Dec. 15, 2016

#### 2017

- A report was prepared and received in August 2017
- The report was adopted by Council on October 12, 2017
- The Court of Revision was held November 9, 2017
- The successful tender on the drain was McNally Excavating

#### 2018

- The work was completed in 2018 and the Engineer signed off on the work in October 2018.

#### 2019

- The billing of the drain was completed January 2019

- An application for Grant (via OMAFRA) was submitted January 2019

## **2022**

- OMAFRA made contact with staff in February 2022 advising the 2nd crossing on the property 20-13602 was not grantable; we were further advised that in accordance with ADIP policy 2.3i) *i) “For every drain, every agricultural property is entitled to one drain crossing. Any additional crossing on this property will not be eligible for grant”.*
- Also, the Engineer, did not advise that one of the road crossing culverts included in the Engineer's Report was not replaced.
- These two things resulted in the total costs (and grant application) having to be recalculated and resubmitted.
- OMAFRA then approved the grant application and paid the grant in March 2022 (over 3 years from the original application).
- We then recalculated the billings for each property owner based on the new assessment versus what had been assessed back in 2019 (this added billing will be included on their taxes, as is the practice for drain billings).
- Due to the magnitude of the added billing (\$7,338.25) for the owner with two culverts, he was sent a letter in June 2022 to advise him of the billing changes and give him the option to pay either by invoice or on taxes.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Application for Tile Loan  
**Meeting:** Council - 28 Jul 2022  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That Council approve the Application for Tile Loan received from Rick McPhail Farms Ltd for \$50,000 for tiling 50 acres in the W 1/2 lot 4, concession 9, Brooke-Alvinston.**

### Background:

Landowners in a municipality in Ontario planning to install a tile drainage system on their agricultural land are eligible for a tile loan under the Ontario Tile Loan Program.

All tile loans have 10-year terms, and repayments are made annually. Landowners are eligible for a loan of up to 75% of the value of the tile drainage work, and not exceeding \$50,000 per year per individual/partnership per Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA). The provincial government sets the program interest rate (currently 6%). This rate is fixed for the full term of the loan, regardless of changes in market interest rates.

The application process is quite simple. Loan application forms must be submitted to the municipal council. The municipal council must review each application for loan and approve or reject it.

Council may place borrowing restrictions on tile loans but must ensure that all loan applicants are treated equally. Once council approves the application, the owner arranges to have the work completed by a licensed tile drainage contractor. The municipality will inspect the work and may charge a fee for this inspection. Once a month, the municipality prepares loan documents to send to OMAFRA in the amount of all the loans for that month. After processing these documents, OMAFRA issues a cheque to the municipality, which distributes the loan funds to each individual applicant.

The municipality collects the loan repayments from the owner and remits them to OMAFRA.

Defaulted payments are rare but are treated in the same manner as unpaid taxes. The loan can be repaid in full at any time.

### Comments:

Rick McPhail submitted an application July 22, 2022. The work has already commenced. I have arranged with R. Dobbin Engineering Ltd. to have the project inspected pending approval of this application. See attached application.

### Financial Considerations:

The municipality receives no compensation for administering the tile loan program, but acts as the middleman between the property owner and the province. That is: the province lends the money to the municipality; the municipality lends it to the land owner; the municipality collects the payments from the land owner on taxes; and remits the payments back to the province.



**Relationship to Strategic Plan:**

Stimulates Agricultural Development

**ATTACHMENTS:**

[Tile Loan Application](#)



Ministry of Agriculture,  
Food and Rural Affairs

RECEIVED

JUL 22 2022

# Application for Tile Loan – Form 6

Tile Drainage Act, R.S.O. 1990, c. T.8, s. 3

To the council of the Municipality of Brooke-Alvinston

## Property Ownership

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may apply for the loan.

### Ownership Type

Corporation Rick McPhail Farms Ltd.

## Applicant Mailing Address and Primary Contact Information

Last Name McPhail		First Name Rick		Middle Initial I
Unit Number	Street/Road Number 5637	Street/Road Name Rokeby Line, RR# 1		PO Box
City/Town Petroliu		Province Ont		Postal Code N0N 1R0
Telephone Number ext.	Cellphone Number (optional)		Email Address (optional)	

## Location of Land to be Drained

Lot or Part Lot PT Lot 4 W 1/2 Lot 4	Concession 9	Geographic Township Brooke-Alvinston
Parcel Roll Number 381512602012700		

## Civic Address

Unit Number	Street/Road Number 6526	Street/Road Name Rokeby Line	PO Box
City/Town Alvinston		Province ON	Postal Code N0N 1A0

## Description of Drainage System

Please attach a sketch of the location of the land you are planning to drain.

A mapping tool is available at: [www.ontario.ca/drainage](http://www.ontario.ca/drainage)

Approximate Length of Pipe Material 85,000 ft	ft/m	Area to be Drained 50 acres	acre/ha
Proposed Outlet	Anticipated Date of Commencement July 21/22	Anticipated Date of Completion July 29/22	

## Estimated Total Cost of Drainage System

Material	\$ 48,000.00
Installation	\$ 21,000.00
Inspection Fee	
Other	\$ 5,000.00
<b>Total Cost</b>	<b>\$ 74,000.00</b>

Amount of Loan Requested\* \$50,000.00

\* Must be a multiple of \$100 not exceeding 75% of total cost of drainage work.

**Terms of Agreement**

In making this application for a loan, I understand and agree to the following:

- a) The granting of the loan is conditional upon all work being conducted in accordance with the *Agricultural Tile Drainage Installation Act*;
- b) The approval or refusal of the application is at the discretion of council whose decision is final;
- c) I will be advised in writing of council's decision regarding the application;
- d) Should the loan application be approved, an inspector of drainage will complete an Inspection and Completion Certificate and submit it to council;
- e) Council shall levy and collect for the term of ten years, over and above all other rates upon the land in respect of which the loan is made, a special equal annual rate sufficient to discharge the principal and interest of the loan;
- f) The *Tile Drainage Act* sets out procedural matters which pertain to this application for a loan; and
- g) The sum of all loans issued to me, as an individual, or in my role in a partnership or corporation in this and any other municipality does not exceed \$50,000 for the period of April 1st to March 31st.

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

Signature of Owner(s)/Primary Contact

Date (yyyy/mm/dd)

**Notice of Collection of Personal Information**

Any personal information collected on this form is collected under the authority of the *Tile Drainage Act*, R.S.O. 1990, c. T.8 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to:

where the form is addressed to a municipality (*municipality to complete*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

## THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## By-law Number xx of 2022

## A By-law to authorize the sale of municipal land

WHEREAS pursuant to Section 8 of the Municipal Act, 2001, C. 25, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston has determined that the said lands are surplus to the needs of the Corporation and should be sold

AND WHEREAS the Council of the Municipality of Brooke-Alvinston has agreed to sell certain lands being:

- i) 8023 Mill Street, Alvinston (3815 140 001 306)

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

1. That the Council of the Municipality of Brooke-Alvinston hereby authorize the conveyance of lands as noted above (i)
2. That schedule "A" being the agreement of purchase and sale for the said lands and conditions of sale

This By-law shall become into full force and effect on the date that it is enacted.

By-law read a first, second and third time and finally passed this xxth day of July, 2022.

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David Ferguson, Mayor

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Janet Denkers, Clerk-Administrator



July 9, 2021

John & Chris Bryans  
8019 Railroad St  
P.O. Box 33  
Alvinston, ON N0N 1A0

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

Phone: 519.898.2173  
Fax: 519.898.5653

Dear John & Chris

Re: lot on Mill Street

Thank-you for the letter dated June 29, 2021 regarding proceeding with the purchasing of the lot directly behind your property and municipally known as 8023 Mill Street.

Your initial request to purchase the lot in May 2013 for \$\_\_\_\_\_ was approved by the Council of the time with the following conditions:

- i) \$\_\_\_\_\_ + legal fees and a 10% deposit (\$\_\_\_\_\_ received in August 2014)
- ii) An easement for drainage purposes obtained (at your cost)

If you agree to these conditions, we will arrange for the survey to be completed (at your cost) and the easement agreement developed and registered. Once these items are completed, a by-law authorizing the sale will be presented to Council.

We kindly ask you to confirm these particulars with your signature below and return no later than August 1, 2021. I or Randy Hills am available to answer any questions in the meantime.

Kind Regards,

Janet Denkers  
Clerk Administrator

We agree to the terms and conditions listed above:

John Bryans

July 12, 2021  
Date

Christine Bryans

July 12 2021  
Date

**\*\*Requirement for an Easement**

*Under section 74 of the Drainage Act, when any maintenance and repair of the drain is done, the right of access and the right to use an appropriate portion of the adjacent property for the purpose can be used for conducting repairs and maintenance. The Municipality requires an easement for the drain that runs through the proposed property. Please note that the rights established by the easement are limited to the right for the construction and the right of maintenance of the drain in perpetuity.*