



# MINUTES

## Council Meeting

4:00 PM - Wednesday, August 10, 2022  
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Wednesday, August 10, 2022, at 4:00 PM, in the Municipal Office, 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, and Fire Chief Steve Knight

**Regrets:**

### 1 CALL TO ORDER

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

### 2 DISCLOSURE OF PECUNIARY INTEREST

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

### 3 MINUTES

a) Regular Council Meeting Minutes of July 28, 2022

#### **RESOLUTION-2022-294**

Councillor Wayne Deans made a motion that the meeting minutes of July 28, 2022 be approved as presented without errors or omissions. Councillor Jeannette Douglas seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

Councillor Armstrong questioned if accommodations were made with the landowner on the 8/9 Concession Drain and the unexpected bill for the second culvert replacement.

a) 8/9 Concession Road Drain

Councillor Armstrong questioned if accommodations were made with the landowner on the 8/9 Concession Drain and the unexpected bill for the second culvert replacement.

#### **RESOLUTION-2022-295**

Councillor Jamie Armstrong made a motion that the Treasurer be directed to offer options on payment to the property owner of 3815 120 020 13602 for the 8/9 Concession Road Drain second culvert replacement. Councillor Wayne Deans seconded the motion.

**Carried**

### 5 DELEGATIONS & TIMED EVENTS

## 6 CORRESPONDENCE

### a) Informational Correspondence

Councillor Nemcek commented on the correspondence from the Fire Marshal's Office regarding Firefighter Certification

#### **RESOLUTION-2022-296**

Deputy Mayor Frank Nemcek made a motion that the circulated correspondence be received and filed. Councillor Wayne Deans seconded the motion.

**Carried**

## 7 STAFF REPORTS

### a) **Clerk Administrator's Report:** Requests from the Brooke-Alvinston Ag Society

#### **RESOLUTION-2022-297**

Councillor Jeannette Douglas made a motion that the Council of the Municipality of Brooke-Alvinston declares the Brooke-Alvinston-Watford Fall Fair being held September 30-October 2, 2022 as an event of municipal significance and acknowledges that the Brooke-Alvinston Agricultural Society will be applying for a Special Occasion Permit (SOP) for the Brooke-Alvinston-Inwood Community Centre Complex / Pavilion / Grounds at 3310 Walnut Street; and that the Council of the Municipality of Brooke-Alvinston waive section 3.9 of By-law 37 of 2021 to allow noise to extend to 2 a.m. during the 2022 Fall Fair weekend; And that the Brooke-Alvinston Ag Society be allowed to use an off road vehicle on the BAICCC grounds during the Fall Fair weekend and for fair purposes only; and that it be noted that the Fair Entertainment will be on the grounds from Sept. 25-2022 to Oct. 3, 2022 Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

### b) **Clerk Administrator's Report:** Animal Control Officer & Pound Services

#### **RESOLUTION-2022-298**

Councillor Jamie Armstrong made a motion that Council enter into an agreement with Jeff Dewhurst and the Sarnia Humane Society for Animal Control / Pound services in the Municipality. Councillor Jeannette Douglas seconded the motion.

**Carried**

### c) **Treasurer's Report:** Audit Services 2022 through 2026

#### **RESOLUTION-2022-299**

Deputy Mayor Frank Nemcek made a motion that Council approve the appointment of Baker Tilly Sarnia LLP as our financial statement auditors for the years 2022 through 2026. Councillor Wayne Deans seconded the motion.

**Carried**

### d) **Treasurer's Report:** Tile Drainage Debenture and By-Law Imposing Special Annual Drainage Rates

#### **RESOLUTION-2022-300**

Councillor Wayne Deans made a motion That Council authorize and direct the Treasurer to sign the "Offer to Sell" (attached) and the Mayor and the Treasurer be authorized and directed to sign the Tile Drainage Debenture 2022-10 (attached) to provide for the borrowing by the Municipality of Brooke-

Alvinston of \$50,000 from the Minister of Finance; and that the appropriate By-Law 49 of 2022 , imposing special annual drainage rates as set out in Schedule A to the By-law, upon the land as described, for a period of ten years, in respect of the money borrowed borrowed under the tile Drainage Act, be passed and enacted. Councillor Jeannette Douglas seconded the motion.

**Carried**

- e) **Fire Chief's Report:** Brooke Fire Rescue - Department Update

**RESOLUTION-2022-301**

Councillor Jeannette Douglas made a motion that the report of the Fire Chief be received and filed. Councillor Wayne Deans seconded the motion.

**Carried**

- f) **Parks & Recreation Supervisor's Report:** Municipal Fees By-law -ice lay logos

**RESOLUTION-2022-302**

Deputy Mayor Frank Nemcek made a motion that the fees listed for ice lay logos be incorporated into the municipal fees by-law. Councillor Jeannette Douglas seconded the motion.

**Carried**

- g) **Parks & Recreation Report:** Inwood Washroom roofing material

It was reported that the material price for shingles for the Inwood washroom would cost approximately \$1600 (with Municipal staff doing the installation); the report indicated a steel roof would cost \$7200 (including labour).

Councillor Armstrong suggested the Optimist Club be requested to support this project.

**RESOLUTION-2022-303**

Councillor Jamie Armstrong made a motion that resolution # 2022-262 for reconsideration be tabled and that staff be directed to forward a letter to the Alvinston Optimist Club to inquire if they would like to support the roof project at the Inwood washrooms. Councillor Wayne Deans seconded the motion.

**Carried**

- h) **Drainage Superintendent's Report:** MacDougall Drain Tender

**RESOLUTION-2022-304**

Councillor Jeannette Douglas made a motion that the low tender received from Bruce Poland and Sons in the amount of \$19,006.60 (including HST) for work on the MacDougall Drain be accepted. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- i) **Drainage Superintendent's Report:** Drain Tender - Thompson Drain

**RESOLUTION-2022-305**

Councillor Jamie Armstrong made a motion that the drain tender report on the Thompson Drain be received and filed for information. Councillor Wayne Deans seconded the motion.

**Carried**

- j) **Drainage Superintendent's Report:** Drain Tender - Campbell Leitch Drain

**RESOLUTION-2022-306**

Councillor Wayne Deans made a motion that the drain tender report on the Campbell Leitch Drain be received and filed for information. Councillor Jamie Armstrong seconded the motion.

**Carried**

**k) Drainage Superintendent's Report: Drain Maintenance Requests**

Councillor Douglas declared a Conflict of Interest as she is an assessed owner on the drain.

**RESOLUTION-2022-307**

Deputy Mayor Frank Nemcek made a motion that the drain maintenance requests received on the Stewart Douglas and Bass Drains be forwarded to the Drainage Superintendent with the power to act. Councillor Jamie Armstrong seconded the motion.

**Carried**

**8 BY-LAWS**

**a) Tile Drain By-law**

**RESOLUTION-2022-308**

Councillor Wayne Deans made a motion that By-law 49 of 2022 be read a first, second and third time and finally passed this 10th day of August 2022. Councillor Jeannette Douglas seconded the motion.

**Carried**

**9 NEW BUSINESS**

**a) Proposed Inwood Community Project**

**RESOLUTION-2022-309**

Councillor Wayne Deans made a motion that staff be directed to discuss the proposal with the Lambton County Library Division and report back to Council for information. Councillor Jamie Armstrong seconded the motion.

**Carried**

**b) Proposed Notice of Motion**

**RESOLUTION-2022-310**

Councillor Jamie Armstrong made a motion WHEREAS through the Agricultural Drainage Infrastructure Program (ADIP), grant applications for the construction or improvement of a municipal drain must be claimed within one year after the work has been certified;  
AND WHEREAS grants for drain maintenance repair, minor improvements or operations must be claimed in the provincial fiscal year in which work was performed;  
AND WHEREAS municipalities are submitting the grants in accordance with the ADIP policies;  
AND WHEREAS processing and receipt of the grants can take up to three or more years;  
AND WHEREAS the time period between application and receipt of the grant is excessive and municipalities incur the carrying of charges for these grants;  
AND WHEREAS the time delay can also introduce confusion for land owners and other issues should there be changes in amounts granted and/or ownership changes during this time period;  
NOW THEREFORE the Council of the Municipality requests that the Ontario Ministry of Food and Rural Affairs address the delays in processing drainage applications in a timely and consistent manner;

AND THAT further review of what is allowed under grants (including existing second culverts) be reviewed. Councillor Wayne Deans seconded the motion.

**Carried**

- c) Request from the Legion - Drumhead Service

**RESOLUTION-2022-311**

Councillor Wayne Deans made a motion that to recognize the Royal Canadian Legion Branch 249 will be hosting the Drumhead Service on Sunday September 18, 2022; the Council of the Municipality of Brooke-Alvinston agrees to close River Street from Railroad Street to the Cenotaph from 1:30 p.m. to 2:30 p.m. and that appropriate meeting space be provided at the Alvinston Arena should inclement weather occur. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) BFR - Public Safety Day - Inwood

The Fire Chief advised of the Public Education session scheduled for Aug. 13, 2022 at the Inwood Library from 12:30 - 3 p.m..

- e) Brooke-Alvinston Watford Ambassador Competition

The Clerk Administrator advised of the competition being held August 16 at 7 p.m.. in the Community Pavilion in Alvinston.

- f) Inwood Park Washrooms

Councillor Armstrong inquired about installing time locks on the washrooms at the Inwood Park washrooms. Staff were directed to report on options.

**10 CLOSED SESSION**

**11 RISE AND REPORT**

**12 BY-LAW CONFIRMING PROCEEDINGS**

- a) Confirming By-law

**RESOLUTION-2022-312**

Councillor Jeannette Douglas made a motion that By-law 50 of 2022 be read a first, second and third time and finally passed this 10th day of August, 2022. Councillor Jamie Armstrong seconded the motion.

**Carried**

**13 ADJOURNMENT**

Councillor Armstrong made a motion to adjourn the meeting at 4:51 p.m..

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Clerk-Administrator

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Mayor