AGENDA
Council Meeting
4:30 PM - Thursday, January 12, 2023
Municipal Office

Page

1. CALL TO ORDER

2. DISCLOSURE OF PECUNIARY INTEREST

3. MINUTES

3.1. Draft Emergency Management Program Committee Meeting Minutes — 4 - 5
Dec. 7, 2022 Draft Meeting Minutes

3.2. Regular Council Meeting Minutes of December 8, 2022 — 6 - 9
Council - 08 Dec 2022 - Minutes - Pdf

3.3. Special Council Meeting minutes of December 16, 2022 — 10
Council -Special - 16 Dec 2022 - Minutes - Pdf

4. BUSINESS ARISING FROM THE MINUTES

5. DELEGATIONS & TIMED EVENTS

5.1. **Drainage Superintendent's** Training Session - Drainage Act — 11 - 54
Council Orientation - Drainage Act - Brooke Alvinston

5.2. **Public Works Superintendent's Report**: Culvert & Farm Access Installation — 55 - 62
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6. CORRESPONDENCE

6.1. General Information — 63 - 114
Climate Proof Canada - National Adaptation Strategy
2022 - Oct 19 -LGPSB Minutes
December 2022 - LGPSB meeting highlights
Municipal Information - January 12, 2023

6.2. Correspondence Requiring Action — 115 - 121
Watford-Alvinston Road Race
Lambton County Plowmen's Association
City of Kingston

7. STAFF REPORTS

7.1. **Drainage Superintendent's Report** - Drain Maintenance Request — 122 - 123
Lightfoot-Oak Drain
McLean Drain

7.2. **Treasurer's Report:** Accounts Payable Listing - December 2022 — 124 - 142
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7.3. **Clerk Administrator's Report:** Municipal Health & Safety Policy 2023 — 143 - 144
Municipal Health & Safety Policy 2023 - Pdf

7.4. **Parks & Recreation Manager's Report:** Olympia entrance barricades and entry — 145 - 147
Olympia entrance barricades and entry - Pdf

7.5. **Clerk Administrator's Report**: Committee of Adjustment Member Appointment — 148
Committee of Adjustment Member Appointment - Pdf

7.6. **Parks & Recreation Manager's Report**: Tree Program - 2023 — 149 - 151
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7.7. **Parks & Recreation Manager's Report:** Replacement Convection Oven - BAICCC — 152
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7.8. **Public Works Superintendent's Report:** Crosswalks — 153 - 155
Crosswalks - Pdf

7.9. **Clerk Administrator's Report:** Summer Student - Public Works Department — 156 - 157
Summer Student - Public Works Department - Pdf

7.10. **Treasurer's Report:** 2023 Municipal Insurance Renewal Increase — 158 - 159
2023 Municipal Insurance Renewal Increase - Pdf

7.11. **Treasurer's Report:** Water and Wastewater Budgets and Rates — 160 - 237
Water and Wastewater Budgets and Rates - Pdf

7.12. **Clerk Administrator's Report:** 2023 Draft budget deliberations — 238
2023 Draft budget deliberations - Pdf

8. BY-LAWS

8.1. By-law - Joint Fire Agreement — 239 - 244
By-law 1 of 2023 -Enniskillen Brooke Fire Agreement

8.2. By-law - Interim Tax Levies — 245 - 246
By-law 2 of 2023 - interim tax

8.3. By-law - Penalty — 247
By-law 3 of 2023 - penalty

8.4. By-law - Borrowing — 248 - 249
By-law 4 of 2023- borrowing by-law

9. NEW BUSINESS

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

12.1. By-law - Confirming

13. ADJOURNMENT

MINUTES
Emergency Management Meeting

9:00 AM - Wednesday, December 7, 2022
Municipal Office

The Emergency Management of the Brooke-Alvinston was called to order on Wednesday, December 7, 2022, at 9:00 AM, in the Municipal Office, with the following members present:

Council Present:	Deputy Mayor Frank Nemcek
Staff Present:	Treasury Assistant Dustin McNaughton, Public Works Lead Hand Jamie Butler, Clerk Administrator Janet Denkers, Parks and Recreation Manager Kevin Miller, and Fire Chief Steve Knight
Regrets:	

1 CALL TO ORDER

a) **2022 Emergency Exercise (led by Janet Denkers)**

Alternate CEMC Janet Denkers led the group in the mock exercise on a power outage / freeze / snow storm with trees down in an Inwood area scenario. Each department representative provided input. The four departments were: Fire, Roads, Parks & Recreation, Council and Administration.

Take aways from the scenario were:
i) the roads and fire departments should share a radio frequency for communication
ii) the 2023 budget should reflect generator hookup to the Inwood Library for operation of an EOC
iii) a few blankets should be purchased for use in the BAICCC if used as a shelter

b) **Hazard Identification Risk Assembly - (Confirmation of)**

The HIRA was reviewed and discussed with a new list being formulated.

1. Human Health Emergency
2. Drinking water Emergency
3. Critical Infrastructure Failure
4. Tornado
5. Freezing Rain / Ice Storm
6. Windstorm
7. Hazardous materials incident spills -fixed site incident
8. Building / Structure Collapse
9. Extreme Temperatures - Heat Wave
10. Agricultural & Food Emergency - Farm Animal Disease

c) **Critical Infrastructure List (Review of List)**

The Critical Infrastructure List was reviewed with the addition of the Oil City Depot.

d) **Public Education (2023 Plan)**

The Public Education Outline for 2023 was presented with no issues.

e) **Review of Emergency Plan**

The Emergency Plan was reviewed and updated. A copy of the Emergency Contacts will be provided to the members.

2 ADJOURNMENT

MINUTES
Council Meeting

4:00 PM - Thursday, December 8, 2022
Upper Hall, BAICCC

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, December 8, 2022, at 4:00 PM, in the Upper Hall, BAICCC, with the following members present:

Council Present:	Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Craig Sanders, Councillor Don McCabe, and Councillor Jenny Redick
Staff Present:	Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Public Works Manager Randy Hills, Fire Chief Steve Knight, Interim Public Works Superintendent Jamie Butler, and Parks and Recreation Manager Kevin Miller
Regrets:	

1 CALL TO ORDER

The Mayor called the meeting to order at 4:00 p.m.. At this point in the meeting, the Mayor recognized the long service award recipients: Ron Henderson - 20 years, Janet Denkers - 10 years and Randy Hills - retirement from 33 years.

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of November 24, 2022

RESOLUTION-2022-403

Deputy Mayor Frank Nemcek made a motion that the minutes from the November 24th 2022 regular session of Council be received and filed without any errors or omissions. Councillor Craig Sanders seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

Official Plan Update

a) Municipal Official Plan Update Presentation (NPG)

Mary Lou Tanner (in person) and Aaron Butler (virtual) from NPG Planning Solutions were present to present an overview on the reasonings for an Official Plan Update, provincial policy changes and how the process of the update will unfold in the community with public meetings and Council directives. County of Lambton Planning Department representatives (Ken Melanson & Maria Cossa-Rossi) were also present for the discussion.

6 CORRESPONDENCE

a) General Correspondence

Councillor McCabe commented on the St. Clair Region Conservation Authority's proposed budget, the request for financial assistance from Four Counties Hospital and the correspondence from the Ministry of Natural Resources on the changes under the Oil, Gas and Salt Resources Act to geologic carbon storage.

RESOLUTION-2022-404

Councillor Craig Sanders made a motion that the circulated general correspondence be received and filed. Councillor Jenny Redick seconded the motion.

Carried

b) Correspondence Requiring Action

RESOLUTION-2022-405

Councillor Don McCabe made a motion that the resolution requesting support from the City of Toronto regarding Bill 23 be received and filed. Councillor Jenny Redick seconded the motion.

Carried

7 STAFF REPORTS

a) Committee of Adjustment Vacancy

RESOLUTION-2022-406

Deputy Mayor Frank Nemcek made a motion that an advertisement be prepared requesting applicants to fill the vacant position on the Committee of Adjustment effective February 2023 with a closing date of January 6, 2023; and that the Clerk Administrator and two members of the County of Lambton Planning Department interview the qualified candidates; and that a recommendation for a new member be discussed at the January 12, 2023 regular session of Council. Councillor Jenny Redick seconded the motion.

Carried

b) **Clerk Administrator's Report:** Seniors Advisory Committee Recruitment

RESOLUTION-2022-407

Councillor Craig Sanders made a motion that the Municipality appoint Jeannette Douglas to serve on the Seniors Advisory Committee to represent Brooke-Alvinston. Councillor Don McCabe seconded the motion.

Carried

c) **Clerk Administrator's Report:** Licence to hunt pheasants and rabbits

RESOLUTION-2022-408

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston direct staff to prepare the necessary documents to revoke municipal licences to hunt pheasant and rabbits within the Municipality effective January 1, 2023. Councillor Jenny Redick seconded the motion.

Carried

d) **Treasurer's Report:** Accounts Payable Listing - November 2022

RESOLUTION-2022-409

Councillor Don McCabe made a motion that Council receive and file the Accounts Payable Listing for November 2022. Deputy Mayor Frank Nemcek seconded the motion.

Carried

e) **Drainage Superintendent's Report** - Drain Maintenance Requests

RESOLUTION-2022-410

Councillor Don McCabe made a motion that the requests for maintenance on the 15-16 Sideroad Drain and the Wallis Drain be referred to the Drainage Superintendent with the power to act. Councillor Craig Sanders seconded the motion.

Carried

f) **Drainage Superintendent's Report** - Edgar Drain Tender Award

RESOLUTION-2022-411

Deputy Mayor Frank Nemcek made a motion that the bid from AG Hayter in the amount of $53,319.05 (including HST) be awarded for work on the Edgar Drain Branch. Councillor Craig Sanders seconded the motion.

Carried

g) **Drainage Superintendent's Report** - Hastings Drain Tender Award

RESOLUTION-2022-412

Councillor Don McCabe made a motion that the bid from Van Bree Drainage in the amount of $103,830.28 (including HST) be awarded tor work done on the Hastings Drain. Councillor Craig Sanders seconded the motion.

Carried

h) Notice of Motion (*Ferguson*-November 24, 2022): To move the Council meeting start time to 4:30 p.m. beginning January 2023.

RESOLUTION-2022-413

Deputy Mayor Frank Nemcek made a motion that the Council meeting start time be adjusted to 4:30 p.m. and that the change be noted in the procedural by-law and that the change be effective January 1, 2023. Councillor Jenny Redick seconded the motion.

Carried

8 BY-LAWS

a) By-law 60 of 2022 - Council Remuneration

RESOLUTION-2022-414

Councillor Craig Sanders made a motion that By-law 60 of 2022 be read a first, second and third time and finally passed this 8th day of December 2022. Councillor Jenny Redick seconded the motion.

Carried

b) By-law 61 of 2022 - Council Appointments

RESOLUTION-2022-415

Deputy Mayor Frank Nemcek made a motion that By-law 61 of 2022 be read a first, second and third time and finally passed this 8th day of December 2022. Councillor Craig Sanders seconded the motion.

Carried

9 NEW BUSINESS

a) The Treasurer noted that he is working on a report on water & sewer fees for the next meeting of Council.

b) **Notice of Motion** (*Sanders*): That Council direct staff to obtain pricing for restrictive gates to be installed on either side of the Olympia Doors at the

BAICCC for safety reasons while the ice surfacer is in use; and that a report be brought back to Council for consideration

RESOLUTION-2022-416

Councillor Craig Sanders made a motion that Council direct staff to obtain pricing for restrictive gates to be installed on either side of the Olympia Doors at the BAICCC for safety reasons while the ice surfacer is in use; and that a report be brought back to Council for consideration including the use of the back door for entrance. Councillor Jenny Redick seconded the motion.

Carried

c) Councillor Redick inquired about the placement of benches in the foyer of the BAICCC.

d) Councillor Nemcek reminded Council and the public members present about the upcoming Santa Clause parade presented by the Alvinston Optimist Club.

e) **Notice of Motion** (*McCabe*): That Council consider donations in the 2023 budget to the Middlesex Hospital Alliance (Four Counties) and CEEH hospital in the 2023 budget deliberations.

10 CLOSED SESSION

a) In accordance with Section 239(1) under the Municipal Act
2(b) personal matters about an identifiable individual including municipal or local board employees

RESOLUTION-2022-417

Deputy Mayor Frank Nemcek made a motion that Council move into a closed session meeting. Councillor Don McCabe seconded the motion.

Carried

11 RISE AND REPORT

The Clerk Administrator reported that a closed session was held to discuss personal matters about an identifiable individual including employees. She noted that staff were directed to proceed as outlined in closed session with step increases for employees as applicable.

12 BY-LAW CONFIRMING PROCEEDINGS

a) Confirming By-law

RESOLUTION-2022-418

Councillor Jenny Redick made a motion that By-law 62 of 2022 be read a first, second and third time and finally approved this 8th day of December 2023. Deputy Mayor Frank Nemcek seconded the motion.

Carried

13 ADJOURNMENT

Councillor Sanders made a motion to adjourn the meeting at 5:40 p.m..

_____
Clerk-Administrator

_____
Mayor

MINUTES
Council -Special Meeting

10:00 AM - Friday, December 16, 2022
Municipal Office

The Council -Special of the Brooke-Alvinston was called to order on Friday, December 16, 2022, at 10:00 AM, in the Municipal Office, with the following members present:

Council Present:	Mayor David Ferguson, Councillor Don McCabe, and Councillor Jenny Redick
Staff Present:	Clerk Administrator Janet Denkers, Public Works Manager Randy Hills, Treasury Assistant Dustin McNaughton, Public Works Superintendent Jamie Butler, and Fire Chief Steve Knight
Regrets:	Councillor Craig Sanders, Councillor Frank Nemcek

1 CALL TO ORDER

The Meeting was called to order at 10:00 a.m..

2 NEW BUSINESS

a) Municipal Road Tour

Staff and Council completed a road tour with the following stops:

1) Sewer Treatment Plant - tour of the facility and how the system works

2) Water Plant - limited status of the building and what is currently occurring in it

3) Railroad Line East of Nauvoo / Elm Street- proposed waterline work being discussed with the Engineer

4) Inwood Park - projects completed including streets, sewers, basketball court, Alvinston Optimist club proposed work

5) Rokeby Line - displayed status of work

6) Churchill Line - discussed road agreement with Warwick and work needed

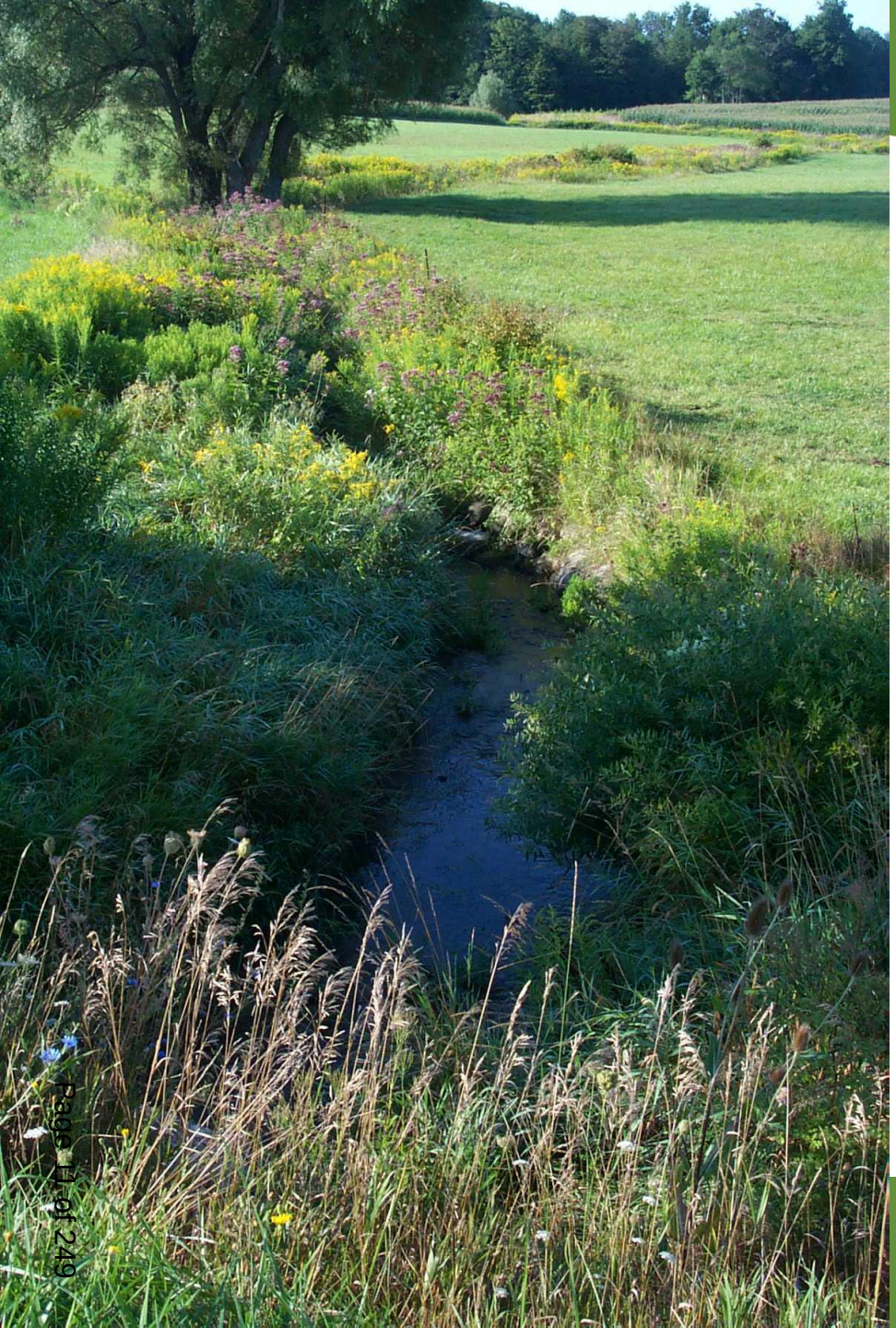
7) LaSalle Line-work done and next steps for Council to consider

3 ADJOURNMENT

The meeting was adjourned at approximately 12:30 p.m.. by Councillor Redick and McCabe. Members and staff available enjoyed lunch afterwards.

_____
Clerk-Administrator

_____
Mayor



Council's Overview of the Drainage Act Procedures and Responsibilities

Drainage Superintendent:

David Moores

Ontario

The Common Law as it Relates to Drainage:

- Introduction to common law
- Natural Watercourses
- Surface Water

Overriding the limitations of common law:

- Mutual Agreement Drains
- Petition Drains (Municipal Drains)

Management of Municipal Drains

Drainage Act Responsibilities

Drainage ~ What's the Law?

Two Types of Law:

Statute Law:

- Enacted by Governments
- Covers a specific topic
- Examples: Drainage Act, Municipal Act, or the Planning Act

Common Law

- Judge decisions on disputes
- Future decisions guided by the precedence established in past decisions.

Common Law applied to Drainage

Court direction concerning:

1. Natural watercourses
2. Surface water

Natural watercourse definition:

– "Stream of water flowing in a defined channel with bed and bank for sufficient time to give substantial existence."

Is This A Natural Watercourse?

1. Natural Watercourses under Common Law

Riparian landowners:

- Own land that abuts a natural watercourse
- Have certain rights and responsibilities that non-riparian landowners do not have.
- Have the right of drainage
- Have the right to use water for domestic purposes
- If they dam a natural watercourse, they can be held liable for the impacts.
- Must accept the water
- If they modify/interfere with a channel, they can be held liable for the impacts

2. Surface Water under Common Law:

- Has no right of drainage
- Flow of surface water is not grounds for a lawsuit
- Lower owner does not have to accept the water; can protect their property (e.g. berms or dykes)

2. Surface Water under Common Law:

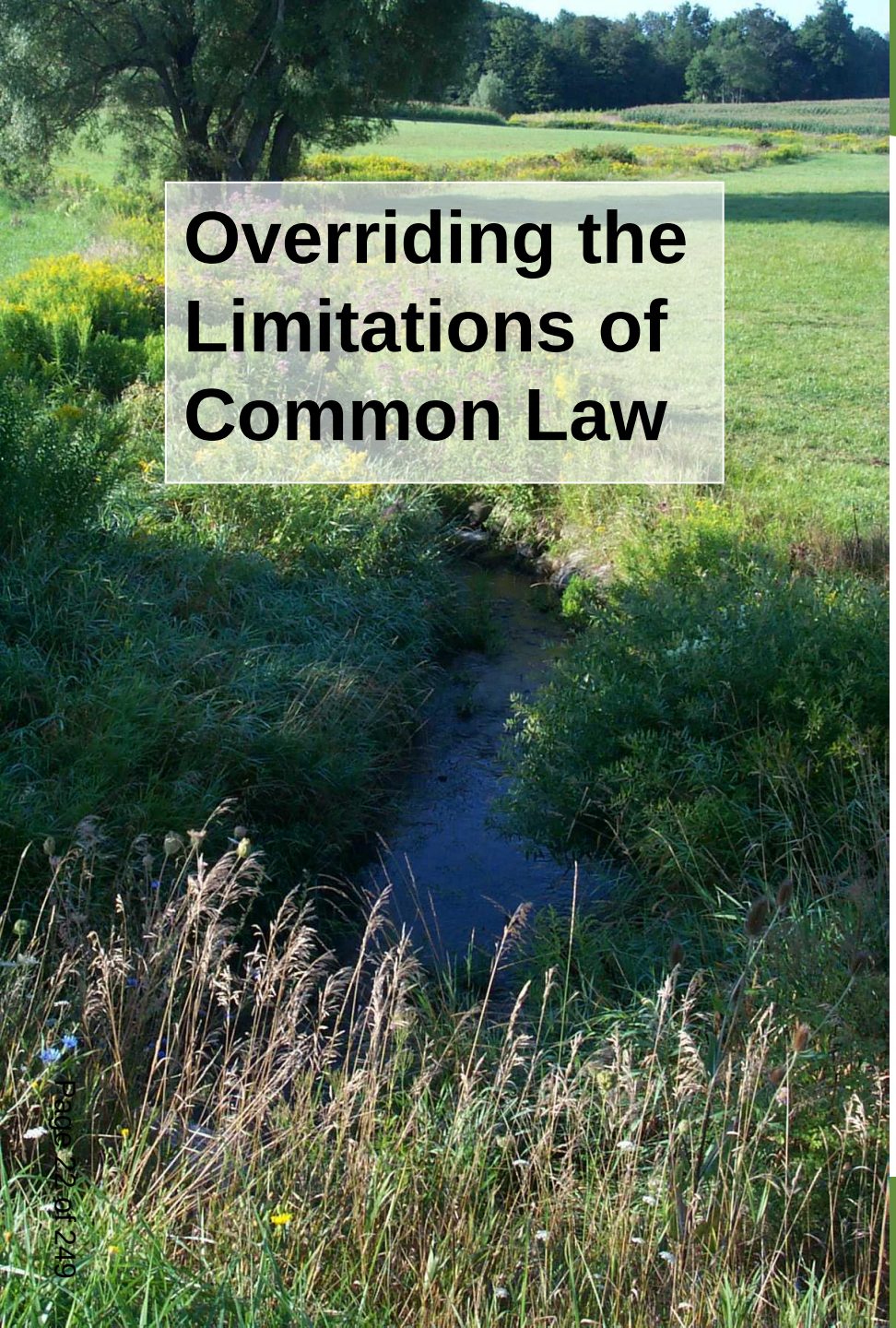
- If collected/discharged, then grounds for lawsuit
- Courts can order damages to be paid.
- No right to drain into private ditches

2. Prescriptive Rights:

- If surface water is collected and deposited on lower land uncontested for 20 years, it may acquire a “Prescriptive Right”
- Only a judge can grant a prescriptive right of drainage.
- A “prescriptive right” of drainage can be lost if there are changes in the flow of water (additional drainage)

Resources:

- Drainage e-Reference Tool
  www.omafra.gov.on.ca/english/landuse/drain-eref/index.htm
- Case law: Canadian Legal Information Institute
  www.canlii.org/en/on/
- Top 10 Common Law Drainage Problems Between Rural Neighbours
  www.omafra.gov.on.ca/english/engineer/facts/98-015.htm



Overriding the Limitations of Common Law

Drainage Act was passed to provide property owners with a process to solve drainage problems.

Two Methods:

- Mutual Agreement Drains
- Petition Drains otherwise known as Municipal Drains

Mutual Agreement Drains

- Common for drains to be constructed by agreement
- Common forms:
  - Verbal Agreement
  - Written Agreement
- “Mutual Agreement” is a method authorized by Section 2 of the Drainage Act
  - Written agreement registered on land
  - Binding on the properties

Petition Drains (Municipal Drains)

- All new drains must be initiated by Petition:
- Petition is a legal document
- Petitioners become financially responsible as soon as the petition is signed and submitted

Validity of Petition

- Inside the watershed is an internal “area requiring drainage” (ARD)
- To be a valid petition, it must meet one of the following criteria: Signed by:
  - The majority of owners in the ARD
  - The owners that represent at least 60% of the ARD
  - The road authority, where the road needs drainage
  - The Director, where agricultural land is involved.

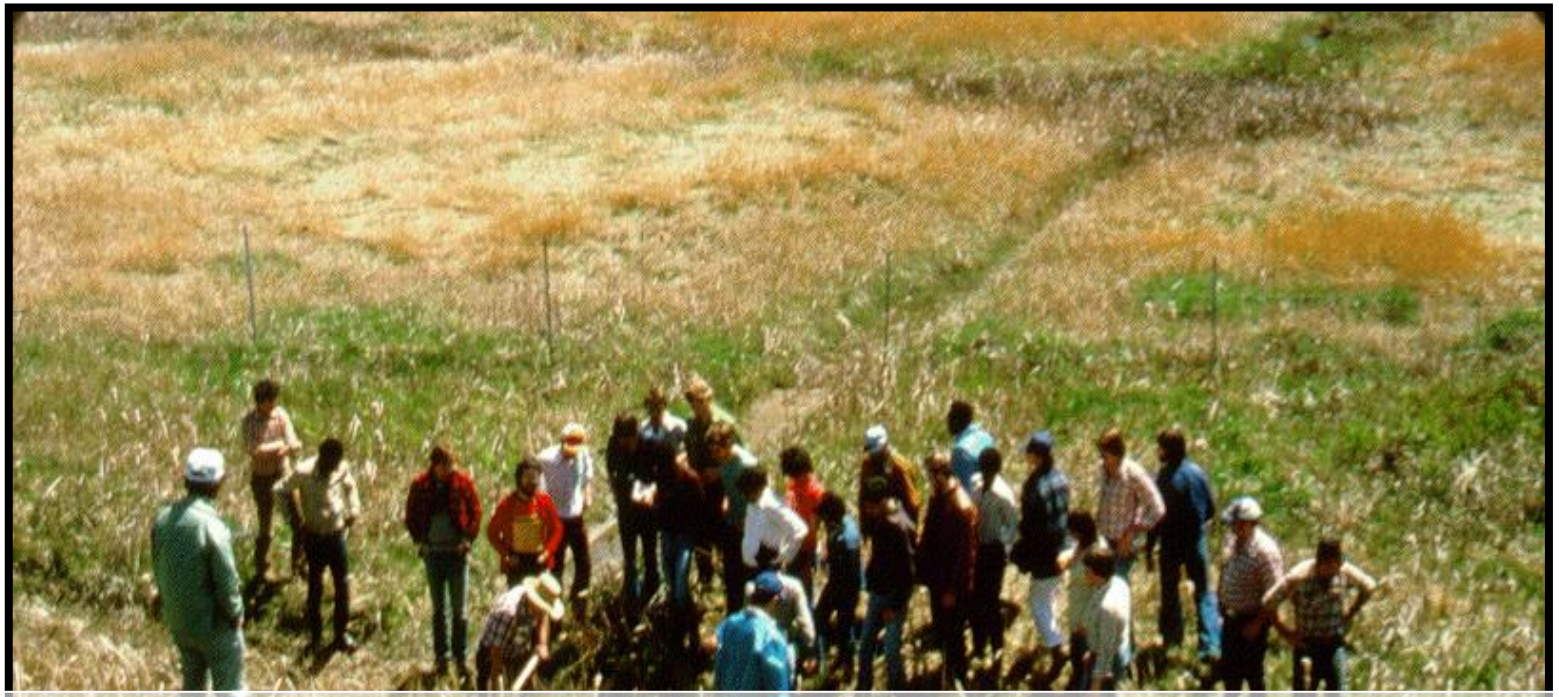
Petition Submission To Council

- Council considers petition
  - Council may reject a petition
  - Council may request an environmental appraisal or benefit/cost statement
- Council does not decide if petition is valid, this is decided by the appointed Engineer.
- Petition is circulated to CA's & DFO for comment
- Agencies may request an environmental appraisal

Appointment of Engineer

- Council appoints Engineer (S.8)
  - Engineer must be fair and impartial (S.11)
  - Must represent the community of owners
- Appointment by by-law or resolution (S.8)
  - Appointed Engineer has right of entry onto private property (S.12)
- Drainage Superintendent works with the Engineer, notice is sent of an “on-site meeting”

On-Site Meeting



Engineer's Responsibilities:

- **Determine validity of petition**
- **Determine the needs & concerns of property owners and agencies**

Engineer's Reports

- Council **may** instruct Engineer to prepare a **Preliminary Report**.
- It is **Optional**, unless benefit/cost statement or an environmental appraisal has been requested
- Usually the process goes directly to a **Final Report**

Preliminary Report:

Meeting to Consider – Preliminary Report

Two bodies make decisions at this meeting:

1) Owners – right to add or withdraw from petition
   - If the petition is no longer valid, original petitioners pay the costs incurred to date.

2) Council can decide not to proceed with the project based on the information in the report.
   - Petitioners can appeal to the Tribunal
   - If project stops, municipality pays the costs incurred to date.

Final Report

- Final Report must include:
  - ✓plans, profiles, specifications
  - ✓description of the area requiring drainage
  - ✓total cost estimate
  - ✓assessment schedule
  - ✓allowances
  - ✓other matters
- Must consider individual property owner needs
- Along with report, a key component of the Engineer's responsibilities is to obtain necessary permits/approvals

Final Report

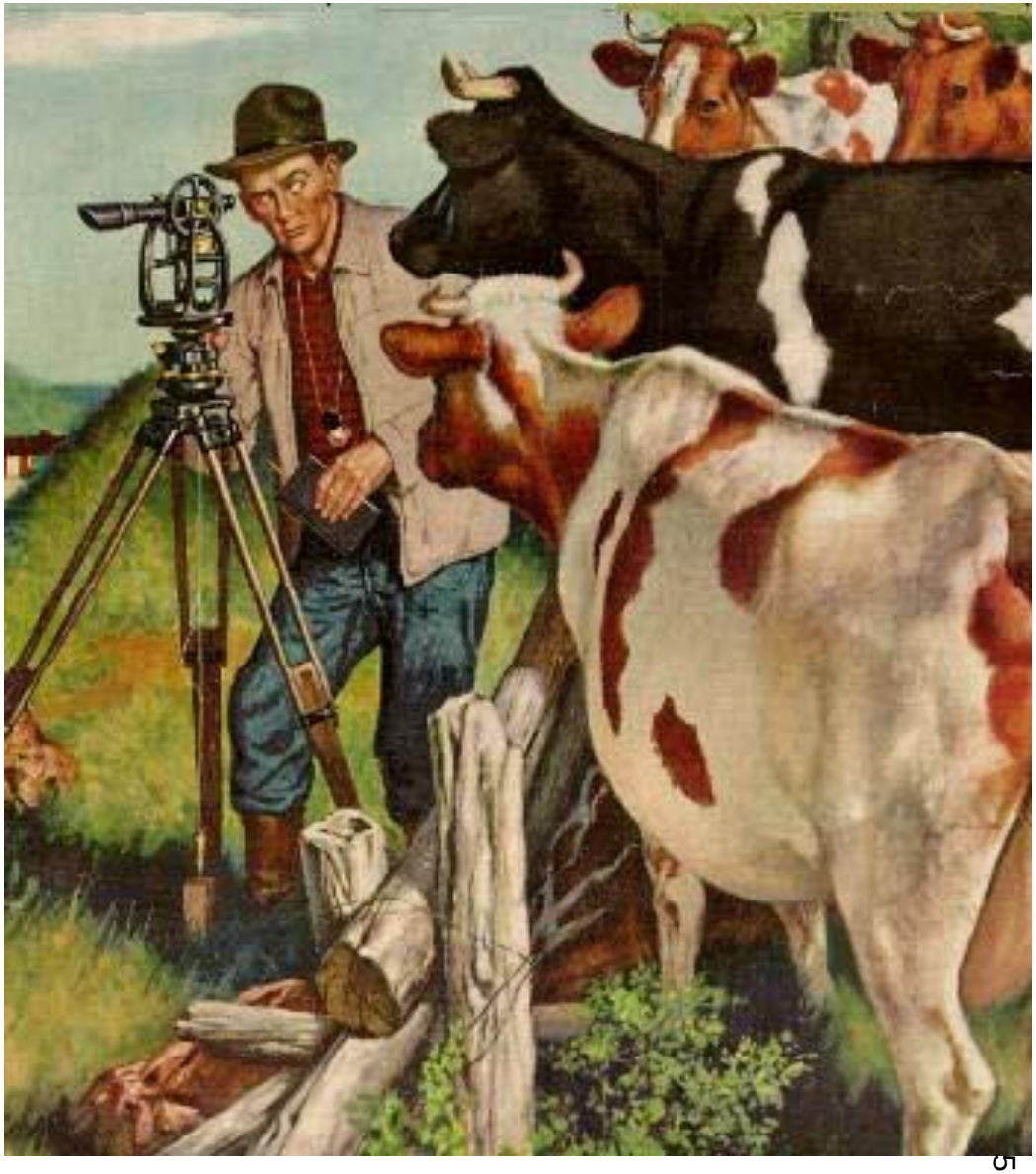
In the final report, the Engineer must:

- Establish benchmarks (S.13)
- Continue the drain to a sufficient outlet (S.15)
- Provide for disposal of material (S.16)
- Provide for road crossings (S.17)
- Provide for access crossings (S.18)
- Establish a working space (easement) (S.63)

Field Survey

Survey would:

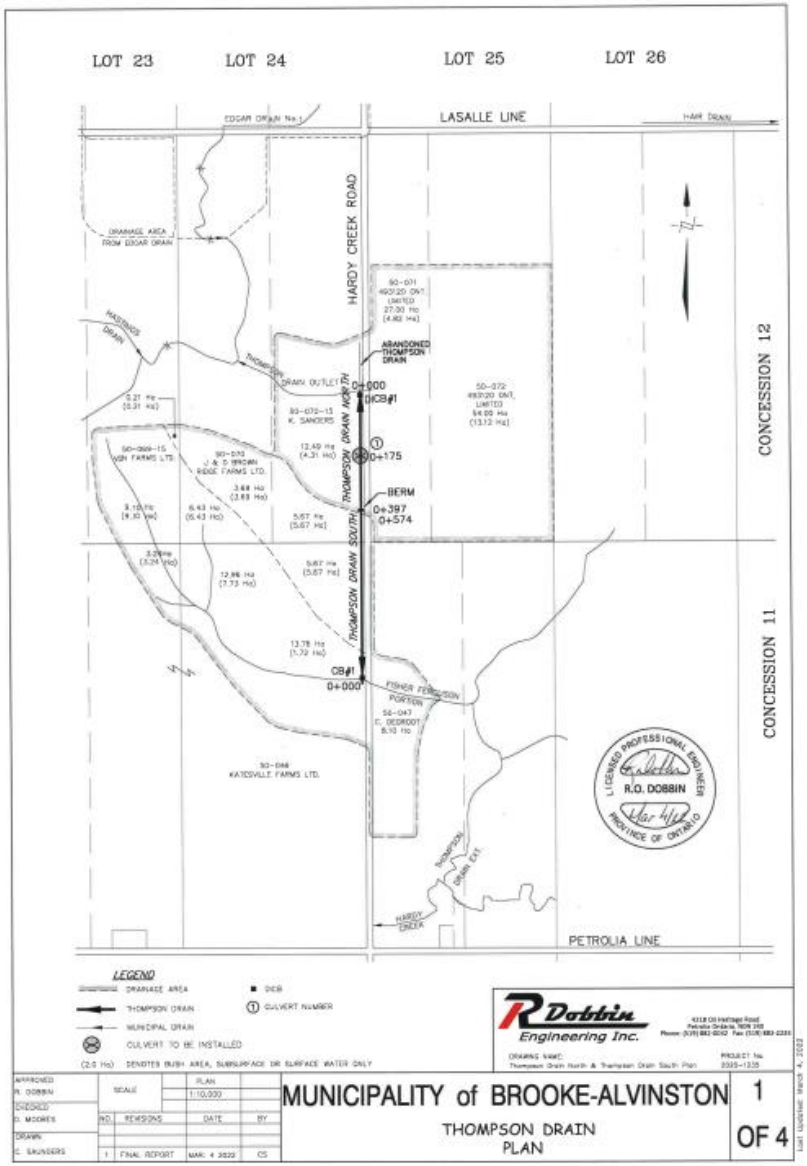
- Identify drainage features
- Record soil details
- Record tile outlets
- Record other features e.g. fences, pipelines
- Opportunity to discuss project with owners



PLAN

Plan shows:

- Watershed boundary
- Location of drain
- Property boundaries including lot/conc.
- Other features (e.g. roads, railways)



Drainage Assessments Review

- Types of Assessments:
  - Benefit Assessment
  - Outlet & Injurying Liability Assessment
  - Special Benefit Assessment (Sec. 24)
  - Assessment by Block (Subdivision)
  - Special Assessment (Sec. 26)

    "…the public utility or road authority shall be assessed for and shall pay all the increase of cost of such drainage works caused by the existence of the works of the public utility or road authority."

ASSESSMENT SCHEDULE

Thompson Drain North & Thompson Drain South
Municipality of Brooke-Alvinston
March 4, 2022

SCHEDULE OF ASSESSMENT NO.1 - THOMPSON DRAIN NORTH

To install a new culvert in the E1/2 Lot 24 Concession 12, a new DICB at the outlet of the Thompson Drain North,and improve the open channel alomg Hardy Creek.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts Benefit	Culverts Outlet	Channel Benefit	Channel Outlet	Total	Equiv. Ha
Municipality of Brooke-Alvinston										
Agricultural Lands										
12	E1/2 Lot 24	4.31	50-070-15	K. Saunders	10,965.00	1,631.00	4,595.00	-	17,191.00	2.16
					10,965.00	1,631.00	4,595.00	-	17,191.00	
				Total Benefit	15,560.00					
				Total Outlet	1,631.00					
				Total Agricultural Lands	17,191.00					
Public Lands: Roads										
Hardy Creek Road		0.85		Mun. of Brooke-Alvinston	3,107.00	2,573.00	9,190.00	-	14,870.00	3.40
					3,107.00	2,573.00	9,190.00	-	14,870.00	
				Total Benefit	12,297.00					
				Total Outlet	2,573.00					
Agr. Lands assessment 1/2 rate as per November 14, 2014 Engineers Report.				Total Municipal Lands	14,870.00					
				Total Agricultural Lands	17,191.00					
				Total-Municipality of Brooke-Alvinston	32,061.00					
				Total Assessment - Thompson Drain North	$32,061.00				Total Equiv. Ha	5.56

The Final Report

- Consideration of the Report:
  - A Consideration Meeting is held at a regularly scheduled Council Meeting with affected landowners, utility companies, environmental agencies, and road authorities
  - The report is presented to those in attendance by the Engineer
  - The purpose of this meeting is to discuss the scope of work;
  - Council either passes of Provisional Bylaw and gives 1st and 2nd Reading to the report (Sec. 45) or refer the report back to the Engineer for modifications (Sec. 57)

Appeals Period:
Court of Revision

- COR held between Day 20 and Day 30 from date of Mailout after 1st and 2nd Reading is given
- Council to serve as the Court of Revision
  - Council to separate the two responsibilities
  - Council does not have to declare a Conflict of Interest if they own land in the watershed
- Hears appeals on assessments only
  - Land is assessed too high or too low
  - Land should have been assessed but was not assessed
  - Due consideration has not been given as to the type of land use

- Note: Guidance for Court of Revision members can be found in OMAFRA Infosheet "*Understanding Court of Revision Procedures Under the Drainage Act*"

Appeals Period:

Agriculture, Food & Rural Affairs Appeal Tribunal

- Appeals from Court of Revision
  - 21 days from the COR
- Technical appeals
  - 40 days from date of Mailout of the COR

Drainage Referee

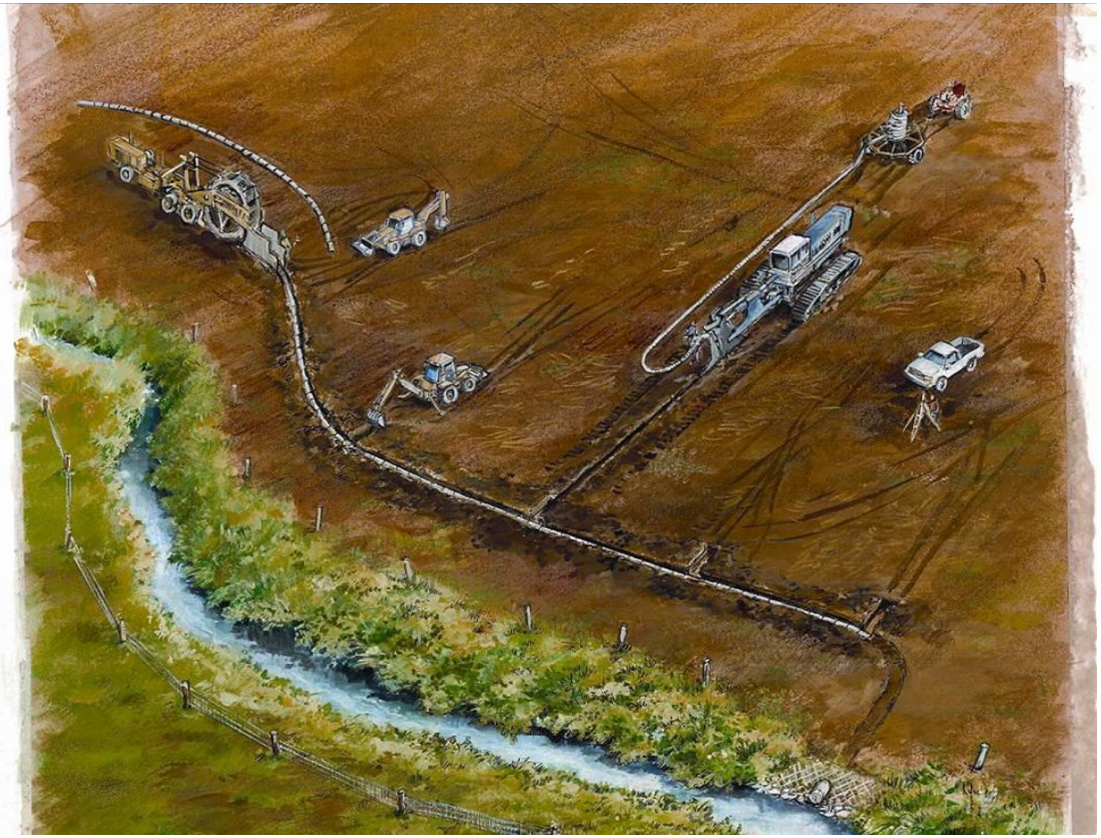
- Legal or procedural appeals

Final Authorization

- After all appeals have been dealt the report is submitted back to Council for final adoption by giving the report 3rd Reading thus creating the Authorizing Bylaw for the project
  - Construction of the project is authorized, even across properties opposed to the drain
  - Costs can be assessed to the lands
  - Drain now has legal existence and becomes part of the municipality's infrastructure

What Is A Municipal Drain?

- Community Project: Developed through a public process
- Legal Existence: Adopted by by-law
- Municipal Infrastructure: Local municipality is responsible to manage



Management of Municipal Drains

- Maintenance & Repair
- Improvement
- Assessment Schedule Updates
- Managing Connections
- Enforcement
- Abandonment

Maintenance & Repair (S. 74)

Any drainage works constructed under a by-law passed under this Act …

…shall be maintained and repaired by each local municipality through which it passes…

…at the expense of all the upstream lands and roads …

…in the proportion determined by the then current by-law pertaining thereto…

Improvement (S.78)

- Need community acceptance to change the “communally accepted” standards.
  - Improvement examples: drain relocation, drain enclosure, change size, add crossings.
- New engineer’s report using same process as for a new drain, but no petition required
  - Engineer must be fair & impartial (S.11)
- Note: Owners may request improvements, but this is not a petition. Drainage Superintendent has landowner sign a request for maintenance or improvement.

Assessment Updates

Severance of Land (S.65):

- Severance or subdivision of land - assessment must be split, either by:
  - Engineer appointed to complete the severance
  - Landowners requesting pays

New Assessment Schedule (S.76):

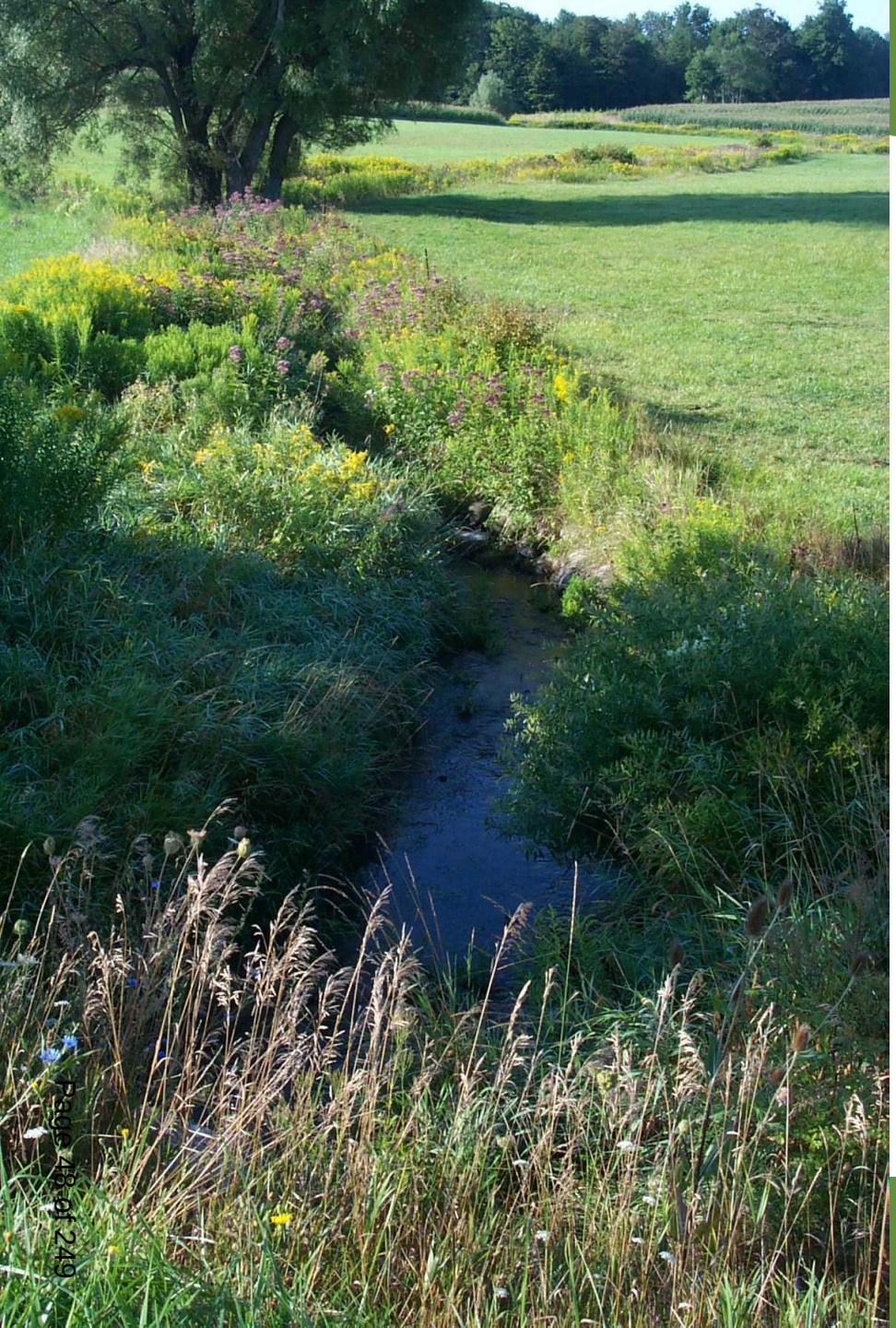
- Appoint engineer to prepare a report for a new assessment schedule;
- Generally same process as for new drain

Managing Connections (Section 65(3) & (5))

- Applies to properties that propose to:
  - Connect land from outside the watershed into the drain.
  - Generate more runoff because of a change in land use.
- Council approval required before action taken:
  - Does the existing drain have the capacity?
  - Will the drain still have a sufficient outlet?
- If council approves:
  - An Drainage Engineer is appointed to inspect the land
  - Engineer assesses the land a fair share of the cost of the drain; this is for the land to “buy in” to the community of property owners who have paid for the drain.

Enforcement & Abandonment

- No one may block a municipal drain (S.80)
  - Owner/occupant can be ordered to remove blockage
  - If not done, superintendent can take action and the cost be added to the taxes
- No one may damage a municipal drain (S.82)
  - Municipality can take legal action against anyone who damages a municipal drain
  - Damages could include anyone who relocates a drain or reshapes a drain without municipal authorization.
- A municipal drain can be abandoned (S.84):
  - Property owners can initiate abandonment (S.84(1))
  - Municipal council can initiate abandonment (S.84(2))
  - After abandonment, municipality has no responsibility.



Drainage Act Responsibilities

Drainage Act Responsibilities

- Municipal council has the central responsibility in all Drainage Act procedures.
- Responsibilities are implemented through staff
  - Drainage Superintendent:
    - Manage municipal drains
    - Coordinating Drainage Act procedures
  - Treasurer:
    - Grant applications
    - Levying assessments
  - Clerk:
    - Sign all notices
    - Mailout of all notices, report, and bylaws
    - Receive any appeals or requests for work

Drainage Act Responsibilities

- Responsibilities are also implemented through retained services (procurement policies):
  - Appointed Engineer: Produces the report
  - Contractor: Construct, improve, maintain, and repair drains under direction and supervision of the Drainage Superintendent

Drainage Superintendent (S.93)

- Appointed by by-law – With this appointment, the Act provides power of entry onto land

- Drainage superintendent duties:
  - Inspect drains periodically
  - Meet with landowners
  - Maintain and repair drains
  - Assist engineer in construction and improvement projects
  - Schedule, organize, and lead all meetings required under the Drainage Act
  - Prepare reports to council

GRANTS

- Authorized by the Drainage Act (S.85 – 90)
- Agricultural Drainage Infrastructure Program sets policies for the provision of these grants
- Generally, pay grants towards:
  - Assessments on agricultural land for drain repair, maintenance, construction or improvement
  - Municipal cost of employing a Drainage Superintendent

Summary:

- Municipality administers Drainage Act process.
- Provides a process to solve private drainage issues, with:
  - Professional design by drainage engineer
  - Cost-sharing recommended by independent engineer
  - Compliance with other legislation
  - “A drain by any means…”
  - Legal means of recovering costs
  - Right of access onto private land
  - Independent appeal bodies
  - Authority for future maintenance/repair

For More Information:

Additional information on drainage can be found at www.ontario.ca/drainage

Contact: Mr. David Moores
Drainage Superintendent
519-882-0032 (w)
519-331-3675 (C)
david@dobbineng.com

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Culvert & Farm Access Installation
Meeting:	Council - 12 Jan 2023
Department:	Public Works
Staff Contact:	Jamie Butler, Public Works Superintendent

Recommendation:

That Council receive and file the information provided in the report for consideration in the letter addressed to Council from 2605487 Ontario Ltd.

Background:

As per municipal policy, every property with a roll number is entitled to 8 meters of a laneway to allow entrance onto a property. This entrance is paid for by the municipality. Any length requested longer than 8m is up to the property owner to completely pay for.

In accordance with this policy, the property owner grants the municipality permission to enter onto their lands and install the access accordingly. Should the owner wish to install the culvert themselves, they can do so under the supervision of the Road Superintendent. The pipe should meet the specs of the manufacturer and of the road authority when installed. The pipe manufacturer recommends 12 inches of cover over the pipe at installation. Once installed, the pipe is the property of the municipality.

Please see the attached letter

Comments:

2605487 Ontario Ltd. Inc requested a 22.5m laneway across their property on Cameron Road.

As noted, the culvert installation was assigned to municipal staff with the following conditions:

1) 2605487 Ontario Ltd. reimburse the municipality for the 22.8m pipe ($58/m)

- The municipality in good faith allowed the property owner to reimburse the municipality with 32 m of pipe because he claimed after the pipe was installed and invoice was received, he could get a better price

2) 2605487 Ontario Ltd. reimburse the municipality for labour and any other miscellaneous items

- The property owner requested 30.8 meters of laneway pipe and the municipality installed 30.8 but only charged him for 22.8 due to laneway policy. They were not charged for any labour or material for the 8 m of pipe inlay.

- The property owner was not charged for couplers, filter mat, rip stone or the base material

3) the pipe used must be 375mm and installed to manufacturer specifications

PRICING

In comparison to previous supplied culverts the invoiced costs were a third more than a job half the size:

2605487 Ontario Inc

22.5 m pipe @ $58/m =$1,305.00 (owner paid)
labour $1,590.00
Gravel $ 884.25
TOTAL = $3,779.25

** at municipal pricing the 22.5 m of pipe at $78.6m = $1,768.50 which would place the bill at ***$4,242.75*** which is less than double the 12 m project noted below.

June 2022 Installation

12 m of pipe @ $78.6m = $ 943.20
labour $ 650.00
Gravel & rip rap & mis $1,240.60
TOTAL = $2,833.20

INSTALLATION

For installation of the pipe, the old pipe had to be removed, and a survey completed to set the fall with the long grade for the new pipe. The pipe was set as low as it could to not affect the grade. The pipe was installed as per manufacturers specifications with enough cover to prevent failure and it was set to the satisfaction of the Public Works Manager / Superintendent.

Upon completion, the owner contacted the PW Manager and requested to place 2 lengths on either side of the pipe to extend the pipe further to accommodate their equipment. Upon later inspection, the municipally installed pipe was removed and a new one dug in lower and against the recommendation of the roads department and the manufacturer. Because it was lower than the outlet, it is anticipated there will be water laying in the area.

The pipe, which has now been readjusted by the property owner has no gravel cover. Due to the readjustment of the pipe by the landowner which was not approved by the municipality (only the addition of another 18 m of pipe at their expense), we have 46 m of laneway that is installed with no cover and not on grade

Additionally, the topsoil was removed from the municipal property by the owner and distributed on their land. A portion of the land that was said to be damaged by the use of the backhoe for the installation of the laneway is municipal property

WEATHER

The work was done in wetter than ideal weather. When the weather is dry the crew does ditching work and the focus of the crew is the roads, not specific landowner work.

EQUIPMENT

The Municipal equipment for this work is a backhoe; to do the work, the backhoe is required to enter onto the lands. A portion of the lands entered are municipal, some of which was a previous unopened road allowance that was sold to the owner along with trees that were harvested after their ownership.

NEXT STEPS

In reviewing best practices, a formal request should be filled out that alerts the owner to the costing in a more formal manner. The work on this project was handled over the phone in good faith. A new form has been developed to prevent any miscommunications in the future.

Should Council wish to reconsider the policy of the Public Works Department installing culverts, they can direct staff accordingly with consideration of having an outside contractor which may be more costly, doing the work.

Financial Considerations:

The invoice to 2605487 Ontario Ltd. is comparable to a project less the scope. Should Council opt to reduce the invoice, other owners should receive a rebate.

ATTACHMENTS:

letter - Council
additional new culvert

December 19, 2022

To: Municipality of Brooke-Alvinston Council;

This letter is address a culvert and farm entrance on Walker Line/Shields Siding Road installed by Municipality of Brooke-Alvinston staffing.

George Cornelissen contact Randy Hills to get permission to install a culvert with a farm entrance. Randy informed George it would be more cost effective if the municipality's staffing completed the job. George agreed to have the municipality completed the job.

After the job was completed George and Mike Cornelissen went to inspect the job. They arrived to find the culvert was 10" higher than the field and road preventing it to work correctly. Gravel and top soil was mix in the field an area of 30 feet by 100 feet. The job was done when the field was to wet. The back hoe was driving side by side until they compacted the dirt so tight that a high hoe had to be used to break the soil apart. No field should be entered unless it is dry or an emergency. The damage caused to the soil intern no crops will grow in this area for years to come.

The quality and workmanship was very disappointing. George Cornelissen contact Randy Hills to get permission repair the job and damage. If we had done the job in the original place as we want to. It would have taken 2.5 hours with a high hoe with 2 person to completed the job. To repair and correct culvert with entrance took another 5 hours with 4 persons to fix the job. Digging out the culvert re-measuring to install correctly. They had to go on their hands and knees to try to shovel and pick the gravel out of the field.

I have attached some picture of the job completed by municipality and us repairing. We feel we should not have to pay for the invoice sent to us from your office for the place of culvert and entrance. We have already replace the culvert for municipality inventory and have been credit for this. I trust we can come to agreement on this job and damage done.

Yours truly,

George & Carolyn Cornelissen

Cornelissen Farms Inc.

DEERE

The Corporation of the Municipality of Brooke-Alvinston

APPLICATION FOR ADDITIONAL / NEW CULVERT

Name of Owner: _____

Address: _____

Telephone # : _____ Work: _____ Cell: _____

E-mail:_____

Location of additional / new culvert: _____

Size of culvert: _____

Sketch: please sketch location of additional / new culvert

I agree to pay all costs associated with the installation of the additional / new culvert including: culvert, labour, equipment, material (gravel, rip rap etc.).

Cost of Pipe: _____ / metre; Est. gravel cost _____; Extra Costs _____

Dated the _____day of _____, 20__

_____ _____

Signature of Owner(s) Date

_____ _____

Signature of Owner(s) Date

CLIMATE PROOF
CANADA

Building a Resilient Tomorrow

National Adaptation Strategy: A Federal Action Plan for Climate-Related Disaster Resilience

PRESENTATION TO
CONSERVATION ONTARIO COUNCIL MEETING
September 26, 2022

A National Adaptation Strategy:

CLIMATE PROOF CANADA

- Should be comprised of an overarching strategy for the country that establishes 2050 goals, and desired outcomes by 2030 for both the **acute climate risks** we are facing today (wildfires, floods, extreme heat) and the **slow onset effects** that will impact us over time (e.g. sea level rise, drought, food security)
- Should be aligned with the **FPT Disaster Risk Reduction** work led by Minister Blair and underway in implementing the emergency management strategy
- Should include **5-year federal action plan** to drive action that:
  - Sets clear national targets for reducing risk, based on expert advice
  - Expands/establishes federal programs with clear accountability for contributing to those targets
  - Initiates intergovernmental dialogue with P/Ts, Indigenous representatives and municipalities as well as private sector to ensure targets are met through **whole-of-society effort**.

Disaster Resilience: A Five-Year Implementation Plan

CLIMATE PROOF CANADA

We are taking a risk-based approach with a focus on reducing risk of the three leading climate perils facing Canada in the short-term – **flood, wildfire** and **heat** and an all-hazard focus on **recovering** from these events.

This proposed Federal Action Plan on Disaster Resilience sets five-year targets to:

i) **Reduce deaths, displacement and damage due to escalating wildfires** by supporting and rewarding FireSmart communities and by constructing/retrofitting resilient buildings

ii) **Reduce displacement and damage due to escalating flooding** by constructing/retrofitting resilient buildings, improving awareness, introducing home and community adaptation rating systems and investing in defensive infrastructure

iii) **Reduce mortality and hospitalizations due to extreme heat** through improved social response capacity, retrofitting buildings, introducing home and community adaptation rating systems and deployment of natural infrastructure

iv) **Design and implement a Recovery Compact** which sets clear milestones for returning displaced Canadians home (where appropriate)

Five Core Themes for Federal Leadership:

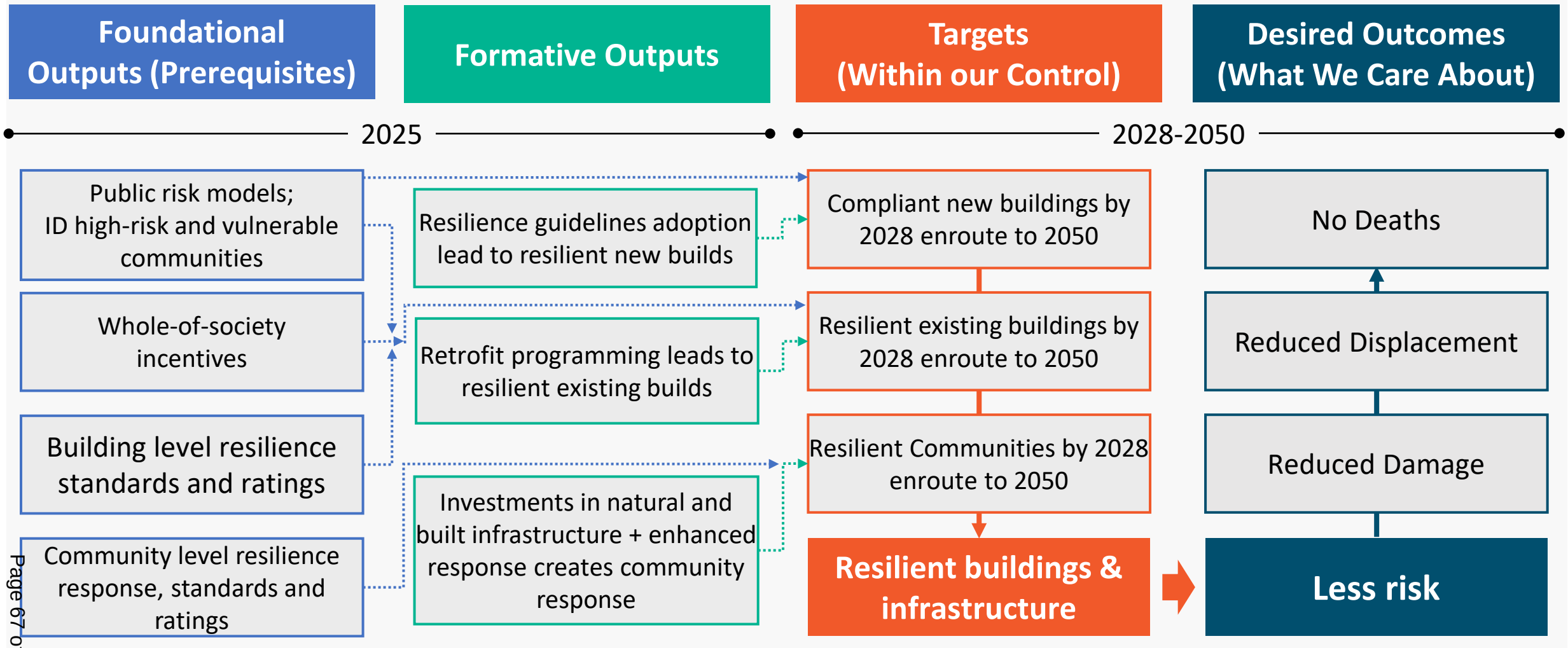
CLIMATE PROOF CANADA

The Disaster Resilience and Security Advisory Table has identified five core themes for the Disaster Resilience portion of the Federal Action Plan:

1. **Risk Mapping**: Identifying both communities and residents at highest risk including the most vulnerable (often Indigenous, low income, elderly and/or health-compromised);
2. **Community Preparedness**: Ensuring high-risk and vulnerable communities are incented and supported to become more resilient;
3. **Resilient Buildings**: reduce deaths, displacement and damage by building and retrofitting resilient homes;
4. **Social Response**: Ensuring the vulnerable and those around them are educated about risk and what to do in an emergency (including family, friends, neighbours, landlords and local civilian volunteers);
5. **Financial Preparedness**: Revamped disaster assistance and flood insurance to ensure better financial outcomes for high-risk and vulnerable Canadians.

Disaster Resilience Process Logic Model

CLIMATE PROOF CANADA



Climate Proof Canada NAS Video

CLIMATE PROOF CANADA

- https://can01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.youtube.com%2Fwatch%3Fv%3DCxLTYjdBJI&data=05%7C01%7Cjrzadki%40conservationontario.ca%7Cf5ae3444654d4d53937c08da9f2fff76%7Ca31c7b25358a446ca5d0d686f9aacf6a%7C0%7C0%7C637997325745491379%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=ab5jJxAASFgw4CFcrvrapCXGMkvuq2X0dW%2BBOanksX0%3D&reserved=0

- (3) Canadian National Adaptation Strategy - YouTube

IMPACT OF FLOODING ON RESIDENTIAL HOUSING

INTACT CENTRE
ON CLIMATE ADAPTATION

Average Sold Price

- *8.2% reduction* in sold price

Average Number of Listings

- *44.3% decrease* in listings

Average Days on Market

- *19.8% longer* on the market

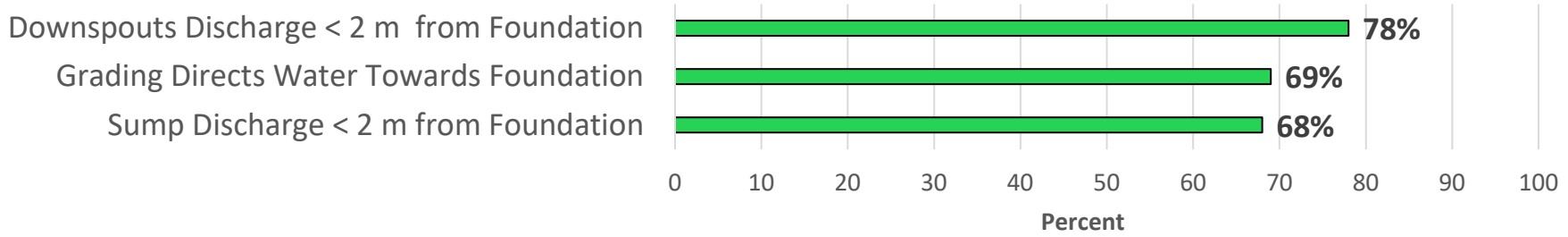
Mortgage Arrears / Deferrals

- *No material impact*

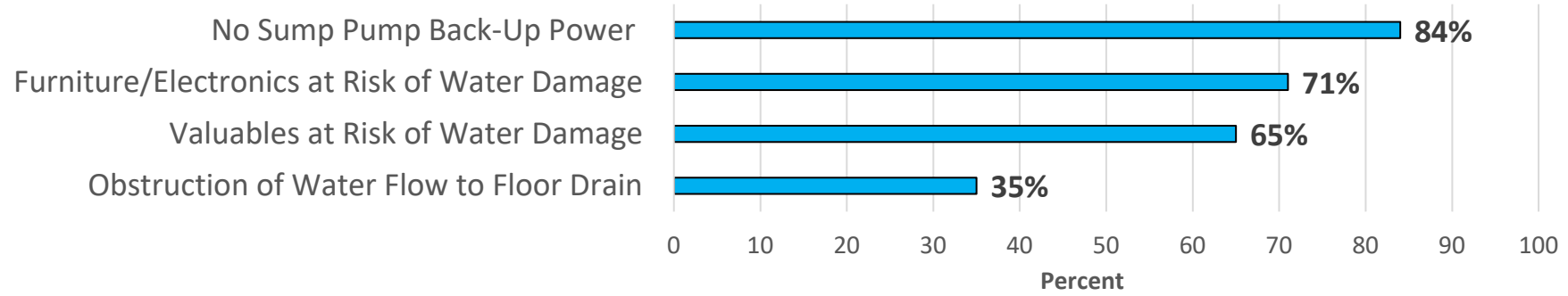
KEY FACTORS THAT AFFECT BASEMENT FLOOD RISK

INTACT CENTRE
ON CLIMATE ADAPTATION

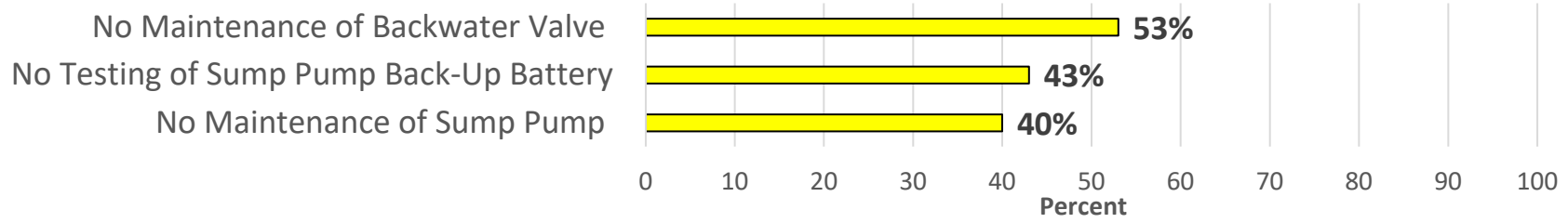
Top Flood Risks Recorded Outside the Home

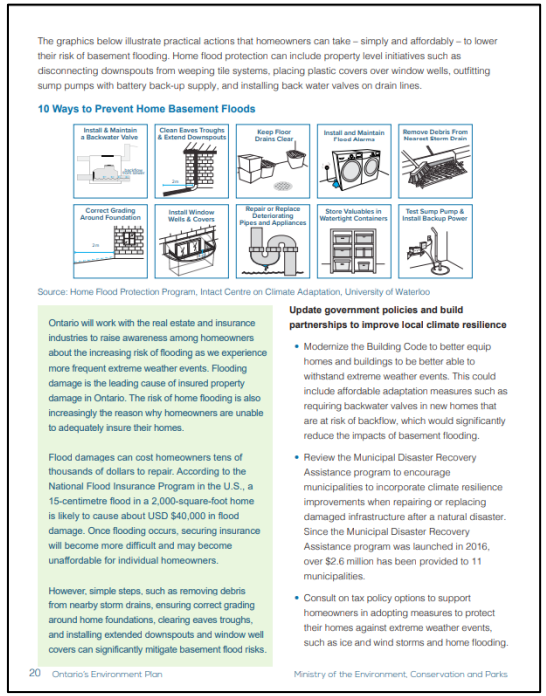


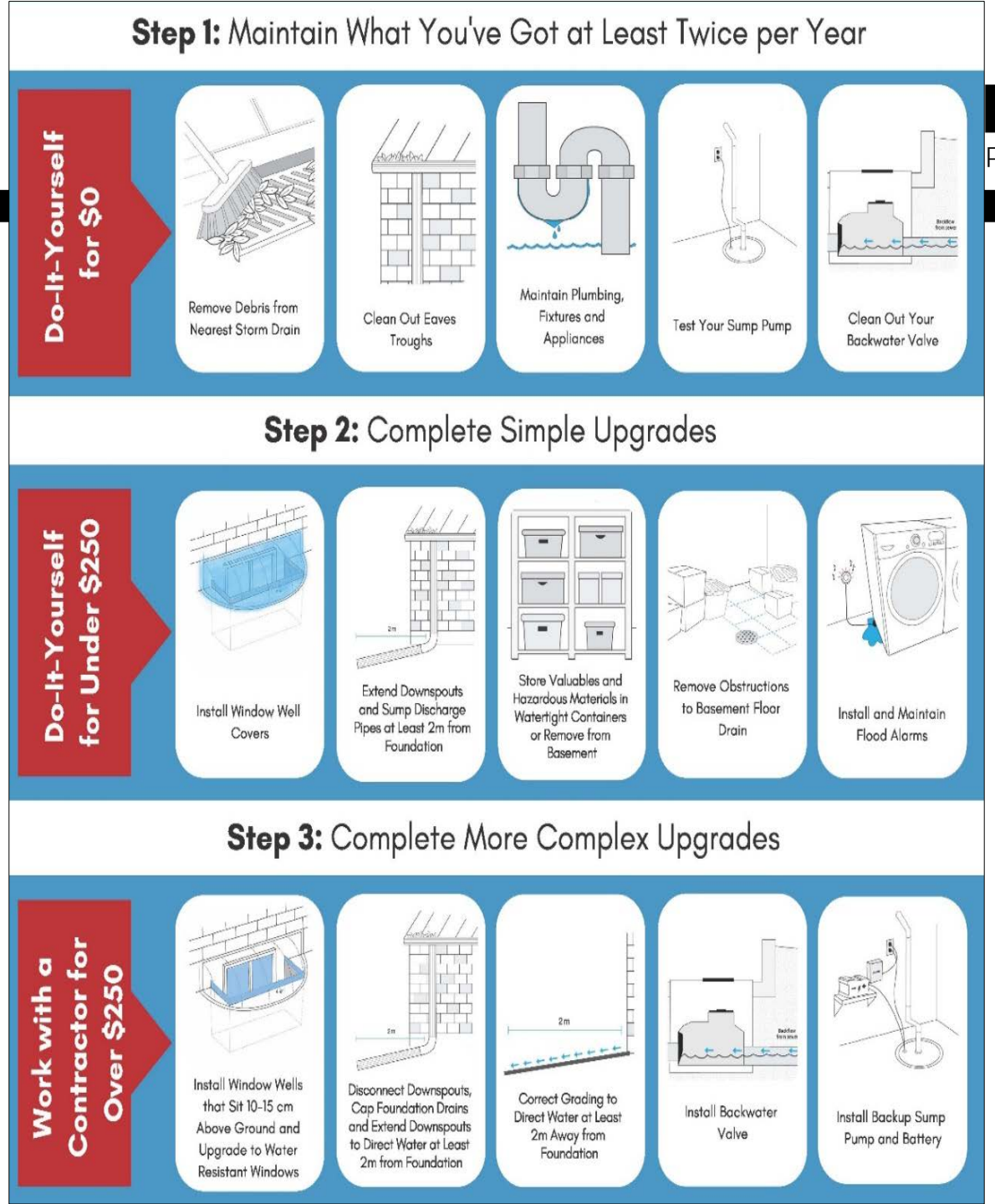
Top Flood Risks Recorded Inside the Home



Top Self-Reported Maintenance Flood Risks Inside the Home







NTRE
PTATION

Thank you

CLIMATE PROOF CANADA

Alison Steele, BA, CIP
Senior Communications Manager

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Faculty of Environment, University of Waterloo
226-339-3506 |
bfeltmate@uwaterloo.ca
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LAMBTON GROUP POLICE SERVICES BOARD
MEETING MINUTES

LAMBTON GROUP POLICE SERVICES BOARD

Location: OPP Headquarters, Petrolia

Date: Wednesday, October 19, 2022

Time: **3:00 pm**

Session: **#5/2022**

Present:

Murray Jackson, Chair – Community Member (electronically)
Steve Miller, Member – Municipal Partner
Doug Cook, Member – Municipal Partner
Shirley Durance, Member – Provincial Appointee

Non Voting Members:
Inspector Chris Avery, O.P.P Representative
Staff Sgt. Christopher Hogg, O.P.P Representative
Staff Sgt. Erica VanRoboys, O.P.P Representative
Alex Boughen, Member – incoming Community Member
Greg Nemcek, Member – incoming Community Member
Mandi Pearson, Secretary

Regrets:

Guests:

- None

Members of the Public:

- None

1. **Call to Order**
    - Doug Cook, Vice-Chair called the meeting to order at 3:06 pm.

2. **Declaration of Conflict of Interest**
    - None Declared

3. Minutes of Previous Meeting

a) Session 4**,** August 17, 2022

Moved By: Steve Miller
Seconded By: Shirley Durance

THAT *the minutes of Session 4/2022 dated August 17, 2022 be adopted as circulated.*

Carried

4. Business Arising from Minutes

- None

5. Detachment Report

Acting Staff Sgt. Hogg reviewed the July and August 2022 policing report:

Crime

- involved in a multi-jurisdictional homicide investigation. 8 parties have been charged
- actively investigating the 1st Degree Murder from Marthaville Conservation Area
- 16 sexual assaults reported – 9 involved charges, 3 insufficient evidence, 4 declined charges
- 10 sudden deaths – 2 investigated by Crime (Child under 4 & overdose)
- Ongoing homicide investigations and disclosure

Property Crimes

- Break & Enters up YTD 14.3%
- Possession of Stolen Property YTD up 66.7% (Positive – catching more)
- Thefts under YTD down 5.1% and Thefts over YTD down 20.5%
- Frauds YTD down 18.5%
- Mischiefs YTD down 17.9%
- Robberies YTD up 100% (2 YTD)

CSCU

- Investigated 15 occurrences
- Laid 16 charges and wrote 7 warrants
- Project McNulty concluding – 5 parties arrested, 164 grams of meths, $2130 cash, scales & cell seized
- Assisted with fatal motor vehicle collision investigation on Walpole Island

Drugs

- Overall incidents YTD down 26.1% (Result of no prosecutions / Focus on dealers)

Traffic

- 342 traffic enforcement initiatives
- 949 PON's & 526 written warnings
- 60 RIDE programs
- 31 Impaired arrests
- Focused Patrols – Petrolia Line & Marthaville
- 202 motor vehicle collisions – 1 fatal in July & 1 fatal in August (5 year-to-date)
    - Motor vehicle collisions are up in fatal and PD
    - Fatal – up 250%
    - PD – up 31.1%
    - PI – down 5.6%

Moved By: Steve Miller
Seconded By: Shirley Durance

***THAT** A/S/Sgt. Hogg detachment report be adopted as presented.*

Carried

Additional/statistical information available in OPP Monthly Report (forwarded electronically to municipal partners and posted to LGPSB website).

6. Member's Report

a) Murray Jackson, Chair

- Mayoral Group meeting was well received and a great communication tool for municipalities.

b) Mandi Pearson, Secretary

1. Intact Insurance – annual renewal report
    - Abuse Liability Application;
    - Covid Application.
2. Results of RFP for cleaning services
    - 3 submissions received, 2 RFP's and 1 resume

- Mine & Yours Cleaning was low RFP at $700.00 per month for the Forest CPO and $1000.00 per month for the Corunna Reporting Centre.

Moved By: Murray Jackson
Seconded By: Shirley Durance

THAT *the Lambton Group Police Services approved the RFP submitted by Mine and Yours Cleaning for the Forest CPO and Corunna Reporting Centre in the amount of $1700.00 per month excluding HST, and supplies.*

Carried

3. Electronic Fund Transfer (EFT) authorization

- An efficiency initiative for payment of our accounts

Moved By: Murray Jackson
Seconded By: Steve Miller

THAT *the Lambton Group Police Services approve the County of Lambton to proceed with EFT option for account payments.*

Carried

4. LGPSB Procedure, Remuneration and Code of Conduct By-Law

Moved By: Murray Jackson
Seconded By: Steve Miller

THAT *the Lambton Group Police Services Board Procedure, Remuneration and Code of Conduct updated policy be adopted as presented.*

Carried

7. Correspondence

a) CIBC – Interest Allocation Report July/Aug 2022

b) April to June 2022 Revenue credits, for Detachment

c) Change to Police Services Advisors' Zone Assignments

d) OAPSB – Labour conference information

e) OAPSB – fall meeting information

f) Ontario Municipality correspondence – "Let's remember Adam"

g) OAPSB – update on new Board Members

h) Update on court security and prisoner transportation (CSPT) costs

Moved By: Steve Miller
Seconded By: Shirley Durance

***THAT** the correspondence items as listed be received and filed.*

Carried

8. Accounts/Finance

i. Accounts

Moved By: Shirley Durance
Seconded By: Steve Miller

***THAT** the accounts as listed be approved for payment.*

Carried

i. 2023 Budget

Moved By: Steve Miller
Seconded By: Murray Jackson

***THAT** the 2023 LGPSB Budget be approved as presented.*

Carried

9. Public Input

- None

10. Other Business

- None

11. Adjournment

Moved By: Shirley Durance
Seconded By: Steve Miller

THAT *Session #5 of 2022 be adjourned until the next scheduled meeting on December 14, 2022 or at call of the Chair.*

Carried

Meeting adjourned at: 3:45 pm

Next Regular Meeting: Wednesday, December 14, 2022 at 3:00 p.m.

_____

Chair

Murray Jackson

_____

Secretary

Mandi Pearson

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 **e-mail:** info@lgpsb.ca

LAMBTON GROUP POLICE SERVICES BOARD

MEETING HIGHLIGHTS
of
December 2022

1. Acting Staff Sgt. Chris Hogg summarized activities including the September and October 2022 policing report:
Additional/statistical information available in OPP Monthly Report (forwarded electronically to municipal partners and posted to LGPSB website).

Crime

- Ongoing investigations and disclosure related to the homicide investigations.
- Still actively investigating the 1st Degree Murder from Marthaville Conservation Area
- 14 sexual assaults reported – 3 involved charges, 5 insufficient evidence, 1 declined charges, 2 on going, 2 unfounded
- 15 sudden deaths – 3 suspected OD, 2 suspected suicide, 6 natural causes, 2 accidental, 1 fire (crime notified on all deaths, assisted with suspected OD and suicide deaths
- 2 new Crime unit members, 1 D/Sgt promoted, 2 TAA's
- Abuse coordinator position filled – 1 in 3 Grant

Property Crimes

- Break & Enters up YTD 5.4%
- Possession Stolen Goods YTD – down 14.3 %
- Thefts under YTD down 14.4% and Thefts over YTD up 3.2%
- Frauds YTD down 16.1% - lots of proactive media
- Mischiefs YTD down 1.4%
- Robberies YTD same as 2021 (2 YTD)

CSCU

- Investigated 15 occurrences
- Laid 97 charges and wrote 2 warrants, completed 5 warrant service entries
- Project McNulty concluding – 1 party arrested – possession property obtained by crime – recovered stolen property (2 ATV's, stolen tools, welding equipment and a stolen 14 ft trailer
- Proactive enforcement in conjunction with WIPS – 5 arrests, 1 MHA apprehension, 5 CC charges, 6HTA/CAIA, recovered $150,000 in stolen property
- Assisted with 2 OD deaths
- Completed multi-jurisdictional trailer theft investigation – 2 people arrested,65 CC charges, recovered $240,000 stolen property
- Warrant with CKPS related to Project McNaulty – 1 person charged, 13CC offences, 128g fentanyl, 114g cocaine, 512g methamphetamine, ammunition and firearms

Drugs

- Overall incidents YTD down 34.6 (CSCU actively focusing on dealers)

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 **e-mail:** info@lgpsb.ca

Traffic

- 382 traffic enforcement initiatives
- 584 PON's & 262 written warnings
- 147 RIDE programs
- 21 Impaired arrests
- Focused Patrols – Petrolia Line & Marthaville
- 191 motor vehicle collisions – no fatal MVC's in September or October (5 year-to-date)
- 16 resulted in charges, 6 insufficient evidence, 3 still under investigation, 1 unfounded, 8 unsolved – rest solved not criminal
    - Fatal - YTD up 25% (last year 4, this year 5)
    - PD – YTD up 21.3 %
    - PI – YTD up 3.0%

False Alarms

73 total September/October – 61 in Lambton County, 12 Walpole

Ride Grant funding update

Ride Grant application for 2022/23 and 2023/24 of $14 900 and $14 800 have been confirmed approved, as of today.

2. Accounts were approved as presented.
3. Update provided on municipalities who followed up on the offer to attend and speak to Council. Petrolia has been completed, Warwick and Brooke-Alvinston have been scheduled.
4. With regret and gratitude, the board accepted the resignation of long-term members Mr. Murray Jackson and Councillor Steve Miller.
5. Correspondence update provided from Warden Marriott. Incoming representatives from the member municipalities will be Mayor Doug Cook of Lambton Shores and Councillor Pat Brown of St. Clair Township. Member Municipality appointments will be reviewed once the proposed provincial legislation is passed.
6. Board has received no update from the province in relation to the vacant provincial appointee seats.

Next Regular Meeting: Wednesday, February 15, 2023 at 3:00 p.m

Contact:

Doug Cook
Vice Chair
info@lgpsb.ca

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0
Phone: 519.898.2173
Fax: 519.898.5653

NOTICE OF MAINTENANCE SITE MEETING
WALLIS DRAIN

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

Dear Sir/Madam:

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

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

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

Wallis Drain

on

Tuesday, January 10th, 2023

9:30 a.m.

Location: Outlet of the drain on Old Walnut Road South of Shiloh Line

Dated the 14th day of December, 2022

Janet Denkers
Clerk-Administrator

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

3236 River St. P.O. Box 28
Alvinston, ON N0N 1A0
Phone: 519.898.2173
Fax: 519.898.5653

NOTICE OF MAINTENANCE SITE MEETING
LIGHTFOOT OKE DRAIN

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

Dear Sir/Madam:

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

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

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

Lightfoot Oke Drain

on

Tuesday, January 10th, 2023

10:30 a.m.

Location: Outlet of the drain at the corner of Old Walnut Road & Shiloh Line

Dated the 14th day of December, 2022

Janet Denkers
Clerk-Administrator

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

MUNICIPALITY OF BROOKE-ALVINSTON
3236 River Street
Alvinston, ON
N0N 1A0

January 4, 2023

Official Notice – Drain Maintenance

The Municipality of Brooke-Alvinston has received a drain maintenance request on the **15-16 Sideroad Drain.**

A meeting under Section 76 of the Drainage Act was held on November 30, 2022. At this meeting, a request for maintenance was made. Those in attendance agreed.

Therefore, drain maintenance work will take place in 2023. **The work will consist of brushing, bottom cleanout, and levelling of the open drain along Old Walnut Road.**

In accordance with Section 74 of the Drainage Act, R.S.O. 1990, Chapter D.17, all municipalities are responsible for maintenance and repair of municipal drains constructed under a bylaw passed under this Act. These drains have been inspected by the Drainage Superintendent based on the requests received and discussions with the requesters. It has been determined that maintenance is required at this time.

Work will take place on the farm side of the drain, which is the east side of the open channel. All material will be levelled in the field. Farmers are requested, if possible, to leave a 15' right of way along the edge of the drain to avoid crop damages as no allowances are paid under maintenance work. Any tile outlets should be marked clearly so that the contractor does not cause any damages.

Upon completion of the maintenance work you will be invoiced for your share of the cost less any agricultural grant that your property is eligible for.

Should you have any questions, concerns or preferences for the planned drain maintenance work please contact Mr. David Moores, Drainage Superintendent at 519-882-0032 ext. 203 within 7 business days of receiving this notice; otherwise, the Municipality will assume that you have no concerns regarding maintenance of the above aforementioned drains.

Thank you,

Janet Denkers
Clerk

BROOKE-ALVINSTON
DEC 28 2022
RECEIVED

Township of Enniskillen

Notice of Public Meeting

Concerning Proposed

Official Plan and Zoning By-law Amendments

Take notice that the Council of the Corporation of the Township of Enniskillen will hold a **Public Meeting on Monday, January 16, 2023 at 7:00 p.m. at the Township's Municipal Office** at 4465 Rokeby Line (corner of Oil Heritage Road) to consider proposed Official Plan and Zoning By-law Amendments under Sections 21 and 34 of the Planning Act, R.S.O. 1990, as amended.

The Purpose and Effect of the Proposed Official Plan and Zoning By-law Amendments affect lands within the entire Township. The proposed Official Plan and Zoning By-law Amendments would provide policies related to Cannabis cultivation operations across the Township and require these operations only occur in a building (fully enclosed), establish minimum requirements for studies and information for submission, distances from sensitive uses, require a Zoning By-law Amendment and be subject to Site Plan Control. These facilities would be the Agricultural – 1 (A1) and Mixed Commercial/Industrial (1) (CM1) Zones. A corresponding Zoning By-law amendment implements the policies noted above with regulations that include (but are not limited to): separating distances from sensitive uses (like residential development), setbacks for buildings and requirements for parking.

Written submissions in respect of the proposed Official Plan and/or Zoning By-law amendments can be submitted to the official listed below or at the Public Meeting.

Where the subject amendment covers all the Township, no **key map** has been provided.

Additional information and material, including a copy of the proposed Official Plan and Zoning By-law amendments, are available for inspection at the Public Meeting noted above, at the Township website: www.enniskillen.ca, and at the Township office at the address listed below during regular office hours.

If you wish to be notified of the decision of the Township of Enniskillen on the proposed official plan amendment and/or the passing of the proposed zoning by-law amendment, you must make a written request to the official at the address listed below.

If a person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Enniskillen before the proposed Official Plan amendment is adopted and/or the Zoning By-law amendment is passed, the person or public body is not entitled to appeal the respective decision of the Township of Enniskillen (or subsequent approval of the Official Plan by the County of Lambton) to the Ontario Land Tribunal. **If a person** or public body does not make oral submissions at a public meeting or make written submissions to the Township of Enniskillen before the proposed Official Plan amendment is adopted and/or Zoning By-law amendment is passed, the person or public body may not be added as a party to the respective hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

No other applications are being considered at this time.

Dated at the Township of Enniskillen this 20th day of December, 2022.

Duncan McTavish, Administrator-Clerk, Township of Enniskillen, 4465 Rokeby Line, RR 1, Petrolia, ON N0N 1R0, Telephone: 519-882-2490, Fax: 519-882-3335, Email: dmctavish@enniskillen.ca.

ENBRIDGE

Enbridge Gas Inc.
109 Commissioners Road West
London, ON N6J 1X7

December 12, 2022

Municipality of Brooke-Alvinston
Mayor David Ferguson
3236 River Street, PO Box 28
Alvinston, Ontario N0N 1A0

Dear Mayor Ferguson and Members of Council,

Congratulations on your recent election to Council. Your victory speaks volumes about your commitment, community dedication and passion, which has no doubt enabled you to achieve such a milestone.

Enbridge Gas is a long-standing partner in more than 340 municipalities across Ontario, and we have deep roots in the places we work and live. With more than 170 years of experience, we understand and value public service and would like to thank you for the commitment you've made your community and residents over the coming term.

We'll continue to work hard to make a difference in the communities we serve in several ways, including delivering the energy customers need and want, energy efficiency and low-income programs, natural gas expansion, and a wide range of community support and charitable efforts. These initiatives are made possible through the support from our many community partners, including elected representatives from all levels of government and we look forward to working with you.

We are laser-focused on providing a safe, dependable, competitive, and sustainable energy choice for customers, and working with communities to help reduce their emissions and reach climate goals. Our efforts are focused on helping homes and businesses use less energy through conservation programs, advancing the transition to low-carbon gases including renewable natural gas (RNG) and hydrogen, and advancing the adoption of innovative clean technologies for Ontario's highest emitting sectors: transportation, building heat and industrial processes. Together, we can drive solutions that will support your community's economic and environmental goals.

My team and I look forward to working with you to develop closer relations and to concentrate our efforts to continue building and maintaining a healthy and vibrant community. Again, congratulations and best wishes for a successful term. Should you or your staff have any questions, or require information at any time, please do not hesitate to reach out to me.

Sincerely,

Steven Jelich
Director, Southwest Region Operations
Enbridge Gas Inc.
Steven.Jelich@Enbridge.com

CC:
Brian Lennie, Sr. Municipal Advisor, Brian.Lennie@Enbridge.com

Ministry of Agriculture,
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO

Ontario

December 6, 2022

Janet Denkers
Clerk-Administrator
Municipality of Brooke-Alvinston
jdenkers@brookealvinston.com

Dear Ms. Denkers:

Our government is committed to supporting job creation and the economic development of rural Ontario, and the Rural Economic Development (RED) program is an important tool to enable municipalities, Indigenous communities, and not-for-profits to succeed. I am pleased to share with you that the next intake for the RED program will open on January 23rd, 2023. A formal announcement of the new intake will be made in late January. In addition to launching a new intake, we are updating the guidelines to clearly identify program objectives and clarify eligibility criteria to help make the application process easier for applicants.

You can find all program information as it becomes available, including how to apply, on my ministry's website at ontario.ca/REDprogram.

The RED program provides cost-share funding to rural municipalities, Indigenous communities, and not-for-profit entities that will have tangible impacts in rural Ontario, measurable by one or more of the following outcomes:

- Jobs retained or created
- Investments attracted or retained
- Businesses attracted, retained and/or expanded
- Enhanced strategic economic infrastructure
- Regional partnerships that drive growth

These outcomes align with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs across the province. Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business.

.../2

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes, I look forward to seeing many of you at the 2023 Rural Ontario Municipal Association Conference.

Sincerely,

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

Did you know about the Farmers' Wellness Initiative?

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: https://farmerwellnessinitiative.ca/.

Ministry of Municipal Affairs and Housing

Office of the Minister

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

Ministère des Affaires municipales et du Logement

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

Ontario

234-2022-6136

December 22, 2022

Dear Head of Council:

Ontario's housing supply crisis is a problem which has been decades in the making. It will take both short-term strategies and long-term commitment from all levels of government, the private sector, and not-for-profits to drive change. Each entity will have to do their part to be part of the solution.

To help support this important priority, I am pleased to provide you with an update on recent legislative and regulatory changes our government has made to help get 1.5 million homes built over the next 10 years.

Bill 109, the *More Homes for Everyone Act, 2022*

Bill 109, the More Homes for Everyone Act, 2022, was introduced on March 30, 2022 and received Royal Assent on April 14, 2022.

As part of the government's More Homes for Everyone Plan, Schedule 5 of Bill 109 made changes to the Planning Act. Consequential changes were also made to the City of Toronto Act, 2006.

Most of the Planning Act changes are now in effect except for the zoning and site plan control fee refund provisions, which are due to come into force on January 1, 2023. However, I am committed to bringing forward legislation to delay the effective date of the fee refund changes from January 1, 2023 to July 1, 2023. These legislative changes would be introduced in the new year.

In the event that any fee refunds become due to applicants before these legislative changes are made, municipalities might consider not issuing refunds in the interim given my express commitment to introduce legislation that, if passed, would retroactively cancel the requirement.

You can find more information about Bill 109 on the Environmental Registry of Ontario (019-5284), and the Ontario Legislative Assembly website.

.../2

Bill 23, More Homes Built Faster, *2022*

Bill 23, the More Homes Built Faster Act, 2022, was introduced on October 25, 2022, and received Royal Assent on November 28, 2022.

To support More Homes Built Faster: Ontario's Housing Supply Action Plan: 2022–2023, Schedule 9 of Bill 23 made changes to the Planning Act. Schedule 1 of Bill 23 also made similar changes to the City of Toronto Act, 2006 related to site plan provisions. Schedule 3 of Bill 23 made changes to the Development Charges Act.

The planning-related and municipal development-related charges changes came into force on November 28, 2022, except for provisions related to removal of planning responsibilities from certain upper-tier municipalities, certain provisions related to parkland dedication, and exemptions from municipal development-related charges for affordable and attainable housing, which will come into force on a day in the future to be named by proclamation. Provisions related to Conservation Authorities will take effect January 1, 2023.

Bill 23 also made changes to legislation led by other ministries. Please see Appendix A for an overview of the effective dates of the Bill 23 changes by schedule.

You can find more information about Bill 23 on the Environmental Registry of Ontario (019-6163), and the Ontario Legislative Assembly website.

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

Bill 3, the Strong Mayors, Building Homes Act, 2022, was introduced on August 10, 2022, and received Royal Assent on September 8, 2022. Bill 3 and associated regulations (O. Reg. 529/22 and O. Reg. 530/22) came into force on November 23, 2022.

Bill 39, the Better Municipal Governance Act, 2022, was introduced on November 16, 2022, and received Royal Assent on December 8, 2022. Bill 39, amendments to associated regulations (O. Reg. 581/22 and O. Reg. 583/22), and additional regulations to prescribe provincial priorities (O. Reg. 580/22 and O. Reg. 582/22) came into force on December 20, 2022. Additional details can be found in Appendix B and on the Ontario Legislative Assembly's website (Bill 3 and Bill 39).

Sincerely,

Steve Clark
Minister

c: Chief Administrative Officer

Appendix A

Effective Dates for Bill 23, the More Homes Built Faster Act, 2022

Schedule	Effective Date
Schedule 1: City of Toronto Act, 2006	All of the changes in Schedule 1 (City of Toronto Act) came into force on the day the bill received Royal Assent. Note: The legislative changes to the City of Toronto Act include amendments that give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.
Schedule 2: Conservation Authorities Act	Changes in Schedule 2 (Conservation Authorities Act) came into force the day the bill received Royal Assent, except for: • On January 1, sections related to streamlining disposition of lands for CAs comes into force which would allow CAs to sell or lease land without Minister's approval provided they follow rules around public consultation and notifications. • Also on January 1, sections that enable the Minister's ability to issue direction to freeze fees and ability to scope CA commenting on development applications and land use planning policies through regulation, would come into force but only have effect when the Minister issues direction on fees or if a regulation prescribing Act under which CA commenting roles is restricted is made. • Changes related to CA permitting (including removal of "conservation of land" and "pollution", adding "unstable soil and bedrock", regulation making powers to exempt development from a CA permit where it has been authorized under the Planning Act, etc.) take effect on a later date (upon proclamation) once a new regulation under Section 28 of the CA Act is in effect. MNRF continues to consult on that regulation through the Environmental Registry (#019-2927).
Schedule 3: Development Charges Act, 1997	All of the changes in Schedule 3 (Development Charges Act) came into force on the day the bill received Royal Assent, with the exception of provisions relating to development charge exemptions for affordable and attainable housing units, which would take effect upon proclamation.
Schedule 4: Municipal Act, 2001	All of the changes in Schedule 4 (Municipal Act) came into force on the day the bill received Royal Assent. Note: The legislative changes to the Municipal Act give the Minister of Municipal Affairs and Housing authority to make regulations imposing limits and conditions on how municipalities can regulate the demolition and conversion of residential rental properties of six units or more. No regulations have been made at this time.
Schedule 5: New Home Construction Licensing Act, 2017	Many of the amendments in Schedule 5 (New Home Construction Licensing Act) came into force on the day the bill received Royal Assent. The amendments regarding the maximum fine that a court may impose for a subsequent conviction, as well as most of the amendments related

Schedule	Effective Date
	to administrative penalties, will come into force on February 1, 2023.
Schedule 6: Ontario Heritage Act	Most of the amendments to the Ontario Heritage Act (OHA) made through the bill will be proclaimed into force on January 1, 2023. These include: • The new authorities under Part III.1 of the Act that relate to the Standards and Guidelines for Conservation of Provincial Heritage Properties. • Most of the changes to procedures related to municipal registers, including the process and requirements around inclusion of non-designated properties on the municipal registers. However, the requirement for municipalities to make their municipal registers available on a publicly accessible website will not come into force until July 1, 2023 to provide municipalities with time to ensure compliance. • Limiting the ability to issue a Notice of Intention to Designate a property subject to a prescribed event to only those properties included on a municipal register. • The authority to prescribe criteria for determining cultural heritage value or interest for the purposes of including non-designated properties on the municipal register and designating a Heritage Conservation District (HCD). • The authority to set out processes to amend and repeal HCD bylaw in regulation. Note, the Ministry of Citizenship and Multiculturalism will consult on the development of these processes to be set out in regulation in 2023. Regulatory amendments to O.Reg. 9/06: Criteria for Determining Cultural Heritage Value or Interest will also come into force on January 1, 2023. These changes establish that non-designated properties included on a register must meet one or more of the criteria outlined in the regulation, and that individual properties and HCDs must meet two or more of the criteria included in the regulation in order to be designated. The regulation also includes transitionary provisions to address matters underway at the time of the changes coming into force. The outstanding amendments to the OHA made through Bill 108, the More Homes, More Choice Act, 2019, will also be proclaimed into force on January 1, 2023. The amendments speak specifically to the demolition or removal of an attribute that is not a building or structure within an HCD. Regulatory amendments to O.Reg. 358/21: General will come into force on January 1, 2023. These amendments include consequential housekeeping amendments and transition provisions related to the above legislative amendments coming into force. Bill 23 included some minor housekeeping amendments to the OHA that came into force upon Royal Assent. These included repealing the alternative definition of "alter".
Schedule 7: Ontario Land Tribunal Act, 2001	The changes in Schedule 7 (More Homes Built Faster Act, 2022) will come into force on proclamation.

Schedule	Effective Date
Schedule 8: Ontario Underground Infrastructure Notification System Act, 2012	The changes in Schedule 8 (Ontario Underground Infrastructure Notification System Act, 2012) came into force on the day the bill received Royal Assent.
Schedule 9: Planning Act	The changes in Schedule 9 (Planning Act) all came into force on the day the bill received Royal Assent, with the following exceptions: • provisions related to removal of planning responsibilities from certain upper-tier municipalities, which would come into force on a day to be named by proclamation. • provisions related to the exemption of community benefits charge and parkland dedication requirements for affordable and attainable housing units • provisions related encumbered land to be conveyed to municipalities by developers for park or other recreational purposes • provisions related to Conservation Authorities (linked to the changes in Schedule 2) will take effect January 1, 2023
Schedule 10: Supporting Growth and Housing in York and Durham Regions Act, 2022	Except as otherwise provided, the Act set out in Schedule 10 came into force on the day bill received Royal Assent. • Sections 7 to 10, subsection 11 (5) and section 14 come into force on a day to be named by proclamation of the Lieutenant Governor. Once in force, these sections will require a prescribed municipality to develop, construct, and operate the Lake Simcoe phosphorus reduction project and allow the Ontario Clean Water Agency to undertake some or all of that project if ordered to do so by the Lieutenant Governor in Council. The project will also be exempt from the Environmental Assessment Act. • Subsection 85 (1) comes into force on the later of the day subsection 44 (1) of this Act comes into force and the day section 2 of Schedule 5 to the Accelerating Access to Justice Act, 2021 comes into force. Subsection 85 (1) makes consequential changes to the Act arising out of changes to the Expropriations Act in respect of alternative hearings processes. • Subsection 85 (2) comes into force on the later of the day section 61 of this Act comes into force and the day section 42 of Schedule 4 to the Comprehensive Ontario Police Services Act, 2019 comes into force. Subsection 85 (2) makes consequential changes to the Act arising out of the Comprehensive Ontario Police Services Act, 2019 consistent with other Ministry of the Environment, Conservation and Parks legislation. The change would allow a person undertaking an inspection to obtain the assistance of the local police force rather than the Ontario Provincial Police Force.

Appendix B

Bill 3, the Strong Mayors, Building Homes Act, 2022 and Bill 39, the Better Municipal Governance Act, 2022

As a result of Bills 3 and 39, changes were made to the Municipal Act, 2001, City of Toronto Act, 2006 and the Municipal Conflict of Interest Act, and regulations were established to give the mayors in Toronto and Ottawa strong mayor powers to help advance shared provincial-municipal priorities, including building new homes. These powers include:

- Choosing to appoint the municipality's chief administrative officer,
- Hiring certain municipal department heads, and establish and re-organize departments,
- Creating committees of council, assigning their functions and appointing the Chairs and Vice-Chairs of committees of council, and
- Proposing the municipal budget, subject to council amendments and a head of council veto and council override process.

The mayors of Toronto and Ottawa can also use strong mayor powers related to provincial priorities. These include:

- Vetoing certain by-laws if the mayor is of the opinion that all or part of the by-law could potentially interfere with a provincial priority,
- Bringing forward matters for council consideration if the mayor is of the opinion that considering the matter could potentially advance a provincial priority, and
- Proposing certain municipal by-laws if the mayor is of the opinion that the proposed by-law could potentially advance a provincial priority. Council can pass these by-laws if more than one-third of council members vote in favour.

The provincial priorities for the purposes of strong mayor powers are prescribed in O. Reg. 580/22 and O. Reg. 582/22 and they are:

1. Building 1.5 million new residential units by December 31, 2031.
2. Constructing and maintaining infrastructure to support housing, including, transit, roads, utilities, and servicing.

Ministry of Municipal Affairs and Housing

Office of the Minister

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

Ministère des Affaires municipales et du Logement

Bureau du ministre

777, rue Bay, 17e étage
Toronto (Ontario) M7A 2J3
Tél. : 416 585-7000

Ontario

234-2022-5422

January 4, 2023

Dear Heads of Council,

I'm pleased to share an update on key initiatives underway at my ministry to help meet our government's goal of building 1.5 million new homes over the next 10 years.

The legislature recently passed our government's *More Homes Built Faster Act, 2022* which takes bold action to ensure that all communities can grow with a mix of ownership and rental housing types to meet the needs of all Ontarians.

Our government knows that building inspectors play a critical role in ensuring that new homes meet the public safety requirements set out in Ontario's Building Code. However, the capacity of municipal building departments has been impacted by recruitment challenges and the increasing number of building inspectors retiring from the profession. That's why, earlier this year, we took action to help municipalities address labour supply shortages in the building sector by amending the Building Code to provide a new model for municipal building departments to design and administer internship programs for building inspectors.

Effective July 1, 2022, municipal building departments can establish program entry criteria for interns that meet their own local recruitment and enforcement needs. This new internship model supports public safety by continuing to require that a qualified building inspector or Chief Building Official supervises the work of interns. The interns must also pass ministry technical and legal exams before being able to practice independently as building inspectors.

In the coming months, the ministry will develop guidance materials to support municipalities that are interesting in launching local programs to recruit new intern building inspectors. We look forward to working with municipalities to implement local internships.

Additionally, the ministry has engaged a consultant to identify opportunities for enhancements to the qualification program for building practitioners. We are seeking input from the public, including municipalities, building inspectors, designers, septic installers and building professionals not regulated by the ministry. This feedback will help guide future decisions on new approaches to qualification.

For more information and to review the discussion paper, please visit the Environmental Registry of Ontario (ERO) website at https://ero.ontario.ca/notice/019-6433.

.../2

In addition to this ongoing work, the ministry is modernizing the provincial Qualification and Registration Tracking System (QuARTS). QuARTS is used by over 7,000 building practitioners to update their qualification and registration information online and to help the government regulate safety and compliance in the Ontario building industry.

Modernizing QuARTS will create a more efficient and user-friendly system, allowing building officials to spend more time on the important task of reviewing and issuing building permits to support the government's key priority of increasing housing stock.

Finally, the ministry made the 2012 Building Code Compendium freely available in Adobe PDF format through the website (https://www.ontario.ca/page/request-digital-copy-2012-building-code-compendium). Since its launch in March 2022, the ministry has provided free copies to over 5,000 building professionals to reduce barriers and help accelerate the construction of new homes across the province. This initiative has enabled inspectors to access Building Code requirements while performing their work onsite in a more convenient format. Additionally, candidates studying for the ministry's exams are able to access and learn Building Code content in an easy to navigate, user-friendly manner.

As part of the plan to build 1.5 million homes over the next 10 years, the government looks forward to continuing consultations with municipalities, the building industry and the public to investigate further changes to Ontario's Building Code in order to create more housing and support public safety.

If you are interested in learning more about any of the ministry's initiatives related to the transformation of Building Code services in Ontario, please contact us at BuildingTransformation@ontario.ca.

Thank you for your continued partnership as we work together to get more homes built faster for all Ontarians.

Sincerely,

Steve Clark

Steve Clark
Minister

c: Municipal Clerks

Ontario

Ministry of Natural Resources and Forestry

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles et des Forêts

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

To: **Conservation authorities and participating municipalities, Conservation Ontario and the Association of Municipalities of Ontario**

From: Jennifer Keyes, Director

Date: December 28, 2022

Subject: Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

Legislative Amendments

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30th on the ERO, #019-2927: Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.

New Regulatory Requirements

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to Ontario Regulation 686/21: Mandatory Programs and Services to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- The *Aggregate Resources Act*
- The *Condominium Act, 1998*
- The *Drainage Act*
- The *Endangered Species Act, 2007*
- The *Environmental Assessment Act*
- The *Environmental Protection Act*
- The *Niagara Escarpment Planning and Development Act*
- The *Ontario Heritage Act*
- The *Ontario Water Resources Act*
- The *Planning Act*

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

An administrative update to the "Determination of Amounts Owing Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at ca.office@ontario.ca. I look forward to working with you in the coming year.

Sincerely,

Jennifer Keyes

Director, Resources Planning and Development Policy Branch
Ministry of Natural Resources and Forestry

St. Clair Region Conservation Authority
Meeting Highlights – September 15, 2022

Below is a list of highlights from the SCRCA board meeting held in September. For details, please refer to the entire meeting package which can be found at 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 presented and summarized the draft strategic plan that will guide the Board of Directors and staff towards accomplishing the goals and mission of the Authority between 2023 and 2028. All SCRCA employees were engaged in the development of the plan. Public information sessions will be held at select Conservation Areas throughout the watershed in October/November to solicit public input on the short- and long-term goals of the SCRCA and how the SCRCA will meet the needs of member municipalities, watershed communities, and partners, over the next five years.

Shoreline Projects: The SCRCA continues to work with contractors and local municipalities to complete shoreline protection projects along the Lake Huron and St. Clair River shorelines.

- **Lambton Area Water Supply System (LAWSS):** Site inspections were initiated following communications from LAWSS regarding concerning rocks along the shoreline. The inspections identified multiple revetment failures. Tenders for replacement of this section of the shoreline will be advertised in September with construction expected to begin in October.
- **Groyne Only Project (Penhuron Drive and Kenwick Drive):** Tenders for the Groyne Only Project were forwarded to pre-qualified contractors on August 2 with tenders closing on August 16th (Penhuron Drive) and August 18th (Kenwick Drive). Construction is expected to begin in the fall.
- **Penhuron Drive to Kenwick Street Shoreline Restoration:** Design work for this project is complete (220 metres) with tenders being drafted. Construction is expected to begin in late fall.

Watershed Conditions: Water levels on Lakes Huron, St. Clair, and Erie remain above long-term average levels by 21 cm, 31 cm, and 26 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 water levels on the surrounding Great Lakes, reduced precipitation in July, and lower streamflow values. Overall precipitation trends for the region are near-normal values

Healthy Watersheds Program: Staff continue to encourage the uptake and implementation of Best Management Practices (BMPs) to promote conservation within the St. Clair Region watershed. The SCRCA provides relevant information regarding the building of soil health, conservation, and water quality through workshops, conferences, newsletters, and social media. Notable activities include:

- The distribution of over 250 newsletters focussing on soil health and alternative cropping methods to landowners in Lambton Shores.
- Funding approval for five wetland stewardship projects set to be completed in the fall of 2022.
- BioStrip Till Tailgate Tour Series scheduled from Tuesday, September 6th until Friday September 9th. In collaboration with OMAFRA and the OSICA, the series will visit farms that have been practicing biostrip till or similar strip tilling practices over the course of the year to assess how the plants grow, the pros and cons of this BMP, and how we can learn from others experiences.

Lambton County Mosquito Control Program: The SCRCA was once again contracted by the County of Lambton to administer the Lambton County Mosquito Control Program. Between June 27th and August 18th, SCRCA larvicide crews administered three applications of Methoprene to 16,500 catch basins throughout Lambton County and Aamjiwnaang First Nation (under a separate contract with Sarnia First Nation Health Department). Post-efficacy testing of the catch basins reported an 80% to 85% effectiveness in controlling adult mosquito emergence.

Planning and Regulations Activity: Between June 1st and July 31, 2022, staff issued 53 permits and responded to 125 inquiries under O. Reg 171/06 *Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses*. Additionally, 22 permits were issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between June 1st and July 31st included the review and comment on 89 municipal plan input and review files, 3 environmental assessments, and 6 legal inquiries.

2022 Conservation Scholarships: In July, the recipients of the 2022 Conservation Scholarships were presented with their awards. The scholarship program supports high school students who are pursuing post-secondary studies in an environmental field. The recipients of the 2022 Conservation Scholarships were:

A.W. Campbell Memorial Scholarship (2 x $1,000):
Tesni Greig-Clarke – Strathroy District Collegiate Institute, Strathroy
Kiersten Denning – Strathroy District Collegiate Institute, Strathroy

Tony Stranak Conservation Scholarship ($500):
Clark Dunn – Northern Collegiate Institute & Vocational School, Sarnia

Mary Jo Arnold Conservation Scholarship ($500):
Heather Scott – Northern Collegiate Institute and Vocational School, Sarnia

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

St. Clair Region Conservation Authority
Meeting Highlights – November 10, 2022

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

Bill 23 – More Homes Built Faster Act: On October 25th, the government of Ontario introduced the More Homes Built Faster Act (Bill 23) that proposes legislation that would diminish the role of Conservation Authorities in the review of development applications to increase provincial housing. SCRCA staff will be participating in meetings organized by Conservation Ontario to gain more insight on the proposed changes to the *Conservation Authorities Act* and resulting impacts to service delivery standards.

SCRCA Hybrid Work Arrangement Policy: The Board of Directors were presented with and approved the SCRCA's Hybrid Work Arrangement Policy. Pursuant to the policy, those SCRCA staff whose positions are conducive to remote work will be permitted to work remotely two days a week, while attending their designated workplace for the remaining three days.

Watershed Conditions: Water levels on Lakes Huron, St. Clair, and Erie remain above long-term average levels by 19 cm, 29 cm, and 27 cm, respectively, but are well below historical record water levels. Current flood potential in the St. Clair Region watershed is low owing to lower water levels on the surrounding Great Lakes and reduced precipitation. Forecasted water levels for Lakes St. Clair and Huron show continued decline into 2023.

Healthy Watersheds Program: Staff continue to encourage the uptake and implementation of Best Management Practices (BMPs) to promote conservation within the St. Clair Region watershed. The SCRCA provides relevant information regarding the building of soil health, conservation, and water quality through workshops, conferences, newsletters, and social media. Notable activities include:

- Ipperwash Beach Cleanup – Funded by the Ministry of the Environment, Conservation, and Parks, this annual cleanup event was another success in 2022. Over 15 volunteers participated and collected over 25 kg of garbage from the shoreline.
- TD Tree Days Planting Event at Coldstream Conservation Area – To celebrate National Tree Day, the SCRCA hosted a tree and shrub planting event. The goal of the event was to continue to naturalize a portion of Coldstream Conservation Area that was once used as a campground.
- Forest Fall Fair – Healthy Watersheds and Biology staff hosted a booth at the Forest Fall Fair, where they spoke to watershed residents about soil erosion, grants available to watershed residents, species at risk, and more.
- Learn with Ranger Em – Biology staff have been interviewed and filmed for three episodes of "Learn with Ranger Em" that airs on Rogers TV. The episodes focus

on the many programs the SCRCA administers to protect local species at risk. Aired episodes can be viewed at http://bit.ly/3X3m4eY.

- Stewardship Projects – Three wetlands equalling 2 acres combined have been created in the Upper Sydenham and Sydenham Headwaters subwatersheds with four more (totalling 4.5 acres) expected to be completed this fall. In addition, two erosion control projects are scheduled over the coming months.
- Grants – The SCRCA was successful in receiving $190,000 over two years from the Ontario Ministry of Agriculture, Food and Rural Affairs Canada-Ontario Agreement that will support enhancing agricultural stewardship delivery in the Sydenham River and St. Clair watershed to address climate change resiliency and water quality concerns surrounding rural drainage systems. In addition, $60,000 has been secured to support the Healthy Lake Huron program that addresses the need to reduce nutrient loading and improve water quality in Lake Huron.

Planning and Regulations Activity: Between August 1st and September 30th, 2022, staff issued 74 permits and responded to 139 inquiries under O. Reg 171/06 *Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses*. Additionally, 10 permits were issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between August 1st and September 30th included the review and comment on 73 municipal plan input and review files, 3 environmental assessments, and 5 legal inquiries.

Conservation Education: The SCRCA Education team has had a busy fall with field trips at the Lorne C. Henderson Conservation Area in high demand. Staff expect to welcome 2,000 elementary and 500 secondary students to the Conservation Area this fall. In addition, the SCRCA continues to offer the schoolyard "Nature in Your Neighbourhood" program that was developed during the COVID-19 pandemic with approximately 500 students participating before year end.

Staff have also been hosting and/or participating in a number of special events including the annual Geocaching Adventure, Agriculture in the Classroom at the Forest, Wyoming, and Brigden Fall Fairs, the Chatham-Kent and Lambton Children's Water Festival, and the Lambton Wildlife Healing Hike at the Lorne C. Henderson Conservation Area.

For more details on fall programming offered by the SCRCA visit www.scrca.on.ca/govirtual.

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

To Planning Departments of the SCRCA's 17 Member Municipalities,

Further to the Royal Assent of Bill 23, the St. Clair Region Conservation Authority (SCRCA) would like to share the following information and clarification regarding its programs and services.

Plan Review Services
It is business as usual for our plan review services, accordingly, planning applications should continue to be circulated for review. Plan review and commenting under the Mandatory Programs and Services Regulation (O.R. 686/21) which includes natural hazards and source water protection continues to be unaffected. Changes to our non-mandatory review and commenting services for development applications will not take effect until such time as the Minister of Natural Resources and Forestry (NRF) issues a clarifying regulation. The SCRCA will notify you when this regulation is published.

In the meantime, we continue to provide plan review services including natural heritage, etc. in a timely manner to support your ability to meet the legislated deadlines under the *Planning Act.*

Permits
It is business as usual for permitting services except for new provisions concerning Minister's Zoning Orders and Community Infrastructure and Housing Accelerator Orders (*Conservation Authorities Act*, s. 28.0.1). We will collaborate with you on efficient delivery of such permits as they arise.

The provision allowing the Minister to issue regulations to exempt certain development projects with *Planning Act* approval in certain municipalities from conservation authority permits is not currently in effect.

Updated Fee Schedule
The attached fee schedule for 2023 meets the requirements of the Minister's List of classes of programs and services for which conservation authorities may charge a fee. This fee schedule remains in effect unless the Minister issues a direction to freeze our fees. You will be notified should such a direction be issued. You will also be notified if any fees for development review and commenting services are affected by the above referenced NRF Minister regulation.

Other Services Provided through MOUs/Agreements
The recent legislative changes do not affect other services provided to municipalities. The SCRCA will continue work on formalizing these arrangements through Memoranda of Understanding and agreements where they are not already present.

We look forward to providing you with exemplary services. If you have any questions or concerns, please contact me at (519) 245-3710 Ext. 236 or at kphillips@scrca.on.ca.

Ken Phillips
General Manager
St. Clair Region Conservation Authority

St. Clair Conservation

Planning & Regulations Fee Schedule

The fee schedule is revised annually by the Authority's Board of Directors. If an applicant has concerns with a fee charged, they have the right to appeal to the Authority's Board of Directors after the fee has been paid. To appeal a fee which has been charged, the applicant must submit a written request to the Authority's Board of Directors via the General Manager outlining their concerns with the fee charged. Written concerns should be submitted to stclair@scrca.on.ca. The decision to revise the fee will be made by the Authority's Board of Directors via an impartial review by the General Manager and Director of Finance. This is in accordance with the MNR/CO Policies and Procedures for Charging of CA Fees, 1997 and the SCRCA Fee Administration Guidelines. **Fees in effect as of December 31, 2022.**

Administrative Fees	2023
Processing Fee	$155.00
Legal Inquiries	$245.00
Expediated Response (< 5 business days)	$400.00
Site Inspection/ Meeting Attendance	$285.00
Property Inquiry[1]	
Real Estate Inquiry - no site visit, limited review	$245.00
Minor - desktop review, minor in nature relative to cost, location, or impact	$315.00
Major - complex features, site visit required	$450.00
Technical Report Review *Includes initial review of complete report; review of revised reports are subject to surcharge. Technical Report Review fees are in addition to application fees.*	
Terms of Reference[2]	$490.00
Engineering Study/Technical Report[3] *(floodline, geotechnical, meander belt, slope stability, natural heritage, coastal*[4]*)*	
Minor - scoped report, minor review (cost, location impact). 1-lot	$515.00
Standard - scoped technical assessment, within feature, 1-lot	$940.00
Major - complex features, potential impact, multiple lots	$1,500.00
Environmental Impact Study / Development Assessment Report	
Minor - limited assessment required, adjacent to feature	$1,190.00
Standard - scoped technical assessment, adjacent or within feature	$2,220.00
Major - comprehensive technical assessment, adjacent or within feature	$5,625.00
Mitigation / Monitoring Report	$890.00
Hydrogeological Assessment[5]	$1,775.00
Stormwater Management Plans	
Preliminary Concept	$450.00
Detail Design	$860.00
Additional Review of Revised Report[6]	50% surcharge

St. Clair Conservation

Planning & Regulations Fee Schedule

Planning Service Fees

Fees are per application unless otherwise noted. Applications are assessed for Natural Hazard and/or Natural Heritage features and fees will be charged accordingly.

	2023
Pre-Consultation[7]	$315.00
Natural Hazards	
Minor Variance (Waterfront[8] fee x2)	$245.00
Severance (per lot created; Waterfront[8] fee x2)	$340.00
Site Plan Approval	$365.00
Major - large scale, complex features, requiring technical studies	$855.00
Zoning By-law Amendment	$365.00
Major - large scale, complex features, requiring technical studies	$565.00
Official Plan Amendment	$365.00
Major - large scale, complex features, requiring technical studies	$570.00
Natural Heritage	
Minor Variance	$410.00
Severance (per lot created)	$615.00
Site Plan Approval	$555.00
Major - large scale, complex features, requiring technical studies	$1,120.00
Zoning By-law Amendment	$645.00
Major - large scale, complex features, requiring technical studies	$1,120.00
Official Plan Amendment	$645.00
Major - large scale, complex features, requiring technical studies	$1,120.00
Draft Plan of Subdivision/Condominium	
< 20 Units	$1,790.00
21-50 Units	$3,665.00
> 51 Units	$4,885.00
Additional Natural Heritage Fee	
< 20 Units	$805.00
21-50 Units	$1,615.00
> 51 Units	$2,420.00
Clearance of Conditions (per condition)	$360.00
Redline Revision (applicant initiated)	50% of initial fee
File Re-Activation Fee (dormant for greater than 2 years)	50% of current fee
Draft Plan Extension (original comments lapsed)	100% of current fee

St. Clair Conservation

Planning & Regulations Fee Schedule

Ontario Regulation 171/06 Review Fees

Application fees are applied per works/project.

Application Fees[9]	2023
Routine Permit - limited review, minor in nature relative to cost, location, or impact (may include deck, patios, etc.)	$270.00
Minor Permit A - small scale, and/or consistent with policy	$525.00
Minor Permit B - medium scale, primary structures, and/or consistent with policy	$820.00
Major Permit - large scale, requiring technical studies, and/or inconsistent with policy	$1,385.00
Linear Utility Corridor Fees	
Routine - may include linear utility crossings and digs adjacent to watercourses or wetlands.	$525.00
Minor - may include linear utility corridors where a watercourse or wetland crossing is proposed (small scale, limited in scope & location)	$820.00
Major - may include linear utility corridors where multiple watercourse or wetland crossings are proposed (large scale, multiple roads/concessions)	$1,385.00
Drainage Act Review[10]	
DART Review	
Minor - project value under $500.00	$65.00
Standard - follows DART protocol, SCR issued	$300.00
Major - within a regulated wetland	$1,130.00
Engineer's Report Review	$570.00
Other Fees	
Aggregate Resource Act Review	$3,760.00
Environmental Assessment Act	
Standard	$3,760.00
Major	$9,390.00
Commercial Renewable Energy Projects	Double
Golf Course Development/Realignment	$1,130.00
Hearing Request	$900.00
Application Revisions and Permit Revisions/Extensions[11]	$150.00
File Re-Activation Fee (dormant for greater than 1 year)	50% Surcharge
Major Project (ex. Misterial Zoning Order)[12]	$25,000.00
Applications for Work Proceeded without Authorization[13]	Double

St. Clair Conservation

Planning & Regulations Fee Schedule

Footnotes / Addendums:

1. This fee will be reduced from the application fee provided no change has occurred in the proposal and the application moves forward within a 2 year limit.
2. Terms of Reference fee is reduced from the Technical Report Review Fee
3. It is required that the proponent consult with the SCRCA and the Municipality prior to preparation and submission of a detailed technical report
4. SCRCA will generally require shoreline development to be reviewed by the Conservation Authority retained coastal engineer. Costs for review are to be borne by the proponent. In this case, a Technical Report Review fee would not apply. As per Board of Directors approval November 10, 2016.
5. SCRCA will generally require hydrogeological reports to be reviewed by the Conservation Authority retained hydrogeologist. Costs for review are to be borne by the proponent, and may exceed SCRCA's review fee, which would then be paid directly to the consultant and SCRCA's review fees would not apply.
6. The fees for technical report review include one comprehensive report review and one revised report review. The SCRCA reserves the right to charge a processing fee or additional technical report fees for additional reviews.
7. This fee will be deducted from the application fee when a formal application is submitted. It is required that the proponent consult with the SCRCA and Municipality.
8. Waterfront includes properties within the Shoreline Hazard along Lake Huron, St. Clair River, Chenal Ecarte, and Lake St. Clair
9. Acceptance of an application as complete does not imply permission will be granted. Permission will be forthcoming only if submissions address statutory requirements and conform to approved SCRCA policies in effect at the time an application is made, or where allowances are granted by the Authority's Executive Committee or SCRCA Board of Directors.
10. If an Ontario Regulation 171/06 application is required for a drain enclosure, or works within or adjacent to a wetland additional fees, as appropriate, may be charged. Section 76 reports are exempt.
11. A charge is applied for permit amendments that are administrative in nature (eg. expire date extension). Applications that are more substantially amended or re-submitted after approval are subject to a surcharge of 50% of the original fee that was paid.
12. Review of applications made under a Ministers Zoning Order (Fee includes review of 2 major studies and 2 project meetings. Additional fees to be charged per report as appropriate and consistent with the current fee schedule, additional charges ($/hr) for project team meetings beyond the 2 already included, plus any other additional expenses to enable cost recovery. Additional charges for legal or technical peer review may be applicable
13. First occurrence 100% surcharge. Second and subsequent occurrences will be subject to a 200% surcharge. Note: applications will only be accepted retroactively where works undertaken meet SCRCA board approved policies or where works are proposed that are intended to bring a project into compliance with said policies

Planning Fee Guide

ST. CLAIR REGION CONSERVATION AUTHORITY
205 Mill Pond Crescent, Strathroy, Ontario N7G 3P9

December 20, 2022

SCRCA Fee Schedule for Planning & Regulation is available in full on our website at https://www.scrca.on.ca/planning-and-regulations/planning-and-regulations-fee-schedule/ The fee schedule is approved by our Board of Directors on an annual basis. A simplified fee schedule is summarized below. *Note that these fees will come into effect as of December 31st, 2022.*

	Natural Hazard	Natural Heritage	Combined
Severance per lot created	$340 Waterfront 2x	$615	$955
Minor Variance	$245 Waterfront 2x	$410	$655
Zoning By-law Amendment Standard Major	 $365 $565	 $645 $1,120	 $1,010 $1,685
Official Plan Amendment Standard Major	 $365 $570	 $645 $1,120	 $1,010 $1,690
Site Plan Approval Standard Major	 $365 $855	 $555 $1,120	 $920 $1,975

Natural Hazard: means property or land that could be unsafe for development due to naturally occurring processes. Along the shorelines of the Great Lakes system, this means the land, including the water, to the furthest landward limit of the flooding hazard, erosion hazard or dynamic beach hazard limits. Along river, stream and small inland lake systems, this means the land, including that covered by water, to the furthest landward limit of the flooding hazard or erosion hazard limit. Comments regarding Natural Hazards are provided by the Conservation Authority on behalf of the Province. **These areas are identified in red on our online mapping.** Severance and Minor Variance fees are doubled for properties within the shoreline hazards along Lake Huron, St. Clair River, Chenal Ecarte and Lake St. Clair.

Natural Heritage: means features and areas, including significant wetlands, coastal wetlands, fish habitat, significant woodlands, significant valley lands, habitat of endangered species and threatened species, significant wildlife habitat and significant areas of natural and scientific interest, which are important for their environmental and social values as a legacy of the natural landscapes of the area. Comments regarding Natural Heritage are provided by the Conservation Authority on behalf of the municipality, as outlined in our Memorandums of Understanding. **These areas are identified in green on our online mapping, with the adjacent lands in yellow.**

Standard: most applications the Conservation Authority provides comments on are standard.

Major: applications are major when there are additional technical reports to be reviewed with the application. Major applications require pre-consultation with the Conservation Authority before the application is submitted to ensure the appropriate studies have been completed. Examples of major applications include, large scale development encroaching into the hazard or heritage feature.

Screening Process

To determine if an application is within a Natural Hazard and/or Natural Heritage area, our online mapping tool can be used to screen the application. This will help to determine if a fee for the Conservation Authority is needed and the amount. Alternatively, property addresses can be sent directly to Kelsey Oatman koatman@scrca.on.ca to confirm the Conservation Authority fee.

Fees can be paid by cheque made payable to St. Clair Region Conservation Authority, by credit card on our website (an SCRCA File Reference number, generated by staff will be provided) or by debit/credit card by visiting our office.

We appreciate receiving applications or information in advance of the formal notice to ensure we have appropriate time to provide comments before the meeting package deadline. We aim to have comments ready 1 week before the meeting date. If you would like them sooner, please let us know.

If at any time during the screening process you require assistance, feel free to contact Vitra Chodha, Planner with the Conservation Authority at vchodha@scrca.on.ca or 519-245-3710 extension 257.

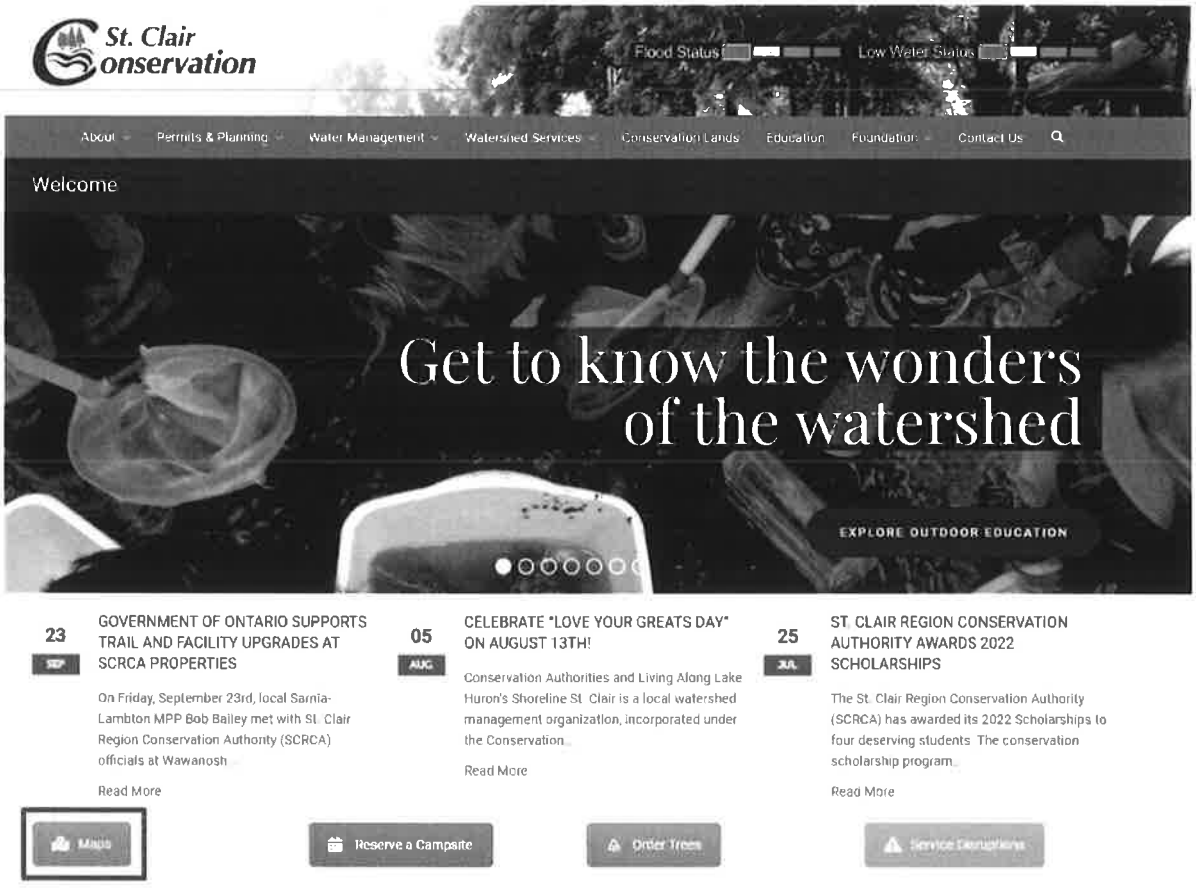
St. Clair Conservation

Planning Fee Guide

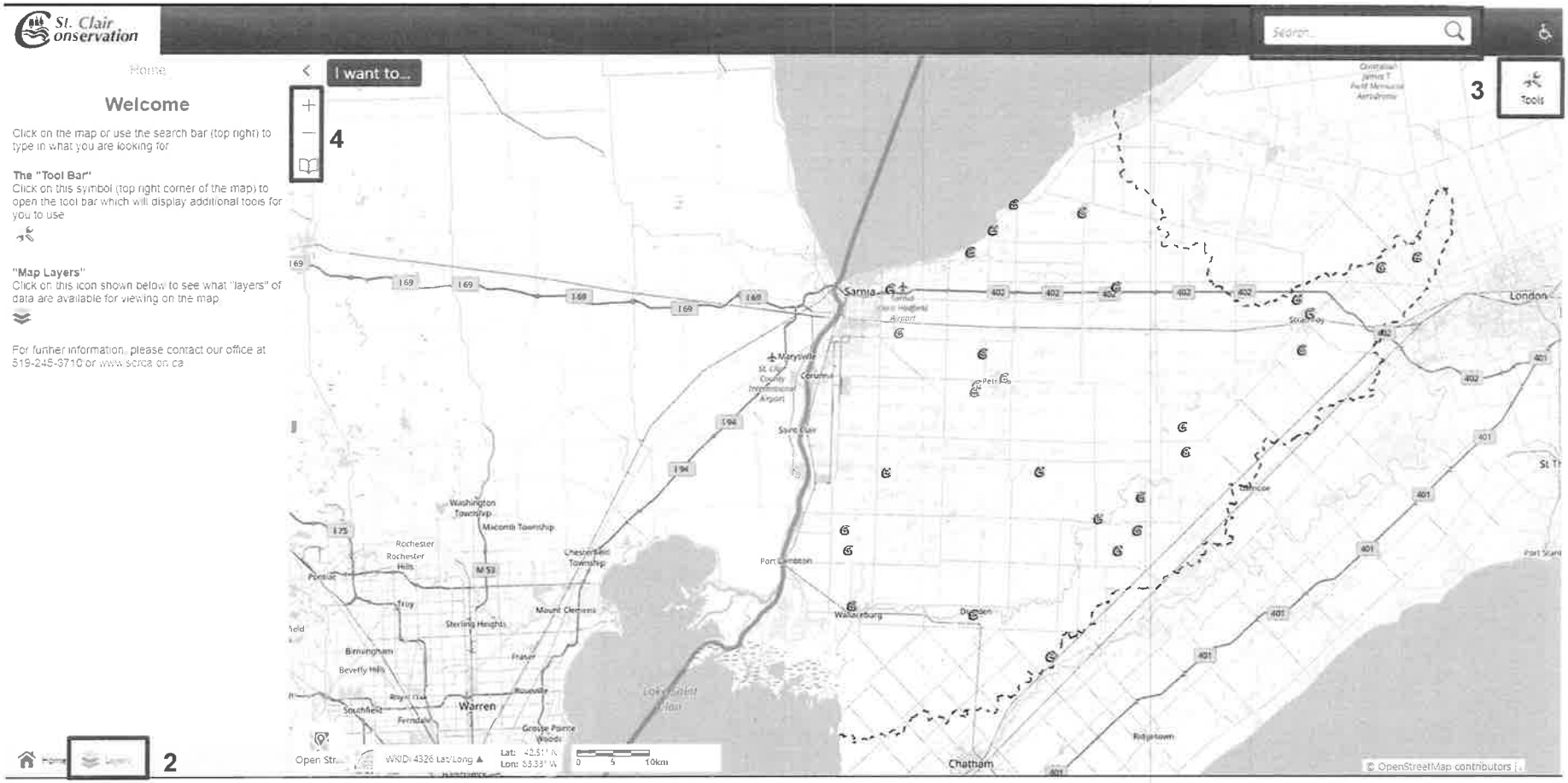
ST. CLAIR REGION CONSERVATION AUTHORITY
205 Mill Pond Crescent, Strathroy, Ontario N7G 3P9

Online Mapping Tool

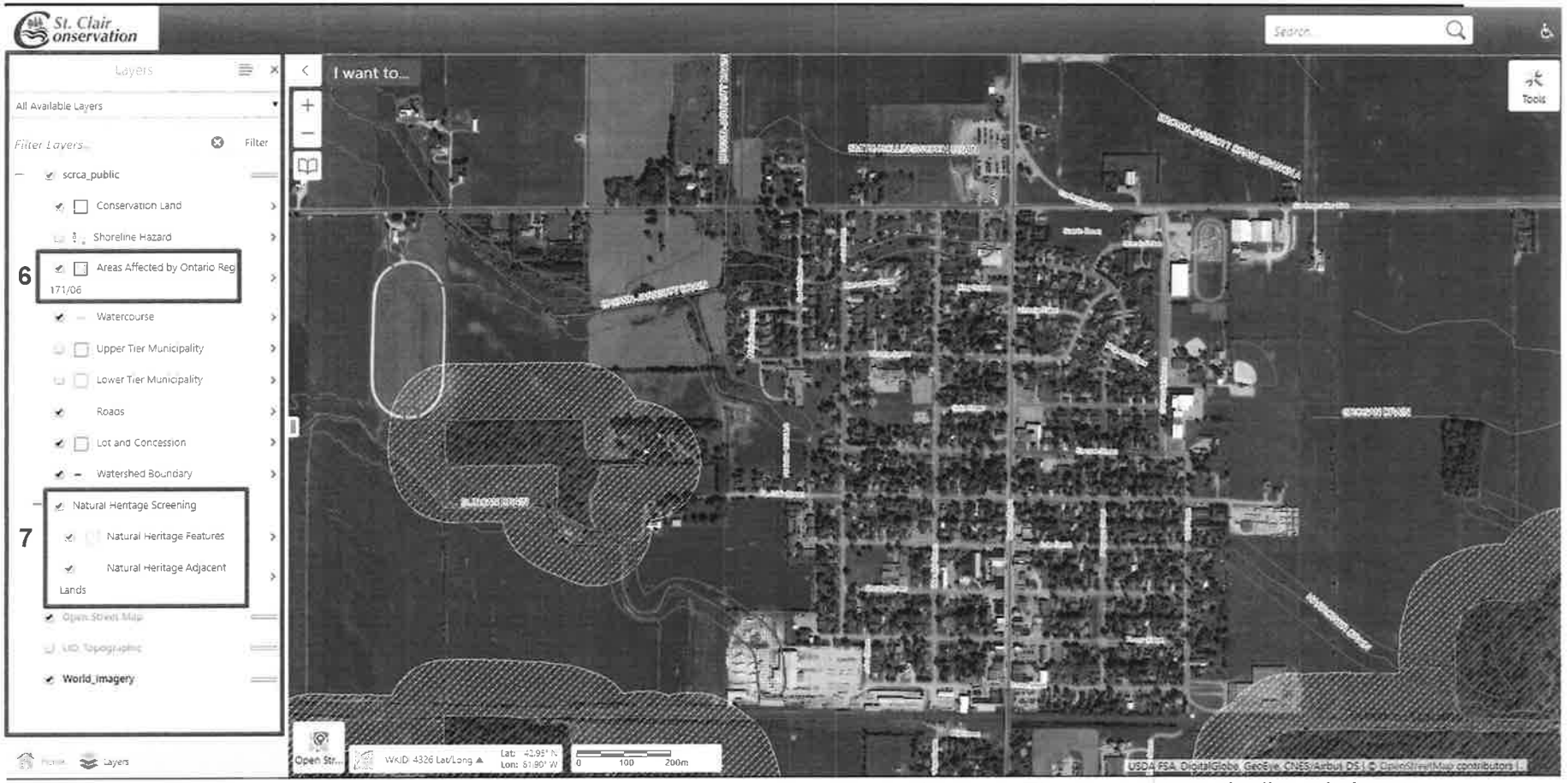
To use our online mapping tool, visit our website at www.scrca.on.ca and click on Maps from the homepage as shown in the image below. This will open a new tab for the map. Agree to the Disclaimer, which appears on screen in order to use the map. The following two pages detail how to use the online mapping tool.



ST. CLAIR REGION CONSERVATION AUTHORITY
205 Mill Pond Crescent, Strathroy, Ontario N7G 3P9



1. **Search Bar:** Type in an address to find it on the map.
2. **Layers:** Click here to switch to the list of available layers in the map.
3. **Tools:** Click here to open up the tool bar across the top. Tools allows you to measure, draw and identify features on the map. Printing the map is also available here.
4. **Zoom & Bookmarks:** Zoom in or out on the map by using these buttons or scrolling on the mouse wheel. Bookmarks are saved to move the map to specific communities.



5. **Layers:** Layers greyed out are only visible when you zoom closer in on the map. The map automatically switches to the aerial photography once the map is zoomed in close enough. Layers can be turned on and off by checking boxes.
6. **Natural Hazard:** Areas identified as Natural Hazard are also lands regulated by the Conservation Authority and are shown in red. This layer can be turned on and off here.
7. **Natural Heritage:** Areas where Natural Heritage comments are necessary are shown in green with the associated adjacent lands to the feature shown in yellow. This layer can be turned on here and is not on by default.

Ontario

Ministry of Northern Development, Mines, Natural Resources and Forestry

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère du Développement du Nord, des Mines, des Richesses Naturelles et des Forêts

Direction des politiques de planification et d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Notice: Changes under the Oil, Gas and Salt Resources Act related to compressed air energy storage and updates to Provincial Standards

Hello,

We are writing today to inform you of changes that have been recently approved to the regulation and standards under the Oil, Gas and Salt Resources Act.

In January 2021, we let you know of a posting on the environmental and regulatory registries seeking feedback on proposals related to:

- compressed air energy storage projects (CAES) in porous rock reservoirs
- administrative changes to the parties who may act as financial trustees, and
- updates to technical standards

After reviewing the feedback received, these proposals have been approved with modifications that include:

- providing additional flexibility for CAES applications and operations, and
- requiring any party carrying out consultation under the regulation to take all reasonable steps to protect personal information gathered during the consultation process.

More details on the changes made to the original proposal can be found in the registry decision notice at: https://ero.ontario.ca/notice/019-2935.

The changes related to CAES, trustees and the protection of personal information came into effect on July 1, 2022.

Changes to the technical standards that must be followed by operators under this act will come into effect on July 1, 2023 and the revised Provincial Standards documents will be made publicly available in advance.

Should you have any questions about these changes, please contact Andrew Ogilvie at resources.development@ontario.ca or 705-761-5815.

Sincerely,

Andrew Ogilvie, Manager, Resources Development Section

c. Alain Belanger, A/Manager, Petroleum Operations Section

63rd ANNUAL WATFORD-ALVINSTON ROAD RACE

MAY 22, 2023

Greetings and salutations.

The organizing committee for the Watford-Alvinston Road Race is pleased to be preparing for the 63rd annual running of this amazing family event.

With the help of community partners such as yourself or your business, it is our intention to provide an unparalleled racing experience set to the beautiful backdrop of rural Lambton County yet again this year. Please find the attached details for this year's sponsorship packages and the many incentives available to our partners.

With participant numbers increasing to the range of approximately 500 runners from all over southern Ontario, eastern Michigan and even further, the opportunity for exposure is tremendous. Our very popular and very active social media presence will also offer brand exposure to many non-running participants.

It is our hope that you will review the details on the following pages and consider one of the four available sponsorship packages that best suits your needs. Packages are available at different price points to best fit your business.

If you would like to discuss any of these packages further, or would like to discuss an individually tailored sponsorship opportunity, please email joostenjanpaul@gmail.com with any questions.

All the best. #run79

Jan Joosten
& the Watford-Alvinston Road Race Committee

63rd ANNUAL WATFORD-ALVINSTON ROAD RACE

MAY 22, 2023

Sponsorship Opportunities

Start/Finish
Silver - $300

Bronze - $150
- recognition on signage at lines - recognition through social media accounts - announcement featuring sponsor name at event

Gold - $500 (limited number available) - recognition on signage at Start/Finish lines - recognition through social media accounts - announcement featuring sponsor name at event
- logo on race day t-shirt
- souvenir race day t-shirt & medallion
- 1 water station exclusively featuring name and logo - option to include company info/brochures in race kits (to be supplied by sponsor)
- recognition on signage at Start/Finish lines - recognition through social media accounts - announcement featuring sponsor name at event
- logo on kilometre marker placed on race course - logo on race-day t shirt

- souvenir race day t-shirt & medallion

Platinum - $1000 (limited number available) -
prominent recognition on signage at Start/Finish lines
- prominent recognition through social media accounts
- announcement featuring sponsor name at event -
logo on race day t-shirt
- souvenir race day t-shirt & medallion
- 2 water stations exclusively featuring name and logo (1/race distance)
- option to include company info/brochures in race kits (to be supplied by sponsor)
- optional display area located at Finish line/staging area (to be supplied & manned by sponsor)

63rd ANNUAL WATFORD-ALVINSTON ROAD RACE

MAY 22, 2023

Sponsorship Form

Business Name:
Contact Person:
Address:
Phone:_Email:

Sponsorship Level: Bronze Silver
($150) ($300)

Gold Platinum

($500) ($1000)

T-shirt size:

I would be interested in volunteering on race day: Yes No I would like to have promotional materials in the race kits: Yes No I would like to set up a display on race day: Yes No

Make all cheques payable to "Watford-Alvinston Road Race", and mail to: PO Box 362 Watford, ON N0M 2S0

Please contact Jan Joosten at joostenjanpaul@gmail.com for additional information or to discuss alternative sponsorship opportunities.

Lambton County Plowmen's Association Est. 1920

BROOKE-ALVINSTON
DEC 22 2022
RECEIVED

Lambton County Plowmen's Association
519-828-3311
lambtoncountyplowmens@gmail.com

President: Allan Ellwood 519-337-6995
Vice Pres: Ken Dunlop 519-331-2733
Secretary Linda Bryson 519-828-3311 dlbryson@brktel.on.ca
Treasurer: Dennis Bryson 519-828-3311 8528 Egremont Rd. Watford Ont N0M 2S0

November 18, 2022

Dear Mayor Dave Ferguson and Township of Brooke Alvinston Council,

The Lambton County Plowmen's Association has been hosting an annual plowing match in Lambton County since 1920. This fun and educational event gives everyone the opportunity to compete and encourages people from all over Ontario to come and enjoy the festivities and learn more about the art of plowing and farming.

In the past we have relied solely on donations from companies in the agricultural industry to help with the costs associated with this event. However costs continue to rise and in an effort to maintain this outstanding tradition within our communities we are asking each of the 11 municipalities within Lambton County for a small yearly donation. While any donation would be appreciated, a yearly donation of $500.00 would help us to be able to plan and grow our event for generations to come.

We are happy to come to your council to answer any questions you may have in regards to this request. We would like to thank you in advance for your generous donation to our event and we look forward to seeing each of you at the Lambton County Plowing Match to be held Saturday September 2, 2023 in Sarnia Township. The exact location is not yet confirmed.
Sincerely,

Allan Ellwood
President
Lambton County Plowmen's Association

Inspiring, supporting and preserving the art of plowing and agriculture in Lambton County.

Office of the City Clerk

December 15, 2022

Via email: premier@ontario.ca

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Toronto, ON M7A 1A1

Dear Premier:

Re: Kingston City Council Meeting, December 6, 2022 – New Motion 5 – Resource Recovery and Circular Economy Act, 2016

At the regular meeting on December 6, 2022, Council approved New Motion 5 with respect to request to the Resource Recovery and Circular Economy Act, 2016. At the same meeting, the following resolution was approved:

> **Whereas** Municipal governments support the Province's implementation of outcomes-based policies to move responsibility for end-of-life management of designated products and packaging to producers who are the most able to affect system change; and
>
> **Whereas** these policies can improve environmental outcomes, provide new jobs and grow Ontario's economy; and
>
> **Whereas** outcomes-based policies require clear consequences for non-compliance that can be administered in an effective and efficient manner; and
>
> **Whereas** Administrative penalties are a cost-effective tool for the regulator to hold polluters accountable, so there is less burden on the courts and taxpayers; and
>
> **Whereas** the Resource Productivity and Recovery Authority does not have Administrative Penalties which is impacting the ability of the regulator to ensure compliance with the regulations under the Resource Recovery and Circular Economy Act, 2016; and

The Corporation of the City of Kingston
216 Ontario Street, Kingston, ON K7L 2Z3
Phone: (613) 546-4291 ext. 1247 Fax: (613) 546-5232 jbolognone@cityofkingston.ca

Whereas data provided by Resource Productivity and Recovery Authority shows there is a currently a backlog of over 2,000 cases of potential non-compliance and almost 200 known instances of non-compliance; and

Whereas the Resource Productivity and Recovery Authority has found battery producers non-compliant for collection accessibility and processing; and

Whereas the largest waste diversion program, the Blue Box, sees the first communities transition in a few months, ensuring the Regulator has appropriate enforcement tools to ensure servicing and outcomes are met is critical for a smooth transition for Ontarians;

Therefore Be It Resolved That the City of Kingston calls on the Provincial government to promptly pass an Administrative Penalties regulation under the Resource Recovery and Circular Economy Act, 2016; and

That this resolution be circulated to the Premier of Ontario, the Minister of the Environment, Conservation and Parks, MPP Ted Hsu, MPP John Jordan, the Association of Municipalities of Ontario, and all Municipalities in Ontario for their consideration and support.

Yours sincerely,

John Bolognone
City Clerk
/nb

C.C. Minister of the Environment, Conservation & Parks
Ted Hsu, MPP for Kingston & the Islands
John Jordan, MPP for Kingston, Frontenac Lanark
AMO
All Ontario Municipalities

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

RECEIVED
DEC 07 2022

I hereby give notice that the Lightfoot-Oak Drain is out of repair and request that:

☐ Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

☐ The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

___ Section 76, (Update the Schedule of Maintenance for the Drain)

___ Section 78, (New Engineer's Report for the Drain)

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

The following work is required:

cleaned out

Property Description: Lot 17 Concession 8 Roll Number 3815 120 030 13900

911 address _____

Dated at the Municipality of Brooke-Alvinston this 7 day of Dec, 2022

Jeannette Douglas
Name-please print

Name-please print

Jeannette M Douglas
Signature

Signature

Telephone# [redacted]
H

Cell

Email addr[redacted]mail.com

Additional Comments if any:

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

RECEIVED
JAN 05 2023

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

☐ Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

☒ The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

___ Section 76, (Update the Schedule of Maintenance for the Drain)

X Section 78, (New Engineer's Report for the Drain)

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

The following work is required:

Reroute municiple drain to accomodate new residential lots

Property Description: Lot 19 Concession 6 Roll Number ____

911 address 3370 Nauvoo Rd.

Dated at the Municipality of Brooke-Alvinston this 5th day of January, 2023

Kevin Tizzard
Name-please print

Signature

Telephone# 5[redacted]
Home

Marilyn Dolbear
Name-please print

Marilyn Dolbear
Signature

5[redacted]
Cell

Email address: Ktexcavating@hotmail.com

Additional Comments if any:

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Accounts Payable Listing - December 2022
Meeting:	Council - 12 Jan 2023
Department:	Treasury
Staff Contact:	Stephen Ikert, Treasurer

Recommendation:

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

Background:

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

ATTACHMENTS:

Posted Accounts Payable List - December 2022

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES						
01-0000-0020	003501	STEPHANIE GUNTER	DEC2022 WATER OVERPAYMENT	12-28-22	12-28-22	449.68
01-0000-0419	003321	UPS CANADA	5411579837 RESCUE STRUT SHIPPING	12-08-22	12-08-22	423.95
01-0000-0495	003073	AON CANADA INC-T57048C	3640000034582 VFIS INSURANCE	12-16-22	12-16-22	3,736.80
01-0000-0498	002302	SUN LIFE ASSURANCE COMPANY OF CANAD/	DEC2022 SUNLIFE BENEFITS	12-07-22	12-07-22	4.40
01-0000-1051	000279	BMO BANK OF MONTREAL	0502677-2212 ROMA REG-MCCABE	12-12-22	12-12-22	638.45
01-0000-1051	000279	BMO BANK OF MONTREAL	0502677-2301 ROMA-MCCABE	12-30-22	12-30-22	282.05
01-0000-1051	000279	BMO BANK OF MONTREAL	0502677-2301 ROMA-FERGUSON	12-30-22	12-30-22	282.05
01-0000-1051	003073	AON CANADA INC-T57048C	3640000034582 VFIS INSURANCE	12-16-22	12-16-22	4,266.90
				Account Total		5,469.45
01-0000-2292	000279	BMO BANK OF MONTREAL	0502677-2301 GREEN BOOKS	12-30-22	12-30-22	95.65
01-0000-2423	002598	DAVID FERGUSON	12-2022 REFUND OF NOMINATION FEE	12-06-22	12-06-22	200.00
01-0000-2423	000184	FRANK NEMCEK	DEC2022 NOMINATION REFUND	12-08-22	12-08-22	100.00
01-0000-2423	003061	VANESSA BENOIT	DEC2022 REFUND OF NOMINATION	12-08-22	12-08-22	100.00
01-0000-2423	003498	GREG HILLIARD	DEC2022 REEGUND OF NOMINATION FEE	12-28-22	12-28-22	100.00
				Account Total		500.00
01-0000-2426	000018	CLOVER MART	00014 FOOD BANK PURCHASES	12-08-22	12-08-22	263.46
01-0000-2426	000018	CLOVER MART	0016 FOOD BANK PURCHASES	12-21-22	12-21-22	284.97
01-0000-2426	003487	RICCO FOOD DISTRIBUTOR	00598484 FOOD BANK PURCHASES	12-08-22	12-08-22	247.00
01-0000-2426	003452	JEANINE VAN DAMME	DEC2022 FOODBANK PURCHASES	12-08-22	12-08-22	506.50
01-0000-2426	000185	DON MCGUGAN	DEC2022 FOOD BANK PURCHASES	12-22-22	12-22-22	1,236.29
				Account Total		2,538.22

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
				Department Total		13,218.15
LICENCES, PERMITS, RENTS						
01-0050-1435	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	-425.00
				Department Total		-425.00
GOVERNANCE						
01-0240-7398	000279	BMO BANK OF MONTREAL	0502677-2212 INAUGURAL MEETING	12-12-22	12-12-22	35.51
01-0240-7398	000279	BMO BANK OF MONTREAL	0502677-2301 COUNCIL MEETING	12-30-22	12-30-22	104.11
01-0240-7398	003497	LANGS BUS LINES LIMITED	140 COUNCIL TOUR	12-20-22	12-20-22	197.75
				Account Total		337.37
01-0240-7399	000279	BMO BANK OF MONTREAL	0502677-2301 BUSINESS CARDS-MCCABE	12-30-22	12-30-22	37.28
01-0240-7610	002059	LAMBTON COUNTY HISTORICAL SOCIETY	DEC2022 MEMBERSHIP FEES 2023	12-06-22	12-06-22	100.00
				Department Total		474.65
COUNCIL SUPPORT						
01-0241-7117	002302	SUN LIFE ASSURANCE COMPANY OF CANAD/	DEC2022 SUNLIFE BENEFITS	12-07-22	12-07-22	1,153.63
01-0241-7301	000279	BMO BANK OF MONTREAL	0502677-2301 ANNUAL FEES	12-30-22	12-30-22	25.00
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	72.56
01-0241-7360	002387	TOWN OF PETROLIA	0012739 ELECTION ADVERTISING	12-12-22	12-12-22	359.37
01-0241-7360	000279	BMO BANK OF MONTREAL	0502677-2212 CANADA POST	12-12-22	12-12-22	2,492.90
				Account Total		2,852.27
				Department Total		4,103.46
CORPORATE MANAGEMENT						
01-0250-7117	002302	SUN LIFE ASSURANCE COMPANY OF CANAD/	DEC2022 SUNLIFE BENEFITS	12-07-22	12-07-22	1,576.53
01-0250-7301	000279	BMO BANK OF MONTREAL	0502677-2212 OFFICE SUPPLIERS	12-12-22	12-12-22	93.30

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7301	000165	MANLEY'S BASICS	1131647 OFFICE SUPPLIES	12-16-22	12-16-22	234.05
01-0250-7301	000165	MANLEY'S BASICS	1132007 OFFICE SUPPLIES	12-30-22	12-30-22	47.29
01-0250-7301	000165	MANLEY'S BASICS	1132011 OFFICE SUPPLIES	12-30-22	12-30-22	12.61
01-0250-7301	000165	MANLEY'S BASICS	1132083 OFFICE SUPPLIES	12-30-22	12-30-22	21.38
				Account Total		408.63
01-0250-7302	000279	BMO BANK OF MONTREAL	0502677-2212 MICROWAVE	12-12-22	12-12-22	169.49
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	59.48
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	167.03
01-0250-7303	003464	FIBERNETICS CORPORATION	604590 PHONE SERVICE	12-07-22	12-07-22	62.15
				Account Total		288.66
01-0250-7304	002187	INTEGRATED DIGITAL SOLUTIONS	AR332144 PHOTOCOPIER	12-06-22	12-06-22	194.81
01-0250-7304	002187	INTEGRATED DIGITAL SOLUTIONS	AR336127 PHOTOCOPIER	12-06-22	12-06-22	166.32
01-0250-7304	002187	INTEGRATED DIGITAL SOLUTIONS	AR337864 COPIER MAINTENANCE	12-30-22	12-30-22	54.95
				Account Total		416.08
01-0250-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0081345 WATER & SEWER	12-30-22	12-30-22	165.24
01-0250-7310	000279	BMO BANK OF MONTREAL	0502677-2212 EASY PAY	12-12-22	12-12-22	399.00
01-0250-7310	002215	KEYSTONE TECHNOLOGIES LTD.	20306 IT SUPPORT	12-12-22	12-12-22	70.63
01-0250-7310	002215	KEYSTONE TECHNOLOGIES LTD.	20332 IT LICENCING & SUPPORT	12-12-22	12-12-22	527.69
01-0250-7310	002215	KEYSTONE TECHNOLOGIES LTD.	20396 IT SUPPORT	12-30-22	12-30-22	70.63
				Account Total		1,067.95
01-0250-7340	002214	GERBER ELECTRIC LTD	00026604 REPLACE RECEPTICLE	12-21-22	12-21-22	396.97
01-0250-7340	000279	BMO BANK OF MONTREAL	0502677-2212 TSSA ELEVATOR	12-12-22	12-12-22	330.00

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7340	000036	VIVIAN UNIFORM RENTAL LTD.	102031 MATS	12-14-22	12-14-22	57.63
01-0250-7340	000112	NUTECH PEST SERVICES	10975 PEST CONTROL	12-30-22	12-30-22	47.46
				Account Total		832.06
01-0250-7341	000132	A-1 SECURITY SYSTEMS	171353 ELEVATOR MONITORING	12-12-22	12-12-22	339.00
01-0250-7405	003353	BETTY MCKELLAR	NOV2022 OFFICE CLEANING	12-08-22	12-08-22	250.00
				Department Total		5,513.64
FIRE STATION - ALVINSTON						
01-0411-7117	003073	AON CANADA INC-T57048C	3640000034582 VFIS INSURANCE	12-16-22	12-16-22	853.38
01-0411-7120	000375	FISHER'S REGALIA	51265 UNIFORMS	12-07-22	12-07-22	99.50
01-0411-7125	003074	A.J. STONE CO. LTD.	0000171464 PPE	12-14-22	12-14-22	1,702.19
01-0411-7125	003074	A.J. STONE CO. LTD.	10 060031-0 PPE	12-14-22	12-14-22	2,755.18
				Account Total		4,457.37
01-0411-7150	000279	BMO BANK OF MONTREAL	0502677-2301 FIRE TRAINING LUNCH	12-30-22	12-30-22	279.36
01-0411-7150	003245	BLUEWATER FIRST AID TRAINING CENTRE IN	120222-1112-E INSTRUCTOR RECERTIFICATION	12-08-22	12-08-22	203.40
01-0411-7150	000163	STEVE KNIGHT	NOV2022 LAMBTON COUNTY MEETING	12-07-22	12-07-22	20.00
01-0411-7150	000163	STEVE KNIGHT	NOV2022 LIVE BURN EDUCATION	12-07-22	12-07-22	54.97
				Account Total		557.73
01-0411-7175	000279	BMO BANK OF MONTREAL	0502677-2212 SERVICE AWARDS	12-12-22	12-12-22	100.00
01-0411-7175	000062	KUCERA UTILITY & FARM SUPPLY LTD.	12-2022 RETURN GIFT CARD	12-30-22	12-30-22	-100.00
01-0411-7175	003495	BURNS RESTAURANT & CATERING	DEC2022 EMPLOYEE RECOGNITION	12-08-22	12-08-22	1,986.65
				Account Total		1,986.65
01-0411-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	59.48

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	60.66
				Account Total		120.14
01-0411-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0081255 WATER & SEWER	12-30-22	12-30-22	165.24
01-0411-7310	000279	BMO BANK OF MONTREAL	0502677-2212 OFFICE SUPPLIERS	12-12-22	12-12-22	112.84
01-0411-7330	002040	FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN006036 MEMBERSHIP RENEWAL	12-07-22	12-07-22	100.00
01-0411-7330	000163	STEVE KNIGHT	NOV2022 INWOOD LIBRARY EDUCATION	12-07-22	12-07-22	92.37
				Account Total		192.37
01-0411-7340	003443	CONNOR MOLZAN (WELDING)	12 BUILDING MAINTENANCE	12-28-22	12-28-22	745.80
01-0411-7340	003364	R & C CLEANING	DEC-2022 FIREHALL CLEANING	12-30-22	12-30-22	140.00
01-0411-7340	003364	R & C CLEANING	NOV-2022 FIREHALL CLEANING	12-08-22	12-08-22	140.00
				Account Total		1,025.80
01-0411-7345	003232	CANADIAN IPG CORPORATION	00514093 EQUIPMENT REPAIR	12-07-22	12-07-22	1,228.03
01-0411-7345	000100	MCNAUGHTON HOME HARDWARE CENTRE	392268 SCBA MAINTENANCE	12-28-22	12-28-22	67.77
01-0411-7345	003499	TAYLOR'S TINS	BROOKEFIRE0001 PPE MAINTENANCE	12-28-22	12-28-22	2,173.60
01-0411-7345	003232	CANADIAN IPG CORPORATION	CORUN-00518332 SCBA MAINTENANCE	12-28-22	12-28-22	81.36
				Account Total		3,550.76
01-0411-7360	000163	STEVE KNIGHT	NOV2022 CLEAN WIPES	12-07-22	12-07-22	509.26
01-0411-7460	002223	COUNTY OF LAMBTON	36758 QUARTERLY RADIO TOWER SYSTEM	12-08-22	12-08-22	1,990.74
				Department Total		15,621.78
POLICE						
01-0420-7460	000055	LAMBTON GROUP POLICE SERVICES BOARD	2341 MONTHLY POLICING	12-07-22	12-07-22	31,838.00
				Department Total		31,838.00
PROTECTIVE INSPECTION & CONTROL						

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
01-0440-7470	002223	COUNTY OF LAMBTON	36806 BUILDING PERMITS	12-12-22	12-12-22	1,787.50
01-0440-7470	002223	COUNTY OF LAMBTON	36806 BUILDING PERMITS	12-12-22	12-12-22	193.80
					Account Total	1,981.30
01-0440-7472	003467	J.S.G. ANIMAL REMOVAL	21611 ANIMAL CONTROL CONTRACT	12-06-22	12-06-22	452.00
01-0440-7472	003502	SARNIA AND DISTRICT HUMANE SOCIETY	QUARTER 4,2022 ANIMAL CONTROL	12-30-22	12-30-22	490.00
					Account Total	942.00
01-0440-7476	002223	COUNTY OF LAMBTON	36807 PROPERTY STANDARDS	12-12-22	12-12-22	195.00
					Department Total	3,118.30
EMERGENCY MEASURES						
01-0450-7301	002223	COUNTY OF LAMBTON	36912 911 SIGNS	12-30-22	12-30-22	29.00
					Department Total	29.00
RP - PATCHING COLD/HOT MIX						
01-0501-7301	002866	1123552 ONTARIO INC, O/A BLACK ON TOP	226595 ASPHALT	12-12-22	12-12-22	1,263.11
					Department Total	1,263.11
RT&M - SIGNS						
01-0550-7301	000191	CEDAR SIGNS	INV/2022/4730 ROAD SIGNS	12-08-22	12-08-22	723.36
					Department Total	723.36
RT&M - INTERSECTION LIGHTING						
01-0551-7306	000014	HYDRO ONE NETWORKS INC.	4674-0123 HYDRO	12-30-22	12-30-22	21.65
01-0551-7306	000014	HYDRO ONE NETWORKS INC.	4674-1222 HYDRO	12-08-22	12-08-22	21.59
					Account Total	43.24
					Department Total	43.24
RT&M - SIDEWALKS						
01-0552-7301	000048	WATFORD HOME HARDWARE / CARIS HARDV	472342 LOCK FOR SIDEWALK SALT	12-12-22	12-12-22	8.69
					Department Total	8.69
OVERHEAD						

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7117	002302	SUN LIFE ASSURANCE COMPANY OF CANAD/	DEC2022 SUNLIFE BENEFITS	12-07-22	12-07-22	1,954.56
01-0560-7125	000279	BMO BANK OF MONTREAL	0502677-2212 AGO CLOTHING	12-12-22	12-12-22	682.03
01-0560-7125	000036	VIVIAN UNIFORM RENTAL LTD.	102017 COVERALLS & CLEANING	12-14-22	12-14-22	189.61
01-0560-7125	003458	CARTER COVEMAEKER	DEC2022 BOOT ALLOWANCE	12-28-22	12-28-22	200.00
01-0560-7125	003456	KENT GOSNELL	DEC2022 2022 WORKBOOTS	12-29-22	12-29-22	200.00
01-0560-7125	002966	JAMIE BUTLER	DEC2022 WORK BOOTS	12-30-22	12-30-22	200.00
				Account Total		1,471.64
01-0560-7301	000279	BMO BANK OF MONTREAL	0502677-2212 OFFICE SUPPLIERS	12-12-22	12-12-22	156.98
01-0560-7301	000279	BMO BANK OF MONTREAL	0502677-2301 ANNUAL FEES	12-30-22	12-30-22	25.00
				Account Total		181.98
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	124.17
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	120.27
				Account Total		244.44
01-0560-7304	003136	NAPA GLENCOE	130-516301 SHOP SUPPLIES	12-20-22	12-20-22	83.54
01-0560-7304	003136	NAPA GLENCOE	130-516439 SHOP SUPPLIES	12-20-22	12-20-22	44.01
01-0560-7304	000265	KROWN RUST CONTROL SARNIA	180-75541 UNDERCOATING	12-08-22	12-08-22	254.25
01-0560-7304	000076	LINDE CANADA INC.	33057975 TORCHES	12-30-22	12-30-22	125.20
01-0560-7304	000062	KUCERA UTILITY & FARM SUPPLY LTD.	CT63950 PARTS & REPAIR	12-22-22	12-22-22	81.93
01-0560-7304	003140	ACCESS FASTENERS & SUPPLY LTD	DEC2022 SUPPLIES	12-30-22	12-30-22	7.00
01-0560-7304	003136	NAPA GLENCOE	RECONCILE 2022 PARTS	12-30-22	12-30-22	-62.02
				Account Total		533.91
01-0560-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0081439 WATER	12-30-22	12-30-22	103.07
01-0560-7306	000014	HYDRO ONE NETWORKS INC.	2206-1222 HYDRO	12-12-22	12-12-22	468.88

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01-0560-7306	000014	HYDRO ONE NETWORKS INC.	6362-1122 HYDRO	12-07-22	12-07-22	169.81
01-0560-7306	000014	HYDRO ONE NETWORKS INC.	6362-1222 HYDRO	12-30-22	12-30-22	265.97
				Account Total		1,007.73
01-0560-7310	000131	BEARCOM CANADA CORP	5477115 GPS	12-12-22	12-12-22	274.59
01-0560-7340	000112	NUTECH PEST SERVICES	10977 PEST CONTROL	12-30-22	12-30-22	47.46
01-0560-7398	000074	MACKENZIE OIL LIMITED	0135189 FUEL	12-30-22	12-30-22	1,169.70
01-0560-7398	000074	MACKENZIE OIL LIMITED	816377 FUEL	12-30-22	12-30-22	818.02
01-0560-7398	000074	MACKENZIE OIL LIMITED	816378 FUEL	12-30-22	12-30-22	2,887.96
01-0560-7398	000074	MACKENZIE OIL LIMITED	816784 FUEL	12-30-22	12-30-22	1,625.66
01-0560-7398	000074	MACKENZIE OIL LIMITED	819914 FUEL	12-12-22	12-12-22	3,389.83
01-0560-7398	000074	MACKENZIE OIL LIMITED	819915 FUEL	12-12-22	12-12-22	3,780.92
01-0560-7398	000074	MACKENZIE OIL LIMITED	820314 FUEL	12-12-22	12-12-22	1,100.16
01-0560-7398	000074	MACKENZIE OIL LIMITED	820315 FUEL	12-12-22	12-12-22	3,944.25
				Account Total		18,716.50
01-0560-7405	003353	BETTY MCKELLAR	NOV2022 OFFICE CLEANING	12-08-22	12-08-22	250.00
				Department Total		24,682.81
11 INTERNATIONAL						
01-0603-7372	003465	DYNAMIC DIESEL REPAIR INC	1563 SAFETY & REPAIRS	12-14-22	12-14-22	29,954.20
				Department Total		29,954.20
18 WESTERN STAR						
01-0604-7370	000074	MACKENZIE OIL LIMITED	038165-IN DEF	12-12-22	12-12-22	324.98
				Department Total		324.98
97 CAT GRADER						
01-0610-7372	000062	KUCERA UTILITY & FARM SUPPLY LTD.	CT63950 PARTS & REPAIR	12-22-22	12-22-22	121.85

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01-0610-7372	000069	TOROMONT INDUSTRIES LTD	PS071422156 FUEL LINE	12-30-22	12-30-22	278.82
				Account Total		400.67
				Department Total		400.67
21 - CAT 150-15AWD GRADER						
01-0611-7370	000074	MACKENZIE OIL LIMITED	038165-IN DEF	12-12-22	12-12-22	324.98
01-0611-7372	000062	KUCERA UTILITY & FARM SUPPLY LTD.	CT64887 GRADER REPAIR	12-30-22	12-30-22	80.51
				Department Total		405.49
17 FORD 4X4 Diesel						
01-0620-7370	000074	MACKENZIE OIL LIMITED	038165-IN DEF	12-12-22	12-12-22	324.98
				Department Total		324.98
21 Dodge RAM 4 x 4 pickup						
01-0621-7370	000074	MACKENZIE OIL LIMITED	0816322 FUEL	12-30-22	12-30-22	260.77
01-0621-7370	000074	MACKENZIE OIL LIMITED	819916 FUEL	12-12-22	12-12-22	351.02
				Account Total		611.79
				Department Total		611.79
19 FORD 4x4 PICKUP						
01-0622-7370	000074	MACKENZIE OIL LIMITED	0816322 FUEL	12-30-22	12-30-22	260.78
01-0622-7370	000074	MACKENZIE OIL LIMITED	819916 FUEL	12-12-22	12-12-22	351.02
				Account Total		611.80
				Department Total		611.80
DEERE TRACTOR LOADER						
01-0630-7370	000074	MACKENZIE OIL LIMITED	038165-IN DEF	12-12-22	12-12-22	324.98
				Department Total		324.98
CAT BACKHOE						
01-0631-7370	000074	MACKENZIE OIL LIMITED	038165-IN DEF	12-12-22	12-12-22	324.99
				Department Total		324.99
KUBOTA TRACTOR						

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01-0633-7370	000074	MACKENZIE OIL LIMITED	0129812 FUEL	12-12-22	12-12-22	275.55
					Department Total	275.55
SMALL ENGINE EQUIPMENT						
01-0634-7370	000062	KUCERA UTILITY & FARM SUPPLY LTD.	CT64887 CHAIN SAW OIL	12-30-22	12-30-22	33.96
					Department Total	33.96
PACKER & ROLLER						
01-0636-7372	000168	WATFORD AUTO PARTS	5329-255620 FUSES	12-08-22	12-08-22	4.99
					Department Total	4.99
SAND AND SALT						
01-0671-7301	000264	COMPASS MINERALS CANADA CORP.	1077599 HIGHWAY COARSE SALT	12-08-22	12-08-22	4,010.80
01-0671-7301	000264	COMPASS MINERALS CANADA CORP.	1079576 HIGHWAY COARSE SALT	12-21-22	12-21-22	8,022.59
01-0671-7301	000264	COMPASS MINERALS CANADA CORP.	1084326 HIGHWAY COARSE SALT	12-21-22	12-21-22	8,057.76
01-0671-7301	003169	NORTH ELEMENT INC.	2836 SIDEWALK SALT	12-08-22	12-08-22	525.45
01-0671-7301	003496	V.B. SAND & GRAVEL LTD.	INV0024205 ROAD SAND	12-12-22	12-12-22	5,128.66
01-0671-7301	003496	V.B. SAND & GRAVEL LTD.	INV0024219 ROAD SAND	12-12-22	12-12-22	2,032.78
					Account Total	27,778.04
					Department Total	27,778.04
STREET LIGHTING - INWOOD						
01-0752-7306	000014	HYDRO ONE NETWORKS INC.	6752-0123 HYDRO	12-30-22	12-30-22	584.50
01-0752-7306	000014	HYDRO ONE NETWORKS INC.	6752-1222 HYDRO	12-08-22	12-08-22	584.32
					Account Total	1,168.82
					Department Total	1,168.82
SANITARY SEWER SYSTEM						
01-0810-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	149.28
01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LI	0000242122 SLUDGE REMOVAL	12-12-22	12-12-22	437.31
01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LI	0000242490 SLUDGE REMOVAL	12-12-22	12-12-22	388.72

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01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LI	0000242903 SLUDGE REMOVAL	12-21-22	12-21-22	437.31
01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LI	0000243018 SLUDGE REMOVAL	12-30-22	12-30-22	388.72
01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LI	0000243099 SLUDGE REMOVAL	12-30-22	12-30-22	437.31
01-0810-7432	000047	CHEMTRADE CHEMICALS CANADA LTD	93458884 ALUMINUM SULPHATE	12-12-22	12-12-22	2,578.16
				Account Total		4,667.53
01-0810-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000026949 OPERATIONS CONTRACT	12-08-22	12-08-22	9,354.39
				Department Total		14,171.20
INWOOD SEWER SYSTEM						
01-0811-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	49.76
				Department Total		49.76
WATERWORKS SYSTEM						
01-0830-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	49.76
01-0830-7432	000279	BMO BANK OF MONTREAL	0502677-2301 WATERLINE BREAK	12-30-22	12-30-22	55.85
01-0830-7432	003270	WOLSELEY CANADA INC	2789015 SADDLE	12-30-22	12-30-22	107.35
01-0830-7432	002353	ITRON CANADA INC.	49323 WATER READING SOFTWARE-ANNUAL	12-14-22	12-14-22	1,963.21
01-0830-7432	003335	ICONIX WATERWORKS LIMITED PARTNERSHI	C2216119071 WATER PARTS	12-08-22	12-08-22	847.90
				Account Total		2,974.31
01-0830-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000026949 OPERATIONS CONTRACT	12-08-22	12-08-22	8,337.11
				Department Total		11,361.18
WASTE COLLECTION						
01-0840-7480	000026	BLUEWATER RECYCLING ASSOC.	26681 WASTE COLLECTION	12-08-22	12-08-22	6,603.68
				Department Total		6,603.68
ALVINSTON COMMUNITY CENTRE						
01-1635-7117	002302	SUN LIFE ASSURANCE COMPANY OF CANAD/	DEC2022 SUNLIFE BENEFITS	12-07-22	12-07-22	1,827.75

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01-1635-7125	000212	LEONARD MITCHELL	DEC2022 WORK BOOTS	12-12-22	12-12-22	200.00
01-1635-7150	003353	BETTY MCKELLAR	11/2022 TRAVEL COSTS TRAINING	12-08-22	12-08-22	364.63
01-1635-7301	000279	BMO BANK OF MONTREAL	0502677-2212 OFFICE SUPPLIERS	12-12-22	12-12-22	124.51
01-1635-7301	000279	BMO BANK OF MONTREAL	0502677-2301 ANNUAL FEES	12-30-22	12-30-22	25.00
				Account Total		149.51
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	77.04
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1222 PHONE & INTERNET SERVICE	12-12-22	12-12-22	77.54
01-1635-7303	003464	FIBERNETICS CORPORATION	604590 PHONE SERVICE	12-07-22	12-07-22	33.84
				Account Total		188.42
01-1635-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0081418 WATER & SEWER	12-30-22	12-30-22	2,087.66
01-1635-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0081419 WATER & SEWER	12-30-22	12-30-22	1,483.64
				Account Total		3,571.30
01-1635-7340	002214	GERBER ELECTRIC LTD	00026535 WINTERIZE PAVILION	12-12-22	12-12-22	418.10
01-1635-7340	000112	NUTECH PEST SERVICES	10976 PEST CONTROL	12-22-22	12-22-22	47.46
01-1635-7340	003017	MARCOTTE DISPOSAL INC.	12037 GARBAGE	12-12-22	12-12-22	295.00
01-1635-7340	003344	HOLLAND CLEANING SOLUTIONS LTD.	587460 CLEANING PRODUCTS	12-12-22	12-12-22	339.20
01-1635-7340	003344	HOLLAND CLEANING SOLUTIONS LTD.	589077 FLOOR SCRUBBER PADS	12-22-22	12-22-22	155.71
01-1635-7340	000062	KUCERA UTILITY & FARM SUPPLY LTD.	CT63950 PARTS & REPAIR	12-22-22	12-22-22	8.23
01-1635-7340	003216	KITCHEN EXHAUST CLEANING	INV-001077 CLEANING KITCHEN HOODS	12-22-22	12-22-22	847.50
01-1635-7340	003216	KITCHEN EXHAUST CLEANING	INV-001077-1 CLEANING HOOD EXHAUST	12-30-22	12-30-22	791.00
01-1635-7340	000019	LONDON FIRE EQUIPMENT LTD.	S126924 FIRE INSPECTION	12-12-22	12-12-22	2,500.35
				Account Total		5,402.55

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01-1635-7372	000074	MACKENZIE OIL LIMITED	0129812 FUEL	12-12-22	12-12-22	275.54
01-1635-7372	000362	STATE CHEMICAL LTD	902700071 COOLING TOWER CHEMICAL	12-12-22	12-12-22	958.24
01-1635-7372	000177	NELLA CUTLERY	IN2428477 BLADES	12-22-22	12-22-22	135.60
				Account Total		1,369.38
01-1635-7399	003421	ALVINSTON PRO RODEO	DEC2022 CHRISATMAS 2022	12-06-22	12-06-22	160.00
01-1635-7399	003411	HOWIES HOCKEY	INV000149087 HOCKEY TAPE SUPPLIES	12-12-22	12-12-22	147.32
				Account Total		307.32
				Department Total		13,380.86
CONCESSION / BOOTH & VENDING						
01-1637-7382	000082	THE PEPSI BOTTLING GROUP (CANADA)	20840409 POP	12-12-22	12-12-22	513.16
				Department Total		513.16
ALVINSTON LIBRARY						
01-1641-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAP	0081351 WATER & SEWER	12-30-22	12-30-22	165.24
01-1641-7340	003364	R & C CLEANING	11/2022 LIBRARY CLEANING	12-14-22	12-14-22	700.00
01-1641-7340	003364	R & C CLEANING	DEC-2022L LIBRARY CLEANING	12-30-22	12-30-22	700.00
				Account Total		1,400.00
				Department Total		1,565.24
PLANNING & ZONING						
01-1810-7430	002223	COUNTY OF LAMBTON	12-2022 TIZZARD OPA/ZA COUNTY FEE	12-30-22	12-30-22	1,025.00
01-1810-7430	002223	COUNTY OF LAMBTON	36783 OFFICIAL PLAN REVIEW	12-08-22	12-08-22	3,879.80
01-1810-7430	002223	COUNTY OF LAMBTON	36926 OFFICIAL PLAN REVIEW	12-30-22	12-30-22	14,549.15
01-1810-7430	002223	COUNTY OF LAMBTON	DEC2022 THERIAULT OPA/ZA COUNTY FEE	12-30-22	12-30-22	1,025.00
				Account Total		20,478.95
				Department Total		20,478.95
COMMERCIAL & INDUSTRIAL						
01-1820-7399	000279	BMO BANK OF MONTREAL	0502677-2301 DECORATE CHRISTMAS BASKETS	12-30-22	12-30-22	60.75

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01-1820-7399	000187	NORMA HILLS	DEC2022 CHRISTMAS LIGHTS	12-07-22	12-07-22	276.69
				Account Total		337.44
				Department Total		337.44
AGRICULTURE & REFORESTATION						
01-1840-7455	000113	R DOBBIN ENGINEERING INC	247.22 DRAINAGE SUPERINTENDENT	12-12-22	12-12-22	1,986.54
				Department Total		1,986.54
COUNTY OF LAMBTON TAXATION						
01-9400-9100	002223	COUNTY OF LAMBTON	36651 4TH QUARTER LEVY	12-07-22	12-07-22	465,144.00
01-9400-9100	002223	COUNTY OF LAMBTON	PIL2022 PAYMENTS IN LIEU	12-12-22	12-12-22	3,085.07
				Account Total		468,229.07
				Department Total		468,229.07
EDUCATION ENGLISH PUBLIC						
01-9500-9100	000176	LAMBTON KENT DISTRICT SCHOOL BOARD	DEC2022 4TH QUARTER INSTALMENT	12-12-22	12-12-22	211,837.15
				Department Total		211,837.15
EDUCATION FRENCH PUBLIC						
01-9510-9100	000277	CONSEIL SCOLAIRE VIAMONDE	DEC2022 4TH QUARTER INSTALMENT	12-12-22	12-12-22	1,529.20
				Department Total		1,529.20
EDUCATION ENGLISH SEPARATE						
01-9520-9100	000276	ST. CLAIR CATHOLIC DISTRICT SCHOOL BD.	DEC2022 4TH QUARTER INSTALMENT	12-12-22	12-12-22	53,669.86
				Department Total		53,669.86
EDUCATION FRENCH SEPARATE						
01-9530-9100	000278	CONSEIL SCOLAIRE CATHOLIQUE PROVIDEN	DEC2022 4TH QUARTER INSTALMENT	12-12-22	12-12-22	6,775.08
				Department Total		6,775.08
BROOKE FIRE - ALVINSTON STATION						
20-0411-8040	000173	JASON DENKERS	DEC2022 FIREHALL WORK	12-22-22	12-22-22	39,700.39
20-0411-8050	000021	M & L SUPPLY / 3635112 CANADA INC.	014661 RESCUE EQUIP B/O FROM STRUT OR	12-07-22	12-07-22	469.99

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20-0411-8050	003321	UPS CANADA	5411579837 RESCUE STRUT SHIPPING	12-08-22	12-08-22	160.52
					Account Total	630.51
					Department Total	40,330.90
BUILDINGS						
20-0503-7401	003504	MORGANS ROOFING	2168-192 MTO ROOF	12-30-22	12-30-22	46,854.90
					Department Total	46,854.90
COMMUNITY CENTRE						
20-1635-8014	000167	BLACK & MCDONALD LIMITED	43-1365727 NEW HEADER	12-06-22	12-06-22	40,915.61
					Department Total	40,915.61
MUNICIPAL DRAINS - CONSTRUCTION						
20-2800-7401	002478	BRUCE POLAND & SONS TRUCKING INC.	796 CAMPBELL-LEITCH DRAIN	12-12-22	12-12-22	5,772.04
20-2800-7401	000106	ST. CLAIR REGION CONSERVATION AUTH.	IN0018212 MCEACHERN DRAIN	12-30-22	12-30-22	510.00
20-2800-7401	000106	ST. CLAIR REGION CONSERVATION AUTH.	IN0018212 EDGAR DRAIN BRANCH	12-30-22	12-30-22	730.00
					Account Total	7,012.04
					Department Total	7,012.04
MUNICIPAL DRAINS - MAINTENANCE						
20-2900-7341	000044	TOWNSHIP OF ENNISKILLEN	IVC04561 VARIOUS ENNSKILLEN DRAIN BILLS	12-28-22	12-28-22	7,664.17
20-2900-7401	002478	BRUCE POLAND & SONS TRUCKING INC.	782 JOHNSON SYMINGTON DRAIN-LEVELI	12-14-22	12-14-22	264.98
20-2900-7401	002478	BRUCE POLAND & SONS TRUCKING INC.	802 TOTTEN DRAIN	12-30-22	12-30-22	950.01
20-2900-7401	000106	ST. CLAIR REGION CONSERVATION AUTH.	IN0018212 BASS DRAIN	12-30-22	12-30-22	380.00
20-2900-7401	000106	ST. CLAIR REGION CONSERVATION AUTH.	IN0018212 STEWART DOUGLAS DRAIN	12-30-22	12-30-22	380.00
20-2900-7401	000106	ST. CLAIR REGION CONSERVATION AUTH.	IN0018212 COURTRIGHT DRAIN	12-30-22	12-30-22	380.00
20-2900-7401	000106	ST. CLAIR REGION CONSERVATION AUTH.	IN0018212 COOK DRAIN	12-30-22	12-30-22	380.00
					Account Total	2,734.99
					Department Total	10,399.16

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount

Total Paid Invoices	1,036,109.52
Total Unpaid Invoices	84,649.89
Total Invoices	1,120,759.41

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount

Department Summary

01-0000	ASSETS & LIABILITIES	13,218.15
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	474.65
01-0241	COUNCIL SUPPORT	4,103.46
01-0250	CORPORATE MANAGEMENT	5,513.64
01-0411	FIRE STATION - ALVINSTON	15,621.78
01-0420	POLICE	31,838.00
01-0440	PROTECTIVE INSPECTION & CONTROL	3,118.30
01-0450	EMERGENCY MEASURES	29.00
01-0501	RP - PATCHING COLD/HOT MIX	1,263.11
01-0550	RT&M - SIGNS	723.36
01-0551	RT&M - INTERSECTION LIGHTING	43.24
01-0552	RT&M - SIDEWALKS	8.69
01-0560	OVERHEAD	24,682.81
01-0603	11 INTERNATIONAL	29,954.20
01-0604	18 WESTERN STAR	324.98
01-0610	97 CAT GRADER	400.67
01-0611	21 - CAT 150-15AWD GRADER	405.49
01-0620	17 FORD 4X4 Diesel	324.98
01-0621	21 Dodge RAM 4 x 4 pickup	611.79
01-0622	19 FORD 4x4 PICKUP	611.80
01-0630	DEERE TRACTOR LOADER	324.98
01-0631	CAT BACKHOE	324.99
01-0633	KUBOTA TRACTOR	275.55
01-0634	SMALL ENGINE EQUIPMENT	33.96
01-0636	PACKER & ROLLER	4.99
01-0671	SAND AND SALT	27,778.04
01-0752	STREET LIGHTING - INWOOD	1,168.82
01-0810	SANITARY SEWER SYSTEM	14,171.20
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	11,361.18
01-0840	WASTE COLLECTION	6,603.68
01-1635	ALVINSTON COMMUNITY CENTRE	13,380.86
01-1637	CONCESSION / BOOTH & VENDING	513.16
01-1641	ALVINSTON LIBRARY	1,565.24
01-1810	PLANNING & ZONING	20,478.95
01-1820	COMMERCIAL & INDUSTRIAL	337.44
01-1840	AGRICULTURE & REFORESTATION	1,986.54
01-9400	COUNTY OF LAMBTON TAXATION	468,229.07
01-9500	EDUCATION ENGLISH PUBLIC	211,837.15
01-9510	EDUCATION FRENCH PUBLIC	1,529.20
01-9520	EDUCATION ENGLISH SEPARATE	53,669.86

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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

Account	Vendor Number	Name	Invoice Number / Item Description	Invoice Date	Entry Date	Item Amount
01-9530			EDUCATION FRENCH SEPARATE			6,775.08
20-0411			BROOKE FIRE - ALVINSTON STATION			40,330.90
20-0503			BUILDINGS			46,854.90
20-1635			COMMUNITY CENTRE			40,915.61
20-2800			MUNICIPAL DRAINS - CONSTRUCTION			7,012.04
20-2900			MUNICIPAL DRAINS - MAINTENANCE			10,399.16
				Report Total		1,120,759.41

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Municipal Health & Safety Policy 2023
Meeting:	Council - 12 Jan 2023
Department:	Administration
Staff Contact:	Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston approve the Health & Safety Statement for 2023.

Background:

According to the *Occupational Health & Safety Act*, employers must prepare and review at least annually a written occupational health and safety policy. The policy statement is reviewed annually.

Comments:

Representatives from each department are appointed as Safety Representatives and are responsible for conducting monthly inspections. The monthly inspection sheets are then submitted to the Clerk Administrator for review with the department head to remedy any violations. The Committee strives to meet quarterly and to conduct joint investigations.

In 2022, the Municipality recently engaged 4S Consulting Services (we partnered with them when awarded modernization funds) to support us with the WSIB Health & Safety Excellence Program as part of the Pandemic Recovery Support Initiative. In participating in this program, we underwent a series of reviews in our Health & Safety Policy and updates were provided to ensure our policies and practices are up to date and appropriate.
The Policy Statement for 2023 is attached

Financial Considerations:

None associated with this report. Participation in the WSIB Health & Safety Excellence Program awarded the Municipality an $11,000 rebate.

ATTACHMENTS:

Health & Safety Policy 2023

Municipality of Brooke-Alvinston
Health & Safety Policy – 2023

Management of the Corporation of the Municipality of Brooke-Alvinston is vitally interested in the health and safety of its employees. Protection of the employees from injury or occupational disease is a major continuing objective. The Corporation of the Municipality of Brooke-Alvinston will make every effort to provide a safe and healthy work environment. All supervisors and workers must be dedicated to the continuing objective of reducing risk of injury. The Corporation of the Municipality of Brooke-Alvinston as an employer is ultimately responsible for worker health and safety. As Council of the Corporation of the Municipality of Brooke-Alvinston, we give you our personal promise that every reasonable precaution will be taken for the protection of workers.

Supervisors will be held accountable for the health and safety of workers under their supervision. Supervisors are responsible to ensure that machinery and equipment are safe and that workers work in compliance with established safe work practices and procedures. Workers must receive adequate training in their specific work tasks to protect their health and safety.

Every worker must protect his or her own health and safety by working in compliance with the law and with safe work practices and procedures established by the Corporation.

It is in the best interest of all parties to consider health and safety in every activity. Commitment to health and safety must form an integral part of this organization, from the Mayor to the workers.

_____ _____

David Ferguson; Mayor Janet Denkers; Clerk-Administrator

January 2023

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Olympia entrance barricades and entry
Meeting:	Council - 12 Jan 2023
Department:	Parks and Recreation
Staff Contact:	Kevin Miller, Parks and Recreation Manager

Recommendation:

That Council provide direction on gates to limit access while the Olympia is in use and that the back doors by the dressing rooms remain locked for entry to the public.

Background:

To address safety issues in the ice surface area, pull out "ribbons" were installed (in 2018/2019) on either side of the Olympia doors to prevent pedestrians including children from entering the area when the Olympia was on the ice.

Staff were requested to look into a more secure "gate" to prevent persons from entering or crossing the area when the ice surfacer is in use.

In addition to the gates, a report on the use of the back door of the facility was also requested.

Comments:

Should Council direct gates to be installed when the Olympia is in use, players, including parents will need to be mindful of game times and will need to understand that they cannot enter the area when the Olympia is on the ice. The gates would be installed on either side of the door and to keep timely on the Olympia entry and exit, the gates would be pulled across a few minutes before entry and after the Olympia is parked safely in the room.

In researching potential gate options, we found a lightweight steel construction model that has four locking swivel coasters that can be locked in place and then easily removed. There is no attachments to the wall and the gates could be used in other situations where traffic control is needed. The gate is mobile.

The back door of the BAICCC was kept locked during the pandemic to limit people coming in and to ensure only those allowed in were vaccinated as per the provincial requirements. Prior to the pandemic, the doors were opened for home teams to enter the facility.

Comments both for and against the locking of the doors have been received. From staff's perspective, the locking of the doors for entry is preferred as staff are aware of all users entering the facility. If staff are in the facility alone, the only doors opened should be the front entry doors.

Other comments received for keeping the doors locked are: accurate entry fees are collected from those attending an event through one door, the canteen is passed by potential consumers, it encourages players to be more timely in getting to the rink, less movement of traffic in the rear of the facility where safety and lighting can be an issue while the Olympia dumps the snow.

Comments in favour of leaving the doors open is less congestion in the foyer during events and less interaction between opposing teams prior to / after games.

Financial Considerations:

An approximate cost for the mobile gates (above picture) was obtained and quoted as $955; the obtained cost for a welded and permanent gate is $2,022 (including tax).

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Committee of Adjustment Member Appointment
Meeting:	Council - 12 Jan 2023
Department:	Clerks
Staff Contact:	Janet Denkers, Clerk Administrator

Recommendation:

That Ken McGugan be appointed to the Committee of Adjustment for a three year term commencing February 1, 2023 - January 31, 2026 and that the appointment by-law be amended to reflect this.

Background:

The Committee of Adjustment (COA) is comprised of two Council members and 3 members of the public. The appointments for Council are for the term of Council and for the public members, three year terms. This arrangement keeps continuity on the committee and builds expertise of the members. A member of the public can only serve two consecutive, three year terms.

Comments:

The current Council members on the COA are: Councillor Sanders and Councillor McCabe

The members of the public are:
Simon Lee to February 2025 (first term)
Christa Sawyer to Feb. 2024(second term)
Nancy Faflak to Feb 2023 (second term)

Nancy Faflak's term is up February 1, 2023.

Ken McGugan is a resident and landowner in Brooke-Alvinston. He has expressed interest and has the time commitment to be on the Committee of Adjustment. I am very confident in recommending Ken to the Committee.

Financial Considerations:

None associated with this report.

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Tree Program - 2023
Meeting:	Council - 12 Jan 2023
Department:	Parks and Recreation
Staff Contact:	Kevin Miller, Parks and Recreation Manager

Recommendation:

That the Municipality participate in the 2023 large stock tree program offered through SCRCA and subsidize the costs of the trees ordered by $2 each.

Background:

The Municipality of Brooke-Alvinston has encouraged their local rural residents to plant more trees on their properties to increase tree cover and improve future roadside aesthetics by providing a subsidy towards the cost of trees for its residents. Over 1800 large stock trees have been purchased and planted throughout Brooke-Alvinston since 2013 when the program started.

In 2017 the Municipality was awarded, through the SCRCA, an environmentalist award for their participation in this program.

If approved, the program would run the same as in 2022 whereby the landowner would pay the full cost upfront and be refunded by the SCRCA at the end of the ordering period via credit card. The SCRCA would in turn, invoice us $2 / tree. The Parks & Recreation Assistant Manager will oversee this project.

Comments:

Residents continue to use the program although the numbers are decreasing each year.

2022	148 trees ordered
2021	476 trees ordered
2020	160 trees ordered
2019	229 trees ordered
2018	352 trees ordered
2017	488 trees ordered

Financial Considerations:

The Municipality has subsidized the cost of every tree ordered by $2 throughout the duration of this program. Generally a cap of 20 trees per property and maximum 500 trees subsidized.

ATTACHMENTS:

2021 Large Stock Program

ST. CLAIR REGION CONSERVATION AUTHORITY
205 Mill Pond Crescent, Strathroy, Ontario, N7G 3P9 Tel.: 519-245-3710
Fax: 519-245-3348

LARGE STOCK TREES - Application Form for Spring 2021

- **You will need a tarp and rope to cover the tree's roots during transportation. We recommend that you plant your trees as soon as possible after pickup.**
- *There are no warranties after delivery is finalized due to circumstances beyond our control.*

LARGE STOCK TREE ORDER FORM

(Application deadline is **March 26, 2021**)

Applicant: _____ Tel: _____

Mailing Address: _____ (bus.) _____

Email Address _____ Postal Code: _____

Deciduous Tree Species	***Description***	***Price***	***Total Amount***
Silver Maple *Acer saccharinum*	175 cm whip – bareroot 175 cm tree – 5 gallon pot	___ X $ 24 ___ X $ 22	
Sugar Maple *Acer saccharum*	175 cm branched whip - bareroot 175 cm tree – 5 gallon pot	___ X $ 26 ___ X $ 22	
Tulip *Liriodendron tulipifera*	175 cm tree – 5 gallon pot	___ X $ 22	
Sycamore *Platanus occidentalis*	175 cm tree – 5 gallon pot	___ X $ 22	
Bur Oak *Quercus macrocarpa*	175 cm tree - bareroot 175 cm tree – 5 gallon pot	___ X $ 39 ___ X $ 29	
Red Oak *Quercus rubra*	175 cm tree - bareroot 175 cm tree – 5 gallon pot	___ X $ 39 ___ X $ 29	
Evergreen Tree Species	***Description***	***Price***	
White Cedar *Thuja occidentalis*	90 cm (3 ft) Balled & Burlap	___ X $ 20	
Colorado Blue/Green Spruce *Picea pungens*	60 cm (2ft) Balled & Burlap	___ X $ 20	
White Spruce *Picea glauca*	90 cm (3 ft) Balled & Burlap	___ X $ 29	
TOTAL NUMBER OF TREES ORDERED	_____	***Cost of Trees***	
		H.S.T. (13%)	
		TOTAL COST	

Tree Species Site and Soil Characteristics

Deciduous

Silver Maple (*Acer saccharinum*)	Large and branchy (15 to 25m). Very fast growing. Adapts well to a wide range of soils but prefers moist fertile sites. Will tolerant some shading.
Sugar Maple *(Acer saccharum)*	Large and slender tree (35m). Slow growing and long lived (200 yrs). Grows best on deep, rich bottom-land but will grow on clay and shallow sites. Root system deep and wide-spreading.
Tulip *Liriodendron tulipifera*	Large (30m) and branchy tree in the open, deep and wide-spreading root system. A fast growing tree that does best on rich, moist soils along streams and around swampy areas. One of only a few native trees with a showy flower occurring in late spring to early summer.
Sycamore *Platanus occidentalis*	Very Large (35m) fast growing and branchy tree in the open, with a shallow but wide spreading root system. A fast growing tree found on rich bottomlands and on poorly drained soils.
Bur Oak (*Quercus macrocarpa)*	Medium to large tree (20 to 30 m) with corky twigs and branches that make a unique gnarly form in the winter landscape. Grows best on deep, rich bottom-land but will grow on clay and shallow sites.
Red Oak (Quercus rubra*)*	Medium to large tree (20-30 m) of medium growth rates. Prefers well drained sandy soils but will grow slow on well drained slopes on clay soils. Does not tolerate shade or competition from other trees.

Evergreens

White Cedar (*Thuja occidentalis*)	Small tree (15m). Very tolerant of alkaline soils. Prefers moist soils but not excessively wet. Foliage turns to a bronze/green colour in winter. Plant in full sun.
Colorado Blue/Green Spruce (*Picea pungens*)	Medium tree (25m). Relatively slow growing tree with distinctive green to silver blue needles. The tree should be grown in full sunlight away from power lines. Has no soil limitations but does not tolerate standing water, will tolerate environmental salt.
White Spruce (*Picea glauca*)	Large tree (35m). A fast growing spruce. Prefers acidic soils for best growth but may do well on slightly alkaline soils (no more than 7.5 pH). Prefers cool climates but does very well in the hot summers in S.W. Ontario. Plant in full sun.

Stock Characteristics

Potted trees - are grown in pots from seedlings, are more forgiving during handling

Bareroot trees – are grown in the field and dug in the spring. Proper handling is very important

Balled & Burlap – trees grown in the field and dug with dirt in the spring and wrapped in burlap

Whip – stem without branches **Branched Whip** – stem with few branched **Tree** – evenly branched stem

Send the tree order form to St. Clair Conservation Authority at the above address
DO NOT SEND PAYMENT
We will invoice all orders after we receive confirmation from our supplier.

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Replacement Convection Oven - BAICCC
Meeting:	Council - 12 Jan 2023
Department:	Parks and Recreation
Staff Contact:	Kevin Miller, Parks and Recreation Manager

Recommendation:

That Council approve the purchase of a replacement convection oven at the BAICCC prior to the 2023 budget being approved to prevent any delays in delivery.

Background:

The convection oven in the BAICCC (lower kitchen) is unrepairable. Staff have been contacting various suppliers for parts that we are told no longer exist. The oven is original to the complex.

We have reached out to various caterers of the facility to determine if the convection oven is a vital component to the operation of a kitchen and it was confirmed that it is.

Comments:

In advance of the formal 2023 budget approval, I would like council to consider the purchase of a new convection oven prior to budget approval to prevent delay in delivery. The estimated arrival is 40 days upon ordering. The purchase price includes a one year parts & labour warranty.

Financial Considerations:

A quote for replacement units has been received at $13,460.56 (including tax).

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Crosswalks
Meeting:	Council - 12 Jan 2023
Department:	Public Works
Staff Contact:	Jamie Butler, Public Works Superintendent

Recommendation:

That the crosswalk on Nauvoo be removed when the County completes work on that section of roadway and that advance notification of the removal be broadcast from the municipal office and social media in advance.

Background:

The cross walk on Nauvoo Road is considered a Level 2 Type D crossing which consists of signs and pavement markings only. The signage and pavement markings complied with a previous standard which does not meet the current requirements.

The crosswalk is believed to be installed when the Canada Post outlet was at Oke's Auto approximately 9 years ago.

The County of Lambton will be doing work on that section of the highway and questioned the status of the crosswalk.

Comments:

Certain situations may warrant the installation of a pedestrian crossing, such as a signalized intersection, a sudden change from rural conditions to those of an urban business district, an extremely wide roadway, a predominance of small children, seniors, or persons with disabilities. In all situations involving pedestrian/vehicular conflict, pedestrian safety is paramount.

If Council wishes to keep the crosswalk, the signage and pavement markings should be updated to today's standard. The signage and pavement markings should be inspected on a regular basis and pavement markings refreshed when the markings are beginning to fade. The inspection and maintenance requirements should be set out in a level of service policy

A vehicular count was requested from the County to determine if there is a requirement for a crosswalk. The count received was 1717 in a 24 hour period.

Removal of the crossing should pose limited impact as the number of pedestrians crossing at that section of roadway has been drastically reduced with the Canada Post outlet moving to the municipal office 9 years ago. If removed, notice should be posted in addition to a social media post to make the public aware that the crosswalk has been removed. With the County doing construction on the roadway, the timing of removal is appropriate. To remove the crossing all signs must be removed

and all pavement markings ground off. Prior to removal, the public must be notified that the crossing will be converted to an uncontrolled crossing and that pedestrians will need to wait for a sufficient gap in traffic before they can cross Nauvoo Road. This notice can be done in the municipal office, social media and mailed to some individuals that have been noted to use the area.

Financial Considerations:

To replace the crosswalk with the properly designed standard would be $17,202 for parts & material only.

ATTACHMENTS:

Crosswalk Diagram

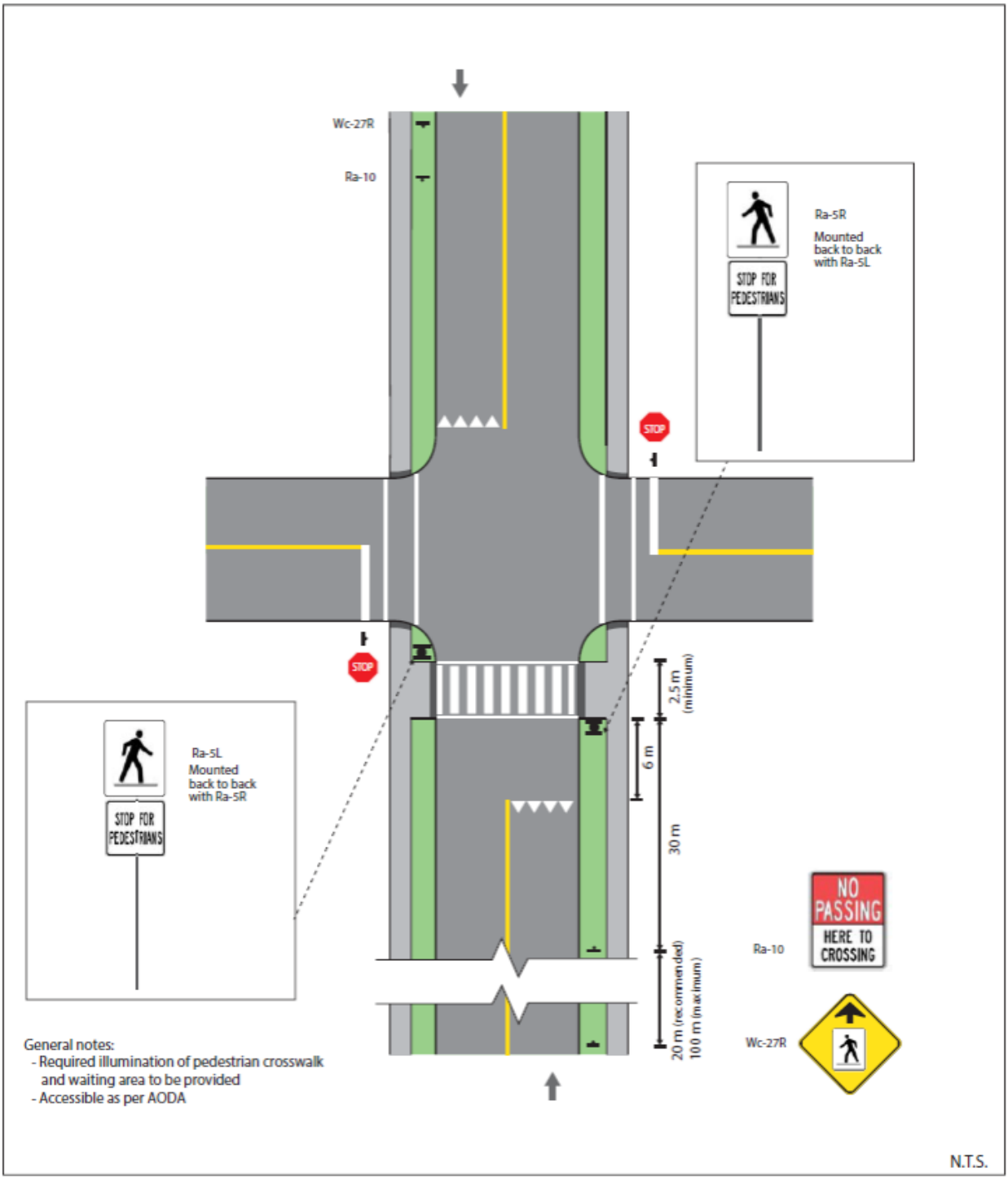


Figure 44: Pedestrian Crossover Level 2 Type D – Intersection (2-way)

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Summer Student - Public Works Department
Meeting:	Council - 12 Jan 2023
Department:	Administration
Staff Contact:	Janet Denkers, Clerk Administrator

Recommendation:

That staff submit application for a summer student for the Public Works Department to compliment funding for a summer student.

Background:

The Municipality generally employs a summer student each year. Typically the student works in the Parks & Recreation Department.

Comments:

With the new organizational chart of staffing in the Parks & Recreation Department, a summer student is not necessary. There are three FT staff and 2 PT for the spring / summer months. The garden and grounds maintenance along with events should be achieved with the current staffing compliment.

To maintain the student opportunity in the Municipality, we can justify a summer student in the Public Works Department to assist the PW Superintendent in his new role.

The Summer Student would be utilized in an administrative role to:
1) track and list all files in the PW Department
2) merge these files with the office master list and code the files accordingly
3) dispose of files that are legislated to be disposed of
4) prepare a master list of all maps and label accordingly
5) update any forms, files and paperwork as needed
6) work on the citywide software adding in additional municipal information

The Municipality was successful in an application through the Modernization Fund to transfer knowledge from the Public Works Manager to a software program. This would be the second step in organizing that knowledge from paper to a new filing system consistent with the administration office.

The student would need to be a post secondary student and possess the skills for the administrative position with minimal supervision. If suitable applications were not obtained, the position would not be filled.

Financial Considerations:

Summer students are typically paid minimum wage and we could budget accordingly. Applications are open for funding through Canada Summer Jobs and the Province that could supplement the position.

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	2023 Municipal Insurance Renewal Increase
Meeting:	Council - 12 Jan 2023
Department:	Treasury
Staff Contact:	Stephen Ikert, Treasurer

Recommendation:

That Council receive and file this 2023 Municipal Insurance Renewal Increase Report

Background:

Intact Public Entities (formerly Frank Cowan Insurance Limited) specializes in municipal insurance and is the Municipal Market Share Leader in Ontario. They have been our insurance provider for many years and have developed a good working relationship with us. They promote good risk management and help us to minimize our exposure. They manage our claims effectively and promptly.

Comments:

All municipal insurance premiums continue to increase at a rate higher than inflation and ours is no exception. The reasons for the increases have remained unchanged for the past few years. The main reasons for the increases are:

1. Continued escalating costs of insurance claims. This is a global issue effecting all insurers.
    - Things just cost more - parts, labour and everything in general.
    - There is a continuing trend that shows we, as a society, have become more litigious and demonstrate less personal accountability resulting in a higher frequency and severity of claims. In response, judges have awarded more contributory negligence to municipalities versus plaintiffs. Damage awards are substantial. A number of years ago it was alarming to hear about a $5M liability award. Today, larger awards are more frequent. Court awards for severe bodily injury claims have increased dramatically in the last ten years.
    - The cost of defending a claim is going up. Individual claims are more complex to defend resulting in more time to manage the claim with more detailed investigation, more experts and more legal time involved in the process – at ever-increasing rates.
    - Property losses are more frequent and severe. Climate change has resulted in a substantial increase in property losses and catastrophic losses. Regardless of whether this has impacted a municipality directly, the substantial escalation in the cost of claims has increased both property insurance and reinsurance rates worldwide.
    - Joint and several liability (the 1% rule) is a significant concern for municipalities in Ontario. As the severity of awards increases, so too does the exposure to those who have deeper pockets.
2. Low interest rates for many years. Insurers have always used the premiums collected to invest those funds in order to help off set claim losses. Interest rates have been low for over a decade. Great if you are borrowing money but not good if your investing. This has produced poor results

and very little to zero return on those investments. Combine this with claims cost escalating faster then the inflation rate and insurers are forced into rate increases.

3. Backlog within the courts. This is effecting the insurers' ability to close claims. The longer a insurance claim is open the more it typically costs. With Covid the courts shut down like everything else. The system was already back logged. Add further delays due to the second wave and another lockdown, matters that should of settled within the year are being dragged along even longer. With more claims open, insurance companies have an increased risk of paying out more in claims costs. This puts pressure on premium rates.

Financial Considerations:

For the forth consecutive year the municipality has faced double digit insurance premium rate increases.

The total insurance renewal premium was
increased 15% from 2019 to 2020;
increased 11% from 2020 to 2021;
increased 15% from 2021 to 2022 ;
increased 17% from 2022 to 2023.

These increases have and will continue to put pressure on our Municipal Budget. The total insurance premium for 2023 is $230,896 (before taxes).

Relationship to Strategic Plan:

Ensuring we have adequate insurance coverage to mitigate the risk of loss.

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	Water and Wastewater Budgets and Rates
Meeting:	Council - 12 Jan 2023
Department:	Treasury
Staff Contact:	Stephen Ikert, Treasurer

Recommendation:

That Council approve the respective Water and Wastewater Operating and Capital Budgets and approve the Water and Wastewater Rates for 2023 and beyond and that the authorizing By-law to be passed at the next regular Council Meeting.

Background:

See attached 2023 Water and Wastewater Budget Presentation and associated Rate Study, Asset Management Plan and Capital Plan.

Financial Considerations:

Recommending a 1% yearly increase in the Water Rates for the next 5 years and a 5% yearly increase in the Wastewater Rates for the next 5 years.

Relationship to Strategic Plan:

To ensure sustainability of water and wastewater systems.

ATTACHMENTS:

2023 WATER & WASTEWATER BUDGET PRESENTATIONS - January 12, 2023
Brooke Alvinston Rate Study-2022-02-04
BA W-WW AMP - 2022-02-04
BA Capital Plan - Final 2022-01-27 Update

BROOKE-ALVINSTON

2023 WATER & WASTEWATER BUDGET PRESENTATION

By Stephen Ikert, Treasurer

January 12,2023

BACKGROUND

- Water and Wastewater Systems are mandated to be self-supporting. That means, tax dollars raised through General Taxation are not to be used to support these systems.

- Water and Wastewater Budgeted Expenditures are to be recovered through the Water and Wastewater Rates – they have no impact on the municipal tax rates.

BACKGROUND (continued)

- Water System

The Alvinston Drinking Water System is supplied with potable water via a14 km watermain from the Lambton Area Water Supply System (LAWSS). The potable watermain feeds the Alvinston Water Station where the incoming water is continuously monitored for free chlorine. Re-chlorination takes place here and is continuously monitored and alarmed for free chlorine as it is directed to the distribution system via a pressure control valve. The distribution system consists of a standpipe with a maximum capacity of 1544m3 (equipped with a continuous on-line chorine analyzer and alarmed), 11 air valve chambers, approximately 70 hydrants and 110 shut off valves, two water service meter chambers and approximately 7 km of piping of various sizes. Standby power is available in the event of a power failure/outage. At the end of 2022 we supplied water to approximately 420 end users.

BACKGROUND (continued)

- Wastewater System

The wastewater system consists of over 12 km of gravity feed lines (4 in Inwood and 8 in Alvinston) and 17 km of force mains (12 from Inwood to Alvinston, 2 from Brooke School to Alvinston, and 3 in Alvinston), and 3 pumping stations (2 in Alvinston and one in Inwood) which collect gravity fed sewage and pump it through the system to the Treatment Plant. The Treatment Plant consists of: *Headworks* which uses a bar screen to remove large solids/debris and directs the waste for processing; an *Aeration Tank* which aid in processing; a *Phosphorus Removal* system which uses Aluminum Sulphate to remove phosphate from the wastewater; A *Settling System* with a clarifier where more processing takes place; a *Sludge Store* area where sludge is stored until it can be hauled away by a sludge truck; and a *UV Disinfection System* that was installed in 2020 is the final step that disinfects the wastewater before in is returned to the environment. At the end of 2022 we supplied wastewater service to approximately 385 end users in Alvinston and 90 in Inwood.

BACKGROUND (continued)

- Ontario Clean Water Agency (O.C.W.A.) manages our Water and Wastewater Systems. They are responsible to ensure:
  - our systems are operating effectively,
  - we provide clean/safe/reliable water and wastewater service to our residents, and
  - we comply with all legislative requirements.
- We have an excellent working relationship with them.

BACKGROUND (continued)

- In 2021 we engaged OCWA to provide:
  - A Long-term Capital Plan
  - An Asset Management Plan, and
  - A Rate Study
- These were all completed in early 2022 and they provide direction for our budgeting, capital expenditures, and future water and wastewater rates.

CURRENT PLANS

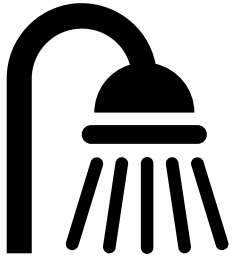
Water System:

In early 2022 we completed the bypass of our Clear Well and Pumps by installing a Pressure Control Valve that fills our Water Tower by the pressure in the main line from LAWSS.

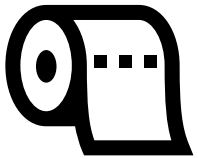
For 2023, we are budgeting to replace some chemical pumps and perform some leak detection on the system.

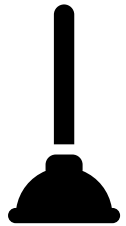
Wastewater System:

In 2022 we had budgeted to Replace the Bar Screens, Sludge Pumps, and Mixers for our Sewer System (these are recommended by O.C.W.A. under our Capital Plan). This was not completed in 2022, but will now be scheduled to be completed in 2023.



WATER & WASTEWATER BUDGETS





WATER - OPERATING BUDGET

Account	Description	2022 Budget	2022 Projected	2023 Budget	COMMENTS
OPERATING REVENUE					
01-0830-5520	WATER BILLINGS	94,979.00	104,286.28	95,100.00	30,000 m3 @ 3.14
01-0830-5521	WATER BILLING FLAT RATE	237,556.00	238,045.02	241,416.00	$95.80 bimonthly * 6 billings * 420 users
01-0830-5525	WATER OTHER REVENUE	-	11,266.69	-	Connection charges
01-0830-5530	SALE OF WATER	2,100.00	2,205.00	2,205.00	County Fire Radio Tower Rental
01-0830-5535	WATER TOWER	7,267.50	7,656.38	7,350.00	~1,500 m3 @ $4.9/m3
01-0830-5550	SALE OF METERS/INSTALL	-	1,250.00	-	
01-0830-5575	CONNECTION CHARGES	-	3,500.00	-	
TOTAL OPERATING REVENUE		341,902.50	368,209.37	346,071.00	
EXPENDITURES					
01-0830-7111	ADMINISTRATION CHARGES PAYROLL	15,300.00	15,260.88	16,000.00	Allocated from Admin, etc.
01-0830-7230	L T DEBT CHGS - INTEREST	11,529.00	11,528.71	10,818.37	per loan schedules
01-0830-7303	PHONE/INTERNET SERVICES	887.40	537.72	625.00	
01-0830-7305	POSTAGE AND COURIER	1,530.00	1,452.67	1,530.00	Allocated for mailing bills & statements
01-0830-7306	UTILITIES	16,320.00	7,725.34	8,500.00	Reduced because pumps bypassed
01-0830-7310	COMPUTER TECHNOLOGY & SUPPORT	1,500.00	-	1,500.00	
01-0830-7312	WATER PURCHASES	114,300.00	91,508.62	110,700.00	90,000 estimate @ 1.23 per m3
01-0830-7315	INSURANCE	10,808.00	10,707.12	12,636.00	Estimated 17% increase
01-0830-7340	BUILDING REPAIRS AND MAINTENANCE	2,750.00	500.00	1,500.00	includes inspection
01-0830-7398	ADJUSTMENTS SMALL BAL W/O	-	-	-	
01-0830-7399	OTHER	(12,000.00)	(7,500.00)	(7,500.00)	To sewer - unmetered water/hydro usage & software
01-0830-7432	OPERATING & MTCE	15,300.00	24,977.50	25,000.00	Call outs, tests & repairs, meters, reading software, etc.
01-0830-7434	WATER METERS	-	330.00	-	
01-0830-7455	CONTRACTED SERVICE - OCWA	100,045.42	100,045.32	100,045.42	As per Agreement
01-0830-7730	L T DEBT - PRINCIPAL	27,789.00	27,789.35	28,499.69	from schedule
01-0830-7820	TRANSFERS TO RESERVES	35,843.68	83,346.14	36,216.52	
TOTAL EXPENDITURES		341,902.50	368,209.37	346,071.00	
NET - OPERATING		-	-	-	

WATER - CAPITAL BUDGET

Account	Description	2022 Budget	2022 Projected	2023 Budget	COMMENTS	
CAPITAL						
REVENUE						
20-0830-4600	RESERVE FUND CONTRIBUTION	73,000.00	27,732.36	27,000.00	Transfer from Reserves	
20-0830-5000	ONTARIO GRANTS	-	-	-		-
20-0830-5100	FEDERAL GRANTS	-	-	-		-
20-0834-5510	PREPAID SPECIAL CHARGES	-	-	-		-
TOTAL REVENUE		73,000.00	27,732.36	27,000.00		
EXPENDITURES						
20-0830-7401	CONTRACTOR	-	-	-		-
20-0830-7431	ENGINEERING , Etc	60,000.00	27,732.36	-	Bypass Valve	
20-0830-8050	EQUIPMENT	13,000.00	-	27,000.00	Chemical Pumps, valves & leak detection	
20-0831-9500	TO TANGIBLE CAPITAL ASSETS	-	-	-		-
TOTAL EXPENDITURES		73,000.00	27,732.36	27,000.00		
NET - CAPITAL		-	-	-		

ALVINSTON WASTEWATER - OPERATING BUDGET

Account	Description	2022 Budget	2022 Projected	2023 Budget	COMMENTS
REVENUE					
TAXATION					
01-0016-0061	SEWER SERVICE CHARGE	3,634.80	3,634.80	-	All Done
01-0016-0063	SEWER CONNECTION CHARGE	2,205.00	2,205.00	-	All Done
TOTAL TAXATION		5,839.80	5,839.80	-	
OPERATING					
01-0810-5520	SEWER BILLINGS	41,933.00	34,263.15	42,240.00	~24,000 m3 @ $1.76/ m3
01-0810-5521	SEWER BILLING FLATE RATE	169,080.00	164,668.31	172,039.00	~73.90/bill *6 bills * 388 users
01-0810-5525	SEWER CHARGES - OTHER	2,550.00	7,307.60	2,500.00	School recoveries - bioxide & Connections
TOTAL OPERATING REVENUE		213,563.00	206,239.06	216,779.00	
EXPENDITURES					
01-0810-7111	ADMINISTRATION CHARGES PAYROLL	13,260.00	13,264.12	13,900.00	Allocated from Admin, etc.
01-0810-7230	L T DEBT CHGS - INTEREST	1,854.00	1,853.56	1,628.83	Actual per Amort schedule
01-0810-7303	PHONE SERVICE	1,836.00	1,613.28	1,836.00	
01-0810-7305	POSTAGE AND COURIER	1,275.00	1,193.09	1,275.00	For mailing invoices
01-0810-7306	UTILITIES	25,500.00	27,495.86	28,000.00	
01-0810-7315	INSURANCE	8,020.00	7,923.96	9,360.00	Estimated 17% increase
01-0810-7340	BUILDING REPAIRS AND MAINTENANCE	2,500.00	1,500.00	2,500.00	Includes inspection
01-0810-7347	SCHOOL SEWER LINE WORK	2,550.00	7,153.27	5,000.00	Using bioxide again
01-0810-7398	ADJUSTMENTS SMALL BAL W/0'S	-	-	-	
01-0810-7399	OTHER	12,240.00	7,500.00	7,500.00	Water sys, hydro & water, etc. allocated
01-0810-7430	CONTRACTED SERVICE - CONSULTING	-	-	-	
01-0810-7432	OPERATING & MTCE	30,600.00	48,333.94	35,000.00	R & M - Central Sanitation, Alum, callouts, etc.
01-0810-7455	CONTRACTED SERVICE - OCWA	84,189.50	84,189.48	84,189.50	OCWA contract
01-0810-7456	CONTRACTED SERVICE - SPECIAL	-	4,442.61	-	ESAs
01-0810-7550	W/O FRONTAGE/CONNECTION CHARGES	-	41.40	-	
01-0810-7730	L T DEBT - PRINCIPAL	4,950.00	4,950.00	4,950.00	Actual per loan schedules
01-0810-7750	INTERNAL INWOOD TREATMENT SHARE	(20,400.00)	(18,000.00)	(15,900.00)	Approx.15% to Inwood for share of costs based on flows
01-0810-7820	TRANSFER TO RESERVES	51,028.30	18,624.29	37,539.67	
TOTAL OPERATING EXPENDITURES		219,402.80	212,078.86	216,779.00	
NET - OPERATING		0.00	(0.00)	(0.00)	

ALVINSTON WASTEWATER - CAPITAL BUDGET

Account	Description	2022 Budget	2022 Projected	2023 Budget	COMMENTS	
CAPITAL						
REVENUE						
20-0811-4345	LTL - LONG TERM BANK LOANS	105,000.00	-	-		-
20-0811-4600	RESERVE FUND CONTRIBUTION	75,000.00	-	216,000.00	Transfer from Reserves	
20-0814-4501	INWOOD PROJECT CONTRIBUTION	45,000.00	-	54,000.00	Inwood share of upgrades	
20-0814-5000	ONTARIO GRANTS	-	-	-		-
20-0814-5100	CANADA GRANTS	-	-	-		-
TOTAL REVENUE		225,000.00	-	270,000.00		
EXPENDITURES						
20-0811-8041	BUILDING IMPROVEMENTS	-	-	-		-
20-0811-8050	EQUIPMENT	225,000.00	-	270,000.00	Bar Screens, sludge pumps, mixers etc.	
20-0811-8060	PUMP STATIONS	-	-	-		-
20-0812-7401	CONTRACTOR	-	-	-		-
20-0812-7431	ENGINEERING	-	-	-		-
20-0812-9500	TO TANGIBLE CAPITAL ASSETS	-	-	-		-
20-0813-7307	ADVERTISING & OTHER EXPENSES	-	-	-		-
20-0814-7431	ENGINEERING	-	-	-		-
TOTAL EXPENDITURES		225,000.00	-	270,000.00		
NET - CAPITAL		-	-	-		

INWOOD WASTEWATER - OPERATING BUDGET

Account	Description	2022 Budget	2022 Projected	2023 Budget	COMMENTS
REVEUNE					
TAXATION					
01-0016-0054	INWOOD SEWER CAPITAL	59,564.96	67,162.56	58,255.84	7 years to go (89 x 654.56)
01-0016-0055	INWOOD SEWER CONNECTION	1,710.55	1,686.38	1,600.00	7 years to go
TOTAL TAXATION		61,275.51	68,848.94	59,855.84	
OPERATING					
01-0811-5520	SEWER BILLINGS	62,152.00	60,301.40	62,714.56	Estimate = $681.68*92 properties
01-0811-5525	SEWER CHARGES - OTHER	-	-	-	-
TOTAL OPERATING REVENUE		62,152.00	60,301.40	62,714.56	
EXPENDITURES					
01-0811-7230	L T DEBT CHGS - INTEREST	14,996.99	14,996.99	13,178.72	per debt schedule
01-0811-7303	PHONE SERVICE	612.00	537.72	612.00	-
01-0811-7306	UTILITIES	3,570.00	3,229.31	3,500.00	-
01-0811-7315	INSURANCE	1,675.00	1,656.72	1,960.00	Estimated 17% increase
01-0811-7432	OPERATING & MTCE	5,100.00	2,523.00	5,000.00	clean out pump station, call outs, etc.
01-0811-7455	CONTRACTED SERVICE - OCWA	28,063.16	28,063.20	28,063.16	OCWA Contract Inwood share
01-0811-7550	W/O DEBT CHARGES	654.56	654.56	654.56	-
01-0811-7730	L T DEBT - PRINCIPAL	40,050.00	40,050.00	40,050.00	Per debt schedule
01-0811-7750	INTERNAL TREATMENT SHARE	20,400.00	18,000.00	15,900.00	Share of Alvinston operating costs
01-0811-7820	TRANSFER TO RESERVES	8,305.80	19,438.84	13,651.96	-
TOTAL EXPENDITURES		123,427.51	129,150.34	122,570.40	
NET - OPERATING		-	-	-	

INWOOD WASTEWATER - CAPITAL BUDGET

Account	Description	2022 Budget	2022 Projected	2023 Budget	COMMENTS	
CAPITAL						
REVENUE						
20-0810-4345	LTL - LONG TERM BANK LOANS	20,000.00	-	-		-
20-0810-4600	RESERVE CONTRIBUTION	25,000.00	-	54,000.00	Transfer from Reserves	
20-0810-5000	ONTARIO GRANTS	-	-	-		-
20-0810-5100	CANADA GRANTS	-	-	-		-
TOTAL REVENUE - CAPITAL		45,000.00	-	54,000.00		
EXPENDITURES						
20-0810-7401	CONTRACTOR	-	-	-		-
20-0810-7402	TO SHARE ALVINSTON UPGRADE	45,000.00	-	54,000.00	Inwood share - Alvinston Upgrades	
20-0810-7431	ENGINEERING	-	-	-		-
20-0810-8012	EQUIPMENT	-	-	-		-
TOTAL EXPENDITURES - CAPITAL		45,000.00	-	54,000.00		
NET - CAPITAL		-	-	-		

MUNICIPALITY OF BROOKE-ALVINSTON
WATER & WASTEWATER RESERVE FUNDS

	2021 Actual	2022 Budgeted			2022 Projected		2023 Budgeted		
	CLOSING	Contributions	Withdrawals	CLOSING	Adjustments	CLOSING	Contributions	Withdrawals	CLOSING
SEWER - Alvinston	42,317	51,028	(75,000)	18,345	115,596	133,941	87,540	(216,000)	5,481
SEWER - Inwood	24,667	8,306	(25,000)	7,973	36,133	44,106	13,652	(54,000)	3,758
WATER - Alvinston	189,273	35,844	(73,000)	152,117	19,770	171,887	36,217	(27,000)	181,104
ALVINSTON GENERAL	36,612	20,000	-	56,612	-	56,612	20,000	(50,000)	26,612
Total Reserve Funds	$ 292,869	$ 115,178	$ (173,000)	$ 235,047	$ 171,499	$ 406,546	$ 157,408	$ (347,000)	$ 216,954

MUNICIPALITY OF BROOKE-ALVINSTON
Proposed Water & Wastewater Rates

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

Water:

Year	2023	2024	2025	2026	2027
Per Billing (every 2 months) Fixed Charge (the 1st 22.66 cubic meters is included in the fixed charge)	$95.80	$96.76	97.72	98.70	99.69
Metered Water Rate over 22.66 cubic meters per billing period (every 2 months) – per cubic meter	$3.14	$3.17	$3.20	3.23	3.26

Wastewater:

Year	2023	2024	2025	2026	2027
Per Billing (every 2 months) Fixed Charge (the 1st 22.66 cubic meters is included in the fixed charge)	$73.90	$77.60	$81.48	$85.55	$89.83
Metered Wastewater Rate over 22.66 cubic meters per billing period (every 2 months) – per cubic meter	$1.76	$1.84	$1.93	$2.03	$2.13

MUNICIPALITY OF BROOKE-ALVINSTON
Proposed Water & Wastewater Rates

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

Water:

Water services are provided and billed by the Township of Enniskillen

Wastewater:

Year	2023	2024	2025	2026	2027
Flat Annual Charge per user/connection (billed on taxes in for (4) instalments)	$681.68	$708.92	$737.28	$766.76	797.40

Water dispensed from our Water Tower in Bulk - Consumption Charges/Fees

Year	2023	2024	2025	2026	2027
Metered Water Rate (per cubic meter)	$4.90	$5.01	$5.13	$5.26	$5.39

Questions?

Comments?

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Municipality of Brooke-Alvinston Water and Wastewater Rate Study

SUBMITTED BY

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

Date: February 4, 2022

Rev: 5

Issue and Revision Record					
Rev.	Date	Prepared by:	Reviewed by:	Approved by:	Rev. Description
1	September 3, 2021	Nick Larson	Stephen Ikert	Nick Larson	Draft
2	**September 22, 2021**	**Nick Larson**	**Stephen Ikert**	**Nick Larson**	**Final**
3	**October 5, 2021**	**Nick Larson**	**Stephen Ikert**	**Nick Larson**	**Final**
4	**January 31, 2022**	**Nick Larson**	**Stephen Ikert**	**Nick Larson**	**Final**
5	**February 4, 2022**	**Nick Larson**	**Stephen Ikert**	**Nick Larson**	**Final**

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1 Introduction

1.1 Overview

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

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

This Rate Study is based on an analysis of:

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

1.2 Approach

The approach to completing this Rate Study is:

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

1.3 Updating Rate Analysis

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

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

1.4 Background

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

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

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

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

Table 1 – Summary of 2021 Charges

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

2 Expenditure Forecast

2.1 2021 Expenditures

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

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

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

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

2.2 Expenditure Forecast Approach

2.2.1 Operating Contract

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

2.2.2 Debt Expenditures

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

2.2.3 Other Operational Expenditures

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

2.2.4 Water Purchase from LAWSS

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

2.2.5 Capital Expenditures

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

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

3 Revenue Forecast

3.1 Current Revenue

Table 3 summarizes budgeted 2021 revenues.

Table 3: Brooke-Alvinston Water and Wastewater Revenues

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

3.2 Customer Forecast

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

Table 10: Brooke-Alvinston Population History

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

Population figures from Statistics Canada

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

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

3.3 Direct Billing Revenue Forecast

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

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

An analysis of past billing data indicates that approximately 30,000 m^3 of billed via the overage charge for Alvinston Water customers. Since approximately 80% of Alvinston water customers are also wastewater customers, there is approximately 24,000 m^3 billed via the overage charge for Alvinston Wastewater customers.

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

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

3.4 Other Revenue Forecast

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

4 Billing Structure

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

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

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

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

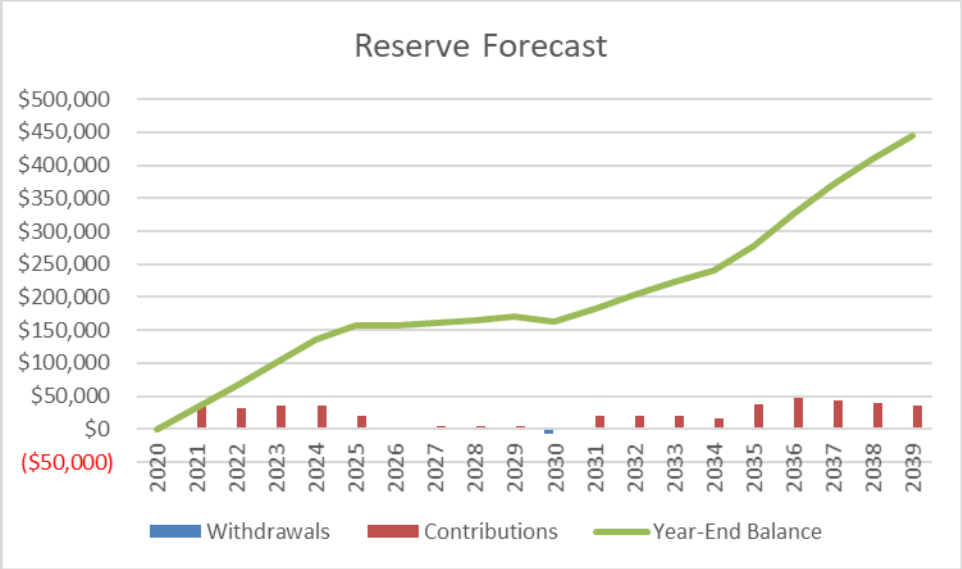
5 Rate Calculation

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

5.1 Alvinston Water

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

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



5.2 Alvinston Wastewater

The analysis of the Alvinston wastewater system is more complex. There are no reserves built up to pay for the large capital projects that are required in the next 10 years. This results in a negative reserve balance over the next decade regardless of the size of the rate increase – in other words, it is not practical to raise rates sufficiently to pay for the capital through in-year revenue. The negative reserve balance would be offset by issuing new debt or receiving a grant from the Provincial or Federal government[1].

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

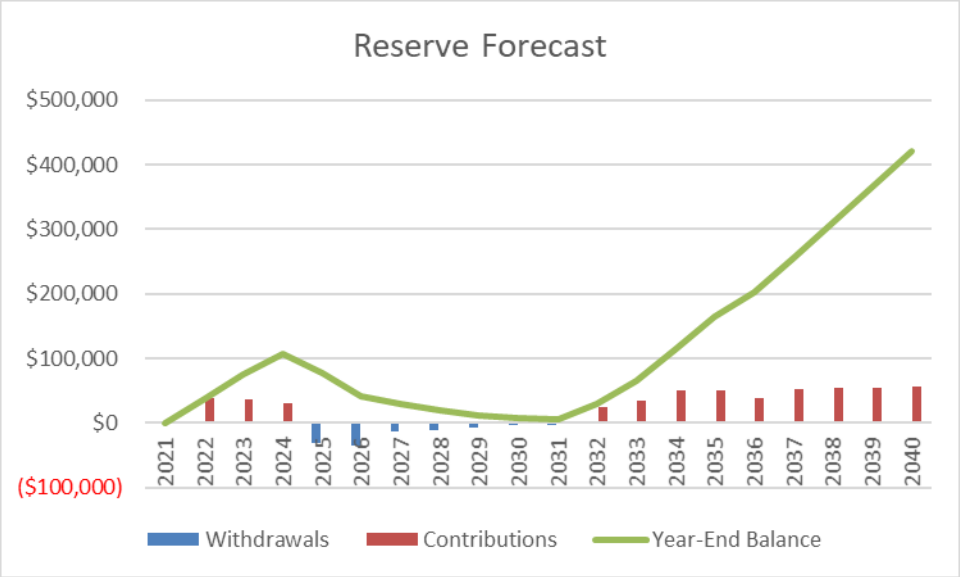
[1] Annual total debt payments (principal + interest) = $103,221, 2021 total own-source revenues = $677,712, which results in a 15.2% debt servicing ratio. The maximum permissible is 25%, meaning the municipality still has capacity to take on new debt as long as the total payment is less than $65,000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

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

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

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

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

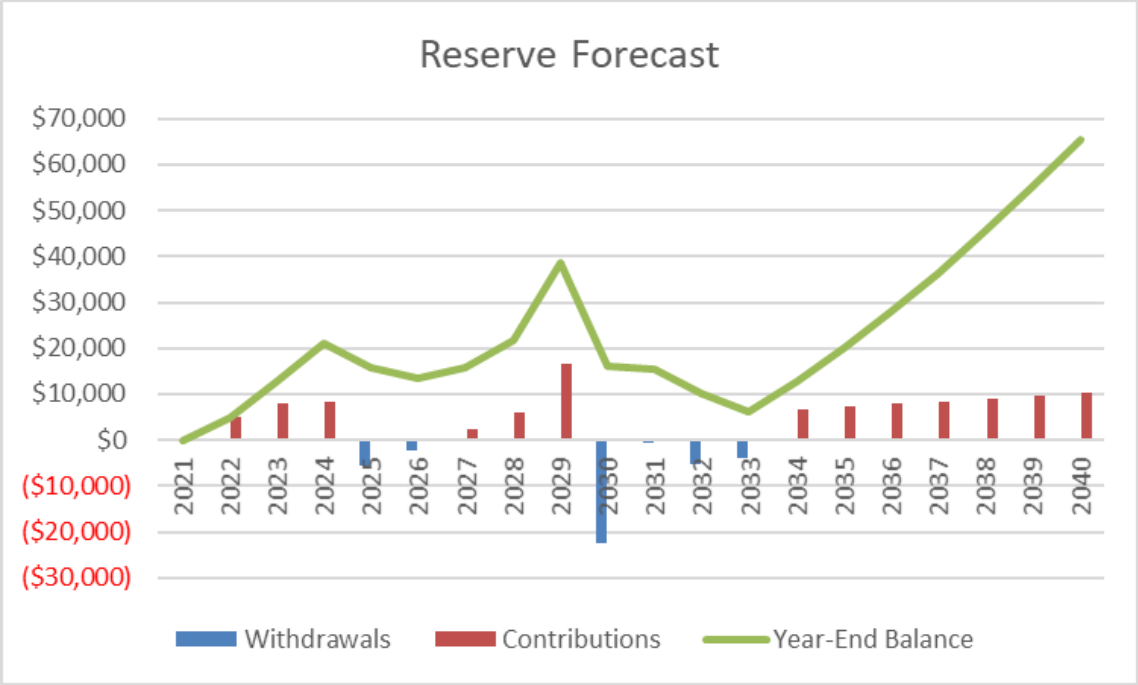


5.3 Inwood Wastewater

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

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

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



6 Rate Study Recommendations

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

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

APPENDIX A
2021 Rates

SCHEDULE "A"
By-Law Number 25 of 2020

FEES FOR WATER AND WASTEWATER SERVICES

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

Water:

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

Wastewater:

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

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

Water:
Water services are provided and billed by the Township of Enniskillen

Wastewater:

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

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

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

SUBMITTED BY

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

Date: February 4, 2022

Rev: 2

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

Executive Summary

Water and Wastewater Facility Asset Portfolio

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

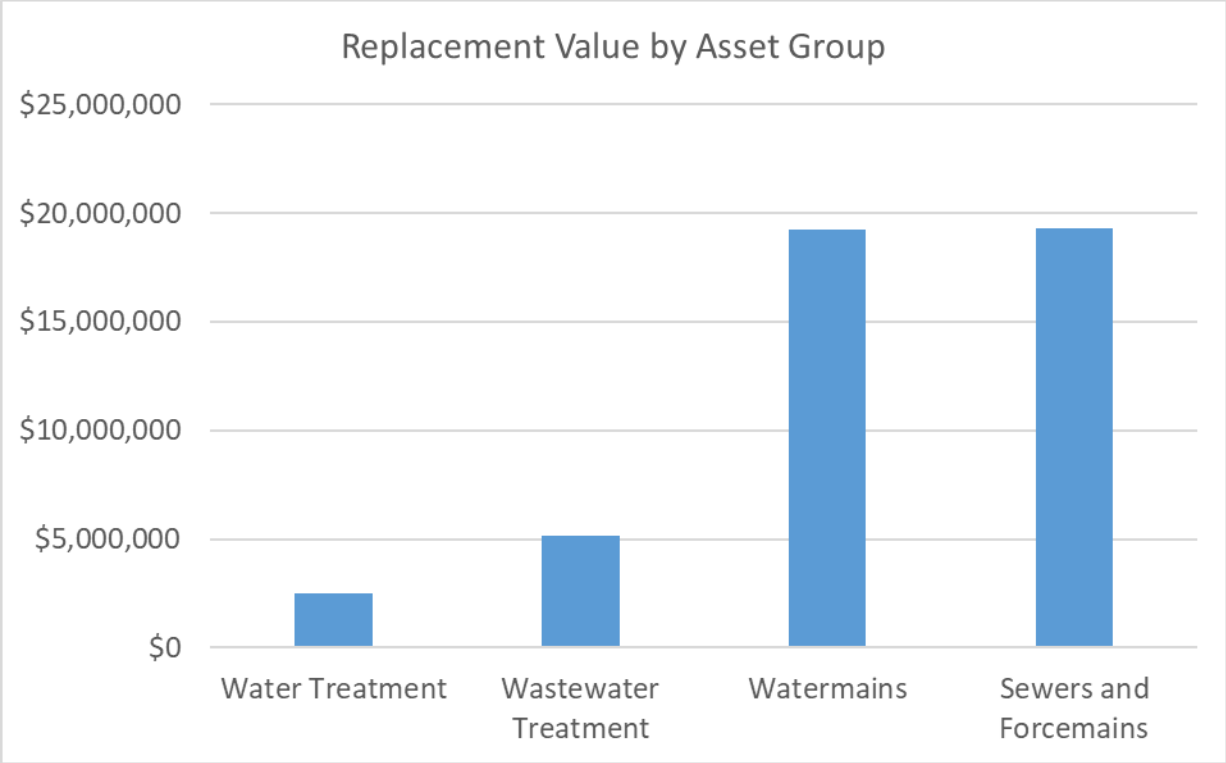


Figure ES1: Asset Portfolio Summary

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

Current Asset Performance

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

The current asset performance results are provided below.

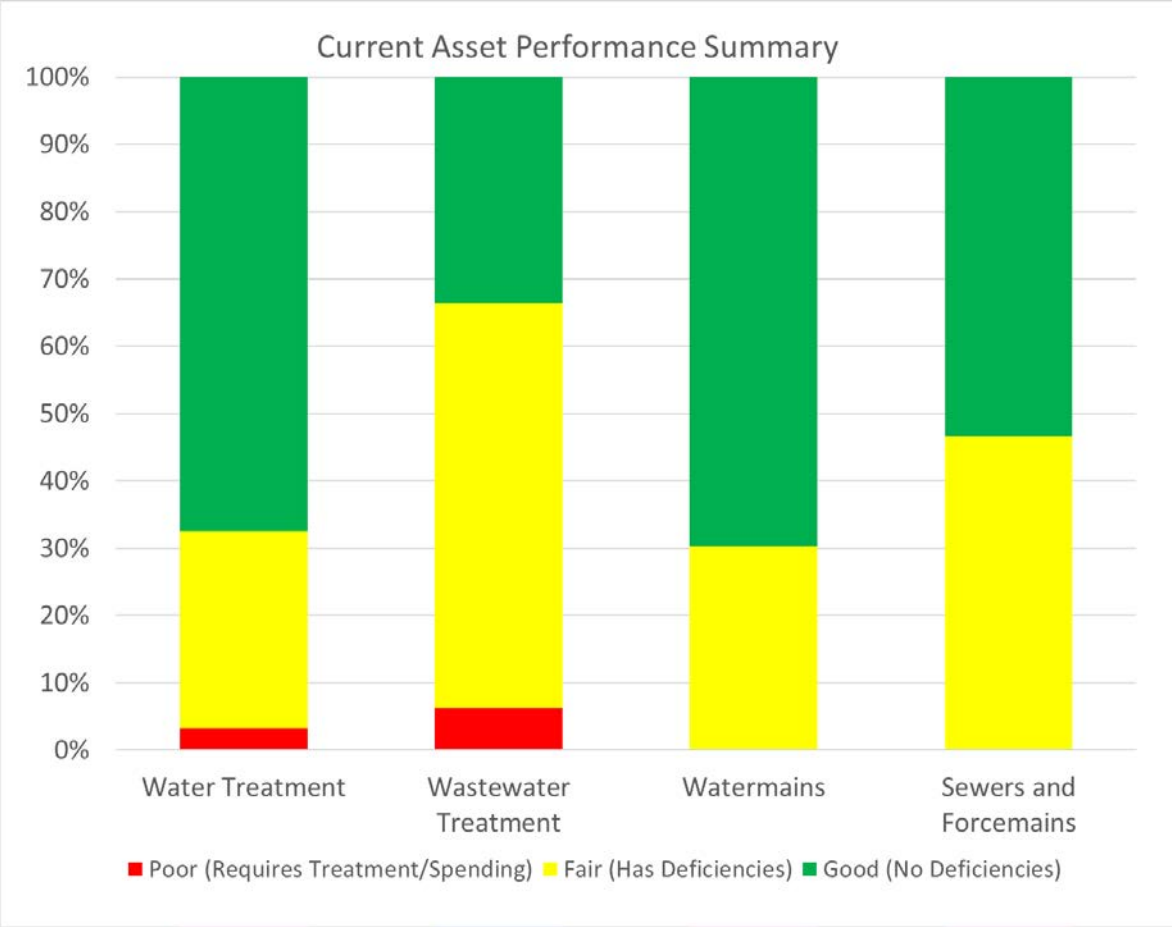


Figure ES1 – Current Performance Summary

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

Table ES1: Current Performance by Replacement Value

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

Spending Forecast to Maintain Current Asset Performance

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

Table ES2 Spending Forecast Summary

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

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

Spending to Enhance Asset Performance or Service New Development

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

Financial Strategy

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

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Appendix A – Performance Indicator Tracking

1 INTRODUCTION

1.1 Overview

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

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

1.2 Defining Asset Performance

Asset performance is defined as "the ability of an asset to fulfill the organization's objectives or requirements".

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

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

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

1.3 Provincial Asset Management Planning Requirements

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

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

1.4 AMP Development Approach

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

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

Figure 1: ASQMS Framework

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

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

1.5 Updating the Asset Management Plan

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

1.6 Asset Management Plan Scope

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

1.7 Growth Planning

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

Table 1: Brooke-Alvinston Population History

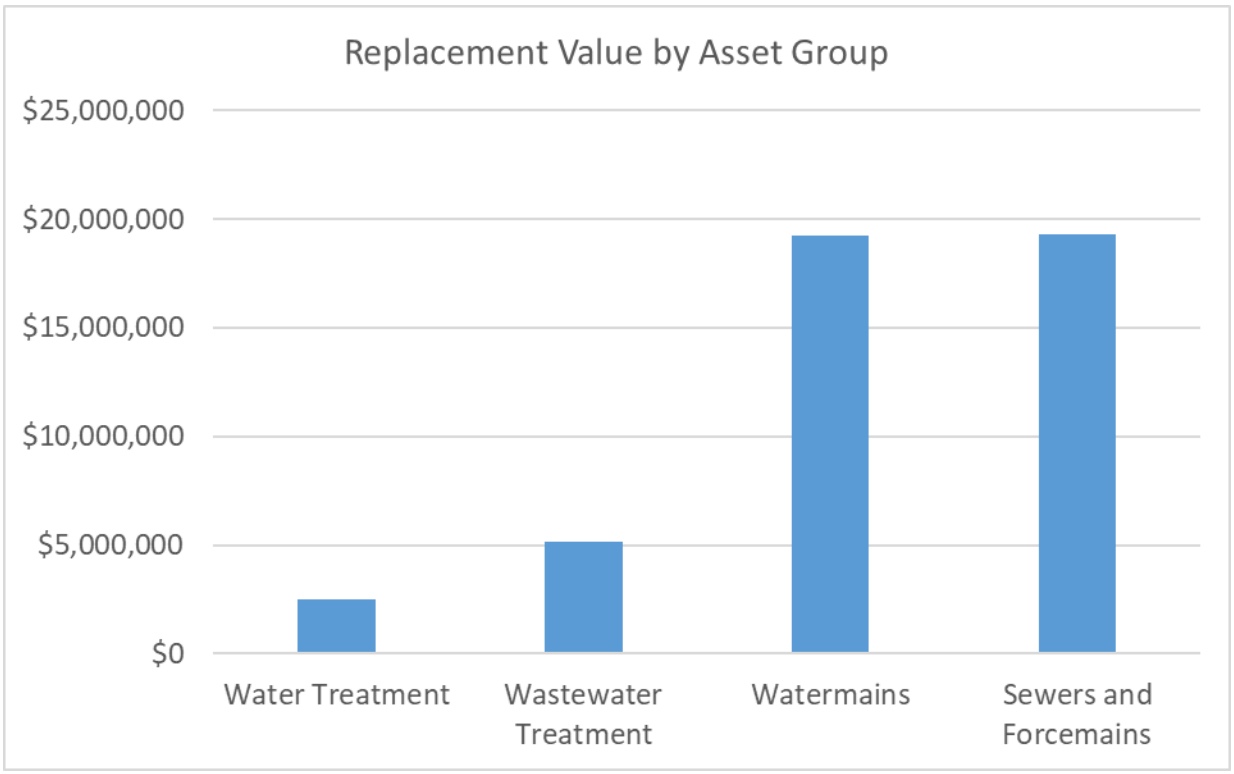
YEAR	POPULATION
1996	2,894
2001	2,785
2006	2,661
2011	2,548
2016	2,411

Population figures from Statistics Canada

2 OVERVIEW OF ASSET PORTFOLIO

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

Figure 2: Brooke-Alvinston Water and Wastewater Infrastructure Portfolio



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

3 ASSET PERFORMANCE ASSESSMENT

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

3.1 Measuring Asset Performance

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

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

Table 2: Asset Performance Rating Descriptions

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

3.2 Current Asset Performance

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

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

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

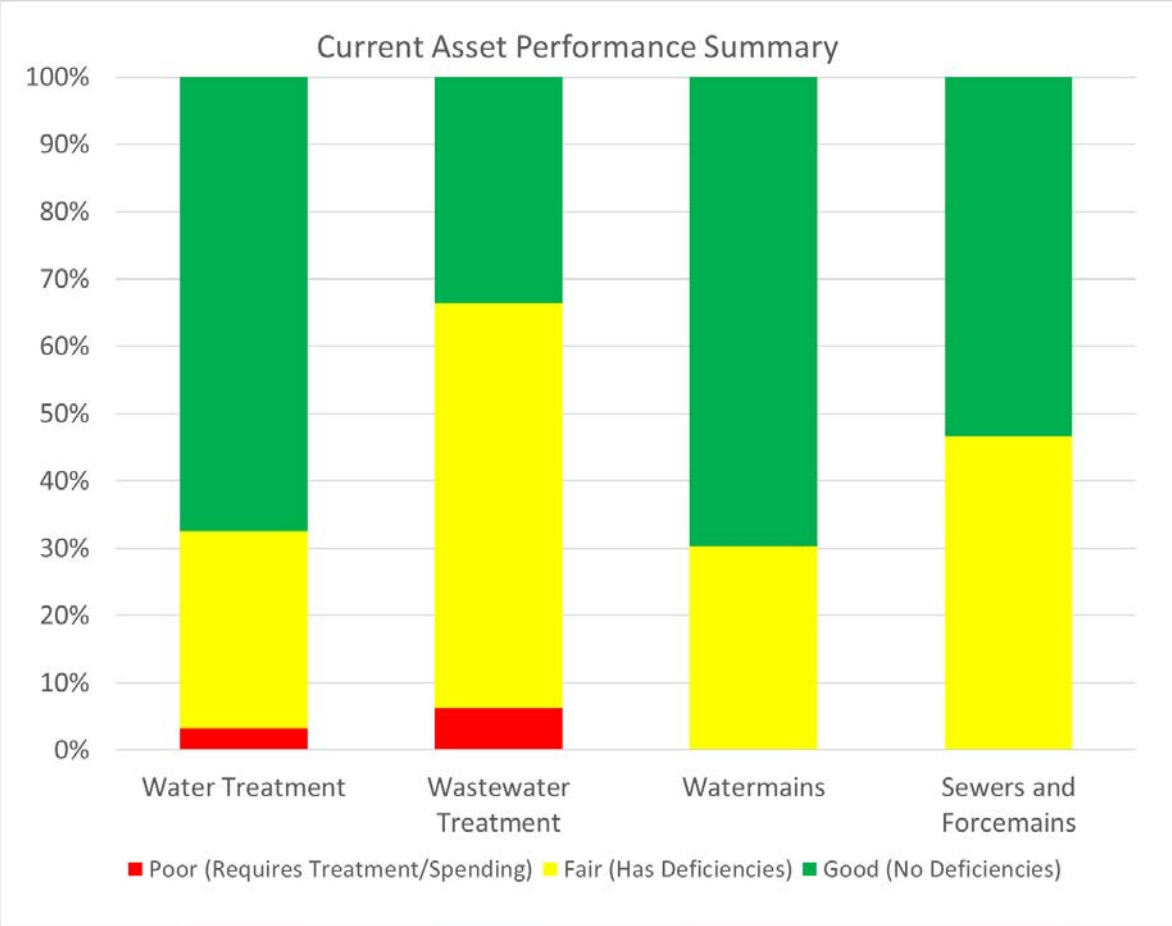


Figure 3: Current Performance Distribution

Table 3: Current Performance by Replacement Value

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

4 ASSET LIFECYCLE MANAGEMENT

4.1 Asset Lifecycle Activities Overview

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

Table 4: Typical Asset Lifecycle Activities

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

4.2 Spending Forecast to Maintain Asset Performance

4.2.1 Approach

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

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

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

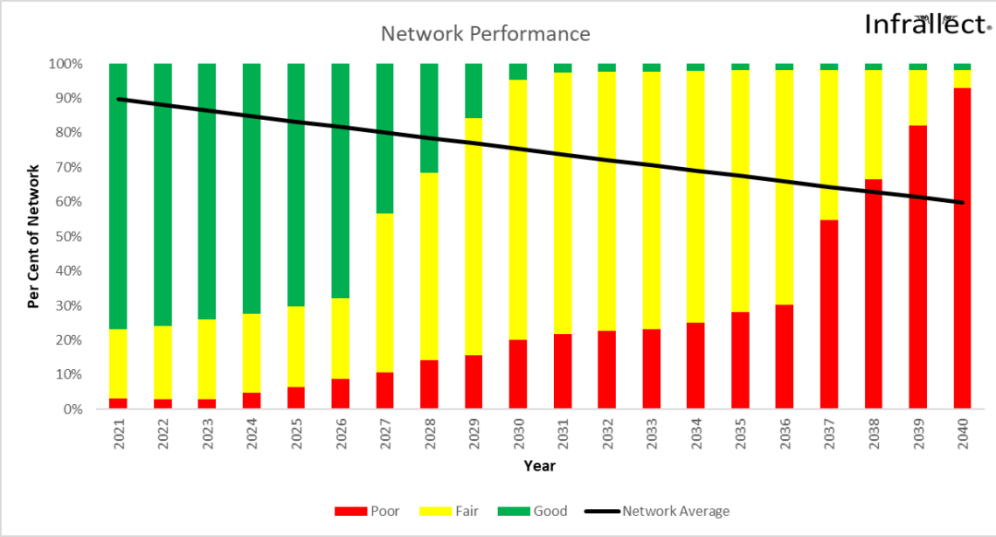


Figure 4: Sample Performance Forecast

4.2.2 Results by Individual Asset Group

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

Figure 5: Water Treatment Performance Forecast

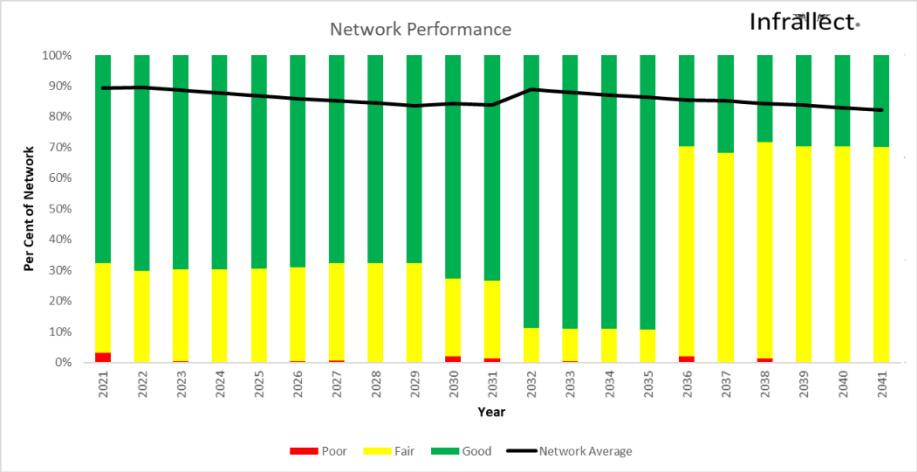
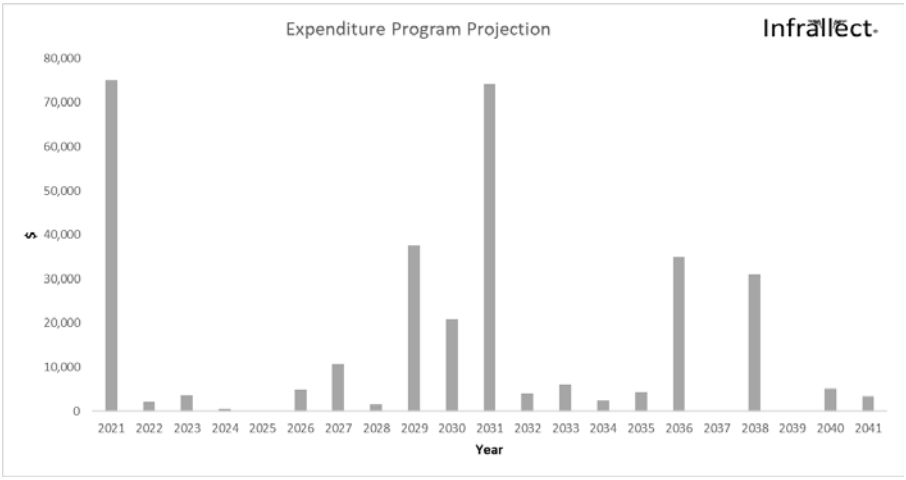
Desired Performance Forecast	
Spending Plan to Achieve Desired Performance Forecast	 • Capital forecast shown above = $20,000 per year long term average

Figure 6: Wastewater Treatment Performance Forecast

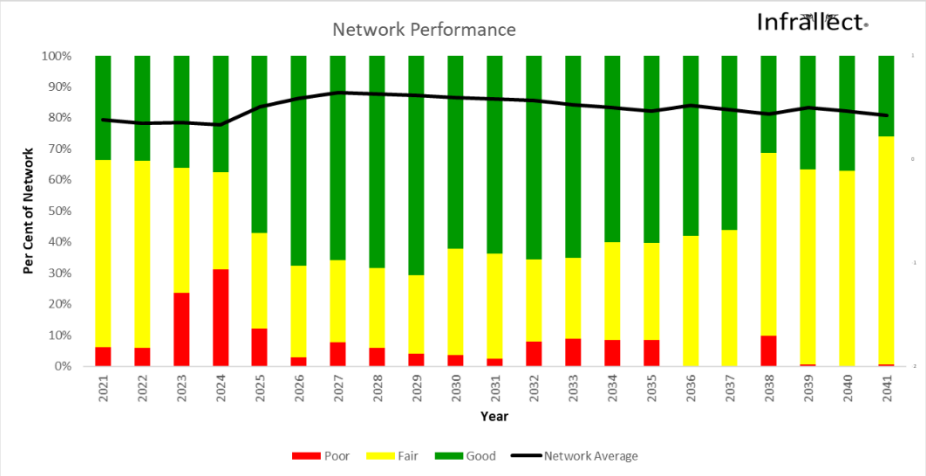
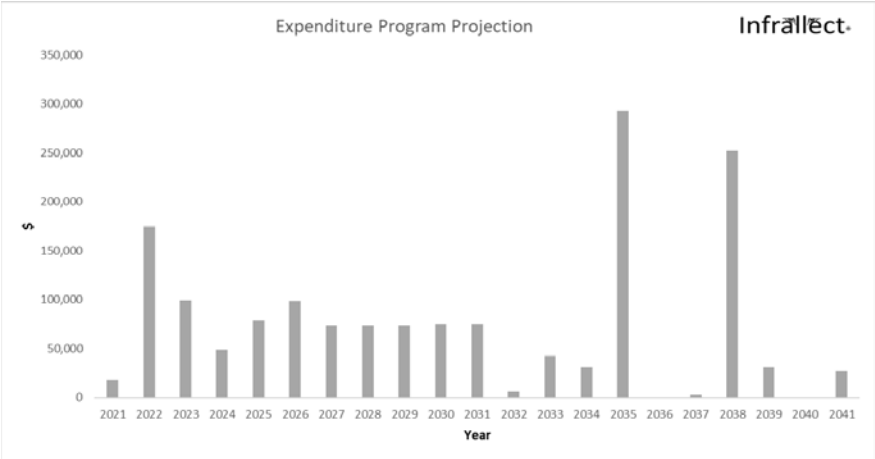
Desired Performance Forecast	
Spending Plan to Achieve Desired Performance Forecast	 • Capital forecast shown above = $75,000 per year long term average

Figure 7: Watermains Performance Forecast

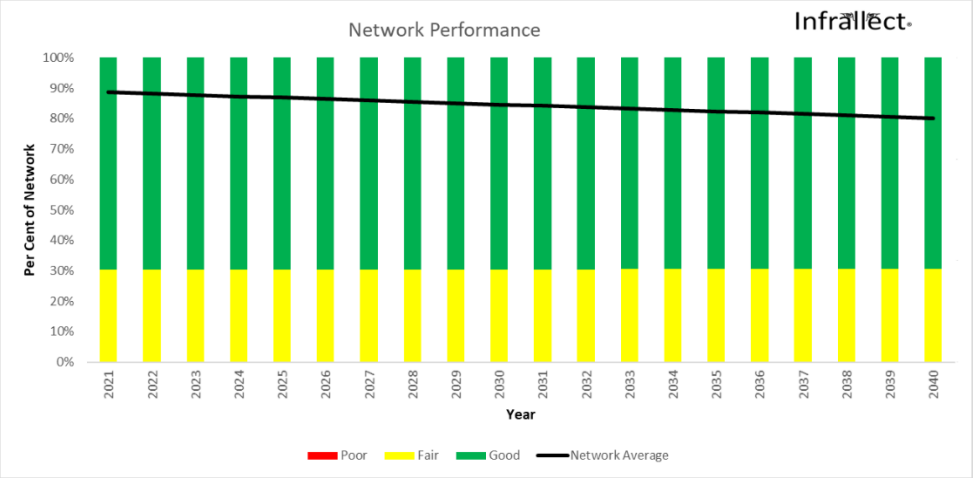
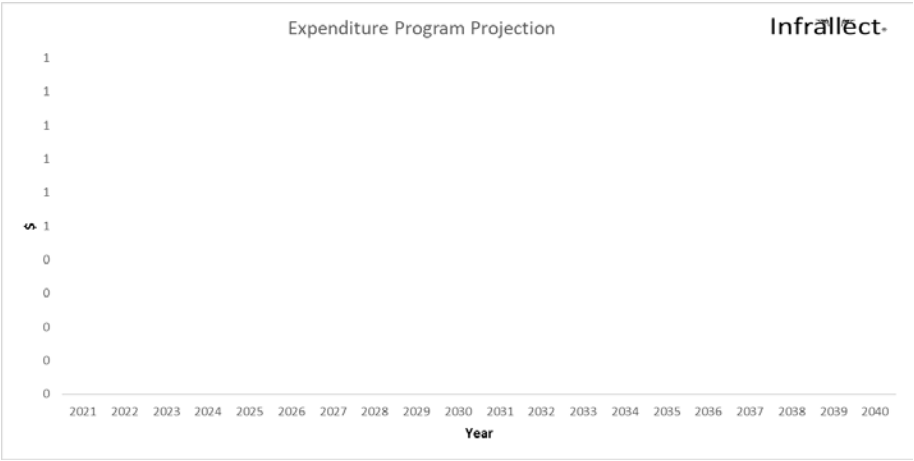
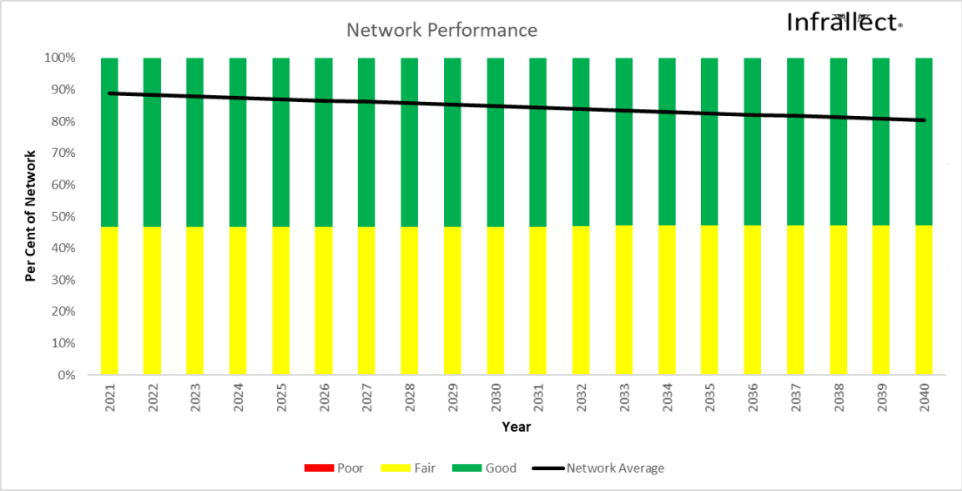
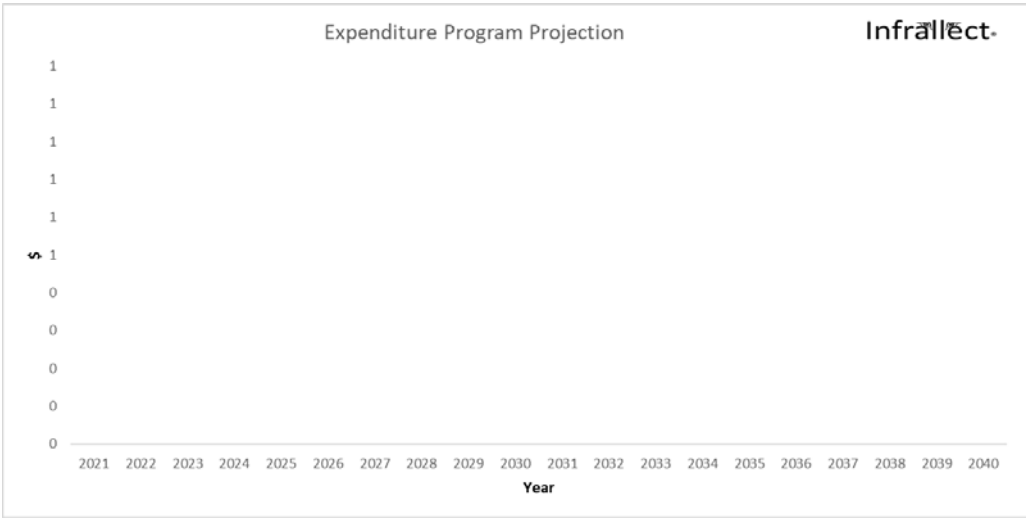
Desired Performance Forecast	
Spending Plan to Achieve Desired Performance Forecast	 • No capital spending is expected over the next 20 years • Allowance for routine maintenance and repair identified in Capital Plan and Rate Study

Figure 8: Sewers Performance Forecast

Desired Performance Forecast	
Spending Plan to Achieve Desired Performance Forecast	 • No capital spending is expected over the next 20 years • Allowance for routine maintenance and repair identified in Capital Plan and Rate Study

4.2.3 Summary Results

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

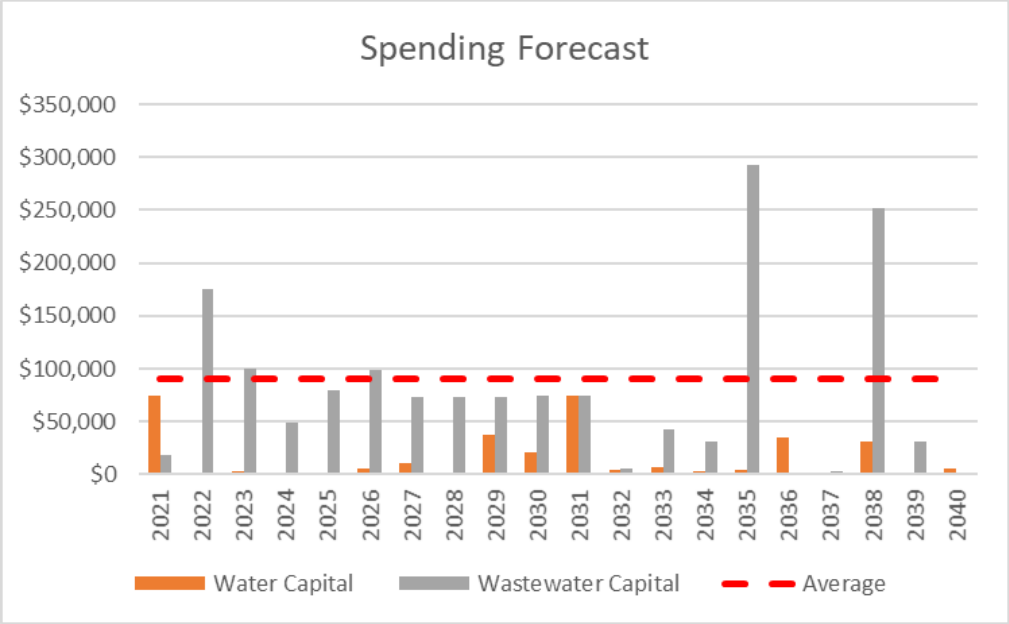


Figure 9: Spending Forecast Summary to Maintain Current Asset Performance

4.3 Risk Management

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

4.4 Spending Analysis to Enhance Asset Performance

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

4.5 Managing Climate Change

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

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

- *Climate Factor 1 - Severe Wet Weather Events*

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

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

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

5 FINANCING STRATEGY

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

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

6 DISCUSSION AND NEXT STEPS

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

6.1 Monitoring Asset Performance

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

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

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

6.2 Roadmap for Enhancing Asset Management Processes

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

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

Appendix A – Performance Indicator Tracking

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

ONTARIO CLEAN WATER AGENCY
AGENCE ONTARIENNE DES EAUX

Municipality of Brooke-Alvinston

Water and Sewage System Capital Plan

SUBMITTED BY

Ontario Clean Water Agency
2085 Hurontario Street, 5th Floor
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STATEMENT OF CONFIDENTIALITY

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

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

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Appendix A: Detailed Capital Investment Plan

1 Introduction

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

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

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

2 Scope

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

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

3 Methodology

The methodology used to complete the assessments was as follows:

- Complete a desktop analysis of all available asset information. This includes technical reports, drawings, schematics, and annual reports, past budgets, asset inventory and plant maintenance data. It should be noted that the scope of the project did not include site visits or visual assessment of underground assets. The understanding of facility or linear performance issues was developed through a review of existing information and discussions with staff familiar with the assets.

- Discuss with system operators to understand history and issues with the assets that may not be apparent through a review of available information or visual assessment observations.

- Establish the spending that is required to address any observed asset deficiencies to achieve asset/system performance objectives.

- Establish the timing of the recommended project spending. The project timing is categorized as:

    a) Immediate (as soon as possible) – highest priority projects that are recommended to complete in the next year or two, or as soon as feasible based on available resources.

    b) Medium-term – projects that are recommended to complete in the next five (5) years.

    c) Long-term – projects that are recommended to complete in the 6 to 10 year time horizon. The cost and timing of these long-term projects are estimated based on

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

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

4 Limitations

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

The following limitations are noted:

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

5 System Overview

5.1 Water System

The water system consists of:

1. A water pumping and rechlorination facility;

Aerial View	**Street View**

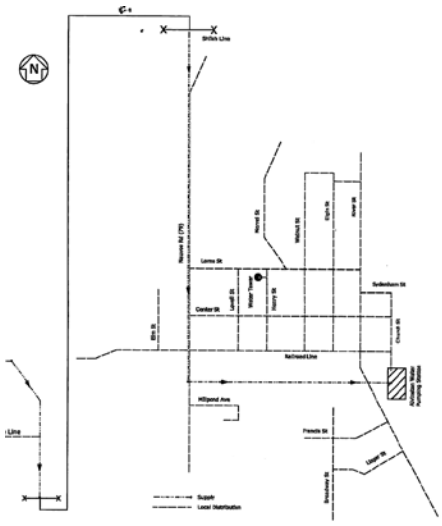
2. A water tower (standpipe); and

Street View

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

Aerial View	**Street View**

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

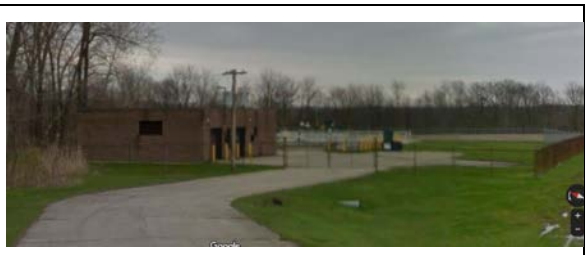

Plan View

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

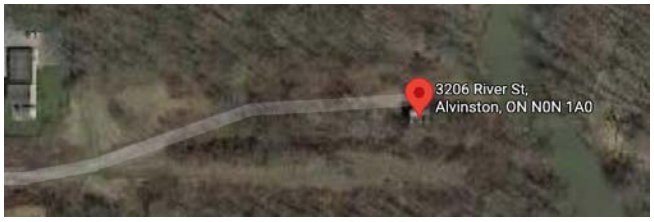
5.2 Sewage Treatment System

The Sewage Treatment System (STS) consists of:

1. A Sewage Treatment Plant (STP);

	
Aerial View	**Street View**

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

SPS #1 Aerial View, 1 km forecemain to WWTP	
SPS #2 Street View, small forcemain to collection system	

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

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

6 System Assessments

6.1 Water System

6.1.1 Pumping and Chlorination Facility

There is an ongoing project to adjust the process flow of the rechlorination and pumping facility to take advantage of the fact that water from the LAWSS system is of sufficient pressure to fill the Alvinston water tower[1]. The following provides a summary of the rationale of the ongoing project.

The current process flow discharges the LAWSS water to the clearwell of the pumping facility. The water is then pumped to fill the water tower. It is feasible to adjust the process flow to connect the LAWSS system to the Alvinston system via a Pressure Reducing Valve (PRV) that is used to control the filling of the water tower[2], thereby bypassing the need for the high lift pumps and clearwell. This will result in reduced energy costs from not having to operate the high lift pumps and may lower maintenance costs only having to maintain one PRV versus multiple high lift pumps.

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

6.1.2 Water Tower

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

6.1.3 Transmission System

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

6.1.4 Distribution System

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

[1] 'Technical Memorandum – Hydraulic Model Analysis of Alvinston-LAWSS Integration', AECOM (2019).
[2] 'Memorandum – Brooke-Alvinston WTP Pressure Reducing Valve', TMIG (2021).

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

6.2 Sewage System

6.2.1 Sewage Treatment Plant

The Alvinston Plant was the subject of an in-depth technical optimization analysis in 2019[3]. The report identified a number of capital improvement opportunities that have been captured in this report. These opportunities form the basis of the capital plan for the sewage treatment plant.

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

6.2.2 Sewage Pumping Stations

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

6.2.3 Sanitary Collection System

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

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

7 Capital Investment Plan

7.1 Type of Capital Investments

Future capital expenditure recommendations are grouped into two categories:

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

7.2 Capital Plan Summary

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

Table 1 – Capital Plan Summary

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

7.3 Capital Investment Plan

7.3.1 Water System

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

7.3.1.1 Control Valve Installation

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

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

7.3.1.2 Water Tower

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

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

7.3.1.3 Water Distribution

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

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

7.3.1.4 Building

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

7.3.1.5 Laboratory Equipment

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

7.3.1.6 Instrumentation (Potential for partial decommissioning)

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

7.3.1.7 PLC/SCADA/HDMI Equipment Updating

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

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

7.3.1.8 Water Plant – Partial Decommissioning

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

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

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

7.3.1.9 Pumps (Potential for Decommissioning)

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

7.3.1.10 Chemical Treatment System

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

7.3.1.11 Emergency GENSET (Potential for Decommissioning)

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

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

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

7.3.1.13 Wetwell/Clearwell (Potential for Decommissioning)

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

7.3.2 Sewage Treatment System

7.3.2.1 Bar Screen

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

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

7.3.2.2 Sludge Pump

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

7.3.2.3 Aeration Diffuser

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

7.3.2.4 Positive Displacement Blower

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

7.3.2.5 Mechanical Sludge Mixer

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

7.3.2.6 Chemical Feed System

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

7.3.2.7 UV Disinfection System

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

7.3.2.8 Laboratory Equipment

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

7.3.2.9 Control Panel

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

7.3.2.10 PLC/SCADA/HDMI Equipment

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

7.3.2.11 MCC/Electrical Equipment

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

7.3.2.12 HVAC Equipment

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

7.3.2.13 Interior/Exterior Lighting

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

7.3.2.14 Building

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

7.3.2.15 Collection System

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

7.3.2.16 Pumping Station Forcemains

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

7.3.2.17 Pumping Station Lift Pumps

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

7.3.2.18 Pumping Station Generators

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

7.3.2.19 Pumping Station Wetwell

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

APPENDIX A
Detailed Capital Plan

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

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

Council

Staff Report

To:	Mayor Ferguson and Members of Council
Subject:	2023 Draft budget deliberations
Meeting:	Council - 12 Jan 2023
Department:	Administration
Staff Contact:	Janet Denkers, Clerk Administrator

Recommendation:

That a special Council meeting be set for January 19th at 4:30 p.m. to review the preliminary 2023 budget.

Background:

Over the past several weeks, Administration has met with each Department Head to review their operating and capital budget needs and plans. Each line item is reviewed in detail to adjust for known changes and to look for any possible savings opportunities. Departmental budgets are developed based on meeting current service levels and addressing needs identified (capital or operational) in each department.

The draft budget is prepared by using both known and estimated costs including: approved wage and benefit changes, normal operating expenditures and recommended capital expenditures based on each department's requests. The municipal asset management plan is also used as a reference in considering capital projects or items to include..

Comments:

Staff would like to arrange a special meeting devoted to the budget discussion to discuss the preliminary document and to receive input from Council on the direction they want the budget to take (increase, remain the same, decrease) including any additions or deletions they would like incorporated. Once the discussion and direction are received, staff make the necessary adjustments for final presentation and approval.

By adopting the Budget early in the year, Council gives staff the direction they need to move forward with the appropriate delivery of service to our residents.

Financial Considerations:

The Budget determines the Tax Rate.

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW xx OF 2023

Amended By-Law to Authorize an Automatic Aid Agreement between the Municipality of Brooke-Alvinston, Village of Oil Springs and the Township of Enniskillen

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WHEREAS pursuant to Section 9 of the *Municipal Act, 2001* S.O. 2001, c.25 as amended, 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 pursuant to Section 11(1) the *Municipal Act, 2001* S.O. 2001, c.25 as amended, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in Section 11(4) of the *Act*; and

WHEREAS Section 2(6) of the *Fire Protection and Prevention Act, 1997,* S.O. 1997, c.4 authorizes a municipality to enter into an automatic aid agreement with other municipalities to provide and/or receive fire protection services; and

WHEREAS the Municipality of Brooke-Alvinston, The Village of Oil Springs and The Township of Enniskillen agree as follows:

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

1. That the Mayor and Clerk are hereby authorized to execute the agreement between the Corporation of the Municipality of Brooke-Alvinston the Corporation of the Village of Oil Springs and the Corporation of the Township of Enniskillen, as per the attached Schedule A.

2. That all other by-laws or parts of by-laws inconsistent with this by-law are hereby repealed.

3. That this By-law shall come into force and take effect on January 1, 2023.

   Read a first, second and third time and finally passed this 12 day of January, 2023.

_____ _____

Mayor Administrator-Clerk

SCHEDULE "A" to By-Law 1 of 2023

THIS AGREEMENT made in duplicate and shall be effective as of January 1, 2023

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON
Hereinafter referred to as the "Municipality of Brooke-Alvinston" Party of the First Part

AND

THE CORPORATION OF THE TOWNSHIP OF ENNISKILLEN
Hereinafter referred to as the "Township of Enniskillen" Party of the Second Part

AND **THE CORPORATION OF THE VILLAGE OF OIL SPRINGS**
Hereinafter referred to as the "Village of Oil Springs"

WHEREAS Section 2 (6) of the *Fire Protection and Prevention Act, 1997,* S.O. 1997, c.4 authorizes a municipality to enter into an automatic aid agreement with other municipalities to provide and/or receive fire protection services; and

WHEREAS the Municipality of Brooke-Alvinston, the Village of Oil Springs and the Township of Enniskillen operate fire protection services and manages assets suitable to meet municipal responsibilities required by the Fire Protection and Prevention Act, through a fire department situated within their respective municipality; and

WHEREAS the Municipality of Brooke-Alvinston and the Village of Oil Springs and the Township of Enniskillen are prepared to make available fire protection services as defined in Appendix "A" attached to and forming part of this agreement; and

NOW THEREFORE in consideration of the mutual covenants herein contained, and other good and valuable consideration, the parties hereto agree as follows:

1. <u>Definitions:</u>

In this agreement,

a. "Appendix A" means the description of the fire protection areas for the Municipality of Brooke-Alvinston and Township of Enniskillen attached to and forming part of this Agreement.

b. "Fire Chief" means the Chief of the Brooke Fire Rescue and Oil Springs South Enniskillen Fire Departments.

c. "Fire protection services" means and includes activities defined in the Fire Protection and Prevention Act, more particularly described as: includes fire suppression, training of persons involved in the provision of fire protection services, rescue and emergency services and delivery of all these services."

2. Obligations

MUNICIPALITY OF BROOKE-ALVINSTON

The Municipality of Brooke-Alvinston shall ensure that:

(a) Fire protection services will be supplied to all the properties and residents (barring extenuating circumstances, such as environmental factors, obstructions, remote and/or inaccessible properties, private road ways, lanes, and drives) situated within the geographical area as shown in Appendix "A". These services shall be consistent with the level of service outlined in the current by-law establishing and regulating the Brooke Fire Rescue Department and shall not include such services as ice, water, high angle or trench rescue.

(b) The fire apparatus and personnel of the fire department will respond to occurrences in the fire area of Appendix "A" in a like manner as if the response were in the Municipality of Brooke-Alvinston

(c) The Brooke Fire Rescue Fire Chief or designate shall have full authority and control over any and all activities in in the fire areas as per Appendix "A", until command is transferred to the Enniskillen/Oil Springs/Petrolia Fire Department upon arrival.

(d) On scene Incident Command may be transferred to the responding department in each specific geographic area as identified in Appendix "A" as soon as practical and will ultimately assume overall command of the scene, coordinate operations; arrange any additional assistance, which may be required, and do all necessary reporting, and investigation. Each department on scene shall continue to assist if requested, either through this agreement or through a declaration of Mutual Aid.

TOWNSHIP OF ENNISKILLEN AND THE VILLAGE OF OIL SPRINGS

The Township of Enniskillen and Village of Oil Springs shall ensure that:

(a) Fire protection services will be supplied to all the properties and residents (barring extenuating circumstances, such as environmental factors, obstructions, remote and/or inaccessible properties, private road ways, lanes, and drives) situated within the geographical area as shown in Appendix "A". These services shall be consistent with the level of service outlined in the current by-law establishing and regulating the Oil Springs South Enniskillen Fire Department and shall not include such services as ice, water, high angle or trench rescue.

(b) The fire apparatus and personnel of the fire department will respond to occurrences in the fire area of Appendix "A" in a like manner as if the response were in the Township of Enniskillen

(c) The Brooke Fire Rescue / Oil Springs South Enniskillen Fire Department Chief or designate shall have full authority and control over any and all activities in in the fire areas as per Appendix "A", until command is transferred to upon arrival.

(d) On scene Incident Command may be transferred to the responding department in each specific geographic area as identified in Appendix "A" as soon as practical and will ultimately assume overall command of the scene, coordinate operations; arrange any additional assistance, which may be required, and do all necessary reporting, and investigation. Each

department on scene shall continue to assist if requested, either through this agreement or through a declaration of Mutual Aid.

3. Limitations

The Fire Chief or designate may:

(a) refuse to supply responses if response personnel, apparatus and/or equipment are required in the County or elsewhere, under the provisions of the County Mutual Fire Aid Plan and Program.

(b) order the return of such personnel, apparatus and/or equipment that is responding to or is at the scene of an incident in the fire area. In such cases the fire chief or designate may summon assistance in accordance with Section 2(c).

4. No Reimbursement for Costs

The Municipality of Brooke-Alvinston understands that as a result of this agreement, there will be no reimbursement of costs associated with fire calls situated within the area defined in Appendix "A" to this agreement for the term of this agreement.

5. Amendment or Termination

This Agreement

(a) Shall remain in force until either party provides written notice of termination at least ninety (90) days prior to the desired date of termination and shall be reviewed by the respective Councils every four (four) years from the effective date.

(b) May be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s); or

(c) This agreement shall be deemed to be terminated, without a requirement of notice, December 31, 2028

6. Municipal Liability Insurance

(a) Each Municipality shall notify their respective insurance companies of this agreement

7. Indemnity for Provision/Non-Provision of Fire Protection Services

(a) The Municipality of Brooke-Alvinston agrees to defend, indemnify and save harmless The Corporation of the Township of Enniskillen and the Corporation of the Village of Oil Springs and its elected officials, officers, employees and agents (collectively, the "Indemnified Parties") from and against any and all claims of any nature, actions, damages, losses, expenses, fines, costs (including reasonable legal fees) (collectively, "Losses") suffered or incurred by the Indemnified Parties, or any one of them, caused by, directly or indirectly, the Municipality of Brooke-Alvinston's (including, for greater certainty, its employees, officers, agents and volunteer's) negligence in the performance of its obligations under this Agreement, its willful misconduct and/or failure to perform its obligations, save and except that the Municipality of Brooke-Alvinston shall not be required to defend, indemnify and save harmless

any Indemnified Parties for any Losses or parts thereof resulting from the Indemnified Parties' own negligence and/or willful misconduct. The Corporation of the Township of Enniskillen and Village of Oil Springs agrees to defend, indemnify and save harmless The Municipality of Brooke-Alvinston for Losses on the same terms and conditions hereof, *mutatis mutandis. Any and all rights and obligations of either party under this paragraph 8(a) that have accrued prior to the termination of this Agreement shall survive the termination of this Agreement.*

8. Severability

(a) The invalidity or unenforceability of any provision of this Agreement or any covenant in it shall not affect the validity or enforceability of any other provisions or covenant in it and the invalid provision or covenant shall be deemed to be severable.

9. Effective Date

(a) This Agreement shall come into effect on the 1 day of January, 2023.

IN WITNESS WHEREOF the parties hereto sign by their duly authorized signing officers in that regard.

THE CORPORATION OF THE TOWNSHIP OF ENNISKILLEN

_____ _____

Mayor, Kevin Marriott Administrator-Clerk, Duncan McTavish

THE CORPORATION OF THE VILLAGE OF OIL SPRINGS

_____ _____

Mayor, Ian Veen Clerk-Treasurer, Martha Gawley

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

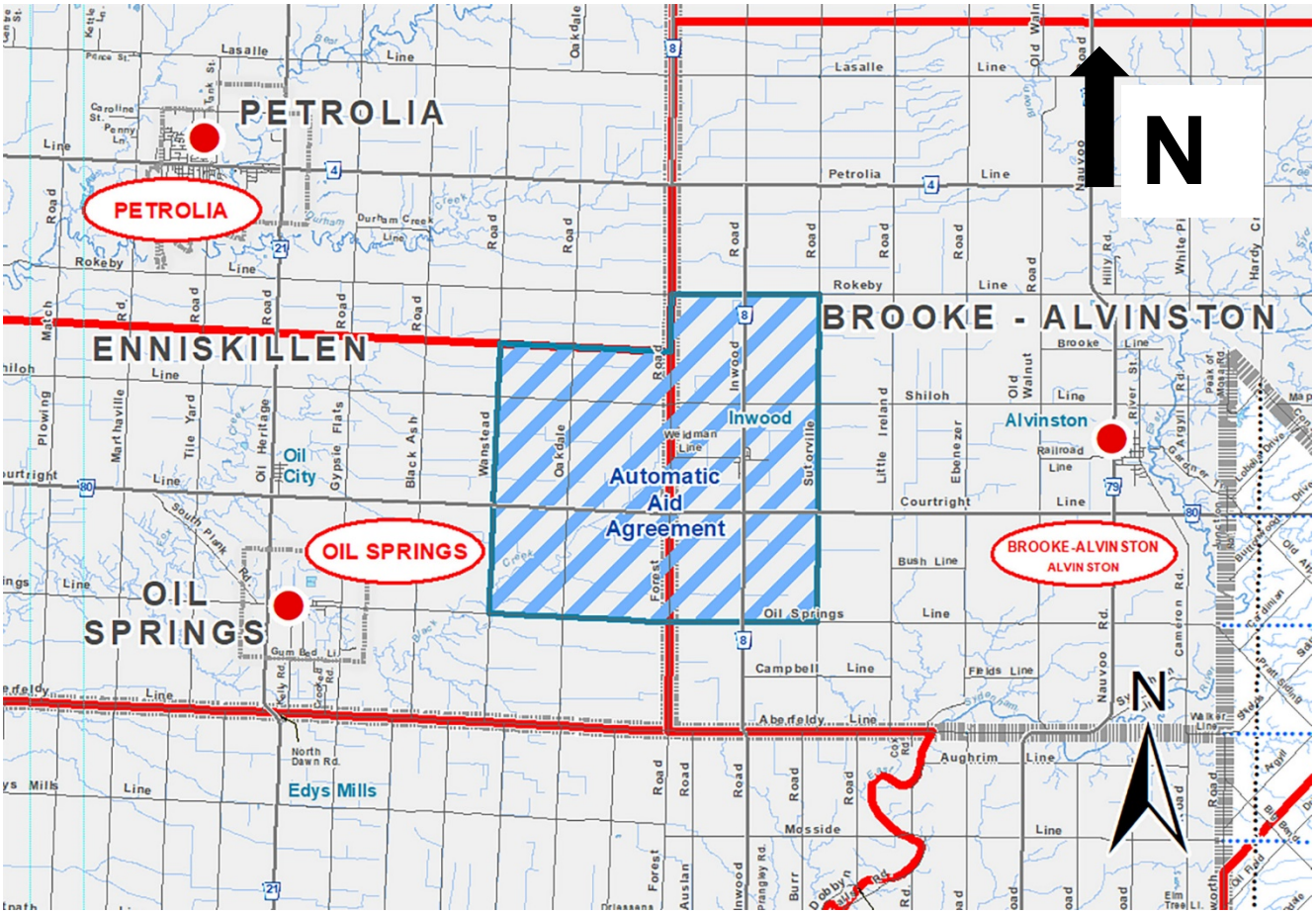
_____ _____

Mayor, David Ferguson Clerk Administrator, Janet Denkers

Appendix A
to
By-law Number 1 of 2023

FIRE AREAS SERVICED BY BROOKE FIRE DEPARTMENT

The Fire Area shall consist of:



THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 2 OF 2023

BEING A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR THE YEAR 2023 FOR THE MUNICIPALITY OF BROOKE-ALVINSTON

WHEREAS Section 317 (1) of the *Municipal Act, 2001* provides that the Council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS, Section 317 (2) of the *Municipal Act, 2001* provides that a by-law under Section 317 (1) may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year;

AND WHEREAS, the Council of the Municipality of Brooke-Alvinston deems it appropriate to provide for such interim levy on the assessment property of this municipality;

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

In this By-law, the following words shall be defined as:

“Treasurer” shall mean the Treasurer for the Municipality of Brooke-Alvinston;

“Minister” shall mean the Minister of Finance;

“MPAC” shall mean the Municipal Property Assessment Corporation;

1. The amounts levied shall be as follows:
   1.1 For the Residential, Pipeline, Farmland and Managed Forest property classes, there shall be imposed and collected, an interim levy of:

   (a) the percentage prescribed by the Minister under the *Municipal Act*; or
   (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2022 (including local improvement charges).

   1.2 For the Multi-Residential, Commercial and Industrial property classes, there shall be imposed and collected, an interim levy of:

   (a) the percentage prescribed by the Minister under the *Municipal Act*; or
   (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2022 (including local improvement charges).

2. For the purpose of calculating the total amount of taxes for the year 2023, under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2022 because assessment was added to the collectors roll during 2022, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.

3. The provisions of this By-law apply in the event that assessment is added for the year 2023 to the collectors roll after the date this By-law is passed and an interim levy shall be imposed and collected.

4. All taxes levied under this By-law shall be payable to the Corporation in accordance with the provisions of this By-law.

5. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the instalment due dates set out below. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day and on the first day of each calendar month during which the default continues, but not after the end of 2023.

6. The interim tax levy imposed by this By-law shall be paid in two instalments due on the following dates:

   (1) One half (50%) thereof on the 28th day of February, 2023.
   (2) One half (50%) thereof on the 28th day of April, 2023.

7. The Treasurer may mail or cause to be mailed to the address of the residence or place of business of each person taxes under this By-law, a notice specifying the amount of taxes payable.

8. The notice to be mailed under this By-law shall contain the particulars provided in this By-law and the information required to be entered in the collectors roll under Section 343 of the *Municipal Act*.

9. The subsequent levy for the year 2023 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this By-law.

10. The provisions of Section 317 of the *Municipal Act* as amended apply to this By-law with necessary modifications.

11. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 7 of this By-law in respect of non-payment or late payment of any taxes or any instalment of taxes.

12. Nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.

13. In the event of any conflict between the provisions of this By-law and other by-laws, the provisions of this By-law shall prevail.

14. This By-law shall come into force and take effect on the day of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF JANUARY, 2023.

_____
David Ferguson, Mayor

_____
Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 3 OF 2023

A BY-LAW TO ESTABLISH A PENALTY CHARGE FOR NON-PAYMENT OF CURRENT TAXES AND TO PROVIDE FOR INTEREST TO BE ADDED TO TAX ARREARS IN 2023

WHEREAS Section 345(1-9) c458 of the Municipal Act, 2001, provides that a local Municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

AND WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston hereby enacts as follows:

1. Overdue taxes are those that are levied in 2023 and are not paid on or before the day payment is due.

2. Tax arrears are taxes that are due and unpaid after December 31st of the year in which they are levied.

3. The penalty charge to be added to overdue taxes and the interest charge to be added to tax arrears shall be 15% per annum added at the rate of 1.25% per month calculated on the outstanding balance.

4. The percentage charge as a penalty for non-payment of current taxes shall be imposed on the first day of default and on the first day of each calendar month thereafter in which default continues.

5. The Treasurer shall add to the amount of all tax arrears due and unpaid, interest as specified in Section 3 of this By-Law at the rate of 1.25% per month for each month or fraction thereof from the day the By-Law takes effect.

6. This By-Law shall be deemed to have come into force and effect on the 1st day of January 2023.

7. All By-Laws and motions of Council found to be inconsistent with the provisions found in this By-Law shall be and are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF JANUARY, 2023.

_____
David Ferguson, Mayor

_____
Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 4 OF 2023

BEING A BY-LAW TO PROVIDE FOR MUNICIPAL BORROWING FOR CURRENT OPERATIONS

WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston deems it necessary to borrow for current purposes the sum of two million dollars ($2,000,000) to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

AND WHEREAS the total of amounts previously borrowed under Section 407 of the *Municipal Act,* as amended from time to time, (the "Act"), that have not been repaid are$ 0.00 dollars.

AND WHEREAS, the amount of the estimated revenues (as defined and interpreted in the Act) of the Corporation as set out in the estimates adopted for the current year and not yet collected (or, is the same have not yet been adopted, the amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year) is more than five million dollars ($5,000,000.00);

AND WHEREAS the amount to be borrowed under this by-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1st to September 30th of the year, 50% of the total, and from October 1st to December 31st, 25% of the total of the estimated revenues of the Corporation as set out above.

BE IT THEREFORE ENACTED by the said Council as follows:

(1) The Head and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or bankers' acceptance, from Bank of Montreal, a sum or sums not exceeding in the aggregate two million dollars ($2,000,000) to meet, until taxes are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in subsection (1) of the said Section 407, as amended from time to time, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the moneys so borrowed, and such other documentation as may be requested by the Bank therefore, with interest at a rate not exceeding prime per centum per annum, which may be paid in advance or otherwise.

(2) All sums borrowed from the said Bank, for any or all of the purposes mentioned in the said Section 187 as amended from time to time, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.

(3) The Treasurer is hereby authorized and directed to apply in payment all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years, from the said Bank for any or all of the purposes mentioned in the said Section 407, as amended from time to time, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the moneys collected or received from any other source, which may lawfully be applied for such purpose.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 12th DAY OF JANUARY, 2023.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator