



AGENDA

Council Meeting

4:30 PM - Thursday, April 27, 2023
Municipal Office

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8. BY-LAWS

9. NEW BUSINESS

10. CLOSED SESSION

- 10.1. Section 239 of the Municipal Act, (2b) Personal matters about an identifiable individual including employee(s)

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

3:30 PM - Thursday, April 13, 2023
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, April 13, 2023, at 3:30 PM, in the Municipal Office, 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, Fire Chief Steve Knight, Public Works Superintendent Jamie Butler, Parks and Recreation Manager Kevin Miller, Engineer Ray Dobbin, and Drainage Superintendent David Moores

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 3:30 p.m..

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Special Meeting minutes of March 16, 2023

RESOLUTION-2023-117

Deputy Mayor Frank Nemcek made a motion that the minutes of the March 16, 2023 public meeting on the Durham Plan of Subdivision be approved as presented without error or omission. Councillor Craig Sanders seconded the motion.

Carried

b) Regular Council Meeting Minutes of March 23, 2023

RESOLUTION-2023-118

Councillor Craig Sanders made a motion that the minutes of the March 23 regular session of Council be approved as presented without error or omission. Councillor Don McCabe seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

a) BM Ross Presentation

Ken Logtenberg and Dale Erb, Engineers from BM Ross were present at Council to give a brief and comprehensive education session on bridge inspections, asset management and subdivisions.

6 CORRESPONDENCE

a) Municipal Information

RESOLUTION-2023-119

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

Carried

- b) Request from the Busy B Association

RESOLUTION-2023-120

Councillor Jenny Redick made a motion that the request for support from the Busy B Association be received and filed. Councillor Don McCabe seconded the motion.

Carried

- c) Request from Chatham - Kent Re: Municipal Insurance Costs

RESOLUTION-2023-121

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston support the Municipality of Chatham-Kent's motion to assist with determining what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider or legislative changes to address insurance costs to municipalities. Councillor Craig Sanders seconded the motion.

Carried

- d) Request from Chatham-Kent Re: Bill 5

RESOLUTION-2023-122

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston support the motion from the Municipality of Chatham-Kent in support of Bill 5-Stopping Harassment and Abuse by Local Leaders Act. Councillor Jenny Redick seconded the motion.

Carried

- e) Request from the Town of Essex Re: Surplus Proceeds from Tax Sales

RESOLUTION-2023-123

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston support the Town of Essex urging the province to reinstate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction. Councillor Craig Sanders seconded the motion.

Carried

- f) Request from the Township of South Glengarry

RESOLUTION-2023-124

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston supports the motion from the Township of South Glengarry in regards to the moratorium on pupil accommodation reviews. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- g) Request from AORS

RESOLUTION-2023-125

Councillor Don McCabe made a motion that the Municipality of Brooke-Alvinston strongly opposes utility locate costs being downloaded to Ontario

municipalities by Enbridge gas and other utilities. Councillor Craig Sanders seconded the motion.

Carried

7 STAFF REPORTS

a) Drainage Superintendent's Report

RESOLUTION-2023-126

Councillor Don McCabe made a motion that Council accept the report on the **Hay Drain** as information; and that that assessed owners on the Hay Drain be invited to an onsite meeting to discuss the drain. Councillor Jenny Redick seconded the motion.

Carried

RESOLUTION-2023-127

Councillor Craig Sanders made a motion that prior to the approval of the abandonment of the **Edgar Drain Branch Extension**, that a new municipal road crossing under Salem Road be installed at the expense of the owner; and that a new catch basin is installed on the east side of Salem Road with the cost split 50% / 50% to roll numbers 50-145 and 50-146 and that Council approves the work for the road crossing to be completed based on time and material rates using Bruce Poland and Sons. Councillor Jenny Redick seconded the motion.

Carried

RESOLUTION-2023-128

Councillor Don McCabe made a motion that R. Dobbin Engineering be appointed under section 78 of the Drainage Act to prepare a new report on the **Wilcox Drain**. Councillor Craig Sanders seconded the motion.

Carried

RESOLUTION-2023-129

Deputy Mayor Frank Nemcek made a motion that due to the emergency replacement of the culvert on the **Wilcox Drain**, that the Drainage Superintendent be authorized to tender and approve the replacement of the culvert with consultation with municipal staff. Councillor Jenny Redick seconded the motion.

Carried

RESOLUTION-2023-130

Councillor Craig Sanders made a motion that Council approve of Calvin Schouten completing the special benefit work only on the **Hasting Drain**. Councillor Don McCabe seconded the motion.

Carried

RESOLUTION-2023-131

Councillor Jenny Redick made a motion that Council receive and file the Drainage Superintendent's report submitted for the April 13, 2023 meeting. Councillor Don McCabe seconded the motion.

Carried

b) Clerk Administrator's Report: Municipal Authorization - West Nile Virus Larvicide

RESOLUTION-2023-132

Councillor Jenny Redick made a motion that the Municipality of Brooke-Alvinston supports local action by Lambton Public Health to reduce the risk of the West Nile Virus and authorizes any permit application for West Nile Virus control submitted to the Ministry of the Environment, Conservation and Parks from an appropriately licensed exterminator to apply a larvicide into catch basins or surface water located within and owned by Brooke-Alvinston and located on private land that drain into the storm drain system or waterways located in Brooke-Alvinston. Councillor Craig Sanders seconded the motion.

Carried

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

RESOLUTION-2023-133

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston has no objections to the Alvinston Optimist Club obtaining a Special Occasion Permit for the Canada Day 2023 events (June 30-July 1, 2023) as the event is deemed an event of municipal significance to the community. Councillor Craig Sanders seconded the motion.

Carried

- d) **Public Works Superintendent's Report:** 2023 Dust Suppressant

RESOLUTION-2023-134

Councillor Don McCabe made a motion That the lowest tender received from Den Mar Brines for the supply, haul and application of dust suppressant in the amount of \$297.36 flake / tonne (including tax) be accepted. Councillor Jenny Redick seconded the motion.

Carried

- e) **Clerk Administrator's Report:** New Municipal By-law for Road Occupancy permit

RESOLUTION-2023-135

Councillor Jenny Redick made a motion that Council approve the draft By-law to regulate occupancy on the streets and roads and right of ways owned by the Municipality of Brooke Alvinston Councillor Craig Sanders seconded the motion.

Carried

- f) **Clerk Administrator's Report:** Optimist Phase 1 Proposal

RESOLUTION-2023-136

Councillor Craig Sanders made a motion that Council direct staff to forward to the Architect/ Engineer (Spriet) the recommended changes to the dressing room area only on the submitted plans for revision and pricing once payment from the Optimist Club for 50% of the plans price is received. Councillor Don McCabe seconded the motion.

Carried

- g) **Clerk Administrator's Report:** Memorial Bench & Water Fountain -BAICCC

RESOLUTION-2023-137

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston grant permission to the Alvinston Optimist Club to purchase and install a water fountain on the BAICCC grounds at their cost and provided the grounds are returned to their original condition; and that further permission be granted to place a memorial table on the grounds. Councillor Don McCabe seconded the motion.

Carried

- h) **Clerk Administrator's Report:** Memorial Bench - Ruth Leitch

RESOLUTION-2023-138

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston has no objections to a memorial bench being placed outside of the Alvinston Library doors in memory of Ruth Leitch. Councillor Craig Sanders seconded the motion.

Carried

- i) **Clerk Administrator's Report:** PARC Committee

RESOLUTION-2023-139

Councillor Jenny Redick made a motion that Council direct staff to put a call out for applications to the PARC committee to fill the grounds and skating vacancies and provide a report to Council. Councillor Don McCabe seconded the motion.

Carried

- j) **Clerk Administrator's Report:** License Renewal

RESOLUTION-2023-140

Councillor Don McCabe made a motion That Council authorize the agreement presented between Hydro One (His Majesty the King in right of Ontario as represented by Ontario Infrastructure and Lands Corporation (OILC) for the license of land for public recreational purposes. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- k) **Fire Chief / CEMC's Report:** Emergency Preparedness Week - 2023

RESOLUTION-2023-141

Councillor Don McCabe made a motion That May 1-13, 2023 be declared Emergency Preparedness Week in the Municipality. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- l) **Clerk Administrator's Report:** Ball Fence Advertising

RESOLUTION-2023-142

Councillor Craig Sanders made a motion that staff be directed to offer advertising opportunities on the ball fences in Brooke-Alvinston with the banner type product outlined. Deputy Mayor Frank Nemcek seconded the motion.

Carried**8 BY-LAWS**

- a) By-law 18 of 2023 - Fees By-law

RESOLUTION-2023-143

Councillor Craig Sanders made a motion that By-law 18 of 2023 be read a first, second and third time and finally passed this 13th day of April 2023. Councillor Don McCabe seconded the motion.

Carried

- b) By-law 19 of 2023 - Road Permit By-law

RESOLUTION-2023-144

Deputy Mayor Frank Nemcek made a motion that By-law 19 of 2023 be read a first, second and third time and finally passed this 13th day of April, 2023. Councillor Don McCabe seconded the motion.

Carried

- c) By-law 20 of 2023 - Hydro One Agreement

RESOLUTION-2023-145

Councillor Craig Sanders made a motion that By-law 20 of 2023 be read a first, second and third time and finally passed this 13th day of April 2023. Councillor Don McCabe seconded the motion.

Carried

9 NEW BUSINESS

- a) The Public Works Superintendent noted Nauvoo Road will be closed effective May 1, 2023 from Rokeby to Petrolia Line while construction is being done.
- b) Councillor McCabe noted the Lambton Soil & Crop is planning a tour for Councillors on June 28th around the County.
- c) Councillor McCabe requested a status update on the pavilion agreement with the Optimist Club. The Clerk Administrator noted that a letter was sent out in February and March requesting information with no response. The Secretary Treasurer, upon request provided information that the matter was deferred until more Optimist members were present. The Administrator and Parks & Recreation Manager later met with Optimist members Rob Van Dyk and Jeff McLachlan and discussed a potential solution for presentation to the club on April 3rd. There has been no communication received from the club to date.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) By-law 21 of 2023

RESOLUTION-2023-146

Councillor Don McCabe made a motion that By-law 21 of 2023 be read a first, second and third time and finally passed this 13th day of April, 2023. Councillor Jenny Redick seconded the motion.

Carried

13 ADJOURNMENT

Councillor Nemcek made a motion to adjourn at 5:20 p.m..

Clerk-Administrator

Mayor



MINUTES

Council -Special Meeting

3:30 PM - Wednesday, April 19, 2023

Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Wednesday, April 19, 2023, at 3:30 PM, in the Municipal Office, 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 Superintendent Jamie Butler, Parks and Recreation Manager Kevin Miller, and Fire Chief Steve Knight

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 3:30 p.m..

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 DELEGATIONS & TIMED EVENTS

a) Lambton Rural Childcare

Don & Anne McGugan, Past Directors and Lori Veroude, Executive Director of the Lambton Rural Childcare were present at Council to request consideration of the use of the BAICCC during the months of July and August as an alternate location for the Childcare Facility as roof repairs are completed.

RESOLUTION-2023-002

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston supports the use of the BAICCC for use by Lambton Rural Childcare in principle and directs staff to prepare a report for consideration at the next regular session of Council. Councillor Craig Sanders seconded the motion.

Carried

b) Virtual Presentation by the Integrity Commissioner

John Mascarin, the Municipal Integrity Commissioner was present to give Council education on the Municipal Code of Conduct and the Municipal Conflict of Interest Act. It was a recommended training / refresher for each term of Council.

4 ADJOURNMENT

Councillor McCabe made a motion to adjourn the meeting at 6:23 p.m..

Clerk-Administrator

Mayor

FINAL BACKGROUND REPORT

Official Plan Review



Prepared for

**MUNICIPALITY OF
BROOKE-ALVINSTON**

Issue date

April 2023

NOTE TO READER FOR BROOKE-ALVINSTON BACKGROUND REPORT

This Background Report has been written as of April 17, 2023. Readers should be aware that the Province of Ontario has released proposed changes to Provincial Policy (Provincial Planning Statement 2023) that are currently under review as of April 17, 2023. The 2023 proposed changes to Provincial Policy are not included in this Background Report as the changes are going through a consultation process that will conclude in June 2023.

Should the Province enact a new Provincial Planning Statement, a separate analysis and report on changes to the Official Plan will be provided.

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1. EXECUTIVE SUMMARY

A. Introduction

The Municipality of Brooke-Alvinston is undertaking a review of its Official Plan pursuant to Section 17 and 26 of the *Planning Act*, RSO 1990, as amended. The current Official Plan was adopted in April 2011 and is the Official Plan in effect. The objective of the Official Plan review is to ensure consistency with the 2020 Provincial Policy Statement (“PPS”), conformity to the County of Lambton’s new Official Plan (“County OP”), and address issues identified by Council, the community and staff of the Municipality. This review includes a public process.

In some cases, revisions to the Official Plan are required to reflect recent changes to the *Planning Act* which have occurred. In other cases, this report notes parts of the Plan where revisions should update language to better reflect current practice or to provide greater clarity with respect to policy and what is intended.

This Background Report aims to provide an assessment of the existing Municipality of Brooke-Alvinston Official Plan in order to identify policies that may be missing, in need of updating, requiring more consistency in wording, address emerging issues or to reflect emerging planning policy approaches. The analysis relevant to the update of the Official Plan are presented under the following sections of this report:

- Section 2.0: Policy Directions
- Section 3.0: Existing Municipal Documents
- Section 4.0: Legislative Updates and the Official Plan
- Section 5.0: Emerging Issues
- Section 6.0: Next Steps

An Official Plan is the primary tool for guiding land use planning in a municipality and sets out policies for how land will be used and developed by establishing a framework of goals and objectives for directing and managing growth for up to a 25-year horizon. Though it may be focused on land use, an Official Plan must also be holistic in its direction by incorporating a range of other issues or concerns pertaining to the economy, environment, community or culture within its goals and objectives. The goals, objectives and policies of an Official Plan provide direction to municipal council and staff, landowners, developers, the community at large and other stakeholders.

B. Planning Horizon

The Provincial Policy Statement (PPS) was updated in 2020 to provide municipalities with flexibility in planning for growth. The PPS now permits municipalities to plan for “up to” 25 years of growth with a further stipulation that municipalities must plan for 15 years of residential housing supply. This means that the Municipality must adopt an Official Plan that addresses providing for 15 years of housing supply. At the same time, the Municipality can adopt an Official Plan that plans for up to 25 years.

The County’s Official Plan has a planning horizon to 2031. The County OP was adopted under the 2014 PPS where the planning horizon was less than the current “up to 25 years” in the PPS. In the coming years, The County of Lambton will need to update its Official Plan to conform to the 2020 PPS. It is anticipated that the planning horizon for the County OP will be extended beyond 2031.

For Brooke-Alvinston, it is recommended that the Municipality adopt a Plan to the year 2046; Official Plans typically use a Census Year so that Census information can be used for planning for growth. This provides the Municipality with opportunities to:

- Have a consistent planning and growth framework as the basis for moving forward;
- Proceed with key implementation updates:
 - Updating the Zoning By-law;
 - Preparing/updating guidelines for development;
 - Updating the capital infrastructure plans for the Municipality;
 - Updating the parks plans for the Municipality;
 - Other updates as necessary (fees, development process, etc.).
- Work with the County of Lambton as the County updates its Official Plan;
- Use appropriate timing of implementation updates and the budgeting for those updates.

C. Planning for Growth in Brooke-Alvinston

One requirement of the PPS is that the Municipality must plan for growth. This means ensuring that there is sufficient land supply available for the planning horizon. In 2017, as part of the County OP preparation, County staff completed a land supply analysis that determined Brooke-Alvinston has sufficient land supply to exceed the 2046 planning horizon. The forecasted population and housing unit per year will be

incorporated into the Official Plan with policies that identify that the population and housing units are forecasts and are not considered to be caps or maximums.

The forecasted population and housing growth in the County Official Plan has been reviewed as part of this update. The Municipality benefits from having the 2021 Census population information as part of this review. The following is a summary of available information on population.

Source	Population	Horizon Year
County of Lambton Official Plan	2028 to 2581	2031
2021 Census	2,400	2021

As can be seen from the above, the current population of Brooke-Alvinston in 2021 is within the forecasted population to 2031 in the County Official Plan. The County is planning future updates to these forecasts; it is important to note that the forecasts are not caps but are targets for which land use designations for housing, community services, and jobs must be incorporated into the Official Plan.

2. EXISTING OFFICIAL PLAN: Policy Review

A. Neighbourhoods and Community Policies

The Municipality of Brooke-Alvinston is comprised of the settlement areas of Alvinston and Inwood. The balance of the municipality is Rural and Agricultural land.

The settlement area of Alvinston is a community with a mix and range of land uses – residential, commercial, industrial, and institutional. Alvinston includes lower density residential homes, small commercial areas, and a variety of community services –, libraries, parks, sports fields and a community centre/arena. Brooke Central School is located north of the settlement area. The settlement area of Inwood is more rural in nature and contains low density residential areas and a small commercial core.

Part B Section 2 Residential

Lands designated Residential are mapped in Schedule “A” of the Municipality’s OP and are found in Inwood (Part 1 of Schedule A) and Alvinston (Part 2 of Schedule A).

1. Map the limits of the lands designated Urban Settlement and Secondary Settlement in the County OP on all Schedules of the Municipality’s OP so the boundary is clearly defined for each settlement area. Lands designated Residential are mapped on Schedule “A” of the Municipality’s OP.

2. Update policies on residential density to ensure a mix of housing types. Clarify how density is calculated.
3. Add policy to address the goal that 20% of new housing units in the County be provided through intensification and redevelopment.
4. Revise policy on expansion of the residential component of the Municipality to address PPS requirement that settlement area boundary expansion only be considered at the time of a comprehensive review, excepting instances of minor adjustments that meet the requirements of policy 1.1.3.9 in the PPS.
5. Update intensification, infill and redevelopment policies to promote all types of land division applications.
6. Address consistency with the PPS by revising policy to maintain a three-year supply of residential units with servicing capacity available through lands suitably zoned to facilitate residential intensification and redevelopment and in draft approved and/or registered plans of subdivision.
7. Add policy to encourage affordable housing, including setting a target for new affordable units that has regard for the County of Lambton Housing and Homelessness Plan 2014 – 2023.
8. Revise policy to plan for mix of housing types, densities, design and tenure, including affordable housing to meet projected market demand.
9. Add policy to permit increased density for rental development in proximity to certain amenities such as commercial areas, parks, and schools.
10. Permit group homes and residential care facilities in all designations allowing residential use.
11. Add policy to encourage residential intensification to be in proximity to certain amenities such as commercial areas, parks, and schools.
12. Add policy to enable home industries in accessory buildings in addition to other typical accessory uses. Policy for height and scale of accessory buildings should be included.
13. Update policy on accessory second residential units to reflect changes to Section 16(3) of the *Planning Act* (see summary on additional residential units under Legislative Updates Section of this report).

14. Revise the term “Bed and Breakfast” with “Vacation Rental Unit” and update policies (see summary on Vacation Rental Units in Emerging Issues Section of this report).

Part B Section 6 Institutional

The Municipality’s Official Plan does not map Institutional Areas but instead permits the use in all designations, subject to the Zoning By-law.

1. Revise policy to update meaning of Institutional Use to be consistent with PPS.
2. Revise policy for adding Institutional Uses into Zoning By-law within Residential Area and other designations.

Part B Section 7 Open Space Areas

Parks, tot lots, and open space play an important role in quality of life in communities. It is important to designate the public lands used for parks and playgrounds, including parkettes and tot lots, as Open Space in appropriate schedules to the Municipality’s OP. This sets an appropriate standard for newly developing areas in designating and identifying areas for open space as the Municipality grows. Open Space Areas are found mostly in Alvinston surrounding the Community Centre and Area. The following policy updates are to be made.

1. Publicly owned open spaces such as neighbourhood parks, parkettes and tot lots in settlement areas also be designated Open Space to correspond with their function and zoning.
2. Update condition of dedicated lands policy to ensure alignment with changes to the *Planning Act* as density bonusing provisions have been repealed.
3. Add policy to provide direction for redesignating Open Space use to other land uses.

B. Rural and Agriculture

Part B Section 1A Rural Area

Agriculture is a significant contributor to Brooke-Alvinston’s economy and community identity.

As per the PPS, all agricultural land in the Municipality is Prime Agricultural Area and must be protected for long-term use for agriculture. The Municipality’s OP must be consistent with PPS direction on permitted uses, lot creation and lot adjustments,

removal of land from prime agricultural areas, and non-agricultural uses in prime agricultural areas.

The Municipality's OP must also conform to the County OP and its direction, which includes protecting the agricultural land base from incompatible uses that would compete or conflict with agricultural activities and tend to limit the flexibility and viability of farm operations over time, preventing farm fragmentation, and promoting strategies to slow the decline in farm operator numbers and grow the agriculture sector.

The Municipality's current OP addresses the basic requirements laid out in the PPS and County OP. Changes are required to permitted uses in Agricultural Areas to be consistent with those included in the PPS for Prime Agricultural Areas, with the most significant being the addition of Agri-Tourism and Ground-Mounted Solar Facilities as On-Farm Diversified Uses.¹

The PPS and County OP provide for lot creation in Prime Agricultural Areas in limited and specific circumstances, though they discourage it. It should be noted that to conform with the County OP the minimum lot size for agricultural uses will be reduced from 40 to 38 hectares, except those limited instances where smaller farm parcels are required for the type of agriculture proposed.

A review of the Municipality's OP policies for this section has identified the following updates.

1. Revise the section title from "Rural Area" to "Agricultural Area". Update the same for all OP Schedules and policy references throughout.
2. Update "main permitted uses" to match with those included in the PPS definition of Agricultural Uses and the County OP such as accessory farm dwellings, livestock facilities, crop storage facilities, and value-retaining facilities.
3. Update "Other permitted uses" to include On-Farm Diversified Uses such as Agri-Tourism and Ground-Mounted Solar Facilities, as per the PPS.
4. Include new policy for Agri-tourism uses to identify those uses that should not be permitted as-of-right to ensure the appropriateness of sites for such uses be assessed, along with their compatibility with neighbouring agricultural uses. Similar policy refinements are required for Agricultural-related commercial and industrial uses in the Municipality's OP.

¹ On-Farm Diversified Uses were introduced in the 2014 Provincial Policy Statement and replaced Secondary Uses.

5. New policy to be added to regulate the location and size of Ground-Mounted Solar Facilities in Agricultural Areas. Consider requiring a site-specific zoning by-law amendment be obtained to permit them.
6. Revise policy for locating non-agricultural uses, to be consistent with County OP and PPS.
7. Include policy to permit Recreational, Cultural and Open space uses through site-specific amendments as “agricultural exceptions” to align with the Guidelines for Permitted Uses in Ontario’s Prime Agricultural Areas.
8. Revise farm-lot size policy to allow a minimum lot size of 38 hectares to conform with the County OP.
9. Include additional Minimum Distance Separation policies for setbacks on non-farm uses and restrict modification of MDS II distances except by minor variance.
10. Update requirements for “On-farm Diversified Uses” to include policies that address size and scope of facilities and compatibility.
11. Update requirements for “Agriculture-Related Uses”. As per County OP policy 4.1.8 identify which “Agriculture-Related Uses” should be considered normal to agricultural use and be permitted in local agricultural designations and which, as per policy 4.1.9, should require a site-specific zoning by-law amendment be obtained to permit them.
12. Update policy to permit an additional residential unit within an existing single detached dwelling or existing accessory farm building, subject to suitability, servicing, building code and health and safety requirements.
13. Review permitting residential lot creation where the proposed lot contains an existing habitable farm dwelling rendered surplus as a result of farm consolidation.
14. Delete policy for non-farm lot creation.
15. Revise policy on land severances in the Agricultural Area to ensure conformity with the purposes that might warrant a consent listed in County OP policy 4.2.3. (examples are consolidation of farm holdings; minor boundary adjustments).
16. Add policy for oil, gas and salt extraction operations under agricultural lands.
17. Add policy to support rural population growth.
18. Conformity with the PPS:

- Review policies from an “Agricultural System” approach as defined in the PPS.

Part B Section 1B Restricted Rural Area

The Municipality’s OP has a “Restricted Rural Area” designation surrounding its Settlement Areas which restricts agricultural uses included new livestock facilities. This section is deleted in order to further support the agricultural sector. MDS policies exist within the Agricultural designation to control the proximity of livestock operations adjacent to residential uses.

Section 1B is re-titled as “Secondary Settlement Area”.

1. New policy section to be provided for “Secondary Settlement Area” designation, which guides all type of land uses in the Secondary Settlement Area (i.e., Residential, Commercial, Industrial, Institutional, Open Space).

C. Economic Growth & Tourism

The Municipality’s Commercial uses are located in the traditional commercial cores of Alvinston and Inwood. The intent of the Municipality’s commercial use policies is to strengthen and enhance the role of the Commercial Areas as the focal point of the community and a healthy business/retail centre.

Lands for Industrial uses are currently designated along Nauvoo Road in Alvinston, south of Shiloh Line. Permitted uses are non-noxious and include individually or in combination general manufacturing, research and development, warehousing and wholesaling and light assembly. Commercial uses accessory or complementary to industrial establishments are permitted if they do not detract from the primary use. The OP also contains a Mixed Commercial/Industrial designation mainly adjacent to the Industrial designation in Alvinston, which permits “highway commercial” uses in addition to land extensive commercial uses and light industrial uses which may not be appropriate in the commercial cores.

Part B Section 3 Commercial

The Commercial Area designation is mapped in Part 2 to Schedule “A” in Alvinston.

The following is a summary of the identified changes:

1. Remove differentiation between “Central” Commercial Areas and “Highway” Commercial Areas in policy. These areas are not mapped in the OP.

2. Update the permitted uses in the Commercial designation to include the highest concentration and greatest mix of uses, including residential. Strengthen policies for residential in conjunction with commercial uses as well as other mixed uses.
3. Revise policy to promote ground floor retail/office uses with residential uses on the second floor or to the rear of ground floor commercial.
4. Revise policy on access to prohibit continuous access for motorized vehicles along a frontage for new developments.
5. Add policy for development of new or peripheral shopping areas, which must demonstrate that the viability of existing main streets and commercial areas will not be threatened.
6. Improved design policies for Commercial areas.

Part B Section 4 Industrial

The Industrial Area designation is mapped in Part 2 to Schedule “A” in Alvinston. Protection of these employment lands is an important update to the Municipality’s Official Plan. This is achieved through updating the Industrial policies to:

1. Identify the Industrial lands as Employment Areas – enhancing the protection of these lands
2. With an Employment Area designation, the policies of the PPS (2020) are brought into the Official Plan to:
 - Not permit sensitive land uses;
 - Require additional studies and amendments to the Official Plan to address potential conversion of Employment Areas.

The following is a summary of the additional identified changes:

1. Change “Light Industrial” designation to “Industrial”.
2. Clarify permitted uses, which are light industrial in nature, in conformity with the County Official Plan.
3. Revise policy on development standard to ensure that a range of zoned and serviced sites are available to support a range of activities and are well designed/located to attract investment.
4. Add policy for conversion of Industrial lands in accordance with the County OP.

5. Add policy to permit industrial uses outside of a settlement area where uses cannot be accommodated in designated areas, subject to criteria, in accordance with County OP and by amendment to the County OP.
6. Revise policy on access to prohibit continuous access for motorized vehicles along a frontage for new developments.
7. New policy to prohibit industrial uses which involve handling of toxic or other hazardous materials within susceptible areas to groundwater contamination.

Part B Section 5 Mixed Commercial/Industrial

Mixed Commercial/Industrial is a land use designation located mainly at the northern end of Alvinston along Nauvoo Road, as mapped on Part 2 to Schedule A.

The following is a summary of the identified changes:

1. Policy clarifications or minor rewording for consistency.
2. Revise policy on access to prohibit continuous access for motorized vehicles along a frontage for new developments.
3. Farm supply and farm implement sales and service establishments are intended to be in the Mixed Commercial/Industrial Area but are permitted elsewhere as an Agriculture-Related Use. Stronger clarity should be provided as to their preferred location within the Municipality.

D. Infrastructure

Part C Section 1 Transportation

Updates are made to the Transportation policies to:

1. Permit road widening as a condition to the approval of consent applications.
2. Add a new subsection on general development policies which address mitigation of road noise through improved landscaping; traffic and road network safety; coordination with the County of Lambton and the Ontario Ministry of Transportation; and identification and protection of heritage roads.
3. Require traffic impact studies for large scale developments.
4. Enable the Zoning By-law to establish requirements for off-street bicycle parking.
5. Require parking areas to be screened and landscaped to mitigate adverse impacts on surrounding uses

6. Additional subsection is added to support trails throughout the Municipality, in conformity with Policy 7.3.3 of the County OP and policies in the PPS which speak to multimodal transportation systems and planning for trails in addition to active transportation.

Part C Section 2 Public Uses and Utilities

Updates are made to the Public Uses and Utilities policies.

1. Avoid fragmentation of agricultural land parcels for new utility corridors.
2. Provide a policy for tree cover replacement within the County where woodlot removal cannot be avoided.
3. Permit community gardens on all public lands in conformity with the County OP.
4. Add a new subsection outlining the requirements for development in proximity to pipelines.
5. Ensure that the environmental policies of the Official Plan apply to the design, construction, site restoration and maintenance of public utilities.

Part C Section 3 Municipal Services, Stormwater Management and Sensitive Land Uses

A new general introductory paragraph is added to identify that infrastructure planning is to be completed in order to plan for growth, to address life cycle planning for infrastructure, to address financial commitments for infrastructure, to support water conservation, and address climate change.

The following other updates are made with respect to municipal services and stormwater management:

1. Require proponents of development to conduct engineering feasibility studies prior to the development.
2. Revise policy permitting individual sewage systems to require consistency with natural heritage policies and source water protection policies.
3. Revise policy to provide for expanded options for pursuing private water servicing.
4. Clarify that cost of studies are at proponent's expense.
5. New policy is added to require new subdivisions to be service with looped water lines.

6. New policy is proposed that reflects the objectives for stormwater management which include integrating stormwater management with planning for water and wastewater; supporting water conservation; addressing climate change; promoting natural heritage systems through stormwater management; addressing financial sustainability of stormwater management systems. This is to provide conformity to the PPS.
7. Other policy updates include referencing Low Impact Development as a best practice, minimizing the impact of large impervious surfaces and stormwater runoff and managing smaller scale developments, additions and minor building extensions through non-engineered control measures.

The existing Land Use Compatibility policy is revised in order to ensure there is an opportunity to address any potential conflict for new sensitive land uses proposed in proximity to existing noise producing industry. The policy enables use of the Class 4 designation as contemplated by MECP Environmental Noise Guideline NPC-300. This guideline provides a mechanism for allowing sensitive land uses to be developed near existing noise producing businesses, placing the onus on the new land use to put in place all necessary measures required to mitigate noise impacts from the existing business on the proposed sensitive land use.

This guideline allows for intensification while limiting the risk of future complaints from new residents against existing industries. Most importantly, any measures required to mitigate those impacts are not imposed on those existing businesses and must be addressed prior to establishing the new land use.

No other changes are required to this Section.

Part C Section 4 Alternative and Renewable Energy Systems

Please see Section 5 of this report.

E. Natural Heritage

Part B Section 8 Natural Heritage

The policy framework for natural heritage has evolved since the Municipality's OP was adopted and since its last major update.

The County Official Plan was approved in 2018. Natural Heritage policies in the County OP are based on a 2014 Natural Heritage Study as part of the new Official Plan creation. These policies were approved as part of the new County OP as consistent with the 2014 PPS.

There were no changes to the Natural Heritage policies between the 2014 PPS and the 2020 PPS. As a result, conformity and alignment with the County OP provides an appropriate basis for reviewing and updating Natural Heritage Policies as part of the Municipality's OP update.

Policies in Part B Section 8 and related mapping on schedules should be updated to conform to the County OP and more closely align with how it implements the PPS. There is also a general need to update terminology.

The County OP identifies three categories of natural heritage features:

1. Group A – most important features with the most restrictions:
 - Provincially and Locally Significant Wetlands
 - Provincially and Locally Significant Coastal Wetlands
 - Habitat of Endangered Species and Threatened Species
 - Fish Habitat
2. Group B – important features with fewer restrictions:
 - Land Adjacent to Group A features and adjacent to certain Group B features (as noted in County OP policies)
 - Significant Woodlands
 - Significant Valleylands
 - Provincially and Regionally Significant Areas of Natural and Scientific Interest (ANSI)
3. Group C – important features subject to local decision-making:
 - Lands Adjacent to other Group B features
 - Primary Corridors, including Core Areas
 - Linkage features
 - Highly vulnerable Aquifers
 - Significant groundwater recharge areas
 - Other Surface Water Features
 - Woodlots other than significant woodlands.
 - Other Significant Natural Areas, including Shrublands, Meadows and Prairies

The Municipality's OP must include policies to protect and improve Group A and B features of the County of Lambton Natural Heritage System ("LCNHS") and should identify and protect Group C features and other features of local significance. The Municipality's OP must identify Group A and B features on its local land use maps and/or schedules and should identify Primary Corridors and other Group C features. While there is a general need to review and update policies in Section 8.0 of the Municipality's OP, the emphasis will be on ensuring the preceding requirements are met.

The policies of the County OP provide considerable guidance for the development of local OP policies to address the identification, protection, and improvement of Group A and B features. The Municipality's OP must provide policy and general development controls to address Group C features.

Neither the Provincial Policy Statement, nor the County OP require natural hazards be identified in official plans. The Regulation Limit of the local Conservation Authority can be used as screening tool for the general location of hazards (or potentially hazardous lands). The Municipality's OP should provide policy direction consistent with the PPS and in conformity with the County OP in relation to hazards. Policies in Section 5.0 and 11.0 of the Municipality's OP should be amended, as appropriate, when natural hazards are removed as a land use designation on Schedule A.

Accordingly, the review recommends the following:

1. Update Section 8.0 to introduce and reflect current terminology and to describe the NHS as per the PPS and County OP.
2. Add the County of Lambton NHS as an overlay to a newly created Schedule B for natural heritage, with Group A and B features of identified at a minimum. Group C features and other features of local significance should be incorporated to the extent they have been identified.
3. Add policy to protect and improve Group A and B features and protect Group C features.
4. Replace references to Hazard and Environmental Protection Area(s) with Natural Heritage Areas and designate on Schedule B, as identifiable components of the NHS, Significant Woodlands as per the criteria of the County OP and Wetlands identified and delineated by the Ontario Wetland Evaluation System (OWES).
5. Add policy to improve linkages within primary corridors of the NHS identified in the County OP.
6. Add policy requiring applications for development or site alteration within Group B and C features, including adjacent lands, complete an Environmental Impact Study (EIS) that demonstrates there will be no negative impacts on natural features or their ecological functions. Development or site alteration within Group A features

is not permitted, except in accordance with provincial and federal requirements where the feature is fish habitat or the habitat of endangered species or threatened species.

7. Update EIS policies to be clearer when/where discretion exists to waive or reduce the scope of an EIS.
8. Create and maintain a natural areas inventory to address the Group C natural heritage features and system.
9. Add policy to ensure consistency with the PPS direction that its natural heritage policies are not intended to limit the ability of agricultural uses to continue.
10. Update policy on Hazards as necessary in the Municipality's OP to ensure consistency with the PPS and conformity to the County OP—and ensure policies directed at natural heritage are not applied to natural hazards and vice versa (except where they are coincident and both sets of policies may apply).
11. Remove natural hazards from Schedule A of the Municipality's OP and create a new Appendix to the Plan identifying the Regulation Limit of the Conservation Authority for information purposes.

F. Mineral Resources

Ontario's land use planning framework for Mineral Resources is well established through the Provincial Policy Statement, the *Aggregate Resources Act*, and various guideline documents. Aggregates in Ontario are a multi-tiered policy regime with responsibilities at the provincial level through licensing and site plan approval. Municipalities, including the County and the Municipality of Brooke-Alvinston, address aggregates through Official Plan policy to:

1. Protect the resource through mapping of the resource in the Official Plan. This is to ensure that, to the extent possible, the resource is protected for future potential extraction.
2. Include policies that support normal and expected land uses on aggregate sites – extraction, crushing, recycling, and more.
3. Establish the requirements of land use applications and the issues to be reviewed (e.g. environmental, social, community, transportation issues – and more);
4. Include policies on how rehabilitation will occur as extraction proceeds. This is generally known as progressive rehabilitation.
5. Support rehabilitation to an agricultural use except in circumstances where agricultural use cannot be supported after extraction.

6. Establish setback policies from aggregate extraction sites to ensure land use compatibility with uses such as residential homes and neighbourhoods.

The Municipality's current Official Plan addresses most of the above requirements. Updates to policies in the Official Plan are required to incorporate the following:

1. Best practices related to:
 - Application requirements for new and/or expanding extractive resource areas;
 - Progressive rehabilitation of extractive resource sites;
 - Ensure applications for resource extraction conform to the Municipality Official Plan policies;
2. Conformity with the Provincial Policy Statement related to:
 - Setback policy to ensure land use compatibility;
 - Mapping updates to identify resource potential areas;
3. Conformity with the County Official Plan to:
 - Incorporate policies on protection of natural heritage resources;
 - Incorporate policies on gas wells;
 - Incorporate policies on rehabilitation if agricultural rehabilitation is not feasible.

In addition to the above, new policies are recommended that identify how the Municipality will engage and comment on applications under the *Aggregate Resources Act*.

G. Community Growth & Community Structure

Brooke-Alvinston is projected in the County OP to have a population of 2028 to 2581 residents in 2031, with housing growth of 5 units per year forecasted. The 2021 Census figures confirm that Brooke-Alvinston is within the 2031 forecasted population.

The settlement pattern and geographic distribution of residents in Brooke-Alvinston is one of a largely rural and agricultural community with smaller settlement areas supporting the agricultural community.

Brooke-Alvinston's population includes the agricultural area that makes up a significant portion of the Municipality's land base. Planning for the Agricultural Areas involves protecting their continued use for agricultural production and ensuring they can evolve and remain vital and viable. That involves limiting fragmentation of farm lots, while allowing for uses (i.e., economic activities) that assist in supporting the farm economy.

As per the PPS, settlement areas are to be the focus of growth and development in Brooke-Alvinston. Discussion of these areas is followed by a brief outline of the components of planning for growth in Brooke-Alvinston.

Settlement Areas

Brooke-Alvinston consists of two settlement areas for which common approaches to planning for growth apply. The community of Alvinston is the sole Urban Settlement Area in the Municipality, while Inwood is classified as a Secondary Settlement Area. These settlement areas have relatively compact form characterized by a traditional street grid pattern. Alvinston has a commercial core that is home to the main street commercial district. Parks and open spaces are found in Alvinston, as are civic and cultural facilities, including a nearby school, library, places of worship, and halls associated with community organizations and social clubs. The community centre and arena is also located in Alvinston. A park, library, church and commercial area can also be found in Inwood.

Residential density in Alvinston is typified by low density housing forms. Inwood has a similar development pattern for residential homes. Both communities provide a more consistent low density residential dwelling type on a grid street pattern. Lot sizes vary.

Policy to encourage residential intensification and more of a mix of housing in Brooke-Alvinston's settlement areas is provided for, including specific policies to address applications for medium-density and special residential uses. Residential intensification could occur via redevelopments, the addition of second units in existing dwellings or accessory buildings, infilling or repurposing of non-residential buildings, but is contemplated to make a gradual, incremental contribution to the Municipality's housing supply largely in-keeping with the existing scale and character of surrounding uses. As such, residential growth in Brooke-Alvinston for the foreseeable future is likely to result from development of lands designated for residential use around the edges of the built-up area and only to a limited degree from intensification within it.

Growth Management

Planning for growth in Brooke-Alvinston involves integrating a number of components of the Municipality's OP. These include the following:

1. Identify the planning horizon for the Official Plan (see Executive Summary for discussion and recommendation);
2. Include the forecasted growth for the Municipality based on the County OP. The projected 2031 population for the Municipality is as follows:

	DWELLINGS ALLOCATED ANNUALLY	PROJECTED POPULATION 2031
Municipality of Brooke-Alvinston	5	2,028 to 2,581

3. Adding policies that:
 - a. Establish that the forecasted population and dwellings are not caps;
 - b. Address how growth will be forecasted between 2031 and 2046;
 - c. Coordinate with the monitoring policies in the Implementation Section to ensure that regular monitoring of growth occurs so that any housing supply issues/constraints can be identified for early resolution;
4. Implementing the three-level settlement hierarchy to conform with the County OP, with only two settlement types existing in Brooke-Alvinston:
 - a. Urban Settlement – the community of Alvinston
 - b. Secondary Settlement – the community of Inwood

The preceding policies will be added to Section 1.4 – General Development Concept. In addition, to implement the growth management approach, the following mapping updates will improve readability of the maps regarding where growth is to occur:

1. Mapping updates for Official Plan Schedules:
 - Include a ‘Settlement Area Boundary’ around each settlement area in Brooke-Alvinston.

H. Community Development

Part D of the Municipality’s OP provides policies on cultural heritage; amenity & design; urban design; energy conservation; community improvement; signs; property maintenance; home businesses; local economic incubation; and compatibility criteria.

Part D Section 1 Cultural Heritage

A review of the Cultural Heritage policies identified the following updates:

1. Update policies on cultural heritage to reflect the 2020 PPS terminology regarding cultural heritage resources.
2. Add policies enabling the establishment of a Municipal Heritage Committee.
3. Add policies that the Municipality will engage with Indigenous communities and consider their interests when identifying, protecting and managing cultural heritage and archaeological resources.
4. Add policies regarding the preparation of a Municipal Register, and that the Municipality will designate properties of Cultural Heritage Value or Interest.
5. Add policy to prohibit development or site alteration on lands adjacent to a protected heritage property unless it has been evaluated and demonstrated that the heritage attributes of the protected heritage property will be conserved. Also defining adjacent as land within 50 metres of a property designated under the *Ontario Heritage Act*.
6. Add policies regarding required information to be submitted with a notice of intention to demolish or remove buildings or structures on the Municipal Register, and that the Municipality may designate properties meeting prescribed criteria under the *Ontario Heritage Act*.
7. Add policies that an evaluation against prescribed criteria for determining Cultural Heritage Value or Interest is required to accompany planning applications for properties on the Municipal Register. Clarify that a Heritage Impact Assessment or Conservation Plan may be required if a property has been found to meet prescribed criteria. Clarify that plans and studies need to be completed in accordance with guidance in the Ontario Heritage Toolkit. Add policies that a development agreement may be required to implement recommendations of a Conservation Plan.
8. Add policies that in reviewing proposals for the construction, demolition, or removal of buildings and structures or the alteration of existing buildings, Brooke Alvinston shall be guided by the following general principles where there is potential to impact any cultural heritage resourced including adaptive reuse of heritage properties, ensuring that new features/additions are no higher than the existing building and wherever possible be placed to the rear of the building or set back substantially from the principle façade, and ensuring that new construction and/or infilling should be compatible with surrounding buildings and streetscapes by being

of the same height, width and orientation as adjacent buildings; being of similar setback; and using similarly proportioned windows, doors, and roof shape.

9. Best practices that could strengthen cultural heritage policy include options for developing financial incentive programs and other efforts to promote private investment in preserving cultural heritage resources.
10. Update policies regarding archaeological assessments for consistency with PPS, Standard and Guidelines for Consultant Archaeologists, and *Ontario Heritage Act*. Identify when an archaeological assessment shall be required.

Part D Section 2 Amenity and Design

A review of the Amenity Design policies identified the following updates:

1. Update amenity & design policies to reflect County OP terminology with respect to natural heritage.
2. Update policies to indicate a noise and vibration impact study may be required for residential development applications where adjacent or nearby uses warrant it, including controlled access highways. Reference in this Section to Class 4 Designations for new residential uses.

Part D Section 3 Urban Design

The Municipality's current urban design policy will be deleted and replaced with the following updates:

1. Provide policies that promote a safe, walkable and accessible built environment, attractive streetscape features and improvements in addition to building and site design, landscaping, and parking that improve the vibrancy, aesthetics and connectivity of all areas in the Municipality.
2. Include policy direction for design of 'Commercial and Employment Areas' and 'New Neighbourhoods'.

Part D Section 4 Energy Conservation

A review of the policies identified following updates:

1. Update energy conservation policies to encourage building, site and subdivision design that is energy efficient and assists in preparing for the impacts of a changing climate to ensure consistency with PPS policy 1.8.1.

Part D – Remaining Sections

A review of the remainder of Part D identified the following updates:

1. Provide policies that indicate Community Improvement Plans (“CIPs”) must be led by local community and outline requirements for the preparation of the CIP.
2. Update policy wording in CIP objectives for residential areas to replace “handicapped” with “persons with disabilities”.
3. Revise policy outlining general objectives to include promoting infilling or redevelopment of brownfield sites, vacant lots and other underutilized lands.
4. Add policy to CIP section to address objectives for brownfield areas, particularly the use of grants and loans to owners of brownfield sites to assist in the cost of their clean up and redevelopment.
5. Delete provisions related to Bonus Zoning as these provisions have been removed from the *Planning Act*. Replace with Community Benefits Charge policies.
6. Revise policy to clarify that home occupations, home industries and bed & breakfast establishments are types of home businesses permitted.

I. Implementation

Part E – All Policies

Policies that guide Council, staff, members of the public, and applications on how the Municipality's Official Plan will be implemented are important considerations for the Municipality. The Municipality's current Official Plan has an Implementation Section with policies. A review of the policies identified the following updates:

1. Update references to the Provincial Policy Statement from the 2005 PPS to the 2020 PPS.
2. Update the Official Plan Review timeline from five years to ten years to align with recent changes to the *Planning Act*.
3. The policies on the Holding provision tools to be used as part of the Zoning By-law need to list the reasons Council may enact a holding by-law. This is to be consistent with the requirements of the *Planning Act*.
4. Delete provisions related to Bonus Zoning as these provisions have been removed from the *Planning Act*.

5. Revise the policies on pre-consultation to be more definitive to assist applicants and streamline approvals. Add new policy to ensure any studies required for a development application are completed by Qualified Persons.
6. Update the policies regarding Site Plan Control to provide more clarity for the use of Site Plan Control.
7. Update the policies on how to interpret the land use boundaries in the Official Plan Maps and Schedules.
8. Update the list of development applications requiring public participation to conform to the requirements of the County Official Plan.
9. Add new policies in the following areas to assist in interpreting and implementing the Official Plan:
10. Policies that identify that the Municipality will review its delegation of authority to staff to support an efficient and streamlined development process;
 - Policies that support the Municipality acquiring land, if needed, to implement the Official Plan;
 - Policies that define how Maps, Schedules, Tables and Appendices are to be interpreted;
 - Policies on guidelines and how guidelines assist in making decisions but are not regulations.
11. Adding policies to support monitoring of the Official Plan to ensure housing growth is monitored for any issues/constraints so early resolution can be achieved.
12. Add new policies to support delegation of decision making and implement recent legislative changes (see Emerging Issues Section of this report).

3. EXISTING MUNICIPAL DOCUMENTS

The Municipality of Brooke-Alvinston has adopted several studies and reports containing policy recommendations and/or conclusions which should be considered for the Official Plan review. This section summarizes a selection of key studies and reports and identifies relevant recommendations that can be included in the Updated Official Plan.

A. Strategic & Economic Plan 2018-2022 (2018)

The Strategic & Economic Plan 2018-2022 (“SEP”) is a result of a strategic planning process with Council, Staff, and the community. The SEP formed a Corporate Mission and Vision Statement, as well as a set of Goals and Actions.

Corporate Mission: “The Municipality’s team of elected officials, staff and volunteers work together responsibly and transparently to realize and sustain the community’s vision.”

Vision Statement: “A vibrant, prosperous, engaged and environmental conscious community that evokes pride in residents for its accomplishments and continuing resilience as it forges the future.”

Goals and Actions:

The table below summarizes the goals and actions from the SEP and how each can or cannot be implemented through the Official Plan Update.

Goal	Action	Official Plan Implementation?
1. Stimulate Business Development – Brooke-Alvinston wants PROGRESS	<ul style="list-style-type: none"> Establish incentives for new businesses Encourage new industries 	Review and update Community Improvement Plan Policies
2. Invest in Community Infrastructure – Brooke-Alvinston wants STABILITY	<ul style="list-style-type: none"> Prioritize Community Infrastructure Projects 	Should a Parks and Recreation Master Plan be completed, that should be implemented, in part, through an update to the OP
3. Market our Municipality – Brooke-Alvinston wants INNOVATION	<ul style="list-style-type: none"> Promote Fibre Optics Encourage, Campaign for and Advertise for 	Not an Official Plan matter

Goal	Action	Official Plan Implementation?
	families and businesses	
4. Practice Inclusive Fiscal Responsibility – Brooke-Alvinston wants SUSTAINABILITY	<ul style="list-style-type: none"> Evaluate cost/benefit of each service 	Not an Official Plan matter
5. Encourage Innovation – Brooke-Alvinston wants LEADERSHIP	<ul style="list-style-type: none"> Encourage new ideas and plans Share information with residents through new and innovative methods Create space and opportunities for healthcare practitioners 	Ensure land is designated to permit healthcare uses
6. Support Community Groups – Brooke-Alvinston wants COHESIVENESS	<ul style="list-style-type: none"> Encourage support of existing community groups Encourage communication between community groups 	Not an Official Plan matter
7. Improve Effective Communications – Brooke-Alvinston wants RESPONSIBILITY	<ul style="list-style-type: none"> Improve communication through the Brooke-Alvinston website, Council minutes, meeting notices etc. Increase interaction between community organizations 	Promote the Official Plan Update via website, social media, online surveys

B. Recreational Facilities Strategic Plan 2018-2022 (2018)

The Recreational Facilities Strategic Plan 2018-2022 (RFSP) is a result of a strategic planning process with Council, Staff, and the community. The purpose was to prioritize and create a master plan for the Municipality's recreational facilities.

Goals and Actions:

The table below summarizes the goals and actions from the RFSP and how each can or cannot be implemented through the Official Plan Update.

Goal	Action	Official Plan Implementation?
1. Update Facilities	<ul style="list-style-type: none"> • Create capital plan for facilities improvements • Update canteen and add new washrooms at Community Centre 	Should a Parks and Recreation Master Plan be completed, that should be implemented, in part, through an update to the OP
2. Source Reliable Funding	<ul style="list-style-type: none"> • Seek alternative funding • Apply for additional grants for parks and recreation 	Not an Official Plan matter
3. Create an Ongoing Capital Plan	<ul style="list-style-type: none"> • Promote Fibre Optics • Encourage, Campaign for and Advertise for families and businesses 	Should a Parks and Recreation Master Plan be completed, that should be implemented, in part, through an update to the OP
4. Collaborate and Coordinate in the Community	<ul style="list-style-type: none"> • Promote community projects and events 	Not an Official Plan matter
5. Create Strong Leadership	<ul style="list-style-type: none"> • Increase tax base by bringing people to Brooke-Alvinston • Create strong municipal leadership 	The OP plans for population increase, new homes and new businesses
6. Develop Positive Image	<ul style="list-style-type: none"> • Develop a positive municipal image 	Overall, the OP influences the image of the Municipality

C. Asset Management Plan and Update (2017 & 2018)

The Asset Management Plan (AMP) was prepared in 2017 by Milos Posavljak of the University of Waterloo and updated in 2018 by Public Sector Partners. The AMP and its update provide an overview of the state of local infrastructure, existing service levels, and whether sufficient financial resources are being directed at Brooke-Alvinston's assets to maintain them, meet desired service levels, and accommodate projected growth.

The AMP analyzes the following asset classes: roads, sidewalks, road illumination, bridges and culverts, sanitary sewer network, water distribution network, storm sewer network, fleet, equipment/furnishings, facilities, and municipally owned land. In 2017, these assets (not including gravel roads) were valued at \$96 million at replacement cost. The Municipality's facilities (buildings) represented 24 percent of that valuation, with the road network (not including gravel roads) comprising 23 percent.

The AMP determined that the short-term (0 to 5 years) average annual expenditure requirement to maintain these assets would be \$1,688,410, while the six year capital expended on municipal infrastructure was \$929,522. The mid-term (6 to 10 years) and long-term (11 to 25 years) average annual expenditure decreases to \$1,491,851 and \$1,432,426 respectively. The report focuses the need to concentrate administrative efforts on government grants to assist funding capital projects.

D. Asset Management Plan for Water and Wastewater Systems (2022)

The Asset Management Plan for Water and Wastewater Systems (WWW AMP) includes all water and wastewater assets. This infrastructure portfolio as an estimated replacement value of \$46 million. The total replacement cost of assets in "poor" condition is approximately \$400,000. An average of \$110,000 per year in rehabilitation or replacement is needed over the next five years (2022 to 2026) to maintain asset expectations and the long term (20 year) average is approximately \$95,000 per year. A Rate Study was completed in 2022 to establish a financial strategy to fund the asset expenditures recommended in the WWW Study. It was determined that the Municipality is in position to fund the capital expenditures through reasonable rate increases.

E. Community Improvement Plan (2011)

The current Official Plan designates the entire Municipality as a Community Improvement Area. One Community Improvement Plan (CIP) exists for the commercial districts of Alvinston and Inwood, to encourage restoration and rehabilitation of buildings and properties, to maintain and enhance the architectural heritage and character of these areas, and to generally encourage investment in these areas. The CIP consists of a Façade Improvement Grant program and a Tax Increment Grant program for redevelopment projects.

4. LEGISLATIVE UPDATES AND THE OFFICIAL PLAN

This section of the Background Report for the Official Plan Review identifies legislative updates related to the Municipality of Brooke-Alvinston in the Official Plan update.

A. More Homes Built Faster Act (2022)

In November 2022, the Government of Ontario passed the *More Homes Built Faster Act*, also known as Bill 23. This Act provides updates to the *Planning Act* and other pieces of legislation related to building more homes in Ontario. Relative to the Official Plan, the following sections provide the key information for the Brooke-Alvinston Official Plan Update. Although the legislation has been passed and received Royal Assent, certain parts of the legislation have not been proclaimed.

Municipal Register of Properties of Cultural Heritage Value or Interest – *Ontario Heritage Act*

The *More Homes Built Faster Act, 2022* introduced several changes regarding the Municipal Register, summarized as follows:

- Information included in the Municipal Register must be accessible to the public on the municipality's website (not proclaimed into law).
- Previously there were no prescribed criteria for determining properties of cultural heritage value or interest for non-designated properties on the Municipal Register. The Province has prescribed and requires that properties meet prescribed criteria prior to their inclusion on the Municipal Register.
- Non-designated properties are required to be removed from the Municipal Register under the following circumstances:
 - Council withdraws the notice of intention to designate a property;
 - Council does not pass a By-law designating a property in accordance with legislative timelines, following issuance of notice of intention to designate a property;
 - The Ontario Land Tribunal repeals or directs Council to repeal a designating By-law;
 - Properties included in the Municipal Register after the *More Homes Built Faster Act, 2022* came into force are required to be removed from the Municipal Register if Council does not give a notice of intention to designate the property before the second anniversary of the day the property was included in the Municipal Register; and
 - Properties included in the Municipal Register before the *More Homes Built Faster Act, 2022* came into force are required to be removed from the Municipal Register if Council does not give a notice of intention to

designate the property before the second anniversary of the day the *More Homes Built Faster Act, 2022* came into force.

- Council is no longer required to consult the Municipal Heritage Committee to remove non-designated properties from the Municipal Register, if a property is required to be removed from the Municipal Register for reasons put in place under the *More Homes Built Faster Act, 2022*.
- Properties required to be removed from the Municipal Register are not permitted to be reincluded on the Municipal Register for a period of five (5) years.
- Heritage Conservation Districts must meet any criteria that may be prescribed for determining cultural heritage value or interest. The Province is also considering establishing processes for amending and repealing by-laws adopting Heritage Conservation Districts and Heritage Conservation District Plans, to be prescribed through future regulations.
- Ontario Regulation 9/06: Criteria for Determining Cultural Heritage Value or Interest has been updated, as follows:
 - New properties listed on the Municipal Register required to meet at least one (1) criteria;
 - Newly designated properties must meet at least two (2) criteria;
 - 25% percent of properties within new Heritage Conservation Districts must at least two criteria; and
 - Prescribed criteria continue to relate to design value or physical value, historical value or associative value, and contextual value.

Designation Properties following Prescribed Events – *Ontario Heritage Act*

As part of the *More Homes, More Choice Act, 2019*, the Province made a number of changes to the *Ontario Heritage Act*. This included a change that a municipality may not give notice of intention to designate a property after 90 days have elapsed from a prescribed event. These prescribed events included applications under the *Planning Act*, for Official Plan Amendment, Zoning By-law Amendment, and Plan of Subdivision. The *Ontario Heritage Act* has further been amended to only permit a municipality to designate a property following a prescribed event if the property is listed on the Municipal Register.

Additional Residential Units

Three (3) residential units are permitted “as of right” for properties containing a single-detached, semi-detached or row house dwelling on a property that is zoned for residential use in urban serviced areas. The changes supersede local official plans and zoning to automatically apply province-wide to any parcel of land where residential uses are permitted in settlement areas with full municipal water and sewage services (except for legal non-conforming uses such as existing houses on hazard lands). Official Plans and Zoning By-laws are not permitted to require more than one (1) parking space per residential unit or provide for a minimum unit size.

Public Meetings for Plans of Subdivision

Public meetings for a plan of subdivision are no longer required. The County Official Plan, Policy 10.9.1(b), requires public meetings for plans of subdivision. The Brooke-Alvinston Official Plan will need to comply with the legislation.

Parkland Dedication

The *Planning Act* has been updated to reduce parkland dedication requirements and further alter what was implemented in the *Planning Act* in 2019 (see below) through the *More Homes, More Choice Act, 2019*. The following is a summary of the changes introduced regarding parkland dedication. The Municipality’s parkland dedication by-law and process should be reviewed. For the parkland dedication requirements, only the maximum alternative rate will be updated in the Official Plan. The remaining details are provided for information.

1. For developments or redevelopments that include an affordable or attainable housing component, the maximum amount of parkland that could be collected is based on the number of residential units that are not considered to be attainable or affordable.
2. Parkland dedication is not permitted to be collected for non-profit housing.
3. Parkland dedication is not permitted to be collected for additional residential units within or ancillary to a single-detached, semi-detached or rowhouse.
4. Reduce the maximum alternative rate of parkland dedication to:
 - one hectare (ha) per 600 units (down from one ha per 300 net residential units) for the conveyance of land; and
 - one ha per 1000 units (down from one ha per 500 net residential units) for cash-in-lieu;

- Provide for the deduction of any existing residential units on the lands prior to redevelopment from the determination of unit count for the purposes of the alternative rates outlined above;
5. Caps on parkland dedication requirements have been put in place in circumstances where the alternative rate is used, as follows:
- 10% of the value of the land, if the land proposed for development is 5 ha or less in area; and
 - 15% of the value of the land, if the land proposed for redevelopment is greater than 5 ha in area.
6. Other provisions have been approved that address the implementation of parkland dedication:
- Permit a municipality to accept encumbered land, and permit an owner of land to appeal a decision of a municipality not to accept parkland;
 - Applicable parkland dedication requirements are determined as of the date a site plan application (or zoning application, if site plan control is not applicable) is made, provided that a building permit is obtained within two years of site plan approval; and
 - Require municipalities to spend or allocate at least 60% of the funds in its cash-in-lieu of parkland account annually.

The transition provisions generally provide that the above apply to any development that does not yet have a building permit.

Community Benefits Charges

Municipalities may now enter into development agreements where owners of land would be providing facilities, services or matters required because of development or redevelopment in the area to which the Community Benefits Charges by-law applies. The *More Homes Built Faster Act, 2022* also changed the maximum amounts that can be collected as part of a community benefits charge. This amount is related to the floor area of building or structure proposed to be erected, excluding affordable and attainable residential units.

Site Plan Control

The *More Homes Built Faster Act, 2022* includes the following changes regarding Site Plan Control:

- remove the ability to apply site plan control with respect to the construction erection or placing of a building or structure on an urban parcel of land containing less than 10 residential units.
- remove the ability to control exterior design or the appearance of elements, facilities and works on lands or adjoining highways through Site Plan Control.

B. Supporting People and Businesses Act (2021)

In 2021, the Province of Ontario enacted legislation called *Supporting People and Businesses Act, 2021*. This legislation provides the ability for municipalities to delegate certain decisions to municipal staff. The decisions are considered to be more routine decisions and could include matters such as temporary use by-laws, removal of holding symbols and other minor zoning by-law amendments. In order to delegate this authority, the legislation requires municipalities to provide Official Plan policies to enable these delegated decisions. The update to the Brooke-Alvinston Official Plan will include these policies; Brooke-Alvinston Council will need to address which decisions are delegated (and to whom – staff, committee etc.) through a By-law adopted by Council.

C. More Home, More Choice: Ontario's Housing Supply Action Plan (2019)

In May 2019, the Ontario Government released the Housing Supply Action Plan. The Housing Supply Action Plan is to address Ontario's housing issues through actions in five key areas:

- Speed – time to delivery of new housing
- Cost – overall cost of development including infrastructure to service development
- Mix – ensuring housing choice through a mix of housing types
- Rent – ensuring a mix of tenure choices are available for Ontarians
- Innovation – supporting new ideas and creativity in delivering housing in Ontario

This section of the Background Report focuses on those areas of the Official Plan Review that are not addressed elsewhere (particularly the Provincial Policy Statement and the County of Lambton Official Plan) and is not an exhaustive review of the Housing Supply Action Plan. Some of the key actions in the Housing Supply Action Plan are implemented through other legislation such as the Ontario *Heritage Act*, the

Endangered Species Act, the *Conservation Authorities Act*, and more. Key opportunities the Housing Supply Action Plan relative to the Official Plan are:

Community Planning Permit System (CPPS)

This is a system that combines the existing Minor Variance and Site Plan process into one “permit” for the development. This type of system is more predictable in terms of what development will occur. More specifically, a community planning permit system allows Council to create a by-law similar to a zoning by-law with one exception: the by-law will also include how much flexibility is available. For example, a community planning permit by-law could identify a front yard setback of 6 m with flexibility of up to 2 m (i.e. reducing to 4 m the front yard setback) and that the permit could be issued. With a more typical Zoning By-law, this type of variance would need a Committee of Adjustment application. Using the Community Planning Permit By-law, the flexibility is built in to allow the permit to be issued.

A second aspect of the CPPS which streamlines development approval is delegation of decisions to a staff person in the municipality. Once the CPPS By-law is adopted by Council, the decisions can be done at a staff level because Council has established what is permitted, how much flexibility is acceptable, and no permit can be issued without complying to the CPPS By-law.

A Community Planning Permit System requires policies in the Official Plan to enable the specific by-laws regulating development. The Official Plan Review should include policies that address how the Municipality will develop Community Planning Permit Systems through:

1. Establish the objectives for the Community Planning Permit System
2. Identifying the entire Municipality as a Community Planning Permit System Area;
3. Requiring the creation of a background study to understand the area and/or issue(s) to be part of the Community Planning Permit System.
4. Requiring public engagement on the Community Planning Permit System background study;
5. Establishing policies on permitted uses, standards of development, and that the Community Planning Permit System shall incorporate variations on use and standards;
6. Establishing requirements for a complete permit application;
7. Establishing the criteria for reviewing a permit application;

8. Establishing the requirements for agreements and financial securities to implement the permit system;
9. Establishing the ability for Council to delegate approval of permits and execution of agreements to staff.

Inclusionary Zoning

Section 16(4) of the *Planning Act* authorizes municipalities to use inclusionary zoning. Although not mandated for Brooke-Alvinston at this time, policies could be included to enable the use of inclusionary zoning, should this be something the Municipality later chooses to pursue or is mandated to pursue.

Density Bonusing and Community Benefits Charges

In July 2020, the Ontario government passed Bill 197 – The COVID-19 Economic Recovery Act 2020. One section of the Bill implements the Housing Supply Action Plan by removing the existing Section 37 (Density Bonusing) provisions of the *Planning Act* and instituting a “Community Benefits Charge”. The Community Benefits Charge is intended to create a one size fits all funding approach for certain services defined in the legislation:

- libraries
- long-term care
- park development (excluding parkland acquisition)
- public housing
- recreation
- childcare
- housing services (e.g. affordable housing & shelters)
- by-law enforcement and court services
- emergency preparedness

The legislation further stipulates that the Community Benefits Charge will not apply in the following circumstances:

- development of a proposed building or structure with fewer than five storeys at or above ground;

- development of a proposed building or structure with fewer than 10 residential units;
- redevelopment of an existing building or structure that will have fewer than five storeys at or above ground after the redevelopment;
- redevelopment that proposes to add fewer than 10 residential units to an existing building or structure; or
- such types of development or redevelopment as are prescribed in future regulations.

In order to implement a Community Benefits Charge, a Community Benefits Strategy must be prepared. The Official Plan will need to be updated to reflect this change in the *Planning Act* as well as establish policies for the preparation of the Community Benefits Charge, should the municipality choose to use it in future.

Parkland Dedication

Bill 197 also made the following changes to the *Planning Act* regarding parkland dedication requirements:

1. Public notice and consultation required before passing an alternative rate by-law, which can now be appealed to the Ontario Land Tribunal.

The alternative rate currently specified in the Municipality's OP will need to be reviewed in light of Bill 23 (see above).

5. EMERGING ISSUES

A. Green Energy Projects

In 2019, the Ontario government enacted Bill 34 which included changes to Ontario's *Planning Act* relating to green energy projects. Green energy projects are typically wind energy projects and solar energy projects. Decisions on green energy projects are now made locally with municipal Councils responsible for decisions. Green energy project decisions by a Council cannot be appealed to the Ontario Land Tribunal.

1. The Municipality's current Official Plan policies have strong policies on green energy projects. These policies were written when the Municipality was a commenting agency on provincial decision-making processes. The policies need to be updated to reflect:
2. A rezoning is required for a green energy project (wind and/or solar) outside the settlement areas;

3. Large scale wind and/or solar projects are not permitted in the settlement areas;
4. Large scale wind and/or solar projects are not permitted in the Restricted Agricultural Area;
5. Only small-scale wind and solar installations will be permitted in residential areas in the settlement areas;
6. Solar panels will be encouraged on buildings in industrial and commercial areas (not including the Central Commercial Area);
7. The Zoning By-law will establish distance separation from sensitive land uses; and,
8. Clarifying the decision-making process for the Municipality.

B. Cannabis Facilities

Cannabis cultivation and processing are new issues facing Ontario municipalities. Municipalities are typically addressing a multitude of issues in addressing land use policy for cannabis facilities. Most municipalities address both urban and agricultural areas for cannabis facilities. The policy updates will address key points of land use compatibility: land use compatibility to sensitive land uses (residential, day care centres, nursing/retirement homes) through the use of Ontario's D-6 Guidelines between Industrial Facilities; addressing issues such as light, parking, waste management, security, stormwater management, traffic, odour, and more. Outdoor growing is more typically seen in agricultural areas and is a growing operation where the crop is grown in fields. As outdoor growing is more challenging to address impacts, enhanced planning applications should be required.

C. Short-term Rentals

With the increasing popularity of online platforms, most notably Airbnb, short-term rentals have become an issue for municipalities. While short-term rentals offer residential or vacation property owners a mechanism for generating supplementary income from what might otherwise be vacant units or underutilized space within dwellings they occupy, they can also impact their neighbours and the surrounding community. This was a perspective provided by residents at the Special Council Public Meeting (under Section 26 of the *Planning Act*) and in some instances regarding houses where weekend events were held via a short-term rental.

Municipalities in Ontario are regulating short-term rentals via Zoning By-law Amendments and, in some instances, municipal licensing to ensure residential dwellings cannot function solely as a short-term rental. Zoning provisions typically address the following:

1. Define short-term rentals as home-based businesses wherein a dwelling unit is rented for a period not exceeding a specified number of consecutive days and a maximum number of days in total per calendar year.
2. Require that short-term rentals be the primary residence of the operator.
3. Include parking requirements for short-term rentals to ensure parking is not spilling onto local streets.

It is important to note that the most effective tools to regulate short-term rentals are Zoning and Licensing. An Official Plan can provide overall policy direction; experience is showing that municipalities that update their Zoning By-laws have the most meaningful impact in addressing the issues that can be associated with short-term rentals.

6. NEXT STEPS

This Background Report, together with the Community Survey Report, are the two major review documents that will form the basis of the draft update to the Municipality Official Plan. In 2023, a draft update to the Official Plan will be provided for Council and the community to review.



PORT COLBORNE

Development and Legislative Services

Municipal Offices: 66 Charlotte Street
Port Colborne, Ontario L3K 3C8 · www.portcolborne.ca

"

T 905.835.2900 ext 106 F 905.834.5746

E charlotte.madden@portcolborne.ca

April 11, 2023

Municipality of Trent Lakes
760 Peterborough County Road 36
Trent Lakes, ON K0M 1A0

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
minister.mah@ontario.ca
The Honourable Doug Ford, Premier of Ontario
premier@ontario.ca
The Honourable Dave Smith, MPP Peterborough-Kawartha
dave.smithco@pc.ola.org
The Honourable Michelle Ferreri, MP Peterborough-Kawartha
michell.ferreri@parl.gc.ca
Curve Lake First Nation
audreyp@curvelake.ca
The Association of Municipalities Ontario
amo@amo.on.ca

Re: Municipality of Trent Lakes – Oath of Office

Please be advised that, at its meeting of March 14, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That correspondence received from the Municipality of Trent Lakes regarding Oath of Office, be supported.

A copy of the above noted resolution is enclosed for your reference.

Sincerely,

Charlotte Madden
Acting City Clerk

Cc: All Ontario Municipalities



760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

February 28, 2023

Via email only

To: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
minister.mah@ontario.ca
 The Honourable Doug Ford, Premier of Ontario
doug.fordco@pc.ola.org
 The Honourable Dave Smith, MPP Peterborough-Kawartha
dave.smithco@pc.ola.org
 The Honourable Michelle Ferreri, MP Peterborough-Kawartha
michelle.ferreri@parl.gc.ca
 Curve Lake First Nation
audreyp@curvelake.ca
 The Association of Municipalities Ontario
amo@amo.on.ca

Re: Oath of Office

Please be advised that during their Regular Council meeting held February 21, 2023, Council passed the following resolution:

Resolution No. **R2023-119**

Moved by Councillor Franzen
 Seconded by Deputy Mayor
 Armstrong

Whereas most municipalities in Ontario have a native land acknowledgement in their opening ceremony; and

Whereas a clear reference to the rights of Indigenous people is the aim of advancing Truth and Reconciliation; and

Whereas Call to Action 94 of the Truth and Reconciliation Commission of Canada called upon the Government of Canada to replace the wording of the Oath of Citizenship to include the recognition of the laws of Canada including Treaties with Indigenous Peoples; and

Whereas on June 21, 2021 an Act to amend The Citizenship Act received royal assent to include clear reference to the rights of Indigenous peoples aimed at advancing the Truth and Reconciliation Commission's Calls to Action within the broader reconciliation framework; and

Whereas the Truth and Reconciliation Commission of Canada outlines specific calls to action for municipal governments in Canada to act on, including education and collaboration;

Therefore be it resolved that Council request to the Minister of Municipal Affairs and Housing that the following changes be made to the municipal oath of office: I will be faithful and bear true allegiance to His Majesty King Charles III and that I will faithfully observe the laws of Canada including the Constitution, which recognizes and affirms the Aboriginal and treaty rights of First Nations, Inuit and Metis peoples; and further

That this resolution be forwarded to the Association of Municipalities of Ontario (AMO), all Ontario municipalities, MPP Dave Smith, MP Michelle Ferreri, Premier Doug Ford and Curve Lake First Nation.

Carried.

Sincerely,

Mayor and Council of the Municipality of Trent Lakes

Cc: All Ontario municipalities



City of Stratford
Corporate Services Department
 Clerk's Office
 City Hall, P. O. Box 818
 Stratford, Ontario N5A 6W1
 Tel: 519-271-0250, extension 5237
 Email: clerks@stratford.ca
 Website: www.stratford.ca

April 17, 2023

Via email: ltcminister@ontario.ca

Ministry of Long-Term Care
 6th Floor, 400 University Avenue
 Toronto, ON M5G 1S5

Dear Hon. Paul Calandra:

Re: Resolution – Use of Long-Term Care Funding to Support Community Care Services

At their April 11, 2023 Regular Council meeting, Stratford City Council adopted the following resolution requesting the provincial government to support community driven home care services through the redirect of ministry beds in abeyance funding:

THAT staff be requested to send a letter to the provincial government to endorse the redirect of current ministry beds in abeyance funding towards the support of community care services.

We kindly request your support and endorsement.

Sincerely,

Chris Bantock

Chris Bantock
 Deputy Clerk

cc: Premier Doug Ford
 Matthew Rae, MPP
 Association of Municipalities of Ontario
 All Ontario municipalities

Ontario
Provincial
Police

Police
provinciale
de l'Ontario



Municipal Policing Bureau
Bureau des services policiers des municipalités

777 Memorial Ave.
Orillia ON L3V 7V3

777, ave Memorial
Orillia (ON) L3V 7V3

Tel: (705) 329-6200

Fax: (705) 330-4191

File number/Référence: 4000- GOV

Date: April 18, 2023

The Municipality of Brooke - Alvinston
P.O. Box 28, 3236 River Street
Alvinston, ON, N0N 1A0

Dear Chief Administrative Officer:

Re: 2024 Municipal Policing Billing Statement Property Count

Please find below your municipal property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the 2022 Assessment Roll data delivered by MPAC to municipalities for the 2023 tax year with adjustments based on the requirements defined in O. Reg. 267/14 of the Police Services Act (PSA). The property counts will be used by the OPP to help determine policing costs in the 2024 Annual Billing Statements.

Municipality	Household	Commercial & Industrial	Property Count
The Municipality of Brooke - Alvinston	1060	60	1120

The Household count is reflected in your 2022 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ) while excluding properties with structures such as towers, billboards, wind turbines, solar panels, oil or gas wells, international bridges or international tunnels. Please find the specific details on <http://www.opp.ca/billingmodel> (search for Property Count Definition document).

Please review the count for your municipality, considering the requirements defined in O. Reg 267/14, and if you continue to have any questions or concerns about your count, please contact your local MPAC Account Manager Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2022 year-end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2024 municipal billing will be adjusted for the applicable changes.

Yours truly,

Phil Whitton, Superintendent
Bureau Commander
Municipal Policing Bureau

LAMBTON GROUP POLICE SERVICES BOARD MEETING AGENDA

Location: Lambton OPP Headquarters
 Date: Wednesday, April 19, 2023
 Time: 3:00 pm
 Session: #2/2023



LAMBTON GROUP
POLICE SERVICES
BOARD

1. Call to Order
2. Declaration of Conflict of Interest
3. Adoption of the Agenda
4. Minutes of Previous Meeting
 - a) Session 1/2023, February 2023
5. Business Arising from Minutes
6. Detachment Report
 - a. January/February 2023
7. Member's Report
 - a) Greg Nemcek, Chair
8. Correspondence
 - a) CIBC – Interest for January & February
 - b) Support of Repeat Offenders Concern Resolution from Dawn-Euphemia
 - c) OAPSB Monthly Bulletin – March
 - d) OPP News Release
 - *OPP INVESTIGATING DEATH IN RURAL PARKING LOT Seeking Information on Two Additional Suspects*
9. Accounts/Finance
 - a) Accounts - April Finance report up to March 31



Accounts/Finance
 April 2023 - Session 2
 Paid up to March 31, 2023

GENERAL

Paid to:	Description	Amount	Note
EASTLINK	Forest Internet	\$ 279.82	
EASTLINK	Forest Internet	\$ 282.41	
INTACT PUBLIC ENTITIES	Annual Insurance	\$ 9,372.24	
MINE & YOURS	JANITORIAL SERVICE FOREST February 2023	\$ 616.98	
MINE & YOURS	JANITORIAL SERVICE CORUNNA February 2023	\$ 1,423.80	
MINISTER OF FINANCE	POLICING CONTRACT & incidentals - February 2023	\$ 803,863.92	
MINE & YOURS	JANITORIAL SERVICE FOREST March 2023	\$ 616.98	
MINE & YOURS	JANITORIAL SERVICE CORUNNA March 2023	\$ 1,423.80	
County of Lambton	Support Services	\$ 714.14	
TOWNSHIP OF ST. CLAIR	Corunna reporting station - February	\$ 25,288.00	
MINISTER OF FINANCE		\$ 414.29	
MINISTER OF FINANCE		\$ 820.38	
STAFF RE-IMBURSEMENT	MAIL OUT	\$ 48.04	
NO ONE STANDS ALONE	community initiative	\$ 1,000.00	
SPEAKERS BUREAU OF CANADA INC		\$ 3,650.00	
COUNTY OF LAMBTON		\$ 43.20	
MINISTER OF FINANCE	POLICING CONTRACT - March 2023	\$ 733,286.44	
TOWNSHIP OF ST. CLAIR	Corunna reporting station - March	\$ 25,288.00	
		\$ 1,630,434.44	

GRANT

CMHA	Salary	\$ 2,057.23	MHRT
CMHA	Salary	\$ 1,481.00	MHRT
Officer re-imburement	Conference & Training	\$ 443.20	3-in-1
Officer re-imburement	Pislin Clothes	\$ 366.33	3-in-1
Officer re-imburement		\$ 468.72	3-in-1
Officer re-imburement		\$ 129.00	3-in-1
Officer re-imburement		\$ 356.33	3-in-1
VICTIM SERVICES OF SARNIA LAMBTON		\$ 2,000.00	3-in-1
SEXUAL ASSAULT SURVIVORS' CENTRE SARNIA&AS		\$ 1,313.08	3-in-1
SARNIA-LAMBTON REBOUND		\$ 3,009.81	MHRT
CMHA	Salary	\$ 6,208.38	MHRT
Officer re-imburement		\$ 132.00	3-in-1
		\$ 18,361.48	

b) Budget Update:

LGPSB 2023 BUDGET -up to March 31 2023				
Revenue				
Acct Code	Account Name	2023 Budget	2023 Year to date (as of end March)	Diff
70-3-0200-0310	LGPSB Provincial Grant- MHRT	\$ 126,410.00	\$ 5,512.00	\$ 120,898.00
70-3-0200-0313	LGPSB Provincial Grant - RIDE program		\$ -	\$ -
70-3-0200-0315	LGPSB Prov Grant-C.S. Prisoner Transport	\$ 25,000.00	\$ -	\$ 25,000.00
70-3-0200-0325	LGPSB Prov Grant-Project 1-in-3	\$ 256,786.00	\$ -	\$ 256,786.00
70-3-0200-1010	LGPSB Federal Grants	\$ -	\$ -	\$ -
70-3-0200-1110	LGPSB Other Municipalities	\$ 9,256,845.00	\$ 2,218,465.00	\$ 7,038,380.00
70-3-0200-6110	LGPSB F&D Chgs-Insurance Reports	\$ 70,000.00	\$ 18,116.56	\$ 51,883.44
70-3-0200-7010	LGPSB Investment Income-CKLAG	\$ 9,000.00	\$ -	\$ 9,000.00
70-3-0200-8010	LGPSB Other Revenue	\$ -	\$ -	\$ -
70-3-0200-8015	LGPSB Other Revenue-Charge to Members	\$ 69,000.00	\$ 17,250.03	\$ 51,749.97
70-3-0200-8090	LGPSB Other Revenue-Recoveries Property	\$ 126,202.00	\$ -	\$ 126,202.00
70-3-0200-8095	LGPSB Other Revenue-Surplus	\$ -	\$ -	\$ -
70-3-0200-9920	LGPSB Transfer from Reserve	\$ -	\$ -	\$ -
	Total Revenue:	\$ 9,939,243.00	\$ 2,259,343.59	\$ 7,679,899.41
Operating Expense				
70-4-0200-0180	LGPSB Wages-Honorarium	\$ 7,179.70	\$ -	\$ 7,179.70
70-4-0200-0510	LGPSB Building Rent	\$ 1,106,167.20	\$ 50,576.00	\$ 1,055,591.20
70-4-0200-0525	LGPSB Building Repair/Mtce	\$ -	\$ -	\$ -
70-4-0200-0570	LGPSB Utilities Hydro	\$ -	\$ -	\$ -
70-4-0200-0575	LGPSB Utilities Gas	\$ -	\$ -	\$ -
70-4-0200-0586	LGPSB Adm-Janitorial	\$ 25,000.00	\$ 3,632.84	\$ 21,367.16
70-4-0200-0610	LGPSB Adm-Travel	\$ 3,000.00	\$ -	\$ 3,000.00
70-4-0200-0628	LGPSB Adm-Training	\$ 1,000.00	\$ -	\$ 1,000.00
70-4-0200-0629	LGPSB Adm-Memberships	\$ 3,200.00	\$ -	\$ 3,200.00
70-4-0200-0640	LGPSB Adm-Postage & Courier	\$ 120.00	\$ 45.90	\$ 74.10
70-4-0200-0660	LGPSB Adm-Office Supplies	\$ 33.10	\$ -	\$ 33.10
70-4-0200-0677	LGPSB Adm-Bank Charges	\$ -	\$ -	\$ -
70-4-0200-0679	LGPSB Adm-Accounting Fees	\$ 3,200.00	\$ -	\$ 3,200.00
70-4-0200-0683	LGPSB Adm-Insurance Fees	\$ 7,600.00	\$ -	\$ 7,600.00
70-4-0200-0655	LGPSB Adm-Miscellaneous	\$ 3,500.00	\$ 766.76	\$ 2,733.24
70-4-0200-0659	LGPSB Adm-Amortization Expense	\$ 1,800.00	\$ -	\$ 1,800.00
70-4-0200-0610	LGPSB Adm-Audit Fees	\$ 7,200.00	\$ -	\$ 7,200.00
70-4-0200-0836	LGPSB P5-Contract-General	\$ -	\$ -	\$ -
70-4-0200-8510	LGPSB S.D.-Provincial Contract	\$ 9,256,845.00	\$ 2,218,464.00	\$ 7,038,381.00
70-4-0200-8512	LGPSB S.D.-Corunna CPC - Building Rent	\$ -	\$ -	\$ -
70-4-0200-8513	LGPSB S.D.Programs- RIDE	\$ -	\$ -	\$ -
70-4-0200-8514	LGPSB S.D.-Programs - MHRT	\$ 126,410.00	\$ 36,496.07	\$ 89,913.93
70-4-0200-8520	LGPSB S.D.Programs- 3 in 1	\$ 256,786.00	\$ 46,176.88	\$ 210,609.12
70-4-0200-8545	LGPSB S.D.-Operating/Contingency Reserve	\$ -	\$ -	\$ -
70-4-0200-8550	LGPSB S.D.-Deficit	\$ -	\$ -	\$ -
70-4-0200-9920	LGPSB Transfer to Reserve	\$ -	\$ -	\$ -
	Total Expenses:	\$ 10,809,041.00	\$ 2,356,160.45	\$ 8,452,880.55

10. Public Input

11. Other Business

a. County of Lambton

- Ms. Valerie Colasanti, General Manager, Social Services Division and Ian Hanney, Supervisor Homelessness Prevention

12. Adjournment

Next Regular Meeting: Wednesday, June 21, 2023 at 3:00 p.m.

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: Wednesday, April 19, 2023 10:47 AM

To: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Subject: Save the date - Provincial Day of Action on Litter - (May 9, 2023) / Invitation à prendre date de la Journée provinciale d'action contre les débris, le 9 mai 2023

Hello,

We are excited to invite you to save the date to celebrate the fourth annual Provincial Day of Action on Litter, taking place on Tuesday, May 9, 2023! Ontario's annual Day of Action on Litter encourages individuals, students, municipalities and businesses across the province to work together to raise awareness about the impacts of litter and waste and take part in a litter cleanup.

We hope you will be able to join us in promoting and supporting the 2023 Day of Action.

Specifically, we welcome your support for a successful 2023 Day of Action by:

- promoting public participation in a cleanup on Tuesday, May 9 or on the weekends surrounding the Day of Action on Litter and educate participants on the impact of litter and waste using your communications channels.
- hosting a litter cleanup and inviting the public, volunteers, employees, or members to participate.
- posting to your social media accounts on May 9, 2023 to officially recognize the day, using the hashtag #actONlitter, and follow us for more posts to share.

The Ministry of the Environment, Conservation and Parks will provide further resources to support the 2023 Day of Action on Litter shortly, including a litter clean up reporting form closer to the date.

We know there is still more to do to reduce waste and litter and keep our land and water clean and healthy, and that Ontarians will do their part to make this happen. We hope you will help us continue to build awareness and to keep our communities clean!

If you have any questions, please reach out to actONlitter@ontario.ca.

Thank you for your support in working together to keep our province clean.

David Piccini
Minister of the Environment, Conservation and Parks

SYDENHAM RIVER CANOE AND KAYAK RACE 2023

Supporting Outdoor Education

SUNDAY, APRIL 30, 2023

Shuttles, Race Prep, and Registration - 10:00 am to 11:00 am

Race Briefing - 11:20 am

Races Start - 11:30 am

REGISTRATION

Registration - \$10.00 per person

Pre-register online at www.scrca.on.ca/events (until April 26th)

OR

Register in-person the morning of the event (cash only)



**Purchase your Sydenham River
Canoe Race T-shirt!
\$15.00 each (cash only)**

RACE CLASSES AND LENGTHS

7 km - Recreation; Lazy River Class; VIP;
Touring (over 50 y/o); Short Kayak

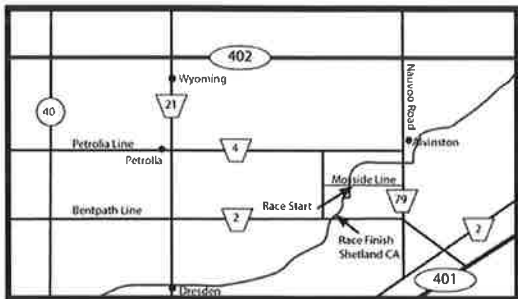
12 km - Rec Tandem Men; Rec Tandem Mixed;
Long Rec Kayak

16 km - Pro C2 Men; Pro C2 Mixed; Fast Kayak

**TROPHIES FOR 1ST PLACE
WINNERS AND
THE TEAM WITH THE MOST
MONEY RAISED!**

IMPORTANT INFORMATION

- All canoes must have a whistle, bailer, 50 feet of rope, and approved PFDs for each paddler
- A shuttle service is available between the race start and end locations between 10 am - 11 am
- To download a copy of the fundraising pledge form visit our website at scrca.on.ca/events
- Funds raised support conservation education
- Race recognized by the Ontario Marathon Canoe and Kayak Racing Association



LOCATION

Race Start: Mossie Line (Euphemia Sideroad 30-31)

(42 44' 00.80" N, 81 55' 50.15" W)

Race Finish: Shetland Conservation Area

(42 42' 34.72" N, 81 58' 26.40" W)

WWW.SCRCA.ON.CA/EVENTS



APR 14 2023



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

I hereby give notice that the Black 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)

___ 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:

Was augered out 2022, it drained the field but
having same issue now

Property Description: Lot 5291 Concession R Roll Number _____

911 address 2839 Cameron Rd.

Dated at the Municipality of Brooke-Alvinston this 14 day of April, 2023

Ronald E. Clements
Name-please print

Name-please print

Ronald E. Clements
Signature

Signature

Telephone

(son)

Email address: _____

Additional Comments if any:

APR 20 2023



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

I hereby give notice that the SWARTZ - TAIT 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:

Modify either ditch from corner of Ebenezer Rd + Oil Springs line (lot 12 3/4 1/4 - 12 Sideroad + Conc 3) to the SWARTZ-TAIT drain - located west of Swartz property line

Property Description: Lot 12 Concession 3 Roll Number 3815 120 010 144 0000 (west)

911 address 2641 Ebenezer Rd. Alvinston ON

Dated at the Municipality of Brooke-Alvinston this 20 day of April, 20 23

Sandra M.J. Swartz

Name-please print

Sandra M.J. Swartz

Signature

Telephone#



John Mike Simatovic

Name-please print

John Mike Simatovic

Signature

Telephone#



Email address: S [redacted] @brktel.on.ca

Additional Comments if any:

ditch has never been re-dug, seedlings + other over growth removed. We are concerned the ditch westerly from corner does NOT drain into SWARTZ-TAIT drain - although we pay maintenance fees on the Taxes. Please see attached email to Mayor

JMS



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

I hereby give notice that the 12th Conc Road 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)

___ 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:

Field Access needs replaced because the
culvert and end wall are collapsing

Property Description: Lot 3 Concession 13 Roll Number _____

911 address _____

Dated at the Municipality of Brooke-Alvinston this 10 day of April, 2023

Mike Shamblaw

Name-please print

[Signature]

Signature

Laura Shamblaw

Name-please print

[Signature]

Signature

Telephone# [Redacted]
Home

[Redacted]
Cell

Email address: mlshamblaw@brktel.on.ca

Additional Comments if any:

Ministry of Agriculture,
Food and Rural Affairs

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

Office of the Minister

Bureau du ministre

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

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



Ontario

April 20, 2023

David Moores
Superintendent
Drainage Services
Municipality of Brooke Alvinston
david@dobbineng.com

Dear Mr. Moores:

Thank you for your letter dated April 5, 2023, requesting an emergency designation under Section 124 of the [Drainage Act](#) for replacement of a residential access culvert over the municipal drain known as the Wilcox Drain in the N. pt. Lot 1, Concession 13 within the Municipality of Brook Alvinston.

Your letter and the accompanying photographs demonstrate that the residential access culvert is collapsing, creating a sink hole causing a safety hazard for the landowner and farming equipment. You indicate that you have inspected the culvert and determined that the culvert has failed throughout and is unsafe to cross. Further, this is the only access to the property and the culvert needs to be replaced as soon as possible.

You also indicate that a request was made to the municipality to replace the culvert over the drain by the owner, Christa Sawyer. However, the drainage reports do not provide for culvert replacements and therefore, this access cannot be replaced under maintenance.

You indicate that R. Dobbin Engineering Inc. has been appointed Drainage Superintendent, to prepare a report on the Wilcox Drain recommending the full replacement of the crossing in accordance with Section 78 of the *Drainage Act*.

After considering this information, I hereby designate the replacement of the residential access culvert over the municipal drain known as the Wilcox Drain in N. pt. Lot 1, Concession 13, within the Municipality of Brook Alvinston to be an emergency within the meaning of Section 124 of the *Drainage Act*.

.../2

- 2 -

This designation is granted on the condition that the replacement is made under the supervision of R. Dobbin Engineering Inc., appointed by council under Section 78 of the *Drainage Act*. Any additional drain improvements will need to progress through the normal *Drainage Act* process. Since the total project cost is unknown at this time, all involved property owners must be given an opportunity to appeal their share of the project cost to the appeal bodies established under the act.

Please note that this emergency designation does not exempt you and your municipality from any approvals that may be required from other agencies including the local conservation authority and Fisheries and Oceans Canada.

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/>.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - March 2023
Meeting: Council - 27 Apr 2023
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for March 2023.

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 - March 2023](#)

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 03-01-23 to 03-31-23 Paid Invoices Cheque Date 03-01-23 to 03-31-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0020	003516 JILLIAN HILLS	MAR2023 REFUND-UPPER HALL	03-01-23	03-01-23	25.28
01-0000-0451	000176 LAMBTON KENT DISTRICT SCHOOL BOARD	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	-8,700.47
01-0000-0498	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0323 RWAM BENEFITS	03-01-23	03-01-23	3.14
01-0000-2250	000276 ST. CLAIR CATHOLIC DISTRICT SCHOOL BD.	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	14.36
01-0000-2250	000277 CONSEIL SCOLAIRE VIAMONDE	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	21.42
01-0000-2250	000278 CONSEIL SCOLAIRE CATHOLIQUE PROVIDEN	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	97.50
		Account Total			133.28
01-0000-2271	003361 GM CONSTRUCTION	812 ZAVITZ-CAMPBELL HOLDBACK	03-07-23	03-07-23	3,869.57
01-0000-2423	002523 LESLIE DOUGLAS	MAR2023 REFUND OF NOMINATION FEE	03-28-23	03-28-23	100.00
01-0000-2423	003086 DON MCCABE	MAR2023 REFUND OF NOMINATION FEES	03-28-23	03-28-23	100.00
		Account Total			200.00
01-0000-2425	003148 CHRIS CLARK	MAR 2023 BUILDING PERMIT CLOSED-SHED	03-15-23	03-15-23	379.57
01-0000-2425	003429 DANNY KETTLEWELL	MARCH2023 REFUND DEPOSIT BUILDING PERMIT	03-28-23	03-28-23	470.78
		Account Total			850.35
01-0000-2426	000018 CLOVER MART	0023 FOOD BANK PURCHASES	03-07-23	03-07-23	294.54
01-0000-2426	000018 CLOVER MART	0024 FOOD BANK	03-15-23	03-15-23	107.82
01-0000-2426	000018 CLOVER MART	0025 FOOD BANK PURCHASES	03-30-23	03-30-23	239.46
01-0000-2426	003487 RICCO FOOD DISTRIBUTOR	00608784 FOOD BANK	03-15-23	03-15-23	215.50
01-0000-2426	003517 NATURALLY GRAZED INC.	47 FOOD BANK PURCHASES	03-07-23	03-07-23	975.00
01-0000-2426	002996 NANCY FAFLAK	MAR2023 FOOD BANK PURCHASES	03-07-23	03-07-23	329.54
01-0000-2426	000185 DON MCGUGAN	MAR2023 FOOD BANK PURCHASES	03-30-23	03-30-23	1,118.38

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 03-01-23 to 03-31-23 Paid Invoices Cheque Date 03-01-23 to 03-31-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					3,280.24
Department Total					-338.61

LICENCES, PERMITS, RENTS

01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	-425.00
Department Total					-425.00

GOVERNANCE

01-0240-7398	002408 JEANNETTE DOUGLAS	MAR2023 SENIORS ADVISORY COMMITTEE	03-09-23	03-09-23	100.00
01-0240-7399	000161 MUNRO HONEY	12677 DOOR PRIZES	03-28-23	03-28-23	90.00
01-0240-7399	003217 MUN OF BROOKE-ALVINSTON - EFT	338364 POSTAGE-SENIOR OF THE YEAR	03-15-23	03-15-23	17.33
01-0240-7399	002882 LIANA RUSSWURM	MARCH2023 MOU-BLOG WRITING	03-01-23	03-01-23	750.00
01-0240-7399	002060 LAMBTON COUNTY RURAL GAME PROTECTIV	MARCH2023 MEMBERSHIP RURAL GAME	03-30-23	03-30-23	250.00
Account Total					1,107.33
Department Total					1,207.33

COUNCIL SUPPORT

01-0241-7117	003503 GREEN SHIELD CANADA	13871000-0323 BENEFITS (MARCH)	03-01-23	03-01-23	910.96
01-0241-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0323 RWAM BENEFITS	03-01-23	03-01-23	331.02
Account Total					1,241.98
01-0241-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	72.56
01-0241-7325	000279 BMO BANK OF MONTREAL	0502677-2303 AMCTO CONFERENCE	03-07-23	03-07-23	823.77
01-0241-7325	000279 BMO BANK OF MONTREAL	0502677-2303 OMAA CONFERENCE ACCOMODATIONS	03-07-23	03-07-23	265.55
Account Total					1,089.32
01-0241-7350	002572 JANET DENKERS	MARCH2023 EXPENSES	03-30-23	03-30-23	76.80
Department Total					2,480.66

CORPORATE MANAGEMENT

01-0250-7117	003503 GREEN SHIELD CANADA	13871000-0323 BENEFITS (MARCH)	03-01-23	03-01-23	1,111.84
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Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 03-01-23 to 03-31-23 Paid Invoices Cheque Date 03-01-23 to 03-31-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0323 RWAM BENEFITS	03-01-23	03-01-23	562.19
Account Total					1,674.03
01-0250-7301	000279 BMO BANK OF MONTREAL	0502677-2303 OFFICE SUPPLIES	03-07-23	03-07-23	34.58
01-0250-7301	000165 MANLEY'S BASICS	1135036 OFFICE SUPPLIES	03-07-23	03-07-23	104.06
01-0250-7301	000165 MANLEY'S BASICS	1135801 OFFICE SUPPLIES	03-28-23	03-28-23	11.23
01-0250-7301	000165 MANLEY'S BASICS	1135988 OFFICE SUPPLIES	03-28-23	03-28-23	19.80
01-0250-7301	000165 MANLEY'S BASICS	1136239 OFFICE SUPPLIES	03-30-23	03-30-23	22.46
01-0250-7301	000100 MCNAUGHTON HOME HARDWARE CENTRE	398977 WATER	03-09-23	03-09-23	3.69
Account Total					195.82
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	59.48
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	161.51
01-0250-7303	003464 FIBERNETICS CORPORATION	625295 PHONE SERVICE	03-07-23	03-07-23	62.15
Account Total					283.14
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR341452 COPIER MAINTENANCE	03-07-23	03-07-23	223.31
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	325041 OFFICE POSTAGE	03-01-23	03-01-23	831.68
01-0250-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0082140 WATER & SEWER	03-07-23	03-07-23	232.62
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20548 IT SUPPORT	03-07-23	03-07-23	211.88
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20581 IT LICENCES & SUPPORT	03-07-23	03-07-23	536.39
Account Total					748.27
01-0250-7340	002214 GERBER ELECTRIC LTD	00026893 EXIT BATTERY	03-21-23	03-21-23	31.75
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	102533 MATS	03-07-23	03-07-23	49.15
Account Total					80.90

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 03-01-23 to 03-31-23 Paid Invoices Cheque Date 03-01-23 to 03-31-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7399	000279 BMO BANK OF MONTREAL	0502677-2303 DONATION-FUNERAL	03-07-23	03-07-23	25.00
01-0250-7405	003353 BETTY MCKELLAR	FEB 2023 CLEANING	03-15-23	03-15-23	250.00
Department Total					4,544.77
FIRE STATION - ALVINSTON					
01-0411-7150	002101 LAMBTON COLLEGE	005822083-2 TRAINING EXPENSES	03-28-23	03-28-23	372.90
01-0411-7150	002224 ALL SEASONS TROPHIES	60430 TRAINING EXPENSES	03-28-23	03-28-23	197.75
01-0411-7150	000163 STEVE KNIGHT	MAR2023 NEW FF TRAINING LUNCH	03-30-23	03-30-23	115.23
Account Total					685.88
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	61.61
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	60.66
Account Total					122.27
01-0411-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0082048 WATER & SEWER	03-07-23	03-07-23	169.70
01-0411-7309	000002 ENBRIDGE GAS / UNION GAS	96278 4-2223 NATURAL GAS HEATING	03-15-23	03-15-23	281.64
01-0411-7320	002070 CANADIAN VOLUNTEER FIRE SERVICES ASSC	40043F6A-0001 MEMBERSHIPS ANNUAL	03-28-23	03-28-23	625.00
01-0411-7340	003364 R & C CLEANING	02-2023 FIREHALL CLEANING	03-07-23	03-07-23	140.00
01-0411-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	398734 FIREHALL MTCE	03-15-23	03-15-23	116.37
Account Total					256.37
01-0411-7345	003082 SENTRY FIRE PROTECTION SERVICES	155515 EXTINGUISHERS ON APPARATUS	03-15-23	03-15-23	386.44
01-0411-7360	003074 A.J. STONE CO. LTD.	0000173713 SCENE SUPPLIES	03-28-23	03-28-23	615.69
01-0411-7360	003245 BLUEWATER FIRST AID TRAINING CENTRE IN	031423-1622-E MEDICAL SUPPLIES	03-28-23	03-28-23	1,390.24
Account Total					2,005.93
01-0411-7372	002340 FLEET READY LTD.	18459 P3 REPAIRS	03-28-23	03-28-23	1,550.39

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 03-01-23 to 03-31-23 Paid Invoices Cheque Date 03-01-23 to 03-31-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7372	000163 STEVE KNIGHT	MAR2023 TRUCK BRUSHES	03-30-23	03-30-23	91.47
Account Total					1,641.86
01-0411-7460	000279 BMO BANK OF MONTREAL	0502677-2303 RADIO LICENCE	03-07-23	03-07-23	1,379.75
01-0411-7460	002223 COUNTY OF LAMBTON	37110 LICENCE FEES	03-28-23	03-28-23	403.39
01-0411-7460	002223 COUNTY OF LAMBTON	37121 RADIO SYSTEM	03-15-23	03-15-23	1,769.71
01-0411-7460	002223 COUNTY OF LAMBTON	37166 RADIO SYSTEM	03-15-23	03-15-23	784.41
Account Total					4,337.26
Department Total					10,512.35
<u>FIRE DEPARTMENT - WATFORD</u>					
01-0413-7610	000267 TOWNSHIP OF WARWICK	0073760 WATFORD FIRE GRANT	03-07-23	03-07-23	2,197.94
Department Total					2,197.94
<u>CONSERVATION AUTHORITY</u>					
01-0430-7620	000106 ST. CLAIR REGION CONSERVATION AUTH.	IN0018329 2023 LEVY	03-16-23	03-16-23	27,443.00
Department Total					27,443.00
<u>PROTECTIVE INSPECTION & CONTROL</u>					
01-0440-7470	002223 COUNTY OF LAMBTON	37179 BUILDING PERMITS	03-15-23	03-15-23	2,957.50
01-0440-7470	002223 COUNTY OF LAMBTON	37179 BUILDING PERMITS	03-15-23	03-15-23	431.40
Account Total					3,388.90
01-0440-7472	003467 J.S.G. ANIMAL REMOVAL	23142 ANIMAL CONTROL	03-07-23	03-07-23	452.00
01-0440-7476	002223 COUNTY OF LAMBTON	37180 PROPERTY STANDARDS	03-15-23	03-15-23	292.50
01-0440-7476	002223 COUNTY OF LAMBTON	37180 PROPERTY STANDARDS	03-15-23	03-15-23	42.00
Account Total					334.50
Department Total					4,175.40
<u>RT&M - BRUSHING/TREE REMOVAL</u>					
01-0547-7401	003298 SUMMIT TREE SERVICE INC.	3922 TREE REMOVAL	03-21-23	03-21-23	5,198.00
Department Total					5,198.00

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
RT&M - LITTER/GARBAGE PICKUP					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0424537-0676-6 GARBAGE PICK UP	03-01-23	03-01-23	172.64
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0425640-0676-7 GARBAGE PICK UP	03-28-23	03-28-23	175.34
Account Total					347.98
Department Total					347.98
RT&M - INTERSECTION LIGHTING					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0323 HYDRO	03-07-23	03-07-23	21.13
Department Total					21.13
RT&M - SIDEWALKS					
01-0552-7301	003169 NORTH ELEMENT INC.	3074 SIDEWALK SALT	03-07-23	03-07-23	262.73
Department Total					262.73
OVERHEAD					
01-0560-7117	003503 GREEN SHIELD CANADA	13871000-0323 BENEFITS (MARCH)	03-01-23	03-01-23	1,312.72
01-0560-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0323 RWAM BENEFITS	03-01-23	03-01-23	1,009.29
Account Total					2,322.01
01-0560-7125	000279 BMO BANK OF MONTREAL	0502677-2303 PROTECTIVE CLOTHING	03-07-23	03-07-23	2,239.00
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	102535 COVERALLS	03-07-23	03-07-23	126.28
Account Total					2,365.28
01-0560-7150	000279 BMO BANK OF MONTREAL	0502677-2303 ROADS SCHOOL	03-07-23	03-07-23	2,395.60
01-0560-7150	000279 BMO BANK OF MONTREAL	0502677-2303 ROADS SCHOOL ACCOMODATIONS	03-07-23	03-07-23	877.89
Account Total					3,273.49
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	122.79
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	120.27
Account Total					243.06
01-0560-7304	003140 ACCESS FASTENERS & SUPPLY LTD	0000134287 HARDWARE	03-01-23	03-01-23	84.67

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01-0560-7304	003136 NAPA GLENCOE	130-521282 SHOP SUPPLIES	03-15-23	03-15-23	50.71
01-0560-7304	003136 NAPA GLENCOE	130-521284 SHOP SUPPLIES	03-15-23	03-15-23	214.35
01-0560-7304	000074 MACKENZIE OIL LIMITED	328501 HYDROLIC OIL	03-15-23	03-15-23	1,535.84
Account Total					1,885.57
01-0560-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0082234 WATER	03-07-23	03-07-23	95.80
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2206-0323 HYDRO	03-15-23	03-15-23	497.10
Account Total					592.90
01-0560-7309	000002 ENBRIDGE GAS / UNION GAS	94501 0-2223 NATURAL GAS HEATING	03-15-23	03-15-23	627.79
01-0560-7310	000279 BMO BANK OF MONTREAL	0502677-2303 RADIO LICENCE	03-07-23	03-07-23	357.28
01-0560-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20548 IT SUPPORT	03-07-23	03-07-23	565.00
01-0560-7310	000131 BEARCOM CANADA CORP	5520159 GPS	03-15-23	03-15-23	335.61
Account Total					1,257.89
01-0560-7340	002214 GERBER ELECTRIC LTD	00026869 LUNCH ROOM LIGHTS	03-16-23	03-16-23	120.35
01-0560-7340	000112 NUTECH PEST SERVICES	11065 PEST CONTROL	03-01-23	03-01-23	47.46
Account Total					167.81
01-0560-7398	000074 MACKENZIE OIL LIMITED	0135473 FUEL	03-15-23	03-15-23	1,176.94
01-0560-7398	000074 MACKENZIE OIL LIMITED	823255 FUEL	03-15-23	03-15-23	1,680.80
01-0560-7398	000074 MACKENZIE OIL LIMITED	823569 FUEL	03-15-23	03-15-23	1,117.04
01-0560-7398	000074 MACKENZIE OIL LIMITED	823570 FUEL	03-15-23	03-15-23	1,627.93
Account Total					5,602.71
01-0560-7405	003353 BETTY MCKELLAR	FEB 2023 CLEANING	03-15-23	03-15-23	250.00
Department Total					18,588.51

06 STERLING PSD

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0601-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT66212 SANDER PARTS	03-30-23	03-30-23	77.81
Department Total					77.81
11 INTERNATIONAL					
01-0603-7372	003136 NAPA GLENCOE	130-521419 FILTERS FOR ENG & AIR	03-15-23	03-15-23	347.05
Department Total					347.05
18 WESTERN STAR					
01-0604-7372	003136 NAPA GLENCOE	130-521419 FILTERS FOR ENG & AIR	03-15-23	03-15-23	303.56
Department Total					303.56
97 CAT GRADER					
01-0610-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	12551 SEAL KIT	03-28-23	03-28-23	1,374.02
01-0610-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	12604 HYDRAULIC LINE	03-28-23	03-28-23	90.40
01-0610-7372	000194 VALLEY BLADES LIMITED	SV073619 GRADER BLADES	03-16-23	03-16-23	1,285.37
Account Total					2,749.79
Department Total					2,749.79
21 - CAT 150-15AWD GRADER					
01-0611-7372	000194 VALLEY BLADES LIMITED	SV073619 GRADER BLADES	03-16-23	03-16-23	1,285.38
Department Total					1,285.38
17 FORD 4X4 Diesel					
01-0620-7372	003136 NAPA GLENCOE	130-521419 FILTERS FOR ENG & AIR	03-15-23	03-15-23	164.65
Department Total					164.65
21 Dodge RAM 4 x 4 pickup					
01-0621-7372	003136 NAPA GLENCOE	130-521419 FILTERS FOR ENG & AIR	03-15-23	03-15-23	44.64
Department Total					44.64
SAND AND SALT					
01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	1148116 HIGHWAY COARSE SALT	03-07-23	03-07-23	4,000.75
Department Total					4,000.75
STREET LIGHTING - INWOOD					

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01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-0323 HYDRO	03-07-23	03-07-23	585.57
01-0752-7345	002991 BLUEWATER POWER SERVICES CORP	53459 STREET LIGHT REPAIR-INWOODS	03-01-23	03-01-23	641.37
Department Total					1,226.94

SANITARY SEWER SYSTEM

01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	149.28
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000244581 SLUDGE REMOVAL	03-01-23	03-01-23	388.72
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000244760 SLUDGE REMOVAL	03-07-23	03-07-23	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000245138 CREDIT-SLUDGE HAUL	03-15-23	03-15-23	-437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000245192 SLUDGE REMOVAL	03-16-23	03-16-23	388.72
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000245327 SLUDGE REMOVAL	03-30-23	03-30-23	388.72
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	93504217 ALUMINUM SULPHATE	03-15-23	03-15-23	2,253.45
Account Total					3,419.61
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000030082 OPERATIONS CONTRACT	03-07-23	03-07-23	9,354.39
Department Total					12,923.28

INWOOD SEWER SYSTEM

01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	49.76
Department Total					49.76

WATERWORKS SYSTEM

01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	49.76
01-0830-7432	000279 BMO BANK OF MONTREAL	0502677-2303 METER TESTING	03-07-23	03-07-23	197.75
01-0830-7432	003270 WOLSELEY CANADA INC	3078345 WATER METERS & ERT'S	03-07-23	03-07-23	2,172.99
01-0830-7432	003270 WOLSELEY CANADA INC	3126129 WATER METER PARTS	03-30-23	03-30-23	472.91
Account Total					2,843.65

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01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000030082 OPERATIONS CONTRACT	03-07-23	03-07-23	8,337.11
Department Total					11,230.52
WASTE COLLECTION					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	26849 MARCH WASTE COLLECTION	03-07-23	03-07-23	7,121.76
Department Total					7,121.76
ALVINSTON COMMUNITY CENTRE					
01-1635-7117	003503 GREEN SHIELD CANADA	13871000-0323 BENEFITS (MARCH)	03-01-23	03-01-23	1,821.92
01-1635-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0323 RWAM BENEFITS	03-01-23	03-01-23	899.70
Account Total					2,721.62
01-1635-7125	003415 GREG THORNICROFT	MAR2023 WORK BOOTS	03-30-23	03-30-23	200.00
01-1635-7150	000279 BMO BANK OF MONTREAL	0502677-2303 ORFA TRAINING	03-07-23	03-07-23	1,802.35
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	77.04
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0323 PHONE & INTERNET SERVICE	03-07-23	03-07-23	77.54
01-1635-7303	003464 FIBERNETICS CORPORATION	625295 PHONE SERVICE	03-07-23	03-07-23	33.84
Account Total					188.42
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	0082214 WATER & SEWER	03-07-23	03-07-23	1,714.87
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	0082215 WATER & SEWER	03-07-23	03-07-23	1,293.47
Account Total					3,008.34
01-1635-7307	000225 ROYAL CANADIAN LEGION, BR. 249	0042022 COMMUNITY CALENDAR	03-07-23	03-07-23	40.00
01-1635-7309	000002 ENBRIDGE GAS / UNION GAS	07207 3-0223 NATURAL GAS HEATING	03-15-23	03-15-23	8,460.34
01-1635-7340	000112 NUTECH PEST SERVICES	11064 PEST CONTROL	03-09-23	03-09-23	47.46
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	13015 GARBAGE	03-09-23	03-09-23	295.00

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01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	178362 PAPER TOWEL & SOPA	03-09-23	03-09-23	415.79
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	178590 PAPER TOWELS	03-21-23	03-21-23	736.67
01-1635-7340	003010 STEWART OVERHEAD DOOR CO. LTD.	42135 OLYMPIA DOOR	03-21-23	03-21-23	3,583.23
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	594445 CLEANING	03-09-23	03-09-23	351.54
01-1635-7340	002224 ALL SEASONS TROPHIES	60379 SIGN FOR INWOOD BOOTH	03-09-23	03-09-23	107.35
01-1635-7340	003353 BETTY MCKELLAR	8534 2 BROOMS	03-29-23	03-29-23	22.53
01-1635-7340	000362 STATE CHEMICAL LTD	902777001 WASHROOM SUPPLIES	03-09-23	03-09-23	300.58
01-1635-7340	003518 HAMSTRA CARPET ONE	CG305307 BLINDS FOR UPPER HALL	03-09-23	03-09-23	2,430.63
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00525886 WATER FOUNTAIN	03-29-23	03-29-23	525.45
		Account Total			8,816.23
01-1635-7343	003519 MAR-CO CLAY PRODUCTS INC.	95437 BASEBALL EQUIPMENT	03-21-23	03-21-23	1,610.08
01-1635-7372	002214 GERBER ELECTRIC LTD	00026851 RENTAL OLYMPIA	03-09-23	03-09-23	279.00
01-1635-7372	003029 MEGA-LAB	166816 GREASE	03-15-23	03-15-23	255.38
01-1635-7372	003482 HI TECH FUEL SYSTEMS	2416 NATURAL GAS COMPRESSOR	03-21-23	03-21-23	6,894.15
01-1635-7372	003515 2691759 ONT O/A FOREIGN POLICY AUTO	2582 OLYMPIA TOW	03-09-23	03-09-23	265.55
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1453104 COMPRESSORS	03-29-23	03-29-23	638.29
01-1635-7372	000068 KAL TIRE	873123712 OLYMPIA	03-09-23	03-09-23	85.88
01-1635-7372	000177 NELLA CUTLERY	IN2431783 BLADES FOR OLYMPIA	03-09-23	03-09-23	67.80
		Account Total			8,486.05
01-1635-7381	000082 THE PEPSI BOTTLING GROUP (CANADA)	28182356 POP	03-09-23	03-09-23	663.59
01-1635-7381	003232 CANADIAN IPG CORPORATION	CORUN-00526473 CUPS FOR BAR	03-29-23	03-29-23	525.45
		Account Total			1,189.04
01-1635-7383	002841 KERN WATER SYSTEMS INC.	155478 ICE	03-09-23	03-09-23	175.00

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01-1635-7383	002841 KERN WATER SYSTEMS INC.	155554 ICE	03-21-23	03-21-23	157.50
Account Total					332.50
Department Total					36,854.97

INWOOD COMMUNITY CENTER

01-1639-7399	003463 ED DOHERTY	032623 INWOOD BANNERS	03-29-23	03-29-23	295.00
Department Total					295.00

ALVINSTON LIBRARY

01-1641-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0082146 WATER & SEWER	03-07-23	03-07-23	169.70
01-1641-7309	000002 ENBRIDGE GAS / UNION GAS	54955 1-2223 NATURAL GAS HEATING	03-15-23	03-15-23	198.60
01-1641-7340	000170 HAYTER PLUMBING & HEATING LTD	247750-29827 FURNACE REPAIR	03-29-23	03-29-23	606.29
01-1641-7340	003364 R & C CLEANING	FEB-2023 LIBRARY CLEANING	03-07-23	03-07-23	700.00
Account Total					1,306.29
Department Total					1,674.59

INWOOD LIBRARY

01-1642-7306	000014 HYDRO ONE NETWORKS INC.	3530-0223 HYDRO	03-06-23	03-06-23	102.86
01-1642-7309	000002 ENBRIDGE GAS / UNION GAS	97854 4-2223 NATURAL GAS HEATING	03-15-23	03-15-23	99.86
01-1642-7340	000019 LONDON FIRE EQUIPMENT LTD.	A126847 FIRE EXTINGUISHERS	03-21-23	03-21-23	144.08
Department Total					346.80

PLANNING & ZONING

01-1810-7101	003114 CHRISTA SAWYER	MARCH2023 COMMITTEE OF ADJUSTMENT	03-30-23	03-30-23	100.00
01-1810-7101	003427 SIMON LEE	MARCH2023 COMMITTEE OF ADJUSTMENT	03-30-23	03-30-23	100.00
01-1810-7101	003520 KEN MCGUGAN	MARCH2023 COMMITTEE OF ADJUSTMENT	03-30-23	03-30-23	100.00
Account Total					300.00
Department Total					300.00

AGRICULTURE & REFORESTATION

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01-1840-7455	000113 R DOBBIN ENGINEERING INC	34.23 DRAINAGE SUPERINTENDENT	03-15-23	03-15-23	2,964.84
Department Total					2,964.84
TILE DRAINAGE					
01-1850-7210	000279 BMO BANK OF MONTREAL	0502677-2303 TILE LOAN PAYMENT	03-07-23	03-07-23	1,275.85
01-1850-7710	000279 BMO BANK OF MONTREAL	0502677-2303 TILE LOAN PAYMENT	03-07-23	03-07-23	5,584.20
Department Total					6,860.05
COUNTY OF LAMBTON TAXATION					
01-9400-9100	002223 COUNTY OF LAMBTON	36958-1 1ST QUARTER LEVY	03-22-23	03-22-23	465,144.00
Department Total					465,144.00
EDUCATION ENGLISH PUBLIC					
01-9500-9100	000176 LAMBTON KENT DISTRICT SCHOOL BOARD	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	211,838.00
Department Total					211,838.00
EDUCATION FRENCH PUBLIC					
01-9510-9100	000277 CONSEIL SCOLAIRE VIAMONDE	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	1,530.00
Department Total					1,530.00
EDUCATION ENGLISH SEPARATE					
01-9520-9100	000276 ST. CLAIR CATHOLIC DISTRICT SCHOOL BD.	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	54,319.00
Department Total					54,319.00
EDUCATION FRENCH SEPARATE					
01-9530-9100	000278 CONSEIL SCOLAIRE CATHOLIQUE PROVIDEN	03-23 1ST QUARTER INSTALLMENT	03-22-23	03-22-23	6,775.00
Department Total					6,775.00
COMMUNITY CENTRE					
20-1635-8021	002599 SPRIET ASSOCIATES	23-0066 ARENA ENGINEERING	03-28-23	03-28-23	16,108.12
Department Total					16,108.12
INWOOD RECREATION					
20-1639-8012	003131 SCHOOLHOUSE PRODUCTS INC	S05178 INWOOD BLEACHER	03-30-23	03-30-23	13,390.50

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Department Total					13,390.50
<u>MUNICIPAL DRAINS - CONSTRUCTION</u>					
20-2800-7401	000113 R DOBBIN ENGINEERING INC	32.23 EDGAR DRAIN BRANCH	03-09-23	03-09-23	4,553.90
20-2800-7401	002119 AG HAYTER	D2022-3459 RUTH & LOGAN DRAINS-HOLDBACK	03-21-23	03-21-23	23,683.67
20-2800-7401	002119 AG HAYTER	D2022-3478 EDGAR BRANCH DRAIN	03-07-23	03-07-23	42,450.26
Account Total					70,687.83
Department Total					70,687.83
<u>MUNICIPAL DRAINS - MAINTENANCE</u>					
20-2900-7401	002840 JLH EXCAVATING INC.	E13336 HUSTLER DRAIN	03-07-23	03-07-23	14,317.62
20-2900-7401	000044 TOWNSHIP OF ENNISKILLEN	IVC04632 DURHAM CREEK DRAIN	03-28-23	03-28-23	6,835.32
Account Total					21,152.94
Department Total					21,152.94
Total Paid Invoices					1,027,983.72
Total Unpaid Invoices					0.00
Total Invoices					1,027,983.72

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 03-01-23 to 03-31-23 Paid Invoices Cheque Date 03-01-23 to 03-31-23

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

01-0000	ASSETS & LIABILITIES	-338.61
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	1,207.33
01-0241	COUNCIL SUPPORT	2,480.66
01-0250	CORPORATE MANAGEMENT	4,544.77
01-0411	FIRE STATION - ALVINSTON	10,512.35
01-0413	FIRE DEPARTMENT - WATFORD	2,197.94
01-0430	CONSERVATION AUTHORITY	27,443.00
01-0440	PROTECTIVE INSPECTION & CONTROL	4,175.40
01-0547	RT&M - BRUSHING/TREE REMOVAL	5,198.00
01-0549	RT&M - LITTER/GARBAGE PICKUP	347.98
01-0551	RT&M - INTERSECTION LIGHTING	21.13
01-0552	RT&M - SIDEWALKS	262.73
01-0560	OVERHEAD	18,588.51
01-0601	06 STERLING PSD	77.81
01-0603	11 INTERNATIONAL	347.05
01-0604	18 WESTERN STAR	303.56
01-0610	97 CAT GRADER	2,749.79
01-0611	21 - CAT 150-15AWD GRADER	1,285.38
01-0620	17 FORD 4X4 Diesel	164.65
01-0621	21 Dodge RAM 4 x 4 pickup	44.64
01-0671	SAND AND SALT	4,000.75
01-0752	STREET LIGHTING - INWOOD	1,226.94
01-0810	SANITARY SEWER SYSTEM	12,923.28
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	11,230.52
01-0840	WASTE COLLECTION	7,121.76
01-1635	ALVINSTON COMMUNITY CENTRE	36,854.97
01-1639	INWOOD COMMUNITY CENTER	295.00
01-1641	ALVINSTON LIBRARY	1,674.59
01-1642	INWOOD LIBRARY	346.80
01-1810	PLANNING & ZONING	300.00
01-1840	AGRICULTURE & REFORESTATION	2,964.84
01-1850	TILE DRAINAGE	6,860.05
01-9400	COUNTY OF LAMBTON TAXATION	465,144.00
01-9500	EDUCATION ENGLISH PUBLIC	211,838.00
01-9510	EDUCATION FRENCH PUBLIC	1,530.00
01-9520	EDUCATION ENGLISH SEPARATE	54,319.00
01-9530	EDUCATION FRENCH SEPARATE	6,775.00
20-1635	COMMUNITY CENTRE	16,108.12
20-1639	INWOOD RECREATION	13,390.50
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	70,687.83

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 03-01-23 to 03-31-23 Paid Invoices Cheque Date 03-01-23 to 03-31-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
		20-2900 MUNICIPAL DRAINS - MAINTENANCE			21,152.94
				Report Total	1,027,983.72



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Year-to-Date (to March 31) Budget to Actual Comparisons
Meeting: Council - 27 Apr 2023
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file Year-to-date (to March 31) Budget to Actual Comparisons

Background:

Regular reporting and comparison of budget to actual results and analysis allows Management and Council to:

- Track revenues and expenditures to date and ensure that it has the necessary funds for operations and any planned capital expenditures.
- Improve the accuracy of the budgeting process, as management and council will have a better understanding of variances and their causes.
- Exercise more effective cost control by routinely assessing actual results against the budget.

Comments:

The year-to-date budget to actual results to March 31, 2023 are attached. Council is encouraged to review the year-to-date results.

The report is provided for information purposes only. No further action is required at this time. Should you have any questions, please do not hesitate to contact me or the appropriate department head.

Financial Considerations:

Overall most Operating Revenues and Expenditures to-date are within budget. Since it is early in the year, no major expenditures have been made other than for for Municipal Drain work which is higher than expected. Fortunately, most of the Municipal Drain costs will be recovered through drainage subsidies and direct billings to landowners. Some departmental year-to-date budget expenditures are more than one quarter (25%) of the total yearly budget because some expenditures are incurred "upfront". For example: insurance, Conservation Authority assessment, etc.

ATTACHMENTS:

[2023-Brooke-Alvinston Budget-to-actual - March 31](#)

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2023 Budget to Actual Comparison

To March 31, 2023

ALL DEPARTMENTS

EXPENDITURES

GENERAL GOVERNMENT

	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	% of Total budget Used
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
1 COUNCIL	57,400	16,275	16,794	(519)				-	57,400	16,275	16,794	(519)	29.3%
2 COUNCIL SUPPORT	187,575	51,431	46,445	4,986				-	187,575	51,431	46,445	4,986	24.8%
3 ADMINISTRATION	368,483	134,371	127,151	7,220	62,500	12,500	13,249	(749)	430,983	146,871	140,400	6,471	32.6%
	613,458	202,077	190,390	11,687	62,500	12,500	13,249	(749)	675,958	214,577	203,639	10,938	30.1%

PROTECTION SERVICES

4 FIRE - ALVINSTON	274,379	62,329	61,698	631	385,000	-	-	-	659,379	62,329	61,698	631	9.4%
5 FIRE - INWOOD	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
6 FIRE - WATFORD	5,540	4,540	4,588	(48)				-	5,540	4,540	4,588	(48)	82.8%
7 FIRE CHIEF & INSPECTOR	52,500	13,118	10,713	2,404				-	52,500	13,118	10,713	2,404	20.4%
8 POLICE	391,901	97,975	97,725	250				-	391,901	97,975	97,725	250	24.9%
9 CONSERVATION AUTHORITY	27,443	27,443	27,443	-				-	27,443	27,443	27,443	-	100.0%
10 INSPECTIONS & CONTROL	46,900	11,650	6,597	5,053				-	46,900	11,650	6,597	5,053	14.1%
11 EMERGENCY MEASURES	3,450	-	-	-				-	3,450	-	-	-	0.0%
	802,113	217,055	208,764	8,291	385,000	-	-	-	1,187,113	217,055	208,764	8,291	17.6%

TRANSPORTATION SERVICES

12 ROADS - MATERIALS & SERVICES	868,750	6,690	4,041	2,649	682,500	-	-	-	1,551,250	6,690	4,041	2,649	0.3%
13 PUBLIC WORKS OVERHEAD	690,756	220,210	208,410	11,799				-	690,756	220,210	208,410	11,799	30.2%
14 VEHICLES & EQUIP	174,500	41,845	30,694	11,151	406,800	-	-	-	581,300	41,845	30,694	11,151	5.3%
15 SNOW REMOVAL	32,250	7,500	7,235	265				-	32,250	7,500	7,235	265	22.4%
16 STREET LIGHTS - ALVINSTON	13,000	3,255	1,964	1,291				-	13,000	3,255	1,964	1,291	15.1%
17 STREET LIGHTS - INWOOD	7,500	1,875	1,619	256				-	7,500	1,875	1,619	256	21.6%
	1,786,756	281,375	253,963	27,412	1,089,300	-	-	-	2,876,056	281,375	253,963	27,412	8.8%

ENVIRONMENTAL

18 STORM SEWER	68,252	-	-	-				-	68,252	-	-	-	0.0%
19 WASTE COLLECTION/DISPOSAL	95,961	21,365	21,365	-				-	95,961	21,365	21,365	-	22.3%
20 RECYCLING	84,500	21,125	21,102	23				-	84,500	21,125	21,102	23	25.0%
	248,714	42,490	42,468	23	-	-	-	-	248,714	42,490	42,468	23	17.1%

HEALTH

21 HOSPITAL/CEMETERIES - DONATIONS	5,750	-	-	-				-	5,750	-	-	-	0.0%
22 CEMETERY OPERATIONS	85,904	-	-	-	-	-	-	-	85,904	-	-	-	0.0%
	91,654	-	-	-	-	-	-	-	91,654	-	-	-	0.0%

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MUNICIPALITY OF BROOKE-ALVINSTON

2023 Budget to Actual Comparison

To March 31, 2023

RECREATION AND CULTURAL

	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	% of Total budget Used
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
23 REC & CANADA DAY	21,250	-	-	-	23,988	-	-	-	45,238	-	-	-	0.0%
24 COMMUNITY CENTER - ARENA	526,675	187,006	190,465	(3,459)	82,850	21,700	21,396	304	609,525	208,706	211,861	(3,155)	34.8%
25 COMMUNITY CENTER - CONCESSION	3,500	1,650	919	731				-	3,500	1,650	919	731	26.3%
26 INWOOD REC	8,266	2,773	2,518	255	34,058	12,058	12,059	(1)	42,324	14,831	14,576	255	34.4%
27 LIBRARY - ALVINSTON	7,690	3,564	3,084	480	-	-	-	-	7,690	3,564	3,084	480	40.1%
28 LIBRARY - INWOOD	5,313	1,590	1,447	143	-	-	-	-	5,313	1,590	1,447	143	27.2%
	572,694	196,584	198,433	(1,849)	140,896	33,758	33,455	303	713,590	230,342	231,888	(1,546)	32.5%

PLANNING AND DEVELOPMENT

29 PLANNING & ZONING	16,500	800	581	219				-	16,500	800	581	219	3.5%
30 COMMERCIAL INDUSTRIAL	12,250	1,065	740	325	-	-	-	-	12,250	1,065	740	325	6.0%
31 POST OFFICE	40,000	10,000	11,390	(1,390)				-	40,000	10,000	11,390	(1,390)	28.5%
32 AGRICULTURE & REFORESTATION	31,500	8,450	8,431	19				-	31,500	8,450	8,431	19	26.8%
33 MUNICIPAL DRAIN LOANS	-	-	-	-				-	-	-	-	-	0.0%
34 MUNICIPAL DRAIN WORK	470,000	136,250	365,204	(228,954)				-	470,000	136,250	365,204	(228,954)	77.7%
35 TILE DRAIN LOANS	5,000	1,250	1,276	(26)				-	5,000	1,250	1,276	(26)	25.5%
	575,250	157,815	387,622	(229,807)	-	-	-	-	575,250	157,815	387,622	(229,807)	67.4%

OTHER/RESERVES

36 RESERVES	20,718	15,718	-	15,718				-	20,718	15,718	-	15,718	0.0%
37 RESERVE FUNDS	-	-	-	-				-	-	-	-	-	
	20,718	15,718	-	15,718	-	-	-	-	20,718	15,718	-	15,718	0.0%

38 TOTAL EXPENDITURES	4,711,356	1,113,113	1,281,639	(168,526)	1,677,696	46,258	46,704	(446)	6,389,052	1,159,371	1,328,343	(168,972)	20.8%
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MUNICIPALITY OF BROOKE-ALVINSTON

2023 Budget to Actual Comparison

To March 31, 2023

REVENUES

FEES AND CHARGES

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	OPERATING				CAPITAL				TOTAL				
	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	% of Total budget Used
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
39 GENERAL GOVERNMENT	16,800	4,138	5,306	1,168	-	-	-	-	16,800	4,138	5,306	1,168	31.6%
41 PROPERTY INSPECTION & CONTROL	44,500	18,063	16,984	(1,079)	-	-	-	-	44,500	18,063	16,984	(1,079)	38.2%
42 TRANSPORTATION/ROADS	5,000	-	-	-	-	-	-	-	5,000	-	-	-	0.0%
43 WASTE COLLECTION & RECYCLING	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
44 CEMETERY	85,904	-	-	-	-	-	-	-	85,904	-	-	-	0.0%
45 COMMUNITY CENTER - ALVINSTON	196,750	87,700	95,787	8,087	-	-	-	-	196,750	87,700	95,787	8,087	48.7%
46 COMMUNITY CENTER - CONCESSION	4,220	1,610	1,997	387	-	-	-	-	4,220	1,610	1,997	387	47.3%
48 CANADA DAY	16,000	-	-	-	-	-	-	-	16,000	-	-	-	0.0%
49 PLANNING FEES	9,000	2,250	700	(1,550)	-	-	-	-	9,000	2,250	700	(1,550)	7.8%
50 HANGING BASKETS/COMMUNITY GROUP	2,860	-	(65)	(65)	-	-	-	-	2,860	-	(65)	(65)	-2.3%
51 POST OFFICE	50,000	12,500	14,025	1,525	-	-	-	-	50,000	12,500	14,025	1,525	28.1%
52 AGRICULTURE & REFORESTATION	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
53 MUNICIPAL DRAIN BILLINGS	330,000	-	-	-	-	-	-	-	330,000	-	-	-	0.0%
54 TILE DRAIN LOANS	5,000	-	-	-	-	-	-	-	5,000	-	-	-	0.0%
	766,034	126,260	134,734	8,474	-	-	-	-	766,034	126,260	134,734	8,474	17.6%
MUNICIPAL													
55 ALVINSTON FIRE	52,301	-	9,500	9,500	61,600	-	-	-	113,901	-	9,500	9,500	8.3%
56 INWOOD FIRE	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
57 COUNTY POLICING & OTHER GRANTS	11,910	11,910	11,910	-	-	-	-	-	11,910	11,910	11,910	-	100.0%
58 DONATIONS	-	-	-	-	17,500	-	-	-	17,500	-	-	-	0.0%
	64,211	11,910	21,410	9,500	79,100	-	-	-	143,311	11,910	21,410	9,500	14.9%
ONTARIO													
59 OCIF	-	-	-	-	593,253	104,900	104,900	-	593,253	104,900	104,900	-	17.7%
60 PROVINCIAL - other	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
61 OMRFA DRAIN SUPERINTENDENT	15,000	-	-	-	-	-	-	-	15,000	-	-	-	0.0%
62 OMAFRA - DRAIN SUBSIDIES	140,000	-	-	-	-	-	-	-	140,000	-	-	-	0.0%
63 PROVINCIAL - other	-	-	-	-	-	-	-	-	-	-	-	-	0.0%
64 OMPF	453,900	113,475	113,475	-	-	-	-	-	453,900	113,475	113,475	-	25.0%
	608,900	113,475	113,475	-	593,253	104,900	104,900	-	1,202,153	218,375	218,375	-	18.2%

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2023 Budget to Actual Comparison

To March 31, 2023

CANADA

Page 5 of 6

	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	!	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	!	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
65 CANADA - Other	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
66 CANADA - FCM	-	-	-	-		50,000	-	-	-		50,000	-	-	-		0.0%
67 FEDERAL GAS TAX - CCBF	-	-	-	-		-	-	-	-		-	-	-	-		
68 FEDERAL CANADA DAY	5,250	-	-	-					-		5,250	-	-	-		0.0%
69 FEDERAL Other	-	-	-	-					-		-	-	-	-		
	5,250	-	-	-		50,000	-	-	-		55,250	-	-	-		0.0%
70 LICENCES, PERMITS, RENTS	16,130	4,032	4,012	(20)					-		16,130	4,032	4,012	(20)		24.9%
71 FINES AND PENALTIES	45,000	11,250	13,799	2,549					-		45,000	11,250	13,799	2,549		30.7%
72 OTHER REVENUES	64,500	16,125	25,797	9,672					-		64,500	16,125	25,797	9,672		40.0%
AREA RATINGS																
73 ALVINSTON AREA RATING	47,002	11,751	11,751	-					-		47,002	11,751	11,751	-		25.0%
74 INWOOD AREA RATING	17,210	4,303	4,303	-					-		17,210	4,303	4,303	-		25.0%
	64,212	16,053	16,053	-		-	-	-	-		64,212	16,053	16,053	-		25.0%
RESERVES/RESERVE FUNDS/FINANCING																
75 RESERVES	4,612	-	-	-		751,620	-	-	-		756,232	-	-	-		0.0%
76 FINANCING -OTHER																
	4,612	-	-	-		751,620	-	-	-		756,232	-	-	-		0.0%
TAXATION																
77 GENERAL TAXATION	3,311,230	837,758	837,758	0					-		3,311,230	837,758	837,758	0		25.3%
78 ADJUSTMENTS/WRITE-OFFS	(70,000)	(14,000)	(13,755)	245					-		(70,000)	(14,000)	(13,755)	245		19.7%
79 SUPPLEMENTAL	20,000	-	-	-					-		20,000	-	-	-		0.0%
80 UTILITY TRANSMISSION	15,000	-	-	-					-		15,000	-	-	-		0.0%
	3,276,230	823,758	824,002	245		-	-	-	-		3,276,230	823,758	824,002	245		25.2%
81 TOTAL REVENUES	4,915,079	1,122,863	1,153,284	30,421		1,473,973	104,900	104,900	-		6,389,052	1,227,763	1,258,184	30,421		19.7%
82 NET REVENUE OVER EXPENDITURES	203,723	9,750	(128,355)	(138,105)		(203,723)	58,642	58,196	(446)		-	68,392	(70,159)	(138,551)		

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2023 Budget to Actual Comparison

To March 31, 2023

WATER & SEWER

REVENUE

	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	!	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	!	2023 Total Budget	2023 YTD Budget	2023 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
1 ONTARIO - GRANTS				-		-	-	-	-		-	-	-	-		0.0%
2 FEDERAL - GRANTS				-		-	-	-	-		-	-	-	-		0.0%
3 LOANS				-		-	-	-	-		-	-	-	-		0.0%
4 RESERVE FUNDS				-		297,000	-	-	-		297,000	-	-	-		0.0%
5 WASTE WATER - ALVINSTON	216,779	53,570	52,001	(1,569)					-		216,779	53,570	52,001	(1,569)		24.0%
6 WASTE WATER - INWOOD	62,715	15,679	15,679	-					-		62,715	15,679	15,679	-		25.0%
7 INWOOD SEWER CAPITAL & CONNECTION	59,856	14,964	14,964	-					-		59,856	14,964	14,964	-		25.0%
8 WATER - ALVINSTON	346,071	86,334	94,038	7,704					-		346,071	86,334	94,038	7,704		27.2%
9 WATER - ALVINSTON - OTHER CHGS	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
TOTAL WATER & SEWER REVENUES	685,420	170,546	176,682	6,136		297,000	-	-	-		982,420	170,546	176,682	6,136		17.98%

EXPENDITURES

10 WASTE WATER - ALVINSTON	179,055	49,741	45,186	4,555		216,000	-	-	-		395,055	49,741	45,186	4,555		11.4%
11 WASTE WATER - INWOOD	108,860	36,726	36,876	(150)		54,000	-	-	-		162,860	36,726	36,876	(150)		22.6%
12 WATER - ALVINSTON	309,854	92,904	91,465	1,439		27,000	-	-	-		336,854	92,904	91,465	1,439		27.2%
13 RESERVE FUND	87,650	-	-	-					-		87,650	-	-	-		0.0%
TOTAL WATER & SEWER EXPENDITURES	685,420	179,372	173,527	5,844		297,000	-	-	-		982,420	179,372	173,527	5,844		17.66%

NET WATER & SEWER EXPENDITURES

	-	(8,825)	3,155	11,980		-	-	-	-		-	(8,825)	3,155	11,980		
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Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Lambton Rural Childcare use of BAICCC
Meeting: Council - 27 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council has no objections to the rental of the BAICCC to the Lambton Rural Childcare during July and August as repairs to the roof of the Centre is being repaired.

Background:

Lambton Rural Childcare operates out of Brooke Central School. Representatives of the group attended a special Council meeting to request consideration be given to the use of the BAICCC (auditorium and upper hall) during the months of July and August as repairs to the roof are being done. Council approved the request in principle with direction being given to staff for a formal report at the next meeting.

Comments:

90% of children attending the Lambton Rural Childcare are from Brooke-Alvinston. By offering the BAICCC as a solution to their displacement, assistance will be given to these families in their need for childcare.

The BAICCC has minimal bookings Monday to Friday. Lambton Rural Childcare is willing to work with the Municipality and the renters to make use of the hall go smoothly. In some situations, the ice surface area may be utilized. If there are bookings on weekends and props and toys need to be relocated, the dressing rooms are a suitable space to store the articles.

Lambton Rural Childcare operates 6 am - 6 pm. Staff time will need to be adjusted to open the facility and perform daily cleaning of the rented space. Staff have discussed and accommodations can be made.

Financial Considerations:

We have proposed the blackout fee for the rental cost of the BAICCC. Lambton Rural Childcare was informed and accept that cost reduction for the use with gratitude.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Agreement with the Ag Society -Utility line
Meeting: Council - 27 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council approve of the draft agreement presented between the Municipality and the Brooke Alvinston Agricultural Society and authorize formal adoption via by-law at the next regular session of Council.

Background:

The Brooke-Alvinston Agricultural Society had proposed to Council the installation of a waterline and updated electricity and internet services on the BAICCC grounds.

Comments:

Staff have drafted the following agreement for Council consideration. In summary:

1. The Brooke Alvinston Ag Society pays for all installation, connection fee, permits etc.
2. The Municipality will assume ownership of the line; the Ag Society will assume responsibility of the line (repairs)
3. The Ag Society will be charged for water used (fair, rodeo)
4. Grounds will be returned to their original state after installation
5. Municipality be advised one week prior to work being done.

Financial Considerations:

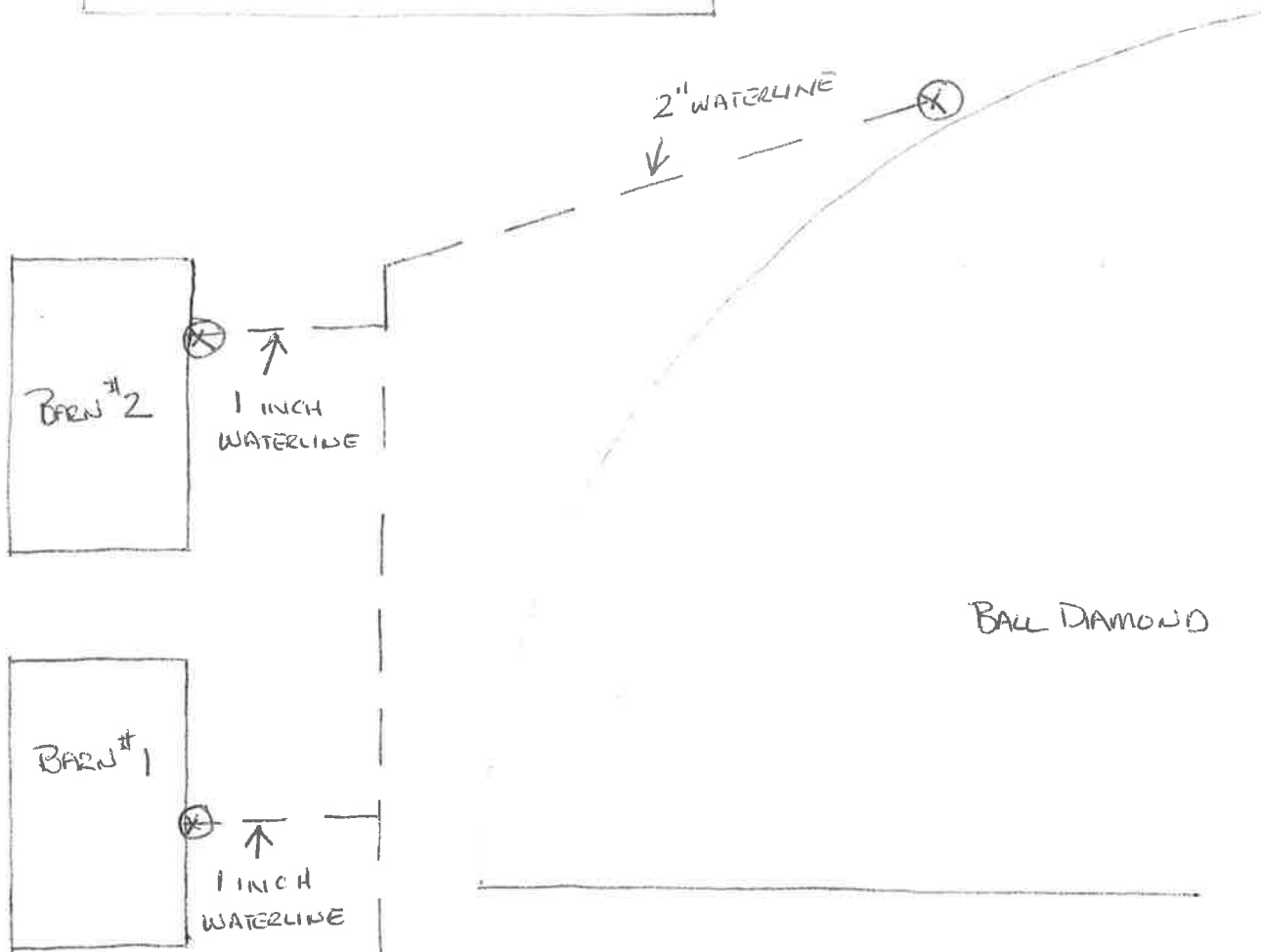
The Brooke-Alvinston Agricultural Society is paying for the proposed work.

ATTACHMENTS:

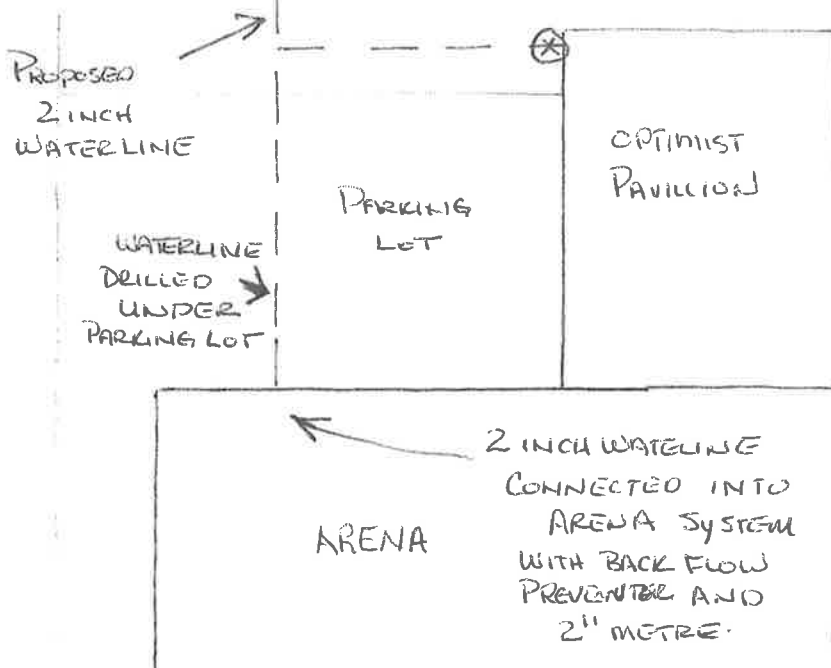
[proposed site plan](#)

[Ag Society - water and hydro](#)

RODEO RINGS



BALL DIAMOND



⊗ HYDRANTS (4)
 LOCATED
 AT EACH
 BARN AND
 PAVILLION
 AND NEAR
 SCORE BOARD

Waterline Agreement

THIS AGREEMENT made in triplicate as of the xxth day of xxxxx, 2023

BETWEEN: The Municipality of Brooke-Alvinston
3236 River Road
Alvinston, ON N0N 1A0
 (hereinafter referred to as the “Owner”)

AND: The Brooke-Alvinston Agricultural Society
 (hereinafter referred to as the “Occupier”)

WHEREAS the Municipality is the owner of ALVINSTON FAIRGROUNDS located at the municipal address of 3310 Walnut Street, Alvinston, ON N0N 1A0;

(hereinafter referred to as the “Site”);

AND WHEREAS the **Occupier** has requested and been authorized by Council to install a waterline to the livestock buildings with 4 additional tap hook ups in the area and hydro installation;

AND WHEREAS the Site is a mutually agreed upon appropriate location for the installation of the waterline and hydro installation;

AND WHEREAS the parties hereto have agreed to enter into this contract for the purposes of defining their respective rights, privileges and obligations with respect to the **Site** and upon the terms and conditions hereinafter set out;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and the mutual covenants and obligations contained herein, it is agreed by and between the parties hereto as follows:

TERM

1. This agreement is for the term of 5 years commencing on the 1st day of June, 2023 and terminating on the 30th day of December, 2028.
2. The **Owner** hereby grants to the **Occupier** the option to renew this agreement for successive terms of **Five (5)** years each upon the same terms and conditions as herein contained.
3. This Agreement may be terminated by either party upon ninety (90) days’ notice given in writing; should the **Occupier** cease using the waterline / hydro and upon agreement with the **Owner**, the **Occupier** agrees to pay all disconnection fees associated with the line (Hydro or water)

LICENSE

4. The **Owner** hereby grants to the **Occupier** the premises and access rights described as follows:
 - i. Space as required for installation of the Equipment (Schedule A)
5. The Arrangement created by this Agreement grants the **Occupier** non-exclusive right of unrestricted, reasonable access to the Site and connections to the appropriate utilities at the Site. Where costs are incurred as the result of any modifications necessary to make the Site suitable for the installation and operation of the Equipment, those costs are the sole responsibility of the **Occupier**.
6. The **Occupier** shall not assign, transfer, or otherwise dispose of, or encumber the license granted herein in whole or in part without obtaining the prior written consent of the **Owner**, which consent may not be unreasonably withheld.

- 7. The **Occupier** is responsible for all permits and applications including but not limited to the water connection fee, plumbing permits and backflow preventers
- 8. The **Occupier** shall provide to the municipality a minimum of one week notice prior to any work commencing.
- 9. Any work done to the grounds shall be returned to their original condition and to the satisfaction of the Parks & Recreation Manager
- 10. The utility shall become the property of the Municipality with the Alvinston Ag Society being billed routinely for their water useage as per any regular water customer; the hydro account shall further be separate from the Municipality and the responsibility of the **Occupier**

ACCESS

- 11. The **Owner** shall make available to the **Occupier**, its officers, employees and/or agents unrestricted, reasonable access to the Site for the purposes necessary to the exercise by the **Occupier** of the license granted herein.

INDEMNITY and INSURANCE

- 12. The **Occupier** shall indemnify and save harmless the **Owner** for any damage to the Site occasioned by the **Occupier's** use thereof as permitted herein.
- 13. The **Occupier** shall take out and keep in force during the term of the construction, comprehensive property damage and general liability insurance for coverage of no less than Five Million (\$5,000,000) dollars per occurrence. Such insurance shall insure the **Owner** from any and all claims made by third parties including damages for personal injury

NOTICE

- 14. Any notice which is required to be given under the terms of this agreement may be effectively given by the parties hereto if personally delivered or by mailing the same by prepaid registered mail directed to:

In the case of the **Occupier** to:

The Brooke-Alvinston Agricultural Society

Any notice shall be deemed to be effectively given on the date of personal delivery or on the expiration of the fifth day following the day on which such mailing was affected, except on the case of postal interruption when personal service only shall be effective.

SUCCESSORS

- 15. This agreement and the covenants and obligations herein contained shall endure to the benefit of and be binding upon the **Owner** its successors and assigns, and shall be binding upon the **Occupier**, its permitted successor and assigns.

IN WITNESS WHEREOF the parties hereto have executed this Agreement.

EXECUTED

-in the presence of-

Witness: _____

The Municipality of Brooke-Alvinston

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

The Brooke-Alvinston Agricultural Society

Witness: _____



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Pavilion Bar Agreement with the Optimist Club
Meeting: Council - 27 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the attached agreement be reviewed by Council and that staff forward to the Optimist Club for signing.

Background:

In January 2022, the Municipality entered into an agreement with the Optimist Club to be the first option for bar rentals excluding the Brooke-Alvinston-Watford Fall Fair and the Tanner Redick Memorial Ball Tournament.

The current agreement expired in January 2023 and staff presented a report to Council at the February 9, 2023 session of Council with the following motion being passed:

"That the attached agreement be reviewed by Council and that staff forward to the Optimist Club a letter recommending an adjustment in the annual fee due to increased electricity costs".

An email was forwarded to the Optimist Club on February 16th for presentation to the club. Subsequent emails were sent with a written response received April 20th.

Comments:

The agreement has worked well aside from the recouping of costs due to the heaters being used approximately 6 months out of the year.

A copy of the email sent to the Optimist Club is attached.

With rentals of the pavilion expected to increase in the Spring, an agreement should be in place.

Financial Considerations:

A \$1,000 annual fee for the agreement was proposed; the Optimist have countered with a \$700 annual fee. Previous discussions with members noted that the Optimist Club planned to do some work on the skateboard park as in previous years. The work is appreciated and also acknowledged with the reduced rate.

ATTACHMENTS:

[Email to the Optimist Club](#)

[optimist pavilion agreement](#)

Janet Denkers

From: Janet Denkers
Sent: Thursday, February 16, 2023 1:06 PM
To:
Cc: Kevin Miller
Subject: Optimist Pavilion Agreement

Good Afternoon-

At the Feb. 9th Council meeting, the Optimist Pavilion Agreement was discussed. The agreement expired in January 2022. After discussion, the following motion was made:

"That the attached agreement be reviewed by Council and that staff forward to the Optimist Club a letter recommending an adjustment in the annual fee due to increased electricity costs".

There were no suggested additions/changes to the agreement aside from the annual fee of \$200. The Municipality has noted an increase in the electrical bill with the use of the portable heaters in the bar area. We have noted that with the two additional 1500 watt heaters, the costs are estimated at \$4.80 / day (x2). This equates to roughly \$280-\$290 per month. With no insulation in the room, we assume this will be an ongoing cost throughout the years and rightly, the current \$200 annual fee should be adjusted accordingly to adjust to the additional electrical costs we were uninformed of. We understand that at most times only one heater is running unless the weather is severely cold. We would hope the Optimist Club would consider an adjustment in the annual fee and that it be adjusted from \$200 to \$1000 annually.

Please note that the \$1000 fee recognizes:

- 1) The added electrical fee of only one heater during a six month period, not the two
- 2) The Optimist Club's mandate is Friends of Youth and the lower fee recognizes more funds can be directed to youth incentives
- 3) The taxpayers do not bear the full burden of additional electrical costs from the bar area.

I or Kevin Miller are happy to discuss further. Please advise of the outcome of the Club's decision in writing and we will forward your response to Council for consideration.

Janet Denkers, BA, Dipl. M.M.
 Clerk-Administrator
 Municipality of Brooke-Alvinston
 3236 River Street, P.O. Box 28
 Alvinston, ON N0N 1A0
 Telephone: 519-898-2173
www.brookealvinston.com

THIS AGREEMENT MADE in triplicate this ____ day of _____, 2023

BETWEEN: The Alvinston Optimist Club

AND

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

WHEREAS the Alvinston Optimist Club has requested to be the first option for bar rentals in the outside community pavilion

AND WHEREAS the Optimist Club has requested to modify the mechanical room with non fixed, removable assets to modify the mechanical room as operational as a bar at their expense; these include but are not limited to: fridge/cooler, freezer, shelving, bowls, jigs-all appurtenances to the operation of a beverage area; all non fixed items will belong to the Optimist Club

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

1. That the Optimist Club be the first option for all pavilion bookings requesting a bar or a function where a bar is requested;
2. That the Optimist Club will appoint one contact that the Municipality can refer event bookings to and be the conduit between the Municipality and the Optimist Club;
3. That the Optimist Club, when operating the bar for a specified licensed event obtain all appropriate licensing including alcohol permits to the Arena Supervisor prior to any function; this includes functions of the Alvinston Ag Society and Tanner Redick Memorial Tournament
4. That the Optimist Club shall assume all liability for use of the beverage serving area. The Alvinston Optimist Club agrees to indemnify and hold harmless the Municipality for any loss, cost or expense (including legal fees) it may incur as a result of this agreement.
5. The Alvinston Optimist Club shall provide proof of liability insurance to the satisfaction of the Clerk Administrator; naming the Municipality as additionally insured prior to each event / function; this includes functions of the Alvinston Ag Society and Tanner Redick Memorial Tournament
6. That should the Optimist Club not undertake a requested rental, they will approve and oversee the bar area rental and ensure copies of all permits

and licenses are obtained and submitted to the Arena Supervisor or Clerk Administrator

- 7. That only servers with Smart Serve Ontario designation be allowed to serve alcohol in the area
- 8. The Alvinston Optimist Club shall keep the room in a neat and orderly fashion. The Alvinston Optimist Club shall be responsible for any damage done to the room as a result of this agreement including fixed and non fixed items and shall be responsible for cleaning of the room
- 9. That all remaining alcohol shall be removed from the premises after each event to deter vandalism to the area;
- 10. The Alvinston Optimist Club shall pay to the Municipality annually, the fee of \$700
- 11. That the agreement be reviewed annually

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

SIGNED, SEALED AND EXECUTED: Alvinston Optimist Club

Per:

Per:

CORPORATION OF THE
MUNICIPALITY OF BROOKE-ALVINSTON

Mayor David Ferguson

Clerk-Administrator Janet Denkers



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Proposed upgrades to the arena sound system
Meeting: Council - 27 Apr 2023
Department: Parks and Recreation
Staff Contact: Kevin Miller, Parks and Recreation Manager

Recommendation:

That Council give direction with the arena sound system upgrade after reviewing the quote.

Background:

At the February 23, 2023 meeting, council directed the Parks and Recreation Manager to obtain a quote for the upgrade of the arena sound system. The sound system was originally upgraded in the summer of 2020. Two user groups have requested that the sound system be enhanced to output more volume.

Comments:

We reached out to the company (Strings and Things) that did the upgrade in 2020 to provide us a quote for enhancements to the system.

A donation was received with a note attached that stated the "donation was to go towards a new sound system at the arena or any other community requirement in the amount of \$10,000". Since there was no money budgeted for the work, options Council can consider are:

- 1) Complete the sound system improvement with additional funds requested from other user groups to cover the overage
- 2) Delay the improvements and budget additional funds in 2024 for the upgrade
- 3) Use the monies towards other community needs such as:
 - proposed fencing with added gates to ball diamonds to close diamonds when weather is unfavourable
 - towards matting of the swings in Inwood (funding applied for but undetermined)
 - Downtown improvements (flowerbeds, garbage cans)
 - Other

Financial Considerations:

Quote for the upgrade came in at \$19,968.22. The donation received was in the amount of \$10,000.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Proposed fencing project at the Brooke Alvinston Inwood Community Centre Complex
Meeting: Council - 27 Apr 2023
Department: Parks and Recreation
Staff Contact: Kevin Miller, Parks and Recreation Manager

Recommendation:

That Council review the report and provide direction on the fencing proposal.

Background:

Last fall a couple user groups approached the Parks and Recreation Manager about the possibility of adding some fencing to the BAICCC grounds to prevent damage being done to the grounds as well as safety for the public when events are happening.

The Parks and Recreation Manager informally requested quotes with different options and presented the proposal to Council and subsequently the PARC Committee for recommendations.

Comments:

The areas in red were approved by the advisory PARC Committee. Should Council direct staff to proceed with the project as outlined in the attached photo, the Parks and Recreation Manager will put a call for tenders out.


Financial Considerations:


The 2023 budget allocated approximately \$12,000 for fencing. The Brooke-Alvinston Ag Society has expressed some interest in potentially sharing in some costs associated with the fencing. Should the fencing proposal be approved, staff can reach out to the group to determine their interest in sections of the fence.

ATTACHMENTS:

[Proposed Fencing at Community Centre Grounds](#)

Proposed Fencing at Community Centre Grounds

 Approx cost of fence/gates = \$16,100

 Approx additional cost of fence = \$7,495

North



South



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Fire Chief Quarterly Report
Meeting: Council - 27 Apr 2023
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That the January - April 2023 quarterly fire report be received and filed.

Background:

A summary of Fire Department activities since January 20, 2023 are noted below.

Comments:

Brooke Fire Rescue – Fire Chief’s Report – Thursday April 27, 2023

1. Emergency Responses - January 21 – April 22, 2023

- 15 responses
 - Alarm – 3
 - Report of smoke – 1
 - Wellness check - 1
 - Medical – 2
 - Mutual Aid - 1
 - MVC – 2
 - Fire - 5
 - Vehicle – 1
 - Structure – 13
 - Field - 1
 - Response Locations
 - Dawn Euphemia – 1
 - Brooke-Alvinston – 13
 - Warwick - 1

2. Training

- BFR training
 - In- station training focus remains on firefighting fundamentals
 - Attendance level is satisfactory with 82% of members above the minimum standard.
 - Specialty Training
 - NFPA 1002 Pump Operators course – BFR is hosting the Lambton regional Training Centre course the last 2 weeks in April.
 - Firefighter Certification

- The certification legislation was enacted on July 1, 2022
- The process for compliance under the legislation has a 4-year window for firefighters and officers, 6 years for technical rescue.
- Under the legislation all new Firefighters must be trained and certified to the NFPA 1001 1 + 2 levels, and any Firefighters with a start date prior to January 1, 2021 and Officers with a start date prior to January 1, 2020 will require training and certification to the Ontario Seal level.
- Considering the legislation and the options available, a gap analysis was conducted on the current level of training attained, the level of training required by the legislation and the options provided by the OFMEM for Fire Service compliance.
- The gap analysis reviewed current training records including in-house, Lambton Fire academy and other external sources .
- The analysis determined the most appropriate level for Brooke Fire to be in compliance is the Ontario Seal level
- Obtaining this level for the entire department will be included in the biweekly training schedule over the next 3 years with little operational or financial impact.

3. Personnel

- Current status is 33 firefighters, includes 1 PT Fire Chief, 4 Probationary, 4 Auxiliary and 4 Student Firefighters.

4. Radio System

- Changes to the radio dispatch centre for the fire services in Lambton County is moving ahead
- The change from CACC in Wallaceburg to Sarnia Police Service dispatch will likely take effect in September 2023
- Currently working with other Lambton County Fire Departments in the development of the MOU.
- There have been numerous issues with the current dispatch centre and it's limitations.
- Improvements to the system by changing dispatch centres will increase reporting capabilities from the communications centre CAD systems and improve safety on the incident scene by increasing the number of operations channels and benchmarking/monitoring activity at the incident.

5. Fire Prevention and Public Education

- Display at Mighty Mite Day in February.

6. Pumper 3 Replacement

- Anticipated delivery in late August 2023.

7. Equipment

- Annual Fire Pump and Ladder testing has been completed
- 35' ladder failed and P3 required 2 valves replaced.

8. Emergency Preparedness Week in the Municipality - May 7-13, 2023

- Activities for Emergency Preparedness Week are still in the planning stage
- Open House at the Alvinston Fire station is likely.

Financial Considerations:

- All purchasing through budgeted funds.

Relationship to Strategic Plan:

In compliance with the Strategic Initiatives.