



AGENDA

Council Meeting

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

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2. DISCLOSURE OF PECUNIARY INTEREST	
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9. NEW BUSINESS

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

12.1.	By-law 21 of 2023	
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13. ADJOURNMENT

MINUTES

PUBLIC MEETING FOR APPLICATION 38T-22001

March 16, 2023

A meeting was held in person at the Brooke Alvinston Inwood Community Centre Complex in Brooke-Alvinston at 4:30 p.m. on the above date.

Present

Mayor D. Ferguson. Councillors F. Nemcek, J. Redick, D. McCabe, C. Sanders. Also present were J. Denkers, J. Butler, K. Melanson, M. Cossa-Rossi, A. Major

Regrets

None.

Application 38T-22001

Stephen Durham

BROOKE CON 5 W PT LOT 20; PLAN 5 (AL)
PT LOTS A C E G I; AND K RP 25R9321 PART 1
(South Alvinston)

Attending the meeting was the applicant, Jordan Fohkens B.M. Ross, agent and Developer, Stephen Durham.

Mayor Ferguson called the meeting to order at 4:30 p.m.

K. Melanson introduced County of Lambton staff, Annette Major 9-1-1 Technician, and meeting record keeper and Senior Planner, Maria Cossa-Rossi. K. Melanson outlined the application and the process this public meeting will follow. The County of Lambton is the approval authority for plan of subdivision/condominium approvals, and he explained the plan of subdivision process. He noted that due to changes to the Planning Act, only specified persons can appeal the decision of the approval authority and public meetings are no longer a requirement through the Planning Act. Anyone wishing to receive the notice of decision was advised to email planning@county-lambton.on.ca no later than Friday March 17, 2023 at 4:30 p.m.

K. Melanson explained the order of the agenda and how the public meeting would proceed. He asked any members of the public who wished to speak to the application to please raise their hand and identify themselves for the minutes and acknowledged that a speakers list has been started for this meeting.

M. Cossa-Rossi reviewed the planning report which included a summary of comments received from various agencies and residents through the circulation of the application.

J. Fohkens; agent for Stephen Durham, applicant presented the application for the proposed development and provided a presentation for the agenda. This application includes a mixture of single, semi and townhouse units. It will have two road connections, a dry pond facility and green space area for a future park. Road width was reduced to provide an additional buffer to address concerns that were brought forward at the subject property applied for a zoning amendment. Zoning amendment was granted in 2022.

K. Melanson ask Council for questions and comments.

F. Nemcek asked what was going to be built first?

J. Fohkens answered that the pump station will be built first, but phasing has yet to be determined.

F.Nemcek enquired when will building start?

J.Fohkens responded, likely in 2024 they will start building after receiving Ministry of Environment approval and completing the plan of subdivision process including the subdivision agreement.

F.Nemcek asked about the affordability of these properties.

K. Melanson responded that this proposed plan would address the missing middle by including multiple options of dwelling types.

D.McCabe enquired if the Conservation Authority has been involved and if any studies or reports have been completed, specifically regarding the Sydenham. Currently the water from the farm field drains into the Sydenham River.

J.Fohkens replied that conversations with the St.Clair Region Conservation Authority have begun and are ongoing. This will be addressed.

K. Melanson asked for a motion to move into public session.

Moved by Frank Nemcek, Seconded by Craig Sanders

To move into the public hearing of the public meeting.

Carried.

J. Beaugrand, 3120 Broadway Street, which is the property directly to the north of the road providing access to the proposed subdivision, expressed concerns about losing privacy and quiet with this new development. J. Beaugrand posed a question to the Developer and Planning department regarding remedies or solutions should roads be put in and maybe one or two houses be built, and demand goes away or the economy stalls. What happens if the plus is pulled?

J.Fohkens responded that the developer has three years to complete or the application lapses. Deposits are taken for building permits to ensure building construction is completed.

J.Beaugrand asked a second question, would a privacy fence be considered at the side and rear of affected properties at the developers expense?

K.Melanson this can be addressed as part of the subdivision agreement.

J.Butler made mention of a municipal drain through the centre of that property and asked how that will be addressed?

J.Fohkens will have their engineers look into this and follow up with the municipality.

This concluded the public hearing portion of the meeting.

Moved by Craig Sanders Seconded by Frank Nemcek

To close the public hearing portion of the public meeting.

K.Melanson asked if there were any further comments from Council members.

F. Nemcek commented that greenspace is included in this plan, a park is intended for the green space area in the future.

K. Melanson added that applicants must provide 5% of land for greenspace or cash in lieu or a combination of both. This will be part of the subdivision agreement which is registered on title and that portion of land is deeded to the municipality.

D.McCabe asked about tree removal from the subject property?

J.Fohkens responded that this property is currently used for farming. Some of the treed area will need to be removed. Street trees can be added as a condition of the subdivision agreement with the municipality.

J.Butler servicing will be reviewed by the municipality.

K. Melanson thanked council for hosting the County of Lambton public meeting. Those who wished to be notified of decision must send an email to planning@county-lambton.on.ca, requesting notification be sent to them directly.

Moved by Jenny Redick, Seconded by Don McCabe

That the report by Maria Cossa-Rossi, Senior Planner, dated March 13, 2023 regarding County File No. 38T-22001, Stephen Durham application for Plan of Subdivision be received for information.

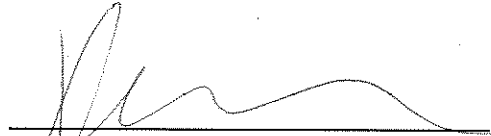
Carried.

Moved by Jenny Redick, Seconded Don McCabe

That the public meeting be adjourned.

Carried.

Meeting adjourned at 5:07 p.m.



Kenneth Melanson, Manager
Planning & Development Services Department
County of Lambton



MINUTES

Council Meeting

4:30 PM - Thursday, March 23, 2023
BAICCC - Upper Hall

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, March 23, 2023, at 4:30 PM, in the BAICCC - Upper Hall , with the following members present:

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

1 CALL TO ORDER

The Mayor called the meeting to order at 4:30 p.m..

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

- a) Regular Council Meeting Minutes of March 9, 2023

RESOLUTION-2023-105

Deputy Mayor Frank Nemcek made a motion that the Minutes of the March 9, 2023 regular Council meeting be approved as presented without error or omission. Councillor Jenny Redick seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

5 DELEGATIONS & TIMED EVENTS

- a) Discussion on Optimist Club Arena Drawings

The Phase 1 & 2 drawings of the Optimist Buidling proposal were posted and available for comment. Jamie Armstrong spoke on behalf of the Optimist Club. Christa Sawyer noted the PARC committee comments on the plans.

Jamie Armstrong questioned the plans used by the architect / engineer and the inaccurate alignment with the roof line with the pavilion and the new draft plans presented; it was noted the original plans of the building and Optimist plans were forwarded to the Architect and that the pavilion was built from other plans and separate from the original Optimist drawings.

Jamie Armstrong spoke on the request to create an umbrella fund under the Municipal Fund with the Sarnia Community Foundation and was seeking approval of all the phases.

The Optimist Club was requested to sketch out their ideas; discuss with the PARC committee/staff and Engineer for further review.

6 CORRESPONDENCE

a) General Municipal Correspondence

RESOLUTION-2023-106

Councillor Don McCabe made a motion that the circulated and printed correspondence be received and filed. Councillor Jenny Redick seconded the motion.

Carried

RESOLUTION-2023-107

Deputy Mayor Frank Nemcek made a motion that Don McCabe be appointed to attend the session on legacy oil and gas wells in the Mayor's absence on March 31, 2023. Councillor Jenny Redick seconded the motion.

Carried

b) Correspondence Requiring Action

RESOLUTION-2023-108

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston support the resolution from the Township of North Perth requesting all buses to have stop arm cameras installed and paid for the province and underwrite the costs for all implementation in small rural municipalities. Councillor Don McCabe seconded the motion.

Carried

c) Correspondence Addressed to Council

RESOLUTION-2023-109

Councillor Jenny Redick made a motion that the Council of the Municipality direct staff to investigate the request from Frank & Karen Joris about the unopened road allowance including property standards. Councillor Don McCabe seconded the motion.

Carried

7 STAFF REPORTS

a) **Treasurer's Report:** Fees Review and By-law

RESOLUTION-2023-110

Deputy Mayor Frank Nemcek made a motion that Council review and approve the Updated Municipal Fees Schedules as presented and pass the related By-law at the next regular session of Council. Councillor Jenny Redick seconded the motion.

Carried

b) **Parks & Recreation Manager's Report:** Proposed Netting For East end of arena surface

Councillor Redick inquired about shifting the south netting to the east area; other suggestions to protect the bar area were to: move the bar, place a canopy tent over the bar area or signage warning of flying pucks.

RESOLUTION-2023-111

Councillor Jenny Redick made a motion that staff be directed to purchase and install signage for the East end of the arena advising of the potential of flying pucks. Deputy Mayor Frank Nemcek seconded the motion.

Carried

c) Clerk-Administrator's Report: Inwood's 150th Celebration

Councillor McCabe declared a Conflict of Interest as he is a member of this Committee. He left the room and did not participate in the discussion.

RESOLUTION-2023-112

Deputy Mayor Frank Nemcek made a motion that the Inwood 150th Celebration Committee and the Canada Day Committee members be acknowledged and listed as a Committee of Council; and that the request from the Inwood 150th Celebration Committee to have an intermediary relationship with the Municipality for application to apply for a grant for the Celebration be approved; and that the Administrator be authorized to assist with the application process as needed; and further that the Municipality agrees to assist with advertising of the event as requested. Councillor Jenny Redick seconded the motion.

Carried

d) Clerk Administrator's Report: Advertising on Ball Diamonds

RESOLUTION-2023-113

Councillor Jenny Redick made a motion that staff pursue business advertising options on the Municipal ball fences and Council provide direction on the advertising type. Deputy Mayor Frank Nemcek seconded the motion.

Carried

8 BY-LAWS

a) Copy of By-law passed at March 9th meeting - Agreement with VanderWal

The By-law was included in the agenda package for information purposes only.

9 NEW BUSINESS

a) Arts & Activity Group Request

RESOLUTION-2023-114

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston has no objections to allow the Arts & Activity Group to run a summer event at the Community Park on June 11, July 9 and August 13th at no cost. Councillor Don McCabe seconded the motion.

Carried

b) Request from the Fair Board

RESOLUTION-2023-115

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston direct staff to assist the Fair Board with their infrastructure project proposal for water and hydro to the fairgrounds at the estimated price of \$95k for the Judith & Norman Alix grant application and the FCC Agrisprit fund. Councillor Jenny Redick seconded the motion.

Carried

c) The Mayor advised of the Woodlot Association meeting being held March 25th in the upper hall of the BAICCC from 1-4 pm; he further advised of the pancake breakfast hosted by the Alvinston Firemen's Association on March 25-26th.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

a) Confirming By-law

RESOLUTION-2023-116

Deputy Mayor Frank Nemcek made a motion that By-law 17 of 2023 be read a first, second and third time and finally passed this 23rd day of March 2023. Councillor Don McCabe seconded the motion.

Carried

13 ADJOURNMENT

Councillor Redick made a motion to adjourn the meeting at 5:24 p.m..

Clerk-Administrator

Mayor



BMROSS
engineering better communities

The Municipality of Brooke-Alvinston

**COUNCIL TRAINING – MUNICIPAL INFRASTRUCTURE ASSETS
PLANNING, DESIGN, AND DEVELOPMENT**

PRESENTATION TO COUNCIL

APRIL 13, 2023

Agenda

Introduction

1. BMROSS
 - a) Who we are
 - b) Our Services
2. Council Training
 - a) Offer to assist
 - b) Typically every 4 years but can be anytime.

Topics of Interest

1. Municipal Assets
 - a) Infrastructure Design and Approvals
 - b) Bridge Inspections – Ontario Structure Inspection Manual (OSIM)
 - c) Asset Management
2. Subdivision and Site Plan Development
 - a) Development Review
 - b) Standards for Subdivision & Site Plan Approvals



BMROSS

COUNCIL TRAINING SESSION



5.1.

B. M. Ross and Associates Limited

Team

- ▶ For over seventy years, BMROSS has been providing engineering services to communities throughout southwestern Ontario.
- ▶ 3 Offices – Goderich, Mt. Forest, Brights Grove
- ▶ BMROSS believes in a commitment to the places in which they live and work.
- ▶ Team includes more than engineers, technologists, planners, and surveyors....problem-solvers, facilitators, and negotiators.

Help

- ▶ Here to assist, provide support for both day-to-day and long-term activities related to the operation of the Municipal Assets.

Our Services

5

Environmental Assessments and Master Plans

Asset Management

Development Charges

Development Review and Assistance with Site Plan and Subdivision Approval/Acceptance Process including help with agreement preparation

Structural Inspections - OSIM

Design of Municipal Infrastructure Assets (New and Reconstruction)

- Roads and Drainage
- Water Supply Systems
- Bridges and Culverts

Assistance in Brooke-Alvinston

- ▶ Structural
 - ▶ OSIM Inspections
 - ▶ Periodic Building Inspections
- ▶ Slope Remediation
- ▶ PSAB / Road Needs Study
- ▶ Sarnia office currently working with a Developer





Infrastructure Design, Approvals, and Inspections

COUNCIL TRAINING SESSION




5.1.

Agenda

- ▶ Introduction
- ▶ Bridges:
 - ▶ Canadian Highway Bridge Design Code
 - ▶ Bridges in Brooke Alvinston
 - ▶ Ontario Regulation 104/97
 - ▶ Bridge Inspections – OSIM
 - ▶ Asset Management
- ▶ Design, Approvals and Construction Stage
 - ▶ Design
 - ▶ Approvals
 - ▶ Construction

Canadian Highway Bridge Design Code (CHBDC)

Applicable for all structure that provides a roadway or walkway for the passage of vehicles, pedestrians, or cyclists across an obstruction, gap, or facility and is greater than 3 m (10') in span.



New Bridges are to be designed to provide a minimum service life of 75 years.

Bridges in Brooke Alvinston

Bridges in Brooke Alvinston



60 Bridges in total. 25 structures with a span equal to or larger than 6.1 m (34%).



We estimate that about 20 were built prior to 1970 with 14 of these built before 1960, (greater than 60 years old).



With the last inspection, 7 structures were scored with a bridge condition score below 40 out of 100 which generally suggested that they are in need of repairs or replacement.

Bridge or Concrete Structure
Life = 80+ years
Major repair = 30 & 60 years

CSP Structure
Life = 50+ years

Ontario Regulation 104/97

- ▶ The structural integrity, safety and condition of every bridge shall be determined through the performance of at least one inspection in every second calendar year under the direction of a professional engineer and in accordance with the *Ontario Structure Inspection Manual*, published by the Ministry, as it may be amended from time to time.
- ▶ Bridges inspections completed in 2022. Not required this year!



Bridge Inspections as per OSIM

- Scope of Work:
- Completion visual inspection
- Assign condition ratings
- Prepare list of repair and maintenance needs
- Estimate the costs for the repair needs
- Prepare a summary report with a suggested priority list of the needs, typically every 4 years.
- Supply data in format to be used in Asset Management Plan

Summary Report:



2 - South Elevation



Datum: NAD83 17N Northing: 4747836 Easting: 429329

Structure Name:	<input type="text"/>	BMROSS File #:	<input type="text"/>	MTO #:	<input type="text"/>
Main Hwy / Road #:	<input type="text"/>	Bridge Condition Index (BCI):	<input type="text" value="43"/>	CRV:	<input type="text" value="\$1,389,200"/>
Road Name:	<input type="text" value="Petrolia Line"/>	Inspection Date:	<input type="text" value="2022-08-24"/>		
Structure Location:	<input type="text" value="Over Brown Creek, Conc 10-11 Lot 19"/>		Next Inspection:	<input type="text" value="2024-08-01"/>	
Condition Summary:	<input type="text" value="Repairs recommended"/>	Recommended Timing:	<input type="text" value="1-5 Years"/>		Current Load Limit:
Overall Comments:	<input type="text" value="Structure is in fair condition. Repairs recommended in 1-5 years."/>				

Repair / Rehabilitation:			
Element	Work Required	Period	Cost
Culverts	Excavation and backfill, incl. granulars	1 to 5 yrs.	\$35,000
Culverts	Replace culvert sections	1 to 5 yrs.	\$50,000
Culverts	Replace cable guiderail	1 to 5 yrs.	\$30,000
Culverts	Repave road	1 to 5 yrs.	\$25,000
Culverts	Rip rap along inside of footings	1 to 5 yrs.	\$20,000
			\$0
			\$0
Various	Associated Work		\$119,000
		Total	\$279,000

Additional Investigations:

Maintenance Needs:

Design and Approvals

Design Stage

- EA Requirements
- Site survey and site review
- Preliminary design
- Approvals
- Final design
- Tender

Construction stage

- Contract Administration

Design Stage

(Applies to most
Infrastructure Projects)

- ▶ Site survey and gather site information
 - ▶ Site survey to create a base plan used for design purposes and to show existing and proposed work.
 - ▶ Sometime need legal survey to confirm ROW limits, utility locate information or stream drainage area mapping from GIS data, geotechnical survey
- ▶ Establish EA requirements
- ▶ Preliminary design
 - ▶ Determine scope of work and evaluate rehabilitation/replacement options
 - ▶ Sometime need to do hydrology to determine structure size requirements and obtain approvals
 - ▶ Preliminary budget and timeline of work
 - ▶ May require archaeological/cultural heritage evaluations, aquatic species studies (depending on site, structure, scope of work)

Design Stage

(Applies to most
Infrastructure Projects)

- ▶ Approvals for Bridge Work
 - ▶ Environmental permits and applications (Fisheries and Oceans Canada (DFO) / MNRF, Conservation Authorities,..)
- ▶ Approval for Roadwork
- ▶ Final Design
 - ▶ Finalize preferred preliminary design and provide updated construction budget
- ▶ Tender
 - ▶ Prepare tender documents and aid in tendering process

Construction Stage

(Applies to most Infrastructure Projects)

- ▶ Contract Administration
 - ▶ Co-ordinate construction start up and progress meetings
 - ▶ Review and approve shop drawings
 - ▶ Track work progress, tally quantities and prepare progress payments certificates
 - ▶ Perform site construction inspection to determine compliance with design, tender documents and approval agency requirements
 - ▶ Fish/mussel recovery



Questions?



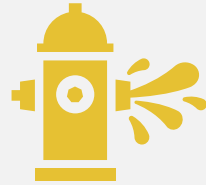
Asset Management

COUNCIL TRAINING SESSION



5.1.

What is Asset Management?



One way in which local councils deliver services to their community is through effective use of their assets. Municipal assets typically include roads, bridges, culverts, municipal office, recreational centres, landfills, etc.



Asset management is about having a system to set priorities for rehabilitation or replacement and using this information to select projects in the short term while planning for future projects.

Why Complete Asset Management?

1. It's a good practice that will ensure assets aren't forgotten about and replacement funds are available when it comes time to replace.
2. Forms an integral part of the Financial Plan that is required for the MDWL renewal.
3. It is required by O. Reg. 588/17.
4. It is often a requirement for grant funding applications.



O. Reg. 588/17 says:

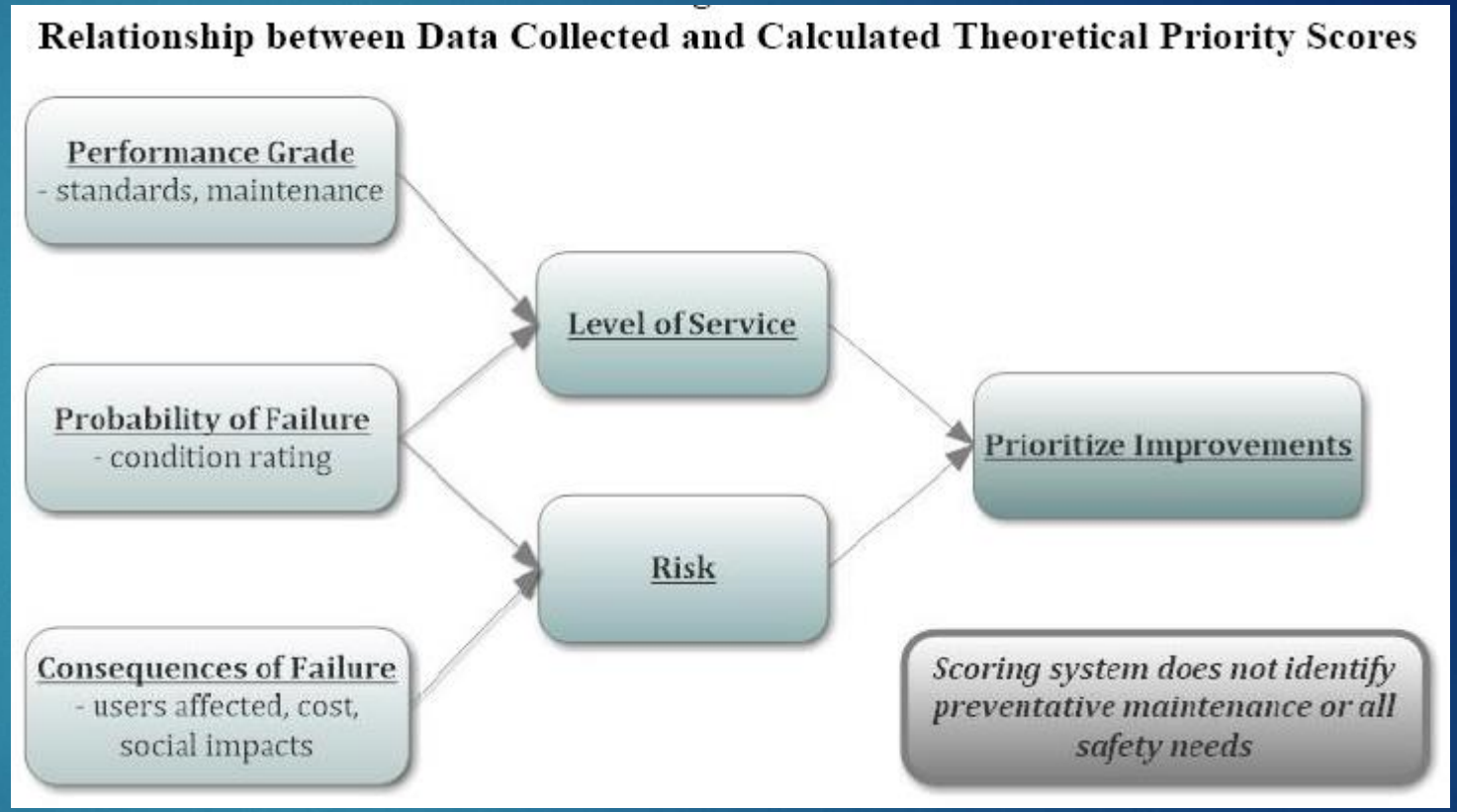
“Every municipality shall prepare an asset management plan in respect of its **core municipal infrastructure assets by July 1, 2021**, and in respect of all of its other municipal infrastructure assets by **July 1, 2023**”

The Major Factors in Establishing Priority

- ▶ Condition (Probability of Failure)
 - ▶ What condition is the asset in?
- ▶ Criticality (Consequence of Failure)
 - ▶ What would the impact be if the asset failed?
- ▶ Suitability of Asset (Performance Grade)
 - ▶ Asset have adequate capacity, built up to current standards, low maintenance, energy efficiency?

Asset Management Terms

- ▶ **Level of Service**
 - ▶ How does the actual performance of the asset compare to the desired performance?
- ▶ **Risk**
 - ▶ Objective is to keep the risks at an acceptable level.
- ▶ **Preventative Maintenance strategies often helps to minimize costs.**



B.A.'s Asset Management System

- For the water system, Brooke Alvinston (like many other places) uses CityWide to maintain an inventory of their assets and predict replacement costs.
- Initially, the focus of CityWide was on Condition (Probability of Failure) and Criticality (Consequence of Failure).
 - Condition has traditionally been based on asset age
 - Criticality has traditionally been based on the original construction cost.
- Recommend obtaining Condition Scores where practical, including other factors in criticality, methods to take into consideration Performance Grade, implement Preventative Maintenance strategies

What Else Does O. Reg. 588/17 say?

26

Plans now need to include “the current levels of service being provided” based on, at a minimum, criteria listed in O. Reg. 588/17.

By July 1, 2024, every asset management plan must include “the levels of service that the municipality proposes to provide” for each of the 10 years following the year the plan was made.

Questions?



New Development Review and Municipal Guidelines for Infrastructure Design and Construction

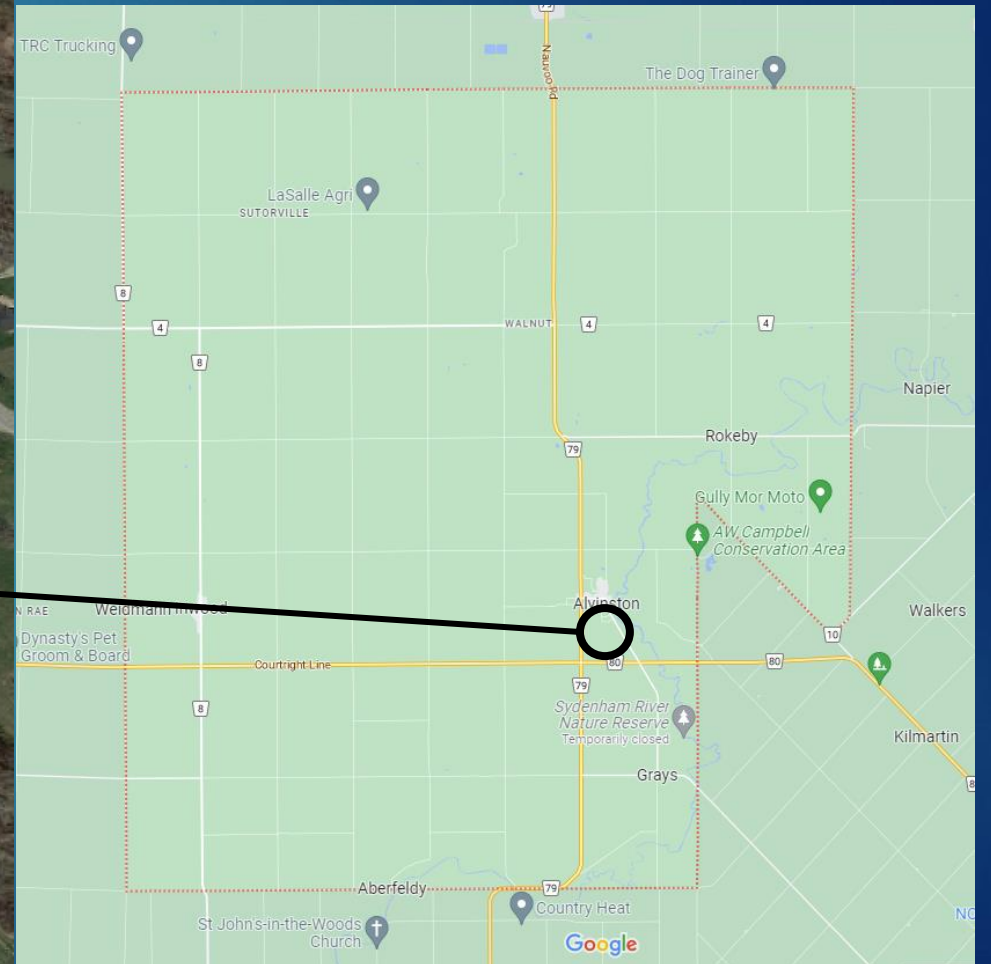
COUNCIL TRAINING SESSION

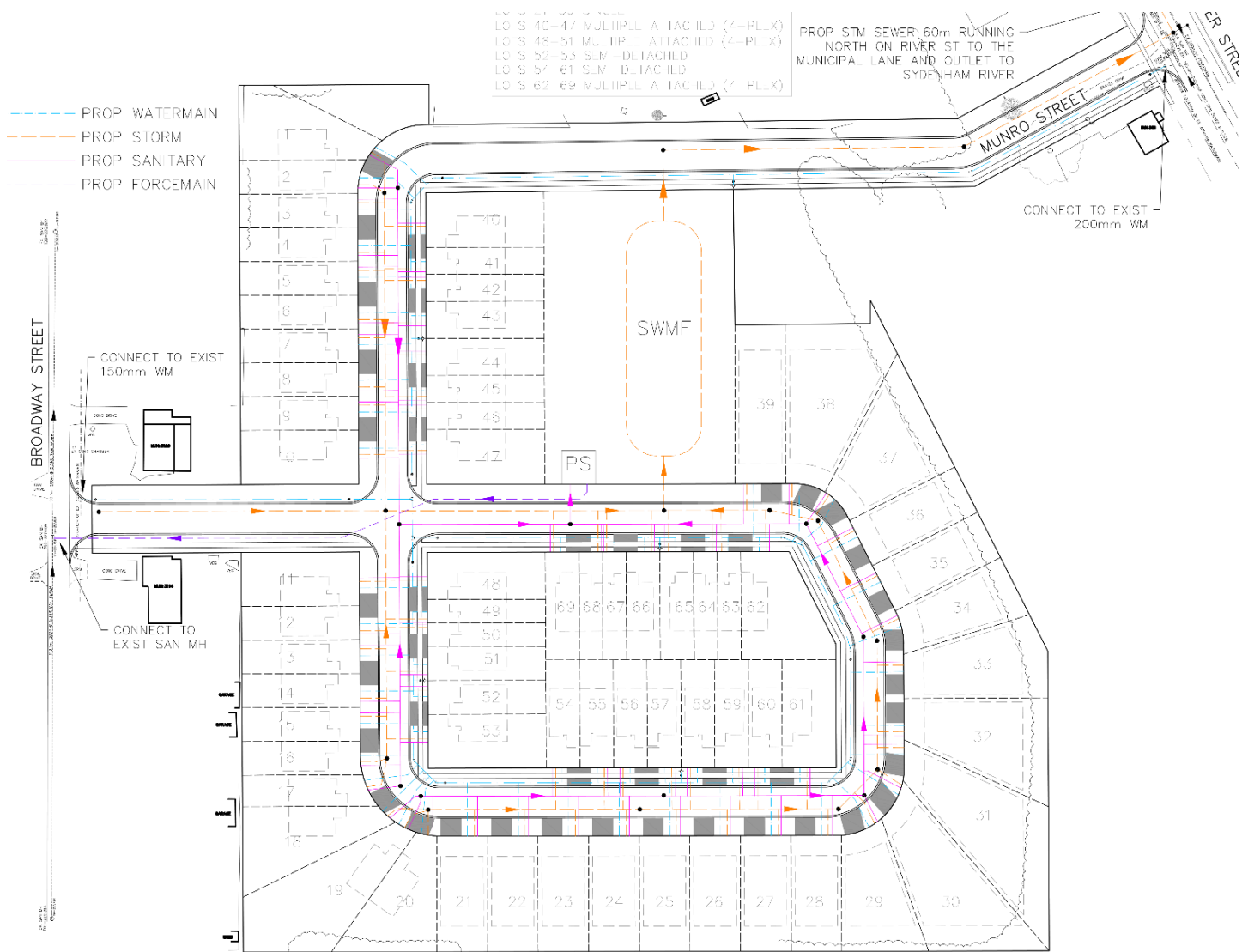


Agenda:

1. Development Review
2. Municipal Standards
3. Site Plan and Subdivision Agreements

Active Development





Development Review

What do we do for many Municipalities:

- ▶ In the Sarnia area we often work with Developers to assist with approvals.
- ▶ Most other locations, we assist the Municipality in reviewing and approving appropriately planned and designed development proposals.
- ▶ Development plans often require the creation/construction of municipal roads and servicing. For this reason, and given that the Municipality will be assuming these work, review during the process is important.

Initial Step:

- ▶ Preconsultation
 - ▶ A meeting with developer and his professionals, Municipality staff, planners, County/MTO (if roads are impacted), fire department, Conservation Authority, municipal engineer (or staff), sometimes others.
 - ▶ Discuss developer's dreams, draft proposal, provide requirement for planning application, studies, discuss servicing needs and constraints, review Stormwater Management (SWM), and discuss possible external works.
 - ▶ To help get developer on right track.

Studies – may include:

- ▶ Traffic impact
- ▶ Stormwater management
- ▶ Archeology
- ▶ Geotechnical
- ▶ Environmental Impact/ biology/ tree assessment/ species at risk
- ▶ Slope stability



Servicing Capacity:

35

- ▶ Water
 - ▶ Domestic and fire flow demands
 - ▶ Distribution and supply
 - ▶ Supply – total capacity and reserve capacity
- ▶ Sewage
 - ▶ Capacity for treatment WWTP
 - ▶ Capacity of Pumping Stations and Forcemain
 - ▶ Capacity of Collection Sewers

During developer's design



Discuss servicing options and constraints with staff



Answer questions from developer's engineer

Provide information
Assist in design decisions on occasion



Wait

Site plan submission

- ▶ Depending on site may include, in addition to the planning application documents:
 - ▶ Studies
 - ▶ Site grading plan
 - ▶ Site servicing plan
 - ▶ Stormwater management report and plans
 - ▶ Erosion control plans
 - ▶ Plans of municipal infrastructure, roads, sewer, water, etc.
 - ▶ Lighting, landscaping, utility details

Review would normally include:

- ▶ Review of grading, review of influences from and impacts on adjacent parcels.
- ▶ Review of surface drainage on site and Stormwater management (SWM)
- ▶ Review of SWM report and consultation with Conservation Authority (CA) if appropriate.
- ▶ Review of location, often size and materials for onsite services, sanitary, water, storm

Review would normally include (cont'd):

- ▶ Review of design of municipal infrastructure
 - ▶ Roads or road extensions
 - ▶ Storm sewer
 - ▶ Sanitary sewers
 - ▶ Water distribution
 - ▶ Utility locations
- ▶ Other items
 - ▶ Assistance with writing site plan and/or development agreements, calculation of security requirements

Post Approval

40



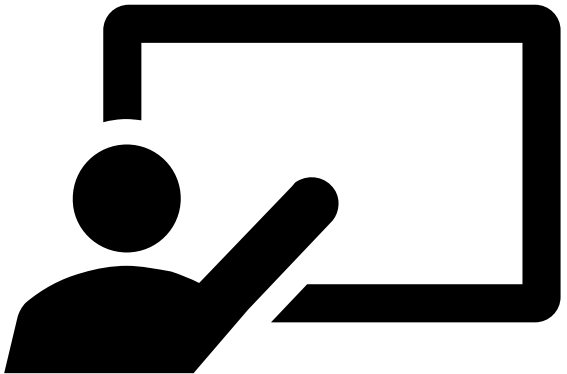
Assist municipality with inspection of work if requested



Assist with review of securities when requested



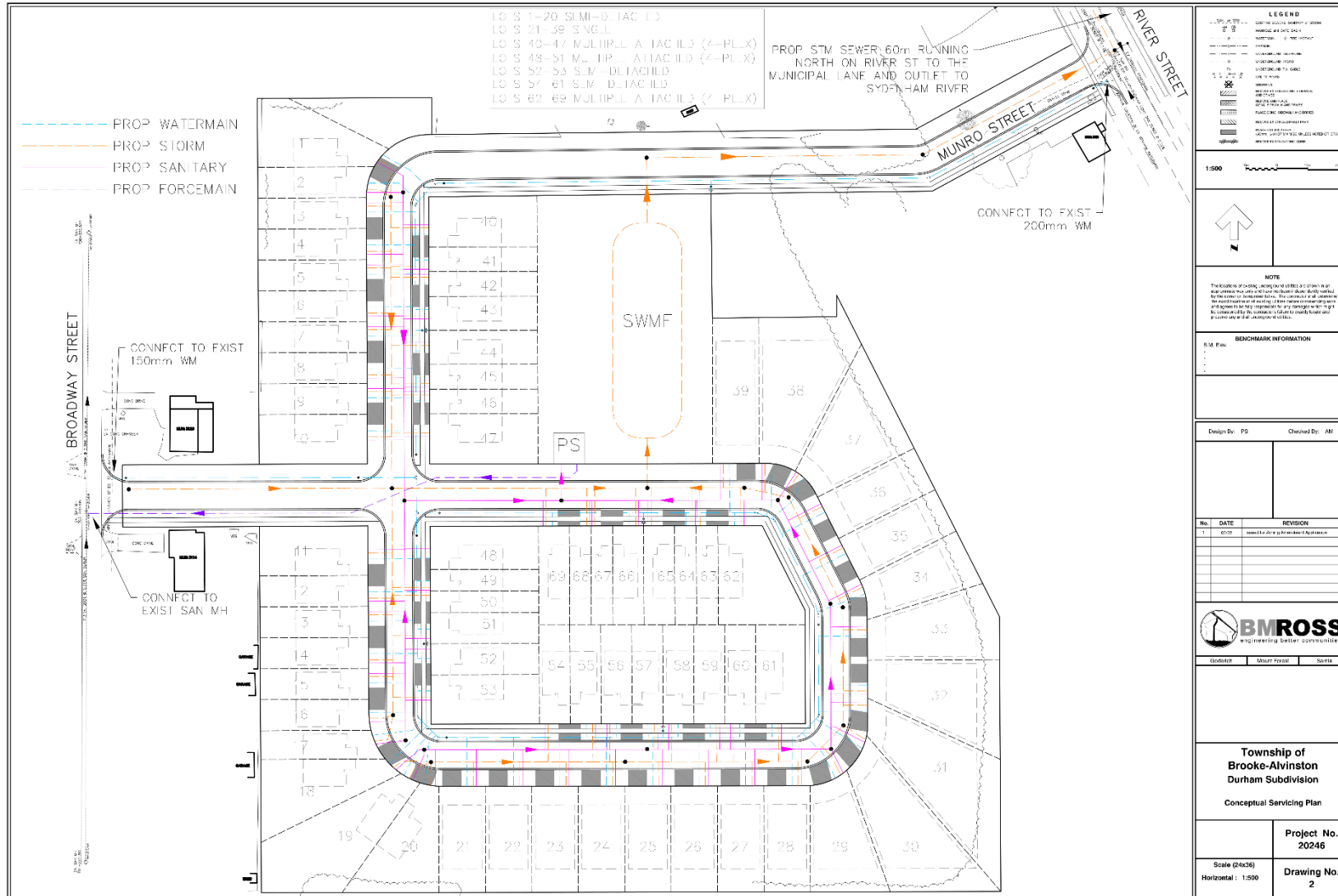
Volume of this work is often quite limited



Municipal Standards

MUNICIPALITIES SHOULD HAVE STANDARDS AND APPLY THEM CONSISTENTLY.

Servicing Standards



2020 STANDARD SPECIFICATIONS REVISIONS

Division 4.1 City of Sarnia Watermain Standards

1. **WATER SERVICES AND METERS (pg 5-6)**
 - i) **Residential**
 - Added AquaPure PE-RT (Blue) to the approved material list

Division 4.2 City of Sarnia Sewer Standards

1. **STORM AND SANITARY SEWER PIPE (pg 3)**
 - i) **Main Line**
 - Added Sanitite HP to the approved material list for Storm Sewer.

Division 5.0 City of Sarnia Standard Drawings

Added Drawing 2700 (Sanitary Service cleanout)

Added Drawing 2800 (Temporary Steel Plate)

Added Drawing 3000 (1.5m Chainlink Fence)

Revised Drawing 109-F (Lot Servicing)

STANDARDS ARE NEEDED
TO PROVIDE
CONSISTENT,
APPROPRIATE
DEVELOPMENT OF SITES
THAT ARE BUILDING
SERVICES THAT WILL BE
MUNICIPALLY OR
PRIVATELY OWNED.

Standards for:

- ▶ Roads
- ▶ Storm sewers and stormwater management
- ▶ Grading and surface drainage
- ▶ Water distribution and service
- ▶ Sanitary sewage collection
- ▶ Sidewalks and surface works
- ▶ Utilities – phone, hydro, gas, cable, etc.



Road Standards

Throughout time road standards have adapted to the transportation methods of the day.



Since the time of the Romans, roads have been built to recognize the importance of an efficient transportation system.



Modern roads must serve a purpose – they must be structurally sound, and of sufficient width.

AND THE CONSTRUCTION
MUST LOOK AT HOW THEY
WILL BE MAINTAINED – AND:

Their relationship with the
surrounding environment,
especially drainage issues, is
vital.



Ontario MTO

- ▶ Established standards for road design; and established standards for new residential roads in subdivisions.(1960's)
- ▶ At that time the standards for new roads: (3)
 - ▶ Cottage roads - <50 v.P.D
 - ▶ Suburban roads – frontages > 100 ft.
 - ▶ Urban roads – frontages < 100 ft.
 - ▶ Until the roads subsidy disappeared, these standards had to be used by Ontario municipalities to maintain their subsidies.

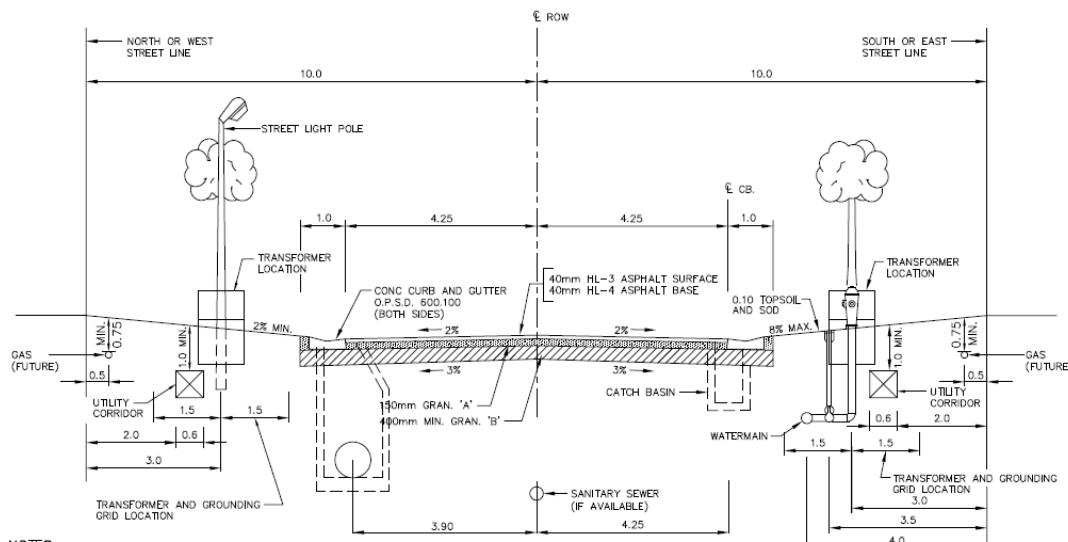
Standards

Since the early 1990's, municipalities have had much more freedom to establish standards. **All** of the municipalities we are associated with have established policies similar to the old MTO standards but most have adopted the urban standard for any new development.



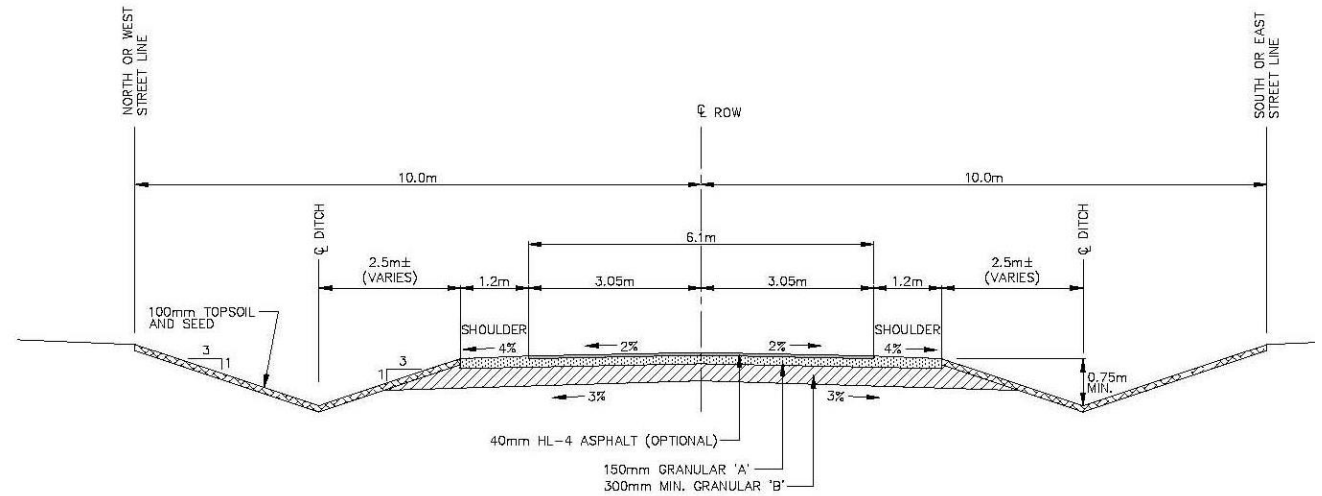
Urban Roadway and Cross-Section:

- 20 M. ROW
- 8.5 M. SURFACE
- CURB AND GUTTER
- STORM SEWERS
- ASPHALT SURFACE
- UTILITIES



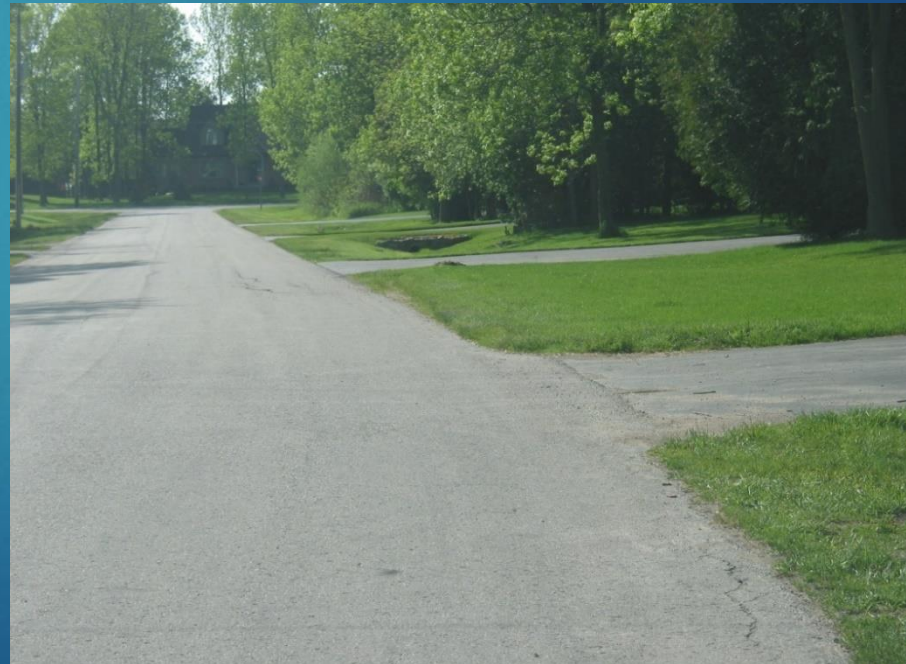
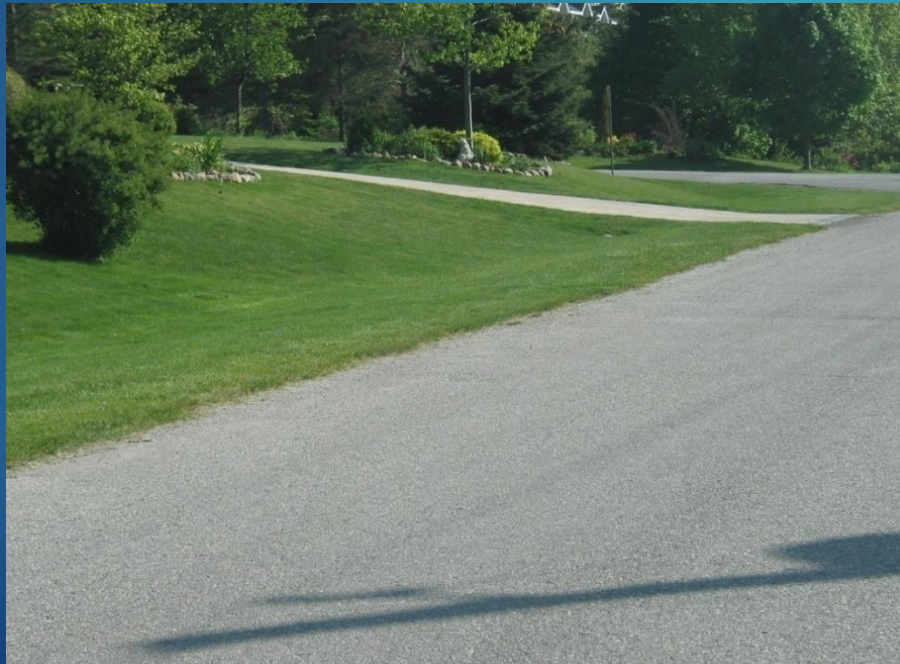
Suburban Roadway and Cross-section:

- ▶ 6.0-7.0 m. Surface
- ▶ 1.2 m. Shoulders
- ▶ Rural cross section
- ▶ Some storm sewer
- ▶ Paved surface
- ▶ Some utilities



Suburban Issues:

Problems with
drainage and
conversion.



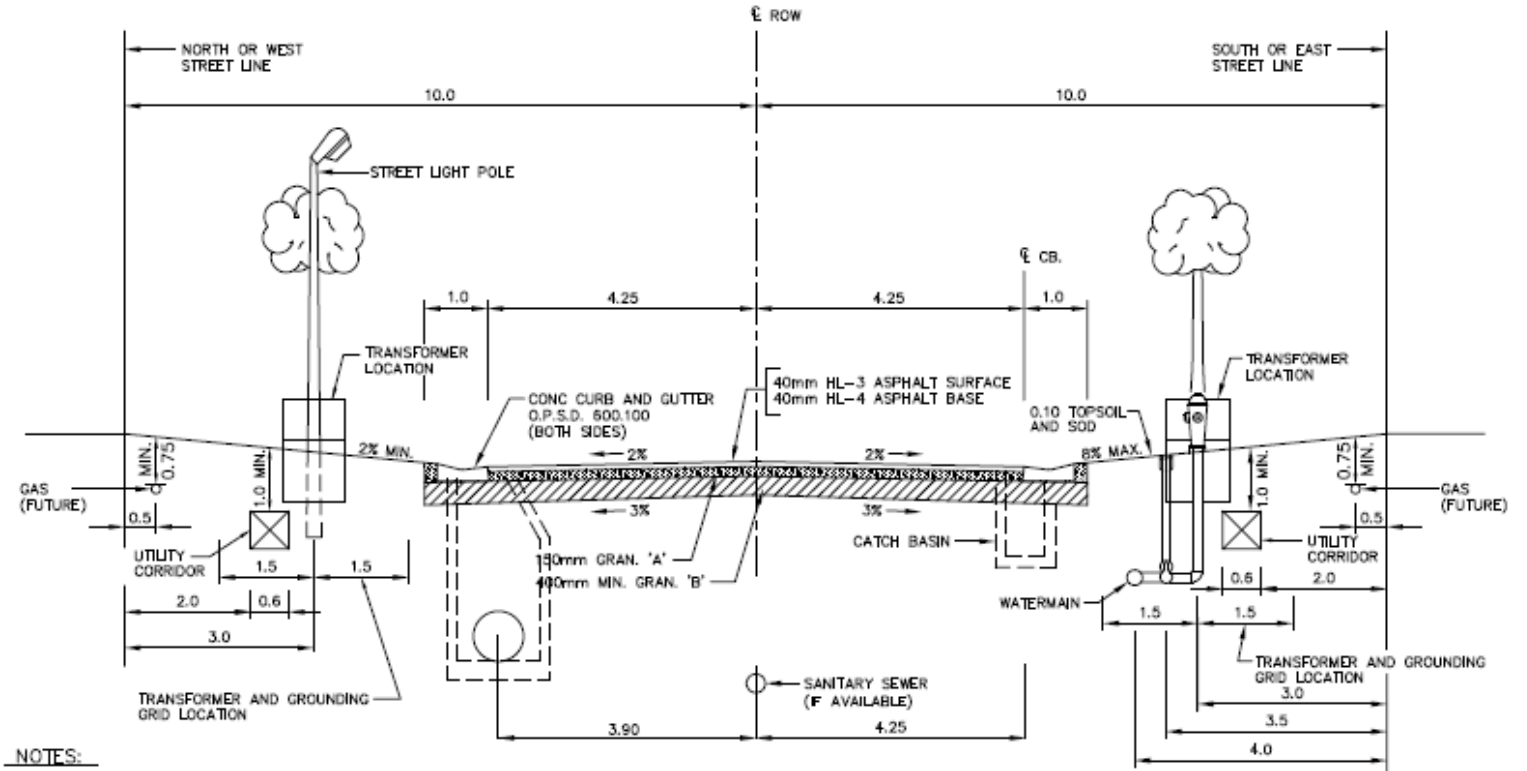
Urban Advantages:

- ▶ Clean, neat
- ▶ No ditch maintenance
- ▶ What a lot of people want
- ▶ Same as what your neighbours are doing.



Typical Cross-Section

- ▶ Considerations:
- ▶ Sidewalk and street light location
- ▶ Utilities Corridor – communications, gas, hydro, etc.

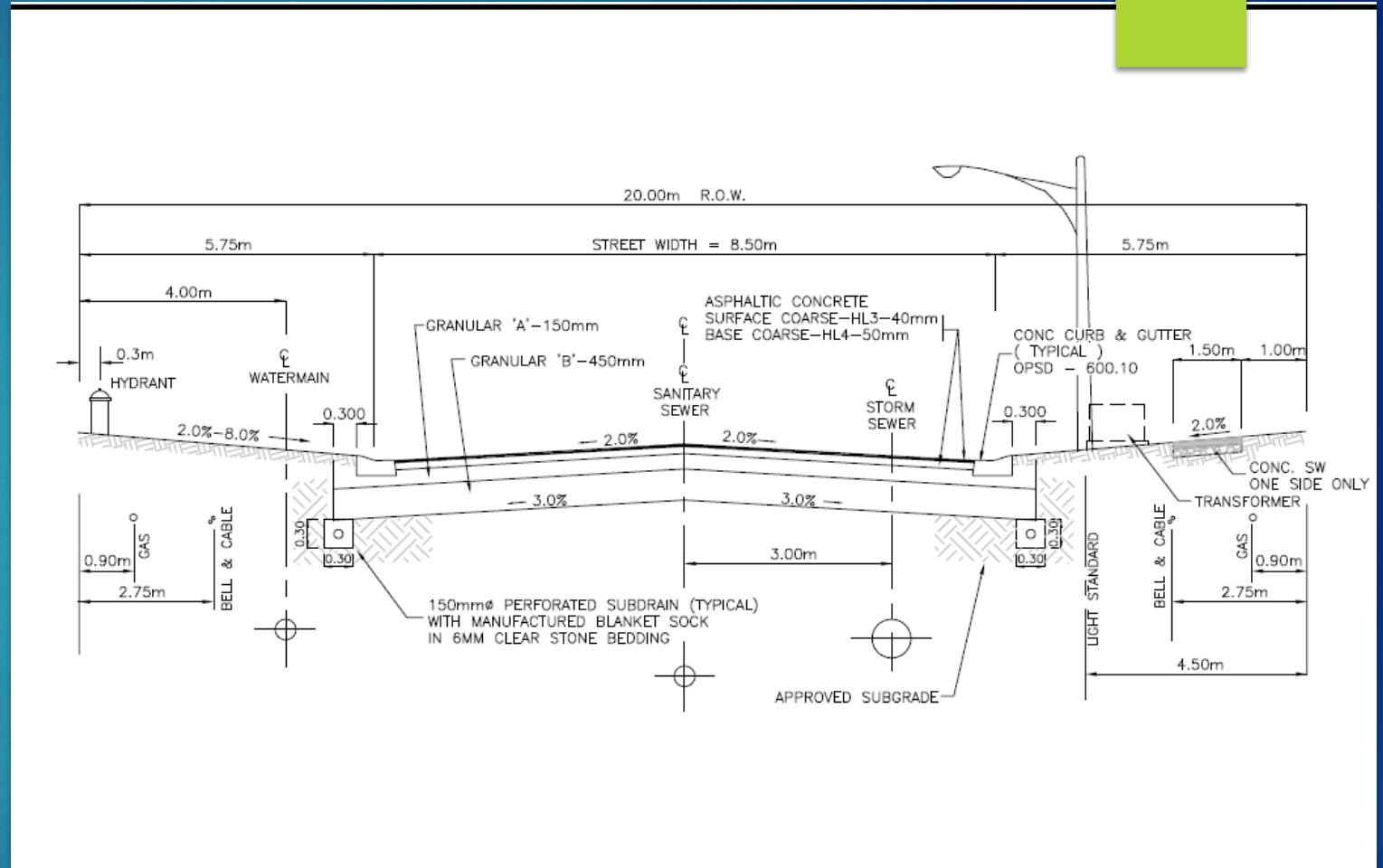


NOTES:

1. TOPSOIL TO BE REMOVED TO ITS FULL DEPTH ALONG ENTIRE WIDTH OF ROAD BETWEEN CURBS.
2. BOULEVARD TO BE FULLY SEEDED.
3. ROAD CROSSINGS DEPTHS FOR UTILITIES – HYDRO 1.2 MIN.
 – TELEPHONE, UNION GAS, CABLE TV 1.0 MIN.
 – WATER 1.8 MIN.
4. ALL WATER SERVICE BOXES TO BE SET AT PROPERTY LINE.
5. ROAD RECONSTRUCTION DESIGN TO BE CONFIRMED BY GEOTECHNICAL DESIGN

Utilities

- ▶ Defined corridor and location is important.
- ▶ Timing for installation.
- ▶ Agreement defines when they need to be in place during the phases of construction
- ▶ Required for occupancy!



Storm Sewers and Stormwater Management

- Storm Sewer Design:
 - Storm sewers are designed for what we call the minor storm – generally the 5-year storm.
 - Larger events should be handled with overland flow.

Stormwater Management

58

- ▶ Plan to manage stormwater quantity and quality. Storm discharges are to be limited to peak flow rates which do not exceed pre-development peaks. The quality of stormwater is improved by providing opportunity for sedimentation.

► Why do we worry about it?

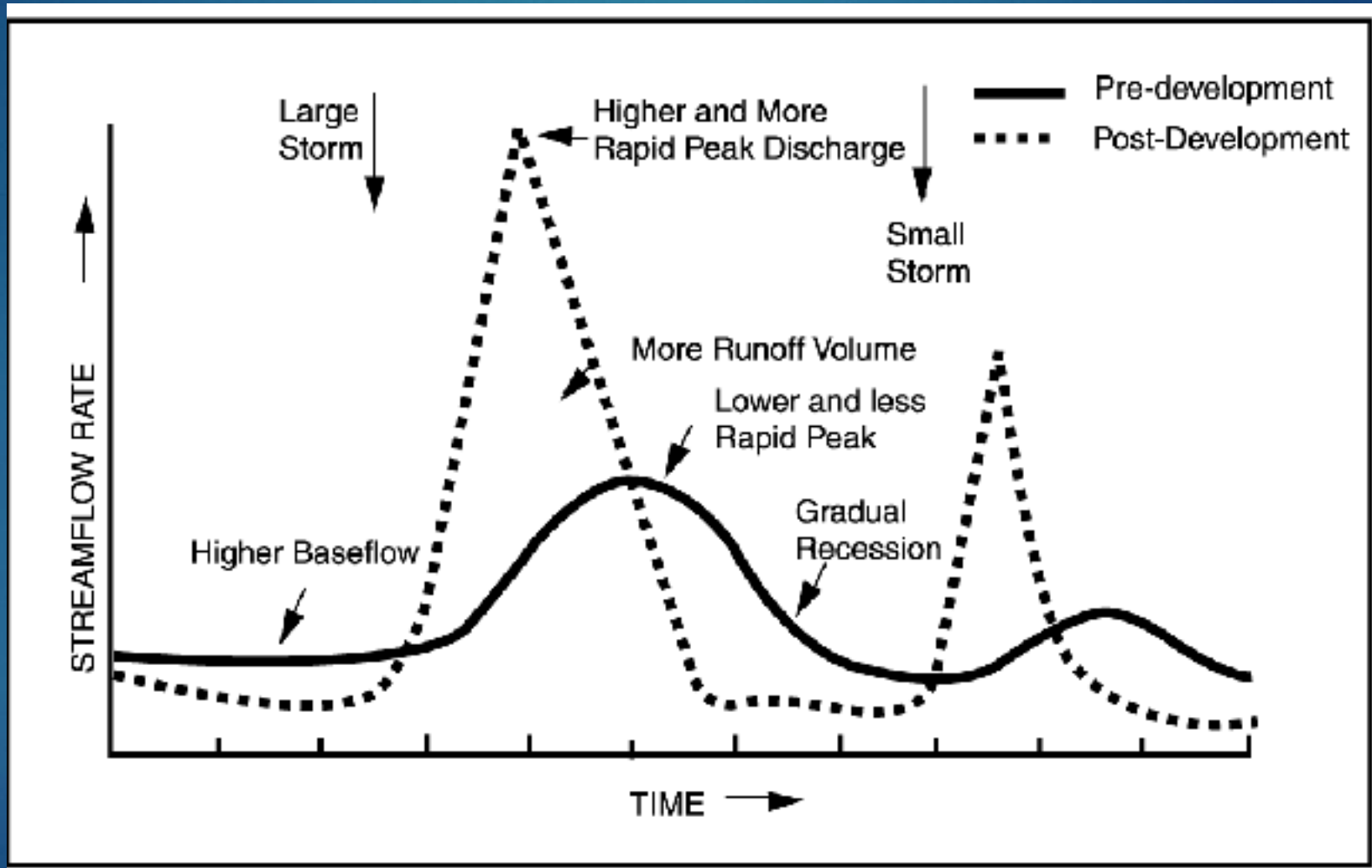


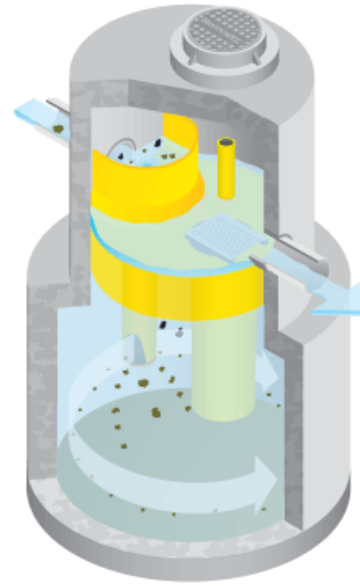
59



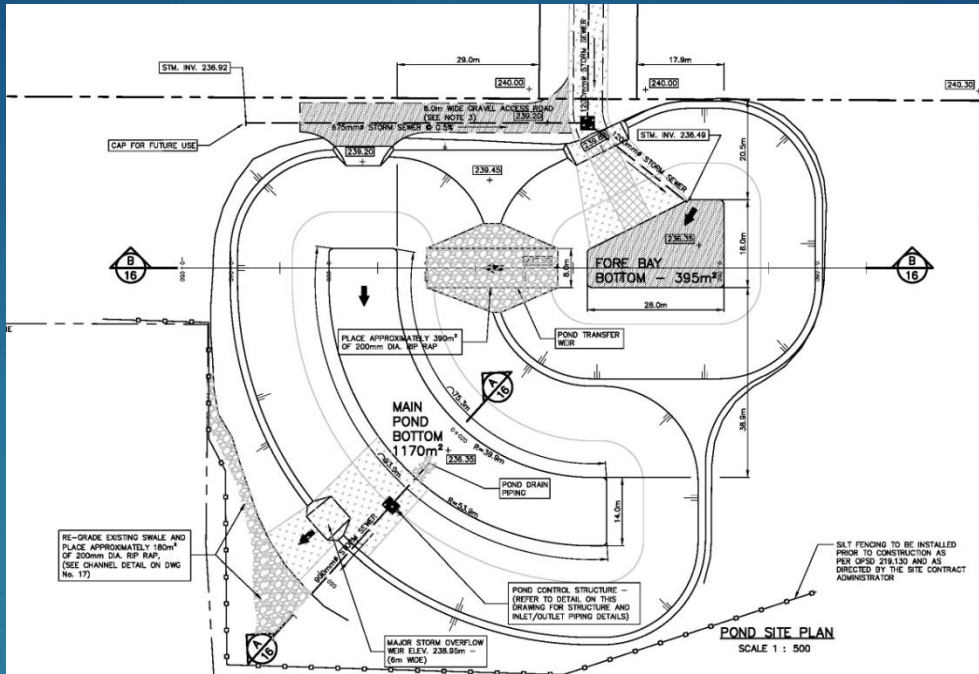
Quantity Control

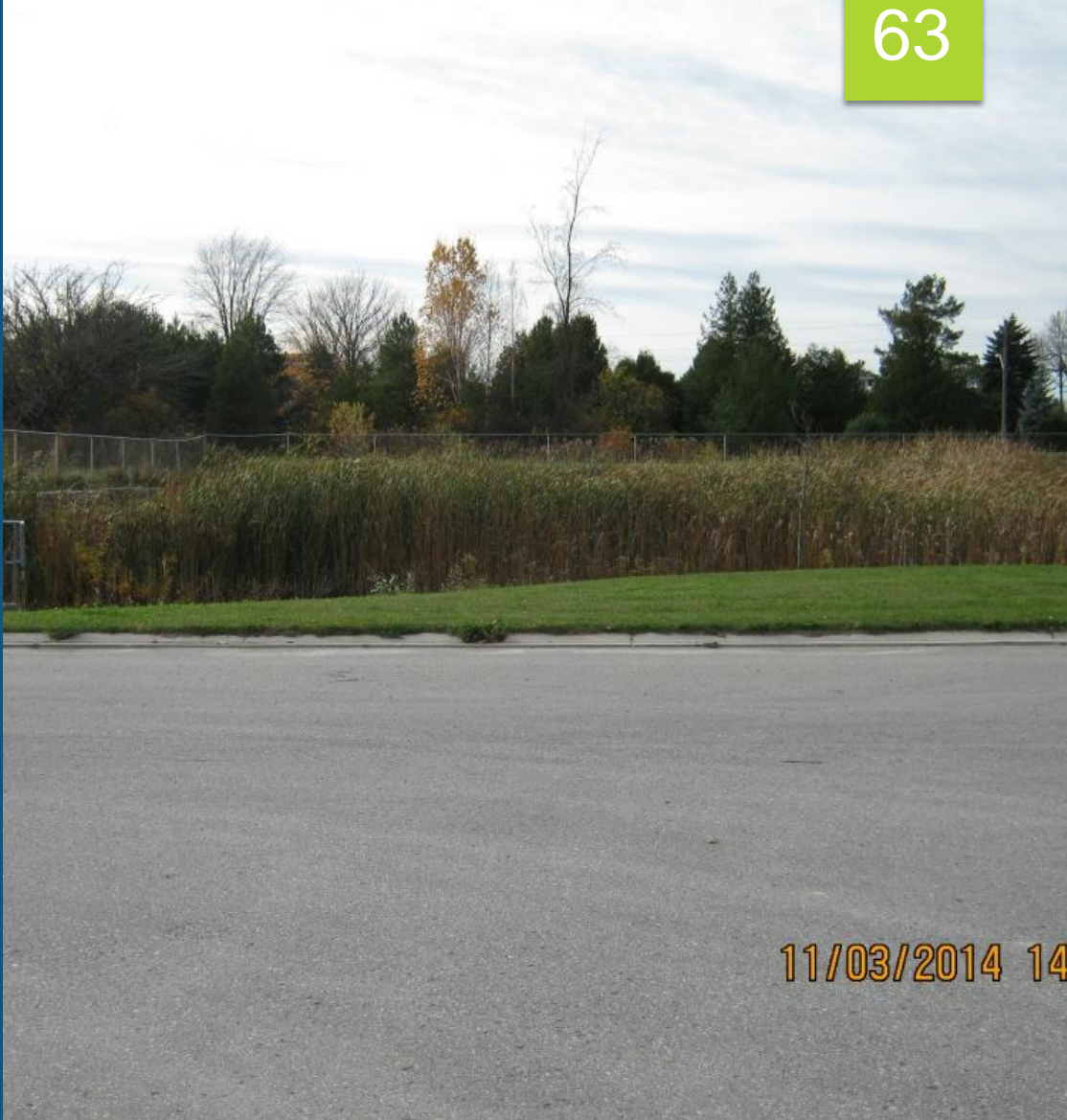
60

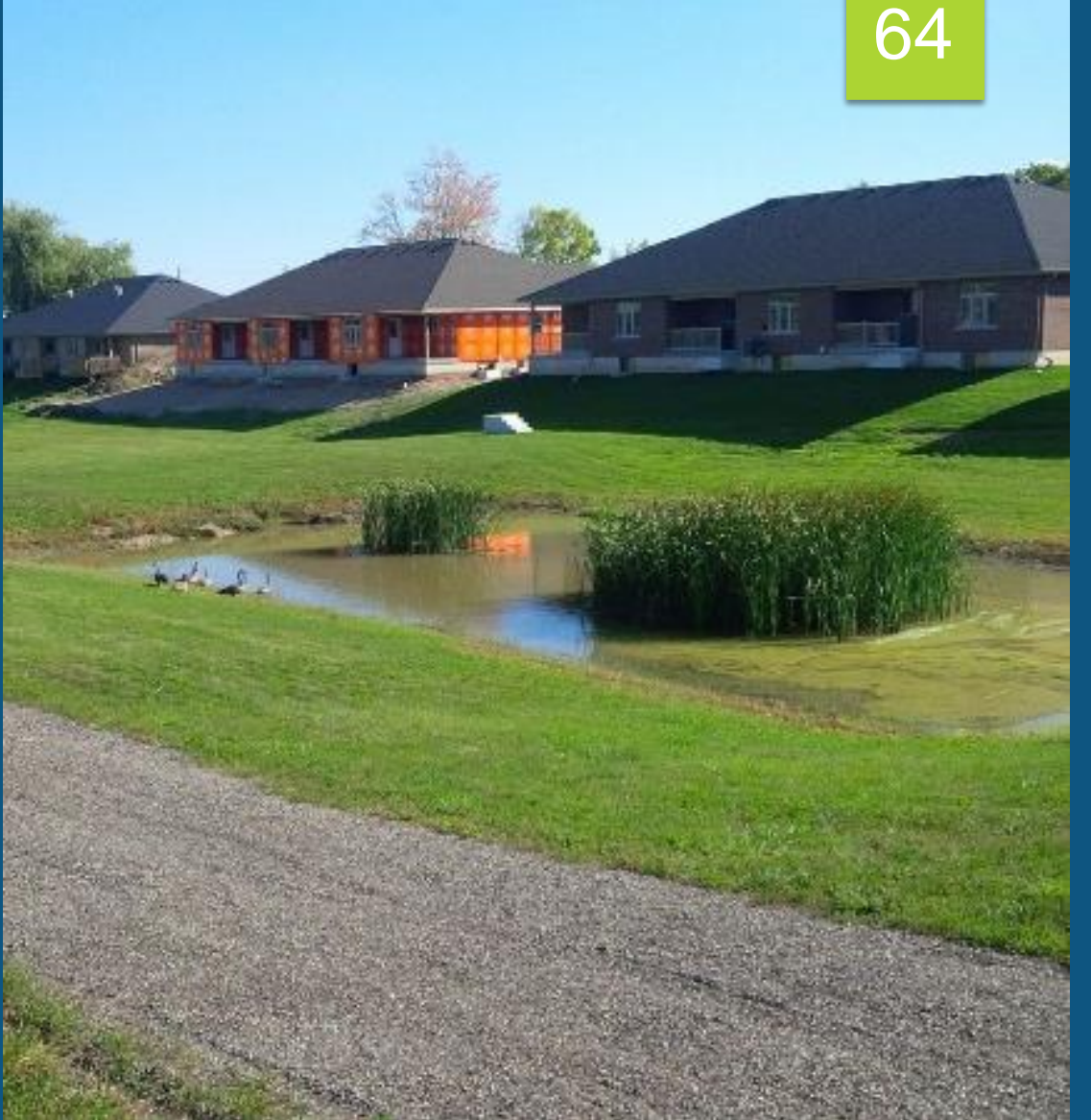




Quality Control



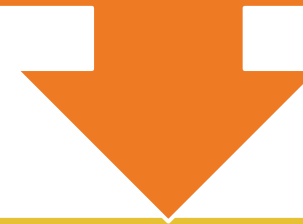




Low Impact Development (LIDS)

65

Both the MECP and the Conservation Authorities are asking that some form of Low Impact Development be considered as part of new or redeveloped sites.



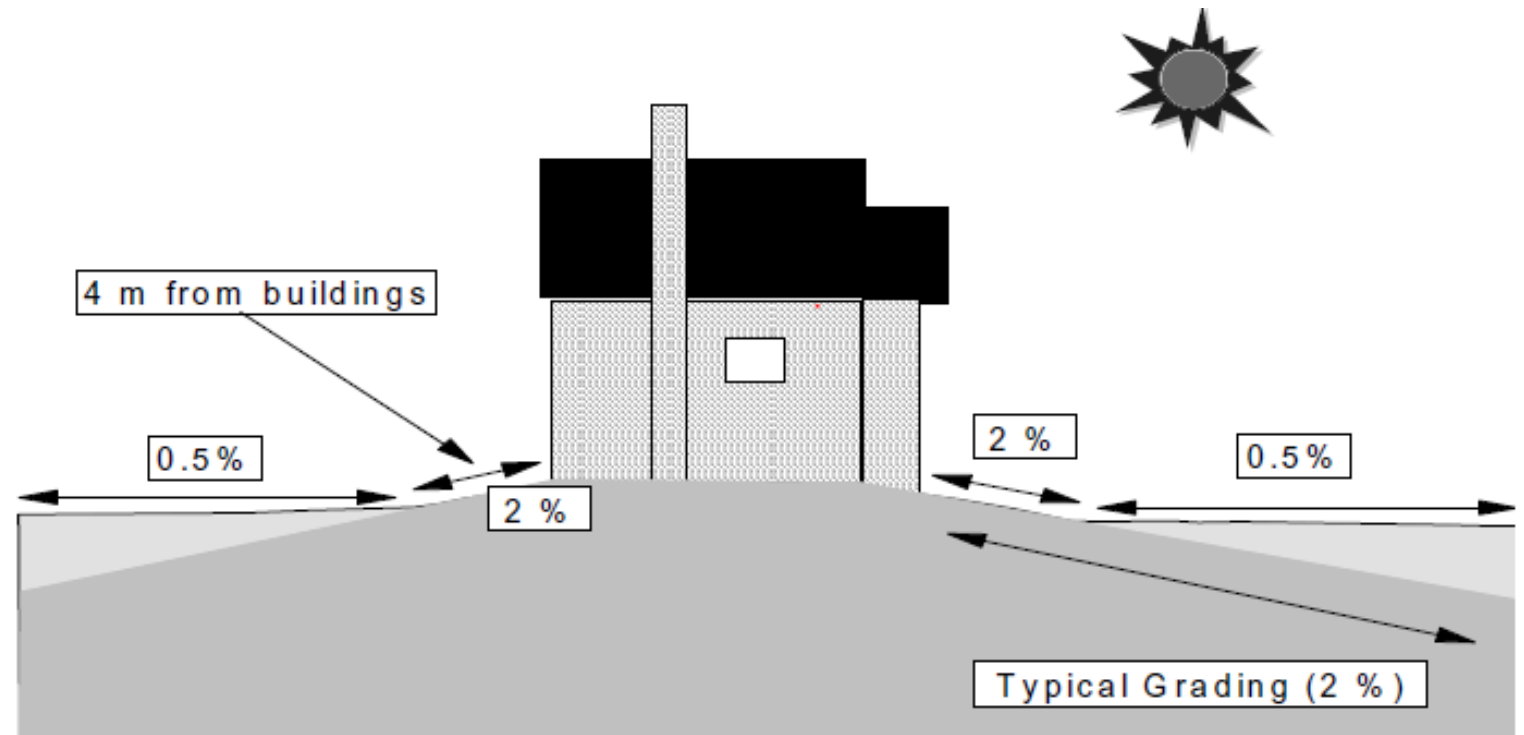
In the coming years, municipalities will be including provisions for this approach in their standards.

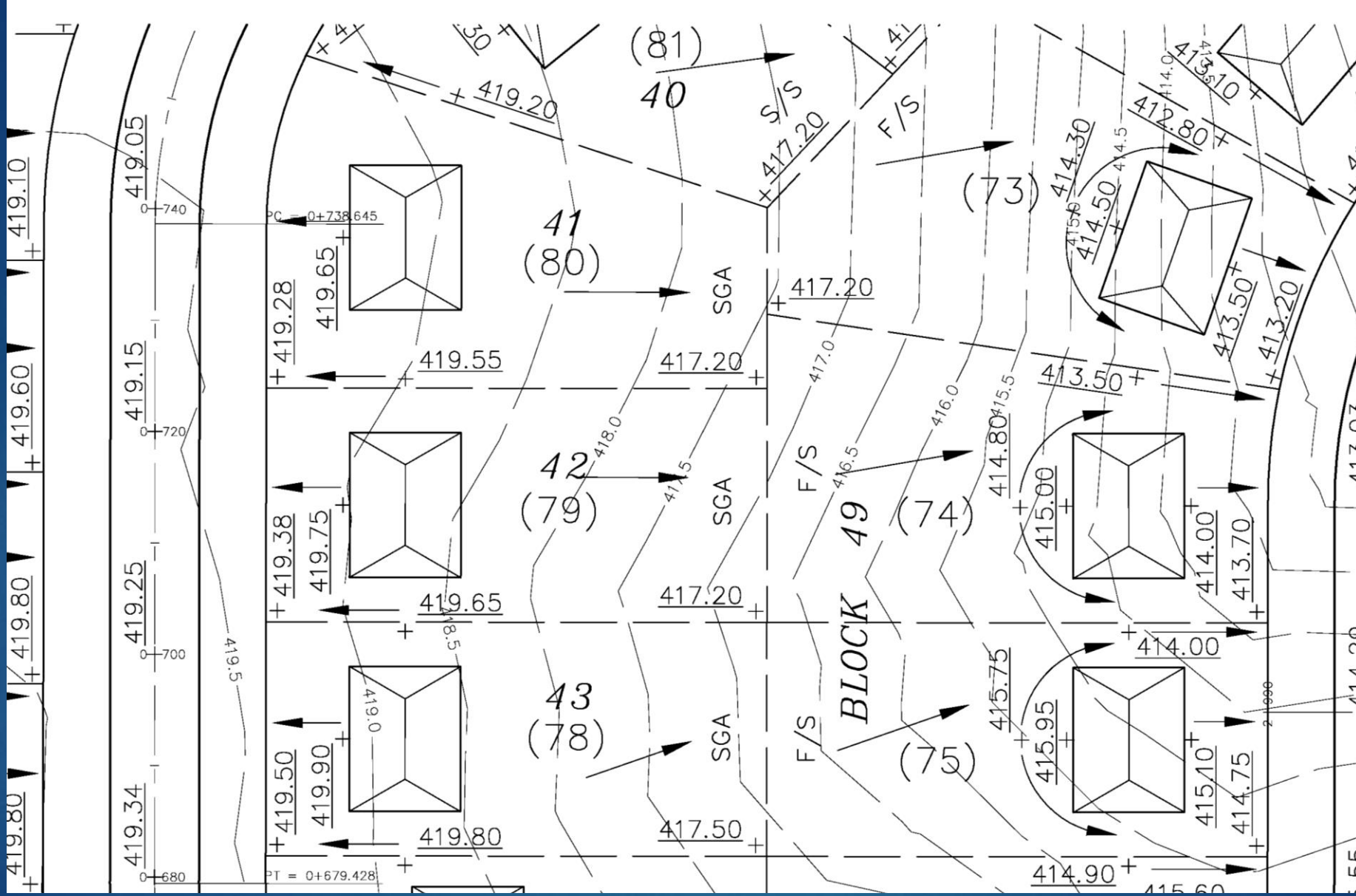


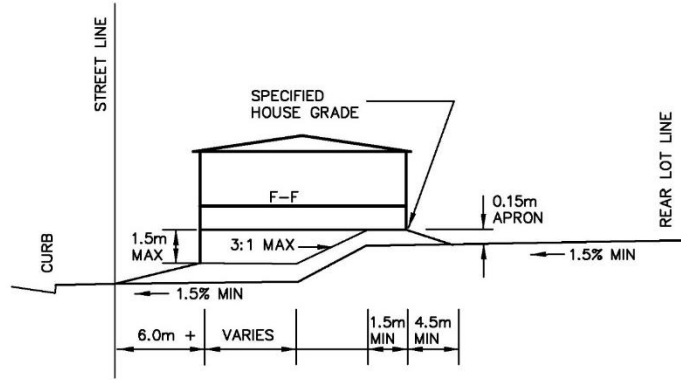
LIDs



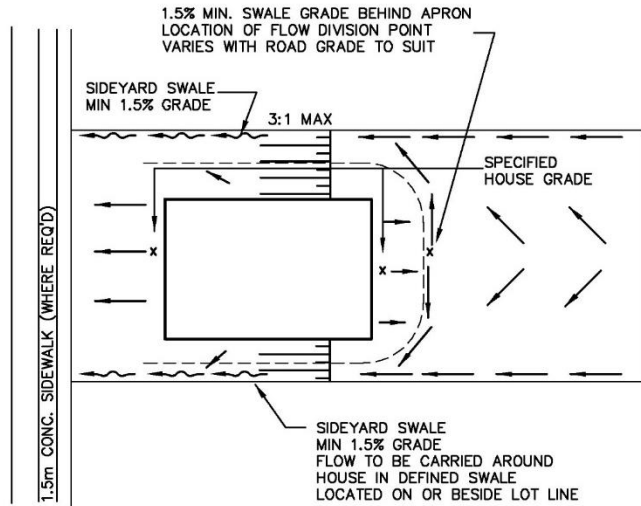
Grading and Drainage







ELEVATION



PLAN



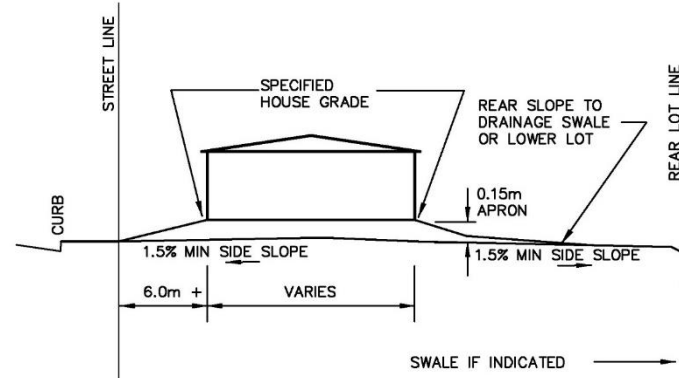
BMROSS STANDARD DRAWING

DATE OF REVISION - Jan, 2004

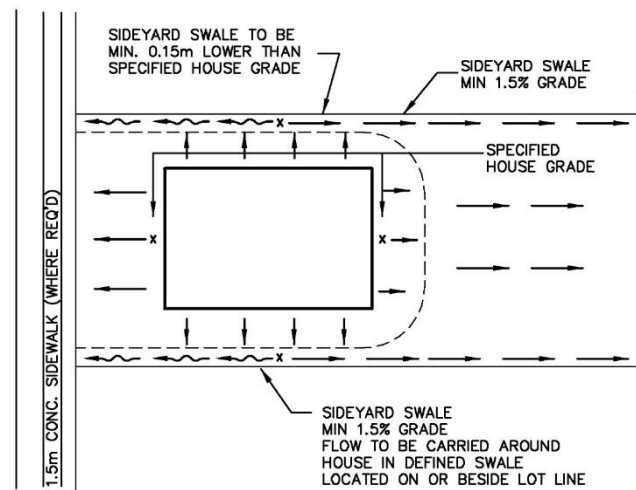
Front Split Lot Drainage

SCALE : N.T.S.

DRAWING No. 231



ELEVATION



PLAN



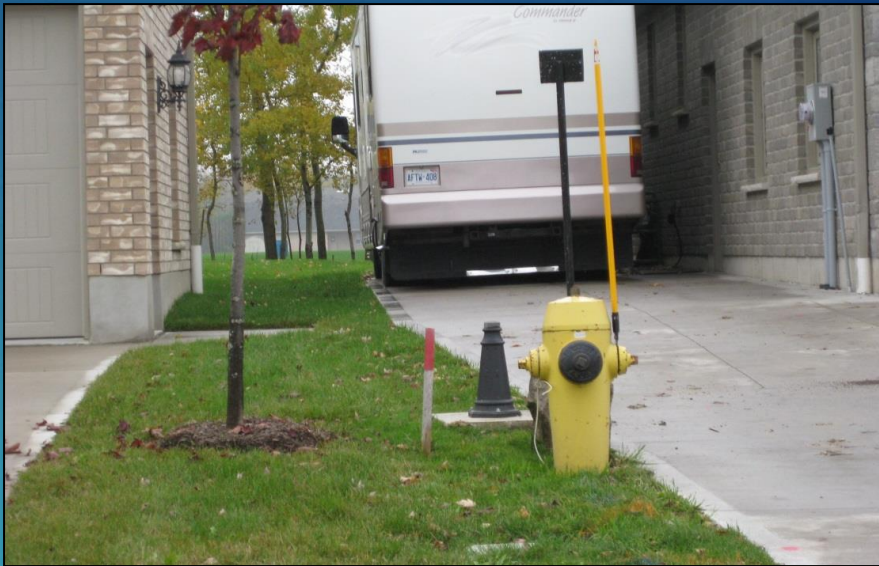
BMROSS STANDARD DRAWING

DATE OF REVISION - Jan, 2004

Typical Rear Lot Drainage

SCALE : N.T.S.

DRAWING No. 232





Sanitary Sewers and Watermains – MECP Guidelines, OPSS & OPSD

COUNCIL TRAINING SESSION



Sanitary Sewers are designed for:

73

Flow from
predicted sources

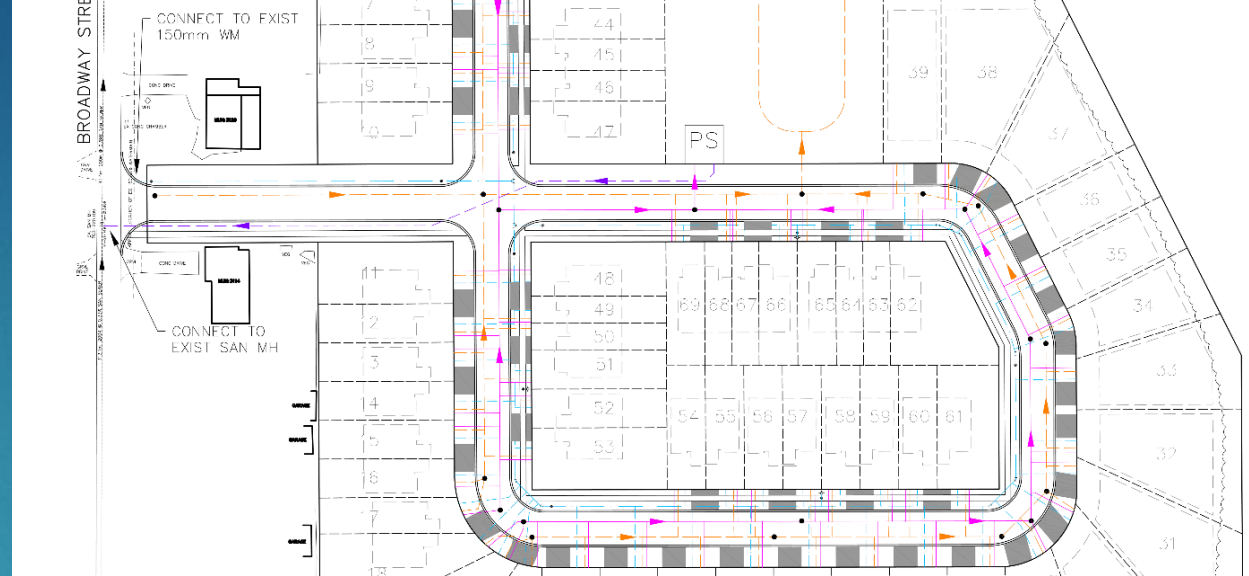
Extraneous flows
– I/I allowance
(inflow/infiltration)

Flows for predicted peak demands

Fire flows

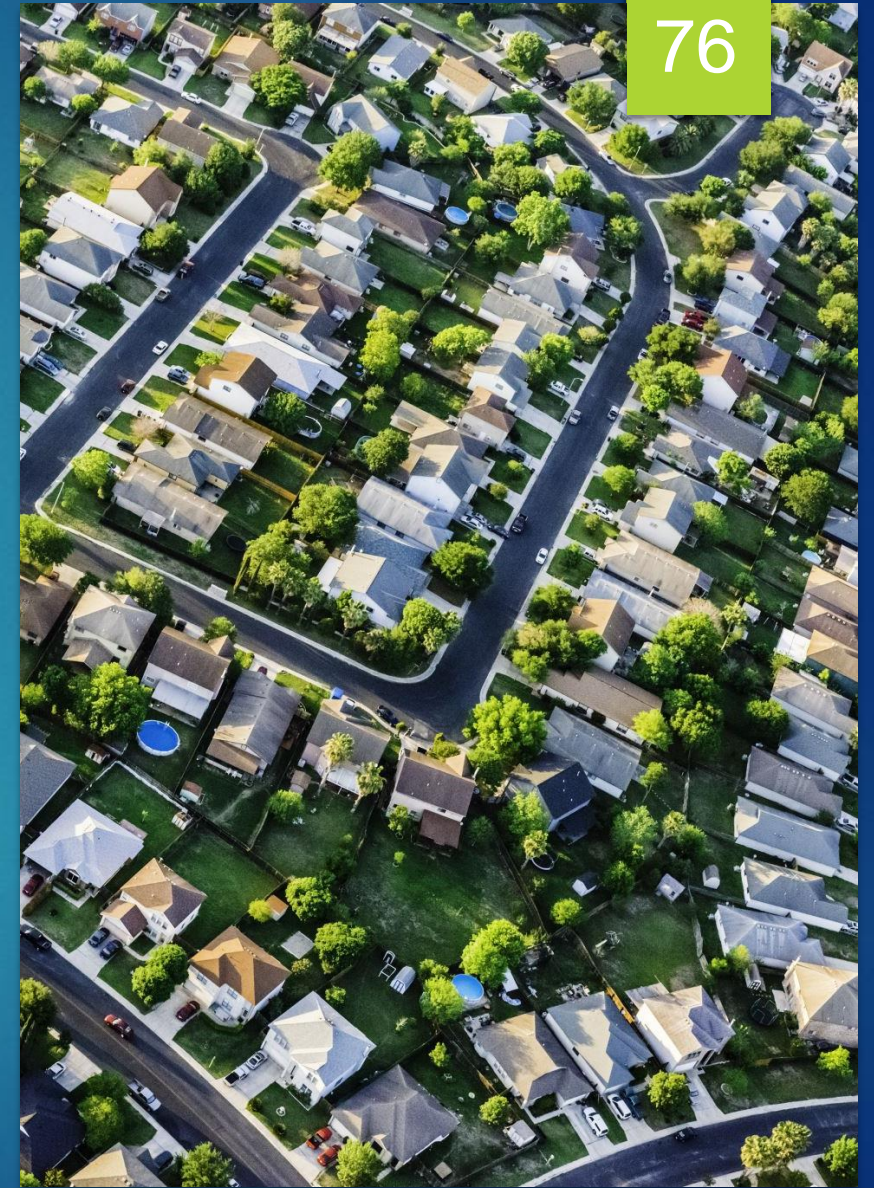
Water
distribution

Types of Development and the Related Agreements



Development – Subdivisions, Condominiums, Site Plans

- ▶ Types of development
- ▶ Subdivision agreements
 - Permits/occupancy
 - Stages of servicing/acceptance
 - Warranties
 - Cost sharing/ Oversizing
 - Final Acceptance/Assumption



Planning Processes

PPS – Provincial Policy Statement

Official Plans

Zoning bylaw

Creation of lots/units

- Consent
- Part lot control
- Subdivision
- Condominium

Development:

Building permit on infill lot

Site Plan (agreement)


- from the simple to the extremely complex

Subdivision

Condominiums often start as site plan agreements – condo created later

What is a Site Plan/Site Plan Agreement?

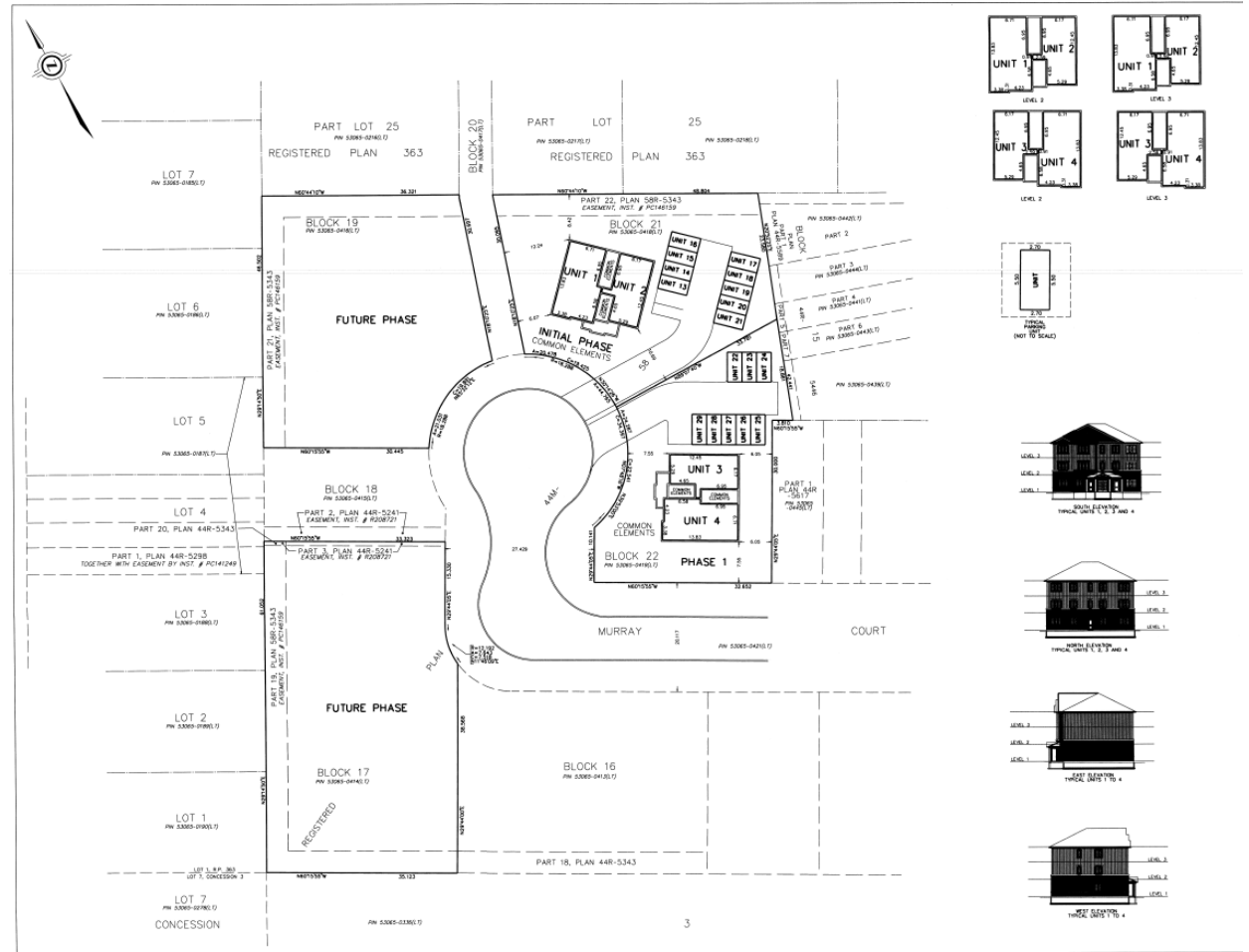
A signed agreement that is registered on title (forever) that requires the Owner, initial or future, to have buildings and appurtenances in accordance with an approved site plan.



May also have a separate development agreement for site plans and condominium developments

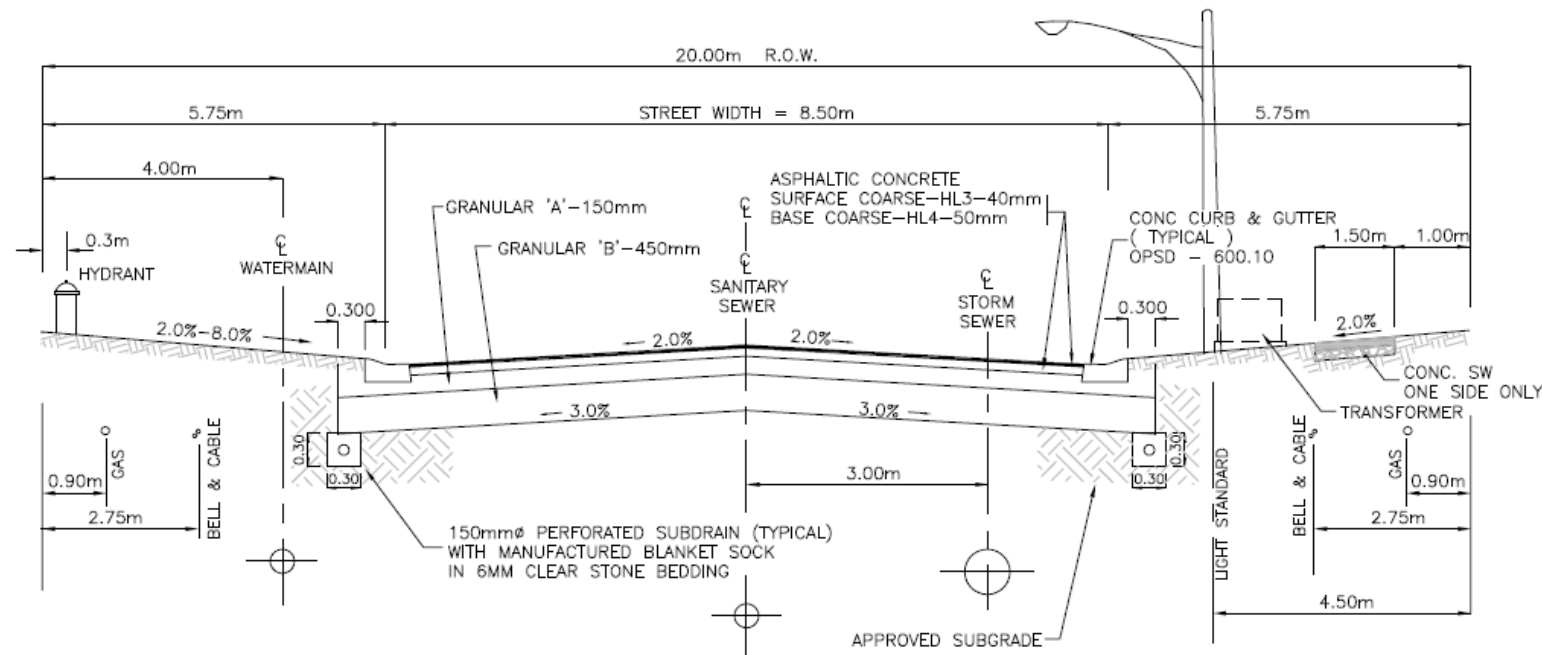
Condominium:

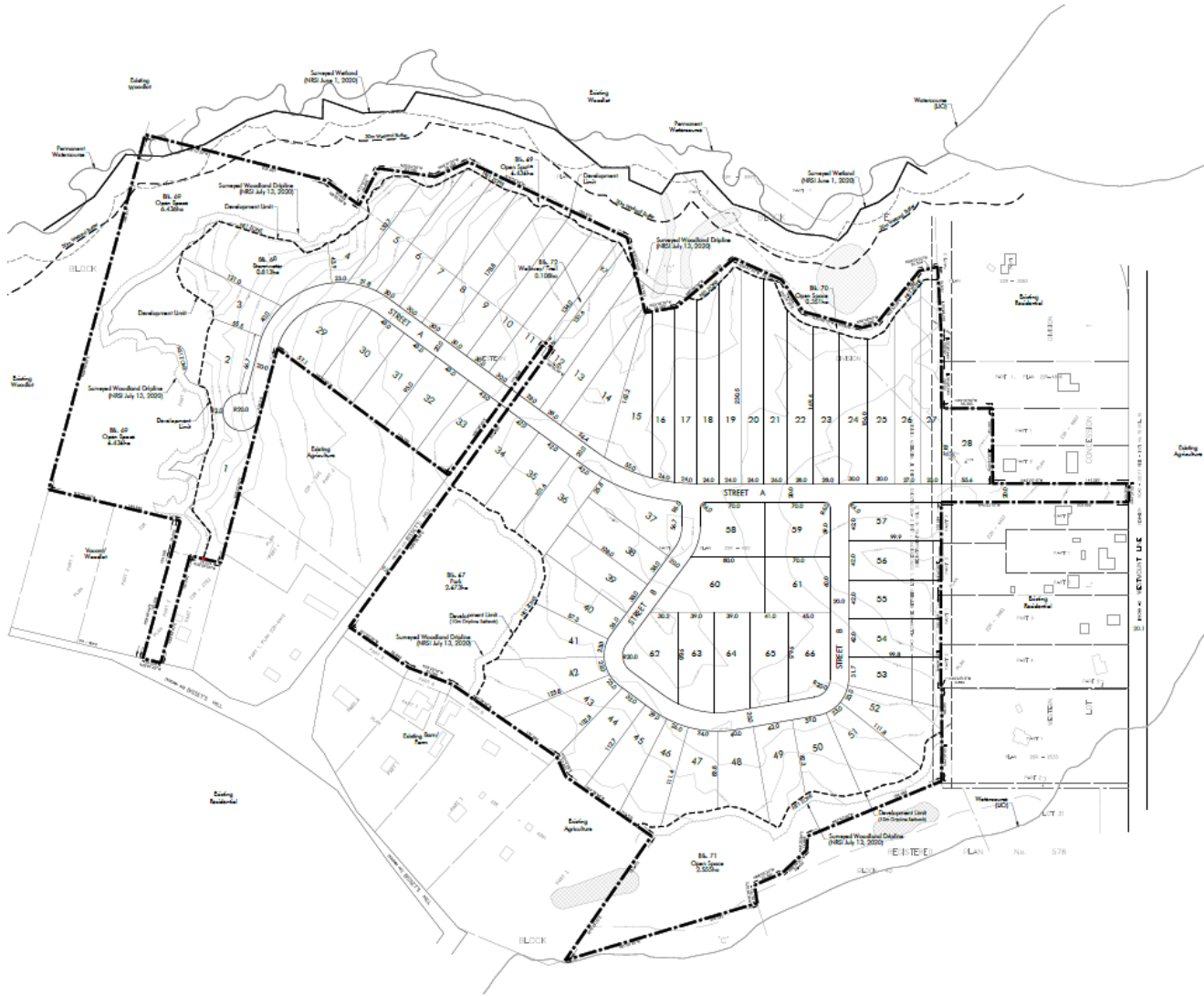
- ▶ Residents are owners of units, possibly lands and members of corporation that own common elements.



Subdivision Agreement:

- ▶ An Agreement between the developer/Owner and the municipality
- ▶ To construct public works on new roads

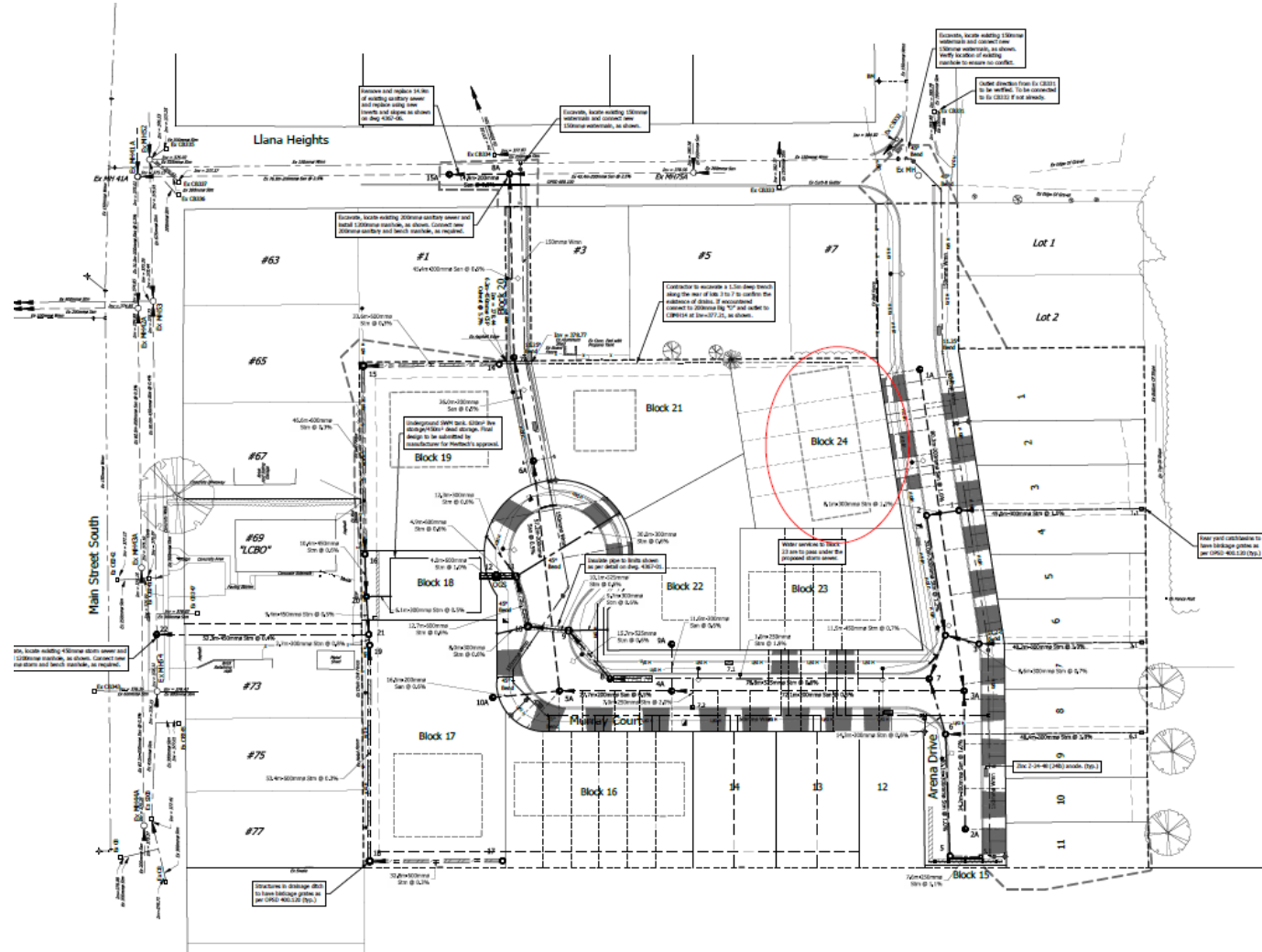




Subdivision

Public Roads/Subdivisions

- ▶ The creation of lots, or blocks on public roads. Requires the construction of public roads and services.



Subdivision Agreement Includes Provisions:

- ▶ Liability Insurance
- ▶ Securities (100% of value of public works)
- ▶ Lot grading requirements
- ▶ Lists of services to be installed and standards
- ▶ Requirements of other approval agencies

Sub. Agr. Includes Provisions:

85

- ▶ For Stages of servicing required for Preliminary Acceptance prior to building permits or occupancy.
- ▶ Warranty period for services prior to Final Acceptance.
 - Final Acceptance ≠ Assumption**
- ▶ At some time after Final Acceptance, an Assumption bylaw is passed.

Sub. Agr. may include:

Cost sharing

Example: 10 lots for developer, existing dev. to the municipality, other side to future developer

Sub. Agr. may include:

- ▶ Oversizing – where the municipality asks a developer to enlarge a utility, say a sanitary sewer through the development to facilitate future capacity beyond.
- ▶ Policy to pay after the first incremental pipe size larger than needed for the initial developer.

Questions?





BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT

PROVISIONAL CONSENT
(Ont. Regulation 197/96)

DECISION

FILE NO. B-001 / 23

In the case of an application for consent from C & L Schouten Farms, agent made under Section 53 of the Planning Act, as it affects the property legally described as Conc. 14 S Part lot 21, in the Municipality of Brooke-Alvinston, in the County of Lambton as described in the application and shown on a sketch and municipally known as 4825 White Pine Road.

DECISION: DENIED
CONDITIONS:

Members concurring in the above ruling:

Simon Lee, Ken McGugan, Christa Sawyer, Don McCabe, Craig Sanders

*** CERTIFICATION ***

I, Janet Denkers, Secretary-Treasurer for this meeting of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded electronically herein which was brought before the Committee on March 28, 2023 with the Notice of Decision being mailed March 29, 2023.

Janet Denkers, Secretary-Treasurer
Municipality of Brooke-Alvinston Committee of Adjustment

LAND DIVISION COMMITTEE

(Ont. Regulation 547 / 06)

A hearing was held by the Land Division Committee appointed by the Council of the Municipality of Brooke-Alvinston.

The Province of Ontario has amended the Planning Act as of November 28, 2022 and now only the applicant, the Minister of Municipal Affairs and Housing and the specified person and public bodies (as defined in the Planning Act) are permitted to appeal severance or minor variance decisions of the Committee of Adjustment

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston, 3236 River Street, Alvinston, ON N0N 1A0 from 8:30 a.m. to 4:30 p.m. Monday to Friday (excluding holidays).

Therefore let it be known that the last day for appealing the said decision to the Local Planning Appeal Tribunal, is as stated on the reverse side of this form.

Written notice of the appeal accompanied by a cheque or money order in the specified amount for the first appeal made payable to the Minister of Finance for Ontario must be filed with the Secretary-Treasurer of the Municipality of Brooke-Alvinston Land Division Committee on or before the appeal date.

Janet Denkers, Secretary-Treasurer
Municipality of Brooke-Alvinston Committee of Adjustment
3236 River Street P.O. Box 28
Alvinston, ON N0N 1A0

The last day for appeal of the above decision is the 17 day of April, 2023

MUNICIPALITY OF BROOKE-ALVINSTON
COMMITTEE OF ADJUSTMENT - APPLICATION A-001/23

DECISION OF COMMITTEE WITH REASONS
The Planning Act, R.S.O. 1990, Section 45

Re: Application for John & Mary VanderWal, in respect of 8066 Centre St.
Alvinston, Municipality of Brooke-Alvinston

We, the undersigned, concur in the following decision and reasons for decision of the Committee of Adjustment for the Municipality of Brooke-Alvinston made on April 4, 2023.

DECISION:

GRANTED - Relief from the exterior lot line setback provisions for a multiple dwelling in the Residential 3(2) (R3(2) Zone:

- i) Set back is 6.46m (By-law requires 7m)

REASONS:

In the opinion of the Committee:

- 1. The Variances are minor in nature;
- 2. The intent of the Official Plan is maintained;
- 3. The intent of the Zoning By-law is maintained; and
- 4. The Variances are desirable for the appropriate development or use of the land, building or structure.



Ken McGugan




Simon Lee

Christa Sawyer



Craig Sanders




Don McCabe

*** CERTIFICATION ***

I, Janet Denkers, Secretary-Treasurer of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded therein.

Dated this 4th day of April, 2023.



Janet Denkers, Secretary-Treasurer
Brooke-Alvinston Committee of Adjustment



The Corporation of The Township of Dawn-Euphemia

4591 Lambton Line, RR 4, Dresden, ON N0P 1M0
Tel: 519-692-5148 Fax: 519-692-5511 Public Works: 519-692-5018
Email: roads@dawneuphemia.on.ca

March 28, 2023

DRAIN MAINTENANCE MEETING

A request for maintenance of the Brooke-Enniskillen- Dawn Townline Drain has been received by the Municipality.

You, as an assessed landowner on this drain, are invited to an On Site Meeting, which will be held to determine the extent of the proposed maintenance, the timing for the project as well as discussion for any other queries.

This drain serves all three Municipalities, and as such, this meeting will also determine the extent of the required maintenance to be performed in 2023.

The Meeting will be a collaborative effort with the Drainage Superintendents of each respective Municipality.

Meeting Date : Thursday, April 13, 2023

Time: 10:00 am.

Location: The Intersection of Aberfeldy Line and Oakdale Road

If you have any questions or concerns, please do not hesitate to contact either David or Paul.

David Moores – Municipality of Brooke-Alvinston Ph: 519- 882- 0032

Township of Enniskillen

Paul Dalton - Township of Dawn-Euphemia Ph: 519-692-5018

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

Drainage Act, R.S.O. 1990, Chapter D.17, s. 78 & s. 9(1)

TO: Affected Property Owners

You are hereby notified that Ray Dobbin, P.Eng., appointed by the Council of the Municipality of Brooke-Alvinston under Section 78 of the Drainage Act, has scheduled a meeting for the:

**6-7 Concession Drain
on**

Thursday, April 20th, 2023

9:30 a.m.

LOCATION: Shiloh Line at the outlet of the McNeil Drain

In accordance with Section 9(1) of the Drainage Act, you as an owner of land affected, are requested to attend a meeting with the appointed engineer.

The purpose of the meeting is to discuss the tender costs for the project, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 31st day of March, 2023.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

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

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

Drainage Act, R.S.O. 1990, Chapter D.17, s. 78 & s. 9(1)

TO: Affected Property Owners

You are hereby notified that Ray Dobbin, P.Eng., appointed by the Council of the Municipality of Brooke-Alvinston under Section 78 of the Drainage Act, has scheduled a meeting for the:

**Gilroy Drain
on**

Thursday, April 20th, 2023

10:30 a.m.

LOCATION: Old Walnut Road just South of Rokeby Line

In accordance with Section 9(1) of the Drainage Act, you as an owner of land affected, are requested to attend a meeting with the appointed engineer.

The purpose of the meeting is to discuss the tender costs for the project, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 31st day of March, 2023.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

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

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

Drainage Act, R.S.O. 1990, Chapter D.17, s. 78 & s. 9(1)

TO: Affected Property Owners

You are hereby notified that Ray Dobbin, P.Eng., appointed by the Council of the Municipality of Brooke-Alvinston under Section 78 of the Drainage Act, has scheduled a meeting for the:

**Carpenter Drain
on**

Wednesday, April 26th, 2023

9:30 a.m.

**LOCATION: Forest Road at the outlet of the Carpenter Drain
just South of Oil Springs Line**

In accordance with Section 9(1) of the Drainage Act, you as an owner of land affected, are requested to attend a meeting with the appointed engineer.

The purpose of the meeting is to discuss the tender costs for the project, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 5th day of April, 2023.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

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

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

Drainage Act, R.S.O. 1990, Chapter D.17, s. 78 & s. 9(1)

TO: Affected Property Owners

You are hereby notified that Ray Dobbin, P.Eng., appointed by the Council of the Municipality of Brooke-Alvinston under Section 78 of the Drainage Act, has scheduled a meeting for the:

**McTaggart Drain
on**

Wednesday, April 26th, 2023

10:45 a.m.

**LOCATION: Shiloh Line East of Highway 79 where the drain
crosses the road**

In accordance with Section 9(1) of the Drainage Act, you as an owner of land affected, are requested to attend a meeting with the appointed engineer.

The purpose of the meeting is to discuss the tender costs for the project, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 5th day of April, 2023.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

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

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

Notice of Abandonment of Drainage Works

Drainage Act, R.S.O. 1990, c. D.17, s. 84

To:
3815120050145

3815120050146

County of Lambton

Re: Abandonment of drainage works or part thereof described as:

Edgar Branch Extension Drain

(Name and description of drainage work or part thereof to be abandoned)

Take notice that the Council of the Corporation of the Municipality of Brooke-Alvinston

- In accordance with section 84(1), has received a request from landowners for the abandonment of this drainage works or part thereof. The municipality intends to act on this request.
- In accordance with section 84(2), has decided upon its own initiative, to abandon the above described drainage works or part thereof.

If you have concerns about the proposed abandonment of the drainage works or part thereof, you have ten days from the date this notice was sent to notify the clerk that you require the report of an engineer to be made on this proposed abandonment.

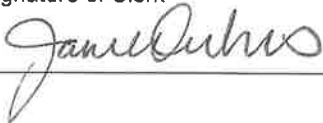
A copy of the form "Notice that Report of Engineer is required for the Proposed Abandonment of a Drain" is available at the municipal office or online at www.ontario.ca/drainage.

If after ten days an engineer's report has not been requested, the municipality intends to pass a by-law abandoning the drainage works or part thereof.

Name of Clerk (Last Name, First Name)

Janet Denkers

Signature of Clerk



Date (yyyy/mm/dd)

2023/03/31



Attorney General
 McMurtry-Scott Building
 720 Bay Street
 11th Floor
 Toronto ON M7A 2S9
 Tel: 416-326-4000
 Fax: 416-326-4007

Procureur général
 Édifice McMurtry-Scott
 720, rue Bay
 11^e étage
 Toronto ON M7A 2S9
 Tél.: 416-326-4000
 Téléc.: 416-326-4007



Ontario

Our Reference #: M-2023-2275

March 24, 2023

Dear Heads of Council, Municipal Chief Administrative Officers, and Clerks:

I am pleased to write to you today to provide an update on modernization initiatives in Ontario's *Provincial Offences Act* (POA) courts.

On November 23, 2022, proposed amendments to the POA aimed at modernizing and streamlining processes in POA courts were introduced in the Ontario Legislature as Schedule 8 under Bill 46, the *Less Red Tape, Stronger Ontario Act, 2023*. I am happy to advise that Bill 46 received Royal Assent on March 22, 2023.

As a result, the following changes to the POA have been approved:

Implementation of Amendments to Allow for Clerk Review of Reopening Applications

Currently, the POA allows a defendant convicted of either failing to respond to a charge laid by certificate of offence or of failing to appear for a hearing or early resolution meeting, to apply to have the conviction struck and the matter reopened. Such applications are currently reviewed by a justice of the peace and may be granted if the justice of the peace is satisfied that, through no fault of their own, the defendant was unable to appear for a hearing or an early resolution meeting or did not receive a notice or document relating to the offence.

Effective September 22, 2023, clerks of the court will grant, but not deny, applications to strike a conviction on a ticket, if satisfied that the defendant, through no fault of their own, missed a notice or was unable to attend a meeting or hearing related to the ticket. If the clerk is not able to grant the application and strike the conviction, the clerk must forward the application to a justice of the peace to make the determination whether to grant or deny the request for a reopening.

These amendments will assist municipalities in recovering from the disruption of court operations created by the pandemic by freeing up judicial time and allowing municipal court staff to address the backlog of cases more quickly.

Repeal of the Bill 177 Early Resolution Reforms

Effective March 22, 2023, amendments to section 5.1 of the POA, together with previously proposed sections 5.2 to 5.5 are repealed, although they had not yet come into force. These previously proposed amendments would have changed the "early resolution" process in ways that are no longer desired by stakeholders.

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The Ministry of the Attorney General looks forward to continuing engagement with partners and stakeholders on new opportunities for modernizing the early resolution process.

If you have any questions, or if you would like more information about these initiatives, please contact Ms. Wendy Chen, Manager of the POA Unit, either by email at JUS.G.MAG.POASupport@ontario.ca or by telephone at (437) 244-8733.

Thank you for your continued commitment to the administration of justice and for supporting access to justice services for all Ontarians.

Sincerely,

A handwritten signature in black ink that reads "Doug Downey". The signature is written in a cursive style with a long horizontal stroke at the end of the name.

Doug Downey
Attorney General

c: Wendy Chen, Manager, POA Unit, Court Services Division, Ministry of the Attorney General

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



234-2023-1754

April 6, 2023

Good afternoon,

Today, our government announced further action to tackle the housing supply crisis and reach our goal of 1.5 million homes by 2031. The *Helping Homebuyers, Protecting Tenants Act* is the latest in a series of steps our government is taking to increase housing supply and help more Ontarians find a home they can actually afford.

Despite external economic challenges that are slowing down new home construction, including inflation and soaring interest rates, Ontario's plan to build more homes faster is working – with the highest number of housing starts in more than 30 years in 2021 and 2022, and the highest number of rental housing starts on record last year.

Details about the range of measures in our plan can be found in the [news release here](#).

As part of the plan, our government is introducing a new province-wide planning policy document that would provide municipalities with more flexibility, reduce duplication, create more homes in urban and rural communities, support local economies and create jobs while continuing to protect the environment (including existing Greenbelt protections), and public safety. It would also require coordination between municipalities and school boards to consider school and childcare needs earlier in the planning process, so that families moving to new housing can expect that local schools will be available for their children.

Ontario is undertaking a 60-day consultation on the proposed new Provincial Planning Statement until June 6, 2023 <https://ero.ontario.ca/notice/019-6813>.

In addition, the plan contains numerous actions to further tackle Ontario's housing crisis, including:

- A \$6.5 million investment to appoint an additional 40 adjudicators and hire five staff to improve service standards and continue to reduce active applications and decision timeframes at the Landlord and Tenant Board. This increase more than doubles of the number of full-time adjudicators at the Landlord Tenant Board.

.../2

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- Proposed changes to make life easier for renters, with changes that would, if passed, clarify and enhance tenants' rights to install air conditioners. We are proposing to further strengthen protections against evictions due to renovations, demolitions and conversions, as well as those for landlord's own use.
- Proposed changes to the *Planning Act*, *City of Toronto Act*, and *Ministry of Municipal Affairs and Housing Act* to support the proposed new Provincial Planning Statement as well as other housing supply priorities.
- Doing more to protect first-time home buyers and their savings by expanding deposit insurance for First Home Savings Accounts held at Ontario credit unions.
- We are exploring a cooling-off/cancellation period on purchases of new freehold homes, and a requirement that purchasers of all new homes receive legal advice on their purchase agreements when they make one of the biggest purchases of their lives – a new home.

These and other related consultations can be found through the [Environmental Registry of Ontario](#) and the [Ontario Regulatory Registry](#).

Our plan was informed by AMO's 2022 A Blueprint for Action and ROMA's 2022 Task Force Report on Attainable Housing and Purpose-Built Rentals. These changes build on our continued work to provide a solid foundation to address Ontario's housing supply crisis over the long term and will be supplemented by continued action in the future.

The housing supply action plan is the latest in a series of steps our government is taking to increase housing supply and help more Ontarians find a home they can afford. We look forward to continued collaboration with our municipal partners to create the homes that Ontarians need today, tomorrow and in the decades to come.

Sincerely,



Steve Clark
Minister

c. Chief Administrative Officer



To the Clerk and Council,

Re: Open Meetings: Guide for Municipalities

I am pleased to send you the latest edition of the Ontario Ombudsman's open meeting guide for municipalities. This guide offers tips and information about Ontario's open meeting rules, based on our Office's past 15 years of experience in investigating complaints about closed municipal meetings.

We have designed this portable, bilingual guide to serve as a handy reference for council members and other municipal officials when dealing with questions about the open meeting exceptions in the *Municipal Act, 2001*, as well as various common procedural issues. It includes frequently asked questions, excerpts from relevant legislation and best practice suggestions. This version includes updated case examples from our investigations and reflects the legislative change that permits councils, local boards, and committees to hold fully electronic or virtual meetings.

As we have done since 2008, our Office is providing this guide for free to all municipal clerks and council members across the province, whether they use the Ombudsman as their closed meeting investigator or not. We do this in the spirit of the open meeting rules – to promote transparency in local governments across the province.

If you require additional printed copies, please contact us at thewatchdog@ombudsman.on.ca. You can also print more copies directly from our website, or view the accessible PDF version, at www.ombudsman.on.ca/resources/brochures-and-posters/municipal-resources.

This link will also take you to our other municipal resources, including tip cards, best practice guidelines, and our online resource, **Open Meetings: Case Digest**, where you can search hundreds of our decisions on open meeting cases by topic, keyword, or municipality.

We hope these resources will be useful to you and the public we all serve.

We welcome your feedback, or any questions you might have about any aspect of our work: Please feel free to contact us at info@ombudsman.on.ca or 1-800-263-1830.

Sincerely,

Paul Dubé
Ombudsman of Ontario

Encl.

Hello!

The Busy B Association would appreciate some help raising money for an adaptive bike for a local teen!

The Great Bike Giveaway is a yearly crowdsourcing event that allows disabled people to crowdsource for an adaptive bike that fits their needs at a discounted rate.

This is the 3rd year that we have helped someone reach their goal with The Busy B Association by reaching out for donations and spreading the word around Social Media.

Our Recipient this year is a 15 year old resident of Alvinston named Domi. Domi's mom Fallon (Newcombe) and his dad Ricky (Gellerno) both grew up in Alvinston. Ricky has lived there since he was a year old and Fallon moved there when she was 12. They met soon after and have spent their lives together since.

They are happy to be raising their family there now as "Alvinston is an awesome little town ❤️" in Fallon's words. "A small town where everyone knows and helps care for everyone. Most people around here know Domster, and if they've never met him, they've certainly heard him squealing in the pool!"

Domi loves the outdoors, and deserves to feel the joy of riding around on a bike like many other teens his age will be doing this summer! We all remember that feeling of riding like the wind! Domi has some limitations due to his disabilities such as sense of safety and endurance. This bike will help him overcome those limitations and join in on bike riding fun!

I've included the details of the bike we are aiming for as well as photos of the first 2 Busy B recipients and a photo of Domi. We would appreciate any help you can give us towards meeting our goal. We have just until April 18th at 12pm EST.

Please see Domi's crowdsourcing home page here: <https://www.greatbikegiveaway.com/Member/MyPage/6204802/Fallon-Baughman>

Thank you very much for your time today,
The Busy B Association
Pam DeLine 519 381 2224
Thebusybassociation@gmail.com

Bike Details:

Goal \$5000 USD (includes shipping)



Municipality of Chatham-Kent
 Corporate Services
 Municipal Governance
 315 King Street West, P.O. Box 640
 Chatham ON N7M 5K8

March 6, 2023

To All Ontario Municipalities

Resolution re Reducing Municipal Insurance Costs

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine 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.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue."

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,

Judy Smith, CMO
 Director Municipal Governance/Clerk

C AMO



Municipality of Chatham-Kent
Corporate Services
Municipal Governance
315 King Street West, P.O. Box 640
Chatham ON N7M 5K8

March 6, 2023

The Honourable Doug Ford
Premier@ontario.ca

Re: Support Bill 5 - Stopping Harassment and Abuse by Local Leaders Act

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

"That Chatham-Kent Council express its support for Bill 5 - Stopping Harassment and Abuse by Local Leaders Act which would require the code of conduct for municipal Councillors and members of local boards to include a requirement to comply with workplace violence and harassment policies and permit municipalities and local boards to direct the Integrity Commissioner to apply to the court to vacate a member's seat if the Commissioner's inquiry determines that the member has contravened this requirement;

And further that this resolution be circulated to the Honourable Doug Ford, Premier of Ontario; the Honourable Steve Clark, Minister of Municipal Affairs and Housing; the Honourable Stephen Blais, and local MPPs."

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kent.ca

Sincerely,

Judy Smith, CMO
Director Municipal Governance/Clerk

C

Minister of Municipal Affairs and Housing
Local MPPs
Ontario Municipalities



CORPORATION OF THE TOWN OF ESSEX

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | essex.ca

Honourable Steve Clark

March 22, 2023

Ministry of Municipal Affairs and Housing
College Park 17th Floor, 777 Bay Street
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

R23-03-081

Moved by: Mayor Bondy

Seconded by: Councillor Allard

That Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

Carried

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

Shelley Brown

Acting Clerk
sbrown@essex.ca



CORPORATION OF THE TOWNSHIP OF SOUTH GLENGARRY

MOVED BY Stephanie Jaworski

RESOLUTION NO 119-2023

SECONDED BY Martin Lang

DATE April 3, 2023

WHEREAS an announcement was recently made by the Ontario Public School Boards' Association asking for the Government of Ontario to lift the moratorium on pupil accommodation reviews (and school closures) prior to the end of the 2022-2023 school year;

AND WHEREAS the Council of the Township of South Glengarry passed a resolution on June 20, 2022 in support of the Community Schools Alliance's Three Point Action Plan designed to improve access to public education in rural and norther communities; namely:

THAT the Province of Ontario increase the Rural and Northern Education Fund (RNEF) to \$50 million;

THAT should the moratorium be lifted, that the moratorium remain in place for schools that qualify for the RNEF until a thorough review of the education funding formula is completed;

THAT before templates required by the 2018 Pupil Accommodation Review Guideline are developed, there be consultation with school boards and community groups including the Community Schools Alliance;

AND WHEREAS the Province of Ontario, through the Minister of Education, has acknowledged the negative social and economic impact school closures have on Rural and Northern Ontario communities, and committed to a review of the process to better reflect the needs of Rural and Northern Ontario prior to the lifting of the moratorium,

NOW THEREFORE BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby respectfully requests that the Province of Ontario, through the Minister of Education, provide an update on the status of any review ^{of} rural education funding, including the RNEF and the 2018 Pupil Accommodation Review guidelines.

ln



AND FURTHERMORE that this resolution be forwarded to the Premier, the Minister of Education, MPP Nolan Quinn, AMO, ROMA, EOWC and all Ontario municipalities.

CARRIED DEFEATED POSTPONED



 Mayor Lachlan McDonald

Recorded Vote:	Yes	No
Mayor McDonald	—	—
Deputy Lang	—	—
Councillor Jaworski	—	—
Councillor McDonell	—	—
Councillor Bougie	—	—



AORS
 PROMOTING KNOWLEDGE. PURSUING EXCELLENCE

March 27, 2023

Dear Heads of Councils and Councillors,

We, the Association of Ontario Road Supervisors (AORS), are writing you on behalf of all our municipal members to raise awareness and solicit your support by objecting to a new fee proposed by Enbridge Gas. Enbridge has announced their intention to implement a new charge to third-party contractors and other utilities for utility locates. Third-party contractors will include Ontario municipalities and contractors working on their behalf. Enbridge Gas will apply a charge of \$200 CAD (plus applicable taxes) per locate request where a field locate is required. The need for municipalities and their contractors to request these locates when doing road construction and maintenance is due to utilities being present in municipal right of ways, which municipalities across the province have allowed at no cost to the utility.

Enbridge has stated that the *Getting Ontario Connected Act* passed into law in April 2022 has resulted in changes to the *Ontario Underground Infrastructure Notification System Act* and has caused Enbridge to make significant investments in associated operational investments. The concern being raised by our members, your public works staff, is that Enbridge will be just the beginning of these additional fees, with other utility companies implementing similar charges. These new charges will have significant impacts on municipal budgets.

As examples of what impacts this announcement might have on municipalities, based on 2022 municipal locate requests alone, it is estimated that this new fee would directly cost the Municipality of Central Huron approximately \$35,000 annually, the City of Belleville approximately \$90,000 annually and the Town of Espanola approximately \$7,300 annually. It is important to note that these are direct costs alone. Any subcontractors working on behalf the municipality requesting locates will be charged this same cost, and these costs will have to be borne by someone – meaning the subcontractors will put this cost back to the municipality. Then there will be the added administrative costs at both ends of the transaction. It is difficult to determine this quickly the true fulsome costs to your budget. This will also add an extra item into tendering projects, as it will create concerns on both sides on who is responsible for these costs.

By Enbridge Gas passing on these locate costs to municipalities, these costs are borne by all ratepayers across the municipality, and not only those who use this utility.

We would like to request your Council consider passing the following resolution:

WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.

Furthermore, AORS will be sending your public works senior managers and directors a survey to further investigate the true costs of this proposed fee on your budgets. We ask you to encourage your staff to complete this survey so we can better advocate on your behalf.

If you require additional information, please do not hesitate to contact us.

Sincerely,



John Maheu
Executive Director
johnmaheu@aors.on.ca



Kelly Elliott
Marketing and Communications Specialist
kellyelliott@aors.on.ca

ENBRIDGE MOTION

WHEREAS, Enbridge recently made an announcement of their intention to begin charging third-party contractors and other utilities \$200 CAD (plus applicable taxes) for utility locates where a field locate is required;

AND WHEREAS, third-party contractors include Ontario municipalities;

AND WHEREAS, these locate requests are only required as Ontario municipalities have allowed utilities to use municipal right of ways at no charge to the utilities;

AND WHEREAS, this announcement of new downloaded costs will negatively impact the budgets of Ontario municipalities which are already burdened;

AND WHEREAS, if Enbridge is successful in implementing this new charge, a precedence is set for other utility companies to also begin charging for locates;

THEREFORE IT BE RESOLVED, that the <insert your municipality name> strongly opposes these utility locate costs being downloaded to Ontario municipalities by Enbridge Gas or other utilities;

AND THAT, the Province of Ontario's Ministry of Public and Business Service Delivery make it clear that these costs must be borne by the utilities themselves;

AND THAT, this decision be forwarded to Minister of Public and Business Service Delivery Kaleed Rasheed, Minister of Infrastructure Kinga Surma, Minister of Energy Todd Smith, Premier Doug Ford, <insert your municipality name>'s MPP, the Association of Ontario Road Supervisors and the Association of Municipalities of Ontario.



4218 Oil Heritage Road
 Petrolia, Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233
 www.dobbineng.com

March 24, 2023

Municipality of Brooke Alvinston
 3236 River Street
 Alvinston, Ontario
 N0N 1R0

Gentlemen and Madame,

Re: Acton Drain and Parker Lucas Branch Drain

A petition for Drainage Works under section 4 of the Drainage Act was received from the Owner of Lot 9, Concession 14. The Owner is concerned with the amount of water flow from lands located east of Little Ireland Road.

An onsite meeting was held on September 27, 2021. The Owner of lands west of Little Ireland Road is concerned with erosion due to the large amount of water flow from upstream lands. Discussion included a possible cutoff drain on the east side of Little Ireland Road outletting to the Parker Lucas Drain to the north or a possible cutoff drain along the east side of roll no. 40-160 outletting north to the Parker Lucas Drain. It was decided to survey the drainage areas of the Acton Drain and the Parker Lucas Drain and confirm the drainage area.

The Acton Drain and Parker Lucas Branch Drain were last improved under an Engineer's Report dated January 27, 2017. At this time a covered drain was constructed as part of the Parker Lucas Drain providing a minimum capacity of 37 mm per 24 hours in accordance with the Drainage Guide for Ontario, Publication 29. Previously, an Engineer's Report dated August 15, 2005 was prepared under which a covered drain was constructed with a minimum capacity of 37 mm per 24 hours. This supplemented the original drainage works constructed under an Engineer's Report which has a capacity of 25 mm per 24 hours. There are 3 covered drains with a minimum capacity of 99 mm per 24 hours providing for a design flow of 74.6 l/sec.

Berms have been constructed on the west side of the road allowance and an overflow pipe was constructed on the east side of Little Ireland Road to control the amount of surface water overflowing the road.

The traditional drainage area for the Acton Drain is comprised of 35.97 ha. of land and the traditional drainage area for the Parker Lucas Branch Drain is 6.5 ha. A topographic survey was completed and the current drainage areas were established. The drainage area for the Acton Drain is generally the same as the traditional drainage area. The drainage area for the Parker Lucas Branch Drain has increased to approx. 11.55 ha.

With the increased drainage area for the Parker Lewis Drain Branch, the flows based on a 37 mm per 24 hours drainage coefficient would increase from 27.9 l/sec to 49.6 l/sec. The existing design flow for the drainage works is 74.6 l/sec. The capacity of the 3 covered drains (200 mm, 300 mm and 300 mm) is well above the existing design flow.

-2-

An option discussed at the meeting included a cutoff channel north from the Parker Lucas Branch Drain north along the east side of Little Ireland Road to the Parker Lucas Drain. The length is approx. 347 metres. The channel would be quite deep as the ground elevations increase to the north. Also, there are gas lines that will have to be crossed.

Another option discussed was a channel located further east directing surface water north to the Parker Lucas Drain. There is the same issue with the gas line.

Other options include restoring the original channel downstream from Little Ireland Road, constructing a grassed water way downstream of Little Ireland Road or building the road up to create a berm (the cost of road buildup would be part of the costs to the drainage works assessed to landowners).

If there are any questions, please contact the undersigned.

Thanks,

A handwritten signature in cursive script, appearing to read "Ray Dobbin".

Ray Dobbin, P. Eng.



4218 Oil Heritage Road
 Petrolia, Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233
 www.dobbineng.com

March 23, 2023

The Mayor and Council
 Municipality of Brooke-Alvinston
 3236 River Street
 Alvinston, Ontario
 N0N 1A0

Gentlemen;

Re: Hay Drain

Background

- The Hay Drain was last improved under an Engineer's Report dated September 30, 2016
- It was originally constructed in 1912 as an award drain
- It originally extended 105 metres west of Sexton Road as an open channel
- Under the current Engineer's Report, the channel extends 117 metres west of Sexton Road
- There is a 600 mm dia. sewer pipe (0.1% grade) that extends under Sexton Road from east to west with an invert at the outlet = 222.98m
- The tile drain was designed to a drainage coefficient of 38 mm per 24 hours

Findings

- The drain was enclosed downstream from Sexton Road privately by the Owner of part Lot 29, Concession 11 (roll no. 50-053) for an approximate length of 306 metres
- The invert at west side of Sexton Road = 222.40m and the invert at the outlet = 219.80m giving an average grade = 0.85%
- The pipe consists of fibreglass tapered poles with diameter of approx. 600 mm at one end and approx. 500 mm at opposite end
- The pipe was backfilled with native material and a swale was built over the pipe
- The small end of the pipe (downstream end) extends into large end of the pipe (upstream end) approx. 425 mm (17 inches) in the one location that was exposed
- In another exposed location, the joint was filled with spray foam (not completely filled) and wrapped in filter cloth
- The outlet works needs grading and erosion protection

Video Inspection

- Arrangements were made to video the interior of the pipe
- The crew would not send camera past the first joint as they were concerned the camera could not be pulled back through connection (due to difference in pipe size)

Capacity

- The nominal pipe diameter used for capacity purposes is 500 mm
- A 500 mm dia. pipe at the assumed grade would provide sufficient capacity for upstream lands

Concerns

- Pipe material? – fibreglass – is pipe strength sufficient for heavy farm equipment (no specifications available)
- Pipe joints? – filled with spray foam and wrapped with filter cloth (how many are like this) – how long spray foam will last in this application?
- Grade? – only measured at upstream end (west side of Sexton Road) and at outlet
- Future maintenance and repair – joints and pipe long term - tile drains should have life expectancy of 60 years

Options

1. Remove the pipe and restore the channel at expense of Owner
2. Remove the pipe and replace with covered drain to meet current standards and the Drainage Guide for Ontario – new report at expense of Owner
3. Accept the pipe and swale as constructed with any maintenance and repair of joints the responsibility of the Owner – new report at expense of Owner
4. Accept the drain including swale as constructed with maintenance and repair of drain the responsibility of the Owner – new report at expense of Owner
5. Do nothing
6. In any case the outlet works needs improvement





MUNICIPALITY OF BROOKE-ALVINSTON
DRAINAGE SUPERINTENDENT STAFF REPORT

To: Brooke-Alvinston Mayor, Clerk, and Council
From: David Moores, Drainage Superintendent
R. Dobbin Engineering Inc.
Date: April 2023
RE: Edgar Drain Branch Extension

In accordance with Council's resolution 2023-096, I have determined that the petitions received from Mr. Frank Sanders and Mr. Theo Van Aert for the abandonment of the above drain are valid.

Before Council passes a resolution to abandon this drain, I recommend the following be completed:

- (1) A new road crossing under Salem Road be installed at the expense of the Municipality;
- (2) A new catchbasin be installed on the east side of Salem Road with the cost split 50%/50% to roll numbers 50-145 and 50-146.
- (3) Council approve the work for the road crossing and catchbasin to be completed based on time and material rates using Bruce Poland and Sons.

Once the above work is completed and the catchbasin cost is paid for by the property owners, then I recommend that the Edgar Drain Branch Extension be abandoned by resolution.

Thanks,

David Moores
Drainage Superintendent



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 Wilcox 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:

conduit replacement S/2 N/2 Lot 1, Conc. 13 4708 Forest Road

Property Description: Lot 1 Concession 13 Roll Number 4708/13/4

911 address 4708 Forest Road

Dated at the Municipality of Brooke-Alvinston this _____ day of _____, 20____

Christa Sawyer
Name-please print

Name-please print

Christa Sawyer
Signature

Signature



Email address: jcsawyer@brketal.on.ca

Additional Comments if any:



4218 Oil Heritage Road, P.O. Box 1928
 Petrolia, Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233
 www.dobbineng.com

April 5, 2023

The Honourable Lisa Thompson
 Minister of Agriculture, Food and Rural Affairs
 Public Archives Building
 77 Grenville St., 11th Floor
 Toronto, Ontario
 M7A 1B3

**Re: Emergency Designation Request for Culvert Replacement
 Wilcox Drain – N pt. Lot 1, Concession 13**

We are requesting Emergency Designation to replace an access culvert on the Wilcox Drain, owned by Ms. Christa Sawyer, in the N. pt. Lot 1, Concession 13 in the Municipality of Brooke Alvington under Section 124 of the Drainage Act, R.S.O., 1990.

The Wilcox Drain is an open channel drain along the east side of Forest Road in Lot 1, Concession 13. The original drain from 1903 extended south approximately 3400 feet from an outlet into the Sisson Parker Drain in Lot 1. At the present time, since the creation of the 13th Concession Drain and 12th Concession Road Drain portions of Wilcox Drain now outlets to each. I could not find anything abandoning the Wilcox Drain. Therefore, I am in the opinion that the drain exists as a municipal drain.

A request was made to the Municipality to replace the culvert on the on this drain by the owner. The culvert has a big sinkhole is driveway portion. This a major safety hazard for the landowner and farming equipment. I have inspected the culvert and determined that the culvert has failed throughout and is unsafe to cross, therefore the Municipality believes that this is an emergency. (See attached pictures)

Current drainage reports do not provide for culvert replacements. Therefore, this access cannot be replaced under maintenance. As this is the only access for to the property, the culvert needs to be replaced as soon as possible.

R. Dobbin Engineering Inc. has been appointed by the Municipality to prepare a report on the Wilcox Drain recommending the full replacement of the access crossing in accordance with Section 78 of the Drainage Act. Ray Dobbin, P. Eng. will prepare specifications for this culvert replacement.

-2-

In summary, I am asking your Ministry for approval for Emergency Designation to replace the access culvert in N. pt. Lot 1, Concession 13 in the Municipality of Brooke Alvinston. As this matter is of urgency to those affected, we would appreciate your earliest reply. Thank you and should you require any further information regarding this matter, please do not hesitate to contact the undersigned.

Yours truly,

A handwritten signature in black ink, appearing to read "D. Moores".

David Moores,
Drainage Superintendent
Municipality of Brooke Alvinston

Enclosure: Aerial Drawing Location, and photos of the crossing

cc. Tim Brook, Drainage Coordinator, Ministry of Agriculture and Food and Rural Affairs



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 Drain is out of repair and request that.
3297 Ebenezer Road tile drain to Municipal ditch.

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:

Replace 3297 Ebenezer Road tile main outlet across roadway to East ditch. Outlet drain partially plugged or collapsed restricting flow and pooling occurring on headland.

Property Description **Lot 12** Concession **6** Roll Number **3815 120 020 07000 0000**

911 address **3297 Ebenezer Road**

Dated at the Municipality of Brooke-Alvinston this 06 day of April 6, 2023

Name-please print **Rick Patterson**

Name-please print

Signature **Rick Patterson**

Signature

Telephone#

Email address



Additional Comments if any: *Replace Farm laneway culvert at same location, wider for better, safer access to/from Ebenezer Road.

Janet Denkers

From: David Moores <david@dobbineng.com>
Sent: Wednesday, April 5, 2023 3:21 PM
To: Janet Denkers
Subject: FW: Hastings Drain

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hi Janet

See below.

Calvin Schouten is requesting to complete the special benefit work on the Hasting Drain. This includes filling in the old ditch and reconnecting all the existing tiles to a header drain to the south.

Can you please put this on the next Council requesting that they allow him to complete the work?

Thanks

David Moores

Drainage Superintendent / Project Manager
R. Dobbin Engineering Inc.
4218 Oil Heritage Rd., Petrolia, ON N0N 1R0
Ph: 519.882.0032 ext. 203
C: 519-331-3675
E-mail: david@dobbineng.com



From: Calvin Schouten <Calvin@schouten.ca>
Sent: Wednesday, April 5, 2023 2:47 PM
To: David Moores <david@dobbineng.com>
Subject: Re: Hastings Drain

David,

We would like to do the ditch closure/special benefit portion ourselves.
Please keep me in the loop as to the starting date, I would like to ensure that conditions are suitable.

Regards,



MUNICIPALITY OF BROOKE-ALVINSTON
DRAINAGE SUPERINTENDENT STAFF REPORT

To: Brooke-Alvinston Mayor, Clerk, and Council

From: David Moores, Drainage Superintendent
R. Dobbin Engineering Inc.

RE: Drainage Superintendent Report

Date: April 2023

For Council Approval:

1. Wilcox Drain – Request received for a culvert replacement. The current report does not contain specifications for culverts therefore a new report is required. I have applied for an emergency designation under Section 124 of the Drainage Act.

Recommendation: Council to appoint R. Dobbin Engineering to prepare a new report under Section 78 of the Drainage Act.

2. Edgar Branch Drain Extension – Request to have the drain abandoned. See attached letter for Council’s approval and direction forward.

Drain Maintenance Update:

1. Courtright Drain – Brushing and bottom cleanout to be completed summer 2023 by McNally Excavating;
2. Totten Drain – Levelling to be completed Spring 2023 by Bruce Poland and Sons;
3. McNeil Drain – Levelling to be completed Spring 2023 by Bruce Poland and Sons;
4. Hustler Drain – Levelling to be completed Fall 2023 by JLH Excavating;

5. Government Drain No.1 – Cleanout at the bottom end of the drain to be completed Spring 2023 by GM Construction;
6. Bass Drain – Levelling to be completed Spring 2023 by Bruce Poland and Sons; and
7. 15-16 Sideroad Drain / Lightfoot-Oke Drain / Wallis Drain – work currently in progress by JLH Excavating.
8. Stewart Drain – Work still to be tendered. Brushing and bottom cleanout is the recommended work.

Drain Report Update:

1. Hasting Drain
 - Section 78 Improvement – drain relocation and tile installation
 - Tender awarded to VanBree Drainage
 - Work currently in progress
2. Edgar Podolinsky Drain
 - Section 4 Report
 - Report going through internal review
4. McEachren Drain
 - Section 78 Report – culvert replacements
 - Council awarded project to Bruce Poland and Sons
 - Work to be completed Winter 2023
5. Thompson Drain North and South
 - Section 78 Report – brushing, cleanout, and new culvert installation
 - Council awarded the project to JLH Excavating
6. Benner Duffy Drain
 - Section 78 Report
 - Survey completed
 - Report going through internal review
7. 6-7 Sideroad Drain / Government No.1 Drain
 - Section 78 Report
 - Survey completed
 - Report going through internal review

8. Parker Lucas Drain & Acton Drain
 - Section 4 Petition from Shea Farms Limited
 - Letter sent to Council for approval of options
9. MacDougall Drain
 - Section 78 Report – culvert replacement
 - Council awarded the project to Bruce Poland and Sons
 - Work to be completed Summer 2023
10. Earl Morwood Petition
 - Section 4 Petition
 - Onsite Meeting held on October 5, 2022
 - Survey completed
 - Report going through internal review
11. 15-16 Sideroad Drain
 - Section 76 Report
 - Onsite Meeting held on November 30, 2022
 - Request from Bob McLaughlin to replace the outlet structure
 - Report in progress
12. Hay Drain
 - Section 78 Report
 - Onsite Meeting held on November 30, 2022
 - Survey completed
 - Letter submitted to Council for decision on which option to move forward with
13. Cherry Creek Drain
 - Section 78 Report
 - Onsite Meeting held on November 29, 2022
 - Awaiting survey
14. 6-7 Concession Drain
 - Section 78 Report
 - Onsite Meeting scheduled for April 20, 2023
 - Awaiting survey and report
15. Gilroy Drain
 - Section 4 Petition
 - Onsite Meeting scheduled for April 20, 2023
 - Awaiting survey and report

16. Carpenter Drain
 - Section 78 Report
 - Onsite Meeting scheduled for April 26, 2023
 - Awaiting survey and report
17. McLean Drain / McTaggart Drain
 - Section 78 Report
 - Onsite Meeting scheduled for April 26, 2023
 - Awaiting survey and report
18. VanDamme Drain
 - Section 78 Report
 - Onsite Meeting held on March 29, 2023
 - Tile repairs to be completed, a hickenbottom to be installed at a couple locations along the tile
 - The current tile does not meet capacity of today's standards

For Council's Information:

Work on the following projects is completed:

1. **Houston Drain** – tile repairs completed by KT Excavating;
2. **10-11 Concession Drain** – blockage removal completed by KT Excavating;
3. **Hustler Drain** – brushing and bottom cleanout completed by JLH Excavating.
4. **Edgar Branch Drain** – new tile installed by AG Hayter.



Council Staff Report

To: Brooke-Alvinston Council
Subject: Municipal Authorization - West Nile Virus Larvicide
Meeting: Council - 13 Apr 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

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.

Background:

It is soon West Nile Virus season and Lambton Public Health will be working to reduce the incidence of this disease in Lambton County.

Comments:

Lambton Public Health requests a letter of authorization for the use of larvicide in the Municipality. This process is routine over the years and is completed by the Health Unit.

Financial Considerations:

No impact

Relationship to Strategic Plan:

N/A



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Canada Day - SOP Request (Optimist Club)
Meeting: Council - 13 Apr 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

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.

Background:

The Canada Day Committee has met several times and are pleased to host a 2023 Canada Day event in Brooke-Alvinston. The event is planned to be similar to pre pandemic years with events for the kids including ball hockey and inflatables as well as a ball tournament, water games, chicken dinner, birthday cake and fireworks.

Comments:

The Optimist Club will be hosting a refreshment area / bar under the new pavilion while the ball tournament is underway. Several bands are being booked beginning June 30th and extending to July 1, 2023. The refreshment area is a fundraiser for the Optimist Club.

Financial Considerations:

There are no costs associated with the request from the Optimist Club in hosting a refreshment area.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2023 Dust Suppressant
Meeting: Council - 13 Apr 2023
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

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.

Background:

The Municipality uses approximately 375 flake equivalent tonne for dust suppressant.

Comments:

2023 Dust Suppressant tenders were sent to four contractors. Three tenders were returned.

Tender results received (excluding taxes) were:

Den Mar Brines	\$ 263.15 flake / tonne
Pollard Highway Products	\$ 408.00 flake / tonne
Da-Lee Dust Control	\$ 587.52 flake / tonne
552976 Ontario Ltd.	\$ did not submit

Financial Considerations:

The 2023 budget allocation for dust suppressant is \$70,000. The tendered price came in approximately 40% higher than the 2022. The total 2023 cost is anticipated at \$98,681.25 which is \$28,000 above budget.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: New Municipal By-law for Road Occupancy permit
Meeting: Council - 13 Apr 2023
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

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

Background:

A inquiry was received from Stantec for assistance in a proposal for upcoming work in the Hardy Creek Road area. The scope of work is ten (10) geotechnical boreholes in the roadway (in Hardy Creek between Churchill Line and Rokeby Line). The intended boreholes depths range from 3 m to 15 m below grade. The maximum boreholes can be 8 inches and the boreholes will be vertical.

We currently do not have a permit or any by-law in place for any work that will be done on municipal property.

Comments:

We have consulted adjacent municipalities who have received similiar requests and their process is to have the proponent apply for a road occupancy permit.

A road occupancy permit is required when any work is completed in a Municipality of Brooke Alvinston road allowance, or boulevard. If you are restoring the boulevard, installing or removing infrastructure, or disturbing the boulevard in any way

The proponent would be required to set up their own traffic control during the work and we would request a traffic plan prior to any work being done.

A copy of the draft by-law authorizing the fee and application is attached for review. The proponent has been advised this report is being presented to Council and have been advised of the proposed costs and deposits that would be required.

Financial Considerations:

A fee of \$150 is being proposed for the permit and a deposit of \$2,500 for any potential damages done to the road. An inspection of the roadway would be done before and after the work is completed.

The fee has been drafted into the fees by-law

ATTACHMENTS:

[By-law xx of 2023 - Road Occupancy Permit](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx of 2023

Being a by-law to regulate occupancy on the streets and roads and right of ways on the Municipality of Brooke-Alvinston owned roadways

WHEREAS Section 9 of the Municipal Act, R.S.O. 2001, C.25 provides that a municipality has the rights, powers and privileges of a natural person for the purpose of exercising its authority;

AND WHEREAS Section 8(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, hereinafter the (“Municipal Act, 2001”) provides that the powers of a municipality under any Act shall be interpreted broadly so as to confer broad authority on municipalities to enable them to govern their affairs as they consider appropriate, and to enhance their ability to respond to municipal issues;

AND WHEREAS Section 11(3)1 of the Municipal Act, 2001, provides that a municipality may pass by-laws within the following spheres of jurisdiction: Roadways, including parking and traffic on Roadways;

AND WHEREAS Section 391(1) of the Municipal Act, 2001, provides that a municipality may pass by-laws imposing fees or charges on any Person for services or activities provided by the municipality or done on behalf of it;

AND WHEREAS Section 436(1) of the Municipal Act, 2001, provides that a municipality may pass by-laws providing for the entry onto land at any reasonable time for the purpose of carrying out an inspection to determine compliance with a by-law;

AND WHEREAS Section 429(1) of the Municipal Act, 2001, provides that a municipality may establish a system of fines for a by-law passed under the Act;

AND WHEREAS Section 444 of the Municipal Act, 2001, provides that a municipality may make an order to require a Person to discontinue contravening a by-law and to do the work required to correct the contravention;

AND WHEREAS Section 446 of the Municipal Act, 2001, provides that a municipality may proceed to do things at a Person’s expense which that Person is otherwise required to do under a by-law but has failed to do and the costs incurred by a municipality may be recovered by adding the costs to the tax roll and collecting them in the same manner as taxes;

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

1.0 SHORT TITLE

1.1 This By-law shall be known as the “Road Occupancy By-law”

2.0 DEFINITIONS

2.1 In this By-law:

Alter means to change in any manner and includes to restore, renovate, repair or disturb and “alteration” has a corresponding meaning.

Boulevard means the portion of the road allowance between a street line and the edge of the curb, or where there is no curb, that portion of the roadway which is travelled or designed to be travelled by vehicles.

Municipality means the Corporation of The Municipality of Brooke-Alvinston.

Construction means anything done in the erection, installation, extension or material alteration, demolition, or repairs of a building or structure, utility or surface, grading of property and includes the installation of building units fabricated or moved from elsewhere and installation of an in-ground/on-ground swimming pool including the installation of a hot tub, above ground-pool or landscaping.

Contractor means any person alone or with others undertaking construction on a property or a road allowance.

Damage means harm or injury to the street, including without limitation, harm, injury, disturbance, cracking, gouging or displacement of or to the pavement, curb, boulevard, landscaping, trees, retaining walls, street furniture or sidewalk resulting from the use of the street to access work such that, in the sole opinion of the Public Works Superintendent, the street is not in its pre-construction condition.

Manager means the Public Works Superintendent for the Municipality or designate.

Roadway includes a common and public roadway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, including the area between the lateral property lines thereof and includes unopened and unassumed road allowances.

Landscape or Construction Material includes gravel, soil, sod, bricks, and paving stones, landscaping rocks, wooden planks or boards.

Municipal Law Enforcement Officer (“Officer”) includes an employee of the Municipality / County who has been appointed by by-law to enforce the provisions of Municipality’s by-laws and a member of Ontario Provincial Police.

Notice of Obstruction includes an order issued under this by-law.

Obstruct(ion) includes encumber, damage, foul, or alteration.

Occupant means a lessee, tenant, mortgagee in possession or any other person who appears to have care and control of any property.

Order includes Work Order, Order to Comply, Order to Discontinue.

Person includes a corporation and its Managers and officers and their successors and assigns unless the context otherwise requires and includes an Officer. Publication means a newspaper or other similar printed document which is published.

Road Occupancy Permit (“Permit”) includes a road occupancy permit and any other permit as required to undertake work on a road allowance.

Street Furniture includes benches, garbage containers, hand rails, tables, signs, posts, any other above ground appurtenance that is owned and used by the public.

3.0 GENERAL PROVISIONS

3.1 No person shall alter, obstruct or damage, or cause or permit the use, alteration, obstruction or damage of any roadway without first having obtained a Road Occupancy Permit.

3.2 No person shall undertake construction on land abutting on a roadway which may affect the drainage of the roadway or require alteration of street furniture without first having obtained a Road Occupancy Permit.

3.3 No person shall fail to comply with a Notice of Obstruction or an Order issued pursuant to this by-law.

3.4 Without limiting the generality of subsection 3.1, no person shall alter, obstruct or damage, or cause or permit the use, alteration, obstruction or damage of any roadway by any of the following:

3.4.1 the depositing, throwing, spilling or tracking or cause or permit the depositing, throwing, spilling or tracking of any material, waste or soil onto any roadway;

3.4.2 the depositing of snow or ice on travelled portion of the roadway or onto a boulevard not contiguous with the property from the snow was moved from;

3.4.3 the placement of any snow or ice, or any materials or equipment, or any structures within 1.2m, in any direction of a fire hydrant;

3.4.4 the placement of leaves, grass clippings, and debris from private property to the portions of the roadway normally used for pedestrian or vehicular traffic;

3.4.5 the altering of the grade on any boulevard unless the person without having obtained a Road Occupancy Permit, pursuant to this by-law;

3.4.6 the parking of equipment, motorized equipment other than motorized equipment permitted and licensed under the regulations of the Ministry of Transportation of Ontario, containers, trailers, or any Landscape or Construction Material on a roadway without having obtained a Road Occupancy Permit;

3.4.7 the cutting, altering, extending, in any manner whatsoever of a concrete curb, open or contained culvert, culvert overpass, or similar structure or landscape without having obtained a Road Occupancy Permit;

3.4.8 the allowance of a crane boom or any portion of a stationary tower crane to travel over, hoist, or otherwise occupy the space above a roadway or any part thereof without having obtained a Road Occupancy Permit;

3.4.9 the excavation or damage to any portion of a roadway, including sod, trees, light poles, street signs or other objects within the roadway without having obtained a Road Occupancy Permit;

3.4.10 the placement of donation bins on a roadway;

3.4.11 the placing or depositing of sporting equipment, including but not limited to basketball nets, skateboard ramps and bicycle ramps, on a roadway;

3.4.12 place or move any street furniture on a roadway without having obtained a Road Occupancy Permit;

3.4.13 allow the discharge of irrigation systems onto a sidewalk or the travelled portion of a roadway; and,

3.4.14 no person shall use or occupy a roadway for the purpose of the sale, or offering to sale, of any goods and services, including the sale of event tickets.

4.0 REMOVAL OF ROADWAY OBSTRUCTION

4.1 If an Officer determines that an obstruction of a roadway exists, the Officer may issue a Notice of Obstruction requiring the owner, occupant and/or contractor of the property from which the obstruction comes from, relates to, or was created for, to discontinue causing the obstruction and to remove the obstruction and repair, as necessary, at the expense of the owner, occupant and/or contractor so that the roadway is brought back to its former condition prior to the obstruction.

4.2 Where the Notice of Obstruction described in subsection 4.1 is not complied with within the time period stipulated therein, the Municipality may remove the obstruction and repair, as necessary, the roadway and all the costs incurred by the Municipality in undertaking this work shall be expenses owed to the Municipality by the owner, occupant and/or contractor of property from which the obstruction comes from, relates to, or was created for.

5.0 REMOVAL OF HAZARDOUS CONDITION

5.1 Where an Officer determines that an obstruction of a roadway is, or may create, a hazardous condition to the safety of any person using the roadway, the Officer may take any action necessary to have the obstruction immediately removed and the roadway repaired, if necessary, and all the costs incurred by the Municipality in undertaking this work shall be expenses owed to the Municipality by the owner, occupant and/or contractor of the property from which the obstruction comes from, relates to, or was created for.

6.0 ROAD OCCUPANCY PERMITS- ADMINISTRATION

6.1 A person may apply for a permit under this by-law if the person:

6.1.1 completes an application for the permit on the forms as provided by the Manager;

6.1.2 submits the application along with the applicable fees and charges as provided for in Schedule "A" to this by-law; and,

6.1.3 provides any documentation, deposit or security as set out in Schedule "B" to this by-law, or insurance certificates, as required by the Manager as prerequisites and requirements for the issuance of the permit.

6.2 The issuance of a permit under this by-law does not relieve any person from the necessity of acquiring any other license or permit or complying with any other applicable laws, by-laws, regulations and requirements of other governmental authority.

6.3 A permit is the property of the Municipality and is not transferable unless otherwise authorized by the Manager.

6.4 Every applicant shall post with the Municipality the required deposit or security, by way of cash, certified cheque, debit card, or letter of credit, in a form satisfactory to the Municipality. The Municipality does not accept payments for deposits or securities by credit card.

7.0 PERMIT CONDITIONS

7.1 A permit holder shall comply or ensure compliance with all provisions and conditions of the permit and this By-law.

7.2 A permit holder shall provide and maintain a contact phone number that the Manager or an Officer may reach the permit holder at all time.

7.3 Failure to comply with any provision or condition of a permit or this by-law may result in the revocation of the permit by the Manager, in addition to any other enforcement proceedings against the permit holder as permitted by law.

7.4 The permit holder of a revoked permit shall immediately cease or ensure the immediate cessation of all the activities for which a permit has been issued upon revocation of the permit under subsection 7.3.

7.5 Every Permit holder and every owner and occupier of land shall forthwith rectify damaged conditions on a roadway, on land or to municipal services and shall reinstate the roadway, the land and the municipal services, as the case may be, to the satisfaction of the Manager.

7.6 Every Permit holder and every owner and occupier of land shall provide all signs, barricades, traffic control devices, flag persons, and other persons and equipment required by the Manager.

7.7 Every Permit Holder shall maintain access to all private and public properties during any roadway closure and occupancy.

7.8 Every Permit Holder shall provide a Letter of Credit/ Security Deposit as required in Schedule "A" and "B" to this By-law.

8.0 ENFORCEMENT

8.1. Municipal By-law Enforcement Officers are hereby authorized and empowered to enforce the provisions of this By-law.

8.2 No person shall hinder or obstruct, or attempt to hinder or obstruct, any person who is exercising a power or performing a duty under this by-law.

8.3 Municipal By-law Enforcement Officers and persons under their direction may at any reasonable time enter onto any lands within the Municipality to determine if the provisions of this by-law are being complied with or may enter onto any lands within the Municipality to carry out the remedial actions required to bring the property into conformity with the by-law.

8.4 Municipal By-law Enforcement Officers are empowered for the purposes of inspection to determine compliance with the by-law to:

8.4.1 require the production for inspection of documents or things relevant to the inspection, including the removal of the documents for the purposes of making copies or extracts;

8.4.2 alone or in conjunction with a person possessing special or expert knowledge, make examinations or take tests, samples or photographs necessary for the purposes of inspection; and,

8.4.3 require information from any person concerning a matter related to the inspection.

9.0 NOTICE OF OBSTRUCTION

9.1. A Municipal By-law Enforcement Officer may enter upon any land or property at any reasonable time with proper identification to determine if the owner, contractor or permit holder is complying with the provisions of this by-law and may take photographs of the property's and roadway's condition.

9.2. Where a roadway is not maintained in accordance with the requirements of this bylaw or a permit issued under this by-law:

9.2.1 the Municipality may serve the owner, contractor, or permit holder a Notice of Obstruction in writing directing the owner, contractor, or permit holder to bring the roadway into conformance with the requirements of this by-law; and,

9.2.2 the owner, contractor, or permit holder shall repair, remove or clean up all contraventions identified on the Notice of Obstruction within the time period specified.

10.0 NOTICE OF OBSTRUCTION – DELIVERY- WHEN DEEMED SERVED

10.1. The Notice of Obstruction from the Municipality may be:

10.1.1 served personally upon the owner, contractor, or permit holder;

10.1.2 posted on site; or,

10.1.3 mailed by regular mail to the last known address of the owner, contractor, or permit holder according to the current assessment rolls.

10.2. If served by regular mail, a Notice of Obstruction under subsection 10.1.3. shall be deemed to have been served on the fifth day after mailing.

11.0 DISPOSING OF MATERIAL AND EQUIPMENT

11.1 Any landscape or construction material removed by the Municipality from a roadway under this By-law may be directly deposited onto the property from which the obstruction comes from, relates to, or was created for, or the material may be treated as refuse by the Municipality or become property of the Municipality which can be disposed of in any manner or used for any Municipality purpose.

11.2 Any landscape or construction material, motorized equipment, containers, trailers, or motorized tools removed by the Municipality may, at the discretion of the Manager or the Officer, be deposited at the property from which the obstruction comes from, relates to, or was created for, or be stored at a Municipality facility for sixty (60) days at the owner's expense.

11.3 Any item in subsection 11.2 shall only be released to the owner or permit holder after the owner or permit holder has paid the Municipality any applicable expense for the removal and storage of the item.

11.4 Any item in subsection 11.2 that is stored at a Municipality facility for more than sixty (60) days and for which an owner has not been identified may be disposed of by the Municipality in any manner that it deems appropriate.

11.5 Any item in subsection 16.2 that is stored at a Municipality facility for more than sixty (60) days and for which the owner, having been notified, has failed to pay the applicable expenses and claim the item, may be disposed of pursuant to the provisions of the Repair Storage and Liens Act, R.S.O. 1990, c.R.25, as amended.

12.0 EXEMPTIONS

12.1 Lambton County, the Ontario Clean Water Agency (OCWA), Bluewater Power, Brooke Telecom, Bell Canada, Rogers Cable Systems, Union Gas, or any other utility or their respective agent will not require a Road Occupancy Permit to undertake the following types of work:

12.1.1 installing, maintaining or relocating a pole line;

12.1.2 raising or lowering utility service boxes;

12.1.3 work on shut-off valves except for repair work on valves within the travelled portion of the roadway or within a sidewalk;

12.1.4 initial work conducted in new subdivisions to installation of sidewalk, curb, and gutter and asphaltic concrete pavement; and,

12.1.5 work in manholes, valve chambers, and transformer vaults.

12.2 Notwithstanding a Road Occupancy Permit is not required under section 12.1, the above agencies shall comply with the requirements of the Ministry of Transportation Traffic Control Manual for Roadway Operations, as may be amended or replaced from time to time.

12.3 Subject to section 12.1, when Bell Canada, Telus, Rogers Cable Systems, Enbridge Consumers Gas, or any other utility or their respective agent closes or occupies a roadway or a portion of a roadway as a result of an emergency, telephone notice shall be given immediately to the Municipality and on the next working day application for a permit as required by this by-law shall be made.

13.0 SERVICE FEES

13.1. The municipal service fees for the administration and enforcement of this bylaw shall be in accordance with the fees established in Schedule "A" any revisions thereto.

13.2. Service fees for the administration and enforcement of this by-law may be applied when a contravention has been confirmed by an Officer.

14.0 RECOVERY OF COSTS

14.1 Where the Municipality, its employees or authorized agents have performed the work required for compliance with this by-law, all expenses incurred by the Municipality in doing the work as well as any related fees, shall be deemed to be a debt to the Municipality and may be collected by action or the costs may be added to the tax roll for the property and collected in the same manner as taxes.

15.0 OFFENCES

15.1 Every person who contravenes any of the provision of this by-law or fails to comply with a Notice of Obstruction or an Order issued under this by-law or who obstructs or attempts to obstruct an Officer or an employee or agent of the Municipality in carrying out his or her duties under this By-law is guilty of an offence and is liable, upon conviction to a maximum fine as established pursuant to the Provincial Offences Act, R.S.O.,1990, c.P.33.

15.2 Pursuant to subsection 441.1 of the Municipal Act, 2001. S.O. 2001, c.25, the treasurer of a municipality may add any part of a fine for a commission of a provincial offence that is in default under section 69 of the Provincial Offences Act to the tax roll for any property in the local municipality for which all of the owners are responsible for paying the fine and collect it in the same manner as municipal taxes.

16.0 ADMINISTRATION AND INTERPRETATION

16.1 The Manager shall be responsible for the administration of this by-law.

16.2 Unless the context otherwise requires, words importing the singular shall include the plural, and words importing the masculine gender shall include the feminine.

16.3 The headings inserted in this by-law are for convenience only.

16.4 Schedules “A” and “B” attached to this by-law shall form part of this by-law.

17.0 SEVERABILITY

17.1 Notwithstanding that any section or sections of this by-law, or any part, or any part thereof, may be found by any court of law to be invalid or beyond the power of the Council to enact, such clause, Schedule or parts thereof shall be deemed to be severable, and all other clauses and Schedules of this by-law or parts thereof, are separate and independent therefrom and enacted as such.

18.0 INTERPRETATION

18.1 The provisions of the Legislative Act 2006, shall apply to this by-law.

19.0 FORCE AND EFFECT

20.1 This by-law shall come into force and effect on the date of enactment and passage.

Read a first second and third time and finally passed this xx day of April 2023

Mayor – David Ferguson

Administrator/Clerk – Janet Denkers

Schedule "A" to By-law xx of 2023

Fee Schedule for Road Occupancy Permits

Fee Type	Fee
Application Fee	\$150
Certified Deposit	\$2,500, or as specified by the Public Works Superintendent

Schedule "B" to By-law xx of 2023
Road Occupancy Permit
Application Fee is \$150

Applicant Information			
Applicant/Company Name:			
Contact Name:			
Current address:			
City:	Province:	Postal Code:	
Telephone:	Fax:	Email:	
Location Information:			
Address/Cross Road Name:			
Location Description			
Description of Work			
Further Details:	Which Side of Road: _____ Depth Below Road. Grade: _____ Distance from Road Centre Line:		
Date of Work:			
Start: _____			
Finish: _____			
Sketch Showing Extent and Location of Work:			

Conditions of Permit	
1. The applicant agrees to provide a Certificate of Public Liability and Property Damage Insurance of not less than \$2,000,000.00 (two million) naming the Municipality of Brooke-Alvinston as an additional insured. (This clause must be typed on the Certificate of Insurance)	
2. The applicant agrees to provide a certified cheque in the sum of \$2,500 (if required) to be deposited with the Municipality of Brooke-Alvinston to offset any damage to Municipal Infrastructure during construction. This sum to be returned not later than thirty (30) days after the date of completion, less charges against the account	
3. The application must be fully completed, and all necessary signatures obtained before the application can be processed. Fourteen (14) days may be required for approvals before the issuance of permit.	
4. The applicant agrees prior to beginning any work on the road allowance to properly set up signage and safety devices and this shall be in conformance with the Manual of Uniform Traffic and Control Devices. Upon completion of the work all signage and safety devices shall be removed. It is the applicant's responsibility to provide all necessary and signage and safety devices.	
5. All road crossings are to be bored. The asphalt road surface is not to be cut. All disturbed areas are to be restored to the original condition including any necessary sod, topsoil, and seeding. Damage to sidewalks or the road surface, curb and gutter, ditches shall be repaired by the applicant. If the applicant fails to restore any such damage to the satisfaction of the Municipality of Brooke-Alvinston, the Municipality of Brooke-Alvinston shall use the deposit to restore the damages and any further or additional costs will be invoiced to the applicant for payment.	
6. After the permit is issued, the Applicant must give confirmation to all applicable utilities/agencies/police services at least 7 days' notice prior to the move taking place and personally arrange with various parties involved for any escorts, raising of wires, etc. and pay these individuals involved for any charges.	
7. The road allowance shall not be closed at any time. If the road is to be restricted to one lane of traffic the use of properly trained traffic control persons, minimum of two, shall be used to control the flow of traffic.	
8. The applicant shall ensure that all utility locates have been obtained. The applicant will be responsible for any utility repairs that are necessary if they are cut.	
9. The applicant shall ensure that all surface and subsurface drainage are maintained at all times and any such drainage works that are damaged are repaired to the satisfaction of the Municipality of Brooke-Alvinston.	
10. A copy of the Building Permit is required, if applicable.	
Signature of applicant:	Date:
Payment (please make all cheques payable to the Municipality of Brooke-Alvinston)	
<input type="checkbox"/> Cheque	<input type="checkbox"/> Debit
<input type="checkbox"/> Cash	

Municipality of Brooke-Alvinston (Office Use Only)		
Approval Signature		
Deposit & Fee Received/Date		
Deposit Released/Date		
Distribution	Applicant____ File____	Public Works Supt____



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Optimist Phase 1 Proposal
Meeting: Council - 13 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

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.

Background:

The Optimist Phase 1 / 2 plans were reviewed publically at the March 23, 2023 regular session of Council with a motion to have user groups discuss with staff further.

Comments:

Because there has been ample consultation with the users of the dressing rooms and many of the said users have pledged funds to a new dressing room build a meeting was arranged with the following in attendance:

Janet Denkers & Kevin Miller - Municipal representatives
 Jamie Armstrong & Les Douglas - Optimist Building Committee
 Adam McKellar - ELMHA
 Christa Sawyer - Lambton Attack

Also present were two architects /engineers from Spriet who had developed the plans.

A mockup of the suggestions from those present are attached and being presented to Council for consideration. The discussion also included incorporating a sprinkler system in the area to eliminate the proposed hallways. With Council's direction in consideration of the suggestions, we will advise the Engineers / Architects to proceed with the amendments to the dressing room area plan and request a price for the proposed renovation to the dressing room area. The Engineer / Architect advised it would take approximately one month to six weeks to revise the plans. Once the plans are received including cost, they will be forwarded to the Optimist Club and Council for further discussion.

It has been clear that additional consultation is required from the public on any additional phases moving forward. The dressing rooms would be considered phase 1 of Optimist project.

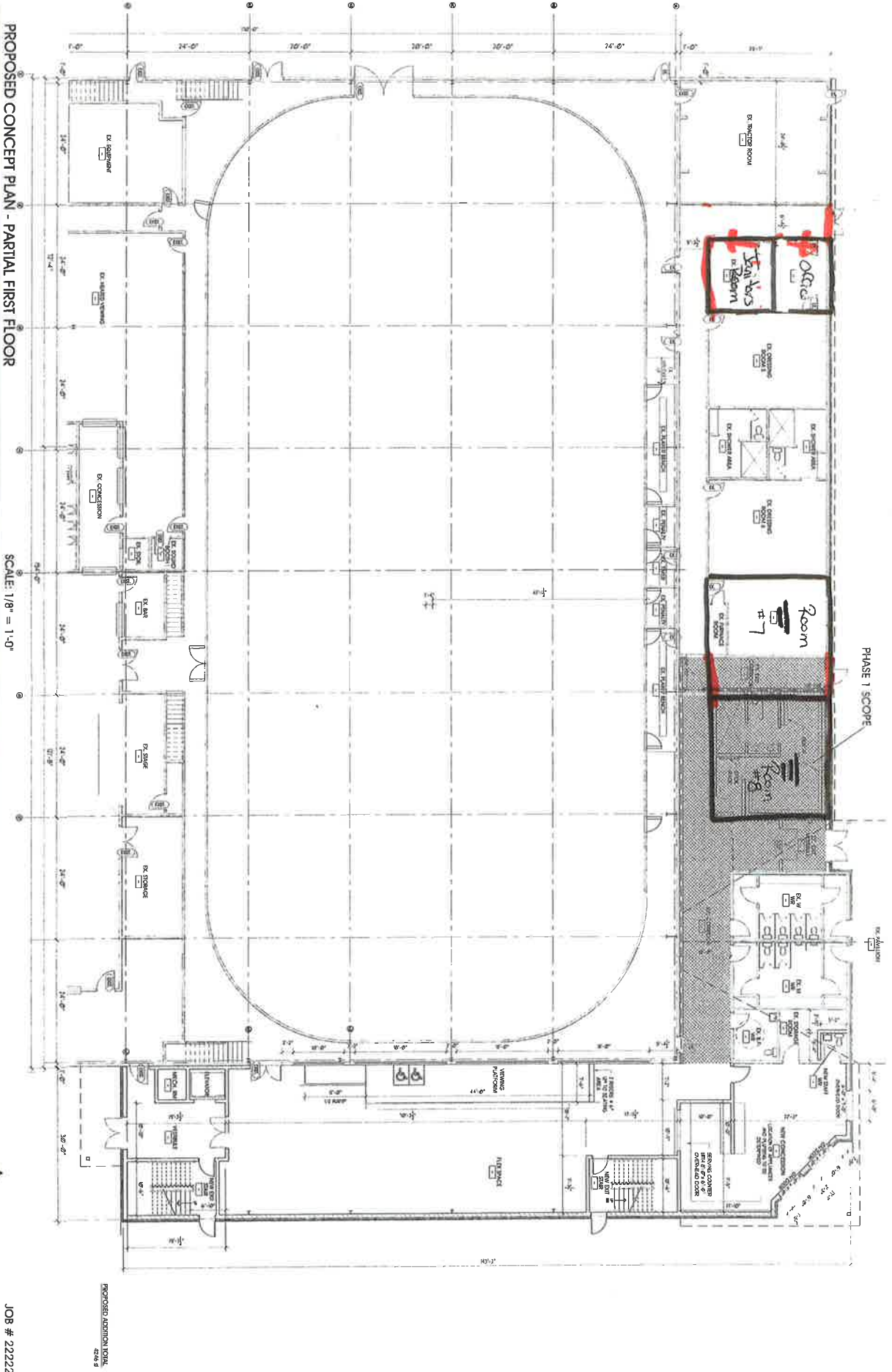
Financial Considerations:

The Plans are being shared at a 50% cost sharing up to \$15k of municipal funds. The cost to date is \$14,255. An invoice has been sent to the Optimist Club for their share (\$7,127).

ATTACHMENTS:

[draft plan-dressing room](#)

PROPOSED CONCEPT PLAN - PARTIAL FIRST FLOOR
BROOKE ALVINSTON ARENA - PHASE 2
 3310 WALNUT STREET, ALVINSTON, ON.



SCALE: 1/8" = 1'-0"

PROPOSED ADDITIONAL LEVEL



SPRIET ASSOCIATES
 architects - engineers
 FEB. 9/2023

JOB # 222226



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Memorial Bench & Water Fountain -BAICCC
Meeting: Council - 13 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

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.

Background:

The Optimist Club is proposing the placement of a water fountain on the grounds of the BAICCC (photo attached). The Optimist Club is further requesting permission to place a picnic table on the grounds in memory of Tanner Redick, a former member.

Comments:

The placement of a water fountain on the grounds is appropriate and can help reduce plastics.

We have seen an increase of memorial benches on the grounds in the past few years. The benches serve as a reminder of the contributions that those individuals have made to the community.

The water fountain would be similar to the refilling station inside the BAICCC. The model proposed is able to withstand the elements and would need to be winterized in the fall. No electricity is required for operation of the fountain. The placement of the fountain would be central to the ball diamonds and pavilion for use during ball games and events at the pavilion in addition to the Fall Fair, Rodeo and Canada Day celebrations.

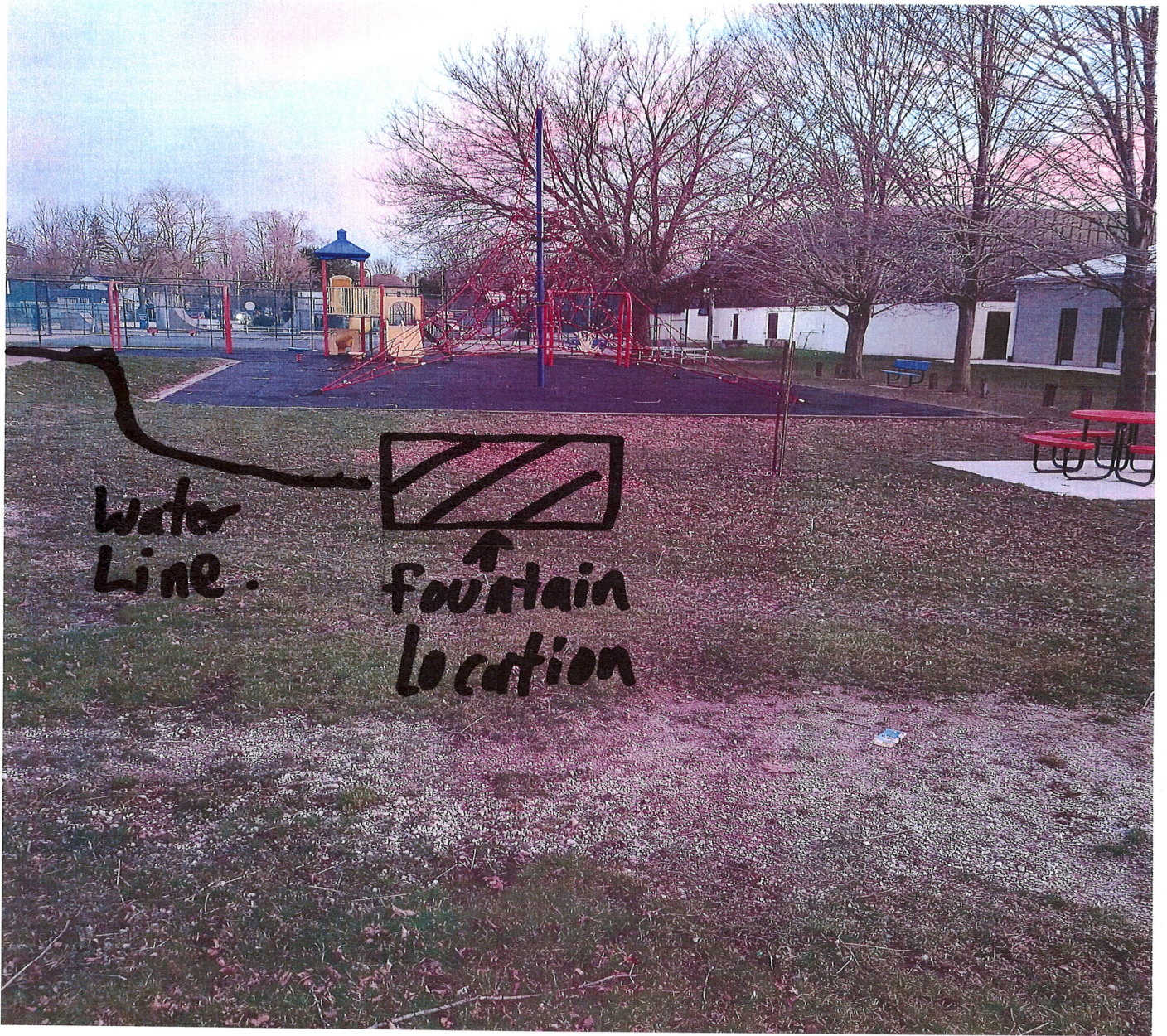
The water to the fountain is proposed to come from the canteen with a waterline extension.

Financial Considerations:

The Optimist Club has indicated that 100% of the installation and purchase price of the fountain and table will be covered by the club. The water supplied to the fountain would be the municipalities water.

ATTACHMENTS:

[water fountain placement](#)
[table placement](#)







Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Memorial Bench - Ruth Leitch
Meeting: Council - 13 Apr 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

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.

Background:

A formal request was received from the Arts & Activity group to honour one of their former and founding club members, Ruth Leitch with a bench. At the time of Ruth's passing some community funds were additionally collected for a bench in Ruth's honour. The group continues to collect donations and would like to see the bench as a community donation and plaqued accordingly.

Comments:

Representatives of the group have requested that the bench be placed outside the library on the south side of the doors. The County of Lambton Library has been advised of the potential placement and have no concerns.

The group would like to have the bench in place by the end of May to align with Ruth's birthday.

Financial Considerations:

The costs for the bench would be absorbed from donations received.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: PARC Committee
Meeting: Council - 13 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council provide direction.

Background:

The PARC committee was developed in 2019 as an advisory committee to Council. They generally meet 4 times per year and discuss issues / ideas related to the BAICCC and associated grounds.

The Committee is comprised of:

- 2-3 sports affiliated members - **Adam McKellar**, **Christa Sawyer**, Kim Lee
- Community Representative - **Steve Sanders**
- Grounds Representative - Jim Annett
- Service Club Representative - **Brad Goss**, Dan Cumming
- Youth Representative - **Hannah Symington** & Autumn Bressette

It was noted that the group is to coincide with the term of Council. At the last meeting, a request was made if current members are interested in staying on the committee, they should advise by March 31st at noon. The names in bold have indicated their desire to remain on the Committee. (Kim Lee submitted her resignation prior to the March 20th meeting).

The terms of reference are attached

Comments:

In 2019, a public call for applications was requested and Council selected the members. Council can now consider:

- 1) a call for applications to the committee
- 2) keep the interested members on the committee or review all appointed members
- 3) Keep the interested members on the committee and request a call for additional members as needed
- 4) eliminating the PARC

Financial Considerations:

There are no costs associated with the PARC. Members are volunteer and act as advisory only.

Relationship to Strategic Plan:

The PARC committee aligns with the Recreational Facilities Strategic Plan in 2018

ATTACHMENTS:

[terms of reference](#)



Municipality of Brooke-Alvinston
Parks & Recreation Advisory Committee
(PARC)
Terms of Reference

1) MANDATE

The Parks & Recreation Advisory Committee (PARC) is a committee that will make recommendations to Council in regards to the BAICCC and associated grounds including the ball diamonds (Inwood and Alvinston), community parks and flower beds.

The PARC shall act as an Advisory Committee to Council and shall not exercise any supervisory, regulatory, legal, approval or other decision making role with the current operations of the BAICCC and associated grounds.

The PARC does not replace other means for citizens, agencies or other organizations to express their concerns. Members can bring the decisions and recommendations of the PARC to their respective organizations and vice versa.

2) RESPONSIBILITIES

The primary responsibility of the Advisory Committee is to undertake a review of the Parks & Recreation facilities and grounds and make recommendations to Council; recommendations should align with the municipal and recreational strategic review completed in 2018.

3) COMMITTEE COMPOSITION

The Committee should be comprised of 6-7 members from the following groups:

- 2-3 sports affiliated (hockey, figure skating, baseball)
- 1 local grounds affiliated
- 1 community representative
- 1 youth member
- 2 service club members (Optimist, Legion, Arts & Activity, 4H, Ag Society)

4) MUNICIPAL STAFF SUPPORT

The Municipal Office will be the conduit to provide administrative support.

5) CHAIR: BAICCC Supervisor

- Responsible for calling & scheduling the meeting
- Responsible to create & distribute the Agenda in advance of the meeting
- Responsible to ensure decorum and proper procedure during meetings
- Preside over the meeting and guiding it as per the agenda
- Ensure all recommendations of the Committee are brought forward to Council
- The Chair does not have voting privileges

6) APPOINTED SECRETARY: municipal office staff

- Responsible to record meeting minutes
- Responsible to distribute to committee members
- Responsible to ensure the Committee Chair has signed the adopted meeting minutes
- Responsible to keep all pertinent committee records in accordance with the municipal retention policy
- Assist the Chairperson as required
- The Secretary does not have voting privileges

7) BUDGET

The Committee does not have a budget. The role of the Committee is advisory only

8) DUTIES OF MEMBERS

All members of the committee shall:

- a) Attend all committee meetings, when not possible to attend, send regrets in advance
- b) Provide suggestion and ideas and input around health and well being of our community
- c) Commit to the time required to understand and evaluate the information provided as well as be open minded to various opinions and perspectives
- d) If a member misses 3 meetings in a year, their membership will be terminated
- e) The members shall serve for the term of Council that appointed the members.

9) RESIGNATION OF A MEMBER

A member may resign with written notice to the chair. In the event of a vacancy, through application, the vacancy will be filled for the remaining portion of the term. If a member misses three (3) meetings in a one (1) year period, without sending regrets the member is considered to have resigned from the committee;

10) COMMITTEE MEETINGS

The Committee shall attempt to meet quarterly.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: License Renewal
Meeting: Council - 13 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

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.

Background:

In 2017, the Alvinston Community Group had been doing remedial work to the Millpond area to make it more attractive to residents and newcomers passing by.

In 2018, it was requested by Hydro One that a park licence be obtained from Hydro One on behalf of the Alvinston Community Group to proceed with cleaning of the area. Council agreed and a by-law was passed.

Other conditions in the agreement include the grass cutting during the term of the agreement and maintaining liability insurance.

The Community Group paid 50% of the taxes for the term of this agreement. The Community Group has no disbanded and the funds have been dispersed with some set aside for the ongoing maintenance of the bee sign.

Comments:

Hydro One Networks Inc is responsible for the day to day management of the activities associated with the said lands on behalf of OILC and are offering a licence agreement renewal for another 5 year term effective May 1, 2023 with the understanding that the lands be used for recreation and maintenance purposes only.

The new agreement is a renewal of the 2018 agreement. The Municipality has cut the grass in the area during the 5 year period without issues.

With the new subdivision proposed in the area, the maintenance of the area is a positive impact.

Financial Considerations:

With the disbandment of the Alvinston Community Group, the Municipality would be responsible for the 50% cost sharing on the taxes.

ATTACHMENTS:

[Licence Renewal - BROOKE TWP 632.1-6227](#)

LICENCE RENEWAL AGREEMENT – (RECREATIONAL)**BETWEEN:**

HIS MAJESTY THE KING IN RIGHT OF ONTARIO
as represented by THE MINISTER OF INFRASTRUCTURE

(hereinafter called the "Licensor")

- and -

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

(hereinafter called the "Licensee")

WHEREAS:

- A. Ontario Infrastructure and Lands Corporation acting as agent on behalf of His Majesty The King in right of Ontario as represented by the Minister of Infrastructure entered into a Licence Agreement with the Licensee, dated June 6th, 2018 (the "Licence Agreement"), regarding certain lands located in the Municipality of Brooke-Alvinston in the County of Lambton described as Part of Lot 19, Concession 5, in the former Township of Brooke, comprising an area of approximately 3.16 acre(s), (the "Licence Lands") for the purpose of public recreational and maintenance purposes only;
- B. The Minister of Infrastructure is responsible for certain aspects of government real property pursuant to the *Ministry of Infrastructure Act*, S.O. 2011, c. 9, Sched 27;
- C. Ontario Infrastructure and Lands Corporation confirms that it is the designated agent of the Minister of Infrastructure with authority to act in respect of the Licence Agreement.

IN CONSIDERATION of the mutual covenants hereinafter set forth and the sum of two dollars (\$2.00) paid by the Licensee to the Licensor, the receipt whereof is hereby acknowledged, and other good and valuable consideration, the Licensor and the Licensee agree as follows:

1. The Licence Agreement is hereby renewed, subject to the terms set out below.
2. "Licensor" shall include for the purpose of any exculpatory clause and/or indemnity included in favour of the Licensor, Ontario Infrastructure and Lands Corporation.
3. The Term of the Licence Agreement shall be five (5) years, commencing on the 1st day of May, 2023.
4. The Licensee shall pay to the Licensor an amount equal to Fifty percent (50%) of the annual realty taxes or grants and/or payments in lieu thereof payable with respect to the Licence Lands, as owned by the Licensor and used by the Licensee pursuant to the Licence Agreement for the purposes stated herein.

5. The Licensor's address for service of notice pursuant to the notice section of the Licence Agreement and other related particulars are amended as follows:

Ontario Infrastructure and Lands Corporation
 Real Estate Transactions
 1 Dundas Street West, Suite 2000
 Toronto, Ontario
 M5G 1Z3

Attention: Director, Hydro Land Transactions

Telephone: (437) 537-5511

Facsimile: (416) 327-3942

With a copy to:

Attention: Director, Legal Services (Real Estate)
 1 Dundas Street West
 Suite 2000
 Toronto, ON M5G 1Z3
 Facsimile: 416-327-3376

6. All terms which are defined in the Licence Agreement shall have the same meaning when used in this Licence Renewal Agreement unless they are amended herein.
7. Except as they may be amended by this Licence Renewal Agreement, all of the terms and conditions of the Licence Agreement shall apply to the renewed Term and shall be binding upon and enure to the benefit of the Licensor and the Licensee.
8. This Licence Renewal Agreement may be offered and accepted by electronic or facsimile transmission and by different parties in separate counterparts, each of which when so executed shall be deemed to be an original and all of which taken together shall constitute one and the same agreement. Delivery by facsimile or by electronic transmission in portable document format of an executed counterpart is as effective as delivery of an originally executed counterpart.
9. The Licensee acknowledges that this Agreement and any related information, documents and/or Data (as defined in the Open Data Directive) may be released pursuant to the *Freedom of Information and Protection of Privacy Act (Ontario)* or the Open Data Directive issued under the *Management Board of Cabinet Act (Ontario)*, as each may be amended or replaced from time to time.

IN WITNESS WHEREOF the parties hereto have executed this Licence Renewal Agreement.

Signed by the Licensee at _____ this _____ day of _____ 20__.

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

Per: _____
Name:
Title:

Per: _____
Name:
Title:

I/We have authority to bind the Corporation

Signed by the Licensor at _____ this _____ day of _____ 20__.

**HIS MAJESTY THE KING IN RIGHT OF
ONTARIO as represented by THE MINISTER OF
INFRASTRUCTURE, as represented by ONTARIO
INFRASTRUCTURE AND LANDS
CORPORATION**

Per: _____
Name:
Title:

Authorized Signing Officer

Schedule "A"

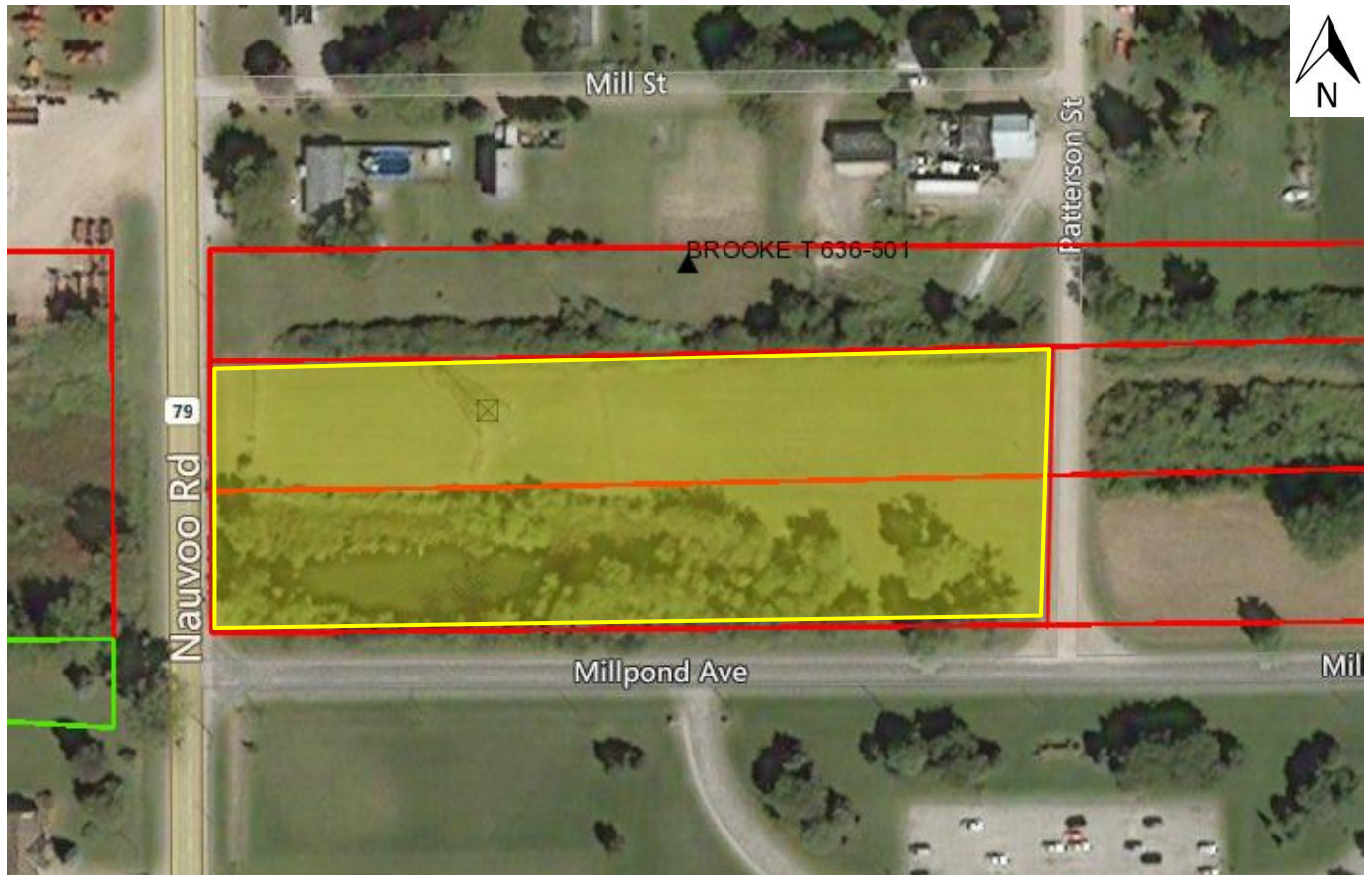
HONI File: BROOKE TWP 632.1-6227

Tenant(s): THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

Legal Description: Part of Lot 19, Concession 5,
In the former Township of Brooke,
Municipality of Brooke-Alvinston, County of Lambton

Licensed Area: 3.16 acres

-  **Lands Owned by His Majesty the King in the Right of Ontario**
-  **Licensed Area**





Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Emergency Preparedness Week - 2023
Meeting: Council - 13 Apr 2023
Department: Emergency Management
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That May 1-13, 2023 be declared Emergency Preparedness Week in the Municipality.

Background:

Emergency Preparedness Week is a federal-provincial-territorial initiative to promote emergency preparedness across Canada. It is an opportunity to encourage Canadians to take concrete actions to be better prepared to protect themselves and their families during emergencies.

Comments:

To promote the recent release of the Ontario Provincial Emergency Management Strategy and Action Plan (PEMSAP), the province's theme for 2023 will be "**A Safe, Practiced, and Prepared Ontario.**" Our theme will be distinct from the national theme released by Public Safety Canada, reflecting the unique opportunities and challenges facing Ontario. Messaging based on our theme will be at the centre of our EP Week programming.

The Municipality will include this messaging on the Bee sign and social media. Once the Province assembles the public education kits, we will use the material as best we can to promote the province's theme.

Financial Considerations:

None associated with this report.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Ball Fence Advertising
Meeting: Council - 13 Apr 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That staff be directed to offer advertising opportunities on the ball fences in Brooke-Alvinston with the banner type product outlined.

Background:

An inquiry was made at an earlier meeting about advertising on municipal diamonds.

Comments:

We recently arranged for a 150th anniversary banner to be placed on the welcome / business boards in Inwood advising of their upcoming celebration. The banner is 16" x 96". The banner is a 13oz material with 8 gromets to hold in place (see attached photo). After receiving the banner, we think it would be an appropriate material to install on ballpark fences.

The banner would be one sided printed and could be placed in the outfield for spectators to see or alongside the laneway for other attendees. The advertising opportunity could be offered on any of the three diamonds in the municipality.

Financial Considerations:

If businesses were interested in the advertising, we could advise them of the material and dimensions for them to prepare the banner at their cost. The Municipality could then offer the advertisement space at the same price as the arena wall advertisement of \$105 / year. The business / sponsor could choose the location of the banner placement and which diamond.

At the end of the Fall Fair, the banner would be removed and returned to the business.

ATTACHMENTS:

[Inwood Banner](#)



THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

By-Law Number 18 of 2023

Being a By-Law for the imposition and collection of fees and charges for certain Municipal Services and Activities.

WHEREAS Section 391(1) of the Municipal Act, 2001, as amended from time to time, authorizes the Council of a municipality to pass by-laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it;

AND WHEREAS Section 69(1) of the Planning Act, R.S.O. 1990, c.P.13, as amended from time to time, authorizes the Council of a municipality to pass a by-law imposing a tariff of fees on persons for the processing of applications made in respect of planning matters;

AND WHEREAS the Council of the Municipality of Brooke-Alvinston deems it advisable and expedient to impose fees or charges for services and planning applications;

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

1. That the fees and charges as set out in schedules inclusive to this By-law shall be hereby set for the services described in schedules A through K attached hereto.
2. That By-law 35 of 2021 is hereby repealed
3. That this By-law shall come into force and effect as at this day, or on the date(s) as listed on the attached schedules.

READ A FIRST AND SECOND TIME THIS 13TH DAY OF APRIL, 2023.

READ A THIRD TIME AND FINALLY PASSED THIS 13TH DAY OF APRIL, 2023.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

SCHEDULE A
ADMINISTRATIVE SERVICES FEES

By-Law Number 18 of 2023

DESCRIPTION	FEE OR CHARGE
Tax Certificates or Water Certificates (each)	\$40.00
Return Cheque charge	\$35.00
Fax – local exchange	\$1.00/transmission
Fax – long distant exchange	\$3.00/transmission
Fax – overseas	\$7.50/transmission
Fax – received will be charged the same rates as a photo copy	
Black & White copies	
Photocopies – letter (per side)	\$ 0.25 per sheet
Photocopies – legal (per side)	\$ 0.35 per sheet
Photocopies – 11 x 17 (per side)	\$ 0.50 per sheet
Colour copies	
Photocopies – letter (per side)	\$ 1.25 per sheet
Photocopies – legal (per side)	\$ 1.75 per sheet
Photocopies – 11 x 17 (per side)	\$ 2.50 per sheet
Computer Printouts - Black & White	\$ 0.25 per page
Interest on all accounts and charges other than taxes	1.25% per month
Commissioning Signatures (non ratepayer)	\$5.00 per signature
Tax Bill Reprint / Statement	\$10.00 per bill
License to conduct a Lottery	
For local community group - prize value < than \$1,000.00	\$5.00
For local community group - prize value > than \$1,000.00	\$25.00
A local community group is defined as a not for profit organization operating in the municipality, the proceeds of which are used for community projects within Brooke-Alvinston.	
All other licenses	3% of the prize value
Break Open	3% of the prize value
Birth/Death registration administration fee	\$30.00
Vendor Fee or patio license (per season)	\$150.00
POA Processing Fees	\$50.00
Administration fees for preparing historical information for ratepayers and/or their representative(s), providing certified copies of by-laws or preparation of other material shall be charged, at the discretion of the Treasurer, a fee based on costs incurred for time spent by municipal staff, as well as the charges above as they may apply.	\$40/hr - Staff; \$60/hr - Manager

**SCHEDULE B
BUILDING PERMIT FEES
By-Law Number 18 of 2023**

RESIDENTIAL	Deposit/fee
NEW RESIDENTIAL UNIT (including attached garage)	\$1,500.00
NEW GARAGE (attached, if built separately)	\$600.00
DETACHED ACCESSORY BUILDING (Residential)	\$450.00
APPARTMENTS & MULTIPLE HOUSING	\$2,750.00
ADDITIONS (Residential)	\$950.00
ALTERATIONS/REPAIRS (Residential)	\$750.00
FIREPLACES, WOODSTOVES	\$275.00
DECKS	\$375.00
AGRICULTURAL	
BUILDINGS (drive sheds, pole barns, etc)	\$750.00
BUILDINGS (livestock barns, etc)	\$2,250.00
GRAIN BINS/SILOS	\$500.00
MANURE PITS	\$1,500.00
COMMERCIAL/INDUSTRIAL	
NEW BUILDINGS (including Restaurants)	\$2,250.00
RENOVATIONS	\$1,950.00
INSTITUTIONAL	
NEW BUILDINGS	\$2,250.00
RENOVATIONS	\$1,950.00
OTHER	
DEMOLITIONS	\$225.00
BUILDING RELOCATIONS (road deposit, etc. needed)	\$1,200.00
SWIMMING POOLS/FENCING	\$250.00
TENT (added at the August 12, 2021 Regular Council Meeting)	\$150.00
COMMERCIAL TOWERS	\$1,250.00
WIND MILLS / TURBINES	\$14,000.00
SOLAR FACILITIES	
Class 1 - ground mounted (less or equal to 10 kw)	No charge
Class 1 - 2 rooftop/wall mounted (less or equal to 10 kw)	\$225.00
Class 3 - (greater than 10 kw)	\$525.00
BIO-ENERGY FACILITIES	\$675.00
WATER ENERGY FACILITIES	\$675.00
CHANGE OF USE	\$300.00
RENEWAL OF CANCELLED PERMIT - flat fee	\$100.00
PLUMBING PERMIT - Plumbing/Septic Permits are issued by the County	Varies
BUILDING WITHOUT A PERMIT – any person commencing building without the required permit is subject to a fine equal to the applicable permit fee.	
<p>Note: Building Fee Revenues must be used solely to fund Building Permit Fees Services. The above Fees have been established based on a review of Building Permit Fee Costs invoiced by the County and a comparison of Fees charged by other surrounding municipalities. Building Permit Fee Revenues and Costs will be reviewed annually and any excess/deficiency will be allocated to/from a Building Permit Cost Stabilization Reserve Fund. When appropriate, fee adjustments will be brought forward for consideration.</p>	

**SCHEDULE C
ANIMAL CONTROL FEES**

By-Law Number 18 of 2023

DESCRIPTION		YEARLY FEE OR CHARGE
Kennel licence		\$125.00
Dogs:		
Altered / Unaltered		
First dog > 3 mo	Valid rabies certificate	\$25.00
Second dog > 3 mo	Valid rabies certificate	\$25.00
Altered / Unaltered		
First dog > 3 mo	No Valid rabies certificate	\$45.00
Second dog > 3 mo	No Valid rabies certificate	\$45.00
1 st Restricted dog	Valid rabies certificate	\$150.00
	No rabies certificate	\$200.00
Replacement tags		\$10.00

**SCHEDULE D
FIRE & EMERGENCY SERVICES FEES
By-Law Number 18 of 2023**

DESCRIPTION	FEE OR CHARGE
-------------	---------------

Emergency 911 Civic addressing:

911 address sign (signs provided by County)	\$20.00 each
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Fire Department:

Vehicle accident	Non resident - % basis unless one responsible (police charges) for two or more vehicles involved	Cost recovery trucks and personnel plus 5%
Fire compliance letters	Residential	\$50.00
	Commercial/Industrial/Multi-Res	\$200.00
Property (Infrastructure) Inspections	Residential/Commercial/Industrial/Multi-Res	Cost recovery plus 5%
Call out by Police/By-law officials	Putting out illegal fire	Cost recovery trucks and personnel plus 5%; Cost of By-law Enforcement Officer, plus 5%
Fire Inspections		Cost recovery plus 5%
Fire Observance Request	(Request fire personnel/trucks to attend/monitor a fire/burn	\$100/truck/hour
Attendance at Special Events where Event Organizers charge a fee for entry (Note: excludes our Fall Fair, but includes Tractor Pull and Demolition Derby and any other events where Fire Services are requested).	Provide First Aid, Traffic Control, Fire Protection standby services and other duties	Labour Cost Recovery, plus 5%

SCHEDULE E
PUBLIC WORKS DEPARTMENT FEES
By-Law Number 18 of 2023

DESCRIPTION	FEE OR CHARGE
Road Occupancy Permit	\$150.00; plus a \$2,500 refundable deposit
Culvert – one allowable / property (8m)	Owner pays costs for culvert over 8m
Drains – road crossings	50% owner; 50% municipality
Laneways	1 access / assessed property owner; additional laneways at owner's expense
Equipment/manpower rates for any customer work performed work:	
Backhoe	\$95/hr
Dump truck	\$95/hr
Foreman	\$60/hr
Laborer	\$45/hr
Gravel (delivery extra)	\$25/tonne
Cement Gravel	\$25/tonne
Rip Rap	\$55/tonne
Culverts, and other items not listed	Cost, plus 5%
Sale of used material (e.g. culverts) shall be at a cost determined by the Public Works Manager.	

**SCHEDULE F
PLANNING AND DEVELOPMENT FEES**

By-Law Number 18 of 2023

DESCRIPTION	FEE OR CHARGE
Official Plan Amendment, plus SCRCA fee, if applicable	\$1,000.00
Zoning amendment (includes County fee)	\$875.00
Site Plan, plus SCRCA fee, if applicable	\$350.00
Minor variance, plus SCRCA fee, if applicable	\$550.00
Consent/Severance, plus SCRCA fee, if applicable	\$800.00
Consent Deed Stamping	\$300.00
Plan of Subdivision (third party servicing review)	\$2,500 deposit - billed actual costs, plus 5% admin
Copy of Official Plan (no coloured maps)	\$75.00
Copy of Zoning By-law (no coloured maps)	\$100.00
(copies of individual sections – administration charges apply)	
Tile Drainage Inspection	Cost, plus 5%
Municipal Drain Inspector – call out to review drainage issues not covered under the Drainage Act for recovery purposes	Cost, plus 5%

SCRCA = St. Clair Region Conservation Authority

Any other costs incurred in excess of fees listed above will be charged on a full cost recovery basis, plus a 5% administrative fee.

SCHEDULE G
FREEDOM OF INFORMATION FEES
 By-Law Number 18 of 2023

DESCRIPTION	FEE OR CHARGE
Fee required with application	\$5.00
Photo copies and computer print outs	Schedule A charges apply
Photo copies (color – letter size only)	Schedule A charges apply
Manually searching a record	\$30.00 per hour / 15 min intervals
Preparation of record for disclosure	\$40.00 per hour / 15 min intervals
<p>If it is estimated that the cost is \$100.00 or more than the person requesting the record must pay a deposit equal to the estimate before further steps are taken to respond.</p>	

**SCHEDULE H
PROPERTY STANDARDS FEES**

By-Law Number 18 of 2023

DESCRIPTION	FEE OR CHARGE
Invoices received from property standards officer or from the By-law Enforcement Officer related to any property standards issue	Full charges from invoices plus a 10% administrative fee. (to be added to taxes if not paid in 30 days)
Municipal Costs - Grass cutting by staff	\$75 per hour - \$75 minimum per cut charge. (to be added to taxes if not paid in 30 days)
Other Municipal Costs	Full cost recovery based on hourly rates plus a 10% administrative fee. (to be added to taxes if not paid in 30 days)

Any other costs incurred relating to a property standards issue shall be recovered on a full cost recovery basis, be subject to a 10% administrative fee and shall be added to taxes if not paid in 30 days, with applicable interest charges being applied.

SCHEDULE I
BROOKE-ALVINSTON-INWOOD COMMUNITY CENTRE FEES

By-Law Number 18 of 2023

DESCRIPTION	FEES/CHARGES (H.S.T.extra, unless otherwise noted)				
	2023	2024	2025	2026	2027
Effective Date (2023 rates are effective May 1, 2023)					
MAIN AUDITORIUM					
Daily Rental - Includes Kitchen & Bar (12 hr max)	\$535.00	\$548.00	\$562.00	\$576.00	\$590.00
Daily Rental -12 hour max -New Years	\$1,000.00	\$1,025.00	\$1,051.00	\$1,077.00	\$1,104.00
Daily Rental - Hall & Kitchen only (12 hr max)	\$500.00	\$513.00	\$526.00	\$539.00	\$552.00
Extra Day Set Up (7:30am-4:00pm)	\$225.00	\$231.00	\$237.00	\$243.00	\$249.00
Additional hourly setup (above extra day setup)	\$32.00	\$33.00	\$34.00	\$35.00	\$36.00
Half Day Rental (4 hours or less)	\$270.00	\$277.00	\$284.00	\$291.00	\$298.00
Funeral Rental - Includes Kitchen & Bar	\$260.00	\$267.00	\$274.00	\$281.00	\$288.00
Kitchen only - per hour	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00
Bar supplies charge	\$55.00	\$56.00	\$57.00	\$58.00	\$59.00
Set up by staff (Tables/Chairs)	\$80.00	\$82.00	\$84.00	\$86.00	\$88.00
Booking deposit (due day of booking)	\$225.00	\$225.00	\$225.00	\$225.00	\$225.00
Damage Deposit (refundable)	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Youth Activity - Per Person - H.S.T. Included	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$45.00	\$46.00	\$47.00	\$48.00	\$49.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
Stag & Doe - Special Damage Deposit	\$500.00	\$500.00	\$525.00	\$525.00	\$550.00
ICE					
Prime Time - per hour (4:00pm-12:00 midnight)	\$130.00	\$133.00	\$136.00	\$139.00	\$142.00
Non Prime Time - hourly (5am-4pm Mon-Fri, excluding Stat Holidays, School Holidays and School Professional Development Days)	\$80.00	\$82.00	\$84.00	\$86.00	\$88.00
Minor Sports - per hour	\$115.00	\$118.00	\$121.00	\$124.00	\$127.00
Non Prime Time Week Day/hour/elementary age child (9am-3:30pm on snow/fog days only) HST incl.	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Non Prime Time Week Day/hour/individual (walk-ins - 9am-3:30pm) HST incl.	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Sunday ice time per hour (until noon)	\$95.00	\$97.00	\$99.00	\$101.00	\$104.00
Moms & Tots	N/C	N/C	N/C	N/C	N/C
UPSTAIRS HALL & MEETING ROOM					
Hall - Full Day/Evening (Includes Kitchen/Bar)	\$125.00	\$128.00	\$131.00	\$134.00	\$137.00
Hall - Half Day/Evening (4 hours or less)	\$60.00	\$62.00	\$64.00	\$66.00	\$68.00
Hall - Service Club/Outreach Program Meeting	\$32.00	\$33.00	\$34.00	\$35.00	\$36.00
Hall Set up Fee	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00
Kitchen only (per hour)	\$30.00	\$31.00	\$32.00	\$33.00	\$34.00
Damage Deposit	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$42.00	\$43.00	\$44.00	\$45.00	\$46.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$32.00	\$33.00	\$34.00	\$35.00	\$36.00
Meeting Room (4 hours or less)	\$18.00	\$19.00	\$20.00	\$21.00	\$22.00
ARENA FLOOR					
Day/Night Rental - 12 hours maximum	\$510.00	\$523.00	\$536.00	\$549.00	\$563.00
Hourly Rate	\$54.00	\$55.00	\$56.00	\$57.00	\$58.00
BALL DIAMONDS & MISC					
Adult per game - with lights	\$35.00	\$36.00	\$37.00	\$38.00	\$39.00
Adult per game - no lights	\$18.00	\$19.00	\$20.00	\$21.00	\$22.00
Additional liming fee - per game (if requested)	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00
Minor Ball Tournament (per game)	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00
Minor Ball - Annual Fee/child (excludes T-ball)	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00
Inwood Pavillion/day (12 hours or less - unstaffed)	\$40.00	\$41.00	\$42.00	\$43.00	\$44.00
Alvinston Pavillion/day (12 hours or less - unstaffed)	\$60.00	\$62.00	\$64.00	\$66.00	\$68.00
Grounds Rental - per day (12 hours or less)	\$160.00	\$164.00	\$168.00	\$172.00	\$176.00
Grounds / Pavillion Clean Up Charge	\$160.00	\$164.00	\$168.00	\$172.00	\$176.00
Bodily Fluids Clean Up Charge (min extra charge)	\$80.00	\$82.00	\$84.00	\$86.00	\$88.00
Chairs - wooden (each)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Tables - picnic or other wooden tables (each)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Blackout fee - Private Event (per day)	\$409.00	\$419.00	\$429.00	\$440.00	\$451.00
Blackout fee - Public Event (per day)	\$203.00	\$208.00	\$213.00	\$218.00	\$223.00

SCHEDULE J
WATER & SEWER CONNECTION/DISCONNECTION & RELATED FEES
 By-Law Number 18 of 2023

DESCRIPTION	FEE OR CHARGE
Bulk Water Dispenser Key (Water Tower)	\$100 deposit
Replacement Water Tower Key	\$100.00
Water Meter (3/4")	\$250.00
Water Meter (1")	\$325.00
Water Meter (>1")	Cost, plus 5%
Water Disconnection/Reconnection - temporary	\$75.00
Water Disconnection/Reconnection - temp (after hours)	\$150.00
Water disconnection - curb stop shut off & water meter returned	\$350.00
Water reconnection - curb stop turned on	\$350.00 + purchase of new meter
Water Disconnection - Permanent (curb stop removed)	\$500.00 deposit
	Billed all costs + 5% admin
Sewer Disconnection - Permanent	\$500.00 deposit
	Billed all costs + 5% admin
Water Reconnection after permanent disconnection	\$1,500.00 deposit
	Billed all costs + 5% admin
Sewer Reconnection after permanent disconnection	\$1,500.00 deposit
	Billed all costs + 5% admin
Alvinston Water - New Connection - in town (see notes 1, 2, & 3 below)	\$3,500.00 capital charge; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$1,500.00 deposit required.
Alvinston Sewer - New Connection - in town (see notes 1, 2, & 3 below)	\$3,500.00 capital charge; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$1,500.00 deposit required.
Inwood - Water - In town	Provided by the Township of Enniskillen
Inwood Sewer - new connection - in town (see notes 1, 2 & 3 below)	\$8,500 capital charge ; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$2,500.00 deposit required.
Specific Waterline Subsequent Connection Charge - Connection after waterline service was originally installed past property.	
Shiloh Line (see notes 1 & 2 below)	Original cost (\$8,500.00) + yearly inflation since 2013 + 10%
Churchill Line to Alvinston (see notes 1 & 2 below)	Original cost (\$7,500.00) + yearly inflation since 2004 + 10%
Brooke Line - West of Nauvoo (see notes 1 & 2 below)	Original cost (\$9,335.82) + yearly inflation since 2009 + 10%
Brooke Line - East of Nauvoo (see notes 1 & 2 below)	Original cost (\$8,857.51) + yearly inflation since 2009 + 10%
Railroad Line Extension (see notes 1 & 2 below)	Original cost (\$7,500.00) + yearly inflation since 2007 + 25%
Service Charge	Hourly rate + overhead + 25% administration fee
Tenant Deposit	\$300.00
Note 1 - Assumes water/sewer line runs past property, but property has no curbstop/stub to make connection. If line(s) does not run past property, then property owner is responsible for all costs to bring the line(s) to the property in addition to above charges.	
Note 2 - Property owners are responsible for all costs of connection from property line to dwelling.	
Note 3 - Any "In Town" property located in one of the "Specific Waterline Subsequent Connection Charge" areas are subject to the Specific Waterline Subsequent Connection Charges, as indicated.	

SCHEDULE K
MISCELLANEOUS FEES
 By-Law Number 18 of 2023

DESCRIPTION	FEE OR CHARGE
Marriage Licences	\$100.00
Marriage Ceremonies	
- Normal Working Hours	\$250.00
- weekends / after hours	\$300.00
Advertising at BAICCC	
- Advertising – wall	\$105.00 + H.S.T.
- Advertising – boards	\$155.00 + H.S.T.
- Advertising – outer board	\$55.00 + H.S.T.
- Olympia - wrapping	Minimum \$1,050.00/year + H.S.T. (5 year contract) (Advertiser pays for wrapping charges)
- Olympia – individual business	\$150.00 + H.S.T. per ad
- Ice Lay Logos - 8 x 8	\$500.00 + H.S.T./season
- Ice Lay Logos - 4 x 4	\$300.00 + H.S.T./season
- Ice Lay Logos - 1 x 4	\$200.00 + H.S.T./season