



# AGENDA

## Council Meeting

4:30 PM - Thursday, May 25, 2023  
Municipal Office

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<b>1. CALL TO ORDER</b>	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>3. MINUTES</b>	
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7.6. <u>Drainage Superintendent's Report</u> : <a href="#">Letter to Council May 23-23</a>	77 - 78
7.7. <u>Clerk Administrator's Report</u> : 2023 Ontario Municipal Administrator's Association Conference (OMAA)	79 - 80

**8. BY-LAWS**

- 8.1. By-law 26 of 2023 - Pavilion Agreement (presented at the April 27th meeting)
- 8.2. By-law 27 of 2023 - Fair Board Agreement (presented at the April 27th meeting)
- 8.3. By-law 28 of 2023 - Driveway Agreement (presented at the May 11th meeting)
- 8.4. By-law 29 of 2023 - MPAC Agreement
- 8.5. By-law 30 of 2023 - MOU- Sarnia Police Services

**9. NEW BUSINESS**

**10. CLOSED SESSION**

- 10.1. Personal matters about an identifiable individual including employees.

**11. RISE AND REPORT**

**12. BY-LAW CONFIRMING PROCEEDINGS**

- 12.1. By-law 31 of 2023 - Confirming By-law

**13. ADJOURNMENT**



# MINUTES

## Council Meeting

4:30 PM - Thursday, May 11, 2023  
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, May 11, 2023, at 4:30 PM, in the Municipal Office, with the following members present:

**Council Present:** Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Craig Sanders, Councillor Don McCabe, and Councillor Jenny Redick

**Staff Present:** Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Public Works Superintendent Jamie Butler, Parks and Recreation Manager Kevin Miller, and Fire Chief Steve Knight

**Regrets:**

### 1 CALL TO ORDER

The meeting was called 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 April 27, 2023

#### RESOLUTION-2023-167

Deputy Mayor Frank Nemcek made a motion that the regular Council meeting minutes of April 27, 2023 be approved as presented without error or omissions. Councillor Jenny Redick seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

Councillor McCabe noted that more information should be sought on the origin of the 38ha minimum sized farm parcels and a meeting should be arranged with the upper tier to investigate the origin of the size. After discussion, Council authorized Councillor McCabe in conjunction with staff to request a meeting with the County Manager of Planning to discuss.

### 5 DELEGATIONS & TIMED EVENTS

a) Enbridge Gas - update on Natural Gas Expansion & Renewable Natural Gas Project

Brian Lennie & Mark Ramsey were present at Council to provide an update on the natural gas expansion in the Municipality.

Upon further feedback on obtaining definitive feedback about connections made on Hardy Creek Road, a letter of support will be considered.

### 6 CORRESPONDENCE

a) Fire Committee Minutes

**RESOLUTION-2023-168**

Deputy Mayor Frank Nemcek made a motion that the January 24, 2023 Fire Committee minutes be received and filed. Councillor Craig Sanders seconded the motion.

**Carried**

- b) County of Lambton - Bill 97 and PPS Preliminary Summary

**RESOLUTION-2023-169**

Councillor Jenny Redick made a motion that the informational report provided by the County of Lambton be received and filed for information. Councillor Craig Sanders seconded the motion.

**Carried****RESOLUTION-2023-170**

Deputy Mayor Frank Nemcek made a motion that staff be directed to submit a delegation request for the AMO conference to speak on Bill 97 and the ramifications for small rural municipalities Councillor Craig Sanders seconded the motion.

**Carried**

- c) Delegation of Approval

**RESOLUTION-2023-171**

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the County of Lambton report. Councillor Craig Sanders seconded the motion.

**Carried**

- d) General Correspondence

**RESOLUTION-2023-172**

Councillor Jenny Redick made a motion that the municipal correspondence circulated be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- e) Correspondence Requiring Action - Municipality of Waterloo

**RESOLUTION-2023-173**

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the request from the Municipality of Waterloo regarding Form 4 and donors over \$100. Councillor Craig Sanders seconded the motion.

**Carried**

- f) Correspondence Requiring Action - The Township of Archipelago

**RESOLUTION-2023-174**

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston support the Township of Archipelago's request to have all levels of government consider funding support to aid in managing invasive phragmites. Councillor Don McCabe seconded the motion.

**Carried**

- g) Correspondence Requiring Action - Township of Puslinch

**RESOLUTION-2023-175**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the request for support from the Township of Puslinch. Councillor Jenny Redick seconded the motion.

**Carried****7 STAFF REPORTS****a) Drainage Superintendent's Report****RESOLUTION-2023-176**

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston award the Wilcox Drain tender to JLH Excavating in the amount of \$16,791.80 (including HST). Councillor Craig Sanders seconded the motion.

**Carried****b) Clerk Administrator's Report: Committee of Council****RESOLUTION-2023-177**

Councillor Craig Sanders made a motion that Council approve of the Committee membership as outlined with additions as needed and approved by the Clerk Administrator up to the dates of the events. Councillor Jenny Redick seconded the motion.

**Carried****c) Clerk Administrator's Report: Alley - off Broadway Street**

Councillor Sanders declared a conflict of interest as he is a business partner with the owner and excused himself from the vote

**RESOLUTION-2023-178**

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston deny the request to stop up and close the alley off of Broadway Street and directs staff to pursue property standards in the area to maintain the area of clutter. Councillor Don McCabe seconded the motion.

**Carried****d) Clerk Administrator's Report: Proposed Development on Church street****RESOLUTION-2023-179**

Councillor Jenny Redick made a motion that Council enter into a site plan agreement with the owner of 3123 Church Street to allow access to the alley. Councillor Don McCabe seconded the motion.

**Carried****e) Fire Chief's Report: Radio Dispatch Changes****RESOLUTION-2023-180**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston approve proceeding with the change in Communications service provider, giving the 90 days' notice of termination to the Central Ambulance Communications Centre required by the current agreement and to proceed with the development and implementation of a Memorandum of Understanding (MOU) with the Sarnia Police Services along with the other neighbouring fire Departments. Councillor Don McCabe seconded the motion.

**Carried**

## 8 BY-LAWS

- a) By-law to reappoint a Fire Chief

### **RESOLUTION-2023-181**

Councillor Don McCabe made a motion that By-law 23 of 2023 be read a first and second time and finally passed this 11th day of May 2023. Councillor Jenny Redick seconded the motion.

**Carried**

- b) Tax Rate By-law

### **RESOLUTION-2023-182**

Deputy Mayor Frank Nemcek made a motion that By-law 24 of 2023 be taken as read a first, second and third time and finally passed this 11th day of May 2023. Councillor Jenny Redick seconded the motion.

**Carried**

## 9 NEW BUSINESS

- a) Presenter for the Senior of the Year Presentation (June 25th)

Council had no issues with the Senior of the Year award being presented in Inwood by a member of the public during the Inwood 150th celebrations.

- b) The Mayor noted the correspondence received regarding the Alvinston Feral Cats yard sale on June 10th.
- c) Councillor Redick questioned the functionality of the Railroad Street catchbasin.
- d) Councillor McCabe noted that several members of the community have received accolades in the Lambton Ag Hall of Fame, Women of Excellence and the Ontario Hall of Fame and noted letters of recognition should be sent to the recipients.
- e) Councillor Nemcek reminded those present of the Mothers Day brunch organized by the Alvinston Optimist Club.

## 10 CLOSED SESSION

- a) Personnel matters about an identifiable individual including employee(s)

### **RESOLUTION-2023-183**

Councillor Jenny Redick made a motion that Council move into a closed session hearing to discuss personnel matters about an identifiable individual including employees. Councillor Craig Sanders seconded the motion.

**Carried**

## 11 RISE AND REPORT

The Clerk Administrator reported that a closed session was held to discuss personal matters about an identifiable individual including employees. She reported that Vanessa Benoit and Riley Pavey be appointed to the PARC effective immediately.

## 12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

### **RESOLUTION-2023-184**

Deputy Mayor Frank Nemcek made a motion that By-law 25 of 2023 be read a first, second and third time and finally passed this 11th day of May 2023.  
Councillor Jenny Redick seconded the motion.

**Carried**

**13 ADJOURNMENT**

A motion to adjourn the meeting was made at 5:30 p.m..

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Clerk-Administrator

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Mayor



## BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT

**PROVISIONAL CONSENT**  
(Ont. Regulation 197/96)

\*\*\*DECISION\*\*\*

FILE NO. B-002 / 23

In the case of an application for consent from Chad Hayter (A/F Devin Triest) made under Section 53 of the Planning Act, as it affects the property legally described as Pt. Lot 18, Concession 6 in the Municipality of Brooke-Alvinston, in the County of Lambton as described in the application.

**DECISION:** GRANTED WITH CONDITIONS

**CONDITIONS:**

1. That a copy of the deed and R.D. Plan or survey be submitted to the Secretary-Treasurer in a form suitable for registration;
2. That a fee of \$300.00 be paid to the Municipality of Brooke-Alvinston by cash or cheque;
3. That all conditions be fulfilled within two years of the notice of decision of this consent. That the certification of consent required by Section 53(42) of The Planning Act, be obtained within one year of the notice of decision of this consent. *The Municipality will endeavour to send the applicant a reminder that the Provisional Consent is approaching its lapsing date. However, **each applicant is responsible for ensuring that the Provisional Consent does not lapse.** If the Provisional Consent does lapse (meaning the deeds have not been stamped within one year of the notice of decision of the consent), a new application will be required. There is no provision in The Planning Act for extensions to the Provisional Consents;*
4. That the applicant(s) enter into an agreement with the municipality for the apportionment of drainage assessments on the involved properties;
5. That conveyance of land to the Municipality for park purposes at a rate of 2 per cent (2%) of the land proposed for the development, or cash in lieu thereof. The appraisal of the market value of the land and all costs associated with said appraisal is borne solely by the Owner, to the satisfaction of the Municipality;
6. That the severed land must be redesignated from "Industrial" to "Mixed Commercial / Industrial"
7. That the severed lands be rezoned from M1 to CM
8. That the severed land is to be merged with the abutting mixed commercial industrial property and Section 50(3) of the Planning Act applies to any subsequent conveyance of or future transaction involving the severed land
9. That the severed land shall be registered in the same name and interest as the land it is being merged with

Members concurring in the above ruling:

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

\*\*\* CERTIFICATION \*\*\*

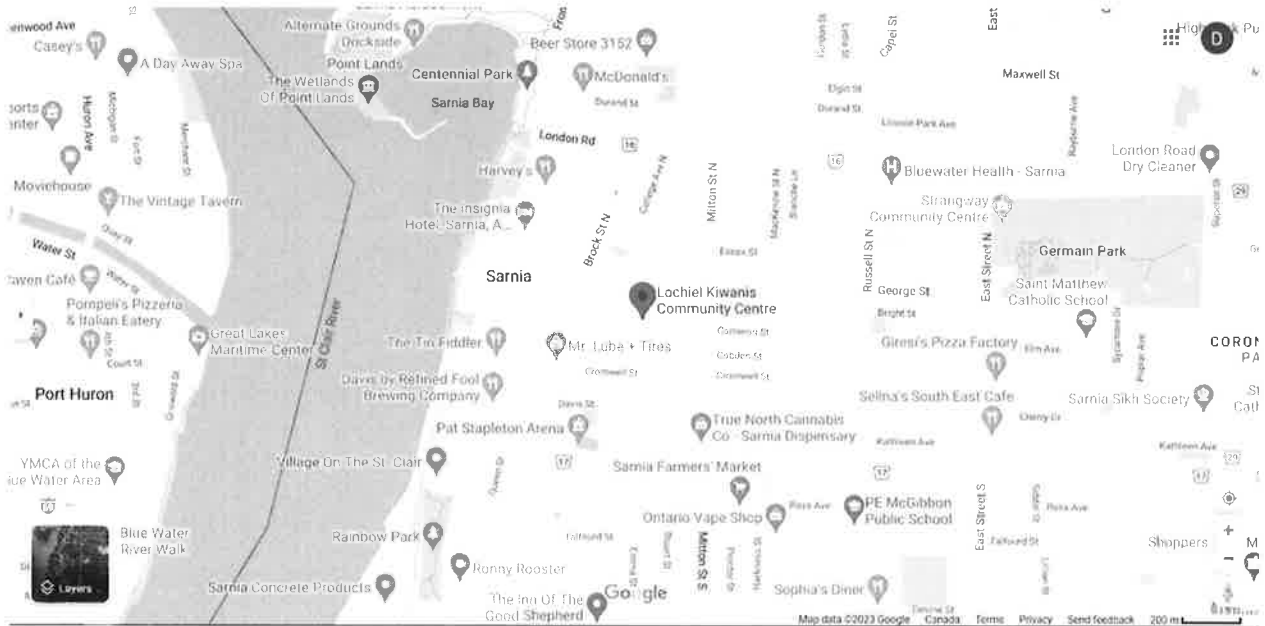
I, Janet Denkers, Secretary-Treasurer for this meeting of the Brooke-Alvinston Committee of Adjustment in the County of Lambton certify that the above is a true copy of the decision of the Committee with respect to the application recorded electronically herein which was brought before the Committee on May 16, 2023 with the Notice of Decision being mailed May 17, 2023

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

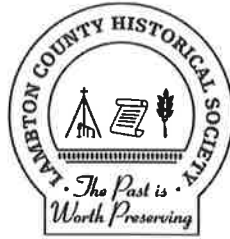




May 25<sup>th</sup>, 2023 @ 7:00 pm  
 Lochiel Kiwanis Community Centre,  
 180 College Ave N, Sarnia, ON  
 N7T 7X2



- **Lambton County Historical Meeting**



**Lambton County Historical Society**  
**Meeting Minutes**

April 27<sup>th</sup>, 2023

The Town of Plympton-Wyoming's Municipal Office  
546 Niagara Street,  
Wyoming, ON N0N 1T0

- Opening by President; Ron Urry
- Thank You to Host; John Van Klaveren and Mayor Gary Aitkinson
- Speaker was Curtis Bryce, who brought in a copy of Historical Atlas Lambton County. Reading passages from the section on Wyoming and talked about the value of local history. It was an excellent presentation with a lot of great discussion and feedback.
- Review minutes of the previous Minutes.
  - Motion to accept by John Van Klaveren and seconded by Marjorie Cumming
- Treasurer Meeting Report:  
Total Balance \$9074.79  
Motion to accept made by Ron McLean and seconded by Gord Perry
- Secretary Report: Motion to accept by Deb Narr and seconded by Marie Stephenson
  - Gord Perry read correspondence from Facebook and Music, Lyrics and book which were mailed to him.
- Unfinished Business:
  - Update on Canada West Books and school libraries. – Gord has placed 12 Copies of to the Public High Schools. Arts Den is selling our books with no profit to Art Den. - Gord Perry
  - Update on permissions for History of Chemical – Gord Perry – Waiting for Family.
  - Public Relations – Facebook has 450 Followers with 11 views a week.
  - We rented a table for the Petrolia Craft Sales at the Greenwood arena from 9 am to 4 pm.
    - Gord and Margaret Perry set up, Marjorie Cumming and I were there from 9am – 11 am, Florence Hall and Marie Stephenson worked from 11 am – 1pm and 1 – 3pm with Gord and Margaret closing up.
  - Results from Petrolia Craft Sales.
  - There is only 1 outstanding badge to be picked up. New badges can be ordered through Marjorie Cumming.
  - 10 copies of Petrolia Spur were ordered at \$25.00 a copy.
- New Business:
  - Sombra Museum Bought and selling books from Historical Society.
  - Motion to purchase 20 copies of Family Farms Volume 1 and 20 copies of Family Farms Volume Two was made by Gord Perry and seconded by Florence Hall.
  - Bursary Committee will begin May 1<sup>st</sup> .

- Committees:
  - Membership: We added Florence Hall to the Membership committee by unanimous vote. There are now 2 members to this committee. Marjorie-Jean Cumming and Florence Hall are the members.
  - Constitution and Policy: We added by unanimous vote Bill Moran to the constitutional committee. Margaret Perry and Bill Moran are the members.
- Upcoming County Happenings:
  - Inwood – 150<sup>th</sup> Celebration - June 24<sup>th</sup>, & 25<sup>th</sup>.
  - Watford – 150<sup>th</sup> Celebration – June 23, 24 & 25<sup>th</sup>.
  - Petrolia Discovered – June 17<sup>th</sup>. Sale tables \$20.
  - Eniskillen – Sept. 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>.
  - Dawn-Euphemia – Book, \$20. – See Marie Stephenson
- Attendance: 22 + 2 Guests
- Auction was put on by John Van Klaveren. Lots of fun. We would like to extend a warm welcome and thank you to John for putting on this auction.
- Next meeting: Lochiel Kiwanis Community Centre, 180 College Ave N, Sarnia, ON N7T 7X2
- Closing by President: Motion to close was made by Elsie Urry and seconded by Marjorie Cumming.

**Dates for 2023 Meetings:**

- May 25<sup>th</sup>; Sarnia, Lochiel Kiwanis Community Centre, 180 College Ave N, Sarnia, ON N7T 7X2
- June 22<sup>nd</sup>; Warwick Hall, 7074 Egremont Rd., Warwick Village
- August 24<sup>th</sup>; St. Claire South
- September 28<sup>th</sup>; Dawn-Euphemia
- October 27<sup>th</sup>; Point Edward

# Agenda

May 25th, 2023

Lochiel Kiwanis Community Centre,  
180 College Ave N, Sarnia, ON.  
N7T 7X2  
Meeting @ 7:00 pm

- Welcome by Host. Sarnia
- Thank you to Host for arrangements.
- Special speakers or features
- Review and/or reading and adoption of the minutes of the previous meeting.
- Treasurer Report:
  - General Account \$ \_\_\_\_\_
  - Publishing Account \$ \_\_\_\_\_
  - Bursary Account \$ \_\_\_\_\_
  - Total Bank Account \$ \_\_\_\_\_
- Secretary Report – Correspondence
- Unfinished Business
  - Books ordered Family Farms Volumes One and Two.
  - Sales at Petrolia Craft
- New Business
  - Special presentations will be made.
- Committee Updates: Membership, Constitution and Policy, Public Relations, and Bursary
- Upcoming County Happenings:
 

Brooke-Alvinston	Petrolia	Warwick
Dawn-Euphemia	Plympton-Wyoming	Enniskillen
Sarnia	Oil Springs	St. Clair North
St. Clair South	Point Edward	
- Attendance
- Next meeting – June 22, at Warwick Hall, 7074 Egremont Rd., Warwick Village
- Closing By President

**2023 MOUNT CARMEL CEMETERY**

**DECORATION DAY & MEMORIAL SERVICE**  
7649 LA SALLE LN, BROOKE-ALVINSTON TWSP., LAMBTON COUNTY

**DATE:** Sunday, June 25, 2023  
**SPEAKER:** Steven Longmoore

**TIME:** 2:30 p.m.  
**PIANO:** Raymond Greer

**SPECIAL MUSIC:** Ron McLean

The Mt Camel Board welcomes you to join us for a time together with a great service, good music and visit our beautiful church and the grounds. We are giving you the personal choice of wearing a Mask or not that day.

There has been some road maintenance done in front of the church. Please **take care** when dropping off, picking up and parking.

Your continued financial support is so appreciated to maintain and care for our precious property. We thank you.

If you or someone in you know has moved or would like to be added to our data base, email (lteskey2@cogeco.ca) or contact Lynda Teskey at the address or phone number below. We would like to continue updating our data base to keep you informed. Thank you.

We would love to have you join us after the service for a time of reflection and fellowship. Refreshments will be served.

Our board is open to addressing new members, so please contact Muriel, Lynda or any other member. And if you have any email updates, questions or concerns, please contact:

<b>Chair of the Board:</b> Muriel Wright 5174 Egremont Rd. Camlachie, ON N0N 1E0 519-899-2345 wrightmj49@gmail.com	<b>Secretary:</b> Lynda Teskey 434 First Ave. Petrolia, ON N0N 1R0 519-490-4438 lteskey2@cogeco.ca	<b>Treasurer:</b> Stewart Cran 8571 Churchill Ln. Watford, ON N0M 2S0 519-849-5288 secran@brktel.on.ca
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Best Practices Endorsement Letter from Source Protection Committee (SPC)

May 2023

To Municipal Partners:

**Re: Endorsement of Best Practices for Source Water Protection**

In the winter of 2021, the Ministry of the Environment, Conservation and Parks released "Best Practices for Source Water Protection" (Best Practices) as a voluntary program. The Best Practices can be used on any type of drinking water system, beyond those already covered by the Thames-Sydenham Region Source Protection Plan.

The Thames-Sydenham Region Source Protection Committee is encouraged to see progress in recognizing the need for source water protection for all Ontario residents, not just those with access to municipal drinking water. Source water protection should be provided in rural as well as in urban areas. The Committee strongly supports initiatives to implement the Best Practices for Source Water Protection program for rural communities.

At present, municipalities have the ability to designate other sources to be protected by the Clean Water Act, unfortunately, the costs to do so are considered unaffordable especially by the smaller, rural municipalities found in Southwestern Ontario. As a result, residents not serviced by municipal public water supply systems do not receive the same degree of source water protection as do those serviced by municipal systems and are left with few tools to protect these sensitive areas.

Source Protection Committees across Ontario have long been advocating for source protection for all drinking water systems to overcome these concerns. Therefore, the Committee strongly encourages municipalities: to investigate the use of the Best Practices for Source Water Protection program for other non-municipal systems, and highly vulnerable rural areas with large well and septic clusters.

By this letter the Thames-Sydenham Region Source Protection Committee is endorsing the implementation of the Best Practices for Source Water Protection program. We would be pleased to discuss this further with you at your convenience and to support your municipality in the source protection process.

Yours truly,



Dean Edwardson  
Chair, Thames-Sydenham Source Protection Region



ELECTEKPOWER



# Annual Shareholders Update Report

May 2023



ELECTEKPOWER



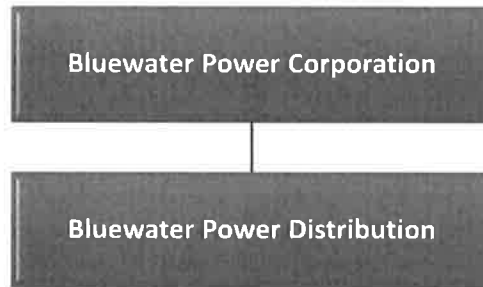
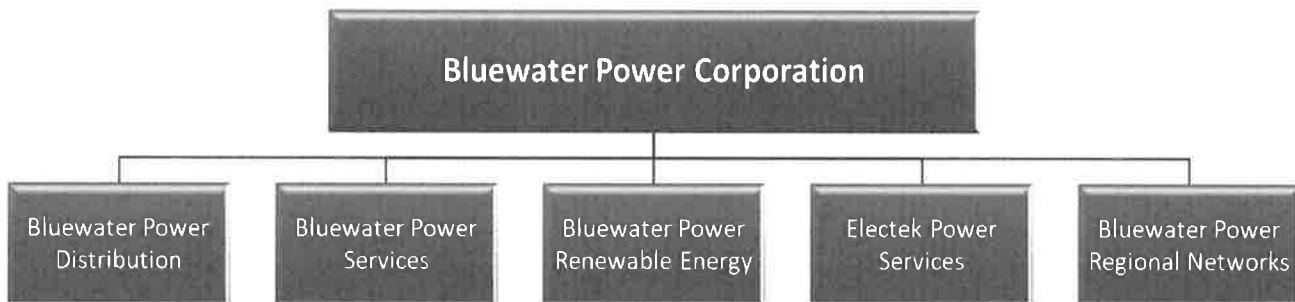

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## *Corporate Success Stories*

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- In 2022 we achieved operating dividend levels significantly above budget to the benefit of our Municipal Shareholders including the City of Sarnia. This was not on the backs of our ratepayers, but due primarily to billable revenue in each of our non-utility Companies.
- In 2022 Bluewater Power paid total financial returns of almost \$3.3M to our Shareholders, of which over \$2.8M went to the City of Sarnia as the majority Shareholder. We actually had record breaking revenue in one of our affiliate Companies. Our overall performance is a direct result of hard work, good reputation and our consistent level of excellence.
- The Bluewater Power Group has returned approximately \$57 Million in cash (promissory note interest and dividends) to our Municipal Shareholders since inception. The most recent 2022 period represented all time high operating dividends to our Shareholders.
- The year 2022 also saw Bluewater Power win the Chamber of Commerce Large Business of the year for Sarnia-Lambton. Our CEO was also elected to the Electricity Distribution Association (EDA) Board of Directors for the Ontario Industry as well as appointed to the MEARIE Board of Directors. Our Community and industry recognition at a provincial level is very well earned.
- We have added five new companies over the years to our Corporate family generating over \$25 Million in additional annual revenue from over 100 new lines of business since our inception. Our new corporate structure is depicted below:



Original StructureCurrent Structure

- We have grown our non-utility businesses to now represent approximately half of our financial returns to Municipal Shareholders – net income has grown almost 25 times approximately over the last 15 years.
- These four new affiliated Companies not only pay dividends to shareholders but pay over \$1 Million every year in service fees to the utility – which directly helps to control local utility rates.
- Over the last ten years, Bluewater Power has reinvested approximately \$90 million in local community capital/infrastructure.
- The Bluewater Power Group continues to support countless local charities annually by providing both financial and non-financial assistance. This support includes a range of Community involvement from fixing steeples on churches to planting charitable gardens.
- In summary, we are proud to continue to provide both exceptional financial returns and outstanding service to our Shareholders and Communities.



**NOTICE OF DECISION**

**AN APPLICATION FOR SUBDIVISION APPROVAL  
UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990**

A public meeting was held on March 16, 2023 by the County of Lambton. The decision of the County of Lambton Approval Authority is attached hereto.


Any of the following may, at any time before the approval of the final plan of subdivision, appeal any of the conditions imposed by the approval authority to the Ontario Land Tribunal by filing a notice of appeal with the approval authority: (1) The applicant, (2) Any public body that, before the approval authority made its decision, made oral submissions at a public meeting or written submissions to the approval authority, (3) The Minister, (4) The municipality in which the subject land is located and (5) If the land is not located in a municipality, any public body.

The last day for appealing said decision to the Ontario Land Tribunal is June 6, 2023. Written notice of an appeal setting out the reasons for the appeal and accompanied by a cheque or money order in the amount of \$1,100.00 made payable to the **Minister of Finance** must be filed with the Approval Authority of the County of Lambton on or before the appeal date.

Only individuals, corporations or public bodies may appeal decisions in respect of a proposed plan of subdivision to the Ontario Land Tribunal. A notice of appeal may be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf. No person or public body shall be added as a party to the hearing of the appeal of the decision of the approval authority, including the lapsing provisions or the conditions, unless the person or public body, before the decision of the approval authority, made oral submissions at a public meeting or written submissions to the council or, in the Ontario Land Tribunal's opinion, there are reasonable grounds to add the person or public body as a party.

You will be entitled to receive notice of any changes to the conditions of approval of the proposed plan of subdivision if you have made a written request to be notified of changes to the conditions. No person or public body shall be added as a party to the hearing of an appeal regarding any changes to the conditions of approval unless the person or public body, before the approval authority made its decision, made oral submissions at a public meeting or written submissions to the approval authority, or made a written request to be notified of the changes to the conditions.

Additional information regarding the application is available for inspection at the Planning & Development Services Department, County of Lambton, 789 Broadway Street, Wyoming, Ontario, N0N 1T0 from 8:30 a.m. to 4:30 p.m., Monday to Friday, telephone number (519) 845-0801 or 1-866-324-6912.

  
 \_\_\_\_\_  
 Kenneth Melanson, Subdivision and Condominium Approval Authority  
 County of Lambton Email: [planning@county-lambton.on.ca](mailto:planning@county-lambton.on.ca)

789 Broadway Street, P.O. Box 3000  
Wyoming, ON, N0N 1T0

**AN APPLICATION FOR SUBDIVISION APPROVAL  
UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990 (as amended)**

\*\*\* DECISION \*\*\*

FILE # 38T-22001

In the case of an application for approval of a plan of Subdivision as made under Section 51 of the *Planning Act*, R.S.O. 1990 (as amended), as it affects the property described as Part Lots A, C, E, G, I and K, Part Lot 20, Part 1, Concession 5, Brooke, as made by Steve Durham, owner of the subject lands.

**DECISION: DRAFT APPROVED with the following conditions which shall be fulfilled prior to Final Approval of this Plan of Subdivision:**

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The County's conditions and amendments to final plan approval for registration of this draft plan of subdivision, File No. 38T-22001, are as follows:

**Conditions**

**Municipality of Brooke-Alvinston**

- 1) The draft approval applies to the plan prepared by Kosala Gunathillake, dated November 11, 2022, which provides for the development of thirty-two (32) lots for single detached dwellings, fourteen (14) lots for semi-detached dwellings, two (2) blocks for townhouse developments and one (1) storm water management and parkland block.
- 2) The owner provides a land dedication of parkland of five (5) percent of the subject site to the Municipality of Brooke-Alvinston. These lands are to be unencumbered and located as noted on the Subdivision Plan. This land will make up a portion of Block 49.
- 3) The road allowances included in this draft plan be shown and dedicated as public highways; the name of the proposed roads and municipal addressing be and consistent with the County of Lambton 9-1-1 protocol and be approved prior to the finalization of the Subdivision Agreement.
- 4) The owner transfer Block 49, being the stormwater management and parkland block, to the Municipality at no cost and free and clear of all encumbrances. The applicant shall design and construct the stormwater management facility to the satisfaction of Municipality.
- 5) The owner obtain approval from the Ministry of Environment, Conservation and Parks for the final servicing plans and submit copies of the Environmental Compliance Approvals to the Municipality. The approved servicing plans shall be incorporated into the Subdivision Agreement between the Owner and Municipality.
- 6) The owner enters into a Subdivision Agreement with the Municipality pursuant to Section 51(26) of the Planning Act to be registered on title of the land to which it applies prior to the plan of subdivision being registered. The Subdivision Agreement shall include provisions that it will also be registered against the land to which it applies once the plan of subdivision has been registered. The Subdivision Agreement between the Owner and Municipality will satisfy all the requirements of the Municipality, financially and otherwise, which shall include but not be limited to:
  - a) All financial requirements of the Municipality. The provision of roads and sidewalks, water, wastewater, servicing and stormwater infrastructure, streetlights, fire hydrants and street signs.

- b) Provision of municipal sanitary sewers, storm sewers and water distribution services, subject to the satisfaction of the Municipal Engineers and the Ministry of Environment, Conservation and Parks standards.
- c) Satisfying the Municipality with respect to drainage and storm water management.
- d) Provisions requiring the submission of a plan for sediment and erosion control for the construction phase of this subdivision.
- e) Provision of fencing between the existing residential parcels and undeveloped laneway and new lots of this subdivision, as identified in condition 13.
- f) Provision of fire hydrants and boulevard trees within future street right-of-ways.
- g) Individual certified lot grading plans.
- h) Providing notice to residents who may be impacted by work within Municipal road right-of-ways.
- i) Tree protection measures for any development adjacent to the woodlot on the property known as 8117 Munro Street.
- j) Servicing and grading plans to the satisfaction of the Municipality Public Works Director or designate.
- 7) The owner prepares a construction management plan, to the satisfaction of the Municipality. This Plan will be included as part of the Subdivision Agreement in Condition (6) and will include but not be limited to:
- i) Mitigation of dust and debris on Municipal or County roads during construction.
  - ii) Ensuring safety of pedestrians around site access points and on properties adjacent to the site.
  - iii) Safe storage of on-site equipment and materials.
  - iv) Emergency contact for residents should any issues
- 8) The owner submits details to the satisfaction of the Municipality, for the relocation of any utilities required for the development of the subject land. All work and expenses will be to the owner.
- 9) The owner shall enter into an agreement with the appropriate service providers for the installation of underground communication / telecommunication utility services for the land to enable, at a minimum, the effective delivery of communication/telecommunication services for 911 Emergency Services.
- 10) That such easements as may be required for utility, servicing, or drainage purposes be granted to the appropriate agency and registered on title.
- 11) The owner update the Functional Servicing Report, submitted for this proposal, to address the following:
- Changes from the original report to current plan of subdivision including updated road layout and lot count.
  - Inclusion of grading plan to show the proposed overland drainage paths and any constraints.
  - Preliminary stormwater pond sizing with preliminary calculations and proposed grading and layout to confirm that gravity flow is viable to the proposed outlet.
  - Updated sanitary calculations supporting the revised layout.
  - Preliminary water use, residual pressure, and fire flow calculations to support the pipe sizing assumptions.

- 12) That the Traffic Impact Study provided be amended to provide a comprehensive review of traffic impacts for both the subject property and nearby additional residential development. The updated scope will be accepted by both the Municipality and County of Lambton Public Works.
- 13) The owner provides a fence, along all property lines shared with existing residential properties as outlined in the aerial photo noted in red. The fence must be:



- a. Of a height and design that complies with any Municipal fencing regulations. The fence will be made of wood.
- b. If the fence is located within 0.25 metres of the common property line, the fence is to be constructed of a maintenance free material. If located further away from the property line noted in red, the fence may be of any appropriate material.

Where fences already exist along the property lines noted, then new fencing will not be required. The construction and location of the fencing shall be to the satisfaction of the Municipality. The detail of this fencing is to form part of the subdivision agreement required in condition (6).

- 14) The owner obtain confirmation from the Municipality that proper zoning is in place for the desired built form proposal.
- 15) The owner will not consider any Canada Post Community Mail Box on the future roadway adjacent to the properties with the following civic address references: 3120 and 3114 Broadway Street.

**St. Clair Region Conservation Authority**

- 16) That the owner obtain approvals from the Conservation Authority related to any use of existing drains around the subject site for any drainage purposes. Copies of these permits or a letter from the CA is required.

**Bluewater Power**

- 17) That the owners satisfy Bluewater Power with respect to servicing capacity for the proposed development and provide Bluewater Power with electrical service drawings of a design to Bluewater Power's satisfaction.

**Enbridge Gas Inc. (operating as Union Gas)**

- 18) That the owner satisfy Enbridge Gas Inc./Union Gas Limited (EGI/UGL) with respect to servicing capacity for the proposed development and provide to EGI/UGL the necessary easements and/or agreements required by for the provision of gas services to the development, in a form satisfactory to EGI/UGL.
- 19) That as a condition of final approval that the owner provide to EGI/UGL the necessary easements and/or agreements required by EGI/UGL for the provision of gas services for this project, in a form satisfactory to EGI/UGL.

**Canada Post**


- 20) That the owner will consult with Canada Post to determine a suitable permanent location for the Community Mail Boxes. The owner will then indicate these locations

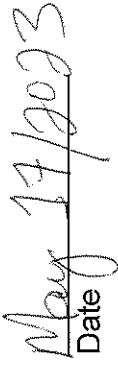
- on the appropriate servicing plans.
- 21) That the owner agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
  - 22) That the owner agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The owner also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
  - 23) That the owner will provide a suitable and safe site at the permanent Community Mail Box locations.
  - 24) That the owner provide suitable and safe sites for temporary Community Mail Boxes until curbs and final grading are completed, in addition to suitable and safe permanent Community Mail Box location(s).
  - 25) That the owner agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
    - Any required walkway across the boulevard, per municipal standards
    - Any required curb depressions for wheelchair access, with an opening of at least two metres (consult Canada Post for detailed specifications)
    - A Community Mailbox concrete base pad per Canada Post specifications.

#### **County of Lambton**

- 26) That prior to final approval, all submissions to the County of material related to conditions 2 through 22 above be provided in one comprehensive package by the applicant. The applicant will also provide a comprehensive chart or letter detailing how all conditions have been satisfied.
- 27) That prior to final approval, the County is advised in writing by the Municipality of Brooke-Alvinston how Conditions 2 through 15, inclusive, have been satisfied.
- 28) That prior to final approval, the County is advised in writing by the St. Clair Region Conservation Authority how Condition 16 has been satisfied.
- 29) That prior to final approval, the County is advised in writing by Bluewater Power as to how Condition 17 has been satisfied.
- 30) That prior to final approval, the County is advised in writing by Enbridge Gas Inc. (operating as Union Gas Limited) as to how Conditions 18 & 19, have been satisfied.
- 31) That prior to final approval, the County is advised in writing by Canada Post how Conditions 20 through 25, inclusive, have been satisfied.
- 32) That prior to signing the Final Plan, the owners shall submit:
  - one (1) original transparent plan.
  - two (2) transparent duplicates.
  - three (3) white paper copies.
  - one (1) USB containing the draft plan properly geo-referenced to the NAD83 UTM Zone 17 Coordinate System.
  - one (1) copy of the Subdivision Agreement executed with the Municipality of Brooke-Alvinston.

- one (1) copy of confirmation that the above noted Subdivision Agreement has been registered on the title of the subject lands.
- 33) That this Draft Approval shall lapse if Final Plan Approval, or an extension of Draft Plan Approval, is not obtained within three (3) years of the date of this approval, being May 17, 2026.

  
Kenneth Melanson  
Subdivision and Subdivision Approval Authority  
County of Lambton

  
Date

**NOTES TO DRAFT APPROVAL**

It is the applicant's responsibility to fulfil the conditions of Draft Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Lambton quoting the Subdivision file number 38T-22001.

We suggest you make yourself aware of the provisions under the *Land Titles Act* which require that all new plans be registered in a Land Titles system if the land is situated in a land titles division. The *Land Titles Act* does however allow certain exceptions.

Clearance is required from:                    Municipality of Brooke-Alvinston  
    Bluewater Power  
    Union Gas

**Standard Notes: Ministry of Environment**

The Ministry of Environment's review of this Subdivision did not include soil, groundwater or soil atmosphere testing to discount the possibility that waste materials and other contaminants are present within or in close proximity to this Subdivision. If either the Owner or the Municipality require this assurance before proceeding any further with this plan of Subdivision, a team of consultants should be obtained to conduct the appropriate investigations.

The Ministry of Environment must be notified immediately should waste materials or other contaminants be discovered during the development of this plan of Subdivision. If waste materials or contaminants are discovered, a further approval under the *Environmental Protection Act* may be required from the Ministry of Environment.

**Additional Notes: Final Approval**

The Owner is hereby advised to be familiar with the *Land Titles Act*, which requires that all new plans be registered in a Land Titles system if the land is situated in a land titles division. Certain exemptions may be permitted. ***Please note that this process must be completed prior to Final Approval.***

The Owner is hereby advised that the Final Plan approved by the County must be registered within 30 days or the County may withdraw approval under *Section 51(59)* of the *Planning Act RSO 1990* (as amended).

Also, pursuant to *Section 69* of the *Planning Act*, the Owner will be required to pay a fee to the County of Lambton for major revisions to the Draft Plan or conditions (including extensions). Our current fee schedule is shown below for your reference.

**Tariff of Fees in Respect of Subdivision & Subdivision Applications**

- The fee for processing major revisions to a Draft Plan of subdivision/Subdivision is \$250.00.
- The fee for processing an extension to a Draft Plan of subdivision/Subdivision is \$250.00.

If the subdivision or Subdivision plan is Final approved in phases, there will be no additional charge for the first phase which is covered under the \$3000.00 fee paid with the application for draft approval. However, each subsequent phase requiring Final Approval will incur an additional processing fee of \$100 per lot (up to a maximum of \$1200.00) payable at the time Final Approval for that phase is requested.





**The Corporation of the City of Cambridge  
Corporate Services Department  
Clerk's Division  
The City of Cambridge  
50 Dickson Street, P.O. Box 669  
Cambridge ON N1R 5W8  
Tel: (519) 740-4680 ext. 4585  
mantond@cambridge.ca**

May 10, 2023

**Re: Highway Traffic Act Amendments**

Dear Ms. Mulroney,

At the Council Meeting of May 9, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

**WHEREAS** speeding on our roads is a major concern in our community,

**AND WHEREAS** speeding can occur in all areas of our community,

**AND WHEREAS** barriers and delays to enforcement pose a danger to our community,

**AND WHEREAS** our municipality has limited resources to implement speed mitigation road design and re-design,

**AND WHEREAS** our local police service has limited resources to undertake speed enforcement,

**AND WHEREAS** s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

**THEREFORE BE IT RESOLVED THAT**, the City of Cambridge request that the Ontario Government amend s.205.1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;

**AND THAT** a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, local area MPPs, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.



Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

A handwritten signature in black ink that reads "Danielle Manton". The signature is written in a cursive, flowing style.

Danielle Manton  
City Clerk

Cc: (via email)  
Steve Clark, Ontario Minister of Municipal Affairs and Housing  
Local Area MPPs  
Association of Municipalities of Ontario (AMO)  
All Ontario Municipalities



From the Office of the Clerk  
 The Corporation of the County of Prince Edward  
 T: 613.476.2148 x 1021 | F: 613.476.5727  
 clerks@pecounty.on.ca | www.thecounty.ca

May 11, 2023

Please be advised that during the Regular Council meeting of May 9, 2023 the following resolution regarding Declaring Intimate Partner Violence an Epidemic was carried:

**RESOLUTION NO. 2023-294**

**DATE: May 9, 2023**

**MOVED BY: Councillor MacNaughton**

**SECONDED BY: Councillor St-Jean**

**WHEREAS** the jury that adjudicated the Carol Culleton, Anastasia Kuzyk and Nathalie Warmerdam Inquest (The Renfrew Inquest) issued 86 recommendations to the Province of Ontario on Intimate Partner Violence; and **WHEREAS** recommendation #1 of the Inquest is for the Province of Ontario to declare Intimate Partner Violence an epidemic; and

**WHEREAS** every six days in Canada a woman is killed by her intimate partner, and rural areas see an increased risk of Intimate Partner Violence; and

**WHEREAS** this past year in Ontario, 52 women or one every week, were victims of femicide, and in Prince Edward County, 233 domestic violence investigations in 2022 were led by the OPP, and service provision by Alternatives for Women was provided to over 100 women and their children per year in our community; and

**WHEREAS** violence against women costs the national justice system, health care systems, social service agencies, and municipalities billions of dollars per year; and municipalities are on the front lines in addressing gender-based violence; and

**WHEREAS** the Council of the Corporation of the County of Prince Edward has recognized that issues of violence against women in rural communities are of local importance to the health and wellness of our residents, and has demonstrated this by including it as a pillar in our Community Safety and Well-Being Plan;

**THEREFORE BE IT RESOLVED THAT** the Council of the Corporation of the County of Prince Edward recognizes that:

- the Renfrew Inquest is important to all rural communities;
- Council is committed to engaging with community partners to educate and support our residents about the seriousness and long-term consequences of gender-based violence in our community; and



**From the Office of the Clerk**  
 The Corporation of the County of Prince Edward  
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 clerks@pecounty.on.ca | www.thecounty.ca

**THAT** the Council of the Corporation of the County of Prince Edward declares, in accordance with Recommendation #1 of the Renfrew Inquest, that Intimate Partner Violence and Violence Against Women are epidemic; and

**BE IT FURTHER RESOLVED THAT** this resolution be circulated to all 444 municipalities of Ontario, The Hon. Doug Ford, Premier of Ontario, The Hon. Charmaine A. Williams, Associate Minister of Women's Social and Economic Opportunity, Bay of Quinte MPP, Todd Smith, the Association of Municipalities of Ontario and the Federation of Canadian Municipalities.

**CARRIED**

Yours truly,

Catalina Blumenberg, **CLERK**

cc: Mayor Ferguson, Councillor Hirsch, Councillor MacNaughton & Marcia Wallace, CAO



## Council Staff Report

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**To:** Mayor Ferguson and Members of Council  
**Subject:** Accounts Payable Listing - April 2023  
**Meeting:** Council - 25 May 2023  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### **Recommendation:**

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

### **Background:**

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

### **ATTACHMENTS:**

[Posted Accounts Payable List - April 2023](#)

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ASSETS &amp; LIABILITIES</b>					
01-0000-0020	003522 REBECCA O'CONNOR	APR2023 REFUND ON WATER DEPOSIT	04-06-23	04-06-23	62.26
01-0000-0416	002708 RECEIVER GENERAL-DEDUCTIONS	01-03/23 HST REMITTANCE	04-24-23	04-24-23	14,169.02
01-0000-0419	002708 RECEIVER GENERAL-DEDUCTIONS	01-03/23 HST REMITTANCE	04-24-23	04-24-23	-9,077.87
01-0000-0498	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0423 RWAM BENEFITS	04-04-23	04-04-23	3.14
01-0000-2271	000289 LAMBTON AREA WATER SUPPLY SYSTEM	1135 WATER USAGE (FROM 07/22-12/22)	04-21-23	04-21-23	48,937.56
01-0000-2291	002708 RECEIVER GENERAL-DEDUCTIONS	MARCH2023 DEDUCTIONS	04-04-23	04-04-23	21,861.55
01-0000-2292	000090 WORKERS SAFETY & INSURANCE BOARD	MARCH2023 WSIB PREMIUM	04-04-23	04-04-23	3,581.50
01-0000-2292	000370 MINISTER OF FINANCE -EHT	MARCH2023 EMPLOYER HEALTH TAX	04-04-23	04-04-23	1,551.09
		Account Total			5,132.59
01-0000-2425	003528 LAURA VANDAMME	04-20223 REFUND BUILDING PERMIT	04-19-23	04-19-23	224.06
01-0000-2425	003148 CHRIS CLARK	04-2023 REFUND BUILDING PERMIT	04-19-23	04-19-23	219.57
01-0000-2425	003523 FREDERICK AIREY	04-2023 REFUND BUILDING PERMIT	04-19-23	04-19-23	322.18
01-0000-2425	003524 BRADLEY COOPER	04-2023 REFUND BUILDING PERMIT	04-19-23	04-19-23	57.00
01-0000-2425	003525 AMBER MCLACHLAN	04-2023 REFUND BUILDING PERMIT	04-19-23	04-19-23	372.81
01-0000-2425	003526 JULIE SCOTT	04-2023 REFUND BUILDING PERMIT	04-19-23	04-19-23	58.67
01-0000-2425	003527 FRANK VAN DEN OUWELAND	04-2023 REFUND BUILDING PERMIT	04-19-23	04-19-23	344.57
01-0000-2425	000065 WANSTEAD FARMERS CO-OP CO. LTD.	04-2023 REFUND BUILDING PERMIT	04-21-23	04-21-23	323.94
		Account Total			1,922.80
01-0000-2426	000018 CLOVER MART	0028 FOOD BANK PURCHASES	04-28-23	04-28-23	239.46
01-0000-2426	002996 NANCY FAFLAK	04-2023 FOOD BANK PURCHASES	04-12-23	04-12-23	148.00

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0000-2426	000018 CLOVER MART	26-2023 FOOD BANK PURCHASES	04-12-23	04-12-23	155.70
Account Total					543.16
Department Total					83,554.21

**LICENCES, PERMITS, RENTS**

01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	-425.00
Department Total					-425.00

**GOVERNANCE**

01-0240-7303	002598 DAVID FERGUSON	APR-2023 PHONE	04-21-23	04-21-23	30.00
01-0240-7306	000184 FRANK NEMCEK	04-2023 OGRA CONFERENCE	04-21-23	04-21-23	-26.30
01-0240-7306	003366 JENNY REDICK	04-2023 OGRA TRAVEL	04-21-23	04-21-23	288.00
01-0240-7306	003492 CRAIG SANDERS	04-2023 OGRA TRAVEL	04-21-23	04-21-23	200.52
01-0240-7306	003086 DON MCCABE	APR2023 TRAVEL EXPENSE	04-04-23	04-04-23	74.40
01-0240-7306	002572 JANET DENKERS	APR2023 F. NEMCEK - OGRA TRAVEL	04-19-23	04-19-23	213.70
Account Total					750.32
01-0240-7325	000184 FRANK NEMCEK	04-2023 OGRA MEALS	04-21-23	04-21-23	283.61
01-0240-7325	003366 JENNY REDICK	04-2023 OGRA MEALS, ETC	04-21-23	04-21-23	113.89
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2304 LAMBTON COUNTY MUN. ASSOC	04-12-23	04-12-23	250.00
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2304 OGRA CONF- J REDICK	04-12-23	04-12-23	1,124.67
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2304 OGRA CONF- C SANDERS	04-12-23	04-12-23	1,124.67
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2304 OGRA CONFERENCE-F NEMCEK	04-12-23	04-12-23	1,124.67
Account Total					4,021.51
01-0240-7399	002598 DAVID FERGUSON	04-2023 LCMA EXTRA TICKET	04-21-23	04-21-23	-30.00
Department Total					4,771.83

**COUNCIL SUPPORT**

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0241-7117	003503	GREEN SHIELD CANADA	14022493-0423 EMPLOYEE BENEFITS	04-04-23	04-04-23	910.96
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0423 RWAM BENEFITS	04-04-23	04-04-23	331.02
Account Total						1,241.98
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	72.56
01-0241-7320	000279	BMO BANK OF MONTREAL	0502677-2304 OMAA MEMBERSHIP	04-12-23	04-12-23	621.50
01-0241-7350	002572	JANET DENKERS	APR2023 LCMA TRAVEL	04-19-23	04-19-23	57.60
Department Total						1,993.64
<b>CORPORATE MANAGEMENT</b>						
01-0250-7117	003503	GREEN SHIELD CANADA	14022493-0423 EMPLOYEE BENEFITS	04-04-23	04-04-23	1,111.84
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0423 RWAM BENEFITS	04-04-23	04-04-23	562.19
Account Total						1,674.03
01-0250-7301	000165	MANLEY'S BASICS	1136734 OFFICE SUPPLIES	04-06-23	04-06-23	25.98
01-0250-7301	000165	MANLEY'S BASICS	1137433 OFFICE SUPPLIES	04-28-23	04-28-23	192.08
Account Total						218.06
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	59.48
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	156.49
01-0250-7303	003464	FIBERNETICS CORPORATION	632048 PHONE SERVICE	04-04-23	04-04-23	62.15
Account Total						278.12
01-0250-7304	002187	INTEGRATED DIGITAL SOLUTIONS	AR343351 PHOTOCOPIER MAINTENANCE	04-04-23	04-04-23	155.00
01-0250-7310	002215	KEYSTONE TECHNOLOGIES LTD.	20624 IT SUPPORT	04-06-23	04-06-23	423.75
01-0250-7310	002215	KEYSTONE TECHNOLOGIES LTD.	20653 IT LICENCING & SUPPORT	04-12-23	04-12-23	511.16
01-0250-7310	003264	REDCHAIR	4169 WEBSITE HOSTING	04-04-23	04-04-23	169.50
Account Total						1,104.41



# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	102894 MATS	04-04-23	04-04-23	49.15
01-0250-7340	000112 NUTECH PEST SERVICES	11107 PEST CONTROL	04-04-23	04-04-23	47.46
Account Total					96.61
01-0250-7350	002889 STEPHEN IKERT	APR2023 TRAVEL	04-28-23	04-28-23	42.00
01-0250-7405	003353 BETTY MCKELLAR	MARCH2023 OFFICE CLEANING	04-12-23	04-12-23	250.00
Department Total					3,818.23
<b>FIRE STATION - ALVINSTON</b>					
01-0411-7150	003521 A.L.G. SAFETY	2023-2861 TRAINING EXPENSES	04-04-23	04-04-23	1,550.36
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	59.48
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	60.66
Account Total					120.14
01-0411-7310	000165 MANLEY'S BASICS	1137442 OFFICE SUPPLIES	04-28-23	04-28-23	108.16
01-0411-7330	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN162461 PUBLIC EDUCATION MATERIALS	04-24-23	04-24-23	309.62
01-0411-7345	002250 CPE SERVICES	22164 STANDBY GENERATOR AT FIRE HALL	04-24-23	04-24-23	238.88
01-0411-7360	002649 ALLIED MEDICAL	525840 MEDIACL SUPPLIES	04-13-23	04-13-23	161.65
01-0411-7365	000131 BEARCOM CANADA CORP	5534965 PAGERS FOR NEW FF	04-06-23	04-06-23	3,090.55
01-0411-7372	002462 CARRIER CENTERS INC.	08P839048 TANKER II	04-24-23	04-24-23	70.91
01-0411-7372	000214 KARL'S TRUCK SERVICE	W72397 R1 ELECTRICAL REPAIR	04-13-23	04-13-23	85.43
Account Total					156.34
Department Total					5,735.70

**POLICE**

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2377 MONTHLY POLICING	04-04-23	04-04-23	32,575.07
Department Total					32,575.07
<b>PROTECTIVE INSPECTION &amp; CONTROL</b>					
01-0440-7470	002223 COUNTY OF LAMBTON	37327 BUILDING PERMITS	04-17-23	04-17-23	3,315.00
01-0440-7470	002223 COUNTY OF LAMBTON	37327 BUILDING PERMITS	04-17-23	04-17-23	622.20
Account Total					3,937.20
01-0440-7472	003467 J.S.G. ANIMAL REMOVAL	23194 ANIMAL CONTROL	04-06-23	04-06-23	452.00
01-0440-7476	002223 COUNTY OF LAMBTON	37328 REGISTER LETTR	04-21-23	04-21-23	10.78
Department Total					4,399.98
<b>EMERGENCY MEASURES</b>					
01-0450-7301	002223 COUNTY OF LAMBTON	37277 PLANNING SIGNS	04-12-23	04-12-23	528.25
Department Total					528.25
<b>RT&amp;M - INTERSECTION LIGHTING</b>					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0423 HYDRO	04-04-23	04-04-23	21.13
Department Total					21.13
<b>OVERHEAD</b>					
01-0560-7117	003503 GREEN SHIELD CANADA	14022493-0423 EMPLOYEE BENEFITS	04-04-23	04-04-23	1,312.72
01-0560-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0423 RWAM BENEFITS	04-04-23	04-04-23	1,238.26
Account Total					2,550.98
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	102896 COVERALLS	04-04-23	04-04-23	126.28
01-0560-7125	003136 NAPA GLENCOE	130-524208 GLOVES	04-24-23	04-24-23	17.46
Account Total					143.74
01-0560-7301	000279 BMO BANK OF MONTREAL	0502677-2304 CVOR	04-12-23	04-12-23	5.00
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	122.79

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	120.27
		Account Total			243.06
01-0560-7304	000279 BMO BANK OF MONTREAL	0502677-2304 PRESSURE WASHER HOSE	04-12-23	04-12-23	192.09
01-0560-7304	000265 KROWN RUST CONTROL SARNIA	180-77111 SUPPLIES ROADS	04-17-23	04-17-23	362.73
01-0560-7304	003423 TH INDUSTRIAL SUPPLY LIMITED	INV-4979 LOCATING FLAGS	04-12-23	04-12-23	71.98
		Account Total			626.80
01-0560-7310	000131 BEARCOM CANADA CORP	5536026 GPS	04-12-23	04-12-23	335.61
01-0560-7320	000031 LAMBTON CTY. ROAD SUPERVISORS ASSOC.	2023-04 LCRSA MEMBERSHIP	04-12-23	04-12-23	150.00
01-0560-7325	000279 BMO BANK OF MONTREAL	0502677-2304 OGRA CONF- R HILLS	04-12-23	04-12-23	749.78
01-0560-7325	000279 BMO BANK OF MONTREAL	0502677-2304 OGRA CONFERENCE-J BUTLER	04-12-23	04-12-23	1,124.67
		Account Total			1,874.45
01-0560-7340	000112 NUTECH PEST SERVICES	11109 PEST CONTROL	04-04-23	04-04-23	47.46
01-0560-7350	002966 JAMIE BUTLER	04-2023 TRAVEL TO OGRA	04-21-23	04-21-23	234.00
01-0560-7350	000032 RANDY HILLS	APR2023 OGRA TRAVEL	04-19-23	04-19-23	240.00
		Account Total			474.00
01-0560-7398	000074 MACKENZIE OIL LIMITED	0135430 FUEL	04-12-23	04-12-23	2,678.27
01-0560-7398	000074 MACKENZIE OIL LIMITED	0135618 FUEL	04-12-23	04-12-23	1,357.37
01-0560-7398	000074 MACKENZIE OIL LIMITED	821751 FUEL	04-12-23	04-12-23	2,730.43
01-0560-7398	000074 MACKENZIE OIL LIMITED	822029 FUEL	04-12-23	04-12-23	930.68
01-0560-7398	000074 MACKENZIE OIL LIMITED	822030 FUEL	04-12-23	04-12-23	2,150.75
		Account Total			9,847.50
01-0560-7399	000107 NANCY SHEPLEY	04-2023 COOKIES	04-17-23	04-17-23	262.50

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7399	000184 FRANK NEMCEK	04-2023 OGRA MEALS	04-21-23	04-21-23	283.60
			Account Total		546.10
01-0560-7405	003353 BETTY MCKELLAR	MARCH2023 OFFICE CLEANING	04-12-23	04-12-23	250.00
			Department Total		17,094.70
<b>06 STERLING PSD</b>					
01-0601-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT66759 HYDRALIC LINE	04-12-23	04-12-23	204.16
01-0601-7372	000194 VALLEY BLADES LIMITED	SV075431 PLOW PARTS	04-21-23	04-21-23	465.65
			Account Total		669.81
			Department Total		669.81
<b>11 INTERNATIONAL</b>					
01-0603-7372	000194 VALLEY BLADES LIMITED	SV075431 PLOW PARTS	04-21-23	04-21-23	465.65
			Department Total		465.65
<b>18 WESTERN STAR</b>					
01-0604-7372	000194 VALLEY BLADES LIMITED	SV075431 PLOW PARTS	04-21-23	04-21-23	465.65
			Department Total		465.65
<b>97 CAT GRADER</b>					
01-0610-7372	000194 VALLEY BLADES LIMITED	SV075431 PLOW PARTS	04-21-23	04-21-23	465.65
			Department Total		465.65
<b>21 - CAT 150-15AWD GRADER</b>					
01-0611-7372	000194 VALLEY BLADES LIMITED	SV075431 PLOW PARTS	04-21-23	04-21-23	465.65
			Department Total		465.65
<b>21 Dodge RAM 4 x 4 pickup</b>					
01-0621-7370	000074 MACKENZIE OIL LIMITED	821626 FUEL	04-12-23	04-12-23	836.12
			Department Total		836.12
<b>19 FORD 4x4 PICKUP</b>					
01-0622-7370	000074 MACKENZIE OIL LIMITED	821626 FUEL	04-12-23	04-12-23	836.12
			Department Total		836.12

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>CAT BACKHOE</b>					
01-0631-7372	003136 NAPA GLENCOE	130-524070 4 WAY FLASHER	04-24-23	04-24-23	25.18
01-0631-7372	000168 WATFORD AUTO PARTS	5329-262876 RELAY	04-12-23	04-12-23	16.51
01-0631-7372	000168 WATFORD AUTO PARTS	5329-262897 RELAY	04-12-23	04-12-23	-16.51
Account Total					25.18
Department Total					25.18
<b>MASSEY LOADER 50C</b>					
01-0632-7372	003136 NAPA GLENCOE	130-523212 OIL FOR TRACTORS	04-12-23	04-12-23	129.33
01-0632-7372	003136 NAPA GLENCOE	130-523216 MASSEY FILTER	04-12-23	04-12-23	74.78
01-0632-7372	003136 NAPA GLENCOE	130-523235 MASSEY FILTER	04-12-23	04-12-23	158.18
Account Total					362.29
Department Total					362.29
<b>KUBOTA TRACTOR</b>					
01-0633-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER EC	IR23949 KUBOTA PARTS	04-12-23	04-12-23	370.21
Department Total					370.21
<b>PACKER &amp; ROLLER</b>					
01-0636-7372	000168 WATFORD AUTO PARTS	5329-264422 SPARK PLUGS FOR ROLLER	04-28-23	04-28-23	19.07
Department Total					19.07
<b>STREET LIGHTING - INWOOD</b>					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-0423 HYDRO	04-04-23	04-04-23	585.57
Department Total					585.57
<b>SANITARY SEWER SYSTEM</b>					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	149.28
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000245948 SLUDGE REMOVAL	04-17-23	04-17-23	388.72
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000246518 SLUDGE REMOVAL	04-28-23	04-28-23	437.31
01-0810-7432	003004 TOM PARKS	230403B PLUGGED SEWER DRAIN	04-12-23	04-12-23	384.90

# Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	93523765 SEWERPLANT CHEMICAL-ALUM	04-21-23	04-21-23	1,647.04
01-0810-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV0000031176 SYSTEM ALARM CALL OUTS	04-28-23	04-28-23	712.50
Account Total					3,570.47
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000030813 OPERATION CONTRACT	04-04-23	04-04-23	9,354.39
Department Total					13,074.14
<b>INWOOD SEWER SYSTEM</b>					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	49.76
01-0811-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV0000031176 SYSTEM ALARM CALL OUTS	04-28-23	04-28-23	712.50
Department Total					762.26
<b>WATERWORKS SYSTEM</b>					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	49.76
01-0830-7312	000289 LAMBTON AREA WATER SUPPLY SYSTEM	1135 WATER USAGE (FROM 07/22-12/22)	04-21-23	04-21-23	1.19
01-0830-7432	003270 WOLSELEY CANADA INC	3201121 2" WATER METER FOR R PODOLINSK	04-13-23	04-13-23	1,156.84
01-0830-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV0000031170 WATER SYSTEM CALL OUTS	04-28-23	04-28-23	1,663.50
Account Total					2,820.34
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000030813 OPERATION CONTRACT	04-04-23	04-04-23	8,337.11
Department Total					11,208.40
<b>WASTE COLLECTION</b>					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	26891 APRIL WASTE COLLECTION	04-04-23	04-04-23	7,121.76
Department Total					7,121.76
<b>RECYCLING</b>					
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	26912 Q2 RECYCLING	04-04-23	04-04-23	21,102.27
Department Total					21,102.27

**ALVINSTON COMMUNITY CENTRE**

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7117	003503 GREEN SHIELD CANADA	14022493-0423 EMPLOYEE BENEFITS	04-04-23	04-04-23	1,821.92
01-1635-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-0423 RWAM BENEFITS	04-04-23	04-04-23	899.70
Account Total					2,721.62
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	77.04
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0423 PHONE & INTERNET SERVICE	04-06-23	04-06-23	77.54
01-1635-7303	003464 FIBERNETICS CORPORATION	632048 PHONE SERVICE	04-04-23	04-04-23	33.84
Account Total					188.42
01-1635-7340	002214 GERBER ELECTRIC LTD	00026949 KITCHEN WATER HEATER	04-28-23	04-28-23	591.67
01-1635-7340	000279 BMO BANK OF MONTREAL	0502677-2304 TSSA LICENCE	04-12-23	04-12-23	250.00
01-1635-7340	000112 NUTECH PEST SERVICES	11108 PEST CONTROL	04-12-23	04-12-23	47.46
01-1635-7340	002275 A & W LOCKSMITH LTD.	12749 LOCK FOR FOOD BOOTH	04-12-23	04-12-23	54.24
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	13304 GARBAGE	04-12-23	04-12-23	295.00
Account Total					1,238.37
01-1635-7343	003443 CONNOR MOLZAN (WELDING)	33 PITCHING SCREEN	04-28-23	04-28-23	531.10
01-1635-7372	002214 GERBER ELECTRIC LTD	00026931 PROPANE FOR OLYMPIA	04-28-23	04-28-23	111.00
01-1635-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT68100 BOLT FOR LAWN MOWER	04-28-23	04-28-23	3.39
01-1635-7372	000177 NELLA CUTLERY	IN2432687 OLYMPIA BLADES	04-13-23	04-13-23	33.90
01-1635-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	R077499 WHEEL BEARING LAWN MOWER	04-28-23	04-28-23	41.81
Account Total					190.10
01-1635-7381	003232 CANADIAN IPG CORPORATION	CORUN-00528334 CUPS	04-28-23	04-28-23	213.57
01-1635-7383	002841 KERN WATER SYSTEMS INC.	156087 ICE	04-17-23	04-17-23	157.50
01-1635-7399	000279 BMO BANK OF MONTREAL	0502677-2304 SHELVING	04-12-23	04-12-23	149.08

# Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>Department Total</b>					5,389.76
<b>PLANNING &amp; ZONING</b>					
01-1810-7101	003427 SIMON LEE	APR2023 COA	04-04-23	04-04-23	100.00
01-1810-7101	003520 KEN MCGUGAN	APR2023 COA	04-04-23	04-04-23	100.00
<b>Account Total</b>					200.00
01-1810-7430	000020 MIG ENGINEERING (2011) LTD	0034897 SUBDIVISION REVIEW	04-21-23	04-21-23	2,213.88
<b>Department Total</b>					2,413.88
<b>AGRICULTURE &amp; REFORESTATION</b>					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	54.23 DRAINAGE SUPERINTENDENT	04-12-23	04-12-23	1,395.27
<b>Department Total</b>					1,395.27
<b>MUNICIPAL DRAINS - CONSTRUCTION</b>					
20-2800-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	832 JOHNSON DRAIN HB	04-19-23	04-19-23	2,426.44
<b>Department Total</b>					2,426.44
<b>MUNICIPAL DRAINS - MAINTENANCE</b>					
20-2900-7401	002823 KT EXCAVATING	INV-0514 HOUSTON DRAIN	04-06-23	04-06-23	2,232.32
20-2900-7401	002823 KT EXCAVATING	INV-0521 10-11 CONCESSION DRAIN	04-19-23	04-19-23	531.10
20-2900-7401	002823 KT EXCAVATING	INV0529 BOURNE DRAIN	04-19-23	04-19-23	644.10
<b>Account Total</b>					3,407.52
<b>Department Total</b>					3,407.52
<b>Total Paid Invoices</b>					227,936.41
<b>Total Unpaid Invoices</b>					0.00
<b>Total Invoices</b>					227,936.41



# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 04-01-23 to 04-30-23 Paid Invoices Cheque Date 04-01-23 to 04-30-23

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

01-0000	ASSETS & LIABILITIES	83,554.21
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	4,771.83
01-0241	COUNCIL SUPPORT	1,993.64
01-0250	CORPORATE MANAGEMENT	3,818.23
01-0411	FIRE STATION - ALVINSTON	5,735.70
01-0420	POLICE	32,575.07
01-0440	PROTECTIVE INSPECTION & CONTROL	4,399.98
01-0450	EMERGENCY MEASURES	528.25
01-0551	RT&M - INTERSECTION LIGHTING	21.13
01-0560	OVERHEAD	17,094.70
01-0601	06 STERLING PSD	669.81
01-0603	11 INTERNATIONAL	465.65
01-0604	18 WESTERN STAR	465.65
01-0610	97 CAT GRADER	465.65
01-0611	21 - CAT 150-15AWD GRADER	465.65
01-0621	21 Dodge RAM 4 x 4 pickup	836.12
01-0622	19 FORD 4x4 PICKUP	836.12
01-0631	CAT BACKHOE	25.18
01-0632	MASSEY LOADER 50C	362.29
01-0633	KUBOTA TRACTOR	370.21
01-0636	PACKER & ROLLER	19.07
01-0752	STREET LIGHTING - INWOOD	585.57
01-0810	SANITARY SEWER SYSTEM	13,074.14
01-0811	INWOOD SEWER SYSTEM	762.26
01-0830	WATERWORKS SYSTEM	11,208.40
01-0840	WASTE COLLECTION	7,121.76
01-0860	RECYCLING	21,102.27
01-1635	ALVINSTON COMMUNITY CENTRE	5,389.76
01-1810	PLANNING & ZONING	2,413.88
01-1840	AGRICULTURE & REFORESTATION	1,395.27
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	2,426.44
20-2900	MUNICIPAL DRAINS - MAINTENANCE	3,407.52
Report Total		227,936.41



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Bluewater Power Shareholder Resolution  
**Meeting:** Council - 25 May 2023  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### **Recommendation:**

**That the Mayor and Clerk be authorized to sign the attached resolutions as presented.**

### **Background:**

The Municipality of Brooke-Alvinston holds shares with Bluewater Power Distribution Corporation.

### **Comments:**

As per requirements, resolutions are required and the attached correspondence requesting this is attached. The signing of the resolutions is routine annually.

### **Financial Considerations:**

None associated with this report.

### **ATTACHMENTS:**

[2023 Shareholders Annual General Meeting Written Resolution](#)



P.O. Box 2140  
 855 Confederation Street  
 Sarnia, Ontario N7T 7L6  
 Tel: (519) 337-8201  
 Fax: (519) 344-6094

May 15, 2023

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

***Via Email***

Attention: D. Ferguson, Mayor – [mayor@brookealvinston.com](mailto:mayor@brookealvinston.com)  
 J. Denkers, Clerk-Administrator – [jdenkers@brookealvinston.com](mailto:jdenkers@brookealvinston.com)

Dear Sir and Madame:

**Re: Shareholders Annual General Meeting – Written Resolution**

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Bluewater Power Distribution Corporation and its affiliates (collectively the “Corporations”) are required to hold an Annual General Meeting (AGM) of its shareholders. As we have done for a number of years, we will meet the technical requirements for the AGM by resolution in writing and we will hold a separate informational session for the public on June 1, 2023 at 7:00 pm at the Watford Community Centre.

With respect to the required written resolutions, please find enclosed the resolution required to be executed by your municipality as the shareholders of your electricity holding company. One aspect of that resolution is to appoint your mayor and clerk as the directors of your holding company and, then, the second resolution is to be signed by your mayor and clerk as the directors of the holding company, which is a shareholder in Bluewater Power Corporation. The resolutions deal with the business of the shareholders as follows:

- (1) *Appoint your director to Bluewater Power Distribution Corporation and its affiliates;*
- (2) *Appoint the Auditors of the Corporations: confirm the re-appointment of KPMG;*
- (3) *Acknowledge receipt of audited financial statements dated April 30, 2023; and*
- (4) *Confirm all actions in the prior year, including the declaration of dividends as evidenced in the financial statements.*

We trust the foregoing is satisfactory. If you have any questions, please contact the undersigned.

Sincerely,

A handwritten signature in black ink, appearing to read "AP", is written over a light blue horizontal line.

Alex Palimaka  
 Senior Vice President & General Counsel  
 Tel: (519) 337-8201 ext. 2292 / Fax: (519) 344-6094  
 email: [apalimaka@bluewaterpower.com](mailto:apalimaka@bluewaterpower.com)

cc: Janice McMichael-Dennis

/Enc.

**ALVINSTON ELECTRICITY HOLDINGS INCORPORATED**

(the “Corporation”)

**RESOLUTION OF SHAREHOLDER****Annual Financial Statements**

BE IT RESOLVED:

THAT the balance sheet of the Corporation showing the financial position of the Corporation as at December 31, 2022, and the statement of earnings for the Corporation’s financial year ended December 31, 2022 and the Corporation’s statement of cash flows for the year ended December 31, 2022 are hereby accepted.

BE IT RESOLVED:

THAT all acts, intentions and undertakings of the Board and the Officers of the Corporation, including the declaration of dividends evidenced in the financial statements set out above, are confirmed and approved.

**Appointment of Auditors**

BE IT RESOLVED:

THAT KPMG LLP Chartered Accountants be appointed as auditors of the subsidiaries to the Corporation but the shareholder waives the requirement for an audit of the Corporation.

**Election of Directors**

BE IT RESOLVED that:

David Ferguson  
Janet Denkers

are elected as directors of the Corporation to hold office until the next annual meeting of the Corporation or until his or her successor has been duly elected or appointed, subject to the provisions of the Corporation’s bylaws.

BE IT RESOLVED that;

Brad Goodhill

is elected as director, of the affiliates to the Corporation, namely Bluewater Power Corporation, Bluewater Power Distribution Corporation, Bluewater Power Services Corporation, Bluewater Power Renewable Energy Inc., Electek Power Services Inc., and Bluewater Regional Networks Inc. to hold office until the next annual meeting, or until his or her successor has been duly elected or appointed, subject to the provisions of the bylaws. Further, the directors of the Corporation are authorized to execute such further documentation as may be required to further this resolution.

THE FOREGOING RESOLUTIONS are hereby consented to by the shareholders of the Corporation pursuant to the Business Corporations Act (Ontario), as evidenced by its signature hereto.

DATED effective the 30th day of June, 2023.

THE MUNICIPALITY OF BROOKE-ALVINSTON

\_\_\_\_\_  
Mayor

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

**BLUEWATER POWER CORPORATION**

(the “Corporation”)

**RESOLUTION OF SHAREHOLDERS****Annual Financial Statements**

BE IT RESOLVED:

THAT the balance sheet of the Corporation showing the financial position of the Corporation as at December 31, 2022, and the statement of earnings for the Corporation’s financial year ended December 31, 2022 and the Corporation’s statement of cash flows for the year ended December 31, 2022 are hereby accepted.

BE IT RESOLVED:

THAT all acts, intentions and undertakings of the Board and the Officers of the Corporation, including the declaration of dividends evidenced in the financial statements set out above, are confirmed and approved.

**Appointment of Auditors**

BE IT RESOLVED:

THAT KPMG LLP Chartered Accountants be appointed as auditors of the Corporation until the next annual meeting of shareholders or until a successor is appointed. The Audit shall be performed in a consolidated basis and the shareholders waive the requirement for an audit of the Corporation on a non-consolidated basis.

**Election of Directors**

BE IT RESOLVED that:

Garry McDonald  
Steve Bolt  
Brad Goodhill

are elected as directors of the Corporation to hold office until the next annual meeting of the Corporation or until his or her successor has been duly elected or appointed, subject to the provisions of the Corporation’s bylaws.

THE FOREGOING RESOLUTIONS are hereby consented to by the shareholders of the Corporation pursuant to the Business Corporations Act (Ontario), as evidenced by its signature hereto.

*This resolution is signed effective June 30, 2023 and may be signed in counterparts and signature by copy or electronic means shall be treated as original.*

**SARNIA POWER CORPORATION**

**PETROLIA ELECTRICITY HOLDINGS INC.**

\_\_\_\_\_  
Garry McDonald, Chair

\_\_\_\_\_  
Joel Field

\_\_\_\_\_  
Steve Bolt, Vice Chair

\_\_\_\_\_  
Rick Charlebois

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**ALVINSTON ELECTRICITY HOLDINGS INC.**

**OIL SPRINGS ELECTRICITY HOLDINGS INC.**

\_\_\_\_\_  
Dave Ferguson

\_\_\_\_\_  
Ian Veen

\_\_\_\_\_  
Janet Denkers

\_\_\_\_\_  
Martha Gawley

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**WARWICK ELECTRICITY HOLDINGS INC.**

**POINT EDWARD ELECTRICITY HOLDINGS INC.**

\_\_\_\_\_  
Todd Case

\_\_\_\_\_  
Bev Hand

\_\_\_\_\_  
Amanda Gubbels

\_\_\_\_\_  
Jim Burns

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Inwood 150th - SOP Request (Optimist Club)  
**Meeting:** Council - 25 May 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 Inwood 150th events (June 23-24, 2023) as the event is deemed an event of municipal significance to the community.**

### Background:

The celebration of Inwood's 150th is happening June 24-25th with the ball tournament kicking off June 23rd. The Optimist Club is hosting the refreshment area June 23rd & 24th.

### 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.

The request for the SOP meets the requirements outlined in the municipal alcohol policy.

### Financial Considerations:

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

### ATTACHMENTS:

[Inwood 150th Celebration](#)



# INWOOD

1873 2023

# 150

## CELEBRATION

## Saturday, June 24, 2023

- ALL DAY** Two-Pitch Tournament  
 Corn Hole Tournaments (*run by the Alvinston & District Optimists*) & **Beer Tent**  
 Memorabilia Displays at The Fire Hall & Church (*video & coffee/tea/goodies at church*)
- 10:00am Kids Bike Decorating & Face Painting at the Library
- 11:00am Glitter Tattoo Artist (*ending at 1:00pm*)
- 12:30pm Opening Ceremonies  
 Bike Parade
- 1:00pm Food Booth
- 12:30pm Car Show (*ending at 4:30pm*)
- 2:30pm Live Music by Silver Soul
- 4:30pm Two-Pitch & Corn Hole Championship Presentations
- 5:00pm Social Time (*ending at 7:00pm*)
- 7:00pm Celebrity Two-pitch Game
- 9:00pm Colt & Dave, The Southlanders

SCAN ME



## Sunday, June 25, 2023

- 10:00am Church Service at the Park (*hot dog lunch and cup cake dessert provided by the church*)
- 11:00am Award Presentation for Brooke-Alvinston's Senior of the Year.
- 1:00pm Food & Ice Cream Trucks, Kids Activities, Quilt Draw
- 1:00pm Chatham Model Train Club display with Ride on Train
- 1:30pm Live Auction
- 2:00pm Quilt Draw, Kids Games
- 2:30pm Live Music
- 3:00pm Trivia Game & Quilt Draw
- 4:00pm Quilt Draw
- 4:30pm Roast Beef Dinner (*Pre-sale Tickets Only available at Inwood Grocer & Three Maples*)



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Municipal Agreement with MPAC  
**Meeting:** Council - 25 May 2023  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council approve renewing the agreement with MPAC as presented.**

### Background:

MPAC has requested that a new Data Sharing and Services Agreement be signed by the municipality.

### Comments:

MPAC has developed a new Data Sharing and Services Agreement (DSSA), reflecting MPAC's evolving relationship with all Ontario municipalities. Staff have reviewed the agreement for Brooke-Alvinston and have no concerns with it. It has not been provided in the agenda package due to length but is available for review upon request.

The DSSA consolidates and replaces several dated agreements into a single document that modernizes the MPAC-municipal data sharing relationship and provides greater clarity concerning:

- Permitted uses of MPAC data by municipalities
- Protection of municipal data by MPAC
- Service Level Agreement performance obligations

The DSSA is a flexible framework that can accommodate future data products and services.

The agreement will come into effect on January 1, 2024, with an initial term of four years, and annual automatic renewal each year thereafter. The DSSA is a required agreement for all municipalities and should be signed by any person with the authority to bind your municipality.

**Attached is a Fact Sheet as well as a Frequently Asked Questions document.**

### Financial Considerations:

None associated with this report.

### ATTACHMENTS:

[DSSA Fact Sheet - Final](#)  
[Frequently Asked Questions-DSSA 04-2023 FINAL](#)





## Data Sharing and Services Agreement (DSSA) Fact Sheet

### Overview.

MPAC's new Data Sharing and Services Agreement (DSSA) was developed in consultation with a municipal working group and will modernize MPAC's data sharing relationship to provide greater clarity with respect to:

- Permitted uses of MPAC data by municipalities
- Protection of municipal data by MPAC
- Service Level Performance obligations

The DSSA consolidates and updates the following agreements into one simplified document:

- Municipal License Agreement, 2007
- Municipal Connect Terms & Conditions of Use, 2007
- MPAC Terms and Conditions, 2007
- Product Use Sheets (relating to use at Kiosk/websites), 2007
- Ontario Parcel Master Agreement, 2007
- Service Level Agreement, 2018

The deadline for signing the DSSA is December 23, 2023. The agreement will come into effect on January 1, 2024 and any person with the authority to bind the municipality may sign the agreement. The term of the DSSA is four (4) years with auto-renewal each year thereafter. MPAC is requesting that all 444 Ontario Municipalities sign the DSSA before the deadline.

Not signing the DSSA could result in eventual restrictions to Municipal Connect and other MPAC products, but MPAC's statutory services would not be affected.

The DSSA is a standardized document for all municipalities which offers a flexible framework for future enhancements.

### Background.

MPAC's Data Sharing and Services Agreement (DSSA) integrates and clarifies many existing MPAC-Municipal agreements including: the Service Level Agreement (SLA), the Municipal

License Agreement (MLA) and Product Use Sheets, the Municipal Connect License, and the Ontario Parcel Master Agreement (OMPA).

The DSSA contains the following areas of focus:

- The ***Service Level Agreement*** establishes service levels for a comprehensive set of MPAC services and dependencies that the Municipality will make reasonable efforts to fulfill. These are the same service levels established by MPAC in 2018 with all municipalities. Dependencies include the Municipality's timely delivery of building permits and building plans to MPAC. Notification of missed service levels has been reduced to 10 days and escalation procedures have been clarified. Commitment to review Service Level commitments and dependencies every four years with Municipal Working Group.
- The ***MPAC Permitted Uses of Municipality Documents*** clarify how MPAC will use information supplied by the Municipality to fulfill its legislated mandate. In addition to meeting service levels, performing property assessment activities and fulfilling other statutory duties, MPAC will also use the Municipality's information to update its databases to provide assessment data to the Municipality, other municipalities, taxpayers, and stakeholders, and commercialize data and insights to offset the Municipality's levy payments. The Municipality's information will be protected from disclosure to, and unauthorized access by, third parties in accordance with *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Assessment Act*.
- The ***Municipality Permitted Uses of MPAC Data Products*** provide the Municipality with expanded uses of MPAC data for internal planning, internal operational and external distribution uses. It also provides easier access to license custom products and for Municipality-owned and funded entities to access MPAC data.
- Finally, the ***Data Terms and Conditions of Use*** provide a reciprocal set of terms and conditions that govern all information licensed under this DSSA. The terms and conditions acknowledge the intellectual property rights of licensed information and require that both MPAC and the Municipality protect information (including third party information) in accordance with their respective obligations under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Assessment Act* and this DSSA. Remedies are provided in the event of unauthorized use or disclosure of the information.

### How was the DSSA developed?

The DSSA was developed in consultation with a municipal working group of representatives from the MPAC Municipal Liaison Group (MLG). It is intended to be a framework for the

continued evolution of the relationship between MPAC and the Municipality. The working group was comprised of tax, assessment, legal and other municipal representatives from seven municipalities.

### **DSSA Webinar.**

Watch our [April 4 webinar](#) recording to learn about our new DSSA, the benefit for municipalities, and our roll-out plan.

### **Have additional questions?**

Reach out to your local [Municipal and Stakeholder Relations Account Manager](#) to learn more.



**MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION**

## Data Sharing and Services Agreement (DSSA) – Frequently Asked Questions

### Overview

#### Q.1 What is the purpose of the Data Sharing and Services Agreement (DSSA)?

The new DSSA reflects the evolving relationship between MPAC and municipalities by consolidating and replacing several dated agreements between MPAC and municipalities governing data sharing and services into a single document that is easy to use and understand.

In addition, the new DSSA addresses municipal concerns over data sharing, including protection of municipal documents, obligations of the parties, and reciprocal obligations. It also clarifies the permitted uses of MPAC data by municipalities, and the permitted uses of municipal data by MPAC.

#### Q.2 What MPAC agreements and licenses are being consolidated in this new agreement?

The new DSSA consolidates and updates: the Municipal License Agreement and its Product Use Sheets (including those pertaining to kiosks and websites), the Municipal Connect Terms and Conditions of Use, the Ontario Parcel Master Agreement General Municipal Licence Agreement, and the Service Level Agreement (SLA).

#### Q.3 Was there municipal involvement in the development of the new DSSA?

Yes. A working group of municipalities contributed and provided feedback to MPAC's project team at multiple points throughout the development of the DSSA.

#### Q.4 Does my Municipality have to sign the new agreement?

Yes. Like previous MPAC-Municipal agreements, the DSSA is standardized for all municipalities and requires a signature by a person who can bind your Municipality.

**Q.5 Does the new DSSA need to be approved by Council?**

Not necessarily. The DSSA requires the approval of a person who can bind the Municipality. Whether the DSSA requires the approval of Council will depend on the authority that has been delegated to senior staff.

**Q.6 Can the agreement be customized for my Municipality?**

No, the DSSA is standardized for all municipalities.

**Q.7 What is the Municipal Liaison Group (MLG) and how will they be involved in the ongoing review of this agreement?**

MPAC's Municipal Liaison Group (MLG) is a group of municipal staff from across the province who provide input to MPAC and our Municipal and Stakeholder Relations team, to ensure that MPAC's services and standards meet the needs of municipalities. In addition to regular meetings, MLG members also participate in smaller working groups regarding specific issues or initiatives as deemed appropriate. An MLG working group was instrumental in the creation of the DSSA.

**Q.8 How regularly will the DSSA be reviewed?**

The DSSA will be reviewed as needed based on the evolving nature of the MPAC-Municipal relationship. Components of the DSSA will be reviewed at regular intervals, like the Service Level Agreement (SLA), which will be reviewed every four years.

**Q.9 Could the DSSA be amended/adapted in the future? If so, what is the process?**

Yes. To support continued collaboration between MPAC and municipalities, the DSSA may require updating in the future. Updates will be considered in consultation with MPAC's Municipal Liaison Group (MLG) before being brought forward to all municipalities as an amendment to the agreement. Changes to Service Levels or Dependencies will require MLG approval.

**Q.10 What is the term of the DSSA?**

The term of the DSSA is four years, following which the DSSA will auto-renew each year thereafter unless the Municipality opts out of the agreement.

**Q.11 When will the DSSA come into effect?**

The DSSA will come into force on January 1, 2024. The deadline for signing the DSSA is December 2023. Municipalities who do not sign by the deadline could lose access to non-statutory MPAC deliverables like Municipal Connect.



**Q.12 What are the consequences of not signing the agreement?**

MPAC will provide ample time for municipalities to sign the agreement, but not signing the DSSA could result in restrictions to Municipal Connect and other MPAC non-statutory products. However, the provision of MPAC's statutory services and products would not be affected. In addition, not signing the DSSA would not relieve a Municipality from complying with any of its legislative obligations.

**Service Level Agreement****Q.13 What is the Service Level Agreement (SLA)?**

The Service Level Agreement (SLA) is MPAC's promise to deliver timely, accurate and measurable products and services to municipalities. It is MPAC's commitment to all municipalities to maintain high performance standards and each Municipality's commitment to perform the Dependencies that MPAC requires in order to meet these standards.

The SLA and its Service Levels were established in consultation with municipalities to align service delivery expectations and create opportunities for collaboration and information sharing.

The SLA also covers the activities that municipalities are required to perform (Dependencies) to meet the Service Levels, while allowing municipalities to review MPAC's performance and resolve issues.

**Q.14 Where can I find information on my Municipality's Service Levels?**

Municipalities can access performance metrics for their jurisdiction through a self-service dashboard in Municipal Connect or by contacting their MPAC Account Manager. Through the SLA Dashboard, each Municipality can access and view an at-a-glance snapshot of performance for each reported Service Level. The Dashboard indicates whether MPAC met or did not meet the applicable Service Level and if a municipal Dependency was not met.

**Q.15 When would MPAC change a municipal Service Level or Dependency within the SLA?**

MPAC would not typically make a change unilaterally to the SLA unless required to by Applicable Laws. Any proposed changes to the SLA would be considered in consultation with our Municipal Liaison Group (MLG) and other municipalities prior to their introduction and require the approval of MLG.

**Q.16 What happens when a Municipality misses a Dependency under the SLA?**

Municipalities are expected to make reasonable efforts to perform the Dependencies to enable MPAC to meet its Service Levels. However, municipalities are not liable for missing a Dependency. The SLA is a non-binding list of Service Levels and Dependencies that both parties strive to achieve and does not create obligations for either party beyond those set out in any Applicable Laws.

Missed Dependencies will be used as discussion points for local relationship meetings with your MPAC Account Manager/Regional Manager for general awareness, and to ensure that any potential systemic issues are identified and discussed.

**Q.17 What is the preferred mechanism for municipalities to share information with MPAC related to changes to Federally and Provincially-owned properties?**

Information about changes to Federal/Provincial properties can be submitted to MPAC using the “My Work” portal within Municipal Connect. Please discuss this with your local Account Manager who will work with MPAC valuation staff to ensure any improvements and changes to ownership are accurately captured within our systems.

**Data Licenses****Q.18 What are the permitted uses of data pursuant to the DSSA?**

MPAC is permitted to use Municipality Documents to fulfill its legislated mandate. In addition to meeting Service Levels, performing property assessment activities and fulfilling other statutory duties, MPAC uses the Municipality’s information to update its databases to provide assessment data to municipalities and taxpayers, and commercialize data and insights to offset the cost of MPAC services to municipalities through their levy payments. Like municipalities, MPAC is an institution subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Municipalities’ information will be protected from disclosure to, and unauthorized access by, third parties in accordance with MFIPPA, the *Assessment Act* and the DSSA.

Your Municipality is permitted to use MPAC Data Products for internal planning purposes, internal operational uses and external distribution uses in accordance with each MPAC Data Product’s permitted uses. The DSSA also provides easier access through Custom Product licenses for municipality-owned and funded entities to access MPAC data.

**Q.19 What are Internal ‘Planning’ and Internal ‘Operational’ Purposes?**

For the purposes of the DSSA, an “Internal Planning Purpose” is defined as a municipal planning or assessment base management activity pursuant to Section 53 of the

*Assessment Act* where MPAC Data is kept internal to the municipality and not used for the delivery of operations, programs, services, information, or any other purposes by the municipality.

Examples of “Internal Planning Purposes” include:

- Activities involving internal land use planning under the *Planning Act*.
- Activities leading up to a decision pertaining to the Official Plan, lot creation, land development, zoning, site plans or building permits would be considered planning.
- The creation of a municipal by-law for development charges under the Development Charges Act.
- Debt collection activities added to the property tax bill, and as authorized under the *Municipal Act*.
- Activities involving consultation such as seeking input from property owners, as part of a planning activity.

For the purposes of the DSSA, an “Internal Operational Purpose” is defined as the delivery of operations, programs, services, or information by the Municipality where MPAC Data is kept internal to the Municipality and only used for such operational purposes by the Municipality.

Examples of “Internal Operational Purposes” include:

- Creation of mailing lists or issuance of notices to property owners once a decision has been made and is considered operational.
- Information notices to owners for fire prevention initiatives or local roadway changes.
- Collection of fines or monetary penalties resulting from the Provincial Offences Act.
- Use of MPAC Data for social assistance business delivery, emergency services, delivery of public health service operations, energy conservation, rent reduction notices, issuance of waste collection bag tags, etc.

MPAC will provide an up-to-date list of all available MPAC Data Products and the associated Municipality Permitted Use(s) through Municipal Connect. Municipalities may wish to seek their own legal advice regarding whether their intended use of an MPAC Data Product aligns with the permitted uses of each MPAC Data Product.

**Q.20 What is a ‘Consultant’ to the Municipality and can MPAC products be disclosed to service providers and agents?**

A Consultant to the Municipality is a consultant, contractor, agent, or supplier retained by the Municipality who may access MPAC Data Products solely to fulfill their engagement

with the Municipality in accordance with the Municipality's use of such MPAC Data Products. The Municipality is responsible for ensuring that Consultant abides by the terms and conditions set out in Section 6 (Data Terms and Conditions).

**Q.21 Are municipalities allowed to share information across municipal departments?**

MPAC Data Products for Internal Planning Purposes may be shared freely across departments within the Municipality, provided that such information is used solely for Internal Planning Purposes by all departments and not distributed to third parties other than authorized Consultants.

Similarly, MPAC Data Products for Internal Operational Purposes may be shared freely across departments within the Municipality, provided that such information is used solely for Internal Operational Purposes by all departments and not distributed to third parties other than authorized Consultants.

Municipalities that share MPAC Data Products across departments are responsible for ensuring that all departments accessing MPAC Data Products abide by any specific permitted uses, terms and conditions appended to the MPAC Data Products.

Only MPAC Data Products for External Distribution Purposes may be shared with third parties in accordance with the terms and conditions of the MPAC Data Product.

Municipal departments that seek additional uses of MPAC Data Products may contact their local Account Manager. A Custom Product may be required for these additional uses.

**Q.22 What is an 'external distribution purpose' and who is a 'third party' to the Municipality?**

For the purposes of the DSSA, an External Distribution Purpose is the distribution of MPAC Data Products to any third party outside of the Municipality other than to an authorized Consultant. A 'third party' is any entity that is not legally a part of the incorporated Municipality.

MPAC Data Products that are licensed to the Municipality for External Distribution Purposes will append terms and conditions that specify the permitted avenues for distribution and any access, use and security requirements.

**Q.23 Can my Municipality share data with a municipal entity directly (e.g., BIAs, wholly owned/funded municipal entities)?**

Municipalities may only share data with a municipal entity if expressly permitted by MPAC's Data Product's terms. Otherwise, sharing data with third parties such as other municipal entities is not permitted without a Custom Product licence or other MPAC written consent.

Please contact your local MPAC Account Manager to understand and to assist with any data request from a municipal entity. A Custom Product Use Sheet may be required to ensure that the data is properly licensed before sharing with a municipal entity.

**Q.24 How can third parties access MPAC Data Products?**

Third parties may contact the local MPAC Account Manager to inquire about licensing MPAC Data for their own business purposes. Licensing terms will apply to all MPAC Data Products.

The DSSA provides a framework which considers fee discounts depending on the type of entity. MPAC will consider how the entity is created, owned, and funded and for what purposes is the data being used.

**Q.25 Does the DSSA accommodate open data as an external distribution purpose?**

Currently, no MPAC Data Products are licensed for use on a Municipality's open data website. However, the agreement framework is flexible and could be changed to allow for open data products in the future. MPAC Data Products will specify whether they are available for distribution as open data on a Municipality's website.

**Q.26 What is 'Supplier Data' under the DSSA?**

Supplier data is data that is licensed to MPAC by MPAC's data suppliers which include Teranet, the Province, and other suppliers. In addition to being governed by legislation and the DSSA, supplier data is bound by agreements between MPAC and its suppliers. Some MPAC Data Products may be limited in their use or distribution due to their inclusion of supplier data.

Many data products on Municipal Connect include or are derived from supplier data. Some examples include Current Value Assessments (CVA), sale amount, sale date, legal description, AVMs, parcel boundaries, X-Y coordinates, and photos.

**Q.27 How can I request additional MPAC Data Products be made available on Municipal Connect?**

MPAC takes requests on an ongoing basis as it continues to expand its product offerings to its municipal partners. Please contact your local MPAC Account Manager.



## Council Staff Report

**To:** Mayor Ferguson and Council  
**Subject:** Radio Dispatch changes - additional information  
**Meeting:** Council - 25 May 2023  
**Department:** Fire Department  
**Staff Contact:** Steve Knight, Fire Chief

### Recommendation:

**That the Council of the Municipality of Brooke-Alvinston approve proceeding with the change in Communications service provider, in accordance with the finalized Memorandum of Understanding (MOU) with the Sarnia Police Services including the required costs for upgrades to the communications equipment.**

### Background:

At the Council meeting on May 11, 2023 the following recommendation was approved for the Fire Chief to proceed with the change from Wallaceburg CACC to Sarnia Police Service dispatch.

"That the Council of the Municipality of Brooke-Alvinston approve proceeding with the change in Communications service provider, giving the 90 days' notice of termination to the Central Ambulance Communications Centre required by the current agreement and to proceed with the development and implementation of a Memorandum of Understanding (MOU) with the Sarnia Police Services along with the other neighbouring fire Departments".

### Comments:

The MOU has now been finalized and requires approval by Council. It was also discussed at Council the addition of two additional Operations channels that will assist with fireground operations and firefighter safety. These Ops channels will be repeatable throughout the county radio network, therefore transmitting across the entire county. The current tactical channels which are used while the departments are "ON Scene" and do not transmit a strong enough signal for dispatch to monitor and record.

With the Sarnia Police service, we will have a full dispatch/monitor service whereby the dispatchers will monitor and record every word of detail of the radio transmissions and be able to react with any additional resources required. This is beneficial for potential liability issues and increases fire fighter safety. This was not received as part of the CACC agreement.

We need to proceed with the additional channels as soon as possible to ensure installation is completed prior to the complete switchover.

The date for the balance of the county to change provider is estimated to be early September 2023.

**Financial Considerations:**

The total cost for all fire services in Lambton County quoted from Bearcom for the additional Operations channels, licensing, programming and installation is \$198,910.00.

Based on percentage of ownership, the breakdown of costing to Brooke-Alvinston per current agreement is 4.5% or \$8950.95. Additional station radio programming (all trucks, portables) \$400.00 per station, total costs incurred is \$9,350.95.

Staff will explore and determine funding options available.

**Relationship to Strategic Plan:**

Communications upgrades are Included in Strategic Operations plan.

**ATTACHMENTS:**

[Sarnia Dispatch contract 1.0 - 4868-2183-7655 6](#)



## SARNIA POLICE SERVICE

*Derek W. Davis, Chief of Police*

555 CHRISTINA STREET NORTH, SARNIA ONTARIO N7T 7X6  
TEL: 519-344-8861 FAX: 519-344-6001

### FIRE DISPATCH SERVICES AGREEMENT

Effective the 7<sup>th</sup> day of June 2023

#### BETWEEN:

#### THE SARNIA POLICE SERVICES BOARD

("Sarnia")

- and -

---

(the "Municipality")

#### WHEREAS:

- A. Sarnia and the Municipality desire to enter into a Fire Dispatch Services Agreement (the "**Agreement**") for Sarnia to provide fire dispatch and information and communication technology services to the Municipality; and
- B. Section 20(1) of the *Municipal Act*, 2001, S.O. 2001, c. 25, authorizes a municipality to enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own boundaries.

**NOW THEREFORE** in consideration of the mutual terms and covenants herein contained, the parties covenant and agree as follows:

#### 1. SARNIA'S RESPONSIBILITIES

Sarnia shall be responsible for the following:

- A. Providing emergency fire dispatch services ("**Dispatching**" or "**Dispatching Services**") to the Municipality in accordance with Ontario regulations under the *Fire Protection and Prevention Act*, S.O 1997 c. 4. Dispatching Services shall include the following:
  - i. Responding to 911 telephone calls and non-911 telephone calls with respect to the area for which Dispatching Services shall apply, as approved by Sarnia based on the GIS information to be provided by the Municipality ("**Dispatch Area**");
  - ii. Alerting the members of the Municipality's Fire Department of an emergency;



- iii. Communicating with the Municipality's Fire Department under both emergency and non-emergency conditions;
- iv. Communicating with the Municipality's Fire Department regarding the potential need for mutual aid and monitoring the level of an ongoing emergency activity;
- v. Communicating with other agencies during an emergency upon the request of the Municipality Fire Department incident commander;
- vi. Providing information, data and other resources during emergencies and on a day to day basis;
- vii. Maintaining and reporting on all dispatch calls in accordance with Ontario regulations;
- viii. Ensuring back up of the computer dispatching data. Sarnia shall, on the written request of the Municipality, provide the Municipality with the data in electronic format, once annually;
- ix. At any time, the Municipality may request a copy of their data. Sarnia shall provide same, within a reasonable amount of time, at the fees set out in Schedule B. The data will be provided in the requested format of the Municipality; and
- x. Voice recordings of all telephone and radio transmissions can be provided to the Municipality at the request of the Fire Chief or Deputy Fire Chief. These recordings will be provided in digital format on an external device to be retrieved by the Lambton County (the "**County**").

B. Providing to the Municipality information technology support as set out in Schedule A.

## 2. CAD MAPPING

The Municipality:

- A. Is responsible for and shall provide Sarnia, on a continuous basis, all necessary information for the operation of the dispatch system, including but not limited to maps and GIS data required for Sarnia's approval of the Dispatch Area, single line road network data, hydrant locations, water main information, assessment data, any and all other pertinent data. Updates to the mapping and data shall be provided by the Municipality to Sarnia, when requested by Sarnia;
- B. Acknowledges and agrees that the County shall provide Sarnia with mapping information and a limited license to modify the data for the purpose of creating an integrated and seamless map ("**CAD Mapping**") across different regions including the area described as the Dispatch Area. The CAD Mapping is used to facilitate the Dispatching Services and management of fire calls by Sarnia on behalf of the Municipality;
- C. Shall provide mapping to Sarnia in a shp or prescribed format compliant with the standards requested by Sarnia;
- D. Shall provide the applicable parts of the County with updates to the maps for the Dispatch Area in a timely manner;
- E. Shall immediately notify both the County and Sarnia of any mapping inaccuracies it discovers;
- F. Shall immediately notify both the County and Sarnia of any changes to the names of existing roads; and
- G. Agrees that it will at all times indemnify and save harmless Sarnia, its members, directors, employees, officers, representatives, agents and assigns, including the members of the Sarnia Police Service from any and all claims, actions suits or demands for damages or otherwise arising

from any errors, modifications or inaccuracies in the CAD Mapping, or from any misuse, misinterpretation or misapplication thereof, whether or not due to the negligence of Sarnia, its members, directors, employees, officers, representatives, agents or assigns.

Sarnia:

- H. Shall immediately notify the Municipality of any errors or inaccuracies discovered by Sarnia in the Municipality mapping. The Municipality shall be responsible to provide both the County and Sarnia with an updated and corrected map(s) in a timely fashion; and
- I. Makes no representations, covenants or warranties with respect to the mapping information or the CAD Mapping. Sarnia specifically does not warrant that the mapping information or the CAD Mapping is free of any inaccuracies or errors. Sarnia relies entirely on the Municipality for the accuracy and completeness of the data provided.

### **3. DISPATCH AND COMMUNICATIONS BACKUP**

- A. Sarnia shall provide an operational back-up communications centre in the event that the primary communications centre is not operational.
- B. The Municipality shall provide Sarnia with a list of contacts who Sarnia shall be authorized to contact in the event communication has to resort to cellular usage.
- C. The Municipality agrees that it will assume control of its own dispatch centre on a temporary basis if and when required and for such period of time as may be required by Sarnia as a result of both the primary and secondary dispatch centres of the Sarnia Police Service being unavailable.
- D. The Municipality also agrees to provide Sarnia with a portable radio and associated charger to be used by Sarnia, in the event Sarnia's main communication consoles fail.
- E. The Municipality will provide a list to Sarnia of list of authorized fire officials who are permitted to contact Sarnia communications to speak with the communications supervisor and make requests or participate in a debriefing of a call for service.

### **4. FEES**

The Municipality shall pay to Sarnia the fees as set out in Schedule B.

The fees will be determined by Sarnia on an annual basis and the following year's fee will be provided to the Municipality on or about October 1st of the current year. Factors that will be considered in the annual fee determination of the agreement include, but are not limited to, workload, staffing, business support, facility costs, changes to the Sarnia Police Service Collective Agreements, and other expenditures necessary to the provision of the dispatching service.

### **5. STANDARD OPERATING PROCEDURES**

The Municipality agrees that it shall comply with the Standard Operating Procedures set out in Schedule C as updated and communicated by Sarnia to the Municipality from time to time.

Sarnia will have the authority to make the final decisions on the contents of the Standard Operating Procedures. The Municipalities who are entering into agreements with Sarnia will participate in working groups to establish the contents of the Standard Operating Procedures. In the event that the Municipalities cannot come to an agreement, Sarnia will decide what the Standard Operating Procedures are.

Any Municipality who enters into an agreement with Sarnia after the completion of the Standard Operating Procedures agree to abide by their contents until such time that they are amended.

## 6. TERM AND TERMINATION

This Agreement shall take effect on the date first written above and will remain in force for five (5) years, and shall automatically renew for subsequent one (1) year periods, unless otherwise terminated pursuant to this Agreement or as noted below (the "**Term**"):

- (a) the mutual agreement of the parties to terminate the Agreement;
- (b) the termination of the Agreement by either party upon ninety (90) days' prior written notice to the other party;
- (c) this Agreement is superseded or replaced by another agreement;
- (d) upon written termination notice by Sarnia to the Municipality pursuant to Section 9 of this Agreement;
- (e) upon written termination notice by a party (the "**Non-Defaulting Party**") following the Cure Period, as defined below, to the other party (the "**Defaulting Party**") in the event the Defaulting Party materially breaches a term or condition of, or is in material default in the performance of an obligation under this Agreement (and for greater certainty, a failure to pay the fees required to be paid to Sarnia when due as set out in this Agreement shall constitute a material breach under this Agreement), which material breach or material default is not remedied within fifteen (15) business days after written default notice by the Non-Defaulting Party has been delivered to the Defaulting Party (the "**Cure Period**").

## 7. EFFECT OF TERMINATION

Upon termination of this Agreement, Sarnia shall immediately cease performing the Dispatching Services. The Municipality will pay for the Dispatching Services rendered through the date of termination. If the Agreement is terminated by the Municipality, the Municipality further agrees to indemnify Sarnia for all reasonable expenses incurred by Sarnia as a direct result of the Municipality terminating this Agreement, including but not limited to expenses resulting from the termination of dispatchers. Upon termination, a final invoice shall be provided to the Municipality, covering the Dispatching Services and all fees owing to Sarnia pursuant to this Agreement until the date of termination. The Municipality's obligation to pay and settle the final invoice shall survive any termination or expiry of this Agreement. Upon request by the Municipality, Sarnia shall reasonably cooperate with the Municipality in order to facilitate the orderly termination and/or transition of the Dispatching Services with the least amount inconvenience and disruption to the Municipality.

## 8. INDEMNIFICATION

The parties agree that each of them undertakes no duty of care with respect to the other party, and subject to Sections 2G and 7, neither party shall be required to indemnify the other as a result of any provision of services under this Agreement. Both parties agree that they shall maintain adequate liability insurance with respect to any claims by any party for physical or personal damages or negligence, as the case may be, on behalf of the parties, and their respective members, directors, officers, employees, representatives, agents and assigns. Notwithstanding the foregoing, under no circumstances will Sarnia be liable for any amount exceeding the aggregate amount of fees received by Sarnia pursuant to this Agreement, over the three (3) month period immediately preceding the date on which such claim for indemnity is made.

## **9. AMENDMENTS AND TECHNOLOGICAL CHANGE**

This Agreement may only be amended, modified or supplemented by an agreement in writing signed by each party hereto. No waiver by any party of any of the provisions hereof shall be effective unless explicitly set forth in writing and signed by the party so waiving. Except as otherwise set forth in this Agreement, no failure to exercise, or delay in exercising, any rights, remedy, power or privilege arising from this Agreement shall operate or be construed as a waiver thereof; nor shall any single or partial exercise of any right, remedy, power or privilege hereunder preclude any other or further exercise thereof or the exercise of any other right, remedy, power or privilege. It is agreed that any amendment to or replacement of this Agreement shall be worded so as to take full force and effect on the 1st day of January for the year in which the amendment or new agreement is made.

The Municipality agrees and acknowledges that in the event that technology required to provide Dispatching Services changes significantly from what is contemplated under this Agreement, Sarnia may require an amendment to this Agreement, which amendment may include, without limiting the generality of the foregoing, an amendment to Sarnia's or the Municipality's responsibilities pursuant to this Agreement, or an amendment to the fees set out in Schedule B attached hereto. If the Municipality does not agree to execute such an amendment, Sarnia may terminate this Agreement upon one-hundred twenty (120) days written notice to the Municipality.

## **10. OTHER AGREEMENTS**

The Municipality acknowledges that Sarnia may enter into similar agreements with other municipalities. As a result of such further agreements or the increased volume of the dispatched messages arising out of this Agreement, either party may determine that additional equipment or manpower is necessary for the proper functioning of the dispatch system. If either party determines that additional equipment or manpower is necessary, both parties shall enter into negotiations to determine the necessity of such additional equipment or manpower. If, as a result of negotiations, the parties are unable to agree as to the necessity of additional equipment or manpower within ninety (90) days of commencing negotiations, this Agreement shall be terminated subject to the provisions set out in Section 6 (Termination) above.

## **11. DISPUTE RESOLUTION**

In the event of any dispute between the parties arising from this Agreement, the disputing party will deliver written notice to the non-disputing party. The parties shall exhaust every reasonable effort to settle or dispose of such dispute through private amicable discussion and negotiation. In the event that the parties are unable to amicably settle any dispute within ten (10) business days following the disputing party's delivery of notice, either party may submit the dispute to mediation. If the parties cannot resolve the dispute for any reason, including, but not limited to, the failure of either party to agree to enter into mediation or agree to any settlement

proposed by the mediator, either party may then commence binding arbitration in accordance with the provisions of the *Arbitration Act*, 1991 (Ontario). The seat of the arbitration and the place for the hearings, if any, will be Sarnia, Ontario, provided that the parties may unanimously agree that a hearing be held wholly or partially at any other location. The arbitration will be conducted before one (1) arbitrator appointed jointly by the parties and, if the parties are unable to agree on the selection of such an arbitrator, the arbitrator shall be designated by a Judge of the Ontario Court (General Division) upon an application by any party. Any decision of the arbitrator shall be final and binding on the parties, without the right to appeal, except as to a question of law. Responsibility for costs in connection with the arbitration shall be determined by the arbitrator in its award.

## **12. COMPLIANCE WITH LAWS AND CONFIDENTIALITY**

The parties undertake and agree that personal information in records delivered to it by the other party will be used for the limited purposes of performing their responsibilities under this Agreement. The parties further acknowledge that any personal information obtained from the other party for the Agreement will be protected under the terms of their privacy policies and applicable privacy legislation.

## **13. AGREEMENT BINDING**

This Agreement is binding upon and inures to the benefit of the parties hereto, and their respective successors and permitted assigns.

## **14. ASSIGNMENT**

Neither Party shall assign this Agreement or any part thereof without the written consent of the other party and any assignments made without such consent shall be null and void and of no effect.

## **15. SEVERABILITY**

If any covenant, provision or term of this Agreement should be at any time be held by any competent tribunal to be void or unenforceable, then the Agreement shall not fail but the covenant, provision or term shall be deemed to be severable from the remainder of this Agreement which shall remain in full force and effect.

## **16. HEADINGS**

The section headings are for purposes of convenience only and shall not be deemed to constitute a part of this Agreement or to affect the meaning or interpretation of this Agreement in any way.

## **17. FORCE MAJEURE**

No party shall be liable or responsible to the other party, or be deemed to have defaulted under or breached this Agreement, for any failure or delay in performing its services, obligations or performing any term of this Agreement when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's ("**Impacted Party**") control, including, without limitation, the following force majeure events ("**Force Majeure Events**"): (a) acts of God; (b) flood, fire, earthquake, tsunami, epidemics, pandemics or explosion; (c) war, invasion, hostilities, terrorist threats or acts, riot, or other civil unrest; (d) telecommunication breakdowns, power outages or shortages; and (e) other events beyond the control of the Impacted Party.

The Impacted Party shall give notice within five (5) days of the Force Majeure Event to the other party, stating the period of time the occurrence is expected to continue. The Impacted Party shall use diligent efforts to end the failure or delay and ensure the effects of such Force Majeure Event are minimized. The Impacted Party shall resume the performance of its obligations as soon as reasonably practicable after the removal of the cause. In the event that the Impacted Party's failure or delay remains uncured for a period of thirty (30) consecutive days following written notice given by it, the parties shall discuss appropriate measures to take, including the possibility of termination of this Agreement.

## **18. SURVIVAL.**

The rights and obligations of the parties set forth in Sections 2G, 4, 7, 8, 11, 12 and 18 will survive any termination or expiration of this Agreement, together with any right or obligation of the parties in this Agreement, which by its express terms or nature and context, is intended to survive such termination or expiration.

## **19. NOTICE**

All notices hereunder shall be in writing and shall be deemed to have been given (a) when delivered by hand (with written confirmation of receipt); (b) when received by the addressee if sent by a nationally recognized overnight courier (receipt requested), (c) on the date sent by facsimile or email of a PDF document (with confirmation of transmission) if sent during normal business hours of the recipient, and on the next business day if sent after normal business hours of the recipient; or (d) on the third day after the date mailed, by certified or registered mail, return receipt requested, postage prepaid. Such communications must be sent to the respective Parties at the addresses indicated below (or at such other address for a party as shall be specified in a notice given in accordance with this Section 19).

Sarnia Police Service  
555 Christina St N  
Sarnia, ON N7T 7X6

**Attention: Chief of Police**  
263@police.sarnia.on.ca  
Fax: 519-344-3612

To the Municipality at:

[Insert Address of Municipality Here]

## **20. ENTIRE AGREEMENT**

Except as otherwise stated herein, this Agreement constitutes the entire agreement between the parties with respect to the subject matter contained herein and supersedes any previous agreement whether written or verbal. There are no terms, conditions, undertakings or collateral agreements, express, implied or statutory, between the parties other than as expressly set out in this Agreement.

## **21. APPLICABLE LAW**

This Agreement shall be construed and enforced in accordance with the laws of Ontario and the laws of Canada applicable therein.

**IN WITNESS WHEREOF** the parties have executed this Agreement.

**The Sarnia Police Services Board**

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Name:  
Title:

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Name:  
Title:

We have authority to bind the Corporation

**[insert full name of Municipality]**

---

Name:  
Title:

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Name:  
Title:

We have authority to bind the Corporation



## SCHEDULE A

### RECORDS MANAGEMENT SYSTEM

#### 1. Support by Sarnia

Sarnia's Information Technology Department shall provide the following services to the Municipality with respect to the records management system utilized by Sarnia for the purpose of collecting and reporting data with respect to Fire Dispatch Services (the "**Records Management System**"):

- A. Provide the Municipality with password protected logon to Records Management System, if required;
- B. Store such copies of electronic files as are provided by the Municipality and allow for access through the Records Management System. Sarnia does not accept responsibility for maintenance or safekeeping of any such electronic files;
- C. Ensure that Dispatching is capable of producing adequate notification; and
- D. Provide Sarnia Service Desk support for the above and for general usage questions from Monday to Friday between 8:00 A.M. to 5:00 P.M.

#### 2. Responsibilities of the Municipality

The Municipality shall have the following responsibilities:

- A. To provide base level of communication link capabilities in order to provide and maintain internet connection. The Municipality shall provide and properly maintain a base level of workstation, operating system and IE level to support its internal use of the Records Management system application. The Municipality shall also take responsibility for its network, all firewalls and configurations at the local level to allow the Records Management System application to work;
- B. The Municipality shall attempt to have Records Management System issues resolved internally prior to contacting Sarnia Service Desk by performing troubleshooting by qualified information technology personnel at local level;
- C. The Municipality shall be responsible to maintain the appropriate back up files for all electronic files transmitted to Sarnia;
- D. The Municipality staff shall provide timely, accurate and reasonable descriptions of its problems to Sarnia Service Desk staff in order to facilitate the support processes; and
- E. The Municipality staff shall contact Sarnia Service Desk staff by phone at [519-344-8861](tel:519-344-8861) ext. 5678 or [SystemsBranch@police.sarnia.on.ca](mailto:SystemsBranch@police.sarnia.on.ca) for all requests regardless of the priority or subsequent actions taken.

## SCHEDULE B

### FEES

#### 1. Dispatching Fees

The following fees shall be applicable for Dispatching Services provided by Sarnia:

- A. For Dispatching Services, Municipality shall pay to Sarnia, annually, as invoiced by Sarnia, a per capita rate (the "**Rate**") for the entire Dispatch Area. The Rate applies to all citizens protected by the Municipality's Fire Department, or under any agreement with other municipal fire departments. The Rate payable each year of the Term of this Agreement shall be:

2023 - \$4.00

- B. Sarnia will invoice the Municipality on January 1 of each year. For the first year of the agreement, the Municipality will be invoiced on a prorated basis for the period of time corresponding to each invoice period and invoiced upon the effective date of the agreement.
- C. Sarnia shall review the population of the Municipality on an annual basis. The most recent census data available from Statistics Canada will be used to determine the number of citizens protected.
- D. The Municipality shall pay the greater of \$2,500 or the fee as determined by the Rate set out in item A as the base price.
- E. The Municipality shall pay the dispatching fees within thirty days of receipt of the invoice. Interest at the rate of 5.0% per month shall accrue on past due accounts.
- F. If the Agreement continues following the termination of the Term, then the Rate shall be increased by Sarnia for each subsequent year following the termination of the Term at Sarnia's sole and unfettered discretion, provided that Sarnia gives notice in writing to the Municipality no later than August 31st of each year following the termination of the Term of the increase to the Rate.
- G. If the Agreement is terminated pursuant to Section 6 of the Agreement, then Sarnia will reimburse the fees paid on a prorated basis for the amount of time that dispatch services will not be provided for the remainder of the invoiced period.

#### 2. Additional Fees

The following Additional Fees shall be applicable:

- A. The Municipality shall be responsible for all charges and costs billed to Sarnia directly from Bell Canada or other parties which are properly attributable to Municipality. Sarnia shall identify and forward to Municipality invoices with respect to same which shall be

paid by the Municipality forthwith upon receipt thereof.

- B. The Municipality shall pay any labour costs incurred by Sarnia with respect to the implementation, updating and maintaining of the Municipality's information within the CAD system. This includes the initial implementation of the information upon the signing of this agreement.
- C. The Municipality shall pay any labour costs incurred by Sarnia with respect to any Sarnia employees who are subpoenaed to give evidence at any inquest, hearing, court case, etc. associated with the dispatching process set out in this Agreement.
- D. If the Municipality uses a different radio maintenance vendor from Sarnia's radio maintenance vendor, then the Municipality shall pay all invoices, charges and costs incurred by Sarnia as a result of failures in the Municipality's radio equipment.

### **3. Fees for Records Management Users**

The following fees shall be applicable for IT support:

- A. Prior to August 30<sup>th</sup> of each year, Sarnia may unilaterally increase the Support Fee increases greater than the rate of inflation according to the CPI. Sarnia shall provide notice to the Municipality of the increase. The increase shall be effective January 1<sup>st</sup> of the respective year.

### **4. Optional Fees**

The following fees are options available to the Municipality:

- A. Graphic Services for mapping used in CAD (\$0.10 per capita) - Includes the ability to use the services of GIS staff at Sarnia to ensure accuracy of information used in CAD system.

### **5. Technological Change**

- A. In the event of technological changes that require Sarnia to modify the Dispatching Services, Sarnia may amend this Schedule B in accordance with Section 9 of the Agreement to reflect any increase in the Rate for providing the Dispatching Services.

**SCHEDULE C****STANDARD OPERATING GUIDELINES AND PROCEDURES**

The Municipality shall comply with the following guidelines:

- A) Standard Operating Guideline "Emergency Radio Announcement"
- B) Standard Operating Guideline "Mayday" Communications
- C) Standard Operating Guideline "Universal Terms"
- D) Standard Operating Guideline "Universal Paging Procedures"
- E) Standard Operating Guideline "Universal Numbering System for Events"
- F) Standard Operating Guideline "Universal Call Out Procedures"
- G) How to handle neighbouring communities
- H) Provide The Municipality's Tiered Response Agreement with EMS



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

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May 23, 2023

The Mayor and Council  
Municipality of Brooke-Alvinston  
3236 River Street. PO Box 28  
Alvinston, Ontario  
N0N 1A0

Attention: Mayor and Council

Re: Van Damme Drain

A request dated February 16, 2023 was received by Council from Frank Minten, owner of the E1/2 Lot 14, Concession 13 and the S1/2 Lot 13, Concession 14. It was requested that the Van Damme Drain be inspected and repaired or rebuilt. An onsite meeting was held on March 29, 2023. My understanding that the blowouts have been repaired as of today.

The existing drainage works was constructed under an Engineers Report dated August 21, 1980 prepared by Spriet Associates. The drainage works consists of a Main Drain and Branches A to G. The Main Drain consists of an outlet works and approx. 1,925 metres of 675 mm to 200 mm dia. tile. It provides outlet to Branch "A", Branch "B" and Branch "E". According to the Report, there is a junction box connecting Branch "B", a catchbasin at the line between Concession 13 and the Gore and an offset catchbasin in the vicinity of the head of the drainage works on the Main Drain.

An investigation was carried out to establish the capacity of the existing Main Drain. It was determined that the drainage works was generally designed to accommodate a drainage coefficient of 20 mm per 24 hours. As the Report was prepared in 1980, this drainage coefficient was in common use at the time.

A drainage coefficient of 24 mm per 24 hours (12 mm per 24 hours for subsurface water plus 12 mm per 24 hours for surface water) was common in the 1990s. The current coefficient of 37 mm per 24 hours (12 mm per 24 hours for subsurface water plus 25 mm per 24 hours for surface water) in accordance with the Drainage Guide for Ontario. I would assume that the Branches are designed to the same drainage coefficient.

-2-

In summary, the drainage works was designed to the standard of 1980. The drainage works does not meet the current standard.

Yours truly,

A handwritten signature in blue ink, appearing to read "Ray Dobbin". The signature is written in a cursive, flowing style.

Ray Dobbin, P. Eng.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2023 Ontario Municipal Administrator's Association Conference (OMAA)  
**Meeting:** Council - 25 May 2023  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

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

### Background:

The 2023 OMAA Spring Workshop was held May 17-19 in Niagara on the Lake.

### Comments:

I joined OMAA in 2018 and find it a very valuable association to belong to. The workshops boast high attendance from municipal Administrators across the province and offer a very inclusive and valuable workshop for all. I attended the following sessions:

#### Wednesday evening feature Speaker was Liane Davey - the Good Fight

Ms. Davey spoke about how the Administrators are required to make tough calls and work through conflict and how as much as you can be trained and invested in conflict prevention, it undoubtedly still occurs. She walked the group through the process for creating productive conflict that will improve results and enhance engagement.

Thursday sessions attended:

#### Revitalizing local democracy for \$1 / vote.

Dave Meslin revealed numerous interesting findings about what works and what doesn't when trying to boost council candidate recruitment, voter turnout and overall municipal engagement. His examples were pertinent.

#### Getting Housing Built

Mississauga's Commissioner of Planning & Prince Edward County CAO spoke on the housing crisis they experienced and financing arrangements used.

#### Rapid Fire & Inspire talks on:

- 1) Retirees in the workforce
- 2) Powering the future of sustainability
- 3) Rethink, Revise, Rebrand
- 4) Municipal Risk

- 5) Greener Homes Program
- 6) Enbridge Gas - new technologies

#### Are you Ready for a Four Day Workweek?

Townships of Springwater and Zorra spoke on their move to this new workweek and shared lessons learned and good practices from their experience

Steve Clark, Minister of Municipal Affairs & Housing provided an update on recent provincial initiatives affecting the municipal sector

Friday sessions attended:

#### Are you prepared to Defend your reputation?

-tips and insight into dealings with difficult persons associated with careers

#### Creating a Psychologically Safe Workplace

-policies and practices to eliminate a poor workplace mental health atmosphere

#### Municipal Law Update

-John Mascarin (our Integrity Commissioner) provided his analysis of several recent judicial pronouncements

I thoroughly enjoyed the workshop and appreciate the opportunity to attend this conference in the Administrator role. I plan to attend the AMCTO (Association of Municipal Clerks & Treasures Conference) in June under the Clerk role..