



AGENDA

Council Meeting

4:30 PM - Thursday, December 14, 2023
Municipal Office

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2. DISCLOSURE OF PECUNIARY INTEREST	
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- 7.9. Clerk Administrator's Report: Campbell House Timeline / Recap 58 - 59
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8. BY-LAWS

- 8.1. Third & Final Reading - Edgar Podolinsky Drain
- 8.2. By-law 56 of 2023 - By-law to adopt the Emergency program and Plan (as amended) 60 - 63
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9. NEW BUSINESS

10. CLOSED SESSION

- 10.1. Personel matters about an identifiable individual including employees

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:30 PM - Thursday, November 23, 2023
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, November 23, 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, Fire Chief Steve Knight, and Parks and Recreation Manager Greg Thornicroft

Regrets: Jamie Butler, Public Works Superintendent

1 CALL TO ORDER

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

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of November 9, 2023

RESOLUTION-2023-046

Deputy Mayor Frank Nemcek made a motion that the meeting minutes of November 9, 2023 be approved as presented without error or omissions. Councillor Craig Sanders seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

5 DELEGATIONS & TIMED EVENTS

a) Official Plan Amendment Review

Councillor Nemcek questioned the policy on wind turbines in the draft policy; the framework was explained to note the provincial delegation to municipal approvals; He further questioned the Ontario Heritage Act segments and how they relate to the Municipality.

Councillor Don McCabe had questions on ground mounted solar (to be reviewed later during the approval stage for consistency); farm parcel size and improvements in the urban areas to match the landscape that currently exists.

The Planning Department noted the Plan is a 25 year document that aligns the Provincial Policy statement, legislative framework and the County Official Plan

RESOLUTION-2023-047

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston approve the Official Plan Amendment #6, being an update to

the Brooke-Alvinston Official Plan; By-law 53 of 2023 which will direct the Clerk-Administrator to submit OPA # 6 to the County of Lambton for approval; and that the Council of the Municipality of Brooke-Alvinston confirms that this Official Plan Amendment has been completed to implement the requirements of Section 26(1) of the Planning Act and more specifically that the amendment: a) conforms with provincial plans or does not conflict with them as the case may be; b) has regard to the matters of provincial interest listed in section 2; and c) is consistent with policy statements issued under subsection 3(1) 2014 c.26,s.24(1).

Councillor Jenny Redick seconded the motion.

Carried

6 CORRESPONDENCE

- a) Municipal Correspondence

RESOLUTION-2023-048

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

Carried

- b) Correspondence Requiring Action

RESOLUTION-2023-049

Councillor Craig Sanders made a motion that the correspondence circulated for support from the Municipality of Shuniah and Prince Edward County be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- c) Municipality of Wawa

RESOLUTION-2023-050

Councillor Don McCabe made a motion that the correspondence from the Municipality of Wawa dated Nov. 7, 2023 be received and supported. Councillor Craig Sanders seconded the motion.

Carried

7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Employee / BFR Member Recognition

RESOLUTION-2023-051

Deputy Mayor Frank Nemcek made a motion that the report acknowledging employee / BFR member recognition be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- b) **Clerk Administrator's Report:** Committee of Adjustment Vacancy

RESOLUTION-2023-052

Councillor Craig Sanders made a motion that an advertisement be prepared requesting applicants to fill the vacant position on the Committee of Adjustment effective February 2024 with a closing date of January 5, 2024; and that the Clerk Administrator and two members of the County of Lambton Planning Department interview the qualified candidates; and that a recommendation for a new member be discussed at the January 11, 2024 regular session of Council. Councillor Jenny Redick seconded the motion.

Carried

- c) **Fire Chief's Report:** Fire Committee Quarterly Report

RESOLUTION-2023-053

Deputy Mayor Frank Nemcek made a motion that the BFR quarterly report be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- d) **Clerk Administrator's Report:** 2024 Council Meeting Schedule

RESOLUTION-2023-054

Councillor Don McCabe made a motion that Council approve the attached Council schedule for 2024. Councillor Craig Sanders seconded the motion.

Carried

- e) **Parks & Recreation Manager's Report:** Ice Allocation Policy

RESOLUTION-2023-055

Councillor Don McCabe made a motion that Council approve the Ice Allocation Policy as amended. Councillor Jenny Redick seconded the motion.

Carried

- f) **Clerk Administrator's Report:** Draft Animal Services Contract

RESOLUTION-2023-056

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston approve of entering into an Animal Services Contract with the Sarnia Humane Society effective January 1, 2024. Councillor Craig Sanders seconded the motion.

Carried

- g) **Clerk Administrator's Report:** Campbell House

RESOLUTION-2023-057

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

Carried

- h) **Clerk Administrator's Report:** Memorial Gardens

RESOLUTION-2023-058

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston assume the care of the Alvinston Memorial Gardens. Councillor Craig Sanders seconded the motion.

Carried

- i) **Drainage Superintendent's Report:** Drain Maintenance Request

RESOLUTION-2023-059

Councillor Don McCabe made a motion that Staff forward the request for maintenance to the Drainage Superintendent with the power to act. Councillor Craig Sanders seconded the motion.

Carried**8 BY-LAWS**

- a) By-law 40 of 2023 - Morwood Petition Drain - third & final reading

RESOLUTION-2023-060

Deputy Mayor Frank Nemcek made a motion that By-law 40 of 2023 be read a

third and final time. Councillor Don McCabe seconded the motion.

Carried

- b) By-law 53 of 2023 - Official Plan Amendment

RESOLUTION-2023-061

Councillor Don McCabe made a motion that By-law 53 of 2023 be read a first, second and third time and finally passed this 23rd day of November, 2023. Councillor Craig Sanders seconded the motion.

Carried

- c) By-law 54 of 2023 - Animal Control

RESOLUTION-2023-062

Councillor Jenny Redick made a motion that By-law 54 of 2023 be read a first, second and third time and finally passed this 23rd day of November, 2023. Councillor Craig Sanders seconded the motion.

Carried

9 NEW BUSINESS

- a) Counsellor Frank Nemcek: Motion to reconsider motion # 2023-331 (September 28, 2023 meeting)

Frank Nemcek made a motion that the request from the SCRCA to request the Council of the Municipality of Brooke-Alvinston to submit a demolition permit on the Campbell House be denied. Jenny Redick seconded the motion.

RESOLUTION-2023-063

Deputy Mayor Frank Nemcek made a motion that Motion # 2023-331 (denial of request from SCRCA to apply for a demolition permit) be allowed to the floor for discussion. Councillor Craig Sanders seconded the motion.

Carried

RESOLUTION-2023-064

Deputy Mayor Frank Nemcek made a motion that motion # 2023-331 (that the request from the SCRCA to request the Council of the Municipality of Brooke-Alvinston to submit a demolition permit on the Campbell House be denied) be rescinded. Councillor Don McCabe seconded the motion.

Carried

RESOLUTION-2023-065

Councillor Don McCabe made a motion that the request from the SCRCA to request the Council of the Municipality of Brooke-Alvinston to submit approve a demolition permit on the Campbell House be approved. Mayor David Ferguson seconded the motion.

DEFEATED. 2-3 (opposed: Deputy Mayor Frank Nemcek, Councillor Craig Sanders, and Councillor Jenny Redick).

- b) Annual Emergency Preparedness Exercise Date - Dec. 11, 2023 @ 2pm
 c) 2024 Preliminary Budget Consideration Meeting - Nov. 30th @ 4:30 p.m..
 d) Optimist organized Christmas Celebration December 2, 2023.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) By-law 55 of 2023 - Confirming By-law

RESOLUTION-2023-066

Councillor Jenny Redick made a motion that By-law 55 of 2023 be read a first, second and third time and finally passed this 23rd day of November, 2023.
Councillor Craig Sanders seconded the motion.

Carried

13 ADJOURNMENT

The meeting was adjourned at 5:22 p.m.

Clerk-Administrator

Mayor



MINUTES

Council -Special Meeting

4:30 PM - Thursday, November 30, 2023

Municipal Office

The Council -Special of the Brooke-Alvinston was called to order on Thursday, November 30, 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, Parks and Recreation Manager Greg Thornicroft, Public Works Superintendent Jamie Butler, and Fire Chief Steve Knight

Regrets:

1 CALL TO ORDER

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

2 DISCLOSURE OF PECUNIARY INTEREST

It was requested that any pecuniary interests be declared at the appropriate time.

3 STAFF REPORTS

- a) 2024 Preliminary Budget Discussions

RESOLUTION-2023-003

Councillor Craig Sanders made a motion that the report on the 2024 preliminary budget discussions be brought to the table. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- b) Council discussed the presented preliminary budget report; the unknown costs associated with the saving of the Campbell house were discussed with the following motion made:

RESOLUTION-2023-004

Councillor Craig Sanders made a motion that the previous motion to deny the issuance of a demolition permit (September 28) be reconsidered at the December 14th meeting to discuss the financial aspects associated with the Campbell House including the Friends of Campbell House plan. Councillor Jenny Redick seconded the motion.

Carried

Council discussed the listed items in the Draft report and discussed various options for efficiencies.

The Mayor invited members of the public to comment on the draft budget. Mrs. Lou Ann Benton provided her comments.

4 ADJOURNMENT

- a) Councillor Redick made a motion to adjourn the meeting at 5:35 p.m..

Clerk-Administrator

Mayor



**MUNICIPALITY OF BROOKE-ALVINSTON
NOTICE OF THE ADOPTION OF
OFFICIAL PLAN AMENDMENT AND
THE PASSING OF ZONING BY-LAW AMENDMENT**

TAKE NOTICE that the Council of the Corporation of the Municipality of Brooke-Alvinston, on November 23, 2023 passed By-law 53 of 2023 under Section 26 (1) of the Planning Act R.S.O. 1990, to adopt Official Plan Amendment (OPA) No. 6

THE PURPOSE OF OPA No. 6 is to revise policies of the Official Plan through consultation with the public, various Municipal and County departments and external agencies to which the policies may be applicable. This amendment includes new opportunities for development and strengthens environmental regulations in the Municipality. This amendment includes policies for improved administration and enhanced readability/understanding of the Plan. OPA 6 is the Five Year Review of the Municipality's Official Plan.

OPA No. 6 is being submitted to the County of Lambton for approval under Section 17(34) of the Planning Act. Any person or public body is entitled to receive notice of the County's decision if a written request (including the person or public body's address) is made to the County of Lambton, Planning and Development Services Department, Box 3000, 789 Broadway Street, Wyoming, ON, N0N 1T0 Phone: 519-845-0801 E-mail: planning@county-lambton.on.ca. The notice of decision from the County of Lambton will set out requirements for making such an appeal.

ADDITIONAL INFORMATION is available for inspection during regular office hours (weekdays from 8:30am to 4:30pm) at the Municipal Office, 3236 River Street; P.O. Box 28 Alvinston, ON.

DATED AT THE MUNICIPALITY OF BROOKE-ALVINSTON THIS 29th DAY OF NOVEMBER, 2023.

Janet Denkers
Clerk Administrator
Municipality of Brooke-Alvinston
3236 River Street, PO Box 28
Alvinston, ON N0N 1A0
(519) 898-2173
jdenkers@brookealvinston.com



TOWNSHIP OF ENNISKILLEN
 4465 Rokeby Line
 Petrolia, Ontario
 N0N 1R0
 Phone (519) 882-2490
 Fax (519) 882-3335

Duncan McTavish
 Administrator-Clerk/Treasurer
 Mike Cumming
 Road Superintendent

NOTICE OF MAINTENANCE SITE MEETING BROOKE-ENNISKILLEN-DAWN TOWNLINE DRAIN

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

Dear Sir/Madam:

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

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

The Council of the Township of Enniskillen, has fixed the hour of **9:30 on Tuesday December 19th, 2023** to attend at:

Wanstead Road where the drain crosses

**A request has been made for cleaning and brushing from
 Wanstead Road West to Black Creek**

Dated the 20th day of November, 2023



 Duncan McTavish,
 Clerk-Administrator
 Township of Enniskillen

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

www.enniskillen.ca



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



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

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

TO: Affected Property Owners

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

**Crang Drain
on**

Wednesday, January 10th, 2024

9:30 a.m.

**MEETING LOCATION: Gravel entrance West of 6725 Shiloh
Line on the South side of Shiloh Line**

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

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

Dated the 7th day of December, 2023.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

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

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF MAINTENANCE SITE MEETING ELLIOTT TAIT DRAIN

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

Dear Sir/Madam:

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

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

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

Elliott Tait Drain

on

Wednesday, January 10th, 2024

10:30 a.m.

Meeting Location: Outlet of the drain on Inwood Road

Dated the 7th day of December, 2023

Janet Denkers
Clerk-Administrator

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



**St. Clair Region Conservation Authority
Meeting Highlights – October 26, 2023**

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

Memorandum of Understandings for Category 2 and 3 Programs: SCRCA General Manager, Ken Phillips continues to engage with staff and councils of member municipalities to begin the process of preparing Memorandums of Understanding (MOUs) and funding agreements for Category 2 and Category 3 programs and services as prescribed under O. Reg. 687/21 – Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the *Conservation Authorities Act*. An extension request beyond the January 1, 2024 deadline has been submitted to the Minister of Natural Resources and Forestry to allow for continued negotiations with municipalities and finalization of associated MOUs.

2024 Draft Budget: The SCRCA management team has completed a draft of the 2024 budget. The budget, forecasted to be \$11,231,089, includes a proposed municipal general levy of \$1,611,345, constituting a 4% increase from the 2023 general levy. The Board of Directors approved the distribution of the budget booklet to member municipalities for input and review. The booklet is also posted on the SCRCA website at <https://www.scrca.on.ca/wp-content/uploads/2023/10/2024-Draft-Budget-Booklet.pdf>, in accordance with the *Conservation Authorities Act*.

A.W. Campbell House: On September 7th, the SCRCA issued a letter to the municipal council at Brooke-Alvinston requesting a demolition permit for the A.W. Campbell House under Section 34 of the *Ontario Heritage Act*. Correspondence received from the municipality indicated that the request had been denied by Council on September 28th. The SCRCA Board of Directors directed staff to apply to the appropriate authority for an appeal on the Municipality of Brooke-Alvinston's decision to deny the issuance of a demolition permit for the A.W. Campbell House. Additionally, staff were directed to purchase portable fencing to replace the snow-fencing that is currently surrounding the building.

Watershed Conditions: August precipitation amounts were greater than the monthly average with a rain event on August 23rd that resulted in significant flooding, particularly in the municipalities of Warwick and Alvinston. The current flood threat in the St. Clair Region watershed is low due to below average precipitation amounts in September and the continued lowering of water levels. Forecasts project that precipitation this fall will be lower than normal.

Healthy Watersheds Program: Staff continue to encourage the uptake and implementation of Best Management Practices (BMPs) and promote conservation within the SCRCA watershed. To date, staff have met with or discussed potential projects with

nearly 30 landowners. Project inquiries range from wetlands, tree planting, cover crops, and erosion control measures. In collaboration with various contractors and partners such as Ducks Unlimited Canada and Alternative Land Use Services (ALUS) Canada-Middlesex, over 17 erosion control structures, three wetlands, and three cover crop projects have been completed. Another five erosion control structures and one wetland are currently in the process of implementation.

Planning and Regulations Activity: Between August 1st and September 30th, 2023, staff issued 31 permits and responded to 91 inquiries under O. Reg 171/06 – Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses. Additionally, 27 permits were issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between August 1st and September 30st included the review and comment on 53 municipal plan input and review files, 2 environmental assessments, and 7 legal inquiries.

St. Clair Region Conservation Foundation Memorial Forest Dedication: The St. Clair Region Conservation Foundation Memorial Forest Dedication was held on Sunday, September 24th at the Lorne C. Henderson Conservation Area in Petrolia. Duncan Skinner and Pat Brown provided remarks on behalf of the Foundation and Authority, respectively. Over 100 people attended the dedication where a Red Maple was planted as a symbol for all trees dedicated over the last year through donations from individuals not associated with a funeral home program. From September 2022 to August 2023, 74 trees were dedicated through individual donations to the program. To date, a total of 2,502 trees have been dedicated through the Foundation's Memorial Forest Program.

Inaugural St. Clair River Area of Concern (AOC) Event – The Canadian Remedial Action Plan (RAP) Implementation Committee organized and held the inaugural annual St. Clair River Area of Concern event on September 28, 2023, at Bogey's Inn and Venue in St. Clair Township. The purpose of the event was to provide the community with an update on the status of addressing the remaining Beneficial Use Impairments in the St. Clair River Area of Concern. The event included a presentation from Fisheries and Oceans Canada on invasive species in the Great Lakes with a focus on Asian Carp. The event was attended by 37 individuals, including the general public, members of Walpole Island First Nation, and local media.

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

Dec. 7, 2023

Brooke-Alvinston Council:

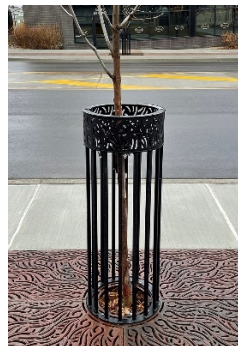
I have been the chairperson or co-chairperson for the Alvinston Santa Claus Parade/ Christmas Celebration committee for the last few years and before my term is up, I have some suggestions to improve upon what has been started.

The items listed below could make not only our Christmas event even better, but it could benefit various groups, business's and lift some individual spirits and bring back some pride to the area.

#1 After this Christmas season could our volunteers replace the bulbs on the utility pole Christmas lights, so they stand out more and ensure there are no burnt-out bulbs?

#2 Is it possible for the municipality to have the curbs/streets cleaned of leaves, weeds & garbage prior to the Christmas Celebration 2024?

#3 It has come up at our meetings for two years now, regarding the stringing of lights, signs, or banners year-round across River St. in Alvinston. Could there be 2-3 posts positioned on the East side of River St. to carry Christmas lights or signage over the above the River St. throughout the year? This would especially be noticeable for the Christmas Celebration. Another option may be to attached cables/ lights to private buildings as an alternative, see the image below.



#4 While installing Christmas lights on trees along the business section of River St. our small committee began to realize how few of them there actually are, and how rough of condition some of the existing trees are in. Instead of asphalt spaces, can trees be re- considered? This not only would benefit the Christmas lighting season and people's spirits, but it also brings with it the possibility of year-round lighting and image improvements during the summer months – like Thamesville's business section. To keep trees in good condition could metal tree trunk guards be an option such as above.

#5 More decorations near the gazebo for the winter months would be an asset, we all witnessed many photos taken under the 'Alvinston' sign across from the Presbyterian Church. Possibly something like what Petrolia has with the words 'JOY' or 'PEACE' or 'ALVINSTON' in block 5' letters? See Below for sample.



#6 In order to light the trees along River St., power is needed, but currently there is no power at any tree base on the East side of the street, could power be added to the base of these trees by boring conduit with additional power in the gazebo park area?

We realize the above recommendations do not come free and we also realize the yearly funding challenges staff must deal with. However, ten plus years ago (I believe was the last investment in Christmas lights/banners in the village) dividends from Bluewater Power were used to purchase the current lights. I also believe dividends earned yearly from the sale of Alvinston PUC to Bluewater Power were to be reinvested into the village for purposes such as these. If council is interested in some or all these ideas, our committee would be willing to help with quoting and providing volunteers for the improvements where requested.

And finally, could a member of council be appointed to sit on the Christmas Celebration Committee as the link between the municipality, fire department and the Celebration committee? I'm confident that with municipality involvement and or leadership on the committee we can achieve much greater things in future years for the greater good of the community.

Thank you for your consideration,

Chad Hayter

Alvinston Christmas Celebration Co-Chair

519-490-5393

chad@hayters.net



Lambton County Plowmen's Association

519-828-3311

lambtoncountyplowmens@gmail.com

President: Ken Dunlop 519-331-2733
 Secretary: Linda Bryson 519-828-3311 lambtoncountyplowmens@gmail.com
 Treasurer: Dennis Bryson 519-828-3311 8528 Egremont Rd. Watford Ont N0M 2S0

Mayor Dave Ferguson and Council Members

2024

Lambton County Plowmen's Association is a non-profit organization that has hosted the county's plowing match since 1920. The match allows us to showcase Lambton County as it rotates through the various townships. We have hosted the International Plowing Match (IPM) three times in our history - 1923, 1973 and 1991. We have also been proud to have three family farm award winners sponsored by BMO in Lambton County.

We appreciate your past support of our annual event. Would you consider supporting our 2024 event? All donations of any amount financially or "in kind" are greatly appreciated as we continue to strive to fulfill our mission.

All donors will be recognized in several ways- on our web site, Facebook page, prize list, sponsor board at the event and any other places we can find to promote those who contribute to our event.

If you have any questions, please contact Dennis or Linda Bryson or any member of our executive.

Besides the plowing, one of the highlights of our match is the display of antique and vintage farm equipment, tractors and trucks. Participating in these displays does require a registration form and proof of insurance provided. Please contact Dennis for the further information or if you would like to participate. If you know someone who would be interested in participating in this portion of our event, please pass on this information.

Many details of our event are being worked out but we do know there will be the plowing competition with competitors in many different divisions using various types of equipment, the Queen of the Furrow Competition will be held and the Petrolia Lions Club will be on site cooking up lunch for competitors and spectators. We would invite you, your family and any employees to join us for this family friendly day at the farm of Keith Hart on 5586 London Line, Plympton-Wyoming on Saturday, August 31st, 2024. We will forward a copy of the poster to you when they are available.

We thank you for your support in previous years and your consideration of a donation this year. If this is your first year as a donor, we welcome and thank you greatly. Donors like yourself, allow us to continue to host this annual event.

Ken Dunlop
 Lambton County Plowmen's Association



Lambton County Plowmen's Association

519-828-3311

lambtoncountyplowmens@gmail.com

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

Report on Lambton Plowing Match Sept 2, 2023

The 2023 Lambton County Plowing Match was held on Saturday September 2, 2023 on Forbesvue Farms, City of Sarnia.

Approx. 400-450 people were in attendance throughout the day.

Rides were given on a tractor and wagon around the field. The driver stopped at intervals to explain what the plowmen were doing and answer questions anyone had.

Thirty nine plowmen were in attendance. Five of these were under 18 years of age. Three or four of these plowmen had never attended Lambton's Match before but told us they plan to be back next year. At the Middlesex Match on the following Monday plowmen came up to us and said how well Lambton treated it's plowmen. Tables and chairs supplied by Kinsmen club, Sarnia.

We started out with a plowmen's breakfast for all plowmen and exhibitors. This was prepared by Petrolia Lions Club. The Lions also provided food for the day.

People brought out antique tractors and farm equipment for display. We had 2 Lambton County people bring out threshing machines. One, doing demonstrations periodically during the day. Old/antique pickup trucks were encouraged to come out for the day as well. Lambton Heritage Museum, Lambton 4-H, Lambton Farm Safety, Christian Farmers, Lambton Plowmens, Brian Jackson (with a Goodison display) were in attendance with displays. CHOK was there for the day and broke in with reports during the day.

Our new Queen Autumn Bressette plowed along with the Ontario Queen Maranda Klaver. They spent the balance of the day together. The Municipal class took place after the plowmen were completed with 4 municipalities competing. Gary Atkinson-Plympton- Wyoming, Mark McGuire- Dawn-Euphemia, George Vandenberg- City of Sarnia, Don McCabe- Brooke Alvinston were present for the Municipal Fun Class. A big Thank –You goes out to these Municipalities for coming out for the day.

The day wrapped up at the Camlachie United Church with a delicious roast beef meal prepared by the ladies of the church. Awards were presented. Autumn our new Queen gave her prepared speech. Maranda brought a welcome from the Ontario Plowmens's Association and invited everyone to the 2023 IPM.

At the 2023 IPM Morgan Rombouts placed in the top 5. Congratulations Morgan. Thank You for representing us at the 2023 IPM!

**Resolution
Regular Council Meeting**



Agenda Number: 9.4.
Resolution Number 23-371
Title: 23-R-49 Letter of Support - Conservation Officer Reclassification
Date: Monday, November 20, 2023

Seconded by: M. Lubbock
Moved by: S. Cote

WHEREAS Ontario has 196 field Conservation Officers including 6 canine handlers who provide protection to Municipalities Natural Resources and uphold public safety by enforcing hunting and firearm laws and investigate gruesome injuries and even deaths that result from hunting-related accidents; in addition, Conservation Officers are often First Responders and ensure public safety by facilitating evacuations and enforcing Emergency Area orders during forest fires during record breaking wildfires such as we witnessed this past summer; and

WHEREAS Conservation Officers perform comparable work to Police Officers and other Enforcement Officers within the province and are professional, armed Peace Officers trained to police standards and undergo the same training; and

WHEREAS Ontario Municipalities are required that their constituents are informed, and their interests are safeguarded and ensure they have access to outreach and natural resources compliance services; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Coleman does here by support the Ontario Conservation Officer's Association (OCA) in their efforts to have Conservation Officers in the Province of Ontario reclassified as Enforcement Officers and be compensated fairly; and

FURTHER request the support of all Ontario Municipalities; and

FURTHERMORE, THAT this resolution with a letter of support be forwarded to Ontario Premier Doug Ford, the Minister of Natural Resources Graydon Smith, the Local Provincial Member of Parliament (MPP) John Vanthof, Temiskaming Municipal Association and the Federation of Northern Ontario Municipalities.

CARRIED YES: 4 NO: 0 ABSENT: 0

- S. Cote
- M. Lubbock
- P. Rieux
- L. Perry

Certified True Copy

Christopher W. Oslund
CAO/Clerk - Treasurer



The Corporation of The Town of Amherstburg

November 21, 2023

SENT VIA EMAIL

Premier of Ontario
Legislative Building
Queens Park
Toronto, ON, M7A 1A4
VIA EMAIL: premier@ontario.ca

Attn: The Honourable Doug Ford Premier of Ontario

Re: Cigarette Producer Responsibility

Dear Premier Ford,

At its meeting on November 13, 2023 the Town of Amherstburg Council considered a resolution passed by the Council of the Corporation of The Township of The Archipelago in support of amending legislation to ensure cigarette manufacturers are responsible for the collection, recycling, and proper disposal of cigarette waste and passed the following resolution:

Resolution # 20231113-009

Moved By Councillor Allaire
Seconded By Councillor Pouget

That a letter of support for item 16.1 - Township of The Archipelago | Resolution 2023-178 Cigarette Producer Responsibility **BE SENT** to all municipalities and the appropriate Minister.

Sincerely,

Michael Prue, Mayor
Town of Amherstburg



Municipality of South Bruce

MUNICIPAL OFFICE

P.O. Box 540, 21 GORDON ST E. TEESWATER, ONTARIO NOG 2S0
 Phone (519) 392-6623x229 | Fax (519) 392-6266 | Email vkennedy@southbruce.ca

September 25, 2023

Via Email

Prime Minister of Canada
 House of Commons
 Ottawa, ON K1A 0A6
pm@pm.gc.ca

Minister of Municipal Affairs and Housing
 College Park 17th Flr, 777 Bay St,
 Toronto, ON M7A 2J3
minister.mah@ontario.ca

Premier of Ontario
 Legislative Building
 Queen's Park
 Toronto ON M7A 1A1
premier@ontario.ca

Ministry of Agriculture, Food and Rural
 Affairs (OMAFRA)
 1 Stone Road West
 Guelph, ON N1G 4Y2
minister.omafra@ontario.ca

Lisa Thompson, Huron-Bruce MPP
 408 Queen Street, Box 426
 Blyth, ON N0M 1H0
lisa.thompsonco@pc.ola.org

Minister of the Environment, Conservation
 and Parks
 P.O. Box 8097, Station T CSC
 Ottawa, ON K1G 3H6
minister.mecp@ontario.ca

Benn Lobb, Huron-Bruce MP
 30 Victoria Stret North
 Goderich, ON N7A 2R6
ben.lobb@parl.gc.ca

AMO
resolutions@amo.on.ca

Dear Sir and Madams,

Re: Ontario Association of Sewage Industry Services (OASIS)

Please be advised that the Municipality of South Bruce Council met at their regular session of Council on September 12, 2023, at which time it heard from the Ontario Association of Sewage Industry Services (OASIS) as a delegate.

In response to the delegation, the following motion was passed:

Motion M23-570**Moved by: Ron Schnurr****Seconded by: Mike McDonagh**

THAT Council instructs staff to forward a copy of this presentation along with the formal letter submitted by OASIS to be sent to all levels of Municipal Governments across the Province including but not limited to the various Provincial Ministries, including the Ministry of Municipal Affairs and Housing, Ministry of Environment Conservation and Parks and The Ministry of Agriculture, Food and Rural Affairs and all other relevant parties;

AND FURTHER THAT OASIS be involved in discussions and communications pertaining to the discussed issue to help provide recommendations and solutions to help mitigate the issues surrounding approved disposal sites;

AND FURTHER THAT Council encourage other Municipalities to communicate directly with OASIS to allow for an open, transparent and collaborative dialogue with other stakeholders.
Carried

Should you have any questions in regards to the above resolution please contact our office.

Sincerely,



Vivian Kennedy
Deputy Clerk
Municipality of South Bruce



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Tree Program - 2024
Meeting: Council - 14 Dec 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Municipality participate in the 2024 large stock tree program offered through SCRCA and subsidize the costs of the trees ordered by \$2 each.

Background:

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

If approved, the program would run the same as in 2023 whereby the landowner would pay the full cost upfront and be refunded by the SCRCA at the end of the ordering period via credit card. The SCRCA would in turn, invoice us \$2 / tree. The Parks & Recreation Assistant Manager will oversee this project.

Comments:

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

2023	146 trees ordered
2022	148 trees ordered
2021	476 trees ordered
2020	160 trees ordered
2019	229 trees ordered
2018	352 trees ordered
2017	488 trees ordered

Financial Considerations:

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



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Surplus Dwelling-Oil Springs Line
Meeting: Council - 14 Dec 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston approve the use of the existing dwelling at 7874 Oil Springs Line by Christine McKinley for a 6 month period beginning (on or around) March 1, 2024 while a new dwelling is being constructed; and that a security deposit of \$500 be remitted to the Municipal Office prior to the issue of the building permit; and that the security deposit be held by the Municipality until the construction is complete, the demolition permit obtained and occupancy issued.

Background:

A request has been submitted by Christine McKinley to request permission to live in the current home while a new home is constructed on the same property.

Comments:

In accordance with the municipal zoning by-law, in the agricultural area, only one home is permitted per lot. The Municipality has provided temporary permissions such as this in the past without incident. If a subsequent extension is needed, Council can revisit the request at that time.

Financial Considerations:

A \$500 deposit is requested and upon the demolition permit being obtained for the old dwelling and a final occupancy issued for the new dwelling, the deposit of \$500 would be returned.

ATTACHMENTS:

[McKinlay-Smith Building Request 20231](#)

November 30, 2023

To: Janet Denkers, Clerk Administrator, Municipality of Brooke Alvinston

I am writing to request permission from the Council of Brooke-Alvinston for a temporary secondary dwelling agreement on my rural property of 7874 Oil Springs Line. I was raised in this community, and after living away for 20 years, I have returned with my husband and three children to the McKinlay family property on Oil Springs Line, formerly occupied by my late grandparents, Don and Ruth McKinlay.

I intend to build a new family home on the property with construction set to begin in spring 2024. Crane Construction will oversee the project and we anticipate the new home to take 6-8 months to complete. Once the new home is constructed, the existing home will be torn down within six months.

I have attached our new house construction drawings for your reference.

Thank you for this consideration,

A handwritten signature in cursive script that reads "Christine McKinlay".

Christine McKinlay

T: 519-861-0723

E: Christine.mckinlay@yahoo.com



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Solicitor Appointment
Meeting: Council - 14 Dec 2023
Department: Council
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That this report be received and filed for information.

Background:

By-law 11 of 2010 appointed Lerner's LLP as the municipal law team. The Municipality was recently and formally notified that Lerner's LLP no longer wishes to serve as our municipal appointed solicitor.

The firm noted via email on Tuesday, December 5th of the formal end of the appointment.

Comments:

Lerner's have not acted for the municipality since 2019 and have not responded to any audit requests from the Municipal Auditors since 2017.

For general land agreements, we have been using Wallace Lang on an as needed basis. Lerner's was generally used for more specific legal issues such as planning, lawsuits or corporate needs.

It is not necessary to have a lawyer on retainer unless Council deems it advisable. Staff can investigate options if Council is more comfortable having an appointed firm.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[11-Appoint Solicitor](#)

THE CORPORATION OF THE MUNICIPALITY OF THE
TOWNSHIP OF BROOKE-ALVINSTON

BY-LAW NO. 11 OF 2010

BEING A BY-LAW TO APPOINT A SOLICITOR FOR THE MUNICIPALITY
OF THE TOWNSHIP OF BROOKE-ALVINSTON

WHEREAS it is expedient that the Council of the Township of Brooke-Alvinston appoint a solicitor for the municipality to provide legal services for the Township,

NOW THEREFORE, the Council of the Municipality of the Township of Brooke-Alvinston enacts as follows:

1. That Lerner's LLP Barristers & Solicitors be hereby appointed as the Municipal Solicitor for the Municipality of the Township of Brooke-Alvinston.
2. That any past by-laws appointing a Municipal Solicitor(s) are herewith repealed.

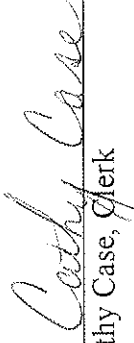
This By-law shall come into force and effect on passing.

READ A FIRST AND SECOND TIME this 11 day of February, 2010.

READ A THIRD TIME AND FINALLY PASSED this 11 day of February, 2010.



 Don McGugan, Mayor



 Cathy Case, Clerk



Council Staff Report

To: Mayor Ferguson and Council
Subject: Four Counties Transit System
Meeting: Council - 14 Dec 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That staff be directed to advertise or seek out interest in the proposed transit system and report back to Council within 3 months with the findings; and that Four Counties Transportation / West Elgin be notified.

Background:

Council had sought interest in seeking out transportation for seniors and requested that staff investigate the Four Counties Transit System operated out of the Municipality of West Elgin.

Comments:

At a recent Four Counties Transit Meeting, the Board decided to consider the request on an as-needed basis, taking into account the availability of the transit bus.

Currently, the bus is available on most Mondays, Tuesdays, and Fridays.

Financial Considerations:

It was noted that the trip to Brooke-Alvinston falls outside of their catchment area. Consequently, the request for the municipality to subsidize the cost of transportation was made.

The estimated cost for the round trip would be set at \$40.00 per person, along with an approximate mileage cost of \$80.00 (calculated at \$0.80 per kilometer for a distance of 100 kilometers). Additionally, the board has stipulated a minimum requirement of 4 clients to ride the bus due to the distance.

West Elgin would charge the Municipality for the entire trip's expenses and Brooke-Alvinston subsequently invoices the residents with a suitable amount to compliment the fee.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Storm & Street Reconstruction: Railroad, Elm and Centre Street
Meeting: Council - 14 Dec 2023
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

That Council approve a motion in advance of the formal 2024 Budget approval, to proceed with tendering the job for the Storm & Street Reconstruction: Railroad, Elm & Centre Street Project in Alvinston o

Background:

In 2020 via the Council Budget deliberations, approval was given for staff to secure engineering for the Railroad Street Drain (aka Storm & Street Reconstruction: Railroad, Elm & Centre Street).

Black Creek Engineering was secured for the job and has completed the budget estimate for the project. Black Creek Engineering is ready to tender the project upon Council approval.

The project is identified as a priority. The storm sewer in that portion of the town is old and in many places tree roots have caused blockages.

Comments:

We are requesting to tender the project in advance of the full Council budget approval. The budget is currently in draft form. By tendering at this time of year, we hope to see a competitive process for companies looking to secure work in the coming year.

Financial Considerations:

The project is estimated at \$1,113,250. Ontario Community Infrastructure can be used towards the project



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2023 Emergency Response Plan & Program Update
Meeting: Council - 14 Dec 2023
Department: Emergency Management
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report be received for information; that Council appoint a second member to the EMPC; that Shiloh Inwood United Church be listed as a reception centre in the Emergency Plan; and that the accompanying by-law receive full reading.

Background:

The Municipality is annually required to complete a mock emergency exercise and review of the municipal plan, HIRA (hazard identification risk assessment), critical infrastructure and program review.

With advice from Emergency Management Ontario, we are updating our by-law to be all encompassing. It is attached for review.

Comments:

A meeting was held on December 11th to review and complete the annual compliance. The draft minutes are attached for reference.

The current municipal emergency response plan was adopted by Council in 2021 with minor staffing / contact name changes each year. The committee and CEMC and alternate CEMC's provided updates and recommendations to the plan for the Committee to consider. The changes were considered minor in nature (administrative name changes) with the addition of two appendixes:

- 1) Shelter Resources in Lambton
- 2) Municipal Reception Centres in Lambton

In March 2023, a request for Council consideration was received from the Shiloh-Inwood United Church offering the space as a reception centre. The request was filed for consideration by the EMPC during the plan review. The EMPC had no issues with the church being designated as an alternate reception centre for people to gather until transportation became available. The Municipality has agreements (which are earmarked for review in 2024) with Dawn-Euphemia and Oil Springs to use their community centres if needed. A letter will be sent to the Church should Council approve the site.

The Inwood Library is the listed alternate EOC for the area and could additionally be used as a reception centre if required.

The plan is available for review upon request.

Financial Considerations:

There are no costs associated with the report.

ATTACHMENTS:

[By-law xx of 2023 - EMPC & Plan](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx OF 2023

BEING A BY-LAW TO ADOPT THE EMERGENCY MANAGEMENT PROGRAM AND AMENDED
EMERGENCY RESPONSE PLAN

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an municipal emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Municipal employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Municipality.

Emergency Management Program Coordinator (known as CEMC)

6. The Fire Chief is hereby appointed as the primary Emergency Management Program Coordinator known also known as the community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Clerk Administrator is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Municipality's Emergency Management (EM) Program.

Meetings

The Committee shall hold a minimum of 3 (three) meetings per calendar year.

Composition

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

Voting members

- Clerk / Chief Administrative Officer (CAO)
- Head of Council (Mayor)
- One additional member of council, appointed by council resolution
- CEMC / Fire Chief
- Public Works Superintendent;
- Parks & Recreation Manager
- Treasurer

Non-voting members

- OPP Inspector
- Paramedic Services Chief
- County CEMC
- Social Services Manager

- Health Unit Emergency Planner Coordinator
- Disaster Management Coordinator
- Conservation General Manager
- OFMEM Field Officer

9. The Mayor is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons shall be members of the Municipal Emergency Control Group (MECG):

Municipal Emergency Control Group (M.E.C.G)

The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G.). The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:

- Mayor
- CAO
- Clerk
- Fire Chief
- Public Works Superintendent
- CEMC
- Municipal Chief Building Official
- Treasurer

The M.E.C.G. will fill roles according to the functions of I.M.S, as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Finance

Community Partners to provide assistance/technical information to MECG, as required

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic /EMS Representative
- Social Services Representative
- Health Unit Representative
- Conservation Representative
- Others

Emergency Operations Centre

- 12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

- 13. The Municipality’s Communications Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Treasureris appointed has the EIO.

Administration

- 14. The Plan shall be made available to the public for inspection and copying at the Administration Office, during regular business hours.
- 15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
- 16. By-law 53 of 2021 is hereby repealed.

Read a first, second and third time and finally passed this 14th day of December, 2023

Mayor

Clerk



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - November 2023
Meeting: Council - 14 Dec 2023
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for November 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 - November 2023](#)

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2023 to 11/30/2023 Paid Invoices Cheque Date 11/01/2023 to 11/30/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0020	003572 PETRUS AARTS	NOV2023 REFUND-WATER PAYMENT	11/29/2023	11/29/2023	132.87
01-0000-0495	003073 AON CANADA INC-T57048C	3640000035166 VFIS ANNUAL PREMIUM	11/09/2023	11/09/2023	3,721.68
01-0000-0498	003500 RWAM INSURANCE ADMINISTRATORS INC	100001-2311 RWAM-NOVEMBER	11/01/2023	11/01/2023	1.34
01-0000-1051	000279 BMO BANK OF MONTREAL	0502677-2311 ROMA REG-MAYOR	11/09/2023	11/09/2023	757.10
01-0000-1051	003073 AON CANADA INC-T57048C	3640000035166 VFIS ANNUAL PREMIUM	11/09/2023	11/09/2023	4,266.90
			Account Total		5,024.00
01-0000-2421	003571 JIM VANDERWAL	NOV2023 REFUND OF DEPOSIT	11/21/2023	11/21/2023	6,050.00
01-0000-2426	000018 CLOVER MART	00004 FOOD BANK PURCHASES	11/22/2023	11/22/2023	257.42
01-0000-2426	000018 CLOVER MART	0003 FOOD BANK PURCHASES	11/09/2023	11/09/2023	155.70
01-0000-2426	002996 NANCY FAFLAK	11-2023 FOOD BANK PURCHASES	11/22/2023	11/22/2023	150.00
01-0000-2426	002996 NANCY FAFLAK	11/2023 FOOD BANK	11/09/2023	11/09/2023	83.00
01-0000-2426	000185 DON MCGUGAN	NOV2023 FOOD BANK PURCHASES	11/21/2023	11/21/2023	1,447.84
			Account Total		2,093.96
			Department Total		17,023.85
LICENCES, PERMITS, RENTS					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	-425.00
			Department Total		-425.00
GOVERNANCE					
01-0240-7399	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	12658 VOLUNTEER/COMMITTEE DINNER	11/21/2023	11/21/2023	600.00
01-0240-7399	002572 JANET DENKERS	NOV2023 APPRECIATION DINNER	11/21/2023	11/21/2023	93.45
			Account Total		693.45
			Department Total		693.45
COUNCIL SUPPORT					

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2023 to 11/30/2023 Paid Invoices Cheque Date 11/01/2023 to 11/30/2023

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-2311 RWAM-NOVEMBER	11/01/2023	11/01/2023	305.07
01-0241-7117	003503	GREEN SHIELD CANADA	15056848 GREENSHIELD BENEFITS	11/01/2023	11/01/2023	910.96
Account Total						1,216.03
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	53.11
01-0241-7320	000174	LAMBTON COUNTY CLERKS & TREASURERS	2023 ANNUAL MEMBERSHIP	11/08/2023	11/08/2023	50.00
01-0241-7350	002572	JANET DENKERS	NOV2023 TRAVEL	11/21/2023	11/21/2023	161.40
01-0241-7399	002598	DAVID FERGUSON	11-2023 SERVICE AWARD-D. PAOLUCCI	11/10/2023	11/10/2023	50.00
01-0241-7399	003031	LAMBTON MEAT PRODUCTS / ALEND LTD.	12650 DINNER	11/09/2023	11/09/2023	36.00
Account Total						86.00
Department Total						1,566.54
CORPORATE MANAGEMENT						
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-2311 RWAM-NOVEMBER	11/01/2023	11/01/2023	512.83
01-0250-7117	003503	GREEN SHIELD CANADA	15056848 GREENSHIELD BENEFITS	11/01/2023	11/01/2023	1,111.84
Account Total						1,624.67
01-0250-7301	000279	BMO BANK OF MONTREAL	0502677-2311 OFFICE SUPPLIES	11/09/2023	11/09/2023	32.53
01-0250-7301	000100	MCNAUGHTON HOME HARDWARE CENTRE	426593 WATER	11/07/2023	11/07/2023	7.38
Account Total						39.91
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	53.11
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	155.06
01-0250-7303	003464	FIBERNETICS CORPORATION	662111 PHONE	11/01/2023	11/01/2023	62.15
Account Total						270.32
01-0250-7304	002187	INTEGRATED DIGITAL SOLUTIONS	AR356337 PHOTOCOPIER MAINTENANCE	11/07/2023	11/07/2023	189.08

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01-0250-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0085916 WATRE & SEWER	11/01/2023	11/01/2023	169.70
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	21217 IT LICENCING	11/08/2023	11/08/2023	599.92
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	104919 MATS	11/01/2023	11/01/2023	87.29
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	106032 MATS	11/28/2023	11/28/2023	58.19
01-0250-7340	000112 NUTECH PEST SERVICES	11472 PEST CONTROL	11/27/2023	11/27/2023	47.46
01-0250-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	168699 PLANTER	11/28/2023	11/28/2023	79.09
01-0250-7340	000019 LONDON FIRE EQUIPMENT LTD.	A827320 ANNUAL MAINT FIRE EXT & LIGHTS	11/21/2023	11/21/2023	240.13
		Account Total			512.16
01-0250-7350	002889 STEPHEN IKERT	NOV2023 TRAVEL	11/23/2023	11/23/2023	43.20
01-0250-7399	000279 BMO BANK OF MONTREAL	0502677-2311 EMPLOYEE APRECIATION	11/09/2023	11/09/2023	50.00
01-0250-7399	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	12650 DINNER	11/09/2023	11/09/2023	72.00
01-0250-7399	002572 JANET DENKERS	NOV2023 EMPLOYEE APPRECIATION	11/21/2023	11/21/2023	61.26
		Account Total			183.26
		Department Total			3,632.22
FIRE STATION - ALVINSTON					
01-0411-7117	003073 AON CANADA INC-T57048C	3640000035166 VFIS ANNUAL PREMIUM	11/09/2023	11/09/2023	853.38
01-0411-7125	000100 MCNAUGHTON HOME HARDWARE CENTRE	428225 PPE REPLACE PASS ALARM BATT	11/21/2023	11/21/2023	45.18
01-0411-7150	000163 STEVE KNIGHT	11-2023 EXPENSES	11/10/2023	11/10/2023	296.57
01-0411-7150	000163 STEVE KNIGHT	11-2023 EXPENSES	11/10/2023	11/10/2023	22.57
01-0411-7150	000100 MCNAUGHTON HOME HARDWARE CENTRE	427674 TRAINING SUPPLIES	11/21/2023	11/21/2023	243.94
01-0411-7150	002378 CHARLIE CUTLER	NOV2023 MEDICAL FEE	11/09/2023	11/09/2023	125.00
		Account Total			688.08

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7175	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	12662 LONG SERVICE-KRIS REDICK	11/27/2023	11/27/2023	250.00
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	66.92
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	55.81
				Account Total	122.73
01-0411-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0085823 WATER & SEWER	11/01/2023	11/01/2023	169.70
01-0411-7310	002215 KEYSTONE TECHNOLOGIES LTD.	21189 IT SUPPORT	11/01/2023	11/01/2023	70.63
01-0411-7320	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN006376 ANNUAL MEMBERSHIP RENEWAL	11/23/2023	11/23/2023	100.00
01-0411-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	426963 BUILDING MAINTENANCE	11/09/2023	11/09/2023	14.68
01-0411-7340	003364 R & C CLEANING	OCT23 CLEANING	11/07/2023	11/07/2023	140.00
				Account Total	154.68
01-0411-7365	000131 BEARCOM CANADA CORP	5641181 RADIO UPGRADES	11/09/2023	11/09/2023	452.00
01-0411-7372	003465 DYNAMIC DIESEL REPAIR INC	2144 REPAIRS-LEVELLING VALVE & BRAK	11/21/2023	11/21/2023	4,052.17
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2112 P3 ANNUAL INSPECTION	11/07/2023	11/07/2023	1,533.91
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2113 R1 ANNUAL INSPECTION	11/07/2023	11/07/2023	1,604.95
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2144 ANNUAL INSPECTION	11/21/2023	11/21/2023	1,815.68
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2145 ANNUAL INSPECTION	11/21/2023	11/21/2023	2,325.97
				Account Total	7,280.51
				Department Total	14,239.06
POLICE					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2440 MONTHLY POLICING	11/01/2023	11/01/2023	32,575.07
				Department Total	32,575.07
PROTECTIVE INSPECTION & CONTROL					

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01-0440-7470	002223 COUNTY OF LAMBTON	38079 BUILDING PERMITS	11/10/2023	11/10/2023	4,480.00
01-0440-7470	002223 COUNTY OF LAMBTON	38079 BUILDING PERMITS	11/10/2023	11/10/2023	508.08
		Account Total			4,988.08
01-0440-7472	003467 J.S.G. ANIMAL REMOVAL	23720 ANIMAL CONTROL	11/07/2023	11/07/2023	452.00
01-0440-7476	002223 COUNTY OF LAMBTON	38080 PROPERTY STANDARDS	11/10/2023	11/10/2023	105.00
01-0440-7476	002223 COUNTY OF LAMBTON	38080 PROPERTY STANDARDS	11/10/2023	11/10/2023	41.76
		Account Total			146.76
		Department Total			5,586.84
EMERGENCY MEASURES					
01-0450-7301	002223 COUNTY OF LAMBTON	38029 911 SIGNS	11/08/2023	11/08/2023	116.00
		Department Total			116.00
RP - PATCHING COLD/HOT MIX					
01-0501-7301	002812 INNOVATIVE SURFACE SOLUTIONS	PS-INV001146 COLD PATCH	11/07/2023	11/07/2023	6,569.80
		Department Total			6,569.80
RT&M - LITTER/GARBAGE PICKUP					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0435023-0676-4 GARBAGE PICK UP	11/09/2023	11/09/2023	204.20
		Department Total			204.20
RT&M - INTERSECTION LIGHTING					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-1123 HYDRO	11/07/2023	11/07/2023	20.75
		Department Total			20.75
RT&M - SIDEWALKS					
01-0552-7301	000065 WANSTEAD FARMERS CO-OP CO. LTD.	2000014194 GRASS SEED FOR SIDEWALK CONST	11/21/2023	11/21/2023	218.94
01-0552-7301	000048 WATFORD HOME HARDWARE / CARIS HARDV	383008 SIDEWALK REPAIR	11/09/2023	11/09/2023	55.90
		Account Total			274.84
		Department Total			274.84

OVERHEAD

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01-0560-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-2311 RWAM-NOVEMBER	11/01/2023	11/01/2023	917.10
01-0560-7117	003503	GREEN SHIELD CANADA	15056848 GREENSHIELD BENEFITS	11/01/2023	11/01/2023	1,312.72
Account Total						2,229.82
01-0560-7150	000279	BMO BANK OF MONTREAL	0502677-2311 SUPERVISOR TRAINING	11/09/2023	11/09/2023	1,949.25
01-0560-7150	000279	BMO BANK OF MONTREAL	0502677-2311 DRIVER ABSTRACT	11/09/2023	11/09/2023	12.00
01-0560-7150	000154	ASSOCIATION OF ONTARIO ROAD SUPERVISORS	27195 GRADER TRAINING CLASSROOM	11/07/2023	11/07/2023	1,695.00
Account Total						3,656.25
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	247.12
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	125.81
01-0560-7303	003457	BRENT BAKER	NOV2023 IPHONE REPAIR	11/15/2023	11/15/2023	412.45
Account Total						785.38
01-0560-7304	000018	CLOVER MART	0050 SHOP SUPPLIES	11/22/2023	11/22/2023	19.79
01-0560-7304	000018	CLOVER MART	0050 SHOP SUPPLIES	11/22/2023	11/22/2023	22.59
01-0560-7304	000112	NUTECH PEST SERVICES	11474 PEST CONTROL	11/28/2023	11/28/2023	47.46
01-0560-7304	000265	KROWN RUST CONTROL SARNIA	180-80560 UNDERCOATING OIL FOR TRUCKS	11/21/2023	11/21/2023	508.50
01-0560-7304	000048	WATFORD HOME HARDWARE / CARIS HARDWARE	475736 SPAYER FOR CHEMICAL	11/09/2023	11/09/2023	22.59
01-0560-7304	003423	TH INDUSTRIAL SUPPLY LIMITED	INV-6498 LOCATING FLAGS	11/27/2023	11/27/2023	47.99
Account Total						668.92
01-0560-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0086011 WATER	11/01/2023	11/01/2023	95.80
01-0560-7306	000014	HYDRO ONE NETWORKS INC.	2206-1123 HYDRO	11/10/2023	11/10/2023	420.73
Account Total						516.53
01-0560-7310	000131	BEARCOM CANADA CORP	5638722 GPS & RADIO	11/09/2023	11/09/2023	335.61
01-0560-7340	000048	WATFORD HOME HARDWARE / CARIS HARDWARE	476563 BALLARD & STEP PAINTING WARNIN	11/09/2023	11/09/2023	105.07

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01-0560-7340	003010 STEWART OVERHEAD DOOR CO. LTD.	51801 OVERHEAD DOOR REPAIR	11/09/2023	11/09/2023	299.45
01-0560-7340	000019 LONDON FIRE EQUIPMENT LTD.	A827318 ANNUAL INSPECTION	11/27/2023	11/27/2023	527.09
Account Total					931.61
01-0560-7398	000074 MACKENZIE OIL LIMITED	0138949 FUEL	11/07/2023	11/07/2023	531.99
01-0560-7398	000074 MACKENZIE OIL LIMITED	0147698 FUEL	11/07/2023	11/07/2023	3,527.30
01-0560-7398	000074 MACKENZIE OIL LIMITED	0147699 FUEL	11/07/2023	11/07/2023	2,278.15
01-0560-7398	000074 MACKENZIE OIL LIMITED	R3043 FUEL	11/07/2023	11/07/2023	637.22
01-0560-7398	000074 MACKENZIE OIL LIMITED	R3044 FUEL	11/07/2023	11/07/2023	3,874.49
01-0560-7398	000074 MACKENZIE OIL LIMITED	R3376-IN FUEL	11/28/2023	11/28/2023	1,761.57
01-0560-7398	000074 MACKENZIE OIL LIMITED	R3377-IN FUEL	11/28/2023	11/28/2023	4,641.40
Account Total					17,252.12
01-0560-7399	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	12650 DINNER	11/09/2023	11/09/2023	162.00
Department Total					26,538.24
06 STERLING PSD					
01-0601-7372	003465 DYNAMIC DIESEL REPAIR INC	2165 ANNUAL SAFETY	11/21/2023	11/21/2023	3,737.84
01-0601-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT71779 HYDRAULIC HOSE REPAIR	11/07/2023	11/07/2023	46.91
Account Total					3,784.75
01-0601-7397	000279 BMO BANK OF MONTREAL	0502677-2311 LICENCE RENEWAL	11/09/2023	11/09/2023	1,917.50
Department Total					5,702.25
11 INTERNATIONAL					
01-0603-7372	003136 NAPA GLENCOE	130-538344 NEW FLASHING LIGHT FOR ROOF	11/27/2023	11/27/2023	155.67
01-0603-7372	003465 DYNAMIC DIESEL REPAIR INC	2169 ANNUAL SAFETY	11/27/2023	11/27/2023	3,823.17
Account Total					3,978.84
01-0603-7397	000279 BMO BANK OF MONTREAL	0502677-2311 LICENCE RENEWAL	11/09/2023	11/09/2023	1,917.50

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Department Total						5,896.34
18 WESTERN STAR						
01-0604-7372	003465	DYNAMIC DIESEL REPAIR INC	2150 ANNUAL SAFETY	11/21/2023	11/21/2023	4,102.42
01-0604-7397	000279	BMO BANK OF MONTREAL	0502677-2311 LICENCE RENEWAL	11/09/2023	11/09/2023	1,917.50
Department Total						6,019.92
17 FORD 4X4 Diesel						
01-0620-7372	003136	NAPA GLENCOE	130-537669 LIGHT BULBS	11/07/2023	11/07/2023	15.89
01-0620-7372	002520	CAMERON COLLISION	7373 HOOD REPAIR	11/09/2023	11/09/2023	2,855.58
Account Total						2,871.47
01-0620-7397	000279	BMO BANK OF MONTREAL	0502677-2311 LICENCE RENEWAL	11/09/2023	11/09/2023	947.50
Department Total						3,818.97
21 Dodge RAM 4 x 4 pickup						
01-0621-7370	000074	MACKENZIE OIL LIMITED	R2673 FUEL FOR PICKUPS	11/07/2023	11/07/2023	281.36
01-0621-7372	002520	CAMERON COLLISION	7363 INS. DEDUCTABLE FOR REPAIRS	11/08/2023	11/08/2023	470.41
01-0621-7372	000068	KAL TIRE	873130584 TIRE REPAIR	11/07/2023	11/07/2023	46.85
Account Total						517.26
Department Total						798.62
19 FORD 4x4 PICKUP						
01-0622-7370	000074	MACKENZIE OIL LIMITED	R2673 FUEL FOR PICKUPS	11/07/2023	11/07/2023	281.36
Department Total						281.36
DEERE TRACTOR LOADER						
01-0630-7372	000068	KAL TIRE	873131029 TIRE RIM REPAIR	11/28/2023	11/28/2023	448.24
Department Total						448.24
STREET LIGHTING - ALVINSTON						
01-0751-7345	002991	BLUEWATER POWER SERVICES CORP	90067199 LIGHT REPAIRS	11/27/2023	11/27/2023	503.35
Department Total						503.35

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STREET LIGHTING - INWOOD						
01-0752-7306	000014	HYDRO ONE NETWORKS INC.	6752-1123 HYDRO	11/07/2023	11/07/2023	577.36
01-0752-7345	002991	BLUEWATER POWER SERVICES CORP	90067199 LIGHT REPAIRS	11/27/2023	11/27/2023	1,258.39
Department Total						1,835.75
SANITARY SEWER SYSTEM						
01-0810-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	150.00
01-0810-7340	000019	LONDON FIRE EQUIPMENT LTD.	A827319 ANNUAL INSPECTION	11/27/2023	11/27/2023	199.44
01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LIM	16020 SLUDGE REMOVAL	11/07/2023	11/07/2023	388.72
01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LIM	17753 SLUDGE REMOVAL	11/21/2023	11/21/2023	388.72
01-0810-7432	000048	WATFORD HOME HARDWARE / CARIS HARDV	182436 SEWER LID REPAIR	11/09/2023	11/09/2023	58.67
01-0810-7432	000034	CENTRAL SANITATION / 2696235 ONTARIO LIM	18869 BIO SOLID REMOVAL	11/28/2023	11/28/2023	437.31
Account Total						1,273.42
01-0810-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000036456 OPERATIONS CONTRACT	11/07/2023	11/07/2023	9,354.39
Department Total						10,977.25
INWOOD SEWER SYSTEM						
01-0811-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	50.00
Department Total						50.00
WATERWORKS SYSTEM						
01-0830-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	50.00
01-0830-7340	000019	LONDON FIRE EQUIPMENT LTD.	A827319 ANNUAL INSPECTION	11/27/2023	11/27/2023	198.43
01-0830-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000036456 OPERATIONS CONTRACT	11/07/2023	11/07/2023	8,337.11
Department Total						8,585.54
WASTE COLLECTION						

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01-0840-7480	000026	BLUEWATER RECYCLING ASSOC.	27285 GARBAGE COLLECTION	11/07/2023	11/07/2023	7,121.76
Department Total						7,121.76
ALVINSTON COMMUNITY CENTRE						
01-1635-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-2311 RWAM-NOVEMBER	11/01/2023	11/01/2023	610.48
01-1635-7117	003503	GREEN SHIELD CANADA	15056848 GREENSHIELD BENEFITS	11/01/2023	11/01/2023	1,366.44
Account Total						1,976.92
01-1635-7125	003063	ACE COUNTRY & GARDEN / 1040721 ONTARIO	172336 GLOVES FOR ICE H&S	11/28/2023	11/28/2023	57.60
01-1635-7150	000279	BMO BANK OF MONTREAL	0502677-2311 DRIVER ABSTRACTS	11/09/2023	11/09/2023	192.00
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	104.01
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1123 PHONE & INTERNET SERVICE	11/07/2023	11/07/2023	79.66
01-1635-7303	003464	FIBERNETICS CORPORATION	662111 PHONE	11/01/2023	11/01/2023	33.84
Account Total						217.51
01-1635-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0085990 WATER & SEWER	11/01/2023	11/01/2023	2,131.37
01-1635-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0085991 WATER & SEWER	11/01/2023	11/01/2023	848.55
Account Total						2,979.92
01-1635-7310	002215	KEYSTONE TECHNOLOGIES LTD.	21189 IT SUPPORT	11/01/2023	11/01/2023	211.87
01-1635-7330	000279	BMO BANK OF MONTREAL	0502677-2311 NET PEGS	11/09/2023	11/09/2023	721.92
01-1635-7340	002214	GERBER ELECTRIC LTD	00027440 LIGHT FIXTURE IN REF ROOM	11/21/2023	11/21/2023	442.06
01-1635-7340	002214	GERBER ELECTRIC LTD	00027475 WINTERIZE OUTDOOR WASHROOMS	11/21/2023	11/21/2023	666.70
01-1635-7340	003232	CANADIAN IPG CORPORATION	00548647 INSTILL/CALIBRATE CO SENSORS	11/21/2023	11/21/2023	452.00
01-1635-7340	003017	MARCOTTE DISPOSAL INC.	15536 GARBAGE DUMPSTERS	11/15/2023	11/15/2023	295.00
01-1635-7340	000048	WATFORD HOME HARDWARE / CARIS HARDV	168778 PLANTER, ETC	11/28/2023	11/28/2023	140.09

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Invoice Entry Date 11/01/2023 to 11/30/2023 Paid Invoices Cheque Date 11/01/2023 to 11/30/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	169419 FLAGS	11/28/2023	11/28/2023	169.16
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	173894 DRILL BITS AND FOAM FOR ARENA	11/28/2023	11/28/2023	86.42
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	174166 CR RETURN	11/28/2023	11/28/2023	-28.33
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	175846 PAINT-ARENA/SOAP-KITCHENS	11/21/2023	11/21/2023	33.89
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	383136 ANCHORS FOR PENALTY BOX	11/28/2023	11/28/2023	11.25
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	383137 ANCHORS FOR ARENA BOARDS	11/28/2023	11/28/2023	22.51
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	426535 SHOVELS/ARENA-LIGHTS/LIBRARY	11/07/2023	11/07/2023	98.28
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	427546 ARENA MISC.	11/15/2023	11/15/2023	111.24
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	428795 ARENA SUPPLIES	11/27/2023	11/27/2023	77.94
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	429106 CR RETURN	11/27/2023	11/27/2023	-20.33
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	429107 ARENA SUPPLIES	11/27/2023	11/27/2023	41.99
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	476813 PAPER PRODUCT FOR WASHROOMS	11/28/2023	11/28/2023	656.46
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	614739 CLEANING SUPPLIES	11/15/2023	11/15/2023	525.31
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORSE-00544689 CALIBRATION EQUIP FOR CO SENSO	11/21/2023	11/21/2023	590.71
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00547492 FURNACE/DEHUMIDIFIER FILTERS	11/28/2023	11/28/2023	315.95
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00548227 FURNACE FILTERS	11/15/2023	11/15/2023	184.01
			Account Total		4,872.31
01-1635-7372	000279 BMO BANK OF MONTREAL	0502677-2311 LIFT FOR CONDENSOR REPAIR	11/09/2023	11/09/2023	1,877.00
01-1635-7372	003443 CONNOR MOLZAN (WELDING)	09 REPAIR TO OLYMPIA	11/07/2023	11/07/2023	103.96
01-1635-7372	000048 WATFORD HOME HARDWARE / CARIS HARDV	171117 ENGINE CLEANER AND LAWNMOWER	11/28/2023	11/28/2023	56.44
01-1635-7372	000136 PODOLINSKY EQUIPMENT LTD	358314 2 CYCLE OIL	11/28/2023	11/28/2023	20.27
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1558624 COMPRESSOR OVERHAUL	11/21/2023	11/21/2023	4,186.02
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1559399 SEASONAL START UP	11/21/2023	11/21/2023	5,803.00

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01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1559402 CONDENSER FAN BEARINGS	11/21/2023	11/21/2023	5,346.84
01-1635-7372	000168 WATFORD AUTO PARTS	5329-278341 OIL FILTER FOR TRUCK	11/28/2023	11/28/2023	109.21
01-1635-7372	000041 DELTA POWER EQUIPMENT	F30781 HUSTLER LAWN MOXER REPAIR	11/15/2023	11/15/2023	266.87
Account Total					17,769.61
01-1635-7381	000082 THE PEPSI BOTTLING GROUP (CANADA)	55868558 POP	11/21/2023	11/21/2023	365.31
01-1635-7383	002841 KERN WATER SYSTEMS INC.	163628 ICE	11/15/2023	11/15/2023	189.00
01-1635-7384	000048 WATFORD HOME HARDWARE / CARIS HARDV	175846 PAINT-ARENA/SOAP-KITCHENS	11/21/2023	11/21/2023	7.89
01-1635-7399	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	12650 DINNER	11/09/2023	11/09/2023	162.00
Department Total					29,723.86
CONCESSION / BOOTH & VENDING					
01-1637-7382	000082 THE PEPSI BOTTLING GROUP (CANADA)	55868558 POP	11/21/2023	11/21/2023	901.06
Department Total					901.06
ALVINSTON LIBRARY					
01-1641-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	0085922 WATER & SEWER	11/01/2023	11/01/2023	169.70
01-1641-7340	002158 LAMBTON FENCING LIMITED	24143 REPAIR FENCE	11/09/2023	11/09/2023	1,405.72
01-1641-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	426535 SHOVELS/ARENA-LIGHTS/LIBRARY	11/07/2023	11/07/2023	63.25
01-1641-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	426578 CR BULBS	11/28/2023	11/28/2023	-63.25
01-1641-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	426579 BULBS FOR LIBRARY-ALVINSTON	11/28/2023	11/28/2023	67.78
01-1641-7340	000019 LONDON FIRE EQUIPMENT LTD.	A827324 ANNUAL INSPECTION	11/27/2023	11/27/2023	363.75
01-1641-7340	003364 R & C CLEANING	OCT23 CLEANING	11/07/2023	11/07/2023	700.00
Account Total					2,537.25
Department Total					2,706.95
INWOOD LIBRARY					

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1642-7340	000019 LONDON FIRE EQUIPMENT LTD.	A827323 ANNUAL INSPECTION	11/27/2023	11/27/2023	192.10
Department Total					192.10
PLANNING & ZONING					
01-1810-1045	003571 JIM VANDERWAL	NOV2023 REFUND OF DEPOSIT	11/21/2023	11/21/2023	-550.00
01-1810-7307	002734 THE INDEPENDENT	13098 OP OPEN HOUSE #2	11/27/2023	11/27/2023	113.00
01-1810-7430	002223 COUNTY OF LAMBTON	38023 OFFICIAL PLAN	11/08/2023	11/08/2023	5,993.09
Department Total					5,556.09
COMMERCIAL & INDUSTRIAL					
01-1820-7399	000100 MCNAUGHTON HOME HARDWARE CENTRE	429104 CHRISTMAS LIGHTS	11/28/2023	11/28/2023	84.74
Department Total					84.74
AGRICULTURE & REFORESTATION					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	207.23 DRAINAGE SUPERINTENDENT	11/09/2023	11/09/2023	2,970.77
Department Total					2,970.77
COUNTY OF LAMBTON TAXATION					
01-9400-9100	002223 COUNTY OF LAMBTON	NOV2023 PAYMENTS IN LIEU	11/23/2023	11/23/2023	3,063.06
Department Total					3,063.06
ADMINISTRATION					
20-0250-8050	002215 KEYSTONE TECHNOLOGIES LTD.	21254 COMPUTER REPLACED	11/21/2023	11/21/2023	2,917.38
Department Total					2,917.38
LASALLE WEST REPAIRS					
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043193 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	17,914.13
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043194 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	21,552.58
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043195 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	19,745.97
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043196 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	23,025.02
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043213 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	1,564.55

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20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043214 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	7,069.81
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043215 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	5,496.35
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043216 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	9,198.27
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043217 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	10,217.41
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043218 GRAVEL FOR LASALLE	11/27/2023	11/27/2023	14,732.88
Account Total					130,516.97
Department Total					130,516.97

MUNICIPAL DRAINS - CONSTRUCTION

20-2800-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	923 BENNER DUFFY DRAIN	11/09/2023	11/09/2023	22,932.33
20-2800-7401	002840 JLH EXCAVATING INC.	E12509 BOURNE DRAIN HB	11/15/2023	11/15/2023	1,198.70
20-2800-7401	002840 JLH EXCAVATING INC.	E13563 WILCOX DRAIN HB	11/15/2023	11/15/2023	1,609.13
20-2800-7401	002840 JLH EXCAVATING INC.	E13710 THOMPSON DRAIN HB	11/15/2023	11/15/2023	4,886.65
Account Total					30,626.81
Department Total					30,626.81

MUNICIPAL DRAINS - MAINTENANCE

20-2900-7401	002840 JLH EXCAVATING INC.	13679 15/16 SD RD-WALLIS-LGTFT OKE	11/15/2023	11/15/2023	45,077.62
20-2900-7401	003540 CRITTER CONTROL	21 WATSON DRAIN	11/09/2023	11/09/2023	339.00
20-2900-7401	002135 MCNALLY EXCAVATING LTD	544 COURTRIGHT DRAIN	11/22/2023	11/22/2023	10,573.01
20-2900-7401	000245 VOKES BROTHERS	639978 CAMPBELL SWAN DRAIN	11/07/2023	11/07/2023	731.00
20-2900-7401	000245 VOKES BROTHERS	639979 WEIDMAN DRAIN	11/07/2023	11/07/2023	985.75
20-2900-7401	000245 VOKES BROTHERS	639980 MUNRO DRAIN	11/07/2023	11/07/2023	10,176.25
20-2900-7401	000245 VOKES BROTHERS	639981 JOHNSTON MILLS DRAIN	11/07/2023	11/07/2023	3,656.75
20-2900-7401	000245 VOKES BROTHERS	639982 PODOLINSKY DRAIN	11/07/2023	11/07/2023	1,548.50
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	924 TOTTEN DRAIN HB	11/15/2023	11/15/2023	284.99
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	931 STEWART DRAIN/6-7 DRAIN HB	11/23/2023	11/23/2023	2,893.67

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20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	932 JOHNSON DRAIN HB	11/23/2023	11/23/2023	260.41
20-2900-7401	002840 JLH EXCAVATING INC.	E13687 15/16 SD RD,WALLIS,LTFT OKE HB	11/15/2023	11/15/2023	5,181.33
20-2900-7401	002823 KT EXCAVATING	INV-0726 TAIT/SWARTZ DRAIN	11/15/2023	11/15/2023	579.13
20-2900-7401	002823 KT EXCAVATING	INV-0746 JOHNSON DRAIN	11/10/2023	11/10/2023	1,322.10
20-2900-7401	002823 KT EXCAVATING	INV-0761 WATSON DRAIN	11/15/2023	11/15/2023	655.40
20-2900-7401	000044 TOWNSHIP OF ENNISKILLEN	IVC04792 14 TH CONC DRAIN	11/22/2023	11/22/2023	298.40
20-2900-7401	000044 TOWNSHIP OF ENNISKILLEN	IVC04792 CAMERON DRAIN	11/22/2023	11/22/2023	88.12
20-2900-7401	000044 TOWNSHIP OF ENNISKILLEN	IVC04792 CAMERON DRAIN	11/22/2023	11/22/2023	52.30
Account Total					84,703.73
Department Total					84,703.73
Total Paid Invoices					454,618.73
Total Unpaid Invoices					0.00
Total Invoices					454,618.73

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

01-0000	ASSETS & LIABILITIES	17,023.85
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	693.45
01-0241	COUNCIL SUPPORT	1,566.54
01-0250	CORPORATE MANAGEMENT	3,632.22
01-0411	FIRE STATION - ALVINSTON	14,239.06
01-0420	POLICE	32,575.07
01-0440	PROTECTIVE INSPECTION & CONTROL	5,586.84
01-0450	EMERGENCY MEASURES	116.00
01-0501	RP - PATCHING COLD/HOT MIX	6,569.80
01-0549	RT&M - LITTER/GARBAGE PICKUP	204.20
01-0551	RT&M - INTERSECTION LIGHTING	20.75
01-0552	RT&M - SIDEWALKS	274.84
01-0560	OVERHEAD	26,538.24
01-0601	06 STERLING PSD	5,702.25
01-0603	11 INTERNATIONAL	5,896.34
01-0604	18 WESTERN STAR	6,019.92
01-0620	17 FORD 4X4 Diesel	3,818.97
01-0621	21 Dodge RAM 4 x 4 pickup	798.62
01-0622	19 FORD 4x4 PICKUP	281.36
01-0630	DEERE TRACTOR LOADER	448.24
01-0751	STREET LIGHTING - ALVINSTON	503.35
01-0752	STREET LIGHTING - INWOOD	1,835.75
01-0810	SANITARY SEWER SYSTEM	10,977.25
01-0811	INWOOD SEWER SYSTEM	50.00
01-0830	WATERWORKS SYSTEM	8,585.54
01-0840	WASTE COLLECTION	7,121.76
01-1635	ALVINSTON COMMUNITY CENTRE	29,723.86
01-1637	CONCESSION / BOOTH & VENDING	901.06
01-1641	ALVINSTON LIBRARY	2,706.95
01-1642	INWOOD LIBRARY	192.10
01-1810	PLANNING & ZONING	5,556.09
01-1820	COMMERCIAL & INDUSTRIAL	84.74
01-1840	AGRICULTURE & REFORESTATION	2,970.77
01-9400	COUNTY OF LAMBTON TAXATION	3,063.06
20-0250	ADMINISTRATION	2,917.38
20-0511	LASALLE WEST REPAIRS	130,516.97
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	30,626.81
20-2900	MUNICIPAL DRAINS - MAINTENANCE	84,703.73
	Report Total	454,618.73



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2024 Municipal Insurance Renewal Increase
Meeting: Council - 14 Dec 2023
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file this 2024 Municipal Insurance Renewal Increase Report

Background:

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

Comments:

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

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

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

3. Backlog within the courts. This is affecting the insurers' ability to close claims. The longer a insurance claim is open the more it typically costs. With more claims open, insurance companies have an increased risk of paying out more in claims costs. This puts pressure on premium rates.

Financial Considerations:

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

Our total insurance renewal premium increases have been:

- 15% from 2019 to 2020;
- 11% from 2020 to 2021;
- 15% from 2021 to 2022;
- 17% from 2022 to 2023; and now
- 10% from 2023 to 2024.

These increases have and will continue to put pressure on our Municipal Budget. The total insurance premium for 2024 is \$258,855 (before taxes).

Relationship to Strategic Plan:

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

ATTACHMENTS:

[2024 Insurance Renewal](#)

Cost Analysis

	Expiring Program Term	Renewal Program Term
	Term	Term
Casualty		
General Liability	\$ 129,869	\$ 136,362
Errors and Omissions Liability	16,486	17,310
Non-Owned Automobile Liability	213	213
Environmental Liability	3,321	3,487
Crime	825	825
Board Members Accident	1,297	1,297
Volunteers' Accident	533	533
Conflict of Interest	320	320
Legal Expense	959	959
Property		
Property	48,122	59,034
Equipment Breakdown	4,218	4,429
Automobile		
Owned Automobile	28,617	32,623
Excess		
Follow Form- 1 st layer	1,339	1,463
Total Annual Premium	\$ 236,119	\$ 258,855
(Excluding Taxes Payable)		



Council Staff Report

To: Mayor Ferguson and Council
Subject: Campbell House Timeline / Recap
Meeting: Council - 14 Dec 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That this report be received and filed for information on the events leading to the discussion on the Campbell House; and that Council discuss the Motion to Reconsider as made at the November 30th special session of Council.

Background:

The Campbell House status was first brought to the Council in 2021 when the appointed SCRCA Council member reported from a Board meeting that the site was scheduled for demolition. A chronological timeline is attached for information.

The November 30, 2023 Motion of Council was:

Moved by Craig Sanders that the previous motion to deny the issuance of a demolition permit (September 28 meeting) be reconsidered at the December 14th meeting to discuss the financial aspects associated with the Campbell House including the Friends of Campbell House plan. Jenny Redick seconded the motion.

Comments:

At the November 30, 2023 special session of Council, a motion to reconsider the motion made in September, in response to the request from the SCRCA to permit a demolition permit be taken was made.

Financial Considerations:

The 2024 budget has allocated costs for legal and otherwise to uphold Council's intent to reject demolition of the Campbell House as the motion stands.

It is undetermined on the financial contributions from the Friends of Campbell House.

ATTACHMENTS:

[AWC House Timeline](#)

AWC House Timeline

- September 2021, SCRCA Board of Directors approved a staff recommendation to remove the building due to safety concerns (heritage designation not known at this time)
 - Original anticipated budget \$16,700
- Following the September meeting, a group of community members expressed disapproval with removal of the building. The Municipality of Brooke-Alvinston sent correspondence requesting the Authority reconsider the decision.
- November 2021, SCRCA Board of Directors postponed the removal of the Campbell House until May 1, 2022 in order to allow the community group to fundraise and for staff to investigate further options
- December 15, 2021, SCRCA received correspondence from the Municipality of Brooke-Alvinston that by-law number 17 from 1991 designates the building as being of historical value or interest under the Ontario Heritage Act (current SCRCA staff were unaware of the designation and had not found the building on the Provincial Register during previous searches)
- February 9, 2022, Authority staff met on site with building department staff from Lambton County to inspect the building. County staff provided communication with information/requirements for retaining the building.
- February 23, 2022, a roofer contracted by “Friends of Campbell Park” completed repairs to patch holes in the roof
- On April 20, 2022, Thor Dingman, an Ontario Registered Designer (PreservationWorks Consultant) visited the site at the request of “Friends of Campbell Park” (report followed, didn’t provide structural assessment)
- On May 12, 2022, Ken Phillips (Authority GM) attended Brooke-Alvinston Council meeting to answer questions regarding the Campbell house
- In October, 2022, VDP Engineering provided a Structural Condition Assessment for the AW Campbell house
- Staff preliminary estimate to build replica for exterior viewing only (more than \$500,000), full restoration would be far more costly
- June 2023, no funding raised to date, SCRCA Board of Directors approve recommendation to apply to the Council of Brooke-Alvinston for a demolition permit
- August 2023, staff from the Lambton County Cultural Services Division visited the Campbell House and provided guidance on contents and architectural components of the House that could be preserved at the Lambton County Heritage museum. Additional assistance was offered in developing a strategy to recognize the property donation and the history of the house/family.
- September 7, 2023, SCRCA forwarded a letter to the Municipality of Brooke-Alvinston to request a demolition permit for the Campbell House.
- September 28, 2023, Brooke-Alvinston Council denied demolition permit request
- October, 2023, SCRCA Board of Directors give staff direction to appeal the decision to the Ontario Land Tribunal

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 56 OF 2023

BEING A BY-LAW TO ADOPT THE EMERGENCY MANAGEMENT PROGRAM AND AMENDED
EMERGENCY RESPONSE PLAN

A By-law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the council as its emergency management program coordinator;
- Establish an emergency management program committee;
- Establish an municipal emergency control group;
- Establish an emergency operations centre to be used by the municipal emergency control group in an emergency; and
- Designate an employee of the municipality as its emergency information officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with international best practices, including the five core components of emergency management; prevention, mitigation, preparedness, response and recovery;

AND WHEREAS the purpose of such a program is to help protect public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

Emergency Management Program

1. An Emergency Management Program for the municipality will be developed and reviewed annually by the Emergency Management Program Committee consistent with and in accordance with the Act and international best practices, including the four core components of emergency management, namely: mitigation/prevention, preparedness, response and recovery, and such program shall include:
 - a. training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - b. public education on risks to public safety and on public preparedness for emergencies; and
 - c. any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario.

2. The Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

Emergency Response Plan

3. The Emergency Response Plan, which has been developed in accordance with the requirements of the Act and international best practices, and which is attached hereto as Schedule A is hereby adopted (the "Plan").
4. The Plan shall be reviewed annually by the CEMC and the Municipality's Emergency Management Program Committee. The CEMC is authorized to make such administrative changes to the Plan as appropriate to keep the Plan current, such as personnel, organizational and contact information updates. Any significant revision to the body of the Plan shall be presented to Council for approval.
5. When an emergency exists but has not yet been declared to exist, Municipal employees and the Municipal Emergency Control Group may take such action under the Plan as may be required to protect property and the health, safety and welfare of the inhabitants of the Municipality.

Emergency Management Program Coordinator (known as CEMC)

6. The Fire Chief is hereby appointed as the primary Emergency Management Program Coordinator known also known as the community emergency management coordinator (the "CEMC") responsible for the emergency management program for the Town including maintenance of the Plan, training, exercises, public education and such other duties and responsibilities as outlined in the Act.
7. The Clerk Administrator is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

Emergency Management Program Committee

8. The mission of the Emergency Management Program Committee is to oversee the development, implementation and continuous improvement of the Municipality's Emergency Management (EM) Program.

Meetings

The Committee shall hold a minimum of 3 (three) meetings per calendar year.

Composition

The persons holding the following positions in the municipality shall be members of the Emergency Management Program Committee:

Voting members

- Clerk / Chief Administrative Officer (CAO)
- Head of Council (Mayor)
- One additional member of council, appointed by council resolution
- CEMC / Fire Chief
- Public Works Superintendent;
- Parks & Recreation Manager
- Treasurer

Non-voting members

- OPP Inspector
- Paramedic Services Chief
- County CEMC
- Social Services Manager

- Health Unit Emergency Planner Coordinator
- Disaster Management Coordinator
- Conservation General Manager
- OFMEM Field Officer

9. The Mayor is hereby appointed as chair of the Emergency Management Program Committee.
10. The Emergency Management Program Committee shall advise Council on the development and implementation of the municipality's Emergency Management Program and shall review the program annually.

Municipal Emergency Control Group

11. The persons shall be members of the Municipal Emergency Control Group (MECG):

Municipal Emergency Control Group (M.E.C.G)

The emergency response will be directed by members of the Municipal Emergency Control Group (M.E.C.G.). The M.E.C.G. is responsible for coordinating the provision of management, resources necessary to minimize the effects of an emergency on the community, and monitoring and control of the emergency response/and or possibilities. The members of the M.E.C.G. are:

- Mayor
- CAO
- Clerk
- Fire Chief
- Public Works Superintendent
- CEMC
- Municipal Chief Building Official
- Treasurer

The M.E.C.G. will fill roles according to the functions of I.M.S, as noted below. The IMS functions will be filled based on the needs of the emergency. The Section Chiefs may activate various functions under their Section as deemed necessary by the emergency. Not all functions will be activated for all emergencies.

- Emergency Operations Centre Commander
- Liaison Officer
- Emergency Information Officer
- Safety Officer
- Operations
- Planning
- Logistics
- Finance

Community Partners to provide assistance/technical information to MECG, as required

- OFMEM Sector Field Officer
- OPP Representative
- Paramedic /EMS Representative
- Social Services Representative
- Health Unit Representative
- Conservation Representative
- Others

Emergency Operations Centre

- 12. A primary and an alternate Emergency Operations Centre have been established for use by the Emergency Control Group in an emergency and with the appropriate technological and telecommunications systems to ensure effective communication in an emergency. The locations of the Emergency Operations Centres are identified in an annex to the Plan.

Emergency Information Officer

- 13. The Municipality’s Communications Officer is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Treasureris appointed has the EIO.

Administration

- 14. The Plan shall be made available to the public for inspection and copying at the Administration Office, during regular business hours.
- 15. The Plan, or any amendments to the Plan, shall be submitted to the Chief, Emergency Management Ontario identified in the Act.
- 16. By-law 53 of 2021 is hereby repealed.

Read a first, second and third time and finally passed this 14th day of December, 2023

Mayor

Clerk