



AGENDA

Council Meeting

4:30 PM - Thursday, January 11, 2024
Municipal Office

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- 10.1. Section 239 (2)(b) personal matters about an identifiable individual including employees

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12. BY-LAW CONFIRMING PROCEEDINGS

- 12.1. By-law Number 5 of 2024 - Confirming By-law 98
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13. ADJOURNMENT



MINUTES

Council Meeting

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

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, December 14, 2023, at 4:30 PM, in the Municipal Office, with the following members present:

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

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

Regrets: Councillor Craig Sanders, 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 any pecuniary interests be declared at the appropriate time.

3 MINUTES

a) Regular Council Meeting Minutes of November 23, 2023

RESOLUTION-2023-067

Deputy Mayor Frank Nemcek made a motion that the regular meeting minutes of November 23, 2023 be approved without error or omission. Councillor Jenny Redick seconded the motion.

Carried

b) Special Council Meeting Minutes of November 30, 2023

RESOLUTION-2023-068

Councillor Jenny Redick made a motion that the special meeting minutes of November 30, 2023 be approved without error or omissions. Deputy Mayor Frank Nemcek seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Municipal Correspondence

RESOLUTION-2023-069

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

Carried

- b) Council Request Letters - 2024 Alvinston Christmas Celebration

RESOLUTION-2023-070

Councillor Jenny Redick made a motion that the letter from Chad Hayter, Co Chair of the Alvinston 2024 Christmas Celebration be received and filed and that in addition to a Council member being appointed, a request be sent inquiring if a staff member can also be delegated to attend. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- c) Request from the Lambton Plowman's Association

RESOLUTION-2023-071

Councillor Jenny Redick made a motion that the request for a donation from the Lambton Plowman's Association be tabled for more comparative information. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- d) Request from the Township of Coleman

RESOLUTION-2023-072

Councillor Jenny Redick made a motion that the request from the Township of Coleman be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) Request from the Town of Amherstburg

RESOLUTION-2023-073

Councillor Don McCabe made a motion that the request for support from the Town of Amherstburg be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- f) Request from the Municipality of South Bruce

RESOLUTION-2023-074

Councillor Don McCabe made a motion that the request for support from the Municipality of South Bruce be received and filed. Councillor Jenny Redick seconded the motion.

Carried**7 STAFF REPORTS**

- a) Clerk Administrator's Report: Tree Program - 2024

RESOLUTION-2023-075

Councillor Jenny Redick made a motion 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. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- b) Clerk Administrator's Report: Surplus Dwelling-Oil Springs Line

RESOLUTION-2023-076

Councillor Jenny Redick made a motion 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. Councillor Don McCabe seconded the motion.

Carried

- c) Clerk Administrator's Report: Solicitor Appointment

RESOLUTION-2023-077

Councillor Don McCabe made a motion that this report be received and filed for information and that staff be directed to report back on various companies with wide legal portfolio's. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- d) Clerk Administrator's Report: Four Counties Transit System

RESOLUTION-2023-078

Councillor Jenny Redick made a motion 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. Councillor Don McCabe seconded the motion.

Carried

- e) Public Works Manager's Report: Storm & Street Reconstruction: Railroad, Elm and Centre Street

RESOLUTION-2023-079

Councillor Jenny Redick made a motion 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. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- f) Clerk Administrator's Report: 2023 Emergency Response Plan & Program Update

RESOLUTION-2023-080

Deputy Mayor Frank Nemcek made a motion 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. Councillor Jenny Redick seconded the motion.

Carried

- g) Treasurer's Report: Accounts Payable Listing - November 2023

RESOLUTION-2023-081

Councillor Jenny Redick made a motion that Council receive and file the Accounts Payable Listing for November 2023. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- h) Treasurer's Report: 2024 Municipal Insurance Renewal Increase

RESOLUTION-2023-082

Councillor Don McCabe made a motion that Council receive and file this 2024 Municipal Insurance Renewal Increase Report. Councillor Jenny Redick

seconded the motion.

Carried

- i) Clerk Administrator's Report: Campbell House Timeline / Recap

RESOLUTION-2023-083

Deputy Mayor Frank Nemcek made a motion that this report be tabled to a subsequent meeting for full Council vote. Councillor Don McCabe seconded the motion.

Carried

8 BY-LAWS

- a) Third & Final Reading - Edgar Podolinsky Drain

RESOLUTION-2023-084

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston give third and final reading of the Edgar Podolinsky Drain. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- b) By-law 56 of 2023 - By-law to adopt the Emergency program and Plan (as amended)

RESOLUTION-2023-085

Deputy Mayor Frank Nemcek made a motion that By-law 56 of 2023 be given full reading and passed. Councillor Jenny Redick seconded the motion.

Carried

9 NEW BUSINESS

- a) Special meeting Date - Motion to Reconsider the Campbell House (C. Sanders)

Staff were requested to arrange a special meeting date

- b) Meeting with Provincial candidates

RESOLUTION-2023-086

Councillor Don McCabe made a motion that Councillor McCabe and staff send out an invitation to provincial party leaders to attend Brooke Alvinston in conjunction with the Maple Syrup Festival. Councillor Jenny Redick seconded the motion.

Carried

10 CLOSED SESSION

- a) Personal matters about an identifiable individual including employees

RESOLUTION-2023-087

Councillor Jenny Redick made a motion that Council move into a closed session meeting to discuss personal matters about an identifiable individual including employees. Deputy Mayor Frank Nemcek seconded the motion.

Carried

11 RISE AND REPORT

The Clerk Administrator provided the rise and report that a closed session was held to

discuss personal matters about an identifiable individual including employees. She reported that staff was to proceed as directed in closed session.

12 BY-LAW CONFIRMING PROCEEDINGS

a) Confirming By-law

RESOLUTION-2023-088

Councillor Jenny Redick made a motion that By-law 57 of 2023 be read a first, second and third time and finally passed this 14th day of December 2023. Deputy Mayor Frank Nemcek seconded the motion.

Carried

13 ADJOURNMENT

Jenny Redick made a motion to adjourn the meeting at 5:30 p.m..

Clerk-Administrator

Mayor



MINUTES

Council -Special Meeting

9:00 AM - Thursday, December 21, 2023

Municipal Office

The Council -Special of the Brooke-Alvinston was called to order on Thursday, December 21, 2023, at 9:00 AM, 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, and Public Works Superintendent Jamie Butler

Regrets:

1 CALL TO ORDER

The Mayor called the special meeting to order at 9:00 a.m..

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 STAFF REPORTS

- a) Campbell House Timeline - Reconsideration

RESOLUTION-2023-005

Councillor Craig Sanders made a motion that this report be received and filed for information on the events leading to the discussion on the Campbell House; and that with careful consideration of all areas, the Council of the Municipality of Brooke-Alvinston approve the issuance of a demolition permit for the A.W. Campbell House located at the A.W. Campbell Conservation Area (8477 Shiloh Line); and that Council requests that the SCRCA work closely with the County of Lambton Cultural Services Division to preserve the architectural elements remaining in the house and the preservation of the Campbell family legacy at the A.W. Campbell Conservation Area. Councillor Jenny Redick seconded the motion.

Carried

4 NEW BUSINESS

- a) The Mayor noted the Atom Silver Stick Tournament happening over the Christmas Break
- b) The Public Works Superintendent noted winter operations have begun and with regard to the gravel mound at the former MTO site, no trespassing signs will be posted and piles grouped to prevent driving on the hill.

5 CLOSED SESSION

- a) Personal matters about an identifiable individual including employees

RESOLUTION-2023-006

Councillor Craig Sanders made a motion that Council move into a closed session meeting to discuss personal matters about an identifiable individual including employees. Councillor Don McCabe seconded the motion.

Carried

6 RISE AND REPORT

- a) The Treasurer reported that a closed session was held to discuss personal matters about an identifiable individual including employees. He reported that the Closed session minutes of December 14, 2023 were approved as presented and that the annual performance appraisal of the Clerk Administrator was completed.

7 CONFIRMING BY-LAW

- a) Confirming By-law

RESOLUTION-2023-007

Councillor Jenny Redick made a motion that the Confirming By-law be moved a first, second and third time and finally passed this 21st day of December, 2023. Councillor Craig Sanders seconded the motion.



Carried

8 ADJOURNMENT

Craig Sanders made a motion to adjourn the Special Council meeting.

Clerk-Administrator

Mayor

	PLANNING AND DEVELOPMENT SERVICES REPORT	
REPORT TO:	MUNICIPALITY OF BROOKE-ALVINSTON COUNCIL	
PREPARED BY: (COUNTY)	Kenneth Melanson, RPP; Manager – County of Lambton Maria Cossa-Rossi, RPP, Senior Planner – County of Lambton	
APPROVED BY: (MUNICIPALITY)	Janet Denkers, Clerk-Administrator	
MEETING DATE:	January 11, 2024	
SUBJECT:	Site Plan Decision Delegation By-law update – delegation of Site Plan Agreements	

EXECUTIVE SUMMARY

At the June 9, 2022 Council meeting, a Site Plan Delegation By-law (as required by Bill 109) was approved by Council. In approving the By-law, Council removed the portion that allowed Site Plan Agreements to be delegated to staff. Recent time sensitive Site Plan applications have had to wait for Council approval to proceed. Out of concern for delays, Council has directed the removal of the delegation of agreements to staff be reconsidered.

RECOMMENDATION(S):

That Brooke-Alvinston Council:

- 1) **RECEIVE THIS REPORT FOR INFORMATION.**
- 2) Approve By-law **XX** of 2024, a By-law to Amend By-law 38 of 2022 the Site Plan Delegation By-law, by inserting a new section (3) and renumbering the remaining sections accordingly.

REASONS FOR RECOMMENDATION(S):

Delegating decisions removes undue delay to applicants to receive approval of the executing agreement for a Site Plan. Agreements could be signed and executed immediately when a Site Plan is ready for approval.

PREVIOUS COUNCIL DIRECTION:

At the June 9, 2022, Council meeting – By-law 38 of 2022 was approved to delegate Site Plan Approvals to staff. The By-law originally included delegating Site Plan Agreements to staff, however Council removed this provision out of a desire to review, discuss and approval Site Plan Agreements.

DISCUSSION

Bill 109 required all Municipalities to delegate Site Plan approvals to staff as a red tape reduction to speed up approvals. As part of preparing delegation By-laws for all County Municipalities, the By-law included a provision to delegate the Site Plan Agreement to

staff as well. By delegating the agreement approval to Staff, this followed the provincial direction to reduce wait times and accelerate the Site Plan Process (although not required by Bill 109). The original proposed delegation By-law is provided as Attachment 1.

During discussions with Council, there was concern regarding Staff taking on approval of the agreement and that applicable delegation in the original proposed By-law was removed as part of adoption (By-law 38 of 2022) (Attachment 2). Since that time, several time sensitive Site Plans have occurred where execution of the agreements was delayed as these documents had to be approved by Council. In most cases, Council meeting timing resulted in minimal delays – however, delays did still occurred. Council directed staff to prepare the proposed amendments to delegate Site Plan Agreements to staff.

The benefit of this delegation will be that Staff can approve the Site Plan application (in totality) in one decision – approving the site plan, conditions and executing the agreement without having to wait for Council approval.

Some concern also centred around Council not being aware of Site Plan activities in the Municipality if all aspects were delegated. This concern was shared by several other County Municipalities. Staff can provide regular update on Site Plan approvals to Council (as information reports), if this is deemed necessary.

CONCLUSION

Staff support the proposed amendments to the Site Plan Delegation By-law as they improve the timing of decisions for Site Plan applications.

ATTACHMENT(S):

Attachment 1 – Original Site Plan Delegation By-law (as proposed June 6, 2022).

Attachment 2 – By-law 38 of 2022 as approved by Council (unsigned).

Attachment 3 – By-law **XX** of 2024 – amendments to the Site Plan Delegation By-law.



**Alvinston Killer Bees
Hockey Club**

January 3, 2024

Mayor and Councilors of Brooke-Alvinston:

It has been several years since a 'cash machine' has operated in the BAICCC. On a consistent basis during games at the arena and at other events throughout the year we are asked where the ATM is? Our Club is confident that an ATM would be used regularly if one was available.

After researching how ATM's operate in Ontario and how they can benefit the public, our Club, and the Municipality, we are asking for permission to have one installed in the BAICC lobby.

The machine would be bought and paid for upfront by The Alvinston Killer Bees Hockey Club and we would be responsible for the ongoing upkeep, maintenance and replenishing of the cash in the machine on a regular basis. We would earn our money with every transaction and would be willing to give \$.50 from every transaction to the Municipality for hosting the machine.

If the Council agrees with this proposal, an exact install location will need to be determined within the lobby which will require four bolts in the floor, a hard-wired internet line & power supply. The full cost of the installation would be covered by our Club.

Please reach out to me for any further questions.

Thank you for your consideration,

Marnie Cumming

Marnie Cumming
Secretary/Treasurer/Director

Alvinston Killer Bees Hockey Club 519-318-7053



**Alvinston Killer Bees
Hockey Club**

January 3, 2024

Mayor and Councilors of Brooke-Alvinston:

When the Alvinston Killer Bees first came to the BAICC, it was assumed by the league that all five teams would have a permanent camera to 'live stream' games in each of their home ice rinks. However, due to supply issues during COVID-19 and a rural internet issue in some arenas the idea was put on hold.

Fast forward to our 3rd year and there are changes coming as the league has now grown to 11 teams and live streaming is now a requirement for all teams. The need for a permanent camera to 'follow the puck' in every WOSHL arena will likely just be a matter of time.

The Alvinston Killer Bees Hockey Club is willing to purchase one of these unique and costly camera systems up front and have it installed above the timekeeper's box to be ready for the 2024 fall hockey season. Where there is interest in having a hockey game live streamed from Alvinston to anywhere in the world this system would be able to fill that need with a subscription, to help offset the cost of the specialty camera system. The camera would live stream specific games from the Alvinston ice surface during the regular and playoff hockey season.

Thanks for your consideration.

If there are any questions, please do not hesitate to ask.

Dan Cumming

President

A handwritten signature in black ink, appearing to read "Dan Cumming". The signature is fluid and cursive, with a large loop at the end.

Alvinston Killer Bees Hockey Club

519-328-4944



Alvinston Killer Bees Hockey Club

January 5, 2024

Mayor and Councilors of Brooke-Alvinston:

Over the last two seasons the Alvinston Killer Bees which is part of the Western Ontario Super Hockey League (WOSHL), has had a short playoff run, hosting only one post season game at the BAICCC. At the midway point of the 23-24 hockey season The Alvinston Killer Bees are playoff contenders in the WOSHL and may be able to continue playoffs in April of 2024.

Normally, the ice is removed at the end of March, but with the league scheduling games to the end of April (we could be eliminated at any time) it puts our team in a difficult position. We have a great team with a large and strong fan base earning us the unofficial 'highest average attendance' in the league. If the ice is removed early, we would have to play our games at the opposing team's arena or at either Sarnia or London ice rinks - which as you can imagine, is not ideal for our team, our fans, our finances, or our town's reputation.

The objective with any sports team is to be in the playoffs as long as possible, as fighting for the highest position is always the goal. We are writing to ask for the ice to stay in longer than normal since it's been 38 years or more than a generation since Alvinston has been able to claim a major hockey team as strong as this year's Alvinston Killer Bees.

We are looking for reassurance that we can maintain our home rink advantage for as long as necessary as we are aware of other user groups along with our Club who would be willing to commit to ice rental during the month of April 2024.

Thank you for your consideration,

Dan Cumming
President
Alvinston Killer Bees Hockey Club
519-328-4944



**MUNICIPALITY OF BROOKE-ALVINSTON
NOTICE OF PUBLIC MEETING**

**CONCERNING PROPOSED OFFICIAL PLAN AMENDMENT AND
ZONING BY-LAW AMENDMENT**

TAKE NOTICE that the Council of the Corporation of the Municipality of Brooke-Alvinston will hold a **Public Meeting on February 8, 2024, at 4:30 p.m.** to consider proposed Official Plan and Zoning By-law Amendments under Section 21 and Section 34 of the *Planning Act*, R.S.O. 1990, as amended. The public meeting will be held in the Brooke-Alvinston Council Chambers at 3236 River Street in Alvinston.

THE PROPOSED OFFICIAL PLAN AMENDMENT would amend the Official Plan by changing the designation of 2.3 acres from the +/- 40 acres of land described as Concession 6, Part Lot 18, and the severance of which was previously approved by the Committee of Adjustment. The 2.3 acres are to be added to the adjacent property, municipally known as 3277 Nauvoo Road, which contains The Hayter Group business. The amendment proposes to change the designation on the 2.3 acres from "Industrial" to "Mixed Commercial/Industrial" to facilitate the future expansion of the business.

THE PROPOSED ZONING BY-LAW AMENDMENT would amend the Municipality of Brooke-Alvinston Comprehensive Zoning By-law 9 of 2013 by changing the zoning on the 2.3 acres portion of the lands described as Concession 6, Part Lot 18, from the "Industrial (M1)" zone to the "Mixed Commercial (CM)" zone.

THE KEY MAP shows more particularly the lands affected.

ANY PERSON may attend the public meeting and/or make written or verbal representation either in support of, or in opposition to the proposed Official Plan Amendment and/or Zoning By-law Amendment. If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 4:30 p.m. on February 7, 2024.

WRITTEN SUBMISSIONS in respect of the proposed Official Plan Amendment and/or Zoning By-law Amendment can be made to the Clerk of the Municipality of Brooke-Alvinston.

IF A PERSON OR PUBLIC BODY that files an appeal of a decision of the Municipality of Brooke-Alvinston in respect of the proposed Official Plan Amendment and/or Zoning By-law Amendment, does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Brooke-Alvinston before the proposed Official Plan Amendment is adopted and the Zoning By-law Amendment is passed, the Ontario Land Tribunal may dismiss all or part of the appeal.

IF A PERSON OR PUBLIC BODY that files a notice of appeal of a decision of the Approval Authority, the County of Lambton, in respect of the proposed Official Plan Amendment does not make oral submissions at the Public Meeting or make written submissions to the Municipality of Brooke-Alvinston before the proposed Official Plan Amendment is adopted, the Ontario Land Tribunal may dismiss all or part of the appeal.

IF YOU WISH to be notified of the proposed Official Plan Amendment being adopted and the proposed Zoning By-law Amendment being passed, you must make a written request to the Clerk of the Municipality of Brooke-Alvinston.

THE PROPOSED AMENDMENTS will be available for public inspection during regular office hours at the Brooke-Alvinston Municipal Office, located at 3236 River Street in Alvinston and at the public meeting.



Janet Denkers
Clerk-Administrator
Municipality of Brooke-Alvinston
3236 River Street, Box 28
Alvinston, ON N0N 1A0

Telephone: 519-898-2173
Fax: 519-898-5653
Email: jdengk@brookealvinston.com

Dated: January 5, 2024

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF MAINTENANCE SITE MEETING **12th Concession Outlet 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 **12th Concession Outlet 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:

12th Concession Outlet Drain

on

Wednesday, January 10th, 2024

11:30 a.m.

Meeting Location: Sutorville Road just South of LaSalle Line.

Dated the 15th 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.



Emergency Medical Services Department
3958 Petrolia Line, RR 4
Petrolia, ON N0N 1R0

Telephone: 519-882-2442
Toll-free: 1-800-565-3890
Fax: 519-882-8785

December 12, 2023

The Municipality of Brooke-Alvinston
3236 River Street, Bx 28
Alvinston, On N0N 1J0

Attention: Janet Denkers, Clerk-Administrator

Dear Janet:

Re: 2024-2028 Lambton Emergency Services (EMS) Master Plan

At its meeting on November 29, 2023, County Council accepted the **2024-2028 Lambton Emergency Medical Services (EMS) Master Plan** (the "Master Plan") and its recommendations but asked that the document be send to each local Lambton municipality for its input and comments by January 31, 2024.

The Master Plan is the result of a comprehensive examination of our current operations and the anticipated service demands for the next five years, and beyond.

Attached is a copy for your review. As noted, we would appreciate your feedback, if any, by January 31, 2024.

Since the County of Lambton assumed responsibility for the operation of EMS 23 years ago, the service has continued to adapt to the changing needs of the community. In the years to come, the service will be faced with the growing challenges of an aging, and increasingly marginalized, population. The changes in our demographics will lead to a demand for 9-1-1 medical response that outpaces population growth by 24 times. New approaches to emergency medical response will be needed to ensure we can respond to these calls for help while maintaining the sustainability of our service.

In light of these challenges, the Master Plan considers three key questions to create a sustainable path forward:

- **How do we make better use of the resources we currently have?**
- **How do we ensure the resources we have are in the right location to provide the best response to the community?**
- **What new resources will be required to meet the increase in demand over the next 5 years?**

Municipal Clerk (page 2)

December 12, 2023

The review identified that the level of response we provide to different areas across the County varies greatly. With the proposed relocations of 3 stations (Brights Grove, Thedford and Grand Bend) and the addition of 3 new daytime ambulances, we can significantly improve emergency coverage and response times in your communities and throughout the County. While it may seem like there would be a reduction in service to some areas as a result of relocating stations, the Master Plan proposals provide for increased redundancy for these areas, which will provide an enhancement in emergency response coverage, rather than a loss. The recommendations put forward are intended to be sensitive to financial pressures on the levy by improving the way we deploy our current resources and distributing the introduction of new resources across multiple years.

To assist in this review, County staff are available to provide your council or community with a presentation and/or be available for any questions regarding the Master Plan. Mr. Stephen Turner, Manager EMS, who may be reached at stephen.turner@county-lambton.on.ca and 519-882-2442 Ext. 1, is available to you should you wish a presentation or have any question.

Sincerely,



Andrew Taylor

General Manager, Public Health Services

DocuSigned by:



Ryan Beauchamp

Deputy Clerk

Encl. 2024-2028 Lambton Emergency Medical Services (EMS) Master Plan



St. Clair Region Conservation Authority
205 Mill Pond Cres., Strathroy, ON, N7G 3P9
(519) 245-3710 (519) 245-3348 FAX
E-Mail: stclair@scrca.on.ca
Website: www.scrca.on.ca

Member Municipalities

- Township of Adelaide-Metcalf
- Municipality of Brooke-Alvinston
- Municipality of Chatham-Kent
- Township of Dawn-Euphemia
- Township of Enniskillen
- Municipality of Lambton Shores
- Municipality of Middlesex Centre
- Village of Newbury
- Village of Oil Springs
- Town of Petrolia
- Town of Plympton-Wyoming
- Village of Point Edward
- City of Sarnia
- Municipality of Southwest Middlesex
- Township of St. Clair
- Municipality of Strathroy-Caradoc
- Township of Warwick

To: Member Municipalities
Attention: Clerks, Planning Coordinators, Planners and Building Inspectors
Date: December 21, 2023
From: Ken Phillips, SCRCA General Manager
Regarding: **Planning and Regulations 2024 Fee Schedule - Notice of No Change**

Planning & Regulations Fees have remained the same as per Direction from the Minister of Natural Resources and Forestry, and Province of Ontario dated December 13, 2023.

The purpose of this Direction, which is effective January 1, 2024 to December 31, 2024, is to require a conservation authority not to change the amount of the fee it charges or the manner in which it determines the fee for any program or service provided by the Conservation Authority. This relates to reviewing and commenting on planning and development related proposals or land use planning policies, or for permits issued by conservation authorities. For greater certainty, the "Prescribed Acts – subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act" regulation (O. Reg. 596/22), effective January 1, 2023, prohibits a CA from providing a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application or other matter made under prescribed Acts. This regulation therefore precludes the charging of a fee by a conservation authority for these specific programs or services provided under subsections 21.1.1 (1) or 21.1.2 (1.1) of the Conservation Authorities Act.

We continue to offer an online payment system to increase efficiencies in application fee collection. Applicants will require a file number generated by SCRCA staff and the associated payment link to pay online by credit card.

All Regulations inquiries and applications, and Planning notices should be directed to planning@scrca.on.ca, and files will be assigned to the appropriate staff member.

To assist with determining whether natural hazard or natural heritage comments will be required for Planning Act applications, SCRCA has prepared the enclosed guide. If you are unsure of the Conservation Authority fee required, or would like to confirm if Natural Hazard and/or Natural Heritage fees apply, please contact Kelsey Oatman at koatman@scrca.on.ca or at 519-245-3710 extension 221 or Melissa Deisley at mdeisley@scrca.on.ca or extension 251.

If you have any issues or would like to seek clarification with regard to above direction, please contact me.



**St. Clair Region Conservation Authority
Meeting Highlights – December 7, 2023**

Below is a list of highlights from the SCRCA board meeting held in December. 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 discuss and negotiate 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*. Recent discussions have taken place with staff from Plympton-Wyoming, Lambton Shores, and Chatham-Kent with reports expected to be sent to their respective councils shortly. To date, 9 municipalities have approved agreements with 5 finalized (i.e., signed agreements in hand).

2024 Budget: The SCRCA Board of Directors approved the 2024 Authority budget of \$11,231,089. The General Levy (matching and non-matching) of \$1,611,345 accounts for approximately 14% of the total budget. The remainder of the funds come from fundraising, government grants, and self-generated funds such as camping fees, and fees for services (e.g., tree planting, permits, education programs, etc.).

Watershed Conditions: The current flood threat in the St. Clair Region is low due to below average amounts of precipitation and greater water storage capacity throughout the watershed. As winter approaches, changing wind patterns, freeze-thaw events, rain on snow, and ice jamming can create potential flood concerns. Staff will be collecting snow samples throughout the winter to determine the depth of the snowpack and its water equivalents to estimate the run-off potential of the spring freshet. Great Lake water levels indicate a declining trend which is expected to continue over the next 6-month period.

Healthy Watersheds Program: The Healthy Watersheds program aims to minimize non-point sources of sedimentation, nutrient loading, and thermal changes in water bodies throughout the St. Clair Region through the implementation of Best Management Practices (BMPs) and organization of outreach events. Recent activities include:

- **2024 Agricultural Newsletter** – Staff are currently working on a 4-page agricultural newsletter that will be delivered to over 1,700 landowners in the watershed with properties greater than 2 hectares (5 acres). The newsletters provide information on agricultural stewardship and encourages on-the-ground action to maintain and improve local water quality.
- **Grant Applications** – Biology and stewardship staff have submitted five grant applications to various government agencies to support the Healthy Watersheds program (among others).

Planning and Regulations Activity: Between October 1st and October 31st, 2023, staff issued 16 permits and responded to 56 inquiries under O. Reg 171/06 – Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses. Additionally, 32 permits were issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between October 1st and October 31st included the review and comment on 37 municipal plan input and review files, 3 environmental assessments, and 6 legal inquiries.

Conservation Education Program Update: Interest in the SCRCA's Conservation Education programs continue to be in high demand. Recent activities include:

- **Field Trips:** Outdoor field trips to the Lorne C. Henderson Conservation Area remain a popular option by teachers and students, alike. Over 1,500 students visited the Conservation Area during the months of September, October, and November. Secondary school bookings continue to increase with 530 secondary students participating in field trips this fall.
- **Nature in Your Neighbourhood Schoolyard Program:** Due to the cost and declining availability of bussing, some schools are unable to participate in field trips to the Conservation Area. The SCRCA education team is once again offering schoolyard programming for the 2023-2024 school year to help reduce this barrier, with 600 students participating this past fall.
- **Geocaching Event** – The annual “Geocaching Adventure” event was held on September 10th at the Lorne C. Henderson Conservation Area. Forty-one geocachers from all over Southern Ontario participated. The event takes geocachers throughout the Conservation Area to find hidden caches. The caches that were hidden during the 2023 event are available for one year to allow other geocachers to come and find before they are moved prior to next year’s event.
- **Fall Fairs – Agriculture in the Classroom:** Throughout September and October, the SCRCA education team attended the Wyoming, Forest, and Brigden Fall Fairs. Staff introduced over 400 students and families to agricultural Best Management Practices and how implementing them can help both farmers and local species at risk.
- **Chatham-Kent and Lambton Children’s Water Festival:** Once again, the SCRCA assisted the Lower Thames Valley Conservation Authority in organizing and overseeing the annual Children’s Water Festival held at the C.M. Wilson Conservation Area near Chatham. Over the three-day event (October 3rd – 5th), 300 secondary school students attended as volunteer instructors, running water-themed activities for approximately 1,800 Grade 3-5 students.

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

LAMBTON GROUP POLICE SERVICES BOARD MEETING Minutes



LAMBTON GROUP
POLICE SERVICES
BOARD

Location: Lambton OPP Headquarters

Date: Wednesday, October 18, 2023

Time: **3:00 pm**

Session: **#5/2023**

Present:

Doug Cook, Member (Vice Chair) – Municipal Partner
 Pat Brown, Member – Municipal Partner
 Shirley Durance, Member – Provincial Appointee
 John McCharles, Member – Provincial Appointee
 Greg Nemcek, Member – Community Member at Large

Non Voting Members:

Inspector Chris Avery, Lambton O.P.P Representative
 Staff Sgt. Erica VanRoboys, Lambton O.P.P Representative
 Staff Sgt. Jon Kurtz, Lambton O.P.P Representative
 Sgt. Chris Hogg, Lambton O.P.P Representative
 Mandi Pearson, Secretary

Regrets:

- None

Guests:

- Superintendent Pete Lebtrot, O.P.P

Members of the Public:

- Mayor Gary Atkinson, Plympton-Wyoming

1. Call to Order

- Greg Nemcek-Chair called the meeting to order at 3:02 pm.

2. Declaration of Conflict of Interest

- None Declared

3. Adoption of the Agenda

- i. Session 5, 2023

Moved By: Doug Cook

Seconded By: Shirley Durance

THAT the agenda for Session 5/2023 dated October 18, 2023 be adopted as presented.

Carried

4. Minutes of Previous Meeting

- i. Session 4, August 2023

Moved By: John McCharles

Seconded By: Shirley Durance

THAT the minutes of Session 4/2023 dated August, 2023 be adopted as circulated.

Carried

5. Business Arising from Minutes

- None

6. Detachment Report

S/Sgt. Erica VanRoybous reviewed the July and August 2023 policing report.

Moved By: Doug Cook

Seconded By: John McCharles

THAT S/Sgt. VanRoyboy's detachment report be adopted as presented.

Carried

Item Note: Request by Member Durance for PSB to receive notice in advance of community events that Lambton OPP are participating in or hosting.

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

7. Member’s Report

- a) Greg Nemcek, Chair
 - i. MCRT Enhancement Grant - \$120K received.
 - ii. Update on St.Clair Office – will follow up on this, possible current reduction to the OPP space being used, and now utilized by the Municipality – an adjustment will be made to reflect the accurate space
- b) John McCharles
 - i. update on Bach Fundraiser
 - ii. looks to be cost prohibited to be pursued.

8. Correspondence

- a) OAPSB – 2023 Labour Conference
- b) OAPSB – training opportunities on upcoming Act Changes
- c) Lambton OPP media releases (8) – September & October
- d) CIBC – Interest Allocation Report Apr/May 2023
- e) OPP Annual Billing Statement

Moved By: John McCharles

Seconded By: Pat Brown

THAT the correspondence items as listed be received and filed.

Carried

9. Accounts/Finance

a) Accounts:

Pay Date :		01-Aug-2023 To 01-Sep-2023		Medium :		M=Manual C=Computer E=EFT-PA	
Bank :		1 - LGPSB					
Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
3783	17-Aug-2023	24001	MINISTER OF FINANCE	Issued	81	C	771,403.00
00004-0001	24-Aug-2023	16001	EASTLINK	Issued	83	T	280.95

Pay Date : 01-Sep-2023 To 30-Sep-2023
 Bank : 1 - LGPSB

Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
3784	07-Sep-2023	14027	CANADIAN MENTAL HEALTH ASSOCIATION - I	Issued	91	C	10,867.19
3785	07-Sep-2023	14024	CRCREATIVE CO. LTD	Issued	91	C	141.26
3786	07-Sep-2023	24018	MINE & YOURS	Issued	91	C	4,081.56
3787	07-Sep-2023	31015	SARNIA-LAMBTON REBOUND	Issued	91	C	79,500.00
3788	07-Sep-2023	31019	SEXUAL ASSAULT SURVIVORS' CENTRE SAR	Issued	91	C	35,236.28
3789	14-Sep-2023	13010	BDO CANADA LLP	Issued	96	C	10,188.87
3790	14-Sep-2023	14027	CANADIAN MENTAL HEALTH ASSOCIATION - I	Issued	96	C	8,156.95
3791	28-Sep-2023	13025	██████████	Issued	98	C	134.46
3792	28-Sep-2023	14027	CANADIAN MENTAL HEALTH ASSOCIATION - I	Issued	98	C	6,874.50
3793	28-Sep-2023	28012	██████████	Issued	98	C	134.46
00005-0001	28-Sep-2023	16001	EASTLINK	Issued	99	T	314.28

Moved By: Doug Cook
 Seconded By: Shirley Durance

THAT the accounts as listed be approved.

Carried

b) 2024 DRAFT Budget

Moved By: Doug Cook
 Seconded By: Shirley Durance

THAT the 2024 Lambton Group Police Services Board budget be approved as presented.

Carried

10. Public Input

- None

11. Other Business

Inspector Chirs Avery

- a) increase in accidents on the 402 east of Indian Road, speed limit was increased from 70 to 110 KM/H

Moved By: John McCharles
 Seconded By: Shirley Durance

THAT The Lambton Group Police Services Board support the Inspector and Lambton OPP endorsement to pursue reducing the speed to 70 km/h from Airport Road west to the Bluewater Bridge.

Carried

- b) OPP Facilities – completed review of the Lambton Buildings
 - Preliminary discussions are taking place for additional/updated facilities and a more central Lambton detachment to be built.
 - Would like to open to local municipalities and see if there is a partnership available for a facility to be hosted.
 - Very early days

Member Pat Brown

- a) community page for Corunna Facebook, concerns are being raised with the loitering of the youth and mis-behaviour
 - o Member Brown is encouraged to advise those bringing this forward that the OPP to be contacted at the time the concern is occurring.
 - o Sgt. Hogg will look into the environmental impacts to this area.

Member Shirley Durance

- a) Request an update on the Coughlin investigation.
 - o Member Durance was advised that the investigation is continuing.

12. Adjournment

Moved By: Doug Cook
 Seconded By: John McCharles

THAT the October 18, 2023 Lambton Group Police Services Board meeting be adjourned.

Carried

Meeting adjourned at 4:21 p.m.

Next Regular Meeting: Wednesday, December 20 at 3:00 p.m.

LAMBTON GROUP POLICE SERVICES BOARD



LAMBTON GROUP
POLICE SERVICES
BOARD

Mailing Address:

PO BOX 273 | Petrolia, Ontario | N0N 1R0

Website: www.lgpsb.ca

e-mail: info@lgpsb.ca

MEETING HIGHLIGHTS of December 2023

1. Staff Sgt. Kurtz summarized activities including the September and October 2023 policing report:

MVC's Niche

Incidents	September 2023	October 2023
Fatal	2	1
Personal Injury	11	9
Property Damage	36	88
BI Cube Total	49	98
Niche Total	70	118

Overall, collisions are down from last year YTD – last year we had 735 YTD and this year 712.

Fatals:

- 1- Single vehicle rollover. Both occupants were ejected. 1 male deceased, the other with serious injuries. Investigation on-going. (Egremont Rd, Plympton Wyoming)
- 2 – Single occupant rollover of a side-by-side. Driver crushed under ORV. (London Line, Plympton Wyoming)
- 3- Driver merged onto HWY 402 and was struck by a T/T. The T/T then collided with several vehicles, killing two people. At-fault driver was charged with Dangerous Operation Cause Death X 2 (HWY 402 at Modeland Rd)

Property Crime September/October

Incident Type	Total	Details	YTD	Niche
Sexual Assault	6	1 cleared by charge, 1 open, 2 unfounded, 1 victim declined to proceed, 1 CSC under 12 yrs	Down 31.5%	6
Assault	24	15 cleared by charge, 3 discretion, 1 insufficient evidence, 1 unfounded, 3	Up 13.4%	23

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		victim declined to proceed		
Abduction	0		No Change	0
Robbery	0		Down 50%	0
Break and Enter	8	3 cleared by charge, 8 insufficient evidence to proceed, 4 unfounded	Down 39.6%	15

Reported SA offences – down significantly from 2022 – last year 54 reported, this year 37

Assaults have increased slightly - 134 in 2022 compared to 152 in 2023

Overall down 4.9% in property crimes

Fires September/October

	Amount of Calls	Clearance Type	
	0	Insufficient Evidence	
	7	Complete solved non- criminal	
	0	Under Investigation	
Total	7		

Lambton OPP worked very well with both Watford and Warwick FD to combat the fires, as well as worked with the Fire Marshall to identify patterns.

Alarms

- 79 – all complete solved non-criminal
- 9 addresses with multiple alarms
- Various reasons for false alarms: kids home, faulty alarms, door left ajar, persons forgetting alarm codes etc.

Deaths

- 13 total
- 11 natural causes/medical concerns
- 2 suspected overdoses

Patrol

LAMBTON GROUP POLICE SERVICES BOARD



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Website: www.lgpsb.ca e-mail: info@lgpsb.ca

Well over 1,000 hours were spent by our officers conducting cruiser patrol, foot patrol, marine patrol, bike patrol, and school patrol. This led to positive interaction within the community, greater police presence and a reduction in crime.

Impaired Driving

- 19 during this reporting time frame – have noticed significant BAC in a lot of cases,

Grand Bend – will have a wrap up completed shortly – similar request for 2024

SRO's

2 officers assigned to work with the local high -school – 1 at LCCVI and 1 at NLSS

New Members

- 1 new cadet – Skylar Rennie

Community Involvement

- Agriculture in the classroom event in Wyoming – CSO and K-9 attended and spoke with 300 students
- Online safety for adults
- Seniors booth for Fraud
- Project Life Saver
- Special Olympics Soccer Tournament – Sarnia (support athletes)
- Recruiting at Lambton College
- Brigden Fair
- Community presentations: Fraud

Grants

Update - MCRT Enhancement grant – used to supplement full-time coverage with OT

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

NOTE: the board directed for the owner of each false alarm to receive a letter advising that in 2024 all habitual false alarm calls will receive a charge out for service.

2. The Board received an update from Chair Nemcek regarding a release from the Solicitor General issued on December 18, 2023. Confirming *the Community Safety and Policing Act (CSPA)* into force April 1, 2024.
 - a. The board has been prepared for this for several years, with new structure based on the act changes completed in 2020 – lots of communication has been provided to member municipalities of what this will look like.
 - b. A letter will be sent to the member municipalities Mayor's group regarding next steps in preparation for April 1, 2024.

LAMBTON GROUP POLICE SERVICES BOARD



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3. Board Chair, Greg Nemcek provided an update on a recent tour of the St. Clair reporting office, continued discussions and updates will be provided.

4. The Board adopted the 2024 meeting calendar, there will be six meetings held in 2024. All meeting dates are posted on the board website www.lgpsb.ca

Next Regular Meeting: Wednesday, February 21, 2024 at 3:00 p.m

Contact:

Greg Nemcek

Chair

lgpsb.chair@gmail.com

Ministry of Agriculture,
Food and Rural Affairs

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

Office of the Minister

Bureau du ministre

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

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



December 18, 2023

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

Dear Ms. Denkers:

Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business. The Rural Economic Development (RED) program is just one tool for communities to complete outcome-based projects that will have tangible benefits across the province. This aligns with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs throughout Ontario.

To further our commitment to supporting rural communities, I am pleased to share with you that a new intake for the RED program will be opening in January 2024.

When the intake is open, we will be sharing additional information with you directly. You will also be able to find all program information, including how to apply, on my ministry's website at: ontario.ca/REDprogram.

If you have further questions at this time, you are welcome to contact the Agricultural Information Contact Centre at 1-877-424-1300 or ag.info.omafra@ontario.ca.

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

Please accept my best wishes.

Sincerely,

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



Foodland
ONTARIO

ONTARIO
Terre nourricière

Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
Toronto ON M3M 0B1

Tel: 416-327-2333

Fax: 416-327-3790

Secrétariat du conseil du trésor

gestion des situations d'urgence

25, avenue Morton Shulman
Toronto ON M3M 0B1

Tél. : 416-327-2333

Télééc. : 416-327-3790



DATE: December 21, 2023

MEMORANDUM TO: Emergency Management Professionals

FROM: Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

SUBJECT: **Wrapping another year of staying Safe, Practiced and Prepared**

Dear fellow Emergency Management Professionals,

As we reflect back on a very busy year, I want to thank you all for your partnership in keeping Ontario Safe, Practiced and Prepared. From floods to fires to cyber breaches, we've seen it all this year and your professionalism and commitment to keeping your communities safe was very much appreciated.

Growing our Roster of Field Officers

I know our team of passionate and experienced field staff are the face of EMO for many of you. I'm pleased to report that we are continuing to grow our team of Field Officers to provide even more support to our community partners like you. We now have 28 Field Officers and Team Leads across Ontario to assist in strengthening community preparedness before an emergency occurs and to rapidly respond and coordinate needed assistance when a significant emergency overwhelms local capabilities.

EMO Highlights from 2023

We achieved many milestones in 2023, including the publication of the [Provincial Emergency Management Strategy and Action Plan \(PEMSAP\)](#) early on in the year, and more recently the successful launch of our new [Community Emergency Preparedness Grant](#) in October, a grant available to NGOs, Indigenous Communities and small to medium sized municipalities to support in their preparedness efforts. This is among the great work highlighted below in our special year-in-review edition of **The Good List by the Numbers**.

Looking Ahead to 2024

We've built the foundation of where we want to take EMO, and we will fine-tune our organization even further in the year ahead so we can be the best partner possible in your work to keep your communities safe. We have a lot to look forward to in 2024, including the launch of our first-ever PEMSAP annual report. We will also continue to modernize our emergency management courses to better serve Ontario's diverse population and make our training more accessible for all.

Having strong relationships with partners like you is essential in emergencies. We will work to strengthen our relationships even further and continue to build on our momentum in the year ahead.

EMO's Good List by the Numbers: 2023 Year-in-Review

This year we also continued with our core work of safely evacuating Ontarians, supporting communities with their emergency response efforts, trained emergency management professionals and participated in many exercises and drills, as outlined in **The Good List** below.

The Good List: By the Numbers

Number of people evacuated:	Number of engagements with EM partners/stakeholders	Number of people trained:
3,519	506	13,055
Deployments of Regional Field Services Staff	Number of NGOs with deployable volunteers through Ontario Corps	Number of EM courses delivered
86	14	319
Number of declared emergencies	Engagements with private sector and NGOs	Social media impressions on EMO posts
20	38	672,000+
Number of significant incidents		Number of exercises/drills engage on
275		83

Best always,



Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

December 12, 2023

Sent Via Email

Municipalities of Ontario

Re: Amendment to the Occupational Health and Safety Act to Clarify the Definition of "Employer"

PO BOX 5000 STN A
200 BRADY STREET
SUDBURY ON P3A 5P3

The following resolution was passed by Council of the City of Greater Sudbury on December 5, 2023:

CP 5000 SUCCA
200, RLIE BRADY
SUDBURY ON P3A 5P3

CC2023-303: WHEREAS in 2015 the City of Greater Sudbury (the "City") entered into a contract with a contractor experienced in road construction projects to complete a project on Elgin Street in the City's downtown core;

AND WHEREAS the contract provided that the contractor would be the constructor for the project as that term is defined in the Occupational Health and Safety Act (the "Act");

AND WHEREAS an employee of the constructor operating a grader on the project struck and killed a pedestrian;

AND WHEREAS the City was charged with offences under the Act as the constructor and the employer;

AND WHEREAS after being acquitted at trial and on appeal, the Ontario Court of Appeal, in a decision issued on April 23, 2021, found the City to be liable for contraventions of the Construction Regulations as an employer as it employed quality control inspectors to monitor the quality of work on the project from time-to-time;

AND WHEREAS the Supreme Court of Canada, in a decision issued on November 10, 2023, was evenly divided 4-4 on the issue resulting in dismissal of the City's appeal;

AND WHEREAS the consequence of this decision is that municipalities in Ontario, as well as all other owners of property in the province, who wish to undertake construction, are subject to being charged and convicted as an employer for offences in relation to project sites for which they have no control and have, in accordance with the Act, contracted with an entity to assume plenary oversight and authority over the work on such site as the constructor; AND WHEREAS the potential of an owner being charged as an employer as that term is defined in the Act in circumstances where it has engaged a constructor disregards and renders meaningless the owner-constructor provisions contained in the Act and presents an unacceptable level of increased risk and confusion for owners and contractors throughout the province;

705.671.2489

www.greatersudbury.ca
www.grandsudbury.ca

AND WHEREAS the City believes that the safety of workers is paramount however the safety of workers on construction projects in Ontario is not increased by placing liability on parties that do not have control of and are not responsible for the conduct of the work on such sites;

NOW THEREFORE BE IT RESOLVED THAT the Council for the City of Greater Sudbury requests that the province amend the Occupational Health and Safety Act to clarify the definition of "employer" to exclude owners that have contracted with a constructor for a project;

AND BE IT FURTHER RESOLVED THAT this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable David Piccini, Minister of Labour, Immigration, Training and Skills Development, the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, France Gelin, MPP for Nickel Belt, Jamie West, MPP for Sudbury, the Association of Municipalities of Ontario, the Federation of Northern Ontario Municipalities, Ontario's Big City Mayors, Mayors and Regional Chairs of Ontario, Northern Ontario Large Urban Mayors, the Council of Ontario Construction Associations, the Ontario Chamber of Commerce and all Ontario municipalities.

Yours truly,



Brigitte Sobush
Manager of Clerk's Services/Deputy City Clerk

- c. Members of City Council
Eric Labelle, City Solicitor and Clerk



PORT COLBORNE

Legislative Services

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

T 905.835.2900 ext 106 F 905.834.5746

E saima.tufail@portcolborne.ca

December 15, 2023

Via email: lucasw@tweed.ca

Municipality of Tweed
c/o Lucas Wales, Deputy Clerk
255 Metcalf Street
Tweed, ON K0K 3J0

Dear Mr. Wales:

Re: Municipality of Tweed regarding 1/3 Funding Grant Programs

Please be advised that, at its meeting of December 12, 2023 the Council of The Corporation of the City of Port Colborne resolved as follows:

That the correspondence from the Municipality of Tweed regarding 1/3 Funding Grant Programs be supported.

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

Sincerely,

S. Tufail

Saima Tufail
Acting City Clerk

cc. MP Kramp-Neuman
MPP Bresee
Niagara MPs (Dean Allison, Chris Bittle, Tony Baldinelli, and Vance Badawey),
Niagara MPPs (Sam Oosterhoff, Jennifer Stevens, Wayne Gates, and Jeff Burch),
Hastings County Warden,
Association of Ontario Municipalities
All Ontario Municipalities

Municipality of Tweed Council Meeting
Council Meeting



Resolution No. 665.
Title: Councillor J. Flieler
Date: Tuesday, November 14, 2023

Moved by J. Flieler
Seconded by P. Valiquette

WHEREAS Municipalities are facing ever increasing demands for services along with demands for repairs, maintenance, and replacement of existing infrastructure to the detriment of the tax paying public they serve as the cost of living continues to rise throughout the country;
AND WHEREAS the Federal and Provincial governments in the past contributed through partnerships to fund projects that have been out of the financial reach of small municipalities;
AND WHEREAS these 1/3 funding agreements have been instrumental in allowing municipalities to adequately plan and execute projects to protect the aging infrastructure already in place;
AND WHEREAS the Municipality of Tweed has successfully completed more than 19 capital projects using these funding scenarios over the years;
AND WHEREAS it is incumbent upon our Federal and Provincial governments to assist municipalities with limited access to funding except through municipal taxes to re-establish this very important funding stream;
NOW THEREFORE BE IT RESOLVED THAT Council lobby the relevant Federal and Provincial representatives to bring these concerns to the forefront;
AND FURTHER, that Council consider making a Delegation at the 2024 ROMA Conference;
AND FURTHER, that copies be sent to MP Kramp-Neuman, MPP Bresee, the Hastings County Warden, the Association of Municipalities of Ontario, and all Ontario municipalities.

Carried



Clerk's Department
 Township of Clearview
 Box 200, 217 Gideon Street
 Stayner, Ontario L0M 1S0
clerks@clearview.ca | www.clearview.ca
 Phone: 705-428-6230

December 12, 2023

File: C00.2023

Hon. Todd McCarthy
 Ministry of Public and Business Service Delivery
 777 Bay Street, 5th Floor
 Toronto ON M5B 2H7

Sent by Email

RE: Cemetery Transfer/Abandonment Administration & Management Support

Please be advised that Council of the Township of Clearview, at its meeting held on December 11, 2023, passed a resolution regarding Cemetery Transfer/Abandonment Administration & Management Support as follows:

Moved by Councillor Walker, Seconded by Councillor Broderick, Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

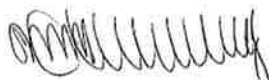
Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries; Page 6 of 7
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities. Motion Carried.

For reference, please find attached the Staff Report LS-032-2023 that provides background for the above resolution. If you have any questions, please do not hesitate to contact the undersigned.

Regards,



Sasha Helmky-Playter, B.A., Dipl. M.A., AOMC
Clerk/Director of Legislative Services

cc: Jim Cassimatis, BAO Interim CEO/Registrar
MPP Simcoe Grey, Brian Saunderson
Ontario Municipalities



CLEARVIEW

Staff Report

To: Mayor and Council

From: Sasha HelmKay, Clerk/Director of Legislative Services

Date: December 11, 2023

Subject: Report # LS-032-2023 – Cemetery Transfer/Abandonment Administration & Management Support

Recommendation

Be It Resolved that Council of the Township of Clearview hereby receives Report LS-032-2023 (Cemetery Transfer/Abandonment Administration & Management Support) dated December 11, 2023; and,

Whereas under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed;

And Whereas over the last decade, there has been an increase in the number of churches and local cemetery boards initiating processes to transfer ownership or abandon their owned and operated cemeteries to the local municipality due to such issues as high maintenance costs, inaccuracy of records, lack of financial and human resources to effectively operate and maintain the cemetery, increased regulatory processes regarding training, selling of interment rights, financial operation of the care and maintenance fund, etc.;

And Whereas municipalities experience the same issues and pressures that churches and local boards experience with the operation and maintenance of cemeteries within its jurisdiction, and additional transfers of cemetery lands only compound the burden on municipal taxpayers;

And Whereas cemeteries are important infrastructure where the reasonable costs for interment rights, burials, monument foundations, corner stones and administration charges do not sufficiently support the general operation of cemeteries;

And Whereas the interest earned from the care and maintenance fund(s) of a cemetery do not provide adequate funding to maintain the cemetery with the rising costs of lawn and turf maintenance contracts and monument restoration;

Now Therefore Be It Resolved that Council of the Township of Clearview requests that the Province through the Ministry of Public and Business Service Delivery and the Bereavement Authority of Ontario (BAO) consider the following to assist municipalities in this growing concern of cemetery transfers:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;
- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

And that this resolution be circulated to the Hon. Todd McCarthy, Ministry of Public and Business Service Delivery, Jim Cassimatis, BAO Interim CEO/Registrar, MPP Brian Saunderson and all Ontario municipalities.

Background

Under the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), when a cemetery is declared abandoned by a judge of the Superior Court Justice, the local municipality within whose geographic boundaries the land of the cemetery is located, becomes the owner of the cemetery with all the rights and obligations in respect of the cemetery and the assets, trust funds and trust accounts related to it that the previous owner or operator possessed.

Over the last decade there appears to be a trend where cemeteries in Ontario are being transferred, whether through abandonment or a mutually agreed upon transfer, to the care and control of municipalities. This is often seen when there is a breakdown in existing cemetery boards and/or when churches cease operations. For many existing private cemetery boards their board members and volunteers are aging and are unable to assist with the operations and maintenance of the cemetery any longer. Finding new members proves to be difficult for these boards to continue. In addition to aging board members, there are other issues that are contributing to the increase in cemetery transfers:

- high maintenance costs
- inaccuracy of records
- lack of financial and human resources to effectively operate and maintain the cemetery

- increased regulatory processes that require ongoing training for selling of interment rights, and the financial operation of the care and maintenance fund, etc.

Township Owned Cemeteries

The Township of Clearview currently owns and operates nine (9) cemeteries within its geographic boundaries. Out of these nine cemeteries, four (4) are considered active meaning that there are still interment rights to be sold, or burials to take place. Below is a chart outlining these cemeteries and their status:

Cemetery Name	Address	Status
Batteau Hill Cemetery	2670 County Road 124, Duntroon	Inactive
Bethel Union Cemetery	2249 Creemore Avenue, New Lowell	Inactive
Dunedin Union Cemetery	9 Turkeyroost Lane, Dunedin	Active
Duntroon Pioneer Cemetery	2870 County Road 124, Duntroon	Inactive
Lavender Cemetery	827103 Mulmur/Nottawasaga Townline, Creemore	Active
Old Zion Presbyterian Church Cemetery	6130 Highway 26, Sunnidale Corners	Inactive
Second Line Nottawasaga Cemetery	2279 County Road 42, Stayner	Active
Stayner Union Cemetery	7661 Highway 26, Stayner	Active
Zion Presbyterian Church Cemetery	12358 County Road 10, Sunnidale Corners	Inactive

For the Dunedin and Stayner Union Cemetery, the Township looks after the maintenance and burials through a third-party contractor. The maintenance and burials for the Lavender Cemetery are conducted through the Board. For the Second Line Nottawasaga Cemetery all the interment rights have been sold, but there remains one burial to be completed. The cost to maintain an active cemetery is expensive. Although burial costs and the installation of markers, etc. are cost recovery through the purchaser, grounds maintenance is not.

Inactive cemeteries still require consistent grounds maintenance, which includes any monument restoration for health and safety, and record searches for the public register.

Comments and Analysis

When analyzing the number of cemeteries that Clearview Township currently owns and operates, maintenance and administration is a large undertaking. To add any additional cemeteries by way of transfer or abandonment will only compound the issues the Township is already facing. In the past year, the Township has been approached by two separate entities regarding possible cemetery transfers. When a board or cemetery transfers ownership to the municipality, the issues are transferred with it. Municipalities are not immune to the same concerns. It becomes a strain on municipal resources, financially, administratively, and operationally.

Administrative Impact

From an administrative perspective the management of four active cemeteries is both time consuming and complex. No interment is the same, and providing good customer service takes time especially for those making arrangements while also dealing with grief. Administrative tasks include but are not limited to: interment right sales and mapping, burial contracts and scheduling, monument placement, historical record searches, plot and monument staking, fees and charges review, family transfers of interment rights and annual reporting to the Bereavement Authority of Ontario (BAO).

- Incomplete records

Often the records accepted by the Township from a dissolved cemetery board or church are incomplete and disorganized. This is no fault of the previous board members, as they are also often operating with limited resources. However, it does make it difficult to manage the cemetery post-transfer when records are sparse. Understanding which plots are occupied and by who is critical to the sound management of a cemetery. Unfortunately, this is not made possible in all cases because of incomplete records. In addition, records received during a transfer usually are maintained under different records management standards and are often organized and named inconsistently. Adaptation to Township records keeping practices takes time.

- Lack of human resources

Cemetery management is a highly regulated professional field, with the responsibility of which is often placed on public sector employees who may have limited knowledge of cemeteries in general. With reduced resources within municipalities especially rural ones, the management of cemeteries often becomes a secondary responsibility to another position. There is also a lack of affordable training available for municipal employees who are required to abide by regulations set out by the FBCSA and the BAO.

- Increased regulatory processes

Annual reporting requirements of the BAO can be extensive and complex. This includes monitoring the number of interments, the transfers to the Care and Maintenance Fund (C&M), and how the C&M fund can be used. There are also regulations pertaining to maintaining a public register, how sales are to be conducted and strict guidelines on Cemetery By-law approvals, and expansions including the erection of columbaria structures.

- Inconsistent cemetery regulations

Cemeteries can have many different regulations related to plot size, number of burials allowed in a given plot, monument size, what types of flowers/shrubs are allowed to be installed near a headstone etc. The transfer of different cemeteries having inconsistent regulations can make it difficult to adapt management practices in order to maintain original cemetery operational standards.

Operational Impact

Similarly, from an operational perspective the grounds maintenance of cemeteries, whether active or inactive, is both time consuming and complex. A key issue when analyzing the maintenance component of cemetery management is the lack of financial resources to support the operation. Cemetery maintenance includes, but is not limited to: grass cutting (whipper snipping around monuments), tree and shrub maintenance, monument and corner stone maintenance, water pipe and washroom monitoring, and general upkeep of cemetery grounds (removal of debris, etc.).

- High maintenance costs

As with many services, there are rising costs to contend with. Municipalities have adopted different models to address the maintenance of such, with third party contractors being commonly used or it becomes the responsibility of an internal department such as Parks & Recreation. Regardless the model, the costs have increased significantly over the last decade with equipment purchases/upgrades, insurance requirements for third-party contractors, and the time it takes to cut the grass and whipper snip around monuments. To put it into perspective, the Stayner Union Cemetery with the expansion is 25 acres with monuments to manoeuvre around during ground care. Other considerations for maintenance includes monument restoration and ensuring that they are not deteriorated to the point where they are unsafe. This is important for older cemeteries where restoration hasn't been provided in the past and there are many deteriorating monuments.

- Cost of cemetery management software

Cemetery Management Software can help municipalities manage cemetery records, including plot sale contracts, interment rights certificates, and regulatory reporting.

However, these software solutions are often expensive and require a large amount of staff time to implement especially with incomplete data and records. These software solutions range in price from \$5,000 to \$100,000 with annual maintenance costs. This investment in software can be a large budget request and one that would need to be supported from taxation with the limited funds in cemetery general accounts.

- **Inadequate Care and Maintenance funds**

When the Funeral, Burial and Cremation Services Act, 2002 (FBCSA) was enacted, it stipulated that a care and maintenance fund for a cemetery shall be established. A cemetery operator is required to make contributions to the fund from the sale of in-ground graves, crypts, tombs, niches, scattering rights and monument installation. The contribution is prescribed under the FBCSA and differs dependant on the interment type. The idea is that the fund (income earned from the fund - interest) pays for maintenance costs after a cemetery has stopped making sales. In reality, this concept does not produce enough funds to maintain a cemetery. Looking at the Stayner Union Cemetery as an example, for the very basics (grass cutting and whipper snipping) the interest from the care and maintenance fund does not provide enough monies to maintain the cemetery for the 7 months it's required. In addition, the care and maintenance fund is also to be utilized for the stabilization, maintenance and security of markers. Cemeteries are not self funding, and maintenance of such is becoming a larger budget concern.

Support Request

Cemetery transfers and abandonments have been an ongoing concern for Clearview Township for many years. When you look at the large geography of the Township there are many cemeteries within the boundaries that have the potential to be transferred. To gauge the concern of other municipalities on this issue, staff addressed it at a Simcoe County Clerks group discussion. Many neighbouring municipalities expressed that they were dealing with the same issues and have also been approached by different external entities on possible transfers.

As result of the discussion, it was agreed that to assist with the real concerns with transfers and abandonments of cemeteries, it's vital that the Province provide assistance to adequately support this infrastructure. Support can be provided in many different forms, with staff making the following recommendations for the Ministry of Public and Business Service Delivery and the BAO:

- Amend the Funeral, Burial and Cremation Services Act, 2002 (FBCSA), to have the Province, through the BAO, identified as the default owner and operator of a cemetery when it is abandoned;

- Provide annual funding (based on the number of cemeteries a municipality owns and operates) to municipalities to assist with the maintenance of inactive and active cemeteries;
- Provide free training opportunities for municipalities regarding cemetery administration; and,
- Investigate and support the design of universal cemetery software for use by municipal cemetery operators that can be offered at an affordable cost.

There is not one solution to solve all the issues, but at the very least it's important to identify the concerns and have open and real discussions at the provincial level on what support can be provided.

Clearview's Strategic Plan

The above initiative supports the following strategic pillars:

- Governance

Financial Implications

It is difficult to identify an exact dollar amount that can be attributed to a cemetery transfer/abandonment to the municipality. Every transfer is different and depends on a multitude of factors beginning with the cemetery status (active/inactive), acreage, care and maintenance fund (if any), maintenance of records, etc. What is being recommended by staff by way of support from the province is not meant to erase the costs entirely, but rather, to alleviate the financial burden in some capacity.

Report Appendices

Not applicable.

Approvals

Submitted by:	Sasha HelmKay, B.A., Dipl. M.A., AOMC, Clerk/Director of Legislative Services
Reviewed by:	Krista Pascoe, Deputy Clerk
Financial Implications Reviewed by:	Kelly McDonald, Treasurer
Approved by:	John Ferguson, CAO



Legislative Services
 Jaclyn Grossi
 905-726-4768
 clerks@aurora.ca

Town of Aurora
 100 John West Way, Box 1000
 Aurora, ON L4G 6J1

December 19, 2023

The Right Honourable Justin Trudeau
 Prime Minister of Canada
 80 Wellington Street
 Ottawa, ON K1A 0A2

Delivered by email
 justin.trudeau@parl.gc.ca

The Honourable Doug Ford, Premier of Ontario
 Premier's Office, Room 281
 Legislative Building, Queen's Park
 Toronto, ON M7A 1A1

Delivered by email
 premier@ontario.ca

Dear Prime Minister Trudeau and Premier Ford:

Re: Town of Aurora Council Resolution of December 12, 2023
Motion 10.3 – Councillor Gilliland; Re: Community Safety and Inciteful Speech

Please be advised that this matter was considered by Council at its meeting held on December 12, 2023, and in this regard, Council adopted the following resolution:

Whereas there has been an escalation in terrorist activity and unrest around the world that has triggered homeland rallies and advocacy that supports inciteful actions, which are causing uncertainty and unsafe feelings in our own country; and

Whereas inciteful speech is knowingly being utilized to create division, manipulation and spread misinformation, which could be defined as violent extremist propaganda and encouraging violent crimes; and

Whereas any loss of innocent civilian life is unacceptable and tragic; and

Whereas other local municipal councils and residents in Aurora have expressed concerns of uncertainty and safety who are asking for peace, protection and security; and

Whereas law exists to help maintain public safety, security, peace and order in society, and in Canada, where the responsibility for criminal justice is shared between the Federal, Provincial and territorial governments; and

Whereas it is important to protect our general freedoms of speech, while respecting the principles to protect and respect human rights, whether in

Town of Aurora Council Resolution of December 12, 2023
Community Safety and Inciteful Speech
December 19, 2023

2 of 2

person or in a free, open and secure internet, and to ensure transparency and accountability;

- 1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledges that residents in the community have expressed feelings of uncertainty and safety concerns, due to the recent global unrest, and condemns all acts of terror and violence resulting in loss of life or injury; and**
- 2. Be It Further Resolved That the Town of Aurora call on all levels of government to acknowledge this uncertainty and safety concerns in Canada and look to strengthening their available tools to deny inciteful speech that encourages violent extremists the ability to publicly manipulate, advocate, and incite violence or physical harm to another human being, whether it be online or in person; and**
- 3. Be It Further Resolved That Council encourages our community and diverse local leaders of faith to bring the community together to promote peace, healing and understanding during this difficult time; and**
- 4. Be It Further Resolved That a copy of this resolution be provided to both the Federal and Provincial government and all municipalities in Ontario.**

The above is for your consideration and any attention deemed necessary.

Sincerely,



Jaclyn Grossi
Deputy Town Clerk
The Corporation of the Town of Aurora

JG/lb

Attachment (Council meeting extract)

Copy: All Ontario Municipalities



100 John West Way
Aurora, Ontario
L4G 6J1
(905) 727-3123
aurora.ca

Town of Aurora

Council Meeting Extract

Tuesday, December 12, 2023

10. Motions

10.3 Councillor Gilliland; Re: Community Safety and Inciteful Speech

Moved by Councillor Gilliland

Seconded by Councillor Gaertner

Whereas there has been an escalation in terrorist activity and unrest around the world that has triggered homeland rallies and advocacy that supports inciteful actions, which are causing uncertainty and unsafe feelings in our own country; and

Whereas inciteful speech is knowingly being utilized to create division, manipulation and spread misinformation, which could be defined as violent extremist propaganda and encouraging violent crimes; and

Whereas any loss of innocent civilian life is unacceptable and tragic; and

Whereas other local municipal councils and residents in Aurora have expressed concerns of uncertainty and safety who are asking for peace, protection and security; and

Whereas law exists to help maintain public safety, security, peace and order in society, and in Canada, where the responsibility for criminal justice is shared between the Federal, Provincial and territorial governments; and

Whereas it is important to protect our general freedoms of speech, while respecting the principles to protect and respect human rights, whether in person or in a free, open and secure internet, and to ensure transparency and accountability;

1. Now Therefore Be It Hereby Resolved That the Town of Aurora acknowledges that residents in the community have expressed feelings of uncertainty and safety concerns, due to the recent global unrest, and condemns all acts of terror and violence resulting in loss of life or injury; and
2. Be It Further Resolved That the Town of Aurora call on all levels of government to acknowledge this uncertainty and safety concerns in Canada and look to strengthening their available tools to deny inciteful

speech that encourages violent extremists the ability to publicly manipulate, advocate, and incite violence or physical harm to another human being, whether it be online or in person; and

3. Be It Further Resolved That Council encourages our community and diverse local leaders of faith to bring the community together to promote peace, healing and understanding during this difficult time; and
4. Be It Further Resolved That a copy of this resolution be provided to both the Federal and Provincial government and all municipalities in Ontario.

Yeas (7): Mayor Mrakas, Councillor Weese, Councillor Gilliland, Councillor Gaertner, Councillor Thompson, Councillor Gallo, and Councillor Kim

Carried (7 to 0)

December 22, 2023

Sent via E-mail
david.piccinico@pc.ola.org

David Piccini, MPP
Northumberland-Peterborough South
117 Peter St
Port Hope, ON L1A 1C5

Re: Rising Municipal Insurance Costs

Dear MPP Piccini,

At its regular meeting held December 12, 2023, the Council of the Township of Asphodel-Norwood considered the above-noted matter and passed the following resolution:

WHEREAS Ontario Municipalities are experiencing higher insurance rates at each renewal with limited access to insurance providers willing to quote on municipal insurance needs;

AND WHEREAS the Township of Asphodel-Norwood's annual insurance premiums have increased from \$150,280 to \$299,729 from 2020 to 2024, representing an accumulated increase of 99.5% over this period;

AND WHEREAS these annual increases are unsustainable and divert funds from critical municipal services as one of the most significant constraints in limiting yearly tax levy increases;

NOW THEREFORE BE IT RESOLVED that the Council of the Township of Asphodel-Norwood directs staff to send a letter to the MPP for Northumberland-Peterborough South calling for action to reduce insurance costs;

AND FURTHER BE IT RESOLVED that this Resolution be forwarded to the Association of Municipalities of Ontario (AMO), the Minister of Finance, the Minister of Municipal Affairs and Housing, and all Ontario Municipalities for support.

Trusting you will find the foregoing satisfactory, but please do not hesitate to reach out with any questions or concerns.

Sincerely,



Melanie Hudson, Acting Clerk
Township of Asphodel-Norwood

-2-

Cc: Hon. Peter Bethlenfalvy, Minister of Finance
Hon. Steve Clark, Minister of Municipal Affairs and Housing
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



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

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

December 21, 2023

Re: Smith Patterson Drain, Annett Drain, Patterson Bell Drain, & 6-7 Concession Drain / Watt Drain

Seven (7) sealed tenders for the Smith Patterson Drain, Annett Drain, Patterson Bell Drain, & 6-7 Concession Drain / Watt Drain were received and opened on December 21, 2023 at the Municipality of Brooke-Alvinston Municipal Office.

Following the tender opening, the schedule of tender prices from each bid was reviewed by David Moores, R. Dobbin Engineering to ensure correct unit price extensions and total tender prices. Following are the confirmed, corrected, tender prices submitted (including HST):

- | | |
|-------------------------|-------------|
| • JLH Excavating | \$45,045.50 |
| • McNally Excavating | \$45,087.00 |
| • Bruce Poland | \$45,403.48 |
| • HE Construction | \$53,196.66 |
| • Herrington Excavating | \$61,801.49 |
| • VanBree Drainage | \$64,157.90 |
| • GM Construction | \$64,207.73 |

Based on this review, the bid from **JLH Excavating** in the amount of **\$45,045.50** (including HST) for the drainage work is the lowest price tendered and meets all of the requirements stipulated in tender documents.

We trust this meets your requirements at this time; however, should you have any questions regarding this information, please feel free to call.

Regards,

David Moores
 Drainage Superintendent, R. Dobbin Engineering Inc.



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

December 22, 2023

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

Re: Morwood Drain

Four (4) sealed tenders for the Morwood Drain were received and opened on December 21, 2023 at the Municipality of Brooke-Alvinston Municipal Office.

Following the tender opening, the schedule of tender prices from each bid was reviewed by David Moores, R. Dobbin Engineering to ensure correct unit price extensions and total tender prices. Following are the confirmed, corrected, tender prices submitted (including HST):

- Robinson Farm Drainage \$42,936.61
- VanBree Drainage \$43,428.39
- McNally Excavating \$49,155.00
- AG Hayter \$54,149.60

Based on this review, the bid from **Robinson Farm Drainage** in the amount of **\$42,936.61** (including HST) for the drainage work is the lowest price tendered and meets all of the requirements stipulated in tender documents.

We trust this meets your requirements at this time; however, should you have any questions regarding this information, please feel free to call.

Regards,

A handwritten signature in black ink that reads 'D. Moores'.

David Moores
 Drainage Superintendent
 R. Dobbin Engineering Inc.



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

December 22, 2023

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

Re: Edgar Podolinsky Drain

Seven (7) sealed tenders for the Edgar Podolinsky Drain were received and opened on December 21, 2023 at the Municipality of Brooke-Alvinston Municipal Office.

Following the tender opening, the schedule of tender prices from each bid was reviewed by David Moores, R. Dobbin Engineering to ensure correct unit price extensions and total tender prices. Following are the confirmed, corrected, tender prices submitted (including HST):

• McNally Excavating	\$26,103.00
• Bruce Poland	\$26,254.08
• JLH Excavating	\$27,343.74
• VanBree Drainage	\$28,416.56
• HE Construction	\$29,030.47
• Herrington Excavating	\$31,130.37
• GM Construction	\$34,097.75

Based on this review, the bid from **McNally Excavating** in the amount of **\$26,103.00** (including HST) for the drainage work is the lowest price tendered and meets all of the requirements stipulated in tender documents.

We trust this meets your requirements at this time; however, should you have any questions regarding this information, please feel free to call.

Regards,

A handwritten signature in black ink that reads 'D. Moores'.

David Moores
 Drainage Superintendent
 R. Dobbin Engineering Inc.



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

December 22, 2023

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

Re: Gray Drain No.1

Seven (7) sealed tenders for the Gray Drain No.1 were received and opened on December 21, 2023 at the Municipality of Brooke-Alvinston Municipal Office.

Following the tender opening, the schedule of tender prices from each bid was reviewed by David Moores, R. Dobbin Engineering to ensure correct unit price extensions and total tender prices. Following are the confirmed, corrected, tender prices submitted (including HST):

• HE Construction	\$23,423.16
• Bruce Poland	\$32,674.52
• McNally Excavating	\$34,691.00
• JLH Excavating	\$34,829.43
• VanBree Drainage	\$54,058.64
• GM Construction	\$59,412.58
• BF Environmental	\$70,020.83

Based on this review, the bid from **HE Construction** in the amount of **\$23,423.16** (including HST) for the drainage work is the lowest price tendered and meets all of the requirements stipulated in tender documents.

We trust this meets your requirements at this time; however, should you have any questions regarding this information, please feel free to call.

Regards,

A handwritten signature in black ink that reads 'D. Moores'.

David Moores
 Drainage Superintendent
 R. Dobbin Engineering Inc.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Municipal Health & Safety Policy 2024
Meeting: Council - 11 Jan 2024
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston approve the Health & Safety Statement for 2024.

Background:

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

Comments:

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

In 2023, the Municipality continued using 4S Consulting Services (we partnered with them when awarded modernization funds) to provide mandated training for current and new employees. The Policy Statement for 2024 is attached

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[H & S Policy Statement 2024](#)

Municipality of Brooke-Alvinston
Health & Safety Policy – 2024

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

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

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

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

David Ferguson; Mayor

Janet Denkers; Clerk-Administrator

January 2024



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Legal Services
Meeting: Council - 11 Jan 2024
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council receive and file the Clerk Administrator's report on legal services.

Background:

At the December 14th regular session of Council, it was noted that the legal relationship with the Municipality and Lerner's had ended. Albeit the service with Lerner's was satisfactory if not beyond, they deemed it appropriate to end the appointment due to lack of active files. At the request of Council, staff were tasked with exploring other options for legal assistance when required.

Comments:

The Municipality has, in the past used Wallace Lang for general routine needs such as land transfers or agreements, Ann Gray for registering of documents and Peter Pickfield for environmental issues (NFP). For HR matters, we initially reach out to the County HR department for preliminary guidance and subsequently seek out other assistance as needed or recommended there after.

For any insurance claims, the Municipality is in contact with the Intact Claims Consultant who has carriage of the file(s) who then arranges with the Adjuster for the full review to be forwarded to their legal team(s).

An informal poll of Lambton County municipalities revealed that most municipalities branch out for legal assistance or other niche matters as needed. Many references of firms were received through this poll with broad areas of expertise as needed.

Financial Considerations:

None considered at this time. Should Council wish to secure / appoint a law firm formally, a retainer fee may be imposed or waived pending the firm.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Grant Writing Options
Meeting: Council - 11 Jan 2024
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council receive and file this report; and that staff prepare reports to Council on proposed grant applications for submission in excess of \$25,000 with a line item in the report on whether a grant writer is recommended or additional resources can be sought internally (Engineer, Agency or locally (County , SLEP); and that the 2024 budget allow for contingencies in using a grant writer as needed.

Background:

Staff were requested to report on grant writing options for the Municipality.

Comments:

A grant writer can be a great way to increase chances of securing funding for the Municipality. By entering into a "contract" with a grant writer, they can help identify potential funding sources, craft proposals and navigate the application process. In most cases, they have probably written other grants and have the proper verbiage to use.

After approval of the annual budget, staff seek out grant applications to compliment the budget. If the grant is approved, any monies that were subsequently budgeted for are then either:

- 1) proportionately directed to the grant for cost sharing or
- 2) redirected to the general reserves

When grant opportunities arise that deal with more specific infrastructure versus capital items, staff generally seek assistance from the Architect / Engineer who completed the drawings or plans or the Agencies such as OCWA who are more fluent in the specific terminology. Contacts have been made with other local Lambton agencies such as Sarnia Lambton Economic Partnership, the County and Bluewater Power to assist with other applications as needed.

Staff are generally able to secure \$150,000 in various other funding opportunities to supplement the budget (some years vary). Although the number is acceptable and the finances complement aspects of the budget, the time and effort is forced and not always manageable by staff.

In considering other grant writing options (same options were presented in 2021) the Municipality can:

- 1) Conduct a Request for Proposal (RFP) for Grant Writers or contract one as needed

- 2) Explore Partnering with a Municipality / Upper tier to share staff resources
- 3) Encourage staff to attend grant writing courses when able to hone their skills or gain more insight.

Staff recently engaged with a grant writing service previously explored in 2021 to revisit how their specific grant writing services work. A significant change noticed was flexibility. The grant writing service we spoke with now offers an hourly consulting fee to review applications staff have prepared. The cost is an hourly rate and is paid regardless if the the grant is approved or declined in funding.

The grant writer, alternatively and as before will also prepare the grant from start to finish with various options for payment available. In this situation, payment is only made if the grant is approved for funding. It should be noted however that hiring a grant writer does not guarantee that the proposal will receive funding.

We also found that the Municipality can now engage a grant writer on an as needed basis or be grant specific and not have all grants the Municipality applies for be through the service.

Financial Considerations:

None associated at this time.

If a service is used for government grants, a contingency fee or percentage is generally applied to the application and can range from 15-30%. This percentage is generally only paid for approvals.

Hourly rates for consultation range from \$350-\$800 / hour and are firm payments whether or not the grant gets approval.

Engineers / Architects generally have their fees billed out for working in tandem with staff on applications regardless of approvals.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: January 2024 Grant Funding Opportunities
Meeting: Council - 11 Jan 2024
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council provide direction

Background:

Staff generally apply for grants that are routine (summer student), ad hoc, and provincial / federal grants as announced that supplement the annual budget.

Council has requested notification of grants that staff apply for to provide direction.

Comments:

Canada Summer Jobs 2024

Closes January 10, 2024

Status: Grant Applied for

Allowable Funding Amount: 50% of wages (12 week period)

Department: Parks & Recreation - watering flowers

Ontario Summer Student Employment - 2024

Closes January 15, 2024

Status: Grant Applied for

Electric Vehicle ChargeON Program

Closes: January 31, 2024

Status: Seeking Council Recommendation

Allowable Funding Amount: Up to 75% of total project cost

Participaction

Closes: February 13, 2024

Status: Seeking Council Recommendation

Allowable Funding Amount: \$500 - \$1,500

Recently applied for grants:

Emergency Preparedness Grant: (2) Emergency Signage Trailers (Council advised)

New Horizons Grant for Seniors: Toilet, Alvinston Library

Financial Considerations:

None associated with this report at this time. The applicant funding percentages can be allocated to the budget.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Electric Vehicle ChargeON Funding Program
Meeting: Council - 11 Jan 2024
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report Electric Vehicle ChargeON Funding Program be received and filed; and that staff be directed to submit an application(s) to the EV ChargeON Funding Program for: The BAICCC and in partnership with the Developer for Alvinston proper and that Council provides firm support in funding contributions for the BAICCC infrastructure.

Background:

Through the Ministry of Transportation, the Electric Vehicle ChargeON Funding Program was released to allow communities with a population under 170k to apply for a charging station in their communities. The program will fund up to 75% capital construction costs through rebates to a maximum based on the actual type and number of chargers being installed.

Applications are being accepted though to January 2024 with notification of funding in the Spring 2024.

Comments:

Charging stations funded through this program must be in Ontario and must be publicly accessible 24 hours per day, 365 days per year. Brooke-Alvinston has been identified as an eligible location.

Charging stations are classified in three basic categories: Level 1, 2 and 3. Level 1 is a basic charger that typically is installed in a residential garage and requires 120 volts to operate.

Level 2 Charging stations typically require 240 volts to operate. A full charge is often achieved over the course of 6-8 hours (if car is drained). These stations can be set up as a pay per charge station. A common name for these chargers are destination chargers and are typically seen at restaurants, hotels etc.

Level 3 Charging stations are DC fast chargers and require voltages in excess of 400volts. These are intended for public locations where filling a vehicle would be done in 1-2 hours.

Due to parking needs, availability of rest areas and land ownership, the BAICCC is the most suitable location to install an EV charging station(s). In addition to the BAICCC, staff have recently met with a Developer in the area who has approached us and is interested in installing a station(s) in the River and Centre Street area. The Developer has a keen interest in helping the town and sees this an opportunity. If approved, we will work with the Developer on an agreement moving forward. Should

Council approve, the Municipality could submit multiple applications however each application can only have one (1) proposed site.

We have contacted Bluewater Power and are in the process of determining if there is sufficient services available to install potential charging stations at the Complex in addition to the Centre Street / River Street location(s).

Under this funding, a site may include Level 2 Charging Stations, Level 3 Charging Stations or a combination of the two. With consultation with Bluewater Power, we will determine the most suitable station(s) to install. It is assumed a combination of one Level 3 Port co-located with a Level 2 port would be sufficient and would require 2 parking spaces. The Level 3 Port would require more hydro service and will charge EVs faster and will be more suited to patrons who are passing through and only staying for a short period of time. The Level 2 Ports are ideal for travelers that intend to visit for several hours or the day while they charge.

Financial Considerations:

Projects have a two year completion date once the Letter of Agreement from the Province is received therefore there is no direct impact to the 2024 budget at this time should funding be received. The applicant does need to have intent to fund the project. Because of this stipulation, it would be prudent to allot at least 50% of the associated fees to the municipal budget at this time and commit via resolution the intent to fund.

Preliminary (municipal) costs are estimated in the \$25 -\$50k range at this time. If awarded, a more precise estimation will be sought. Additionally, user fees would need to be established and other related by-laws (parking).



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Annual Donation Requests
Meeting: Council - 11 Jan 2024
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston approves annual grants to the following organizations as presented; and approves the draft grant policy as attached.

Background:

Donation requests from organizations are received annually and are generally formally approved during budget deliberations. If written requests are not received, monies are not granted.

Throughout the year there are other organizations that receive in kind donations which include Canada Day, the Fall Fair and Alvinston Christmas Celebration. These events (which are free to the public and have no admission fees) receive a portion of the BAICCC rental waived in addition to other use of municipal resources (barricades, staff resources etc.)

All organizations listed have a Board of Directors or Committee with independent banking accounts.

Comments:

At times, independent requests for financial assistance are received for ad hoc fundraising events or programs such as the Alvinston Feral Cats, Inwood 150th Committee, Ambassador Committee, No One Stands Alone campaign or other fundraising initiatives, programs or events. Council generally considers each request if submitted in written format.

Alternatively, the Brooke-Alvinston Community Fund is reviewed annually with the Committee providing monies as they determine. Previous donations have been made to the HAM camps and Inwood 150th Committee through that Fund.

Moving forward, clear criteria should be set to accommodate other public benefit or community events or have a process to expand the approved donation list to others and even set an annual budget limit for donations.

The attached DRAFT grant application and policy are attached for Council consideration.

Financial Considerations:

In 2023, municipal donations amounted to \$6,800.

ATTACHMENTS:

[Regularly Supported Organizations](#)

[Municipal Grants Policy 2024](#)

[Municipal Grant Application](#)

**Municipality of Brooke-Alvinston
Regularly Supported Organizations**

<u>Organization</u>	<u>Annual Support</u>	<u>Last year supported</u>	<u>Number of Years Supported</u>
Alvinston Silverstick	\$ 210	2021	>10
Brooke-Alvinston Agricultural Society (Fair board)	\$ 550	2019	>10
Brooke-Alvinston Skating Carnival	\$ 50	2022	10
Central Lambton Family Health (Recruitment Committee)	\$ 300	2023	>10
Christmas for Everyone - Petrolia	\$ 200	2023	7
Four Counties Hospital Foundation	\$ 5,000	2023	4
Lambton County 4H Association	\$ 250	2023	9
Lambton County Farm Safety Association	\$ 200	2023	>10
Lambton County Plowman's Association	\$ 150	2023	1
Lambton County Historical Society	\$ 100	2023	>10
Mt. Carmel Cemetery	\$ 150	2023	>10
Quad County Support Services	\$ 330	2019	10
Royal Canadian Legion - Poppy Fund	\$ 50	2022	>10
Saunders Cemetery	\$ 150	2023	>10
St. James Cemetery	\$ 150	2023	>10
Watford Silverstick	\$ 40	2019	>10
Watford/Alvinston Road Race	\$ 150	2023	7



Policy Title: **Municipal Grants Policy**
Approval Date:
Effective Date:
Last Revised Date:

1. Policy Statement

To provide a consistent, effective and efficient process for evaluating and approving municipal grant/donation requests.

2. Purpose / Background Information

The Municipality of Brooke-Alvinston recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of our citizens. Municipal grant funding demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Municipality's ability to provide funding to these groups.

3. Application

This policy applies to all applications made by organizations for municipal grants/donations.

4. Definitions

Not applicable.

5. Policy Details

General

It is the policy of the Municipality of Brooke-Alvinston to consider, within its financial capacity, modest financial support to organizations providing services that benefit the Municipality. This support is provided in recognition of the value these organizations provide to the well being and growth of the Municipality and in helping the Municipality retain a strong community focus.

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application requirements.

Preferences will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

Program Intent

The objective of this policy is to treat all organizations fairly and consistently. The aim of the "Municipal Grants Program" is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit and charitable organizations.

Funding Options

As part of its annual budget approval process, Council will determine the amount of funding to be provided. The following two types of municipal grants are available:

1. In-Kind Financial Assistance

Provision of municipal resources and materials and use of space at municipally owned facilities by non-profit and charitable organizations such as rental fee discounts, staff support and equipment supply.

2. Community/Special Events Grant

- Grants to organizations who meet the eligibility criteria set out in the municipal grants policy.
- Grants for one-time or first time events that are of cultural, social, health or recreational significance to the community.
- Grants for recurring events that Council has determined provide some benefit to the broader community, and is open to all members of the public.

Funding Eligibility

An applicant organization must meet the following general criteria in order to be considered for a Municipality of Brooke-Alvinston Grant:

- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The Municipality of Brooke-Alvinston grant should not be considered as the primary source of funding for the organization.
- Funding requests can be defined as events/projects/programs that support sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, recreation and /or health activities.
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- Where available, copies of most recent Financial Statements and the current year's budget must accompany the request.
- Individuals are not eligible for grant assistance.
- Funding will not be provided for accumulated deficits or funding shortfalls of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- The applicant organization, within the current fiscal year, must spend grant funding on the sole purpose(s) for which it was awarded.
- Only one grant request per organization per year will be considered.
- County organizations may be considered for a Municipal grant if the program/event provides a clear benefit and /or service to Brooke-Alvinston residents.
- Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

Application

All grant applications shall be directed to the Treasurer. Applications received on or before November 1 of each year will be incorporated into the Municipality's draft annual operating budget.

All applications shall be submitted on the Grant Application form, available from the municipal office or the municipal website (www.brookealvinston.com) together with the following information and documentation:

1. The service the organization provides to the community;
2. The amount of financial assistance required;
3. The benefits in the community to result from the grant;
4. A detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and/or donations;
5. Financial statements from the immediately preceding fiscal year, if available;

Application Review Process

Completed applications which are received by November 1, will be forwarded to Council during budget deliberation meetings for review and consideration.

In considering grant applications, Council will evaluate applications in terms of the general and financial criteria and principles outlined in the Municipal Grants Policy. Applications for "In-Kind financial assistance" by non-profit and charitable organizations will be forwarded to the Treasurer for review with a report to Council for consideration and approval.

It is recognized that grant applications for unique and beneficial special events/projects may also arise from time to time following Council approval of the annual operating budget. Applications received after the annual budget has been approved will be forwarded directly to Council for its consideration.

Grant recipients will be notified in writing of the grant amount approved following Council approval of the Municipality's annual operating budget. Grant applicants not approved for funding shall also be notified, in writing, of Council's decision.



Municipal Grant Application

Please ensure that you provide full, complete and clear answers to the questions on this form. Failure to provide the required information may result in your group being ineligible. Missing or unclear information may result in the application being delayed or rejected.

Use a combination of this form and support sheets as appropriate. Please label your attachments according to the section on this form which you are responding.

Part A – ORGANIZATION NAME & CONTACT INFORMATION

NAME OF THE ORGANIZATION _____

CONTACT PERSON _____

TELEPHONE NO. _____

FAX NO. _____

MAILING ADDRESS _____

EMAIL _____

POSTAL CODE _____

ORGANIZATION GENERAL INFORMATION

Number of Members _____

Type of organization (ie: Registered Charity, Non-Profit Organization, no status, etc.) _____

Incorporated as Non-Profit Organization: Yes No

Outline the mission, purpose and objectives of your organization.

Part B – GRANT REQUEST

Under what classification are you requesting a Grant?

COMMUNITY/SPECIAL EVENTS GRANT

IN-KIND CONTRIBUTION GRANT
(Provision of facilities, materials or resources)

AMOUNT OF GRANT REQUEST _____

\$ _____

Or

IN-KIND SERVICE REQUESTED _____

PURPOSE OF GRANT

(Give complete details – i.e.: project or event description, time frame, community benefits)

PROJECT FUNDING:

(Indicate from what other sources funding has been received or applied for.)

Other levels of government

Fundraising events

Donations

Other sources

Please provide specific details: _____

WILL THE MUNICIPALITY OF BROOKE-ALVINSTON BE THE PRIMARY FUNDING SOURCE OF THIS REQUEST? Yes No

HAS THE ORGANIZATION PREVIOUSLY RECEIVED FUNDING FROM THE MUNICIPALITY FOR THIS PROJECT/EVENT?

Yes No

WHAT WILL BE THE IMPLICATIONS IF A MUNICIPAL GRANT IS NOT APPROVED? _____

APPLICATION CHECKLIST

If available, copies of the proposed current year’s budget, detailing expenditures and revenues, including other grants and other sources of revenue, are to be submitted with this request along with the previous year’s financial statement, if available.

Proposed Budget

Previous Year’s Financial Statement

Part C – SIGNATURE OF AUTHORIZED OFFICIAL(S)

Signed on behalf of the organization by authorized officers:

Signature_____
Position_____
Date_____
Signature_____
Position_____
Date**Submit completed original application and supporting documentation to:**

*Municipality of Brooke-Alvinston
3236 River Street, PO Box 28
Alvinston, ON N0N 1A0
Attention: Treasurer*

NOTE: Grant Application and the Municipal Grants Program Policy may be either picked up at the Municipal Office, or downloaded from the Municipality's website (www.brookealvinston.com).

**Submit by no later than November 1 of the current year
to be included in the next year's budget.**



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - December 2023
Meeting: Council - 11 Jan 2024
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

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

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/31/2023 Paid Invoices Cheque Date 12/01/2023 to 12/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0020	003574 SEAN RICKEY	DEC2023 REFUND	12/12/2023	12/12/2023	200.00
01-0000-0498	003500 RWAM INSURANCE ADMINISTRATORS INC	100001-1223 RWAM BENEFITS	12/01/2023	12/01/2023	2.68
01-0000-1051	000279 BMO BANK OF MONTREAL	0502677-2312 ROMA ROOM MCCABE	12/13/2023	12/13/2023	295.86
01-0000-1051	000279 BMO BANK OF MONTREAL	0502677-2312 ROMA ROOM FERGUSON	12/13/2023	12/13/2023	295.86
01-0000-1051	003295 PBS BUSINESS SYSTEMS	20722 TAX BILLS	12/21/2023	12/21/2023	307.36
01-0000-1051	003295 PBS BUSINESS SYSTEMS	20723 INVOICES	12/21/2023	12/21/2023	316.40
01-0000-1051	003295 PBS BUSINESS SYSTEMS	20767 ENVELOPES	12/21/2023	12/21/2023	923.21
01-0000-1051	000105 USTI CANADA, INC.	395640 YEARLY LICENCE & SUPPORT	12/04/2023	12/04/2023	15,147.30
01-0000-1051	003277 DILIGENT CANADA INC.	INV418166 COUNCIL MTG-MANAGEMENT SOFTWARE	12/04/2023	12/04/2023	3,692.36
			Account Total		20,978.35
01-0000-2426	000018 CLOVER MART	000006 FOOD BANK PURCHASES	12/12/2023	12/12/2023	239.46
01-0000-2426	000018 CLOVER MART	00007 FOOD BANK PURCHASES	12/20/2023	12/20/2023	155.70
01-0000-2426	000185 DON MCGUGAN	12-2023 FOOD BANK ITEMS	12/20/2023	12/20/2023	800.69
01-0000-2426	000185 DON MCGUGAN	DEC2023 FOOD BANK PURCHASES	12/12/2023	12/12/2023	1,317.73
01-0000-2426	002996 NANCY FAFLAK	DEC2023 PRODUCE FOR FOODBANK	12/12/2023	12/12/2023	135.00
01-0000-2426	003452 JEANINE VAN DAMME	DEC2023 FOOD BANK PURCHASES	12/12/2023	12/12/2023	247.82
			Account Total		2,896.40
			Department Total		24,077.43
LICENCES, PERMITS, RENTS					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	-425.00
			Department Total		-425.00
GOVERNANCE					
01-0240-7303	002598 DAVID FERGUSON	NOV2023 EXPENSES	12/12/2023	12/12/2023	60.00

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/31/2023 Paid Invoices Cheque Date 12/01/2023 to 12/31/2023

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0240-7306	002598	DAVID FERGUSON	NOV2023 EXPENSES	12/12/2023	12/12/2023	37.20
01-0240-7306	003086	DON MCCABE	NOV2023 AORS MILEAGE	12/12/2023	12/12/2023	37.20
Account Total						74.40
01-0240-7399	000279	BMO BANK OF MONTREAL	0502677-2312 SPECIAL OCCASION PERMIT	12/13/2023	12/13/2023	150.00
01-0240-7399	003576	SWONT CONDUCTIVE EDUCATION TRUST FU	DEC2023 MEM DONATION-JOANNE SANDERS	12/12/2023	12/12/2023	50.00
01-0240-7399	000034	CENTRAL SANITATION / 2696235 ONTARIO LIM	110083 CHRISTMAS PARADE 2023	12/12/2023	12/12/2023	614.72
01-0240-7399	002224	ALL SEASONS TROPHIES	REF120623 TROPHY CREDIT	12/12/2023	12/12/2023	-24.86
Account Total						789.86
Department Total						924.26
COUNCIL SUPPORT						
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-1223 RWAM BENEFITS	12/01/2023	12/01/2023	305.07
01-0241-7117	003503	GREEN SHIELD CANADA	15190062-1223 GREENSHIELD BENEFITS	12/01/2023	12/01/2023	910.96
Account Total						1,216.03
01-0241-7301	000279	BMO BANK OF MONTREAL	0502677-2312 OFFICE	12/13/2023	12/13/2023	48.27
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	53.11
Department Total						1,317.41
CORPORATE MANAGEMENT						
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-1223 RWAM BENEFITS	12/01/2023	12/01/2023	610.48
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-1223 RWAM BENEFITS	12/01/2023	12/01/2023	512.83
01-0250-7117	003503	GREEN SHIELD CANADA	15190062-1223 GREENSHIELD BENEFITS	12/01/2023	12/01/2023	1,111.84
Account Total						2,235.15
01-0250-7301	000279	BMO BANK OF MONTREAL	0502677-2312 OFFICE	12/13/2023	12/13/2023	12.99
01-0250-7301	000165	MANLEY'S BASICS	1146753 OFFICE SUPPLIES	12/14/2023	12/14/2023	185.31
01-0250-7301	000100	MCNAUGHTON HOME HARDWARE CENTRE	431356 WATER	12/20/2023	12/20/2023	7.38

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/31/2023 Paid Invoices Cheque Date 12/01/2023 to 12/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7301	002686 DARLENE PAOLUCCI	57381 BATTERIES FOR SMOKE & CO2 DETE	12/12/2023	12/12/2023	8.99
		Account Total			214.67
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	53.11
01-0250-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	158.42
01-0250-7303	003464 FIBERNETICS CORPORATION	666415 PHONE LINES	12/12/2023	12/12/2023	62.15
		Account Total			273.68
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR358146 COPIER MAINTENANCE CONTRACT	12/12/2023	12/12/2023	204.47
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	584223 POSTAGE-JANETS LAPTOP	12/12/2023	12/12/2023	103.99
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	21311 IT LICENCING	12/12/2023	12/12/2023	618.94
01-0250-7310	003264 REDCHAIR	4373 WEBSITE HOSTING/SECURITY UPDAT	12/12/2023	12/12/2023	124.30
		Account Total			743.24
01-0250-7341	000132 A-1 SECURITY SYSTEMS	186205 ELEVATOR MONITORING	12/13/2023	12/13/2023	339.00
		Department Total			4,114.20
FIRE STATION - ALVINSTON					
01-0411-7120	003125 TALBOT UNIFORMS	334473 UNIFORMS	12/13/2023	12/13/2023	209.91
01-0411-7125	003399 DYNAMIC GRAFFIX SIGNS & MORE INC	5484 ACCOUNTABILITY TAGS	12/12/2023	12/12/2023	70.68
01-0411-7150	000279 BMO BANK OF MONTREAL	0502677-2312 TRAINING FEES	12/13/2023	12/13/2023	65.00
01-0411-7150	002224 ALL SEASONS TROPHIES	62284 TRAINING SIGNS	12/12/2023	12/12/2023	220.35
01-0411-7150	000163 STEVE KNIGHT	DEC2023 EXPENSES	12/14/2023	12/14/2023	76.84
01-0411-7150	002016 RON MCCABE	NOV2023 TRAINING AT LAMBTON COLLEGE	12/13/2023	12/13/2023	60.00
		Account Total			422.19
01-0411-7175	000119 THREE MAPLES VARIETY	126621 LONG SERVICE S MCKELLAR	12/13/2023	12/13/2023	350.00

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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.	12675 AWARDS DINNER	12/13/2023	12/13/2023	900.00
		Account Total			1,250.00
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	53.11
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	55.81
		Account Total			108.92
01-0411-7310	003016 FLUENT INFORMATION MANAGEMENT SYSTEMS	INV-8411 ADMIN OF DATA MNGMT SYSTEM	12/12/2023	12/12/2023	1,356.00
01-0411-7340	003364 R & C CLEANING	NOV23 FIREHALL & LIBRARY CLEANING	12/13/2023	12/13/2023	140.00
01-0411-7345	003575 DEPENDABLE FIRE EQUIPMENT	INV000589 EQUIPMENT-REPLACEMENT HYDR BAG	12/12/2023	12/12/2023	349.58
01-0411-7351	003031 LAMBTON MEAT PRODUCTS / ALEND LTD.	12678 FIRE CHIEFS DINNER	12/20/2023	12/20/2023	540.00
01-0411-7351	002016 RON MCCABE	DEC2023 TRAINING AT LAMBTON COLLEGE	12/13/2023	12/13/2023	67.20
01-0411-7351	000163 STEVE KNIGHT	DEC2023 EXPENSES	12/14/2023	12/14/2023	100.00
		Account Total			707.20
01-0411-7365	000131 BEARCOM CANADA CORP	5653453 RADIOS/PAGER SERVICE CONTRACT	12/14/2023	12/14/2023	335.61
01-0411-7365	000131 BEARCOM CANADA CORP	5656146 RADIO REPAIRS	12/14/2023	12/14/2023	67.80
01-0411-7365	000131 BEARCOM CANADA CORP	5656147 PAGER & RADIO REPAIRS	12/14/2023	12/14/2023	148.31
01-0411-7365	000131 BEARCOM CANADA CORP	5659624 REPAIRS TO T2 RADIO	12/20/2023	12/20/2023	226.00
		Account Total			777.72
01-0411-7372	000207 OKE'S AUTO INC.	066256 SERVICE-OIL AND FILTER	12/14/2023	12/14/2023	122.56
01-0411-7372	000163 STEVE KNIGHT	DEC2023 EXPENSES	12/14/2023	12/14/2023	254.24
		Account Total			376.80
01-0411-7460	002223 COUNTY OF LAMBTON	38113 RADIO/DISPATCH-TOWER LEASE	12/12/2023	12/12/2023	1,769.71
01-0411-7460	002223 COUNTY OF LAMBTON	38129 DISPATCH/RADIO MISC EXPENSES	12/12/2023	12/12/2023	96.97

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01-0411-7460	002223 COUNTY OF LAMBTON	38141 RADIO/DISPATCH EXPENSES	12/12/2023	12/12/2023	5,535.71
Account Total					7,402.39
Department Total					13,171.39
POLICE					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2449 MONTHLY POLICING	12/04/2023	12/04/2023	32,575.07
Department Total					32,575.07
PROTECTIVE INSPECTION & CONTROL					
01-0440-7470	002223 COUNTY OF LAMBTON	38175 BUILDING PERMITS	12/14/2023	12/14/2023	3,395.00
01-0440-7470	002223 COUNTY OF LAMBTON	38175 BUILDING PERMITS	12/14/2023	12/14/2023	498.22
Account Total					3,893.22
01-0440-7472	003467 J.S.G. ANIMAL REMOVAL	23803 ANIMAL CONTROL	12/12/2023	12/12/2023	452.00
01-0440-7476	002223 COUNTY OF LAMBTON	38210 PROPERTY STANDARDS	12/14/2023	12/14/2023	420.00
01-0440-7476	002223 COUNTY OF LAMBTON	38210 PROPERTY STANDARDS	12/14/2023	12/14/2023	71.92
01-0440-7476	002223 COUNTY OF LAMBTON	38210 PROPERTY STANDARDS	12/14/2023	12/14/2023	-1,441.44
01-0440-7476	002223 COUNTY OF LAMBTON	38210 PROPERTY STANDARDS	12/14/2023	12/14/2023	-129.60
Account Total					-1,079.12
Department Total					3,266.10
RT&M - LITTER/GARBAGE PICKUP					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0436221-0676-3 GARBAGE PICK UP	12/12/2023	12/12/2023	202.99
Department Total					202.99
RT&M - INTERSECTION LIGHTING					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-1223 HYDRO	12/12/2023	12/12/2023	19.50
Department Total					19.50
OVERHEAD					
01-0560-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	100001-1223 RWAM BENEFITS	12/01/2023	12/01/2023	917.10
01-0560-7117	003503 GREEN SHIELD CANADA	15190062-1223 GREENSHIELD BENEFITS	12/01/2023	12/01/2023	1,312.72

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
				Account Total	2,229.82
01-0560-7125	003456 KENT GOSNELL	31336 WORKBOOTS 2023	12/27/2023	12/27/2023	200.00
01-0560-7150	000279 BMO BANK OF MONTREAL	0502677-2312 SNOW PLOW TRAINING	12/13/2023	12/13/2023	279.11
01-0560-7150	002223 COUNTY OF LAMBTON	38154 CHAINSAW TRAINING	12/12/2023	12/12/2023	508.50
				Account Total	787.61
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	221.65
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	125.81
				Account Total	347.46
01-0560-7304	003136 NAPA GLENCOE	130-539614 SHOP INVENTORY	12/13/2023	12/13/2023	66.52
01-0560-7304	003136 NAPA GLENCOE	130-540276 ENG OIL BULK	12/20/2023	12/20/2023	4,532.43
01-0560-7304	000100 MCNAUGHTON HOME HARDWARE CENTRE	430150 SHOP SUPPLIES	12/12/2023	12/12/2023	16.93
				Account Total	4,615.88
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2206-1223 HYDRO	12/12/2023	12/12/2023	440.41
01-0560-7340	002214 GERBER ELECTRIC LTD	00027583 WATER LINE REPAIR	12/20/2023	12/20/2023	228.49
01-0560-7398	000074 MACKENZIE OIL LIMITED	R5167-IN FUEL	12/12/2023	12/12/2023	510.15
01-0560-7398	000074 MACKENZIE OIL LIMITED	R5168-IN FUEL	12/12/2023	12/12/2023	2,172.04
				Account Total	2,682.19
				Department Total	11,531.86
21 Dodge RAM 4 x 4 pickup					
01-0621-7370	000074 MACKENZIE OIL LIMITED	R4822-IN FUEL	12/12/2023	12/12/2023	421.97
01-0621-7372	000279 BMO BANK OF MONTREAL	0502677-2312 RENTAL VEHICLE	12/13/2023	12/13/2023	24.28
				Department Total	446.25

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01-0622-7370	000074 MACKENZIE OIL LIMITED	R4822-IN FUEL	12/12/2023	12/12/2023	421.98
Department Total					421.98
MASSEY LOADER 50C					
01-0632-7370	000074 MACKENZIE OIL LIMITED	0146662 FUEL	12/12/2023	12/12/2023	168.43
Department Total					168.43
KUBOTA TRACTOR					
01-0633-7370	000074 MACKENZIE OIL LIMITED	0146662 FUEL	12/12/2023	12/12/2023	168.43
Department Total					168.43
SAND AND SALT					
01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	1256995 HIGHWAY COARSE SALT	12/04/2023	12/04/2023	8,176.70
01-0671-7301	003496 V.B. SAND & GRAVEL LTD.	4676 ROAD SAND	12/13/2023	12/13/2023	2,728.75
Account Total					10,905.45
Department Total					10,905.45
STREET LIGHTING - ALVINSTON					
01-0751-7306	000099 BLUEWATER POWER DISTRIBUTION CORP	200000448850 HYDRO	12/12/2023	12/12/2023	695.66
Department Total					695.66
STREET LIGHTING - INWOOD					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-1223 HYDRO	12/12/2023	12/12/2023	555.17
Department Total					555.17
SANITARY SEWER SYSTEM					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	150.00
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	93632296 ALUMINUM SULPHATE	12/14/2023	12/14/2023	2,103.87
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	I10071 SLUDGE REMOVAL	12/12/2023	12/12/2023	437.31
01-0810-7432	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	I10953 SLUDGE REMOVAL	12/21/2023	12/21/2023	437.31
01-0810-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000036801 3RD QUARTER CALL OUTS	12/12/2023	12/12/2023	1,287.00
01-0810-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000036806 VFD & BLOWER MOTOR REPLACEMENT	12/12/2023	12/12/2023	8,680.13

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Account Total						12,945.62
01-0810-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000037623 OPERATIONS CONTRACT	12/13/2023	12/13/2023	9,354.39
Department Total						22,450.01
INWOOD SEWER SYSTEM						
01-0811-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	50.00
Department Total						50.00
WATERWORKS SYSTEM						
01-0830-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	50.00
01-0830-7432	002158	LAMBTON FENCING LIMITED	24199 FENCE REPAIRS-STORM	12/27/2023	12/27/2023	7,262.87
01-0830-7432	002353	ITRON CANADA INC.	50997 WATER READING SOFTWARE	12/21/2023	12/21/2023	2,080.99
01-0830-7432	000124	ONTARIO CLEAN WATER AGENCY - EFT	INV00000036790 3RD QUARTER CALL OUTS	12/12/2023	12/12/2023	1,222.50
01-0830-7432	000124	ONTARIO CLEAN WATER AGENCY - EFT	INV00000036792 LEAK DETECTION	12/12/2023	12/12/2023	2,187.84
01-0830-7432	000124	ONTARIO CLEAN WATER AGENCY - EFT	INV00000036799 STANDPIPE INSP & REPAIR	12/12/2023	12/12/2023	16,688.84
Account Total						29,443.04
01-0830-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000037623 OPERATIONS CONTRACT	12/13/2023	12/13/2023	8,337.11
Department Total						37,830.15
WASTE COLLECTION						
01-0840-7480	000026	BLUEWATER RECYCLING ASSOC.	27330 GARBAGE COLLECTION	12/12/2023	12/12/2023	7,121.76
Department Total						7,121.76
ALVINSTON COMMUNITY CENTRE						
01-1635-7117	003503	GREEN SHIELD CANADA	15190062-1223 GREENSHIELD BENEFITS	12/01/2023	12/01/2023	1,366.44
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	104.01
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1223 PHONE & INTERNET SERVICE	12/12/2023	12/12/2023	79.66
01-1635-7303	003464	FIBERNETICS CORPORATION	666415 PHONE LINES	12/12/2023	12/12/2023	33.84

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				Account Total	217.51
01-1635-7340	000279 BMO BANK OF MONTREAL	0502677-2312 TSA ELEVATOR LICENCE	12/13/2023	12/13/2023	330.00
01-1635-7340	000112 NUTECH PEST SERVICES	11473 PEST CONTROL	12/13/2023	12/13/2023	47.46
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	15861 GARBAGE PICK UP	12/13/2023	12/13/2023	295.00
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	429438 ARENA SUPPLIES	12/12/2023	12/12/2023	88.87
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	429596 ARENA SUPPLIES	12/12/2023	12/12/2023	151.34
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	430937 TOILET HANDLES-AUDITORIUM	12/14/2023	12/14/2023	80.38
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	430984 ARENA SUPPLIES	12/14/2023	12/14/2023	102.16
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	617939 CLEANING SUPPLIES ARENA	12/14/2023	12/14/2023	765.43
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00550406 HAND SOAP	12/12/2023	12/12/2023	352.90
01-1635-7340	000019 LONDON FIRE EQUIPMENT LTD.	S827222 ANNUAL INSPECTION-ALARMS/EXTIN	12/12/2023	12/12/2023	3,163.49
				Account Total	5,377.03
01-1635-7372	002214 GERBER ELECTRIC LTD	00027581 PROPANE FOR ICE EDGER	12/14/2023	12/14/2023	30.00
01-1635-7372	000177 NELLA CUTLERY	IN2440466 ICE RESURFACING BLADE SHARPEN	12/14/2023	12/14/2023	101.70
				Account Total	131.70
01-1635-7383	002841 KERN WATER SYSTEMS INC.	164090 BAR ICE	12/12/2023	12/12/2023	105.00
01-1635-7384	000100 MCNAUGHTON HOME HARDWARE CENTRE	431245 SOAP/DESCALER FOR DISHWASHER	12/14/2023	12/14/2023	151.96
				Department Total	7,349.64
CONCESSION / BOOTH & VENDING					
01-1637-7382	000082 THE PEPSI BOTTLING GROUP (CANADA)	57364609 POP	12/20/2023	12/20/2023	1,048.75
				Department Total	1,048.75
INWOOD COMMUNITY CENTER					
01-1639-7399	003531 DONNA WATSON	0211967168 INWOOD 150 LABELS	12/12/2023	12/12/2023	39.54
01-1639-7399	003573 SHILOH-INWOOD UNITED CHURCH	2023-01 INWOOD 150 ROOM RENTAL	12/12/2023	12/12/2023	800.00

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Account Total					839.54
Department Total					839.54
ALVINSTON LIBRARY					
01-1641-7340	003364 R & C CLEANING	NOV23 FIREHALL & LIBRARY CLEANING	12/13/2023	12/13/2023	700.00
Department Total					700.00
PLANNING & ZONING					
01-1810-7430	002223 COUNTY OF LAMBTON	38251 OFFICIAL PLAN FEES	12/21/2023	12/21/2023	1,645.55
Department Total					1,645.55
COMMERCIAL & INDUSTRIAL					
01-1820-7399	000279 BMO BANK OF MONTREAL	0502677-2312 DOWNTOWN DECORATIONS	12/13/2023	12/13/2023	71.35
01-1820-7399	000279 BMO BANK OF MONTREAL	0502677-2312 CHRISTMAS LIGHTS	12/13/2023	12/13/2023	135.55
Account Total					206.90
Department Total					206.90
AGRICULTURE & REFORESTATION					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	217.23 DRAINAGE SUPERINTENDENT	12/12/2023	12/12/2023	813.88
Department Total					813.88
COUNTY OF LAMBTON TAXATION					
01-9400-9100	002223 COUNTY OF LAMBTON	38004 4TH QUARTER LEVY	12/04/2023	12/04/2023	482,683.00
Department Total					482,683.00
EDUCATION ENGLISH PUBLIC					
01-9500-9100	000176 LAMBTON KENT DISTRICT SCHOOL BOARD	DEC2023 4TH QUARTER LEVY	12/13/2023	12/13/2023	212,363.03
Department Total					212,363.03
EDUCATION FRENCH PUBLIC					
01-9510-9100	000277 CONSEIL SCOLAIRE VIAMONDE	DEC2023 4TH QUARTER INSTALMENT	12/13/2023	12/13/2023	2,020.63
Department Total					2,020.63
EDUCATION ENGLISH SEPARATE					
01-9520-9100	000276 ST. CLAIR CATHOLIC DISTRICT SCHOOL BD.	DEC2023 4TH QUARTER INSTALMENT	12/13/2023	12/13/2023	54,592.26
Department Total					54,592.26

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EDUCATION FRENCH SEPARATE

01-9530-9100	000278 CONSEIL SCOLAIRE CATHOLIQUE PROVIDEN	DEC2023 4TH QUARTER INSTALMENT	12/13/2023	12/13/2023	8,862.15
Department Total					8,862.15

LASALLE WEST REPAIRS

20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043192 LASALLE GRAVEL	12/20/2023	12/20/2023	19,730.75
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043292 LASALLE GRAVEL	12/04/2023	12/04/2023	20,493.49
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043298 LASALLE GRAVEL	12/04/2023	12/04/2023	1,840.52
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043299 LASALLE GRAVEL	12/04/2023	12/04/2023	20,297.88
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043300 LASALLE GRAVEL	12/04/2023	12/04/2023	12,914.08
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043301 LASALLE GRAVEL	12/04/2023	12/04/2023	3,685.38
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043302 LASALLE GRAVEL	12/04/2023	12/04/2023	7,364.26
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043320 LASALLE GRAVEL	12/12/2023	12/12/2023	19,811.15
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043321 LASALLE GRAVEL	12/12/2023	12/12/2023	8,874.49
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043322 LASALLE GRAVEL	12/12/2023	12/12/2023	11,086.59
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043323 LASALLE GRAVEL	12/12/2023	12/12/2023	5,517.24
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043324 LASALLE GRAVEL	12/12/2023	12/12/2023	5,532.43
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043325 LASALLE GRAVEL	12/20/2023	12/20/2023	10,165.24
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043332 LASALLE GRAVEL	12/20/2023	12/20/2023	1,844.87
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043416 LASALLE GRAVEL	12/12/2023	12/12/2023	10,134.83
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043423 LASALLE GRAVEL	12/12/2023	12/12/2023	921.35
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043424 LASALLE GRAVEL	12/12/2023	12/12/2023	7,366.44
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043425 LASALLE GRAVEL	12/12/2023	12/12/2023	13,744.17
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043426 LASALLE GRAVEL	12/12/2023	12/12/2023	14,746.99
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043427 LASALLE GRAVEL	12/12/2023	12/12/2023	20,319.65

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/31/2023 Paid Invoices Cheque Date 12/01/2023 to 12/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043449 LASALLE GRAVEL	12/13/2023	12/13/2023	12,866.27
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043510 LASALLE GRAVEL	12/20/2023	12/20/2023	13,276.98
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043512 LASALLE GRAVEL	12/20/2023	12/20/2023	23,142.34
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043514 LASALLE GRAVEL	12/20/2023	12/20/2023	24,660.59
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043516 LASALLE GRAVEL	12/20/2023	12/20/2023	8,261.70
20-0511-7301	000152 MCKENZIE & HENDERSON LTD.	0000043548 LASALLE GRAVEL	12/21/2023	12/21/2023	3,676.70
Account Total					302,276.38
Department Total					302,276.38

ROAD VEHICLE / EQUIPMENT

20-0600-8035	002008 VIKING CIVES	2721146 NEW TRUCK CHASIS	12/20/2023	12/20/2023	189,275.00
Department Total					189,275.00

SEWAGE TREATMENT PLANT

20-0811-8050	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000036804 REPLACE CHEMICAL PUMP	12/12/2023	12/12/2023	5,037.12
Department Total					5,037.12

MUNICIPAL DRAINS - CONSTRUCTION

20-2800-7401	002130 VAN BREE DRAINAGE	004327 HASTINGS DRAIN HB	12/20/2023	12/20/2023	7,877.77
20-2800-7401	000113 R DOBBIN ENGINEERING INC	118.23 MCEACHERN DRAIN	12/20/2023	12/20/2023	6,780.00
20-2800-7401	000113 R DOBBIN ENGINEERING INC	229.23 BENNER DUFFY DRAIN	12/20/2023	12/20/2023	2,627.27
Account Total					17,285.04
Department Total					17,285.04

MUNICIPAL DRAINS - MAINTENANCE

20-2900-7401	003540 CRITTER CONTROL	23 WATSON DRAIN	12/13/2023	12/13/2023	294.93
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	928 12TH CONCESSION HB	12/04/2023	12/04/2023	2,623.96
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	929 MCNEIL DRAIN HB	12/04/2023	12/04/2023	225.29
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	932-A JOHNSON DRAIN HB	12/13/2023	12/13/2023	7.81
20-2900-7401	003361 GM CONSTRUCTION	934 TAIT SWARTZ DRAIN	12/20/2023	12/20/2023	5,333.60

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/31/2023 Paid Invoices Cheque Date 12/01/2023 to 12/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	938 SMITH PATTERSON DRAIN/CULVERT	12/20/2023	12/20/2023	25,797.73
20-2900-7401	002823 KT EXCAVATING	INV-0788 WATSON DRAIN	12/27/2023	12/27/2023	655.40
20-2900-7401	002823 KT EXCAVATING	INV-0794 MORELY-ZAVITZ DRAIN	12/27/2023	12/27/2023	3,677.02
Account Total					38,615.74
Department Total					38,615.74
Total Paid Invoices					1,495,203.11
Total Unpaid Invoices					0.00
Total Invoices					1,495,203.11

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 12/01/2023 to 12/31/2023 Paid Invoices Cheque Date 12/01/2023 to 12/31/2023

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

01-0000	ASSETS & LIABILITIES	24,077.43
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	924.26
01-0241	COUNCIL SUPPORT	1,317.41
01-0250	CORPORATE MANAGEMENT	4,114.20
01-0411	FIRE STATION - ALVINSTON	13,171.39
01-0420	POLICE	32,575.07
01-0440	PROTECTIVE INSPECTION & CONTROL	3,266.10
01-0549	RT&M - LITTER/GARBAGE PICKUP	202.99
01-0551	RT&M - INTERSECTION LIGHTING	19.50
01-0560	OVERHEAD	11,531.86
01-0621	21 Dodge RAM 4 x 4 pickup	446.25
01-0622	19 FORD 4x4 PICKUP	421.98
01-0632	MASSEY LOADER 50C	168.43
01-0633	KUBOTA TRACTOR	168.43
01-0671	SAND AND SALT	10,905.45
01-0751	STREET LIGHTING - ALVINSTON	695.66
01-0752	STREET LIGHTING - INWOOD	555.17
01-0810	SANITARY SEWER SYSTEM	22,450.01
01-0811	INWOOD SEWER SYSTEM	50.00
01-0830	WATERWORKS SYSTEM	37,830.15
01-0840	WASTE COLLECTION	7,121.76
01-1635	ALVINSTON COMMUNITY CENTRE	7,349.64
01-1637	CONCESSION / BOOTH & VENDING	1,048.75
01-1639	INWOOD COMMUNITY CENTER	839.54
01-1641	ALVINSTON LIBRARY	700.00
01-1810	PLANNING & ZONING	1,645.55
01-1820	COMMERCIAL & INDUSTRIAL	206.90
01-1840	AGRICULTURE & REFORESTATION	813.88
01-9400	COUNTY OF LAMBTON TAXATION	482,683.00
01-9500	EDUCATION ENGLISH PUBLIC	212,363.03
01-9510	EDUCATION FRENCH PUBLIC	2,020.63
01-9520	EDUCATION ENGLISH SEPARATE	54,592.26
01-9530	EDUCATION FRENCH SEPARATE	6,862.15
20-0511	LASALLE WEST REPAIRS	302,276.38
20-0600	ROAD VEHICLE / EQUIPMENT	189,275.00
20-0811	SEWAGE TREATMENT PLANT	5,037.12
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	17,285.04
20-2900	MUNICIPAL DRAINS - MAINTENANCE	38,615.74
	Report Total	1,495,203.11

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 1 OF 2024

**BEING A BY-LAW TO PROVIDE FOR INTERIM TAX LEVIES FOR THE
YEAR 2024 FOR THE MUNICIPALITY OF BROOKE-ALVINSTON**

WHEREAS Section 317 (1) of the *Municipal Act, 2001* provides that the Council of a local municipality, before the adoption of estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes;

AND WHEREAS, Section 317 (2) of the *Municipal Act, 2001* provides that a by-law under Section 317 (1) may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year;

AND WHEREAS, the Council of the Municipality of Brooke-Alvinston deems it appropriate to provide for such interim levy on the assessment property of this municipality;

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

In this By-law, the following words shall be defined as:

“Treasurer” shall mean the Treasurer for the Municipality of Brooke-Alvinston;

“Minister” shall mean the Minister of Finance;

“MPAC” shall mean the Municipal Property Assessment Corporation;

1. The amounts levied shall be as follows:
 - 1.1 For the Residential, Pipeline, Farmland and Managed Forest property classes, there shall be imposed and collected, an interim levy of:
 - (a) the percentage prescribed by the Minister under the *Municipal Act*; or
 - (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2023 (including local improvement charges).
 - 1.2 For the Multi-Residential, Commercial and Industrial property classes, there shall be imposed and collected, an interim levy of:
 - (a) the percentage prescribed by the Minister under the *Municipal Act*; or
 - (b) 50%, if no percentage is prescribed, of the total taxes for municipal and school purposes levied in the year 2023 (including local improvement charges).
2. For the purpose of calculating the total amount of taxes for the year 2024, under paragraph 1, if any taxes for municipal and school purposes were levied on a property for only part of 2023 because assessment was added to the collectors roll during 2023, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. The provisions of this By-law apply in the event that assessment is added for the year 2024 to the collectors roll after the date this By-law is passed and an interim levy shall be imposed and collected.

4. All taxes levied under this By-law shall be payable to the Corporation in accordance with the provisions of this By-law.
5. There shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the instalment due dates set out below. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day and on the first day of each calendar month during which the default continues, but not after the end of 2024.
6. The interim tax levy imposed by this By-law shall be paid in two instalments due on the following dates:
 - (1) One half (50%) thereof on the 29th day of February, 2024.
 - (2) One half (50%) thereof on the 30th day of April, 2024.
7. The Treasurer may mail or cause to be mailed to the address of the residence or place of business of each person taxes under this By-law, a notice specifying the amount of taxes payable.
8. The notice to be mailed under this By-law shall contain the particulars provided in this By-law and the information required to be entered in the collectors roll under Section 343 of the *Municipal Act*.
9. The subsequent levy for the year 2024 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this By-law.
10. The provisions of Section 317 of the *Municipal Act* as amended apply to this By-law with necessary modifications.
11. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due, and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 7 of this By-law in respect of non-payment or late payment of any taxes or any instalment of taxes.
12. Nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
13. In the event of any conflict between the provisions of this By-law and other by-laws, the provisions of this By-law shall prevail.
14. This By-law shall come into force and take effect on the day of final passing thereof.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF JANUARY, 2024.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 2 OF 2024

A BY-LAW TO ESTABLISH A PENALTY CHARGE FOR NON-PAYMENT OF CURRENT TAXES AND TO PROVIDE FOR INTEREST TO BE ADDED TO TAX ARREARS IN 2024

WHEREAS Section 345(1-9) c458 of the Municipal Act, 2001, provides that a local Municipality may, in accordance with this section, pass by-laws to impose late payment charges for the non-payment of taxes or any instalment by the due date;

AND WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston hereby enacts as follows:

1. Overdue taxes are those that are levied in 2024 and are not paid on or before the day payment is due.
2. Tax arrears are taxes that are due and unpaid after December 31st of the year in which they are levied.
3. The penalty charge to be added to overdue taxes and the interest charge to be added to tax arrears shall be 15% per annum added at the rate of 1.25% per month calculated on the outstanding balance.
4. The percentage charge as a penalty for non-payment of current taxes shall be imposed on the first day of default and on the first day of each calendar month thereafter in which default continues.
5. The Treasurer shall add to the amount of all tax arrears due and unpaid, interest as specified in Section 3 of this By-Law at the rate of 1.25% per month for each month or fraction thereof from the day the By-Law takes effect.
6. This By-Law shall be deemed to have come into force and effect on the 1st day of January 2024.
7. All By-Laws and motions of Council found to be inconsistent with the provisions found in this By-Law shall be and are hereby repealed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF JANUARY, 2024.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 3 OF 2024

**BEING A BY-LAW TO PROVIDE FOR MUNICIPAL BORROWING FOR
CURRENT OPERATIONS**

WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston deems it necessary to borrow for current purposes the sum of two million twenty-five thousand dollars (\$2,025,000) to meet, until the taxes are collected, the current expenditures of the Corporation for the year;

AND WHEREAS the total of amounts previously borrowed under Section 407 of the *Municipal Act*, as amended from time to time, (the "Act"), that have not been repaid are \$ 0.00 dollars.

AND WHEREAS, the amount of the estimated revenues (as defined and interpreted in the Act) of the Corporation as set out in the estimates adopted for the current year and not yet collected (or, is the same have not yet been adopted, the amount of the estimated revenues of the Corporation as set forth in the estimates adopted for the next preceding year) is more than five million dollars (\$5,000,000.00);

AND WHEREAS the amount to be borrowed under this by-law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1st to September 30th of the year, 50% of the total, and from October 1st to December 31st, 25% of the total of the estimated revenues of the Corporation as set out above.

BE IT THEREFORE ENACTED by the said Council as follows:

- (1) The Head and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or bankers' acceptance, from Bank of Montreal, a sum or sums not exceeding in the aggregate two million dollars (\$2,000,000) to meet, until taxes are collected, the current expenditures of the Corporation for the year, including the amounts required for the purposes mentioned in subsection (1) of the said Section 407, as amended from time to time, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the moneys so borrowed, and such other documentation as may be requested by the Bank therefore, with interest at a rate not exceeding prime per centum per annum, which may be paid in advance or otherwise.
- (2) All sums borrowed from the said Bank, for any or all of the purposes mentioned in the said Section 187 as amended from time to time, shall, with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
- (3) The Treasurer is hereby authorized and directed to apply in payment all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years, from the said Bank for any or all of the purposes mentioned in the said Section 407, as amended from time to time, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the moneys collected or received from any other source, which may lawfully be applied for such purpose.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th DAY OF JANUARY, 2024.

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER XX of 2024

*Being a By-law to amend The Brooke-Alvinston
Site Plan Delegation By-law (38 of 2022)*

WHEREAS pursuant to Section 41 of the Planning Act, R.S.O., c.P.13 provides in part that, where in an official plan an area is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or part of such area as a site plan control area and may delegate to either a committee of the council or to an appointed officer of the municipality any of the council’s power or authority under that section;

AND WHEREAS in the Official Plan for the Municipality of Brooke-Alvinston the whole of the Municipality is shown or described as a proposed site plan control area and the Council of the Corporation of the Municipality of Brooke-Alvinston considers if appropriate to designate the whole of the Municipality of Brooke-Alvinston as a site plan control area, to designate its powers or authority under Section 41 of the Planning Act, R.S.O. 1990, c.P.13, to certain appointed officials of the Corporation, and to require applications for building construction permits to be accompanied by plans and drawings referred to in Section 41(4) and by one or more agreements with the Corporation that deal with or ensure the provision and maintenance of any of the facilities, works or matters to be provided in conjunction with all buildings and structures to be erected and any of the facilities, works or matters mentioned in Subsection 41(7) of the Act.

NOW THEREFORE the Council of the Corporation of the Municipality of Brooke-Alvinston enacts the following amendment to the Site Plan Control By-law, By-law 38 of 2022, as follows:

1. By-law 38 of 2022 is amended by adding a new Section 3 as follows:
“**THAT** the Council hereby appoints the Clerk Administrator and the Treasurer, as alternate, to sign and deliver, for and in the name and on behalf of the Corporation agreements in the form referred to in Section 2 of this by-law, and such agreements shall be binding upon the Corporation without any further authorization or formality”
2. By-law 38 of 2022 is further amended by renumbering the remaining sections, after the new Section (3), accordingly.

READ a first, second and third time and finally passed this 11th day of January, 2024.

David Ferguson
Mayor

Janet Denkers
Clerk Administrator

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER 5 OF 2024

Being a By-law to Confirm the Resolutions and Motions of the Corporation of the Municipality of Brooke-Alvinston which were adopted up to and including January 11, 2024

WHEREAS it has been expedient that from time to time, the Council of the Corporation of the Municipality of Brooke-Alvinston should enact by resolution or motion of Council;

AND WHEREAS it is deemed advisable that all such actions which have been adopted by resolution or motion of Council only, should be authorized by By-law;

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

THAT all actions of Council which have been authorized by a resolution or motion of Council and adopted in open Council and that were recorded in the minutes of Council or the minutes of a Committee of Council and accepted by Council up to and including January 11, 2024 be hereby confirmed.

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 11th day of JANUARY, 2024

David Ferguson, Mayor

Janet Denkers, Clerk Administrator