



# AGENDA

## Council Meeting

4:30 PM - Thursday, November 14, 2024  
Municipal Office

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<b>1. CALL TO ORDER</b>	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
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## **8. BY-LAWS**

- 8.1. By-law 21 of 2024 - Third and final reading of the 6-7 Concession Drain
- 8.2. By-law 49 of 2024 - Building By-law

## **9. NEW BUSINESS**

- 9.1. Notice of 2024 Service Awards:  
Henry Recker - 35 years of Service with the Fire Department

## **10. CLOSED SESSION**

- 10.1. Section 239 (2)(k) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board

Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees

## **11. RISE AND REPORT**

## **12. BY-LAW CONFIRMING PROCEEDINGS**

- 12.1. By-law 50 of 2024 - Confirming By-law

## **13. ADJOURNMENT**



# MINUTES

## Council Meeting

4:30 PM - Thursday, October 24, 2024  
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, October 24, 2024, 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, Councillor Jenny Redick, and Councillor Craig Sanders

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

**Regrets:**

### 1 CALL TO ORDER

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

### 2 DISCLOSURE OF PECUNIARY INTEREST

The Mayor requested that any pecuniary interests be declared when appropriate during the meeting.

### 3 MINUTES

a) Regular Council Meeting Minutes of October 10, 2024

#### RESOLUTION-2024-376

Councillor Craig Sanders made a motion that the minutes of the October 10, 2024 Council meeting be approved as presented without any error or omission. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

a) The Clerk Administrator requested that Motion # 2024-366 be amended to increase the Grant application to \$2M. Council had no objection.

### 5 DELEGATIONS & TIMED EVENTS

a) Court of Revision - Saunders Drain

#### RESOLUTION-2024-377

Councillor Jenny Redick made a motion that the Court of Revision on the Saunders Drain be opened for discussion. Councillor Don McCabe seconded the motion.

**Carried**

#### RESOLUTION-2024-378

Councillor Jenny Redick made a motion that the Court of Revision adopt the Schedule of Assessment for the Saunders Drain as presented. Councillor Craig Sanders seconded the motion.

**Carried**

b) Four Counties Health Services

Tom Jeffery, Julie McBrien and Jackie Beatty were present at Council to review their submitted presentation and discuss the services available to the community.

**RESOLUTION-2024-379**

Councillor Don McCabe made a motion that the request for donation from the Four Counties Health Services be brought to the floor. Councillor Craig Sanders seconded the motion.

**Carried**

**RESOLUTION-2024-380**

Councillor Jenny Redick made a motion that the Municipality of Brooke-Alvinston donate \$5,000.00 to the Four Counties Health Services Foundation for their 2024 campaign. Councillor Craig Sanders seconded the motion.

**Carried**

## 6 CORRESPONDENCE

a) Municipal Correspondence

**RESOLUTION-2024-381**

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

**Carried**

b) Town of Tillsonburg - Southwest Community Transit

**RESOLUTION-2024-382**

Councillor Jenny Redick made a motion that the request for support from the Town of Tillsonburg be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

c) Request from the Brooke-Alvinston-Watford Fall Fair Committee

**RESOLUTION-2024-383**

Councillor Craig Sanders made a motion that the request from the Brooke-Alvinston Agricultural Society dated October 21, 2024 be received; and that the Public Works Superintendent be directed to discuss other options that might be more suitable for the area. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

## 7 STAFF REPORTS

a) **Clerk Administrator's Report:** Surplus Dwelling Extension-Oil Springs Line

**RESOLUTION-2024-384**

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston extend the use of the existing dwelling at 7874 Oil Springs Line by Christine McKinley for a 8 month period beginning (on or around) November 1st while a new dwelling is being constructed. Councillor Craig Sanders seconded the motion.

**Carried**

b) **Clerk Administrator's Report:** Wind Development

**RESOLUTION-2024-385**

Councillor Don McCabe made a motion that Council defer the request from Venfor Inc.'s proposal for a wind project in Brooke-Alvinston until more information is received about the project specifics from the Developer. Councillor Jenny Redick seconded the motion.

**Carried**

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

**RESOLUTION-2024-386**

Councillor Jenny Redick made a motion that Council review and approve the updated Municipal Fees Schedules as presented and pass the related By-law at a subsequent meeting for implementation for January 1, 2025. Councillor Craig Sanders seconded the motion.

**Carried****8 BY-LAWS****9 NEW BUSINESS**

- a) Councillor Redick inquired about the status of the grant application. Council was advised that the application was steadily worked on with the additional assistance of two outside resources.
- b) Councillor McCabe noted the new medical office open house meet & greet for Dr. Sara Farhangi on October 29, 2024.
- c) Brooke Fire Rescue - Surplus equipment

**RESOLUTION-2024-387**

Councillor Jenny Redick made a motion that the 1998 Freightliner FL80 Metalfab Pumper be declared surplus to the municipal needs. Councillor Craig Sanders seconded the motion.

**Carried**

- d) Wind Development

The Clerk Administrator was requested to pursue additional information about the proposed wind development in Brooke-Alvinston and arrange additional public meetings as needed.

- e) The Fire Chief noted that Cam Ron Insurance provided personal use fire extinguishers to each member of Brooke Fire Rescue.
- f) The Parks & Recreation Manager provided an update on the arena ice floor.
- g) The Clerk Administrator noted that the Kentucky Coffee Trees were planted at the former MTO location and at the ballparks in Alvinston and Inwood recently.

**10 CLOSED SESSION****11 RISE AND REPORT****12 BY-LAW CONFIRMING PROCEEDINGS**

- a) Confirming By-law

**RESOLUTION-2024-388**

Councillor Craig Sanders made a motion that By-law 48 of 2024 be read a first, second and third time and finally passed this 24th day of October, 2024. Councillor Don McCabe seconded the motion.

**Carried**

**13 ADJOURNMENT**

The meeting was adjourned at 5:39 p.m.

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Clerk-Administrator

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Mayor



## 2025 Draft Budget

1. About Us (pg. 2)
2. Budget Highlights (pg. 3)
3. Overall Revenues and Expenditures (pg. 4)
4. Budget Funding Breakdown (pg. 5)
5. General and Category 1 Programs Revenues and Expenditures (pg. 6)
6. Category 2 Programs Revenues and Expenditures (pg. 7)
7. Category 3 Programs Revenues and Expenditures (pg. 8)
8. Total Municipal Funding (pg.9)
9. General Levy Assessment (pg.10)

## **St. Clair Region Conservation Authority**

### **About Us**

The St. Clair Region Conservation Authority (SCRCA) is one of Ontario's 36 Conservation Authorities (CA) responsible for the conservation, restoration, and management of natural resources within its watershed. The St. Clair Region includes the Sydenham River watershed and smaller watersheds that drain directly into southern Lake Huron, the St. Clair River, and northeastern Lake St. Clair.

Our programs aim to 1) reduce the risk of life and property from flooding and erosion; 2) improve water quality; 3) promote habitat creation and stewardship; 4) provide outdoor recreation opportunities; 5) increase environmental awareness and literacy; and 6) monitor and protect our most vulnerable species. We achieve this in cooperation and partnership with our member municipalities, government agencies, Indigenous communities, community groups, local landowners, and businesses.

### **Vision Statement**

The vision of the St. Clair Region Conservation Authority reflects the future desired state of our region. "A healthy and sustainable natural environment in the St. Clair region."

### **Mission Statement**

The St. Clair Region Conservation Authority has as its mission, to provide leadership through coordination of watershed planning, implementation of resource management programs and promotion of conservation awareness, in cooperation with others.



## 2025 Budget Highlights

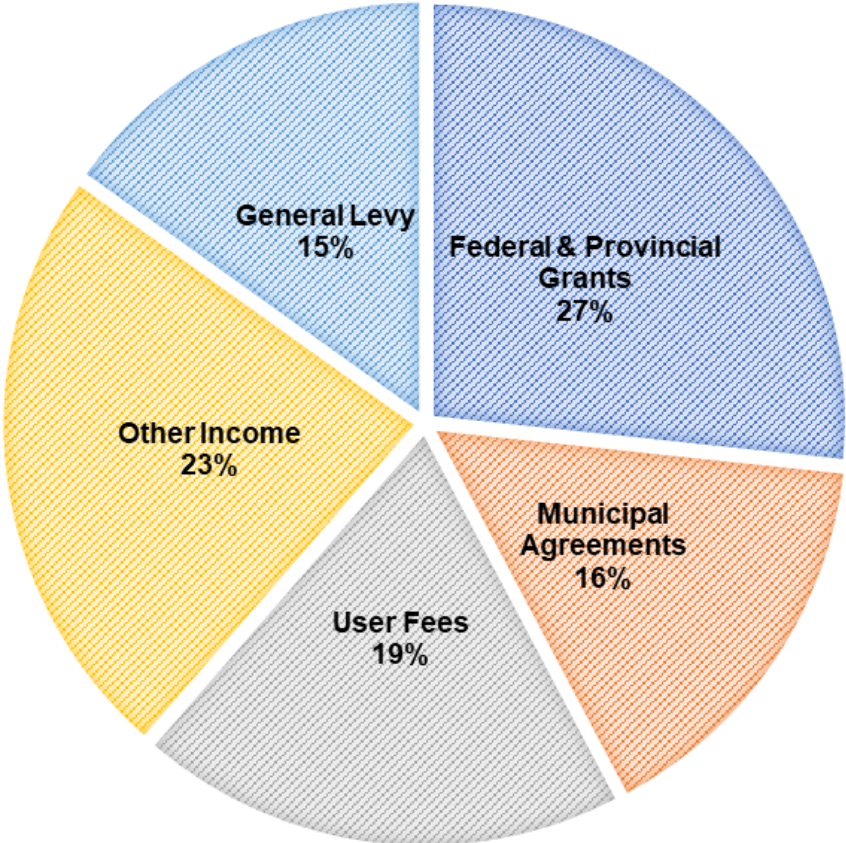
We offer the following highlights for your information:

- General Levy for 2025 is \$1,675,950 shared by the 17-member municipalities, resulting in an increase of \$64,605 or 4% from 2024 (see General Levy Assessment).
- The primary financial pressures and cost drivers in the General Levy include:
  - \$73,550 – Compensation and benefits increase, including Cost-of-Living Adjustment (COLA), step increase within wage scales, and benefit increase.
  - \$20,000 – Compensation review.
  - \$37,000 – Server and computer replacement (Microsoft will stop supporting Windows10 in 2025).
  - \$36,000 – IT contract-out server and cybersecurity managed services.
  - \$20,000 – Drainage fee reduction due to changes in exemptions in O. Reg. 41/24.
  - \$32,227 – 2% increase to fund General Operating Expenses and Category 1 mandatory programs and services that have previously been funded through self-generated revenue or internal charges to comply with Ontario Regulation 686/21 (Approved on June 22, 2023).
  - Fee freeze on planning, development and permitting fees based on Minister’s Direction.
- Mitigation measures to reduce the General Levy increase include:
  - \$90,000 – Staffing savings.
  - \$64,172 – Grant funding and self-generating revenue to fund some cost increases.
- The total budget deficit of (\$100,000) is from land management due to an unexpected early termination of agricultural lease. It will be covered by the land management reserve.
- Total Municipal Funding summarizes total funding from each municipality, including special infrastructure projects and category 2 & 3 programs.

<b>Overall Revenues and Expenditures</b>		
	<b>2024 Budget</b>	<b>2025 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance	\$ 445,715	\$ 430,380
Water Erosion Control Infrastructure	\$ 4,332,000	\$ 2,813,000
Natural Hazard Technical Study	\$ 272,039	\$ 66,000
Planning & Regulations	\$ 943,545	\$ 915,377
Land Management	\$ 316,281	\$ 324,546
Conservation Area	\$ 1,985,990	\$ 1,928,680
Conservation Services	\$ 404,400	\$ 437,110
Source Water Protection & Risk Mgmt	\$ 210,216	\$ 217,685
Watershed monitoring and Stewardship Program	\$ 733,647	\$ 2,522,550
Area of Concern Mgmt	\$ 37,799	\$ 120,050
Education	\$ 216,360	\$ 146,727
Foundation	\$ 31,250	\$ 37,605
Corporate Services	\$ 1,015,847	\$ 1,112,497
IT, Equipment, and Vehicle Capital Spending	\$ 286,000	\$ 106,973
<b>Total Expenditures</b>	<b>\$ 11,231,089</b>	<b>\$ 11,179,180</b>
<b>Revenues</b>		
General Levy	\$ 1,611,345	\$ 1,675,950
Federal & Provincial Grants	\$ 3,120,487	\$ 2,954,618
Municipal Agreements (formerly Special Levy)	\$ 2,361,653	\$ 1,728,995
User Fees	\$ 2,070,854	\$ 2,118,161
Other Income	\$ 2,066,751	\$ 2,601,456
<b>Total Revenues</b>	<b>\$ 11,231,089</b>	<b>\$ 11,079,180</b>
<b>Total Surplus/(Deficit)</b>	<b>-\$ 0</b>	<b>-\$ 100,000</b>

# REVENUE BY SOURCE

■ Federal & Provincial Grants ■ Municipal Agreements ■ User Fees ■ Other Income ■ General Levy



<b>General and Category 1 Programs Revenues and Expenditures</b>		
	<b>2024 Budget</b>	<b>2025 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance	\$ 445,715	\$ 430,380
Water Erosion Control Infrastructure	\$ 4,332,000	\$ 2,813,000
Natural Hazard Technical Study	\$ 272,039	\$ 66,000
Planning & Regulations	\$ 943,545	\$ 915,377
Land Management	\$ 208,845	\$ 211,160
Conservation Area		
Conservation Services		
Source Water Protection & Risk Mgmt		
Watershed monitoring and Stewardship Program	\$ 34,000	\$ 34,000
Area of Concern Mgmt		
Education		
Foundation		
Corporate Services	\$ 1,015,847	\$ 1,112,497
IT, Equipment, and Vehicle Capital Spending	\$ 286,000	\$ 106,973
<b>Total Expenditures</b>	<b>\$ 7,537,991</b>	<b>\$ 5,689,387</b>
<b>Revenues</b>		
General Levy	\$ 1,606,300	\$ 1,675,950
Federal & Provincial Grants	\$ 2,245,038	\$ 445,038
Municipal Agreements (formerly Special Levy)	\$ 2,227,450	\$ 1,477,450
User Fees	\$ 342,168	\$ 313,000
Other Income	\$ 1,117,035	\$ 1,677,949
<b>Total Revenues</b>	<b>\$ 7,537,991</b>	<b>\$ 5,589,387</b>
<b>Total Surplus/(Deficit)</b>	<b>\$ -</b>	<b>-\$ 100,000</b>

<b>Category 2 Programs Revenues and Expenditures</b>		
	<b>2024 Budget</b>	<b>2025 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance		
Water Erosion Control Infrastructure		
Natural Hazard Technical Study		
Planning & Regulations		
Land Management		
Conservation Area	\$ 128,550	\$ 131,820
Conservation Services		
Source Water Protection & Risk Mgmt		
Watershed monitoring and Stewardship Program		
Area of Concern Mgmt		
Education		
Foundation		
Corporate Services		
IT, Equipment, and Vehicle Capital Spending		
<b>Total Expenditures</b>	<b>\$ 128,550</b>	<b>\$ 131,820</b>
<b>Revenues</b>		
General Levy	\$ 5,045	\$ -
Federal & Provincial Grants	\$ -	\$ -
Municipal Agreements (formerly Special Levy)	\$ 118,905	\$ 131,820
User Fees	\$ -	\$ -
Other Income	\$ 4,600	\$ -
<b>Total Revenues</b>	<b>\$ 128,550</b>	<b>\$ 131,820</b>
<b>Total Surplus/(Deficit)</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Category 3 Programs Revenues and Expenditures</b>		
	<b>2024 Budget</b>	<b>2025 Budget</b>
<b>Expenditures</b>		
Flood Control Operations and Maintenance		
Water Erosion Control Infrastructure		
Natural Hazard Technical Study		
Planning & Regulations		
Land Management	\$ 107,436	\$ 113,386
Conservation Area	\$ 1,857,440	\$ 1,796,860
Conservation Services	\$ 404,400	\$ 437,110
Source Water Protection & Risk Mgmt	\$ 210,216	\$ 217,685
Watershed monitoring and Stewardship Program	\$ 699,647	\$ 2,488,550
Area of Concern Mgmt	\$ 37,799	\$ 120,050
Education	\$ 216,360	\$ 146,727
Foundation	\$ 31,250	\$ 37,605
Corporate Services		
IT, Equipment, and Vehicle Capital Spending		
<b>Total Expenditures</b>	<b>\$ 3,564,548</b>	<b>\$ 5,357,973</b>
<b>Revenues</b>		
General Levy	\$ -	\$ -
Federal & Provincial Grants	\$ 875,449	\$ 2,509,580
Municipal Agreements (formerly Special Levy)	\$ 15,298	\$ 119,725
User Fees	\$ 1,728,686	\$ 1,805,161
Other Income	\$ 945,115	\$ 923,507
<b>Total Revenues</b>	<b>\$ 3,564,548</b>	<b>\$ 5,357,973</b>
<b>Total Surplus/(Deficit)</b>	<b>-\$ 0</b>	<b>\$ -</b>

**2025 Total Municipal Funding**  
**Total Municipal Funding Including Special Infrastructure Projects and Category 2&3 Programs**

Municipality	2025	2025 Municipal Agreement (Formerly Special Levy)					2025	2024
	Proposed General Levy	St. Clair Township Erosion Control (WECI & DMAF)	Sarnia Erosion Control Work (WECI & DMAF)	Water Control Structure (McKeough & ARDA)	Conservation Areas	Tree Planting, Stewardship & Education Programs	Total Municipal Funding	Total Municipal Funding
Adelaide Metcalfe Tp	\$ 32,761						\$32,761	\$31,457
Brooke-Alvinston Tp	\$ 29,048					\$2,000	\$31,048	\$30,216
Chatham-Kent M	\$ 219,147			\$73,630	\$31,050	\$37,154	\$360,981	\$341,575
Dawn-Euphemia Tp	\$ 43,792				\$950	\$500	\$45,242	\$43,675
Enniskillen Tp	\$ 31,468						\$31,468	\$30,929
Lambton Shores M	\$ 86,252				\$1,300	\$9,288	\$96,840	\$92,457
Middlesex Centre M	\$ 40,176				\$30,000	\$2,000	\$72,176	\$65,792
Newbury V	\$ 2,639					\$285	\$2,924	\$2,831
Oil Springs V	\$ 3,497					\$360	\$3,857	\$3,602
Petrolia T	\$ 43,765				\$1,850	\$2,500	\$48,115	\$46,028
Plympton-Wyoming T	\$ 96,664						\$96,664	\$101,592
Point Edward V	\$ 35,062					\$3,819	\$38,881	\$38,003
Sarnia C	\$ 616,273		\$1,000,000		\$22,950		\$1,639,223	\$2,513,213
Southwest Middlesex M	\$ 19,445					\$1,334	\$20,779	\$20,192
St. Clair Tp	\$ 184,751	\$400,000		\$3,820		\$31,694	\$620,265	\$464,778
Strathroy - Caradoc Tp	\$ 153,371				\$43,720	\$26,291	\$223,382	\$212,013
Warwick Tp	\$ 37,840					\$2,500	\$40,340	\$39,073
	\$ 1,675,950	\$400,000	\$1,000,000	\$77,450	\$131,820	\$119,725	\$3,404,945	\$4,077,425

**Note :**  
**WECI (Water & Erosion Control Infrastructure) Projects** are considered if there is matching funds from both the Province and the benefitting Municipality and vary from year to year based on granting approval process, and Municipal matching funds.  
**DMAF - Diaster Mitigation and Adaption Fund - Government of Canada investment in large-scale infrastructure projects.**  
**NDMP - National Disaster Mitigation Program - Government of Canada funding to mitigate, prepare for, respond to and recover from flood-related events.**

<b>2025 General Levy Assessment (Draft)</b>							
	<b>2023</b>	<b>2023</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2025</b>	<b>2024/2025</b>
<b>Municipality</b>	<b>Current Value Assessment (modified) in Watershed</b>	<b>Weighted CVA Apportionment %</b>	<b>Current Value Assessment (modified) in Watershed</b>	<b>Weighted CVA Apportionment %</b>	<b>General Levy</b>	<b>General Levy</b>	<b>General Levy Increase</b>
Township of Adelaide Metcalfe	\$ 503,813,181	1.9522%	\$ 508,223,583	1.9548%	\$ 31,457	\$ 32,761	\$ 1,304
Township Brooke-Alvinston	\$ 451,905,538	1.7511%	\$ 450,630,703	1.7332%	\$ 28,216	\$ 29,048	\$ 833
Municipality Chatham-Kent	\$ 3,365,638,631	13.0414%	\$ 3,399,662,227	13.0760%	\$ 210,141	\$ 219,147	\$ 9,005
Township Dawn-Euphemia	\$ 676,277,130	2.6205%	\$ 679,350,130	2.6130%	\$ 42,225	\$ 43,792	\$ 1,567
Township Enniskillen	\$ 495,352,749	1.9194%	\$ 488,174,144	1.8776%	\$ 30,929	\$ 31,468	\$ 540
Municipality Lambton Shores	\$ 1,312,821,953	5.0870%	\$ 1,338,045,346	5.1465%	\$ 81,969	\$ 86,252	\$ 4,283
Municipality Middlesex Centre	\$ 605,117,120	2.3447%	\$ 623,249,878	2.3972%	\$ 37,782	\$ 40,176	\$ 2,394
Village Newbury	\$ 40,773,695	0.1580%	\$ 40,937,045	0.1575%	\$ 2,546	\$ 2,639	\$ 93
Village Oil Springs	\$ 51,925,100	0.2012%	\$ 54,242,610	0.2086%	\$ 3,242	\$ 3,497	\$ 254
Town Petrolia	\$ 671,525,119	2.6021%	\$ 678,935,294	2.6114%	\$ 41,928	\$ 43,765	\$ 1,837
Town Plympton-Wyoming	\$ 1,474,943,070	5.7152%	\$ 1,499,561,639	5.7677%	\$ 92,092	\$ 96,664	\$ 4,572
Village Point Edward	\$ 547,493,600	2.1215%	\$ 543,921,600	2.0921%	\$ 34,184	\$ 35,062	\$ 878
City Sarnia	\$ 9,510,623,934	36.8523%	\$ 9,560,337,797	36.7715%	\$ 593,818	\$ 616,273	\$ 22,455
Municipality Southwest Middlesex	\$ 302,030,512	1.1703%	\$ 301,646,898	1.1602%	\$ 18,858	\$ 19,445	\$ 587
Township St. Clair	\$ 2,871,109,307	11.1251%	\$ 2,866,071,594	11.0237%	\$ 179,264	\$ 184,751	\$ 5,487
Township Strathroy - Caradoc	\$ 2,340,291,503	9.0683%	\$ 2,379,275,065	9.1513%	\$ 146,122	\$ 153,371	\$ 7,250
Township Warwick	\$ 585,755,456	2.2697%	\$ 587,015,516	2.2578%	\$ 36,573	\$ 37,840	\$ 1,267
	<b>\$ 25,807,397,598</b>	<b>100%</b>	<b>\$ 25,999,281,068</b>	<b>100%</b>	<b>\$ 1,611,345</b>	<b>\$ 1,675,950</b>	<b>\$ 64,605</b>
<b>\$16,113 equals approx. 1% change in levy</b>							
<b>CVA Apportionment is based on information provided from the Ministry of Natural Resources and Forestry (2024 CVA)</b>							





St. Clair Region Conservation  
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member of



Conservation  
**ONTARIO**  
*Natural Champions*

Conservation Ontario

Website:

[www.conservationontario.ca](http://www.conservationontario.ca)

<b>Revenue</b>						
<b>Account Name</b>	<b>2024 Budget</b>	<b>2024 Year to date Actual</b>	<b>2024 Forecast</b>	<b>2024 Total</b>	<b>Variance</b>	<b>2025 Budget</b>
LGPSB Prov Grant-Vulnerable MHRT	\$ 126,410.00	\$ -	\$ 62,560.34	\$ 62,560.34	\$ (63,849.66)	126,410
LGPSB Prov Grant-R.I.D.E.	\$ 14,709.00	\$ 14,632.51	\$ -	\$ 14,632.51	\$ (76.49)	14,600
LGPSB Prov Grant-C.S. Prisoner Transport	\$ 10,000.00	\$ 16,131.00	\$ 5,372.00	\$ 21,503.00	\$ 11,503.00	21,000
LGPSB Prov Grant-Project 1-in-3	\$ 248,412.00	\$ -	\$ 144,723.96	\$ 144,723.96	\$ (103,688.04)	248,412
LGPSB Prov Grant-One-time	\$ -	\$ 119,923.84	\$ -	\$ 119,923.84	\$ 119,923.84	
LGPSB Other Municipalities	\$ 9,057,239.00	\$ 2,264,309.79	\$ -	\$ 2,264,309.79	\$ (6,792,929.21)	0
LGPSB F&S Chgs-Detachment Revenues	\$ 70,000.00	\$ -	\$ 65,122.00	\$ 65,122.00	\$ (4,878.00)	70,000
LGPSB Investment Income-CKLAG	\$ 30,000.00	\$ 23,065.20	\$ 500.00	\$ 23,565.20	\$ (6,434.80)	10,000
LGPSB Other Revenue		\$ -	\$ -	\$ -	\$ -	
LGPSB Other Revenue-Charge to Members	\$ 81,455.00	\$ 61,091.18	\$ 20,363.74	\$ 81,454.92	\$ (0.08)	80,642
LGPSB Other Revenue-Recoveries Prior Yrs	\$ -	\$ -	\$ -	\$ -	\$ -	
LGPSB Other Revenue-Surplus		\$ -	\$ -	\$ -	\$ -	
LGPSB Transfer from Reserve		\$ -	\$ -	\$ -	\$ -	
<b>Total Revenue:</b>	<b>\$ 9,638,225.00</b>	<b>\$ 2,499,153.52</b>	<b>\$ 298,642.04</b>	<b>\$ 2,797,795.56</b>	<b>\$ (6,840,429.44)</b>	<b>571,064</b>
<b>Expenditures</b>						
LGPSB Wages-Honorarium	\$ 13,000.00	\$ -	\$ 9,676.00	\$ 9,676.00	\$ 3,324.00	10,055
LGPSB Building Rent	\$ 102,164.00	\$ 100,420.00	\$ -	\$ 100,420.00	\$ 1,744.00	99,663
LGPSB Building Repair/Mtce	\$ -	\$ -		\$ -	\$ -	
LGPSB Adm-Janitorial	\$ 24,300.00	\$ 13,085.35	\$ 9,346.68	\$ 22,432.03	\$ 1,867.97	21,600
LGPSB Adm-Travel	\$ 10,000.00	\$ 6,124.34		\$ 6,124.34	\$ 3,875.66	10,000
LGPSB Adm-Training	\$ 5,000.00	\$ 4.99		\$ 4.99	\$ 4,995.01	5,000
LGPSB Adm-Memberships	\$ 4,000.00	\$ 82.00		\$ 82.00	\$ 3,918.00	4,000
LGPSB Adm-Postage & Courier	\$ 300.00	\$ 70.87	\$ 70.00	\$ 140.87	\$ 159.13	300
LGPSB Adm-Office Supplies	\$ 100.00	\$ 246.02		\$ 246.02	\$ (146.02)	300
LGPSB Adm-Bank Charges	\$ -	\$ (216.84)	\$ -	\$ (216.84)	\$ 216.84	0
LGPSB Adm-Accounting Fees	\$ 3,200.00	\$ 1,913.09	\$ 1,221.12	\$ 3,134.21	\$ 65.79	3,200

LGPSB Adm-Insurance Fees	\$ 11,300.00	\$ -	\$ 9,130.00	\$ 9,130.00	\$ 2,170.00	10,000
LGPSB Adm-Miscellaneous	\$ 5,000.00	\$ 3,745.98		\$ 3,745.98	\$ 1,254.02	364
LGPSB Adm-Amortization Expense	\$ 1,800.00	\$ -	\$ 1,800.00	\$ 1,800.00	\$ -	1,800
LGPSB Adm-Audit Fees	\$ 12,000.00	\$ -	\$ 12,000.00	\$ 12,000.00	\$ -	12,000
LGPSB PS-Contract-General	\$ -	\$ -	\$ -	\$ -	\$ -	3,360
LGPSB S.D.-Provincial Contract	\$ 9,057,239.00	\$ 2,264,310.00	\$ -	\$ 2,264,310.00	\$ 6,792,929.00	0
LGPSB S.D.-R.I.D.E. Program	\$ 14,000.00	\$ 14,632.51	\$ -	\$ 14,632.51	\$ (632.51)	14,600
LGPSB S.D.-Programs-Vulnerable MCRT	\$ 126,410.00	\$ 62,560.34	\$ -	\$ 62,560.34	\$ 63,849.66	126,410
LGPSB S.D.Programs-CSP Priorities 1-in-3	\$ 248,412.00	\$ 144,723.96	\$ -	\$ 144,723.96	\$ 103,688.04	248,412
LGPSB S.D.Programs-One-time	\$ -	\$ 118,190.09	-	\$ 118,190.09	\$ (118,190.09)	
LGPSB Transfer to Reserve	\$ -			\$ -	\$ -	0
<b>Total Expenses:</b>	<b>\$ 9,638,225.00</b>	<b>\$ 2,729,892.70</b>	<b>\$ 43,243.80</b>	<b>\$ 2,773,136.50</b>	<b>\$ 6,865,088.50</b>	<b>571,064</b>
Surplus/(Deficit):	\$ -			\$ 24,659.06	\$ 24,659.06	\$ -

Revenue and Expense should net to zero			
LGPSB Vulnerable MHRT	\$ -	\$ -	\$ -
LGPSB R.I.D.E.	\$ -	\$ (709.00)	\$ -
LGPSB Project 1-in-3	\$ -	\$ -	\$ -
LGPSB Provincial Contract	\$ (0.21)	\$ (0.21)	\$ -

Remarks
year 3 of 5 for set funding; matched revenue to actual exp for now
As per province (reduction due to online hearings/court efficiencies)
year 3 of 5 for set funding; matched revenue to actual exp for now

Remarks
per contract with St.Clair Township - 1% increase per year (2017-2026); rent reduced

2024 program complete



## NOTICE OF PUBLIC HEARING

<b>OWNER:</b>	<b>Hog-Wild Farms Ltd (C/O Karen &amp; Steve Sanders)</b>
<b>ADDRESS:</b>	<b>1092 Melwood Drive</b>
<b>LEGAL:</b>	<b>Part of Lot 1, Concession 5 E (Metcalfe), Township of Adelaide Metcalfe, County of Middlesex</b>
<b>Roll Number:</b>	<b>394601103002900</b>
<b>File No:</b>	<b>Application for Minor Variance A05-2024</b>

**Meeting Date:** Monday, November 18, 2024  
**Time:** 7:00 PM  
**Place:** The Township of Adelaide Metcalfe Municipal Office  
 Lower Level  
 2340 Egremont Drive, Strathroy, ON

### **PURPOSE AND EFFECT:**

The purpose and effect of this application is to seek relief from Section 5.17 of the Township of Adelaide Metcalfe Comprehensive Zoning By-law No. 34-2007 to permit the construction of a new pig barn with a minimum setback of 300 m (985 ft) to the nearest neighbouring dwelling whereas the Minimum Distance Separation II (MDS II) calculations indicate that a minimum setback of 524 m (1,719 ft) is required. The proposed barn will be approximately 9,272.62 m<sup>2</sup> (99,809.65 ft<sup>2</sup>) in size.

The subject lands are located within the 'Agricultural Areas' land use designation of the Adelaide Metcalfe Official Plan and are zoned 'General Agricultural (A)' in the Adelaide Metcalfe Zoning By-law.

### **Description and Location of Subject Lands**

The subject lands have a municipal address of 1092 Melwood Drive and are legally described as Part of Lot 1, Concession 5 E (Metcalfe), Township of Adelaide Metcalfe, County of Middlesex. The lands are located on the north side of Melwood Drive, east of Sexton Road and are approximately 40.47 ha (100 ac) in size.

The lands currently contain a single-detached residential dwelling, an existing sow barn (proposed to be replaced with the new barn that requires MDS II relief), numerous agricultural structures and agricultural land in crop production. The lands are serviced by a privately owned well and septic system and have an existing access to Melwood Drive.

### **INFORMATION ON THE APPLICATION:**

For more information on the application, please visit the website or contact the planner.

**Website:** [www.adelaidemetcalfe.on.ca](http://www.adelaidemetcalfe.on.ca)  
**Planner:** Ashley Sawyer – 519-930-1009 or [asawyer@middlesex.ca](mailto:asawyer@middlesex.ca)

### **PURPOSE OF THE MEETING:**

- For the applicant to present the proposal
- For members of the public to ask questions and share their view on the proposal
- For the Committee of Adjustment to receive a recommendation report from the planner and to make a decision on the application.

The planning report will be available on the Township website the Thursday prior to the meeting.

### **WRITTEN COMMENTS:**

If you wish to comment on the application, you are encouraged to provide written comments to the Clerk by email [mbarnier@adelaidemetcalfe.on.ca](mailto:mbarnier@adelaidemetcalfe.on.ca) or by mail 2340 Egremont Drive, RR 5, Strathroy, Ontario, N7G 3H6 by **noon on Friday, November 15<sup>th</sup>, 2024**. Please include the file number, your full name, address, and an email or telephone number at which you can be reached. Written submissions must also indicate if you wish to make an oral submission at the meeting or wish to participate remotely. All persons wishing to participate remotely will be contacted by the Clerk and given electronic access instructions.

### **APPEAL PROCEDURE:**

Only the applicant or a public body can appeal a Committee of Adjustment decision to the Ontario Land Tribunal. This must be filed within 20 days from the date of decision.

**HOW TO STAY INFORMED:**

If you wish to be notified of the decision of the Adelaide Metcalfe Committee of Adjustment, you must make a written request to the Township at 2340 Egremont Drive, RR 5, Strathroy, Ontario, N7G 3H6.

The Public Hearing will be live-streamed on the Township's YouTube Channel beginning at 7:00 pm on the date indicated above.

If you are aware of any persons affected by this application who have not received a copy of this notice, it would be appreciated if you would so advise them.

**Date of Notice: November 6, 2024**

Michael Barnier  
Clerk/Secretary-Treasurer  
Township of Adelaide Metcalfe  
Tel: (519) 247-3687  
Email: [mbarnier@adelaidemetcalfe.on.ca](mailto:mbarnier@adelaidemetcalfe.on.ca)

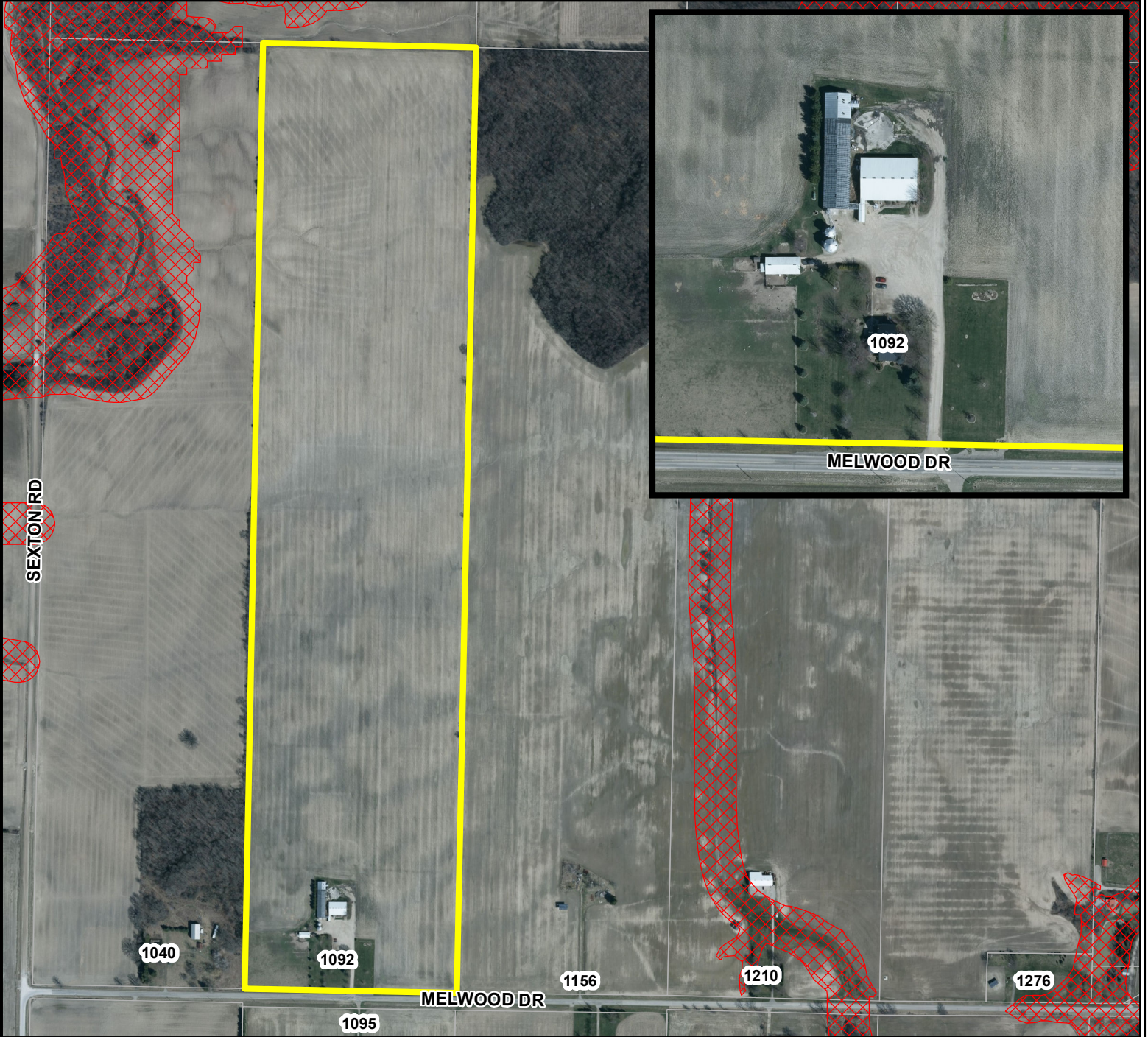
# APPLICATION FOR MINOR VARIANCE: A05-2024

Owner: Hog-Wild Farms Ltd (C/O Karen & Steve Sanders)



CON 5 E PT LOT 1  
Township of Adelaide Metcalfe

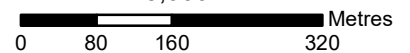
## Township of ADELAIDE METCALFE



- Lands Subject to Minor Variance
- CA Regulated Area



1:8,000



Disclaimer: This map is for illustrative purposes only. Do not rely on it as being a precise indicator of routes, locations of features, nor as a guide to navigation.

Published by the County of Middlesex  
Planning Department  
399 Ridout Street North, London, ON N6A 2P1  
(519) 434-7321  
November 2024



MUNICIPALITY OF BROOKE-ALVINSTON  
COMMITTEE OF ADJUSTMENT - APPLICATION A-002/23

**COPY**

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

Re: Application for Ken & Barn Alderman, in respect of 3255 & 3259 Nauvoo Road. Alvinston, Municipality of Brooke-Alvinston

We, the undersigned, concur in the following decision and reasons for decision of the Committee of Adjustment for the Municipality of Brooke-Alvinston made on October 29, 2024.

**DECISION:**

GRANTED - Relief from the the Zoning By-law to allow a front yard setback of 7.62 m whereas the Zoning By-law requires a minimum setback of 30 m; and a rear yard setback of 3 m whereas the by-law requires 7m.

**REASONS:**

In the opinion of the Committee:

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

Ken McGugan      Randy Hills      Craig Sanders      Don McCabe

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

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

Dated this 29<sup>th</sup> day of October, 2024.

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

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

Phone: 519.898.2173

Fax: 519.898.5653



## NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

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

TO: Affected Property Owners

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

**Watt Cran Drain  
on**

**Tuesday, November 26th, 2024**

**10:00 a.m.**

**MEETING LOCATION: Where the drain crosses the road  
(flip page for map)**

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

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

Dated the 8<sup>th</sup> day of November, 2024.

Janet Denkers  
Clerk-Administrator

### **Failure to Attend Meeting**

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

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

Phone: 519.898.2173

Fax: 519.898.5653



## NOTICE OF ONSITE MEETING on the **Watson Drain**

Drainage Act, R.S.O. 1990, Chapter D.17, s. 74, s.78

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent and Engineer will be present for a maintenance site meeting for the **Watson 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:

**Watson Drain**  
on  
**Thursday, November 28<sup>th</sup>, 2024**  
**10:00 a.m.**

**Meeting Location: Inwood Road where the drain crosses  
(flip page for map)**

Dated the 8<sup>th</sup> day of November, 2024

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.

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

Phone: 519.898.2173  
Fax: 519.898.5653



## NOTICE OF ONSITE MEETING on the **Hazen Drain**

Drainage Act, R.S.O. 1990, Chapter D.17, s. 74, s.78

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent and Engineer will be present for a maintenance site meeting for the **Hazen 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:

**Hazen Drain**  
on  
**Thursday, November 28<sup>th</sup>, 2024**  
**11:30 a.m.**

**Meeting Location: Aberfeldy Line at the outlet of the drain  
(flip page for map)**

Dated the 8<sup>th</sup> day of November, 2024

Janet Denkers  
Clerk-Administrator

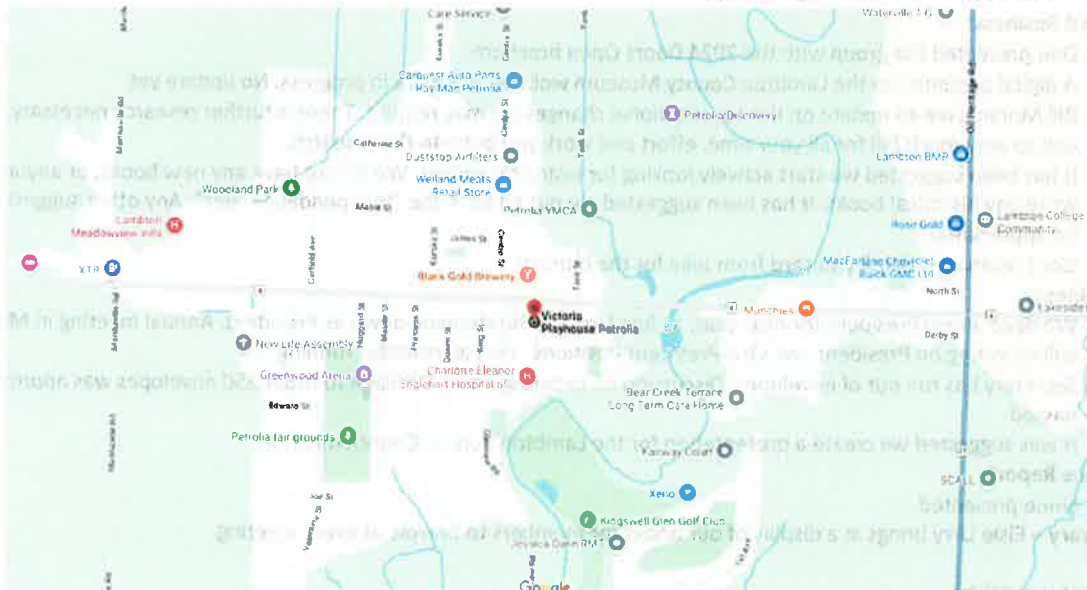
Failure to attend examination – You are hereby notified that if you do not attend at the examination, it may proceed in your absence and except as otherwise provided in the Drainage Act, you will not be entitled to any further notice in the proceedings. Statutory Powers Procedure Act., 1990, c. D.17,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

RECEIVED 6.1.  
OCT 21 2024



Next Meeting:  
Date: Thursday October 24<sup>th</sup>, 2024  
Time: 6:30 pm

Location: Petrolia Victoria Hall - Petrolia Municipal Office, 411 Greenfield St, Petrolia, ON N0N 1R0



**NOTE: October dinner in Petrolia is \$25.00 a plate. Dinner can be paid for at the hall before dinner.  
Time: 6:30 pm dinner and meeting ~ 7:00 pm after the dinner.**

## Lambton County Historical Meeting



### Minutes from September, 2024 Meeting

Meeting was held at the Plympton-Wyoming Museum and council chambers.

We started our meeting with a tour of the museum. What a wonderful display. Our tour guides were knowledgeable and informative. They did a terrific job.

#### Opening by Ron Urry

- Ron opened the meeting by thanking John and Plympton-Wyoming for hosting our meeting.
- Presentation:
  - Wolverine Contracting came from Sarnia to show their 3-D laser scanning technology. While initially used for pipe design, they are seeing further uses including scanning heritage structures. They are hoping that some digital heritage programs may begin to fund some projects in the area. It was worth seeing, it has merit for the right applications.

#### Review of Minutes

- The minutes from August 2024 were reviewed and accepted. Motion to accept was made by Deb Narr and seconded by Bill Moran. Motion was passed.

#### Treasurers Report

- Total Balance – \$9112.60
- Ron made a motion to accept Treasurers Report and Marjorie Cumming seconded the motion. Motion was passed.

#### Secretary Report

Deb Narr had no new correspondence. Deb Narr made motion to accept secretary Report and it was seconded by Marie Stevenson. Motion was passed.

#### Unfinished Business:

- Don presented the group with the 2024 Doors Open brochure.
- A digital presence on the Lambton County Museum website, is a work in progress. No update yet.
- Bill Moran gave an update on the constitutional changes we may require. There is further research necessary. Thank you so very much Bill for all your time, effort and work you put into the research.
- It has been suggested we start actively looking for historical writers. We do not have any new books, or anyone to write any historical books. It has been suggested we put an ad in the "Independent Paper". Any other suggestions will be appreciated.
- Gord received a thank you card from Julia for the bursary.

#### New Business

- We need a new President for next year, as Ron Urry will be stepping down as President. Annual meeting in March we will be voting on President and Vice-President Positions. Please, consider running.
- Secretary has run out of envelopes. Discussion on ordering more. Decision to order 250 envelopes was approved and passed.
- It was suggested we create a presentation for the Lambton County Council meeting.

#### Committee Reports

- None presented

LCMS Library – Elsie Urry brings in a display of our books for members to borrow at every meeting.

Attendance was taken.

Ron McLean made a motion to adjourn the meeting which was seconded by Douglas Craig. Motion was passed.



## Lambton County Historical Society Agenda

October 24<sup>th</sup>, 2024

Petrolia Victoria Hall - Petrolia Municipal Office  
Dinner/Meeting @ 6:30/7:00

- Dinner first followed by:
- Opening by President
- Thank You to Host
  - Host presentation
- Review minutes of the previous minutes.
  - Errors or Omissions
- Treasurer Report:
 

Publishing Record \$ _____	Total Balance \$ _____
----------------------------	------------------------
- Secretary Report
- Unfinished Business.
  - Constitution Update.
  - Digital Presence – next year
- New Business.
  -
- Committee Updates:
  - Membership Committee, Constitution & Policy Committee, Public Relations Committee and Bursary Committee
- Upcoming County Happenings:
 

Brooke-Alvinston	Petrolia	Warwick
Dawn-Euphemia	Plympton-Wyoming	Lambton Shores
Enniskillen	Sarnia	
Oil Springs	St. Clair North	St. Clair South
- Attendance
- Next Meeting: Thursday March 27<sup>th</sup>, 2025 @ 7 pm – Place: To Be Determined.
- Closing by President



**St. Clair Region Conservation Authority  
Meeting Highlights – October 24, 2024**

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

**Great Lakes Freshwater Ecosystem Initiative (GLFEI):** Following a successful funding application, the SCRCA has secured \$7.85 million over 4 years through GLFEI (administered by the Canada Water Agency) to operate the Sydenham Phosphorus Reduction Initiative (SPRI). The Sydenham River watershed is the third largest Canadian contributor of phosphorus loads in the Lake Erie Basin. Building off the Sydenham River Watershed Phosphorus Management Plan, SPRI will aim to decrease overall non-point source phosphorus loads in the Sydenham River watershed and St. Clair River tributaries by adopting and implementing agricultural and rural best management practices, strategic water quality monitoring, and outreach, engagement, and education.

**Watershed-Based Resource Management Strategy:** Under new regulations prescribed under the *Conservation Authorities Act* in early 2022, the SCRCA has completed a draft Watershed-Based Resource Management Strategy. The strategy sets out the guiding principles, objectives, and resources of the SCRCA, its categories of programs and services, and the knowledge base for the work the SCRCA conducts on a day-to-day basis. The Board of Directors directed staff to begin the public and Indigenous consultation period that will occur over the next two months.

**2025 Draft SCRCA Budget:** Staff presented the draft 2025 budget to the Board of Directors. The proposed total budget for the SCRCA in 2025 is \$11,179,180 with a municipal general levy of \$1,675,950, constituting a 4% increase. The Board directed staff to circulate the budget booklet to member municipalities for information and input and post it on the Governance section of the SCRCA website.

**Watershed Conditions:** The current flood threat in the St. Clair Region is low due to low precipitation experienced throughout the month of September. Stream flows and levels are seasonal for this time of year, however, water levels in Lake Huron and St. Clair are above average. Lake levels are expected to remain above their seasonal average.

**Planning and Regulations Activity:** Between August 1<sup>st</sup> and September 30<sup>th</sup>, 2024, staff issued 58 permits and responded to 121 inquiries under O. Reg 41/24 – *Prohibited Activities, Exemptions, and Permits* under O. Reg 97/04. Additionally, 2 permits were issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between August 1<sup>st</sup> and September 30<sup>th</sup>, 2024, included the review and comment on 55 municipal plan input and review files, 1 environmental assessment, and 11 legal inquiries.



**St. Clair Region Conservation Foundation Memorial Forest Dedication:** The St. Clair Region Conservation Foundation Memorial Forest Dedication was held on Sunday, September 29<sup>th</sup> at the Lorne C. Henderson Conservation Area in Petrolia. Duncan Skinner and Pat Brown provided remarks on behalf of the Foundation and Authority, respectively. Over 100 people attended the dedication where a Tulip Tree was planted as a symbol for all trees dedicated over the last year through donations from individuals not associated with a funeral home program. From September 2023 to August 2024, 91 trees were dedicated through individual donations to the program and planted throughout 17 Authority and Foundation properties. To date, a total of 2,593 trees have been dedicated through the Foundation's Memorial Forest program.

**St. Clair River Area of Concern:** The Canadian Remedial Action Plan Implementation Committee held the second annual Honouring the St. Clair River event on September 26, 2024, in Sarnia, to provide an update to the community on progress in restoring the St. Clair River. The evening included a presentation by Eden Hataley, from the University of Toronto on microplastics in the Great Lakes, a presentation by the Friends of the St. Clair River on their recent public outreach activities, and a presentation by BASES on water quality monitoring in the St. Clair River. Approximately 70 individuals attended the event.

**Upcoming Events:** Several events are planned over the coming months. For more information, visit [www.scrca.on.ca/events](http://www.scrca.on.ca/events).

**Erosion Control Practices for Building Soil Resiliency Workshop**

Date: Wednesday, December 4, 2024

Time: 1:00 p.m. – 3:00 p.m.

Location: Warwick Community Centre, Warwick

Other Details: Registration will be required; Light refreshments provided

**Rural Landowner Workshop**

Date: Tuesday, February 4, 2025

Time: 7:00 pm – 9:00 pm

Location: Strathroy Lion's Club, Strathroy

Other Details: Co-hosted with Thames Talbot Land Trust and Ontario Nature, Light refreshments provided

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



## NOTICE OF A RATE HEARING

### Enbridge Gas Inc. has applied to increase its natural gas distribution rates

Enbridge Gas Inc. has applied to increase its natural gas rates effective April 1, 2025, to recover costs associated with meeting its obligations under the *Greenhouse Gas Pollution Pricing Act* and the regulations under the *Ontario Emissions Performance Standards*, as well as to recover other related account balances.

If the application is approved as filed, a typical residential customer of Enbridge Gas Inc. would see the following total annual increase:

<b>EGD Rate Zone (2,400 m3)</b>	<b>\$70.84</b>
<b>Union South Rate Zone (2,200 m3)</b>	<b>\$63.83</b>
<b>Union North Rate Zone (2,200 m3)</b>	<b>\$64.10</b>

For a typical residential customer, these increases include an annual bill increase arising from the 2025 carbon charges of \$68.71 (EGD) and \$62.98 (Union South and Union North); plus, a one-time charge of \$2.13 (EGD), \$0.85 (Union South) and \$1.12 (Union North) to recover the balances in the related deferral and variance accounts.

Other customers, including businesses, will also be affected. It's important to review the application carefully to determine whether you may be affected by the proposed changes.

The federal government's *Greenhouse Gas Pollution Pricing Act* establishes a carbon pricing program under which a natural gas utility in Ontario, such as Enbridge Gas Inc., is required to pay a carbon charge to the federal government on the volume of natural gas that it delivers to its customers, and on the volume of natural gas used in the operation of Enbridge Gas Inc.'s natural gas distribution system. The federal carbon charge came into effect on April 1, 2019, has increased annually on April 1<sup>st</sup> between 2020 and 2024 and will increase again on April 1, 2025.

The *Ontario Emissions Performance Standards* program is the Ontario government's carbon pricing system for industrial emitters that came into effect on January 1, 2022, and replaced the federal government's Output-Based Pricing System in Ontario.

#### YOU SHOULD KNOW

There are three types of OEB hearings: oral, electronic and written. The applicant has applied for, and the OEB intends to proceed with, a written hearing. If you think a different hearing type is needed, you can write to us to explain why.

This hearing will be held under section 78 of the *Ontario Energy Board Act, 1998*.

Ce document est aussi disponible en français.

During this hearing, we will hear questions and arguments from participants about this case. We will also hear questions and arguments from participants that have registered as Intervenors. After the hearing, we will decide whether to approve the application.

#### HAVE YOUR SAY

You have the right to information about this application and to participate in the process.

Visit [www.oeb.ca/notice](http://www.oeb.ca/notice) and use file number **EB-2024-0251** to:

- Review the application
- File a letter with your comments
- Apply to become an intervenor

#### IMPORTANT DATES

You must engage with the OEB on or before **November 12<sup>th</sup>, 2024** to:

- Provide input on the hearing type (oral, electronic or written)
- Apply to be an intervenor

If you do not, the hearing will move forward without you, and you will not receive any further notice of the proceeding.

#### PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. If you are a business or if you apply to become an intervenor, all the information you file will be on the OEB website.

#### LEARN MORE

##### Ontario Energy Board

|| /TTY: 1 877-632-2727

⦿ Monday - Friday: 8:30 AM - 5:00 PM

📧 [oeb.ca/notice](http://oeb.ca/notice)

##### Enbridge Gas Inc.

|| 1 877-362-7434

⦿ Monday - Friday: 8:30 AM - 5:00 PM

📧 <https://www.enbridgegas.com/en/about-enbridge-gas/regulatory>



Ontario  
Energy  
Board

## **Subject: Establishment of an Ontario Rural Road Safety Program**

Too many Ontarians are being seriously injured or killed on our roads.

In 2023, there were 616 people killed and 36,090 people injured. The number of fatalities is up nearly 20% in the last ten years.

In 2021, the most recent year of complete data from MTO's *Ontario Road Safety Annual Report* (ORSAR), there were 561 fatalities – 426 of which occurred on municipal roads. While rural Ontario only represents 17% of the province's population, 55% of these deaths occurred on rural roads. By any measure, Ontario's rural roads are disproportionately more dangerous.

At the same time, municipal insurance premiums continue to increase. With no plausible reform being considered for joint and several liability, municipalities need to find innovative means for managing risk, particularly on their roadways,

To deal with this crisis, Good Roads has designed a multifaceted rural road safety program and have been in discussions with the Ministry of Transportation to fund it. The program would target a municipality's most dangerous roads, perform road safety audits, and install modern safety infrastructure that prevents serious injuries and save lives. This program is designed to be cost effective while also providing rural municipalities with a direct means for addressing risk associated with their roadways.

Good Roads has proposed leading a five-year \$183 million program that leverages our 131 years of municipal road expertise and our industry partnerships to quickly put in place the solutions that will address some of Ontario's most dangerous roads.

Good Roads is seeking support to address these preventable tragedies.

If the Municipality of Brooke-Alvinston would be interested in pursuing this, a Council resolution similar to the example below should be adopted and sent to the Premier and the Minister of Transportation:

WHEREAS official statistics from the Government of Ontario confirm that rural roads are inherently more dangerous than other roads;

AND WHEREAS, despite only having 17% of the population, 55% of the road fatalities occur on rural roads;

AND WHEREAS, rural, northern, and remote municipalities are fiscally strained by maintaining extensive road networks on a smaller tax base;

AND WHEREAS, preventing crashes reduces the burden on Ontario's already strained rural strained health care system;

AND WHEREAS, roadway collisions and associated lawsuits are significant factors in runaway municipal insurance premiums. Preventing crashes can have a significant impact in improving municipal risk profiles;

THEREFORE, BE IT RESOLVED THAT the Municipality of Brooke-Alvinston requests that the Government of Ontario take action to implement the rural road safety program that Good Roads has committed to lead. It will allow Ontario's rural municipalities to make the critical investments needed to reduce the high number of people being killed and seriously injured on Ontario's rural roads; and

FURTHER THAT a copy of this resolution be forwarded to Premier Doug Ford, Hon. Prabmeet Sarkaria, Minister of Transportation, Hon. King Surma, Minister of Infrastructure, Hon. Rob Flack, Minister of Agriculture, Hon. Lisa Thompson, Minister of Rural Affairs, Hon. Trevor Jones, Associate Minister of Emergency Preparedness and Response, and Hon. Sylvia Jones, Minister of Health, and Good Roads; and


FURTHER THAT this resolution be circulated to all municipalities in Ontario requesting their support.

If you have any questions regarding this initiative please contact Thomas Barakat, Good Roads' Manager of Public Policy & Government Relations, at [thomas@goodroads.ca](mailto:thomas@goodroads.ca) at your convenience.

Sincerely,



Scott R. Butler  
Executive Director



Antoine Boucher  
President  
Good Roads Board of Directors



Hon. Paul Calandra  
Minister of Environment,  
Conversation and Parks  
VIA EMAIL:  
[Paul.Calandra@pc.ola.org](mailto:Paul.Calandra@pc.ola.org)

Hon. Doug Ford  
Premier of Ontario  
VIA EMAIL:  
[premier@ontario.ca](mailto:premier@ontario.ca)

Township of Puslinch  
7404 Wellington Road 34  
Puslinch, ON N0B 2J0  
[www.puslinch.ca](http://www.puslinch.ca)

November 7, 2024

Hon. Rob Flack  
Minister of Agriculture,  
Food, and Agribusiness  
VIA EMAIL:  
[minister.omafra@ontario.ca](mailto:minister.omafra@ontario.ca)

Hon. Matthew Rae, MPP  
VIA EMAIL:  
[Matthew.Rae@pc.ola.org](mailto:Matthew.Rae@pc.ola.org)

Hon. Ted Arnott, MPP  
VIA EMAIL:  
[ted.arnottco@pc.ola.org](mailto:ted.arnottco@pc.ola.org)

Barclay Nap  
Wellington Federation of  
Agriculture  
VIA EMAIL:  
[napbarclay@gmail.com](mailto:napbarclay@gmail.com)

RE: Motion for the Protection of Agricultural Lands and Sustainable Development in Relation to Provincial Projects and Excess Soil Management Practices

Please be advised that Township of Puslinch Council, at its meeting held on October 23, 2024 considered the aforementioned topic and subsequent to discussion, the following was resolved:

**Resolution No. 2024-378:** Moved by Councillor Hurst and  
Seconded by Councillor Sepulis

Whereas the provincial government is undertaking:

- a) significant road and underground projects over the next ten years which will generate significant excess soil to be managed and disposed; and
- b) studies of underground projects that if implemented will also generate significant excess soil: and



Whereas landfill sites across Ontario are already near capacity, necessitating amendments to legislation to allow certain quality soil to be disposed at excess soil reuse sites instead of being disposed of in landfills effective January 1, 2025; and

Whereas the Ministry of the Environment, Conservation and Parks (MECP) is currently under resourced and lacks the capacity to effectively manage the additional enforcement and oversight required for the relocation of excess soil; and

Whereas the responsibility to enforce and oversee excess soil regulations is being downloaded onto municipalities, which have limited enforcement capabilities and face the risk of significant costs being passed on to local taxpayers; and

Whereas contamination of existing soil and groundwater is a significant concern, particularly in rural municipalities with valuable agricultural lands and reliance on groundwater for its residents; and

Whereas agricultural lands must be prioritized equally with housing needs, roads and underground infrastructure; failure to adequately protect these lands could exacerbate the ongoing food crisis in Ontario; and

Whereas Ontario is not alone in navigating the challenges of sustainable development, and the United Nations provides guidance through its Sustainable Development Report, which includes goals focused on economic growth, infrastructure, sustainable communities, hunger, clean water and sanitation, climate action, and life on land; and

Whereas it is critical that governments consider the comprehensive impacts on all of these areas when conducting feasibility studies and implementing projects which generate excess soil; and

Whereas neglecting to account for the broader implications of projects may lead to negative outcomes;

Therefore Be It Resolved that the Council of the Township of Puslinch calls on the provincial government to:



1. Prioritize the protection of agricultural lands in the management of excess soil from roads and underground projects and in the planning and feasibility studies related to such projects.
2. Ensure that adequate resources are allocated to the MECP to support effective enforcement and oversight of excess soil regulations.
3. Collaborate with municipalities to provide necessary support and funding for enforcement activities related to excess soil management, minimizing financial burdens on local taxpayers.
4. Conduct a comprehensive impact assessment that considers all aspects of sustainable development, in alignment with the United Nations Sustainable Development Report, before proceeding with the traffic tunnel project and any further amendments to excess soil legislation; and

That the Township of Puslinch Council direct staff to send a copy of this resolution to the Minister of the Environment, Conservation and Parks; the Premier of Ontario; all Ontario municipalities; MPP Arnott; MPP Rae; the Wellington Federation of Agriculture; and OMAFRA requesting support for the protection of agricultural lands and sustainable development practices in Ontario.

**CARRIED**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,

Justine Brotherston  
Municipal Clerk

CC: All Ontario Municipalities



# Lambton County 4-H Association

BROOKE-ALVINSTON

c/o Tami Langstaff – 2173 Mandaumin Rd., Brigden, ON N0N 1B0

Phone: 519-864-4503

Email: lambton4h@hotmail.com

OCT 30 2024

RECEIVED

October 24, 2024

Municipality of Brooke-Alvinston  
 Finance Department  
 3236 River Street, P.O. Box 28  
 Alvinston, ON N0N 1A0  
 Att: Stephen Ikert

**RE: Donations and Grants**

Dear Mr. Ikert;

Lambton County 4-H offers a variety of programs and clubs to our members ages 9-21 and the Cloverbud program ages 6-8, every year. We promote the development of life skills as well as leadership skills, which is unique to our organization.

This year we increased our membership with 138 registered members attending one or more of 17 clubs and 38 active Leaders in good standing to run these clubs.

In the past, the Municipality of Brooke-Alvinston has donated to our 4-H Association, and we would be grateful if you would consider supporting us again this year and into the future.

Through your donation you are helping 4-H members complete their clubs and build a better future for themselves. Your donation also helps the volunteers who organize and carry out the clubs and events that help these 4-H members. In addition, any of our members attending regional, provincial, or national leadership camps or programs put on by 4-H Ontario and 4-H Canada are reimbursed the complete registration fee by our Association.

We therefore request the grant of \$250.00 for the 2025 year to help offset the expenses incurred within the clubs and Association.

We would like to extend our most genuine thanks for taking the time to consider donating to the Lambton County 4-H Association.

If you would like any more information regarding our organization, please don't hesitate to contact me.

Sincerely,

Tami Langstaff

Secretary/Treasurer/Membership Coordinator





**THE ROYAL CANADIAN LEGION, BR. 249**  
**Box 223, 3237 River St.**  
**ALVINSTON, Ont.**  
**N0N 1A0**  
**(519)898-2100**



Every year, from the last Friday in October to November 11th, tens of millions of Canadians wear a poppy as a visual pledge to honour Canada's Veterans and remember those who sacrificed for the freedom that we enjoy today. 2021 marked the 100<sup>th</sup> anniversary of the Remembrance Poppy in Canada. Madame Anna Guérin from France, inspired by John McCrae's "In Flanders Fields", had an idea: to adopt the distribution of the Poppy on Armistice Day as a way to raise money for Veterans' needs and to remember those who had given their lives during the First World War. The Poppy was adopted by the Great War Veterans Association as the Flower of Remembrance in July 1921.

While today the Poppy is distributed freely to all who wish to wear one, the Legion gratefully accepts donations to the Poppy Fund. The Poppy Campaign remains a local initiative, conducted by Legion Branches across the country. Donations collected during the Campaign are held in Trust at the Branch level to directly support Veterans and their families and to ensure that Canadians 'never forget'.

Through your donations the Legion can provide financial assistance and support to Veterans, including the Canadian Armed Forces and the RCMP, and their families. Some examples of what Poppy Funds contribute to are:

- Food, heating costs, clothing, prescription medication, medical appliances and equipment, essential home repairs and emergency shelter or assistance for Veterans and their families
- Educational Bursaries for the children, grandchildren, and great-grandchildren of Veterans
- Support of Cadet Units
- Supporting care facilities such as Parkwood Hospital in London
- Comforts for Veterans and their surviving spouses who are hospitalized
- Funding for Veteran Transition Programs for training, education and support needs of Veterans and their families.
- Promotion and administration of Remembrance activities such as the Legion sponsored Remembrance Day Youth Education Literary and Poster Contest.

Donations to the Poppy Fund are not used in the general running and maintenance of the Legion. However, funds generated by Legion events & activities also contribute to the programs mentioned above as well as provide much needed support and assistance to Veterans and their families.

We need your financial support; please consider donating to help us achieve a successful Poppy Campaign this year.

Cash or cheques, made payable to **The Royal Canadian Legion, Br. 249, Poppy Fund**, can be dropped off at the Branch or mailed to the above address. E-transfer to [alvinstonlegion@outlook.com](mailto:alvinstonlegion@outlook.com) – note Poppy Fund donation.

You will be able to obtain a Poppy from the boxes that will be at local businesses beginning on Friday October 25th.

You are invited and encourage to attend the service at the Cenotaph located in front of the Library in Alvinston.

The 2024 National Remembrance Day Ceremony at the National War Memorial in Ottawa will be streaming live on Facebook at [www.facebook.com/CanadianLegion](https://www.facebook.com/CanadianLegion) starting at 10:45am on November 11<sup>th</sup> and will be covered by the National Canadian news networks.

We thank you in advance for your consideration.

Kim Lee - Poppy & Youth Education Chair

Jack MacDonald – Branch 249 President

*"They served till death! Why not me?"*



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Building By-law  
**Meeting:** Council - 14 Nov 2024  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the By-law presented be approved for final reading**

### Background:

The County of Lambton provides building services on behalf of the Municipality. The current building by-law is observed under By-law 7 of 1978 and By-law 8 of 1981. Records do not reveal any consolidated versions (post amalgamation).

### Comments:

The County of Lambton Building Services has reviewed and prepared a new draft Building By-law for municipalities throughout the County to which they provide building services. The By-law attached has been modified for Brooke-Alvinston.

The primary amendments to the by-law are:

- General updates to definition and format
- Clauses on work completed without an approved permit
- Updated schedules and forms
- Refundable deposit structures and process

The amended By-law further reflects the current code requirement for a permit and consistency with the Building Code Act and the electronic portal submission, grading etc.

### Financial Considerations:

In a review of building permit fees, the Municipality fees are appropriate and in comparison to surrounding areas.

At the October 24, 2024 Council meeting, a 3% (capped) annual increase in the building permit fees as per CPI at September 30th each year was approved. This would bring the fees more accurately in line with the current expenses incurred by inspectors and staff administrative time.

The full fees by-law will be presented to Council for approval at a later meeting.

### ATTACHMENTS:

[By-law xx of 2024 - Building By-Law](#)



THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON  
BY-LAW NUMBER xx of 2024

**A BY-LAW RESPECTING CONSTRUCTION, DEMOLITION, CHANGE OF USE PERMITS AND INSPECTIONS.**

**“Building By-Law”**

**WHEREAS** Section 3(1) of the Building Code Act, 1992. SO. 1992, c. 23 (the “Act”) as amended, mandates that the council of each municipality is responsible for the enforcement of the Act in the municipality;

**WHEREAS** Section 3(5) of the Act states that the council of an upper-tier municipality and one or more municipalities in the upper-tier municipality may enter into an agreement for the enforcement by the upper-tier municipality of the Act in the municipalities and for charging the municipalities the whole or part of the cost.

**WHEREAS** Section 3(6) of the Act states that where such agreement is in effect, the upper-tier municipality has jurisdiction for the enforcement of the Act in the municipalities that are parties to the agreement and shall appoint a chief building official and such inspectors as are necessary for that purpose;

**WHEREAS** Section 7 of the Act, empowers council to pass certain By-Laws respecting construction, demolition and changes of use, conditional permits, inspections, and enforcement-related matters of the Act; and

**WHEREAS** Section 7 (1) (c) of the Act provides for a municipality to set By-Laws requiring the payment of fees and prescribing the amounts of the fees, on application for and on issuance of permits;

**WHEREAS** The Corporation of the Municipality of Brooke-Alvinston and the Corporation of the County of Lambton (“County”) have entered into an agreement to provide for the enforcement by the County of the Act within the Municipality of Brooke-Alvinston;

**NOW THEREFORE**, the Municipal Council of The Corporation of the Municipality of Brooke-Alvinston enacts as follows:

**1. DEFINITIONS**

For the purposes of this By-Law:

- 1.1 **ACT** means the *Building Code Act, 1992, S.O. 1992, c.23*, as amended.
- 1.2 **AGREEMENT** means an agreement under Section 3(5) of the Act.
- 1.3 **APPLICABLE LAW** means applicable law as identified by Division A, 1.4.1.3.(1) of the Ontario Building Code, as amended.
- 1.4 **APPLICANT** means the owner of a building or property who applies for a permit, or any person authorized by the owner to apply for a permit on the owner’s behalf, or any person or corporation empowered by statute to cause the construction or demolition of a building or buildings and anyone acting under the authority of such person or corporation.

- 1.5 **APPLICATION** means in order to obtain a permit, the owner, or agent authorized in writing by the owner, shall submit the prescribed application form to the Chief Building Official in a paper format or through an online electronic software portal acceptable to the Chief Building Official. A complete application shall include the completion of the prescribed forms, along with information as outlined below in this By-Law. The same prescribed forms shall be used for all permit applications.
- 1.6 **AS CONSTRUCTED PLANS** means as constructed plans as defined in the Ontario Building Code.
- 1.7 **ARCHITECT** means the holder of a license, certificate of practice or a temporary license issued under the Architects Act as defined in the Ontario Building Code.
- 1.8 **BUILDING** means a building as defined in Section 1(1) of the Act, and “structure” has a corresponding meaning.
- 1.9 **BUILDING DEPARTMENT** shall mean the County’s Building Department.
- 1.10 **BUSINESS DAY** mean any day falling on or between Monday and Friday of each week but does not include any statutory holidays prescribed in Ontario, wherein the Municipality is not open for the transaction of business with the public.
- 1.11 **CHIEF BUILDING OFFICIAL** means a Chief Building Official appointed by By-Law by the Corporation of the Municipality for the purposes of enforcement of the Act.
- 1.12 **CONSTRUCT** means construct as defined in subsection 1(1) of the Act, including to do anything in the erection, installation, extension or material alteration or repair of a building and includes the installation of a building unit fabricated or removed from elsewhere and “constructed” has a corresponding meaning.
- 1.13 **DEMOLISH** means demolish as defined in subsection 1(1) of the Act, including to do anything in the removal of a building or any material part thereof and “demolition” has a corresponding meaning.
- 1.14 **FARM BUILDING** means a farm building as defined in Division A, 1.4.1.3.(1) of the Ontario Building Code.
- 1.15 **FIREWALL** means a Firewall as defined in Division A, 1.4.1.3.(1) of the Ontario Building Code.
- 1.16 **INSPECTOR** means an inspector appointed by By-Law by the Municipality for the purposes of enforcement of the Act.
- 1.17 **LOT GRADING AND DRAINAGE PLAN** means a plan that details and specifies the design elevations, surface gradients, swale locations and other drainage information that are required for lot grading and completed by a qualified individual, licensed in the Province of Ontario.
- 1.18 **MUNICIPAL PUBLIC WORKS DEPARTMENT** means Municipal Roads Superintendent as appointed by the Municipality.
- 1.19 **MUNICIPALITY** means the Corporation of the Municipality of Brooke-Alvinston

- 1.20 **ONTARIO BUILDING CODE** means O. Reg. 332/12 of the Act.
- 1.21 **OWNER** means the owner as defined by Division C, 1.3.1.2., “owner” of the Ontario Building Code.
- 1.22 **PARTY WALL** means a Party wall as defined in Division A, 1.4.1.3.(1) of the Ontario Building Code.
- 1.23 **PERMIT** means written permission or authorization given in writing from the Chief Building Official to perform work, to change the use of a building or part thereof, or to occupy a building or part thereof, as regulated by the Act and Ontario Building Code.
- 1.24 **PERMIT HOLDER** means the person to whom the permit has been issued and who assumes the primary responsibility for complying with the Act and the Ontario Building Code.
- 1.25 **PRESCRIBED FORMS** The forms prescribed for use as applications for permits, for orders and for inspection reports as set out in Schedule “G” to this By-Law.
- 1.26 **PROFESSIONAL ENGINEER** or **ENGINEER** means a person who holds a license or temporary license under the Professional Engineers Act, R.S.O. 1990, c. P.28, as defined in the Building Code.
- 1.27 **SURFACE DRAINAGE** means the requirements set out in subsection 9.14.6.1 (1) of the Ontario Building Code, as amended or replaced.
- 1.28 **SURVEYORS REAL PROPERTY REPORT** means a survey and report that locates a building or structure in relation to the boundaries of a unit of land.

## 2. TYPES OF PERMITS

- 2.1 The types of permits set out in Schedule “A” of this By-Law are hereby established.
- 2.2 Any construction, demolition, and/or change of use to any structure or building defined in the Act requires a permit and a fee as defined in this By-Law.

## 3. APPLICATION FOR PERMIT

- 3.1 No person shall construct, demolish, or cause to be constructed or demolished a building, within the Municipality, unless a permit has been issued for the construction or demolition by the Chief Building Official, as required under the Act.
- 3.2 To obtain a permit, the owner, or agent authorized in writing by the owner, shall submit the prescribed forms, as applicable to the Chief Building Official in paper format at the County of Lambton Administration Building, Wyoming Ontario, or through an online electronic software portal acceptable to the Chief Building Official. The same prescribed forms shall be used for all permit applications.
- 3.3 Building Permit  
Where an application is made for a construction permit under subsection 8(1) the Act, the application shall include:
- a) a complete application;

- b) completed plans and specifications, documents, and other information as required by Division C, Article 1.3.1.3. of the Ontario Building Code and as described in this By-Law for the work to be covered by the permit;
- c) a completed form as set out in Schedule “E” where Division C, Subsection 1.2.2. of the Ontario Building Code applies; and
- d) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law.

#### 3.4 Demolition Permit

Where application is made for a demolition permit under subsection 8(1) of the Act, the application shall include:

- a) a completed application;
- b) completed plans and specifications, documents, and other information as required by Division C, Article 1.3.1.3. of the Ontario Building Code and as described in this By-Law for the work to be covered by the permit;
- c) a completed form as set out in Schedule “E” where Division C, Subsection 1.2.2. of the Ontario Building Code applies;
- d) include proof satisfactory to the Chief Building Official, that arrangements have been made with the proper authorities for the disconnection of all services;
- e) include information concerning the rehabilitation of the site to a graded, level, and landscaped condition upon completion of the demolition and
- f) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law

#### 3.5 Conditional Permit

Where application is made for a conditional permit under subsection 8(3) of the Act, the application shall include:

- a) a complete application;
- b) complete plans and specifications, documents, and other information as required by Division C, Article 1.3.1.3. of the Ontario Building Code and as described in this By-Law for the work to be covered by the permit;
- c) a copy of an agreement between the applicant and the Municipality and confirmation that required securities as prescribed by the Municipality have been paid. and
- d) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law

#### 3.6 Change of Use Permit

Where application is made for a change of use permit issued under subsection 10(1) of the Act, the application shall:

- a) Include a complete application;
- b) identify and describe in detail the current and proposed occupancies of the building or part of a building for which the application is made;
- c) include complete plans and specifications showing the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Ontario Building Code, including floor plans; details of wall, ceiling and roof assemblies identifying required fire resistance ratings and load bearing capacities, details of the existing sewage system, if any, and,
- d) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law
- e)

### 3.7 Partial Permit

#### Partial Permit Requirements

- a) When, in order to expedite work, approval of a portion of the building or project is desired prior to the issuance of a permit for the whole project, application shall be made for the complete project and complete plans and specifications covering the portion of the overall work for which immediate approval is desired, shall be filed with the Chief Building Official;
- b) Where a partial permit is requested the application to construct the entirety of the Building is deemed to be incomplete as described in Section 3.1 of this By-Law; and
- c) include any other information necessary to, or required in accordance with the Ontario Building Code, the Act and applicable law;
- d) Should a permit be issued for part of a building or project, the holder of such Permit may proceed without assurances that the permit for the entire building or project will be granted.

### 3.8 Occupancy Permit

#### Occupancy Permit Requirements

- a) No person shall occupy, or permit to be occupied, any building which was constructed under a building permit except in conformance with the Act, the Ontario Building Code, and the provisions of this By-Law.
- b) Notice of intent to establish residential occupancy of a building constructed under a building permit must be given in writing to the Chief Building Official prior to establishing occupancy of any portion, in part or whole of the building under permit.
- c) Where notice of intent to occupy an unfinished Building is provided to the Chief Building Official, such notice shall be given in accordance with Section 11 of the Act, and Subsection 1.3.3. – Division C of the Ontario Building Code.
- d) The information to be provided to the Chief Building Official pertaining to the notice of intent to occupy shall include:
  - (i) The name of the person giving notice,
  - (ii) The date upon which occupancy is proposed to commence,
  - (iii) A description of the part, portion, or whole of the building, which is to be occupied, and
  - (iv) Where it is required general review by an Architect or Professional Engineer, a written report from the Architect or Professional Engineer, or both when applicable, stating their opinion as to the general conformity of the construction in accordance with the approved permit drawings and specifications as issued.
- e) an occupancy permit can be issued when all inspections required under Div. C, 1.3.5.3. of the Building Code have been completed.
- f) An Occupancy Permit may only be issued by the Chief Building Official, as appointed under By-Law of the Municipality.

### 3.9 Incomplete Application

#### Incomplete Application Decision

- a) Where the Chief Building Official determines that an application is incomplete, the Chief Building Official may commence to process the application if the applicant acknowledges that the application is incomplete and completes the form as set out in Schedule “D”.
- b) Where an application for permit remains incomplete or inactive for a period of not less than six months from the submittal, the application may be deemed by the Chief Building Official to have been abandoned and notice thereof shall be given



to the applicant.

- c) If an application is deemed to be abandoned, the application may be dismissed at the sole and unfettered discretion of the Chief Building Official.
- d) A new application must be filed before any work proposed in the abandoned application can be substantially commenced.

#### 4. PLANS AND SPECIFICATIONS

- 4.1 Sufficient information shall be submitted with each application for a permit to enable the Chief Building Official to determine whether or not the proposed construction, demolition or change of use will conform with the Act, the Ontario Building Code and any other applicable law. The applicant shall illustrate that Surface Drainage does not negatively impact any neighbouring or receiving property. Each application shall, unless otherwise specified by the Chief Building Official, include a complete set of the plans and specifications required under this By-Law.
- 4.2 Plans shall be drawn to scale in a digital format, shall be legible, and without limiting the generality of the foregoing, shall include:
- a) Plot Plan Diagram, as outlined in section 5 of this By-Law;
  - b) Floor plans, for each level, whether finished or unfinished, to include the percentage of windows on each exterior wall;
  - c) Foundation plans;
  - d) Framing plans;
  - e) Roof plans, including truss drawings stamped by an engineer and layout drawings signed by the building's designer as being reviewed
  - f) Reflected ceiling plans;
  - g) Sections and details;
  - h) Building elevations;
  - i) Electrical drawings;
  - j) Heating, ventilation and air conditioning, including heat loss calculations
  - k) One or more of the following to ensure appropriate plumbing and Surface Drainage at the discretion of the Chief Building Official and subject to Municipal approval:
    - i. site servicing plan prepared by a professional engineer;
    - ii. overall grading plan prepared and stamped by a professional engineer which shall include details of the entire property on which the proposed structure may be permitted and lands beyond the property line;
    - iii. a drainage system plan/report prepared and stamped by a professional engineer;
  - l) geotechnical reports to ensure appropriate design of footings;
  - m) hydrogeological reports to ensure adequate water supply for the building and meeting of Required Connections by the Building Code, as amended or replaced;
  - n) sewage system drawings; and
  - o) any other more specific plans the Chief Building Official deems to be required to accompany an application for a permit, at his or her discretion;

all to the satisfaction of the Chief Building Official for a building permit application to be deemed completed. The Chief Building Official may at his or her discretion, specify that not all the above-mentioned plans are required or that other more specific plans be required to accompany an application for a permit. See Schedule "F" for more information.

## 5. PLOT PLAN DIAGRAM

- 5.1 Plot Plan Diagrams may be requested, including that an up-to-date survey be provided by an applicant to the Chief Building Official in order to demonstrate compliance with the Act, the Ontario Building Code and other applicable law.
- 5.2 Plot Plan Diagrams shall clearly demonstrate:
- a) lot size and the dimensions of the proposed building, including setbacks to property lines and any other existing or proposed buildings;
  - b) existing and finished sewage system, plumbing, Surface Drainage (including without limitation, ground levels, and grades);
  - c) if required by the Chief Building Official, a foundation and/or lot grading plan prepared by a professional engineer or by an Ontario Land Surveyor and certified by a professional;
  - d) existing rights-of-way, easements, hydro poles, other utilities, and municipal services; and
  - e) copies of all agreements or leases registered to title.

## 6. SITE PLAN

- 6.1 Where applicable, a Site Plan shall be submitted and approved by the Clerk of the Municipality in accordance with the provisions and requirements of the Municipality's Site Plan Control By-Law.
- 6.2 All Site Plans shall reference to a current survey and, when required to demonstrate compliance with the Act, the Ontario Building Code or other applicable law, a copy of the survey shall be submitted, unless otherwise specified by the Chief Building Official.
- 6.3 A copy of the approved Site Plan shall be submitted with the Building Permit Application documentation and shall include the following information:
- a) the proposed location of the building with dimensions shown to all lot lines;
  - b) location of all potable water, storm, and sanitary sewer services;
  - c) dimensional location of any existing building(s) on the property; and
  - d) existing right of way, easements, and services.

## 7. LOT GRADING AND DRAINAGE PLANS

- 7.1 Lot Grading and Drainage Plans shall be submitted as follows:
- a) in the case of land in respect of which an accepted area or subdivision grading plan has been filed with the Municipality, a lot grading and drainage plan bearing the signature and seal of the subdivider's professional engineer who is responsible for the overall subdivision grading certifying thereon that the lot grading and drainage plan conforms with the accepted area or subdivision grading plan filed with the Municipality; or
  - b) in the case of land in respect of which no accepted subdivision grading plan has been filed with the Corporation, a lot grading and drainage plan may be required at the discretion of the Chief Building Official bearing the signature and seal of a Professional Engineer, a Landscape Architect (a member of the Ontario Association of Landscape Architects) or an Ontario Land Surveyor who certifies thereon that the drainage scheme depicted by the plan will be compatible with the existing drainage patterns
- 7.2 The information required to be provided upon the Site Plan may be merged with the information

provided in a Lot Grading and Drainage Plan, unless otherwise required by the Chief Building Official.

7.3 The Lot Grading and Drainage Plan shall include the following details:

- a) Existing elevations at lot corners;
- b) Proposed elevations at lot corners;
- c) Proposed elevations for top of footings and top of foundation walls;
- d) All drainage swales, swale slopes, embankments, retaining walls, catch basins and related infrastructure proposed;
- e) Location and design details pertaining to an on-site sanitary sewage disposal system where required by the Building Code;
- f) Existing elevation of curb and/or street along the frontage of the proposed building lot;
- g) Existing elevation of lot corners on the abutting lots as well as the existing elevation of the finished grades around the structures located on these lots;
- h) An existing approved Subdivision Grading Plan will be accepted for the above list requirements.

7.4 As Constructed Plans

- a) Upon completion of the construction of a building, or part of a building, the Chief Building Official may require a set of as-constructed plans, including a land survey, including the proposed and actual grading elevations showing the location of the building and any such details of the construction that have been significantly altered from the plans as they may have been approved for issuance of a building permit.
- b) A final land and grading survey be prepared and sealed by an Ontario Land Surveyor may be required to be submitted to the Chief Building Official prior to the return of a deposit.
- c) The Surveyor's Real Property Report will show:
  - i. All yard dimensions from the foundation wall to the lot lines; and
  - ii. The elevation of the top of the foundation wall.
  - iii. In addition, if the lot is located outside of a Settlement Area or Rural Cluster as defined by the Municipality Zoning By-Law, the Surveyor's Real Property Report will show:
  - iv. Distances separating a Settlement Area or Rural Cluster from Livestock housing or nutrient storage structures; and,
  - v. Distances separating Livestock housing or nutrient storage structures from municipal drains or wells, if applicable.

7.5 Plans Property of Municipality

- a) Plans and specifications furnished according to this By-law or otherwise required by the Act become the property of the Municipality and will be disposed of or retained in accordance with applicable legislation.

## 8. REGISTERED CODE AGENCIES

8.1 Registered Code Agencies (RCA's)

- a) The Chief Building Official is authorized to enter into and sign contracts for service agreements with Registered Code Agencies and appoint them to perform specified functions from time to time in order to maintain the time periods for permits prescribed in subsection 2.4.1. of the Ontario Building Code.
- b) The Registered Code Agency may be appointed by the Chief Building Official to perform one or more of the specified functions described in section 15.15 of the Act.

## 9. FEES

### 9.1 Determination of Fees

- a) The Municipality shall determine the required fees calculated in accordance with Schedule "A" of this By-Law, and the applicant shall pay such fees upon submission of an application for a permit.
- b) Where the fees payable in respect of an application for a construction, or demolition permit issued under subsection 8(1) of the Act or a conditional permit under subsection 8(3) of the Act are based on the cost of valuation of the proposed work, the cost of valuation of the proposed work shall mean the total cost of all work regulated by the permit including the cost of all material, labour, equipment, overhead and professional and related services, provided that where application is made for a conditional permit, fees shall be paid for the complete project.
- c) The Chief Building Official may place a valuation on the cost of the proposed work for the purposes of establishing the permit fee, and where disputed by the applicant, the applicant shall pay the required fee under protest and, within six months of completion of the project, shall submit an audited cost statement indicating the lesser valuation, at which time the Chief Building Official shall issue a refund equal to the different between the initial permit fee and the audited cost statement.
- d) Where the fees are based on square footage of a building, this shall include garages, all porches, decks, canopies, basement, walkouts and all storey's above grade.
- e) Where the fees payable in respect of an application for a construction or demolition permit issued under subsection 8(1) of the Act or a conditional permit issued under subsection 8(3) of the Act, full fees shall be remitted.

### 9.2 Work Without An Approved Permit

- a) Any person or corporation who commences construction or demolition or changes the use of a building before obtaining a permit and required inspections completed and approved for the prescribed works, shall in addition to any other penalty under the Act, Ontario Building Code, or this By-Law pay an additional fee equal to 100% of the amount calculated as the regular permit fee, to compensate the Municipality for the additional expenses incurred by such early start of work.

## 10. DEPOSITS

### 10.1 Taking, Use and Refunding of Funds Deposited for permits.

- a) In addition to the provisions of Section 7 of the Act, the Chief Building Official shall collect deposits as specified in Schedule "A" of this By-Law.
- b) Prior to issuance of a building permit, the applicant shall submit the required deposit as security to the fulfillment of the applicant's statutory obligations to request inspections and give notice of intent under the Act and the Ontario Building Code.
- c) The deposit will be returned to the applicant when the Chief Building Official deems that the applicant has fulfilled the statutory obligations to request inspections and provided adequate notice of intent as prescribed by the Act and the Ontario Building Code and in accordance with Schedule "C" to this By-Law.

## 11. CHANGING OF PERMIT FEES

- 11.1 In accordance with Article 1.9.1.2. – Division C of the Ontario Building Code, the Municipality, prior to the passing of a By-Law to introduce or change a fee imposed for application for

permits or for the issuance of permits shall:

- a) Hold at least one (1) public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
- b) Provide a minimum of twenty-one (21) day notice of the public meeting by advertisement in the local newspapers, placed on the Municipality website and also given to every person and organization that has, within five (5) years before the day of the meeting, requested such a notice;
- c) Ensure that the notice includes an estimate of the costs for administering and enforcing the Act, the amount of the fee or any change to the existing fee and the rationale for imposing or changing the fee.
- d) The Building Department is responsible for maintaining the list of persons or organizations requesting notice of amended permit fees.

## **12. ADMINISTRATIVE PROCEDURES RELATING TO PERMITS**

### **12.1 Revision and Revocation**

- a) **Revision to Permit**  
After the issuance of a permit under the Act, notice of any material change to a plan, specification, document or other information on the basis of which the permit was issued, must be given in writing, to the Chief Building Official together with the details of such change, which is not to be made without his or her written authorization, together with the payment of any additional fees due at the discretion of the Chief Building Official, in accordance with the fee schedule.
- b) **Revocation of Permits**  
The Chief Building Official, subject to provisions outlined in Subsection 8(10) of the Act has the authority to revoke a permit issued under the Act.
- c) **Cancellation of Permits**
  - i. An application for a permit shall be deemed to have been abandoned and cancelled six months after the date of filing unless such application is being seriously proceeded with, in the opinion of the Chief Building Official and such notice shall be provided as set out in section 3.9 of this By-Law.
  - ii. A permit holder can request the cancellation of any issued permit or application, in writing, to the Chief Building Official.
- d) **Renewal of Permits**  
The Chief Building Official may renew a permit, subject to Section 8 of the Act, provided that the plans and specifications comply with the Act, at the time of renewal.

## **13. REFUNDS**

- 13.1 In the case of withdrawal of an application or the abandonment of all or a portion of the work, or refusal of a permit, or the non-commencement of any project, the Chief Building Official shall determine the amount of paid permit fees that may be refunded to the applicant, if any, in accordance with Schedule "C" of this By-Law.

## **14. REQUIREMENTS FOR INSPECTIONS**

### **14.1 Notice of Required Inspections**

- a) Every permit holder shall notify the Chief Building Official at least two (2)

business day prior to each stage of construction for which notice is required under Article 1.3.5.1. – Division C of the Ontario Building Code and as provided on the approved building permit.

- b) With respect to “additional notices” under Article 1.3.5.2. – Division C of the Ontario Building Code, every permit holder shall notify the Chief Building Official or an inspector at least two (2) business day prior to each stage of construction for which notice in advance is required under the Ontario Building Code.
- c) The time periods referred to in 11.1.1 & 11.1.2 under the Ontario Building Code shall begin upon the business day following the business day which the notice is given.
- d) Every permit holder shall provide the notice of completion as prescribed by section 11 of the Act, or where occupancy is required prior to completion, notice of inspection to ensure that the requirements Section 11 of the Act and Subsection 1.3.3 – Division C of the Building Code are met.

#### 14.2 Request for Inspections

Notice may be given in any one of the following ways:

- i. by phoning (519) 845-5420 and speaking with the Building Department;
- ii. by requesting the inspection through the electronic software portal, as referenced on the applicable permit.

#### 14.3 Inspection Results

The written consent of the Chief Building Official is required before construction proceeds to the next stage of construction.

### 15. ANNUAL REPORT AND RESERVE FUND

15.1 An annual report shall be prepared which will enumerate the direct and indirect costs of delivering building services related to the administration and enforcement of the Act. The said report shall also set out the amount of the reserve fund at the end of the previous fiscal year. The annual report shall be provided to Council for the Municipality no later than three months after the end of the previous year.

15.2 A cost stabilization reserve fund is hereby established for the purposes of setting aside surplus revenues from building permit fees. The reserve fund shall be used exclusively for the operation of the Building Department for any subsequent fiscal year(s). The Municipality shall maintain all records related to the reserve fund.

### 16. CODE OF CONDUCT

16.1 The Code of Conduct

- a) The Code of Conduct and the associated policy, as required under Section 7.1 of the Act, are set out in the County of Lambton H08 Policy #1, a copy of which shall be available, upon request.

### 17. CONTRAVENTION OF BY-LAW - OFFENCE

17.1 Contravention

- a) Every person who contravenes any provision of this By-Law is guilty of an offence and on conviction is liable to a fine as provided in section 36 of the Act.

### 18. SEVERABILITY

18.1 Severability

- If any section(s) of the By-Law or parts thereof are found in any court to be illegal or

beyond the power of Council to enact, such section(s) of parts thereof shall be deemed severable, and all other sections or parts of this By-Law shall be deemed separate and independent therefrom and enacted as such.

**19. SHORT TITLE**

19.1 Short Title

The short title of this By-Law shall be "Building By-Law".

**20. REPEAL**

20.1 By-Law 7 of 1978 (Alvinston) and By-law 8 of 1981 (Brooke) and all amendments thereto is hereby repealed.

**21. EFFECTIVE DATE**

21.1 This By-Law shall come into force and take effect upon the final passing thereof

READ A FIRST, SECOND AND THIRD TIME AND FINALLY PASSED THIS 14 th DAY OF NOVEMBER, 2024.

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

\_\_\_\_\_  
CAO/CLERK  
Janet Denkers

SCHEDULE "A"  
TO  
BY-LAW \*\*of 2024

**Insert Municipal Fee Schedule**



SCHEDULE "B"  
TO  
**BY-LAW \*\*of 2024**

Refundable Deposit

A deposit shall be collected as specified in Schedule "A"

Deposits will be returned upon verification of compliance by the Municipal Roads Superintendent or designate.

A refundable deposit is secured to ensure that all works associated works commenced under a building or demolition permit is completed, inspected, and finalized in conformance with the provisions of this By-Law, the Building Code, the Act and all municipal requirements.

All deposits are to be held to secure compliance with the provisions of the Building Code which describe the prescribed inspections, notice of intent to occupy, conditions to the issuance of an occupancy permit, and requirement to request final inspections, including municipal standards.

Use of the Deposit may be deemed necessary when, in the opinion of the Municipal Roads Superintendent or designate;

- The lot grading (including topsoil) has not been completed in accordance with the approved Engineered Grading and Drainage plan, or
- Grass sodding has not been placed, or there is no established growth from seeding within one year from the last date of inspection.
- Damage to municipal property has occurred which shall include but not limited to roads, boulevards, sidewalks, shutoffs, and curbs etc.

The deposit may be used when the depositor does not complete the work in compliance, as approved in accordance with the issuance of a Building Permit or through the construction or demolition process has caused damage to municipal property.

In such a case, the deposit shall be used in balance against the cost of any work necessary to conform to the approved plan, the requirements of Building Code and municipal standards.

#### **REFUND OF DEPOSITS**

This deposit less any portion expended by the municipality or their agent to obtain compliance.

The balance of the deposit remaining, if any, is refundable, without interest, when the subject project is substantially completed.

Where there is a balance owing to achieve compliance, the depositor will be invoiced for the additional costs incurred.

This deposit, less any portion expended by the municipality in enforcement of compliance, will be refunded without interest upon:

- confirmation of final inspection by the Building Department and the Municipal Roads Superintendent or designate.

#### **FORFEITURE OF DEPOSIT**

In the event that a building permit is revoked in accordance with Subsection 8.(10) of the Building Code Act, or where construction or demolition occurs in contravention of Subsection 8.(13) of the Building Code Act, the deposit shall be forfeited to the Corporation. The balance of the deposit shall be retained by the Corporation and dispensed to the Building Department Cost Stabilization Reserve Fund.

#### **EXTENSION**

The applicants shall have the right to request an extension to any of the time periods prescribed under the DEPOSITS section of Schedule "A" as described above, provided such requests are received in writing no later than thirty days prior to the set time period.

The Chief Building Official in consultation with the municipality will consider such requests made upon the merits of the explanation and may, upon his or her discretion, allow a refund of the deposit in part or in full, without interest.

SCHEDULE "C"  
TO  
**BY-LAW \*\*of 2024**

**Refund of Permit Fees**

- A. The fees that may be refunded shall be a percentage of the fees payable under this By-Law as follows:
- i) 80 per cent if administrative functions only have been performed;
  - ii) 70 per cent if administrative and zoning functions have been performed;
  - iii) 45 per cent if administrative, zoning and plan examination functions have been performed;
  - iv) 35 per cent if the permit has been issued and no field inspections have been performed subsequent to permit issuance;
  - v) 5 per cent shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- B. Notwithstanding paragraph A above, no refund shall be made if the amount is \$100.00 or less.

SCHEDULE "D"  
TO  
**BY-LAW \*\*of 2024**

**Acknowledgement by Applicant of an Incomplete Application**

Pursuant to Sentence 1.3.1.3.(6) of Division C of the Ontario Building Code

**PART A – Submittal of an Incomplete Application to Construct or Demolish**

A prescreening of the application to \_\_\_\_\_

\_\_\_\_\_ (describe work)

at \_\_\_\_\_

(location of work)

has been completed, and has reveal that the application is incomplete, in that the following items are missing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

As such, the processing time periods prescribed in Sentence 1.3.1.3.(1) of Division C of the Building Code are not applicable at the time of initial receipt of the above reference application.

The Corporation of the Municipality of Brooke-Alvinston will hold the submittal and continue processing the incomplete application if the Acknowledgement below is completed.

**PART B – Declaration of Incomplete Application**

I, \_\_\_\_\_ (print name of applicant)

am the owner or am the person described by Sentence 1.3.1.2. of Division C of the Ontario Building Code, in reference to the property as Described in Part A and have authority to bind the corporation or partnership as applicable.

I acknowledge that the application as describe in Part A to this Letter does not meet the requirements of Division C, 1.3.1.3.(6) of the Building Code, and as the below date the processing time periods prescribed in Table 1.3.1.3. of the Building Code are not applicable to the submittal of the application referenced in Part A.

Notwithstanding the above, I request that the Corporation commence processing of the incomplete application. I understand that a permit cannot be issued until such time as all the required information is submitted, reviewed for compliance and all applicable fees, charges and deposits are paid in full.

\_\_\_\_\_ (Date)

\_\_\_\_\_ (Signature of Applicant)

SCHEDULE "E"  
TO  
BY-LAW \*\*of 2024

COMMITMENT TO GENERAL REVIEWS BY ARCHITECT AND ENGINEERS

THIS FORM TO BE COMPLETED BY THE OWNER OR OWNER'S AUTHORIZED AGENT, AND SIGNED BY ALL CONSULTANTS RETAINED FOR GENERAL REVIEWS.

Part A – Owner's Undertaking

Permit Application No.

Project Description:

Address of Project:

Municipality:

WHEREAS the Ontario Building Code requires that the project described above be designed and reviewed during construction by an architect, professional engineer or both that are licensed to practice in Ontario;

NOW THEREFORE the Owner, being the person who intends to construct or have the building constructed hereby warrants that;

1. The undersigned architect and/or professional engineers have been retained to provide general reviews of the construction of the building to determine whether the construction is in general conformity with the plans and other documents that form the basis for the issuance of a building permit, in accordance with the performance standards of the Ontario Association of Architects (OAA) and/or Professional Engineers Ontario (PEO);
2. All general review reports by the architect and/or professional engineers will be forwarded promptly to the Chief Building Official, and
3. Should any retained architect or professional engineer cease to provide general reviews for any reason during construction, the Chief Building Official will be notified in writing immediately, and another architect or engineer will be appointed so that general review continues without interruption during construction.

THE UNDERSIGNED HEREBY CERTIFIES THAT HE/SHE HAS READ AND AGREES TO THE ABOVE.

Name of Owner:

Date:

Address of Owner:

Telephone:

Signature of Owner (or officer of corporation):

Print Name:

Fax:

Coordinator of the work of all consultants:

Telephone:

Address:

Fax:

Part B - Consultants

The undersigned architect and/or professional engineer(s) hereby certify that they have been retained to provide general reviews of the parts of construction of the building indicated, to determine whether the construction is in general conformity with the plans and other document that form the basis for the issuance of a building permit, in accordance with the performance standards of the OAA and/or PEO.

SHADED PORTION TO BE COMPLETED BY CONSULTANTS

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

ARCHITECTURAL    STRUCTURAL    MECHANICAL    ELECTRICAL    SITE SERVICES    OTHER (SPECIFY)

Consultant Name:

Signature:

Print Name:

Date:

Telephone:

Fax:

Address:

NOTE: All final review reports are to be submitted to the Chief Building Official by:  
Mail: The Corporation of the Township of Norwich, 285767 Airport Road, Norwich, Ontario N0J 1P0  
Fax: (519) 468-2414 or E-mail: bsmale@norwich.ca

SCHEDULE "F"  
TO  
**BY-LAW \*\*of 2024**

LIST OF DRAWINGS, SPECIFICATIONS AND INFORMATION TO ACCOMPANY APPLICATION FOR PERMITS:

In further to Section 4.1 of the Building By-Law, and in order an application to construct or demolish to be considered a complete application pursuant to section 1.3. of Division C of the Ontario Building Code, not less than\* the following drawings, specifications and documents are required to be submitted in accordance with the correlating type of Building proposed as categorized and referenced below.

**NOTE:**

\* Upon request, the Chief Building Official may specify that not all the below-mentioned plans are required to accompany an application for a permit. Conversely, the Chief Building Official may also determine that additional drawings specifications, or documentation may be needed were the minimum submittal is insufficient in order to determine compliance with the Code, the Act, or applicable law thereto.

- 1) Demolition (Full or partial)
  - a. Demolition Declaration Form
  - b. Commitment to General Review by a professional engineer where Division C, 1.2 applies
  - c. Site/grading plan prepared by a professional engineer (P.Eng.), and an Ontario land surveyor (OLS)
  - d. Where a building is designated under the Heritage Act, approval of the demolition work under permit must be obtained from Council and the Heritage Committee
- 2) Residential Deck or Porch Permit
  - a. Site plan
  - b. Floor plan, foundation and framing plan
  - c. Elevation(s)
  - d. Section or detail of guard
  - e. Detail Section (through deck view)
- 3) Residential Accessory Buildings
  - a. Site Plan or survey
  - b. Foundation plan
  - c. Floor Plan (framing)
  - d. Building Elevations (two sides minimum)
  - e. Detail or Building Section
  - f. Grading and Drainage Plan

- 4) Residential Addition
  - a. Site Plan
  - b. Grading and Drainage Plan prepared by a professional engineer (P.Eng.), if applicable
  - c. Foundation plan
  - d. Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
  - e. Building Elevations
  - f. Building and Detail Section
  - g. Letter of verification from heating designer of the sufficiency of capacity of the existing heating
  - h. Additional information on Existing System Sewage System may be required (where applicable)
  - i. Completed EEDS form (OBC Part 12, SB 12)
  
- 5) Residential Renovation/Alteration, Change of Use
  - a. A location plan or Site Plan where required
  - b. Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
  - c. Any of the following construction plans as applicable
    - i. Foundation plan
    - ii. Floor Plan(s) (one per floor, including framing elements, all dimensions, room names or uses, and any new plumbing facilities)
    - iii. Building Elevations
    - iv. Building and Detail Section
  - d. Letter of verification from heating designer of the sufficiency of capacity of the existing heating
  - e. Additional information on Existing System Sewage System may be required (where applicable)
  - f. Where renovation is extensive or a Change of Use occurs a completed EEDS form may be required (OBC Part 12, SB 12)
  
- 6) New Residential House, Semi-Detached, Duplex, Townhouse, Multi-Unit or Apartment Buildings (Part 9 Building)
  - a. Approved Site Development Plan and Agreement (for townhouses, multi's and apartments)
  - b. Site Plan, Grading and Drainage Plan prepared by a professional engineer (P.Eng.), or Ontario land surveyor (OLS)
  - c.
  - d. Completed EEDS form
  - e. TARION (ONHWP) Registration Form
  - f. Where applicable a complete Private Sewage System Permit Application (see 2., above)
  - g. Verification of potable water supply if applicable
  - h. Foundation Plan
  - i. Floor Plan (one per floor, including all structural framing elements, dimensions, room names and proposed plumbing fixtures)
  - j. Engineered Floor and Roof Framing Plans (include engineered floor and roof truss drawings)
  - k. Building Elevations (4 sides)
  - l. Building and Detail Section
  - m. Mechanical Ventilation Design Summary Form
  - n. Heat Loss / Heat Gain Calculations and Furnace make/model
  - o. Energy Efficiency Design Summary form
  - p. Information sheet for MDS I calculation (if applicable)
  - q. Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)

- 7) New Residential Townhouse, Multi-Unit and Apartment Building (Part 3 Building)
  - a. Approved Site Development Plan and Agreement (see Township Site Plan Control By-Law)
  - b. Geotechnical Investigation Report
  - c. Site Plan, Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng.), and an Ontario land surveyor (OLS)
  - d. Commitment to General Review by a professional engineer and Architect where Division C, 1.2 applies
  - e. Verification of on-site water supply for firefighting
  - f. Architectural Drawings (sealed)
  - g. Structural Drawings (sealed)
  - h. Mechanical Drawings (sealed)
  - i. Electrical Drawings (sealed)
  - j. Sprinkler and Standpipe Drawings (sealed) where applicable
  - k. Energy efficiency design compliance summary form (OBC Part 12; SB 10)
  - l. Copy of deed or Record of Transfer may be required for newly created lots in Registered Plans (if applicable)
  
- 8) New Non-Residential Building or Addition (Part 3 or 9 Building)
  - a. Approved Site Development Plan and Agreement (see Site Plan Control By-Law)
  - b. Geotechnical Investigation Report
  - c. Site Plan, Grading and Site Servicing Plan (s) prepared by a professional engineer (P.Eng) and an Ontario land surveyor (OLS)
  - d. Commitment to General Review by a professional engineer and/or Architect, where Division C, 1.2 applies
  - e. Verification of on-site water supply for firefighting
  - f. Where applicable, a complete Private Sewage System Permit Application (see 2., above)
  - g. Architectural Drawings (sealed)
  - h. Structural Drawings (sealed)
  - i. Mechanical Drawings (sealed)
  - j. Electrical Drawings (sealed)
  - k. Sprinkler and Standpipe Drawings where applicable (sealed)
  
- 9) Non-Residential Alteration/Renovation/Change of Use (Part 3 or 9 Building)
  - a. Approved Site Development Plan and Agreement (see Township Site Plan Control By-Law)
  - b. Commitment to General Review by a professional engineer and/or architect, where Division C, 1.2 applies
  - c. Architectural Drawings (sealed), and includes applicable;
    - i. Elevations, Sections and Details
    - ii. Structural Drawings (sealed)
    - iii. Mechanical Drawings (sealed)
    - iv. Electrical Drawings (sealed)
    - v. Evaluation of the existing private septic system.
  
- 10) Farm Building (livestock housing facility, or nutrient storage facility and fixed transfer systems)
  - a. Site Plan (confirmation of location of building by OLS for MDS II purpose may be required)
  - b. Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - c. Site Characterization Report and Commitment to General Review (where required by the Nutrient Management Regulations)
  - d. Foundation Plan (sealed)
  - e. Floor Plan including interior penning and room layouts and uses (sealed)
  - f. Structural Plans and Specifications (sealed)
  - g. Building Section (sealed)

- h. Engineered Roof Framing Plans
  - i. Confirmation of Drain relocate/disconnection (by Municipal Drainage Superintendent, where applicable)
- 11) Farm Building (Accessory Uses)
- a. Site Plan
  - b. Commitment to General Review by professional engineers, where OBC Division C, 1.2 applies
  - c. Foundation Plan (sealed)
  - d. Floor Plan including room layouts and uses (sealed)
  - e. Structural Plans and Specifications (sealed)
  - f. Building Section (sealed)
  - g. Engineered Roof Framing Plans
- 12) Designated Structures (including agricultural commodities storage bunkers and bins)
- a. Site Plan
  - b. Geotechnical review where new foundation system or ballasting is required
  - c. Structural Drawings or specifications
  - d. Elevations where applicable
  - e. Sections and Detail where applicable
  - f. MDS II calculations if applicable (nutrient storage facilities)



SCHEDULE "G"  
TO  
**BY-LAW \*\*of 2024**

PRESCRIBED FORMS

- A) Application to Construct or Demolish, Change the Use of a Building [Pursuant to Subsection 8.(1) of the Building Code Act, 1992]
- B) Order to Comply [Pursuant to Subsection 12.(2) of the Building Code Act, 1992]
- C) Stop Work Order [Pursuant to Subsection 14.(1) of the Building Code Act, 1992]
- D) Order Not to Cover or Enclose [Pursuant to Subsection 13.(1) of the Building Code Act, 1992]
- E) Order to Uncover [Pursuant to Subsection 13.(6) of the Building Code Act, 1992]
- F) Order Requiring Tests and Samples [Pursuant to Subsection 18.(1)(f) of the Building Code Act, 1992]



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2025 Council Meeting Schedule  
**Meeting:** Council - 14 Nov 2024  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council approve the attached Council schedule for 2025.**

### Background:

Generally Council meets the 2nd and 4th Thursdays of the month with only one meeting held in August and December. In 2024 we also moved to only one meeting in July.

We have scheduled the preliminary budget meetings for the third week of November for two years which has worked out well.

Special meetings are called as needed.

### Comments:

Having only one meeting in each month of July and August worked well in 2024 without issue. The summer meetings are generally light and with the meeting being moved to the middle of each of those months, staff can, in advance bring routine approvals forth at those meetings.

Alternatively, if an issue arose that required a meeting of Council, the meeting could be called by the Mayor.

A draft schedule is attached for consideration.

### Financial Considerations:

A meeting of Council generally costs \$775 + staff time (time usually taken as time away in lieu of payment).

### ATTACHMENTS:

[2025 Council Calendar](#)



# 2025 Municipality of Brooke-Alvinston Council Meeting Schedule

\* 4:30 start time

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

June						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

July						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Tait-Swartz Drain  
**Meeting:** Council - 14 Nov 2024  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### **Recommendation:**

**That a member of Council be appointed to attend the meeting (TBD) to discuss options and costs for drainage improvements to the Tait-Swartz Drain.**

### **Background:**

The Tait -Swartz Drain is located in Lot 11 & 12 in Concession 2 & 3 in Brooke-Alvinston. A request for maintenance was received April 20, 2023 with an onsite meeting May 24, 2023.

### **Comments:**

Two options have been presented in a scoping report with the purpose to outline options and costs for the drainage improvements.

### **Financial Considerations:**

Oil Springs Line is assessed in the drain.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** False Alarm By-law  
**Meeting:** Council - 14 Nov 2024  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council approve the attached By-law.**

### Background:

The Lambton Group OPP Detachment Board (LGODB) have discussed the increase in false alarms in Lambton County. As such, the attached By-law was drafted for associated municipalities review and adoption.

### Comments:

False alarm responses have significantly increased in Lambton over an 8 month period.

In response to the increase of false alarms and the resources of the OPP in responding to these false alarms, the following motion was made by the Board:

Moved By: John Cowenberg

Seconded By: Bill Beveridge

***THAT** the false alarm response by-law be adopted by the Lambton Group OPP Detachment Board, as presented; and*

***THAT** the board secretary be directed to circulate the false alarm response and fee by-law to all member municipalities with a request for adoption no later than December 31, 2024; and*

***THAT** all member municipalities provide a signed copy of the by-law once executed.*

### Financial Considerations:

None associated with this report

### ATTACHMENTS:

[By-law xx of 2024 - False Alarm By-law](#)

**The Corporation of the Municipality of Brooke-Alvinston**

**By-law Number xx of 2024**

**Being a By-Law to impose fees and charges for services or activities provided by the Ontario Provincial Police (OPP), on behalf of the (municipality name) in relation to alarms**

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**WHEREAS** pursuant to section 391 of the *Municipal Act*, 2001, as amended, a municipality is authorized to pass by laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; and

**WHEREAS** section 398(2) of the Act, provides for the addition of fees and charges imposed by the municipality or local board, respectively, to the tax roll for the following property in the local municipality and to collect them in the same manner as municipal taxes: and property for which all the owners are responsible for paying the fees and charges; and

**WHEREAS** section 345 of the Act authorizes the Council of a local municipality to establish: penalty and interest charges, notice as to time and notice of payment, payment of installments and options; and

**WHEREAS** the Municipality of Brooke-Alvinston, receives policing services from the OPP; and

**WHEREAS** the Municipality of Brooke-Alvinston is part of the Lambton Group OPP Detachment Board that Represents the Municipality of Brooke-Alvinston | Township of Dawn-Euphemia | Township of Enniskillen | Municipality of Lambton Shores | Village of Oil Springs | Town of Petrolia | Town of Plympton-Wyoming | Township of St. Clair | Township of Warwick; and

**WHEREAS** the number of false alarms in the Municipality of Brooke-Alvinston, has been identified as consuming a significant quantity of OPP resources, which could be better directed to enhancing police presence in the community through the reduction of false alarms; and

**WHEREAS** response to these false alarms interferes with the ability of the OPP to respond to actual emergencies, posing a threat to officer safety and members of the public by creating unnecessary delays; and

**WHEREAS** Police Detachment Boards and Municipalities across Ontario are seeking to address false alarms and decrease related calls for service; and

**WHEREAS** the Lambton Group OPP Detachment Board deems it expedient to pass a by-law relating to the reduction of false security alarms and to impose fees for services provided by the OPP; and

**WHEREAS** the municipality incurs costs when OPP responds to False Alarms; and

**WHEREAS** responses to False Alarms interfere with the ability of the OPP to respond to actual incidents; and

**WHEREAS** the Lambton Detachment of the OPP have agreed to maintain a register of alarms responded to in the municipality;

**NOW THEREFORE** the Corporation of the (municipality name), enacts as follows:

1. In this bylaw and recitals
  - a) "Alarm" or "Alarms" means any form of notification to the OPP central dispatch of a criminal act, an attempted criminal act, or any bonafide emergency situation at a premise or an False Alarm;
  - b) "Alarm Device" means any device or series of devices installed on real property and designed to detect criminal activity or unauthorized entry or emergency which when activated, emits or transmits a local or remote audible, visual or electronic signal

intended to alert the “alarm system owner”, summon the police service, whether monitored by an “Alarm Business” or not;

- c) “Alarm System Owner” means the owner, occupant or lessee of a building, structure or premise that has a security alarm system or the lessee of a security alarm system;
- d) “False Alarm” means any one of the following:
  - i. the testing of an alarm without advance notification to OPP central dispatch;
  - ii. an alarm caused by the carelessness or negligence of any person at a premise;
  - iii. an alarm caused by the mechanical failure or improper installation of any warning device; or
  - iv. an alarm inadvertently activated by any means including internal or external conditions;
- e) “False Alarm” does not include alarms where OPP dispatch is notified within forty-eight (48) hours advance that a response is not required;
- f) “Emergency situation” means:
  - i. an alarm caused by an attempted or completed criminal act at a premise; or
  - ii. any type of emergency occurring at or in relation to any business or residential premises located within the geographic boundaries of the (municipality name);
- g) “OPP” means the Lambton Detachment of the Ontario Provincial Police;
- h) “Premise” or “Premises” means any business or residential premises located within the geographic boundaries of (municipality name), containing an unlawful entry alarm which automatically notifies OPP central dispatch of an emergency situation;
- i) “Municipality” means (municipality name); and
- j) OPP central dispatch means the OPP communications centre.

2. The OPP shall maintain the following;

- i. a written record of each separate alarm, which record shall include, without limiting generality, the date time and location of such alarm.

3. Fees for False Alarms

- i. where there is an OPP response to a false alarm, the alarm system owner shall be responsible for the fee as set out in the (municipality name) Fees and Charges By-law, as amended;
- ii. an Alarm shall not be classified as a False Alarm when an extraordinary circumstance as determined by the police service Detachment Commander has occurred;

4. Notwithstanding any other provision of this bylaw:

- i. the owner or occupier of a premise shall pay to the municipality the sum of:

First false alarm in any calendar year	No fee
Second false alarm in any calendar year	\$250.00
Third false alarm in any calendar year	\$350.00
Fourth false alarm in any calendar year	\$700.00
Fifth false alarm in any calendar year	\$1400.00
Sixth false alarm in any calendar year	Notice of suspension of service will be issued for the remainder of the calendar year.

5. Collection of False Alarm Fees

- i. the OPP shall provide (municipality name) Treasurer with the required information within 15 days of the end of a calendar month, regarding False Alarm occurrences in the preceding month for invoicing and collection purposes. Required information includes at a minimum the name of the alarm system owner and the address.
- ii. fees shall be invoiced and collected by (municipality name), in accordance with the Accounts Receivables established processes and

procedures. Invoices shall be printed and mailed to the alarm system owner

- iii. (municipality name) will take appropriate steps as provided for in the Municipal Act, to collect outstanding false alarms fees.

6. Automatic Dialing Alarm

- i. No person shall install maintain or use an automatic dialing device designed to transmit a message to either the OPP or the OPP central dispatch;
- ii. Automatic Dialing Alarms causing False Alarms requiring response by the OPP shall be subject to the fees as set out in (municipality name) Fees and Charges By-law.

7. The alarm system owner occupier or key holder of each premise shall:

- i. attend their premise when its alarm is activated within 30 minutes of the activation; and
- ii. allow access to the premise for inspection purposes and to answer inquiries from the OP

8. Severability

- i. each and every one of the foregoing provisions of this by-law is severable and if any provisions of this by-law should, for any reason, be declared invalid by any court, it is the intention and desire of this council that each and every one of the then remaining provisions shall remain in full force and effect.

9. This by-law shall come into full force and effect upon final passing thereof.

Read a first and second time and finally passed this 14 day of November, 2024

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk

**Lambton Group OPP Detachment Board Members**

Township of Brooke-Alvinston passed on:

Township of Dawn-Euphemia passed on:

Township of Enniskillen passed on:

Municipality of Lambton Shores passed on:

Village of Oil Springs passed on:

Town of Petrolia passed on:

Town of Plympton-Wyoming passed on:

Township of St. Clair passed on:

Township of Warwick passed on:





## Council Staff Report

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**To:** Mayor Ferguson and Members of Council  
**Subject:** Accounts Payable Listing - October 2024  
**Meeting:** Council - 14 Nov 2024  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### **Recommendation:**

**That Council receive and file the Accounts Payable Listing for October 2024.**

### **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 - October 2024](#)

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ASSETS &amp; LIABILITIES</b>					
01-0000-0020	003612 CIRCUS GENOA	092024 REFUND	10/04/2024	10/04/2024	239.58
01-0000-0495	003073 AON CANADA INC-T57048C	3640000035683 VFIS ANNUAL PREMIUM	10/04/2024	10/04/2024	3,657.96
01-0000-0498	003500 RWAM INSURANCE ADMINISTRATORS INC	100001-1024 RWAM BENEFITS	10/04/2024	10/04/2024	2.68
01-0000-1051	003073 AON CANADA INC-T57048C	3640000035683 VFIS ANNUAL PREMIUM	10/04/2024	10/04/2024	4,266.90
01-0000-2295	003594 RECEIVER GENERAL	2024-10-04 DEDUCTIONS	10/04/2024	10/04/2024	350.00
01-0000-2295	003594 RECEIVER GENERAL	2024-10-18 DEDUCTIONS	10/18/2024	10/18/2024	350.00
01-0000-2295	003594 RECEIVER GENERAL	2024-10-31 DEDUCTIONS	10/31/2024	10/31/2024	350.00
			Account Total		1,050.00
01-0000-2426	000018 CLOVER MART	00-38 FOOD BANK PURCHASES	10/25/2024	10/25/2024	296.34
01-0000-2426	000018 CLOVER MART	Oct24 FOOD BANK PURCHASES	10/11/2024	10/11/2024	212.58
01-0000-2426	003561 ANGIE BARESICH	Oct24 FOOD BANK PURCHASES	10/11/2024	10/11/2024	432.33
			Account Total		941.25
			Department Total		10,158.37
<b>LICENCES, PERMITS, RENTS</b>					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	-425.00
			Department Total		-425.00
<b>GOVERNANCE</b>					
01-0240-7303	002598 DAVID FERGUSON	09-2024 PHONE	10/04/2024	10/04/2024	60.00
01-0240-7306	003086 DON MCCABE	09-2024 TRAVEL	10/04/2024	10/04/2024	78.00
01-0240-7306	002598 DAVID FERGUSON	OCT2024 TRAVEL	10/31/2024	10/31/2024	165.40
01-0240-7306	003086 DON MCCABE	OCT2024 TRAVEL	10/31/2024	10/31/2024	33.60
			Account Total		277.00

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0240-7399	000279	BMO BANK OF MONTREAL	0502677-2410 AGCO - VOLUNTEER APPRECIATION	10/08/2024	10/08/2024	150.00
01-0240-7399	000279	BMO BANK OF MONTREAL	0502677-2410 HUBZ GRUBZ VOLUNTEER APP	10/08/2024	10/08/2024	932.25
					Account Total	1,082.25
01-0240-7610	002953	CHRISTMAS FOR EVERYONE	Oct 2024 2024 CHRISTMAS CAMPAIGN	10/11/2024	10/11/2024	200.00
					Department Total	1,619.25
<b>COUNCIL SUPPORT</b>						
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-1024 RWAM BENEFITS	10/04/2024	10/04/2024	336.47
01-0241-7117	003503	GREEN SHIELD CANADA	16593093-0924 GREENSHIELD BENEFITS	10/04/2024	10/04/2024	972.46
					Account Total	1,308.93
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	95.60
01-0241-7350	002572	JANET DENKERS	OCT2024 TRAVEL	10/31/2024	10/31/2024	163.20
01-0241-7399	000279	BMO BANK OF MONTREAL	0502677-2410 CARDOC SANDS- EMPLOYEE APP	10/08/2024	10/08/2024	167.44
					Department Total	1,735.17
<b>CORPORATE MANAGEMENT</b>						
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	100001-1024 RWAM BENEFITS	10/04/2024	10/04/2024	568.42
01-0250-7117	003503	GREEN SHIELD CANADA	16593093-0924 GREENSHIELD BENEFITS	10/04/2024	10/04/2024	1,186.16
					Account Total	1,754.58
01-0250-7301	000100	MCNAUGHTON HOME HARDWARE CENTRE	K63423 WATER	10/18/2024	10/18/2024	11.07
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	53.11
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	172.63
01-0250-7303	003464	FIBERNETICS CORPORATION	709290 PHONE LINES	10/04/2024	10/04/2024	67.74
					Account Total	293.48
01-0250-7304	002187	INTEGRATED DIGITAL SOLUTIONS	AR375895 PHOTOCOPIER	10/04/2024	10/04/2024	99.93

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	873050 OFFICE POSTAGE	10/11/2024	10/11/2024	1,118.70
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	873546 OMAFRA DRAINAGE	10/11/2024	10/11/2024	16.52
Account Total					1,135.22
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	22114 IT LICENCING	10/04/2024	10/04/2024	641.53
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	22148 IT SUPPORT	10/04/2024	10/04/2024	247.19
01-0250-7310	003420 PSD CITYWIDE INC.	22274 CITYWIDE ANNUAL RENEWAL	10/04/2024	10/04/2024	1,418.37
01-0250-7310	003264 REDCHAIR	4625 WEBSITE HOSTING	10/04/2024	10/04/2024	169.50
01-0250-7310	002691 EASYPAY	OCT2024 EASY PAY SOFTWARE UPDATE	10/18/2024	10/18/2024	428.27
Account Total					2,904.86
01-0250-7325	000279 BMO BANK OF MONTREAL	0502677-2410 MFOA-CONFERENCE	10/08/2024	10/08/2024	593.25
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	109011 MATS	10/04/2024	10/04/2024	77.12
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	109286 MATS	10/31/2024	10/31/2024	115.26
01-0250-7340	000112 NUTECH PEST SERVICES	12074 PEST CONTROL	10/04/2024	10/04/2024	47.46
01-0250-7340	000112 NUTECH PEST SERVICES	12133 PEST CONTROL	10/31/2024	10/31/2024	47.46
01-0250-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	462948 FURNACE REPAIRS	10/18/2024	10/18/2024	209.42
01-0250-7340	003613 IMPERIAL ROOFING SARNIA LTD	53462 TOWN HALL ROOF REPAIRS	10/04/2024	10/04/2024	3,290.56
Account Total					3,787.28
01-0250-7341	000132 A-1 SECURITY SYSTEMS	198376 SECURITY SYSTEMS	10/18/2024	10/18/2024	609.52
01-0250-7341	000132 A-1 SECURITY SYSTEMS	198534 SECURITY SYSTEM MAINTENANCE	10/18/2024	10/18/2024	162.04
Account Total					771.56
01-0250-7399	000279 BMO BANK OF MONTREAL	0502677-2410 CARDOC SANDS- EMPLOYEE APP	10/08/2024	10/08/2024	279.06
Department Total					11,630.29

**FIRE STATION - ALVINSTON**

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7117	003073 AON CANADA INC-T57048C	364000035683 VFIS ANNUAL PREMIUM	10/04/2024	10/04/2024	853.38
01-0411-7150	003616 ELGIN COUNTY	0020549 TRAINING EXPENSE	10/25/2024	10/25/2024	452.00
01-0411-7150	000279 BMO BANK OF MONTREAL	0502677-2410 BEST BUY-GOOGLE TV ADAPTOR	10/08/2024	10/08/2024	79.09
01-0411-7150	003232 CANADIAN IPG CORPORATION	CORUN-00581216 TRAINING EXPENSES	10/18/2024	10/18/2024	590.14
01-0411-7150	000163 STEVE KNIGHT	OCT2024 TRAINING SEMINAR	10/18/2024	10/18/2024	75.00
		Account Total			1,196.23
01-0411-7175	002070 CANADIAN VOLUNTEER FIRE SERVICES ASS(	40043F6A-0002 EMPLOYEE RECOGNITION	10/11/2024	10/11/2024	57.00
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	95.60
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	56.65
		Account Total			152.25
01-0411-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	873318 BROOKE FIRE RESCUE MAILING	10/11/2024	10/11/2024	20.06
01-0411-7310	003177 KOOTENAY MURPHY HOLDINGS LTD - INGEN	8943 FIRE PRO 2-SERVICE CONTRACT	10/23/2024	10/23/2024	2,284.96
01-0411-7320	000279 BMO BANK OF MONTREAL	0502677-2410 AMAZON	10/08/2024	10/08/2024	11.29
01-0411-7330	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN166500 FIRE PREVENTION WEEK MATERIALS	10/04/2024	10/04/2024	493.81
01-0411-7330	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN166649 FIRE PREVENTION WEEK MATERIALS	10/04/2024	10/04/2024	148.72
01-0411-7330	002957 RACHEL BRYANS	OCT2024 OPEN HOUSE SUPPLIES	10/18/2024	10/18/2024	104.65
01-0411-7330	002957 RACHEL BRYANS	OCT2024 OPEN HOUSE SUPPLIES	10/18/2024	10/18/2024	44.50
		Account Total			791.68
01-0411-7340	003364 R & C CLEANING	Sept24 CLEANING	10/11/2024	10/11/2024	150.00
01-0411-7345	000100 MCNAUGHTON HOME HARDWARE CENTRE	460923 EQUIPMENT & REPAIRS	10/04/2024	10/04/2024	27.10
01-0411-7345	003232 CANADIAN IPG CORPORATION	CORSE-00576982 SCBA FILL STATION REPAIR	10/08/2024	10/08/2024	340.36

### Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Account Total					367.46
01-0411-7351	002957 RACHEL BRYANS	09-2024 TRAVEL	10/04/2024	10/04/2024	225.60
01-0411-7460	002223 COUNTY OF LAMBTON	39308 RADIO FEES	10/25/2024	10/25/2024	854.38
Department Total					6,964.29
<b>POLICE</b>					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2521 POLICE DETACHMENT REVENUES	10/11/2024	10/11/2024	1,741.77
01-0420-7460	002180 MINISTER OF FINANCE	300910241209192 POLICING CREDIT	10/18/2024	10/18/2024	-664.00
01-0420-7460	002180 MINISTER OF FINANCE	301010241326028 MONTHLY POLICING	10/18/2024	10/18/2024	32,535.00
Account Total					33,612.77
Department Total					33,612.77
<b>PROTECTIVE INSPECTION &amp; CONTROL</b>					
01-0440-7470	002223 COUNTY OF LAMBTON	39252 BUILDING PERMITS	10/11/2024	10/11/2024	3,150.00
01-0440-7470	002223 COUNTY OF LAMBTON	39252 BUILDING PERMITS	10/11/2024	10/11/2024	428.95
Account Total					3,578.95
01-0440-7472	003502 SARNIA AND DISTRICT HUMANE SOCIETY	QUARTER 3, 2024 ANIMAL CONTROL COSTS	10/15/2024	10/15/2024	1,140.59
01-0440-7476	002223 COUNTY OF LAMBTON	39253 PROPERTY STANDARDS	10/11/2024	10/11/2024	595.00
01-0440-7476	002223 COUNTY OF LAMBTON	39253 PROPERTY STANDARDS	10/11/2024	10/11/2024	154.88
01-0440-7476	002223 COUNTY OF LAMBTON	39254 PROPERTY STANDARDS MAILING	10/11/2024	10/11/2024	10.78
Account Total					760.66
Department Total					5,480.20
<b>EMERGENCY MEASURES</b>					
01-0450-7301	002223 COUNTY OF LAMBTON	39239 911 SIGNS	10/11/2024	10/11/2024	58.00
Department Total					58.00
<b>RP - PATCHING COLD/HOT MIX</b>					
01-0501-7301	002812 INNOVATIVE SURFACE SOLUTIONS	PS-INV003680 COLD PATCH	10/18/2024	10/18/2024	7,202.80

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<b>Department Total</b>					<b>7,202.80</b>
<b>RUP - GRAVEL PATCH</b>					
01-0516-7301	002823 KT EXCAVATING	INV-1107 PILE UP CONCRETE	10/25/2024	10/25/2024	2,490.00
<b>Department Total</b>					<b>2,490.00</b>
<b>RT&amp;M - LITTER/GARBAGE PICKUP</b>					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0448047-0676-8 DUMPSTER TIPPING	10/08/2024	10/08/2024	246.33
<b>Department Total</b>					<b>246.33</b>
<b>RT&amp;M - INTERSECTION LIGHTING</b>					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-1024 HYDRO	10/08/2024	10/08/2024	21.21
<b>Department Total</b>					<b>21.21</b>
<b>PUBLIC WORKS - OVERHEAD</b>					
01-0560-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	100001-1024 RWAM BENEFITS	10/04/2024	10/04/2024	1,279.36
01-0560-7117	003503 GREEN SHIELD CANADA	16593093-0924 GREENSHIELD BENEFITS	10/04/2024	10/04/2024	1,613.56
<b>Account Total</b>					<b>2,892.92</b>
01-0560-7301	000165 MANLEY'S BASICS	1158980 JOURNALS	10/31/2024	10/31/2024	90.31
01-0560-7301	003052 CHERYL BEAUGRAND	65854 DESK CALENDARS	10/31/2024	10/31/2024	14.68
<b>Account Total</b>					<b>104.99</b>
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	212.58
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	147.90
<b>Account Total</b>					<b>360.48</b>
01-0560-7304	000279 BMO BANK OF MONTREAL	0502677-2410 MTO-CVOR	10/08/2024	10/08/2024	5.00
01-0560-7304	000279 BMO BANK OF MONTREAL	0502677-2410 LATEC MACHINE CONTROL-LASER	10/08/2024	10/08/2024	3,301.91
01-0560-7304	003389 CERTIFIED LABORATORIES	951677 EQUIPMENT GREASE	10/18/2024	10/18/2024	692.29
<b>Account Total</b>					<b>3,999.20</b>
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2206-1024 HYDRO	10/15/2024	10/15/2024	565.16

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01-0560-7306	000014 HYDRO ONE NETWORKS INC.	6362-0924 HYDRO	10/04/2024	10/04/2024	348.11
			Account Total		913.27
01-0560-7310	003420 PSD CITYWIDE INC.	22274 CITYWIDE ANNUAL RENEWAL	10/04/2024	10/04/2024	2,127.56
01-0560-7310	000131 BEARCOM CANADA CORP	5793736 RADIO & GPS	10/18/2024	10/18/2024	335.61
			Account Total		2,463.17
01-0560-7340	002214 GERBER ELECTRIC LTD	00028350 FAN REPLACE & GAS MONITOR SYST	10/18/2024	10/18/2024	709.47
01-0560-7340	000112 NUTECH PEST SERVICES	12077 PEST CONTROL	10/04/2024	10/04/2024	47.46
01-0560-7340	000112 NUTECH PEST SERVICES	12135 PEST CONTROL	10/31/2024	10/31/2024	47.46
			Account Total		804.39
01-0560-7341	000132 A-1 SECURITY SYSTEMS	198533 SECURITY INSPECTION	10/23/2024	10/23/2024	162.04
01-0560-7350	000032 RANDY HILLS	OCT2024 COURT & TRAVEL	10/31/2024	10/31/2024	97.00
01-0560-7398	000074 MACKENZIE OIL LIMITED	12152 FUEL	10/18/2024	10/18/2024	3,767.99
01-0560-7398	000074 MACKENZIE OIL LIMITED	12155 FUEL	10/25/2024	10/25/2024	1,651.96
01-0560-7398	000074 MACKENZIE OIL LIMITED	B146316 FUEL	10/25/2024	10/25/2024	1,329.91
			Account Total		6,749.86
01-0560-7399	000279 BMO BANK OF MONTREAL	0502677-2410 CARDOC SANDS- EMPLOYEE APP	10/08/2024	10/08/2024	558.12
			Department Total		19,105.44
<b>2024 FREIGHTLINER 114SD</b>					
01-0602-7370	000074 MACKENZIE OIL LIMITED	B334594 DEF	10/18/2024	10/18/2024	234.95
01-0602-7397	002966 JAMIE BUTLER	OCT2024 YEARLY LICENCING	10/31/2024	10/31/2024	1,316.75
			Department Total		1,551.70
<b>2011 INTERNATIONAL</b>					
01-0603-7397	002966 JAMIE BUTLER	OCT2024 YEARLY LICENCING	10/31/2024	10/31/2024	1,917.50



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Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>Department Total</b>						<b>1,917.50</b>
<b>2018 WESTERN STAR</b>						
01-0604-7370	000074	MACKENZIE OIL LIMITED	B334594 DEF	10/18/2024	10/18/2024	234.96
01-0604-7372	000068	KAL TIRE	873139034 TIRE REPAIR	10/23/2024	10/23/2024	107.77
01-0604-7397	002966	JAMIE BUTLER	OCT2024 YEARLY LICENCING	10/31/2024	10/31/2024	1,917.50
<b>Department Total</b>						<b>2,260.23</b>
<b>2021 - CAT 150-15AWD GRADER</b>						
01-0611-7370	000074	MACKENZIE OIL LIMITED	B334594 DEF	10/18/2024	10/18/2024	234.96
<b>Department Total</b>						<b>234.96</b>
<b>2017 FORD 4X4 Diesel</b>						
01-0620-7370	000074	MACKENZIE OIL LIMITED	B334594 DEF	10/18/2024	10/18/2024	234.96
01-0620-7397	002966	JAMIE BUTLER	OCT2024 YEARLY LICENCING	10/31/2024	10/31/2024	947.50
<b>Department Total</b>						<b>1,182.46</b>
<b>2021 Dodge RAM 4 x 4 pickup</b>						
01-0621-7370	000074	MACKENZIE OIL LIMITED	12112 FUEL FOR PICKUP	10/25/2024	10/25/2024	607.80
<b>Department Total</b>						<b>607.80</b>
<b>2019 FORD 4x4 PICKUP</b>						
01-0622-7370	000074	MACKENZIE OIL LIMITED	12112 FUEL FOR PICKUP	10/25/2024	10/25/2024	607.81
01-0622-7397	002966	JAMIE BUTLER	OCT2024 YEARLY LICENCING	10/31/2024	10/31/2024	32.00
<b>Department Total</b>						<b>639.81</b>
<b>DEERE TRACTOR LOADER</b>						
01-0630-7370	000074	MACKENZIE OIL LIMITED	B334594 DEF	10/18/2024	10/18/2024	234.96
<b>Department Total</b>						<b>234.96</b>
<b>CAT BACKHOE</b>						
01-0631-7370	000074	MACKENZIE OIL LIMITED	B334594 DEF	10/18/2024	10/18/2024	234.95

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01-0631-7372	003068 SARNIA TIRE INC.	S194463 TIRE REPAIR	10/18/2024	10/18/2024	309.62
		Department Total			544.57
<b>KUBOTA TRACTOR</b>					
01-0633-7370	000074 MACKENZIE OIL LIMITED	B146318 FUEL FOR LAWNMOWERS	10/25/2024	10/25/2024	289.75
		Department Total			289.75
<b>SAND AND SALT</b>					
01-0671-7301	003169 NORTH ELEMENT INC.	3676 SIDEWALK SALT	10/18/2024	10/18/2024	474.60
		Department Total			474.60
<b>STREET LIGHTING - INWOOD</b>					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-1024 HYDRO	10/08/2024	10/08/2024	604.15
		Department Total			604.15
<b>SANITARY SEWER SYSTEM</b>					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	150.00
01-0810-7432	003420 PSD CITYWIDE INC.	22274 CITYWIDE ANNUAL RENEWAL	10/04/2024	10/04/2024	1,418.37
01-0810-7432	000034 CENTRAL SANITATION INC.	I35856 SLUDGE REMOVAL	10/25/2024	10/25/2024	388.72
01-0810-7432	000034 CENTRAL SANITATION INC.	I35877 SLUDGE REMOVAL	10/25/2024	10/25/2024	388.72
		Account Total			2,195.81
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000046953 OPERATIONS CONTRACT	10/11/2024	10/11/2024	9,858.28
		Department Total			12,204.09
<b>INWOOD SEWER SYSTEM</b>					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	50.00
01-0811-7306	000014 HYDRO ONE NETWORKS INC.	7692-1024 HYDRO	10/11/2024	10/11/2024	233.45
		Department Total			283.45
<b>WATERWORKS SYSTEM</b>					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	50.00

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01-0830-7432	003615 PICKARD CONSTRUCTION	110926 BORE UNDER ROAD-VANDEYDT	10/23/2024	10/23/2024	5,369.20
01-0830-7432	003420 PSD CITYWIDE INC.	22274 CITYWIDE ANNUAL RENEWAL	10/04/2024	10/04/2024	1,418.37
01-0830-7432	003270 WOLSELEY CANADA INC	4966981 WATER PARTS-N VANDERYDT	10/23/2024	10/23/2024	343.98
		Account Total			7,131.55
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000046953 OPERATIONS CONTRACT	10/11/2024	10/11/2024	8,742.25
		Department Total			15,923.80
<b>WASTE COLLECTION</b>					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	27859 WASTE COLLECTION	10/15/2024	10/15/2024	7,496.99
		Department Total			7,496.99
<b>RECYCLING</b>					
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	27859 WASTE COLLECTION	10/15/2024	10/15/2024	524.70
		Department Total			524.70
<b>HOSPITALS</b>					
01-1020-7683	003110 FOUR COUNTIES HEALTH SERVICES FOUND	OCT2024 2024 CAPITAL CAMPAIGN	10/28/2024	10/28/2024	5,000.00
		Department Total			5,000.00
<b>ALVINSTON COMMUNITY CENTRE</b>					
01-1635-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	100001-1024 RWAM BENEFITS	10/04/2024	10/04/2024	823.07
01-1635-7117	003503 GREEN SHIELD CANADA	16593093-0924 GREENSHIELD BENEFITS	10/04/2024	10/04/2024	1,186.16
		Account Total			2,009.23
01-1635-7125	003554 RILEY PAVEY	268739 WORK BOOTS	10/28/2024	10/28/2024	200.00
01-1635-7125	003325 KYLE CADMAN	OCT2024 WORK BOOTS	10/18/2024	10/18/2024	200.00
01-1635-7125	003353 BETTY MCKELLAR	OCT2024 WORK BOOTS	10/18/2024	10/18/2024	200.00
		Account Total			600.00
01-1635-7301	003052 CHERYL BEAUGRAND	65854 DESK CALENDARS	10/31/2024	10/31/2024	14.68

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01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	104.01
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-1024 PHONE & INTERNET SERVICE	10/08/2024	10/08/2024	79.66
01-1635-7303	003464	FIBERNETICS CORPORATION	709290 PHONE LINES	10/04/2024	10/04/2024	33.84
Account Total						217.51
01-1635-7310	003420	PSD CITYWIDE INC.	22274 CITYWIDE ANNUAL RENEWAL	10/04/2024	10/04/2024	709.20
01-1635-7330	000158	DARREN GOYETTE	2024-25 ICE PAINTING SERVICES	10/08/2024	10/08/2024	1,300.00
01-1635-7330	000100	MCNAUGHTON HOME HARDWARE CENTRE	461609 PIPE INSULATION-ARENA BOARDS	10/28/2024	10/28/2024	12.48
01-1635-7330	000100	MCNAUGHTON HOME HARDWARE CENTRE	461803 CALCIUM FOR EXPANSION TANK	10/08/2024	10/08/2024	186.39
01-1635-7330	000100	MCNAUGHTON HOME HARDWARE CENTRE	462008 CALCIUM FOR EXPANSION TANK	10/08/2024	10/08/2024	223.67
01-1635-7330	000048	WATFORD HOME HARDWARE / CARIS HARDV	486632 CALCIUM FOR BRINE LEAK	10/18/2024	10/18/2024	559.18
01-1635-7330	000362	STATE CHEMICAL LTD	903518270 SUPER COOL-AIDE FOR COMPRESSOR	10/08/2024	10/08/2024	808.54
Account Total						3,090.26
01-1635-7340	002357	SOUTHWEST DOORS & HARDWARE	00108628 REPAIR/SERVICE TO ACCESS. DOOR	10/31/2024	10/31/2024	463.30
01-1635-7340	000279	BMO BANK OF MONTREAL	0502677-2410 AMAZON- TABLE CLOTHS	10/08/2024	10/08/2024	300.74
01-1635-7340	000279	BMO BANK OF MONTREAL	0502677-2410 ARMORS-BUSINESS LUNCH	10/08/2024	10/08/2024	101.65
01-1635-7340	000112	NUTECH PEST SERVICES	12076 PEST CONTROL	10/08/2024	10/08/2024	47.46
01-1635-7340	000048	WATFORD HOME HARDWARE / CARIS HARDV	187299 PLUMBING PARTS	10/08/2024	10/08/2024	10.49
01-1635-7340	003017	MARCOTTE DISPOSAL INC.	19436 GARBAGE DISPOSAL	10/28/2024	10/28/2024	310.18
01-1635-7340	000132	A-1 SECURITY SYSTEMS	198399 YEARLY FEES ALARM	10/28/2024	10/28/2024	663.76
01-1635-7340	000132	A-1 SECURITY SYSTEMS	198400 ANNUAL INSPECTION	10/28/2024	10/28/2024	2,180.71
01-1635-7340	000132	A-1 SECURITY SYSTEMS	198528 ALARM MAINTENANCE	10/28/2024	10/28/2024	241.71
01-1635-7340	000132	A-1 SECURITY SYSTEMS	198529 ALARM MAINTENANCE	10/28/2024	10/28/2024	311.88
01-1635-7340	003353	BETTY MCKELLAR	236025 TOOLS	10/18/2024	10/18/2024	45.18

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01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	3016779 GARBAGE BAGS	10/31/2024	10/31/2024	594.30
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	461803 SUPPLIES FOR GATES	10/08/2024	10/08/2024	41.96
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	462994 TAPE FOR PICKLEBALL	10/18/2024	10/18/2024	45.18
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	486713 PLUMBING PARTS	10/18/2024	10/18/2024	7.32
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00580368 MATS FOR CANTEEN	10/18/2024	10/18/2024	250.45
		Account Total			5,616.27
01-1635-7341	000136 PODOLINSKY EQUIPMENT LTD	402803 NEW LEAF BLOWER	10/28/2024	10/28/2024	259.89
01-1635-7372	000347 RESURFICE CORP	100784 BATTERY/CHARGER FOR ICE EDGER	10/28/2024	10/28/2024	503.02
01-1635-7372	000347 RESURFICE CORP	100786 OLYMPIA WATER TANK TIE DOWNS	10/28/2024	10/28/2024	134.02
01-1635-7372	000136 PODOLINSKY EQUIPMENT LTD	403921 RECOIL FOR OLD BLOWER	10/28/2024	10/28/2024	40.88
01-1635-7372	000177 NELLA CUTLERY	IN2450524 ICE RESURFACING BLADE SHARPEN	10/18/2024	10/18/2024	101.70
01-1635-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER EC	WR08978 KUBOTA REPAIRS	10/18/2024	10/18/2024	483.73
		Account Total			1,263.35
01-1635-7381	000082 THE PEPSI BOTTLING GROUP (CANADA)	77475157 POP	10/18/2024	10/18/2024	221.81
01-1635-7383	002841 KERN WATER SYSTEMS INC.	171421 BAR ICE	10/28/2024	10/28/2024	196.00
01-1635-7399	000279 BMO BANK OF MONTREAL	0502677-2410 CARDOC SANDS- EMPLOYEE APP	10/08/2024	10/08/2024	558.12
		Department Total			14,756.32
<b>CONCESSION / BOOTH &amp; VENDING</b>					
01-1637-7382	000082 THE PEPSI BOTTLING GROUP (CANADA)	77475157 POP	10/18/2024	10/18/2024	1,690.99
		Department Total			1,690.99
<b>INWOOD COMMUNITY CENTER</b>					
01-1639-7306	000044 TOWNSHIP OF ENNISKILLEN	930050000.00-10/24 WATER	10/18/2024	10/18/2024	55.50
01-1639-7306	000014 HYDRO ONE NETWORKS INC.	9863-1024 HYDRO	10/11/2024	10/11/2024	93.21

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<b>Account Total</b>					148.71
<b>Department Total</b>					148.71
<b>ALVINSTON LIBRARY</b>					
01-1641-7340	003364 R & C CLEANING	Sept24 CLEANING	10/11/2024	10/11/2024	700.00
<b>Department Total</b>					700.00
<b>INWOOD LIBRARY</b>					
01-1642-7306	000014 HYDRO ONE NETWORKS INC.	3530-1024 HYDRO	10/11/2024	10/11/2024	107.29
01-1642-7306	000044 TOWNSHIP OF ENNISKILLEN	93005600-00-10/24 WATER	10/18/2024	10/18/2024	55.50
<b>Account Total</b>					162.79
<b>Department Total</b>					162.79
<b>PLANNING &amp; ZONING</b>					
01-1810-7101	000032 RANDY HILLS	COA-OCT2024 COA	10/31/2024	10/31/2024	103.00
01-1810-7101	003520 KEN MCGUGAN	COA-OCT2024 COA	10/31/2024	10/31/2024	103.00
<b>Account Total</b>					206.00
<b>Department Total</b>					206.00
<b>COMMERCIAL &amp; INDUSTRIAL</b>					
01-1820-7399	003617 PINENEEDLE FARMS INC.	03208 TREE DELIVERY	10/28/2024	10/28/2024	71.19
01-1820-7399	000279 BMO BANK OF MONTREAL	0502677-2410 WINDOVER NURSERIES- FERTILIZER	10/08/2024	10/08/2024	20.91
<b>Account Total</b>					92.10
<b>Department Total</b>					92.10
<b>AGRICULTURE &amp; REFORESTATION</b>					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	156.24 DRAINAGE SUPERINTENDENT	10/11/2024	10/11/2024	2,206.33
<b>Department Total</b>					2,206.33
<b>TILE DRAINAGE</b>					
01-1850-7210	000091 MINISTER OF FINANCE	Loan 1-121CRY1 LOAN REDEMPTION - 2023-08	10/24/2024	10/24/2024	447.40
01-1850-7710	000279 BMO BANK OF MONTREAL	0502677-2410 MOF - DEB 2022-10	10/08/2024	10/08/2024	2,229.01
01-1850-7710	000279 BMO BANK OF MONTREAL	0502677-2410 MOF - DEB 2022-10	10/08/2024	10/08/2024	3,232.88

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1850-7710	000091 MINISTER OF FINANCE	Loan 1-121CRY1 LOAN REDEMPTION - 2023-08	10/24/2024	10/24/2024	29,664.64
			Account Total		35,126.53
			Department Total		35,573.93

## ASSETS & LIABILITIES

20-0000-0865	003614 RLC FARMS LTD.	2024-10 TILE LOAN	10/08/2024	10/08/2024	50,000.00
20-0000-0865	003588 ALAN & MARY LANGFORD	2024-11 TILE LOAN	10/30/2024	10/30/2024	50,000.00
			Account Total		100,000.00
			Department Total		100,000.00

## SIDEWALKS

20-0552-7301	000150 MELLIS CONSTRUCTION LTD	288561 SIDEWALKS	10/31/2024	10/31/2024	22,052.52
			Department Total		22,052.52

## COMMUNITY CENTRE

20-1635-8012	000167 BLACK & MCDONALD LIMITED	43-1705106 NEW VENT STACK	10/31/2024	10/31/2024	20,566.00
20-1635-8014	000167 BLACK & MCDONALD LIMITED	43-1705106 NEW CHILLER CONNECTIONS	10/31/2024	10/31/2024	6,837.35
20-1635-8014	000167 BLACK & MCDONALD LIMITED	43-1705106 NEW CONDENSER	10/31/2024	10/31/2024	153,151.16
			Account Total		159,988.51
			Department Total		180,554.51

## MUNICIPAL DRAINS - CONSTRUCTION

20-2800-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1032 MCEACHREN DRAIN	10/04/2024	10/04/2024	2,573.39
20-2800-7401	000113 R DOBBIN ENGINEERING INC	162.24 WATT DRANI 2003-BRANCH A	10/25/2024	10/25/2024	10,735.00
			Account Total		13,308.39
			Department Total		13,308.39

## MUNICIPAL DRAINS - MAINTENANCE

20-2900-7401	002185 TOWNSHIP OF DAWN EUPHEMIA	47-2024 BROOKE-ENNISKILLEN DRAIN	10/11/2024	10/11/2024	212.94
20-2900-7401	002840 JLH EXCAVATING INC.	E13344 HUSTLER DRAIN H.B	10/04/2024	10/04/2024	493.71
20-2900-7401	002840 JLH EXCAVATING INC.	E13562 WILCOX DRIAN	10/04/2024	10/04/2024	482.74

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
20-2900-7401	002840	JLH EXCAVATING INC.	E13688 15-16 SIDERD & WALLIS & LF H.B	10/04/2024	10/04/2024	1,554.39
20-2900-7401	002840	JLH EXCAVATING INC.	E15001 SMITH PATTERSON & ANNETT H.B	10/04/2024	10/04/2024	2,605.75
20-2900-7401	002823	KT EXCAVATING	INV-1033 LOGAN DRAIN BRANCH 5	10/23/2024	10/23/2024	2,141.43
Account Total						7,490.96
Department Total						7,490.96
Total Paid Invoices						530,818.19
Total Unpaid Invoices						0.00
Total Invoices						530,818.19



# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

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

01-0000	ASSETS & LIABILITIES	10,158.37
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	1,619.25
01-0241	COUNCIL SUPPORT	1,735.17
01-0250	CORPORATE MANAGEMENT	11,630.29
01-0411	FIRE STATION - ALVINSTON	6,964.29
01-0420	POLICE	33,612.77
01-0440	PROTECTIVE INSPECTION & CONTROL	5,480.20
01-0450	EMERGENCY MEASURES	58.00
01-0501	RP - PATCHING COLD/HOT MIX	7,202.80
01-0516	RUP - GRAVEL PATCH	2,490.00
01-0549	RT&M - LITTER/GARBAGE PICKUP	246.33
01-0551	RT&M - INTERSECTION LIGHTING	21.21
01-0560	PUBLIC WORKS - OVERHEAD	19,105.44
01-0602	2024 FREIGHTLINER 114SD	1,551.70
01-0603	2011 INTERNATIONAL	1,917.50
01-0604	2018 WESTERN STAR	2,260.23
01-0611	2021 - CAT 150-15AWD GRADER	234.96
01-0620	2017 FORD 4X4 Diesel	1,182.46
01-0621	2021 Dodge RAM 4 x 4 pickup	607.80
01-0622	2019 FORD 4x4 PICKUP	639.81
01-0630	DEERE TRACTOR LOADER	234.96
01-0631	CAT BACKHOE	544.57
01-0633	KUBOTA TRACTOR	289.75
01-0671	SAND AND SALT	474.60
01-0752	STREET LIGHTING - INWOOD	604.15
01-0810	SANITARY SEWER SYSTEM	12,204.09
01-0811	INWOOD SEWER SYSTEM	283.45
01-0830	WATERWORKS SYSTEM	15,923.80
01-0840	WASTE COLLECTION	7,496.99
01-0860	RECYCLING	524.70
01-1020	HOSPITALS	5,000.00
01-1635	ALVINSTON COMMUNITY CENTRE	14,756.32
01-1637	CONCESSION / BOOTH & VENDING	1,690.99
01-1639	INWOOD COMMUNITY CENTER	148.71
01-1641	ALVINSTON LIBRARY	700.00
01-1642	INWOOD LIBRARY	162.79
01-1810	PLANNING & ZONING	206.00
01-1820	COMMERCIAL & INDUSTRIAL	92.10
01-1840	AGRICULTURE & REFORESTATION	2,206.33
01-1850	TILE DRAINAGE	35,573.93
20-0000	ASSETS & LIABILITIES	100,000.00

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 10/01/2024 to 10/31/2024 Paid Invoices Cheque Date 10/01/2024 to 10/31/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
		20-0552 SIDEWALKS			22,052.52
		20-1635 COMMUNITY CENTRE			180,554.51
		20-2800 MUNICIPAL DRAINS - CONSTRUCTION			13,308.39
		20-2900 MUNICIPAL DRAINS - MAINTENANCE			7,490.96
				Report Total	530,818.19