



# AGENDA

## Council Meeting

4:30 PM - Thursday, December 12, 2024  
Municipal Office

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<b>1. CALL TO ORDER</b>	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
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## 9. NEW BUSINESS

## 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. Confirming By-law

## 13. ADJOURNMENT



# MINUTES

## Council Meeting

4:00 PM - Thursday, November 28, 2024

Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, November 28, 2024, at 4:00 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, Public Works Superintendent Jamie Butler, Parks & Recreation Manager Greg Thornicroft, and Fire Chief Steve Knight

**Regrets:**

### 1 CALL TO ORDER

The Mayor called the meeting to order at 4:00 p.m.

### 2 CLOSED SESSION (4PM)

- a) 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

#### **RESOLUTION-2024-405**

Councillor Craig Sanders made a motion that Council move into a closed session for the reasons listed. Councillor Jenny Redick seconded the motion.

**Carried**

### 3 RISE AND REPORT (FOLLOWING CLOSED SESSION)

The Clerk Administrator reported that a closed session was held to discuss:

- 1) section 239 (2) (k) - position, plan
- 2) section 239 (2) (b) - personal

It was reported that Council direct staff on the matter of a position, plan, procedure as it relates to planning matters; that Council direct staff on matters relating to a grant application; and that Council discussed the Clerk Administrator's performance appraisal and job posting for Treasury Assistant / Deputy Treasurer.

### 4 DISCLOSURE OF PECUNIARY INTEREST

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

### 5 MINUTES

- a) Regular Council Meeting Minutes of November 14, 2024

#### **RESOLUTION-2024-406**

Deputy Mayor Frank Nemcek made a motion that the minutes of the November

14, 2024 meeting of Council be approved as presented without any error or omission. Councillor Craig Sanders seconded the motion.

**Carried**

## **6 BUSINESS ARISING FROM THE MINUTES**

## **7 DELEGATIONS & TIMED EVENTS**

## **8 CORRESPONDENCE**

### **a) Municipal Information**

#### **RESOLUTION-2024-407**

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

**Carried**

### **b) Township of Larder Lake - Provincial Land Transfer Tax & GST**

#### **RESOLUTION-2024-408**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston supports the Township of Larder Lake to request that the Provincial Government redistribute a portion of the Land Transfer Tax collected on property transactions to municipalities and to call on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

### **c) Municipality of Leamington - OPP Detachment Billing Increases**

#### **RESOLUTION-2024-409**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston supports the Municipality of Leamington's request to the 2025 OPP Annual Billing Statement to be reduced to an approximate 5% increase and that any increase above 5% be absorbed by the province. Municipalities cannot afford to absorb this unexpected and entirely preventable increase without causing undo financial strain to our taxpayers. Councillor Jenny Redick seconded the motion.

**Carried**

### **d) Township of Papineau-Cameron - Ontario Building Code**

#### **RESOLUTION-2024-410**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston supports the Township of Papineau-Cameron's request to call on the Ontario government to amend the Ontario Building Code to include provisions for pre-approved affordable housing plans specifically aimed at low income and homeless individuals. Councillor Jenny Redick seconded the motion.

**Carried**

### **e) Township of Terrace Bay - Ambulance Shortages and Healthcare System Issues**

#### **RESOLUTION-2024-411**

Councillor Don McCabe made a motion that the request from Terrace Bay be received and filed. Councillor Craig Sanders seconded the motion.

**Carried**

### **f) Township of Terrace Bay - Billy Bishop Airport**

**RESOLUTION-2024-412**

Councillor Don McCabe made a motion that the request from Terrace Bay be received and filed. Councillor Craig Sanders seconded the motion.

**Carried**

- g) City of Hamilton - Road Safety Measures

**RESOLUTION-2024-413**

Councillor Craig Sanders made a motion that the request from the City of Hamilton be received and filed. Councillor Jenny Redick seconded the motion.

**Carried**

- h) Lambton Farm Safety - Donation Request

Councillor McCabe noted that he is an appointed member on the Lambton Farm Safety Board and commented that the venue will be rotating across the County and Brooke-Alvinston will be requested to host in 4-5 years.

**RESOLUTION-2024-414**

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston donates \$200.00 for the 2025 event to Lambton Farm Safety. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- i) City of Toronto - Respecting Local Democracy and Cities

**RESOLUTION-2024-415**

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston supports the City of Toronto to request that the Province work collaboratively with cities to address congestion and road safety, and accordingly withdraw the proposed amendments to Part XII of the Highway Traffic Act contained in Bill 212. Councillor Jenny Redick seconded the motion.

**Carried****9 STAFF REPORTS**

- a) **Clerk Administrator's Report:** Standard Consent Application Requirements

**RESOLUTION-2024-416**

Councillor Don McCabe made a motion that the standard consent requirements listed below be mandatory for all consent application approvals. Councillor Craig Sanders seconded the motion.

**Carried**

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

It was requested that a further report be provided to Council on wind turbine fees.

**RESOLUTION-2024-417**

Councillor Jenny Redick made a motion that Council approve the presented By-law at the December 12, 2024 meeting. Councillor Craig Sanders seconded the motion.

**Carried**

- c) **Treasurer's Report:** 2025 Preliminary Budget Discussions

The Treasurer reviewed his budget presentation. Council discussed the

projected operating budget and list of capital projects. A further budget meeting will be planned for a later date with firmer numbers.

**RESOLUTION-2024-418**

Councillor Jenny Redick made a motion that Council and Staff review the 2024 Projected Budget proposals. Councillor Don McCabe seconded the motion.

**Carried**

**10 BY-LAWS**

**11 NEW BUSINESS**

- a) Notice of 2024 Service Awards:  
Glenna Shaw - 15 years of Service with the Fire Department
- b) Alvinston Silver Stick - Donation Request

**RESOLUTION-2024-419**

Councillor Craig Sanders made a motion that the Municipality of Brooke-Alvinston donate \$230.00 to the 2025 Alvinston Regional U11 Silver Stick Tournament. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**12 BY-LAW CONFIRMING PROCEEDINGS**

- a) By-law 53 of 2024

**RESOLUTION-2024-420**

Councillor Jenny Redick made a motion that By-law 53 of 2024 be read a first, second and third time and finally passed this 28th day of November, 2024  
Councillor Craig Sanders seconded the motion.

**Carried**

**13 ADJOURNMENT**

The meeting was adjourned at 5:40 p.m.

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

\_\_\_\_\_  
Mayor



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October 22, 2024

The Mayor and Council  
 Township of Brooke-Alvinston  
 P. O. Box 28  
 3236 River Street  
 Alvinston, Ontario  
 N0N 1A0

Gentlemen & Mesdames:

**Re: Watt Drain 2003 – Branch A**

In accordance with your instructions, I have undertaken an examination of the Watt Drain 2003 – Branch A with regards to incorporating a revised profile for the drain due to the presence of Enbridge pipelines in Lot 12, Concession 7 in the Municipality of Brooke-Alvinston. The course of the work has been surveyed with elevations taken as necessary.

Authorization under the Drainage Act

This Engineers Report has been prepared under section 78 of the Drainage Act as per the request of an affected Owner.

Section 78 of the Drainage Act states that, where, for the better use, maintenance or repair of any drainage works constructed under a bylaw passed under this Act, or of lands or roads, it is considered expedient to change the course of the drainage works, or to make a new outlet for the whole or any part of the drainage works, or to construct a tile drain under the bed of the whole or any part of the drainage works as ancillary thereto, or to construct, reconstruct or extend embankments, walls, dykes, dams, reservoirs, bridges, pumping stations, or other protective works as ancillary to the drainage works, or to otherwise improve, extend to an outlet or alter the drainage works or to cover the whole or any part of it, or to consolidate two or more drainage works, the Council whose duty it is to maintain and repair the drainage works or any part thereof may, without a petition required under section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

### Existing Drainage

The Watt Drain 2003 consists of a main drain and a branch. The main drain is an open channel drain located along the north side of Shiloh Line that extends from an outlet at the Smith Patterson Drain east for a distance of approximately 617 meters, then north along the Lot 11/12 line for a distance approximately 1347 meters, and then east along the Concession 7/8 line for a distance of approximately 610 meters to the west side of Ebenezer Road. The branch drain is an open channel drain located along the north side of Shiloh line from the Lot 11/12 line to Ebenezer Road for a distance of approximately 600 meters.

The drain was last improved under an engineer's report dated April 22, 2003 by M. P. DeVos, P.Eng. This report renamed the drain from the 6-7 Concession Drain / Watt Drain to the Watt Drain 2003 and included culvert replacements.

### Discussion

The entire open drain was maintained in 2024, which included brushing and bottom cleanout. During the work there was a requirement for third party locates from Enbridge due to the location of four storage pipelines in Lot 12, Concession 7. During the bottom cleanout work the westerly pipeline (26" STO Line) was extremely shallow with little to no cover. Therefore, to accommodate the cover issue for the pipeline the drain bottom in this location was surveyed and modified as required. The plan was to incorporate the change under a new engineer's report with the pipeline company paying the cost.

### Onsite Meeting

An onsite meeting was held on August 28, 2024. At this meeting, discussion was held with those in attendance that when the drain was maintained the drain bottom profile in the vicinity of the Enbridge pipelines was changed to accommodate cover over the pipelines required by the pipeline company. Landowners present at the meeting did not request any other work.

### Recommendations

It is therefore recommended that the following work be carried out:

1. The revised profile for Branch A included in this report shall be incorporated.
2. Any previous profiles for this section of the Watt Drain 2003 and/or 6-7 Concession Drain / Watt Drain be abandoned.



3. The maintenance schedule for the Watt Drain 2003 – Branch A be revised.

#### Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the Profile, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$9,670.00 including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area. An estimate for tendering, inspections, and contract administration has been provided.

#### Assessment

As per section 21 of the Drainage Act, the Engineer in his report shall assess for benefit and outlet for each parcel of land and road liable for assessment.

Lands, roads, buildings, utilities, or other structures that are increased in value or are more easily maintained as a result of the construction, improvement, maintenance, or repair of a drainage works may be assessed for benefit. (Section 22)

Lands and roads that use a drainage works as an outlet, or for which, when the drainage works is constructed or improved, an improved outlet is provided either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse may be assessed for outlet. The assessment for outlet shall be based on the volume and rate of flow of the water artificially caused to flow into the drainage works from the lands and roads liable for such assessments. (Section 23)

The Engineer may assess for special benefit any lands for which special benefits have been provided by the drainage works. (Section 24)

A Schedule of Assessment for the lands and roads affected by the work and therefore liable for the cost thereof will be prepared as per the Drainage Act. Also, assessments may be made against any public utility or road authority, as per Section 26 of the Drainage Act, for any increased cost for the removal or relocation of any of its facilities and plant that may be necessitated by the construction or maintenance of the drainage works. Items to be assessed under Section 26, as specified, shall be tendered separately with the actual cost plus a portion of the engineering (25% of the construction cost).

If a landowner requests an additional length of culvert beyond 10 metres for an access culvert or the piped sections specified, the extra cost shall be assessed 100% to the landowner.

The estimated cost of the drainage works has been assessed in the following manner:

1. The cost of the report including surveying, daylighting, and inspection has been assessed 100% benefit to Enbridge Pipelines under Section 26.

#### Allowances

Under section 29 of the Drainage Act, the Engineer in his report shall estimate and allow in money to the Owner of any land that it is necessary to use for the construction or improvement of a drainage works or for the disposal of material removed from a drainage works. This shall be considered an allowance for right of way.

Under section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto to damage, if any, to ornamental trees, fences, land, and crops occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Allowances have been made, where appropriate, as per section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$37,000.00 per hectare (\$15,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1000.00 for the second year (\$3,000.00 per hectare total).

No allowances are provided in this report.

#### Access and Working Area

Access to the drain for any future maintenance and repair of the channel shall be from Shiloh Line using existing laneways and along the length of the drainage works.

The working area for future maintenance shall extend 15 metres from the top of drain bank on the north side of the drain.

The working area at each culvert to be replaced, maintained, or repaired either under this Report or in the future shall extend 10 metres on either side of the culvert within the same property.

### Drain Classification

The Watt Drain 2003 – Branch A is currently classified as a class “F” drain along its length.

Class “F” drains are intermittent or ephemeral (dry for more than two consecutive months). A permit is required by the St. Clair Conservation Authority. No authorization is required from Fisheries and Oceans if the work is completed in the dry.

The proposed improvements and culvert replacements will have very little effect on the drainage works if carried out during low flows in the channel. The work area is to be maintained in a dry condition during construction by the Contractor.

As no work is recommended under this report, therefore no permits or authorizations are required.

### Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 10 metres of either side of the proposed drain without prior written permission of Council. If trees are planted that interfere with access for future maintenance of the drainage works, they shall be removed at the expense of the Owner.

Attention is also drawn to sections 80 and 82 of the Drainage Act that refer to the obstruction of a drainage works.

### Maintenance

The Watt Drain 2003 – Branch A shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out using the attached Schedule of Maintenance.

The Watt Drain 2003 – Main Drain shall be maintained and repaired in accordance with maintenance details contained within the Engineers report dated April 22, 2003 by M. P. DeVos P.Eng.

Any access culverts located along the length of the drain on the main drain or the branch shall be maintained and repaired in accordance with the specifications and drawings contained within the previous applicable report and assessed out with 50% of the cost applied as a benefit assessment to the owner of the property, 17% of the cost assessed against the road authority, and 33% of the cost has been assessed as outlet assessment to

upstream lands based on equivalent hectares including the benefiting owner. If culverts require replacement, then a new report shall be completed under Section 78.

Any extra cost as a result of the location of underground utilities shall be assessed 100% to the utility as per section 26 of the Drainage Act. This includes all additional work to maintained the drain in the vicinity of the pipelines on Branch A.

If an owner requests an additional length of culvert beyond that specified in this report, the extra cost shall be borne by the owner making the request including the future maintenance and repair. Each property is allowed one access culvert for each municipal drain with any second culvert on the property maintained and repaired 100% by the owner.

These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.



Watt Drain 2003 - Branch A  
Municipality of Brooke-Alvinston  
October 22, 2024

**Estimate of Cost**

To incorporate a new drain profile for Branch A due to the location of Enbridge Pipelines in Lot 12, Concession 7.

	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>
Engineers Report under Section 78	1	LS	5,000.00	5,000.00
Survey & Daylighting	1	LS	4,000.00	4,000.00
Inspection	1	LS	500.00	<u>500.00</u>
			Total Estimate excluding HST	9,500.00
			Non-Recoverable HST (1.76%)	<u>170.00</u>
			<b>Total Estimate</b>	<b>\$9,670.00</b>

Watt Drain 2003 - Branch A  
Municipality of Brooke-Alvinston  
October 22, 2024

**Schedule of Assessment**

To incorporate a new drain profile for Branch A due to the location of Enbridge Pipelines in Lot 12, Concession 7.

Conc.	Lot or Part	Roll No.	Owner	Benefit	Outlet	Total
<b>Section 26: Utilities</b>						
			Enbridge Pipelines	9,670.00	0.00	9,670.00
			Total Benefit	9,670.00	0.00	9,670.00
			Total Outlet	0.00		
			<b>Total Assessment</b>	<b>\$9,670.00</b>		

**SCHEDULE OF MAINTENANCE**

To maintain the open channel.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
<b>Agricultural Lands</b>								
6	N1/2 Lot 12	8.60	20-068	B. Goss	84.00	28.00	112.00	8.60
7	SW1/4 Lot 12	10.10	20-094	B. Goss	117.00	19.00	136.00	10.10
	SE1/4 Lot 12	19.80	20-094-05	J. Van Den Corput	151.00	226.00	377.00	19.80
Total Agricultural Lands					352.00	273.00	625.00	38.50
<b>Non Agricultural Lands</b>								
7	pt. SE1/4 Lot 12	0.40	20-095	C. Clark	-	14.00	14.00	0.80
Total Non Agricultural Lands					-	14.00	14.00	0.80
<b>Municipal Lands</b>								
	Shiloh Line	1.20		Municipality of Brooke-Alvinston	318.00	12.00	330.00	4.80
	Ebenezer Road	0.44		Municipality of Brooke-Alvinston	-	31.00	31.00	1.76
Total Municipal Lands					318.00	43.00	361.00	6.56
Total Benefit					670.00			
Total Outlet					330.00			
	Total Area	40.10		<b>Total Maintenance Assessment</b>	<b>1,000.00</b>		Total Eq. Ha	45.86

Watt Drain 2003 – Branch A  
Municipality of Brook-Alvinston  
October 22, 2024

## **SPECIFICATION OF WORK**

### **1. Scope of Work**

The work includes incorporating a revised profile for the drain due to the presence of Enbridge pipelines in Lot 12, Concession 7 in the Municipality of Brooke-Alvinston.

### **2. General**

Each tenderer must inspect the site prior to submitting their tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. The Contractor shall make allowance in the tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

All work and materials shall be to the satisfaction of the Drainage Superintendent who may vary these specifications as to minor details but in no way decrease the proposed capacity of the drain.

The Contractor shall be responsible for the notification of all utilities prior to the start of construction.

### **3. Plans and Specifications**

These specifications shall apply and be part of the contract. This specification of work shall take precedence over all plans and general conditions pertaining to the contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

### **4. Health and Safety**

The Contractor at all times shall be responsible for health and safety on the worksite including ensuring that all employees wear suitable personal protective equipment including safety boots and hard hats.



The Contractor shall be responsible for traffic control as per the Ontario Traffic Manual Book 7 – Temporary Conditions (latest revision) when working on public road allowances. A copy of a traffic control plan shall be kept on site at all times. The Contractor shall maintain suitable barricades, warning lights, and temporary traffic notices, at his expense, in their proper position to protect the public both day and night. Flagmen are the responsibility of the Contractor when working on the road allowance and when entering or exiting a worksite onto a roadway.

The Contractor shall be responsible to ensure that all procedures are followed under the Occupational Health and Safety Act to ensure that work sites are safe and that accidents are prevented. In the event of a serious or recurring problem, a notice of noncompliance will be issued. The Contractor will be responsible for reacting immediately to any deficiency and correcting any potential health and safety risk. Continuous disregard for any requirement of the Occupational Health and Safety Act could be cause for the issuance of a stop work order or even termination of the contract.

They shall also ensure that only competent workmen are employed onsite and that appropriate training and certification is supplied to all employees.

#### **5. Workplace Safety and Insurance Board**

The Contractor hereby certifies that all employees and officers working on the project are covered by benefits provided by the Contractor. The WSIB clearance certificate must be furnished prior to the execution of the Contract and updated every 60 days.

#### **6. Weather Conditions**

Work shall be carried out under this Report and completed within the agreed upon Schedule as permitted by weather. The Engineer or the Drainage Superintendent reserves the right to restrict construction and access to the site based on the weather and ground conditions.

#### **7. Open Channel Excavation (Future)**

For future maintenance of the open channel, it shall be excavated to the grade line and elevations shown on the attached profile. A laser or similar approved device shall be used with a labourer onsite to ensure correctness of grade and to confirm location of tile ends. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing sideslopes.

The excavated material shall be cast at least 1.5 metres clear of the top of the bank within the working area on private lands as described in the working corridor. The excavated material shall be spread back and levelled to a maximum depth of 150 mm along agricultural lands and trucked away from any grassed or residential area. Excavated material shall not be placed in low runs or swales outletting surface water to the channel. Stones and large branches shall be removed and disposed offsite and shall not be buried when the excavated material is spread.

### **8. Brushing (Future)**

All brush, trees, woody vegetation, cattails, phragmites, etc. shall be removed from the sideslopes of the existing channel and within 1.5 metres of the top of the bank. Other brush and trees may be removed from the side the equipment is operating to allow access for the equipment. Trees and brush in the channel bottom shall be removed in their entirety including stumps and disposed offsite. Trees and brush on the sideslopes shall be close cut. A stump killer pesticide manufactured for the purpose shall be applied to stumps according to manufacturer's specifications.

It is recommended that a mechanical grinder attached to an excavator be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut with the logs and brush disposed offsite by the Contractor. The Contractor shall be responsible for obtaining all necessary permits for any disposal sites.

Certain trees may be left in place at the direction of the Drainage Superintendent. Any trees to be salvaged by the individual landowners shall be removed by the landowners with all resulting brush and branches cleaned up prior to the start of construction. If the Contractor agrees to remove any trees and set them aside for a landowner, the landowner will be responsible for any cleanup as above.

The drain in the future may be sprayed on an annual basis as brush and phragmite control or as determined by the Drainage Superintendent.

### **9. Silt Fence**

The Contractor shall maintain a dry working area during construction. The Contractor shall install a silt fence downstream of the work area.

The silt fence shall consist of filter fabric or manufactured silt fence supported with posts (OPSD 219.110). The silt fence shall remain in place until construction is complete. Any sediment that has collected upstream of the silt fence shall be removed prior to the removal of the silt fence.

Silt fences are generally to be installed downstream of the working area or as directed by the Drainage Superintendent.

## **10. Environmental Considerations**

The Contractor shall take care to adhere to the following considerations.

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- All granular and erosion control materials shall be stockpiled a minimum of 1.5 metres from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

**11. Benchmarks**

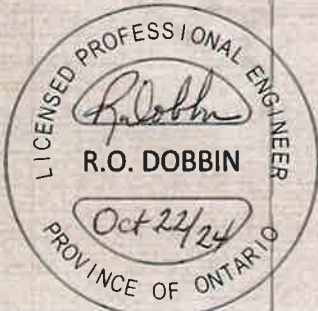
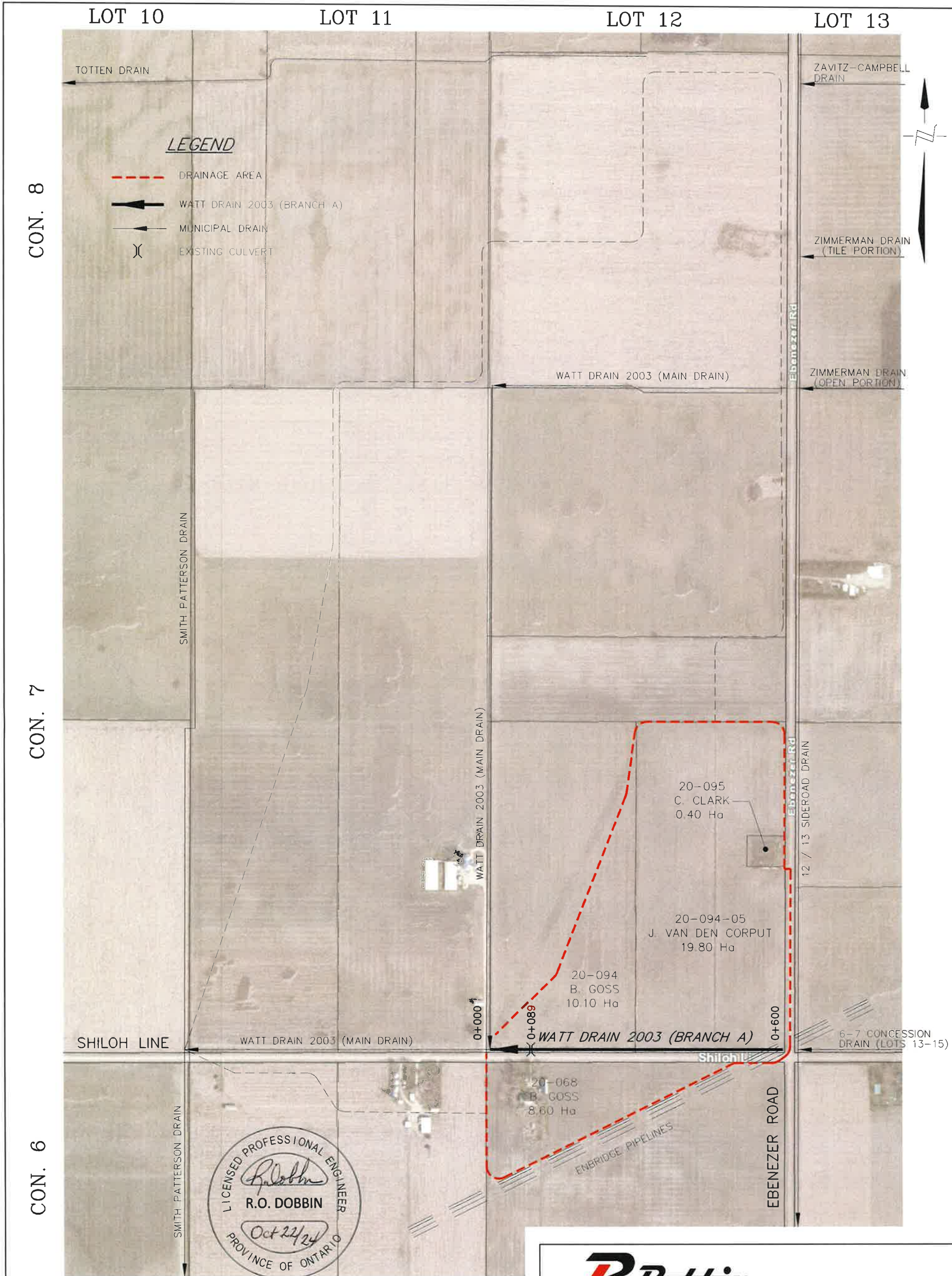
The benchmarks are based on geodetic elevations. Elevations are available at the culvert location shown on the profile drawing.

**12. Miscellaneous**

Any subsurface drains encountered that conflict with the proposed culverts shall be extended to an outlet to the open channel to the approval of the Drainage Superintendent.

Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

It will be the landowner's responsibility to mark all tile and tile mains prior to maintenance being carried out.



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

DRAWING NAME:  
 Watt Drain 2003 - Branch A Plan

PROJECT No.  
 2024-1625

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	OCT.22, 2024	DM
D. MOORES				
DRAWN	SCALE: 1:7500			
C. SAUNDERS	0 100 200 300m			

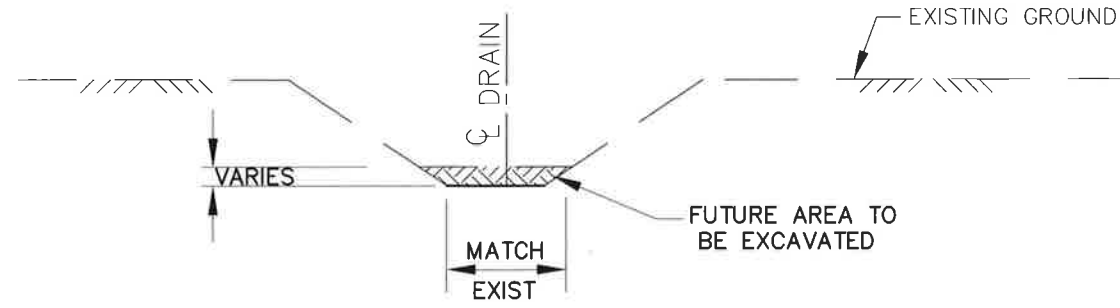
**MUNICIPALITY of BROOKE - ALVINSTON**  
**WATT DRAIN 2003 - BRANCH A**  
**PLAN**

**1**  
**OF 2**

Last Updated: October 22, 2024

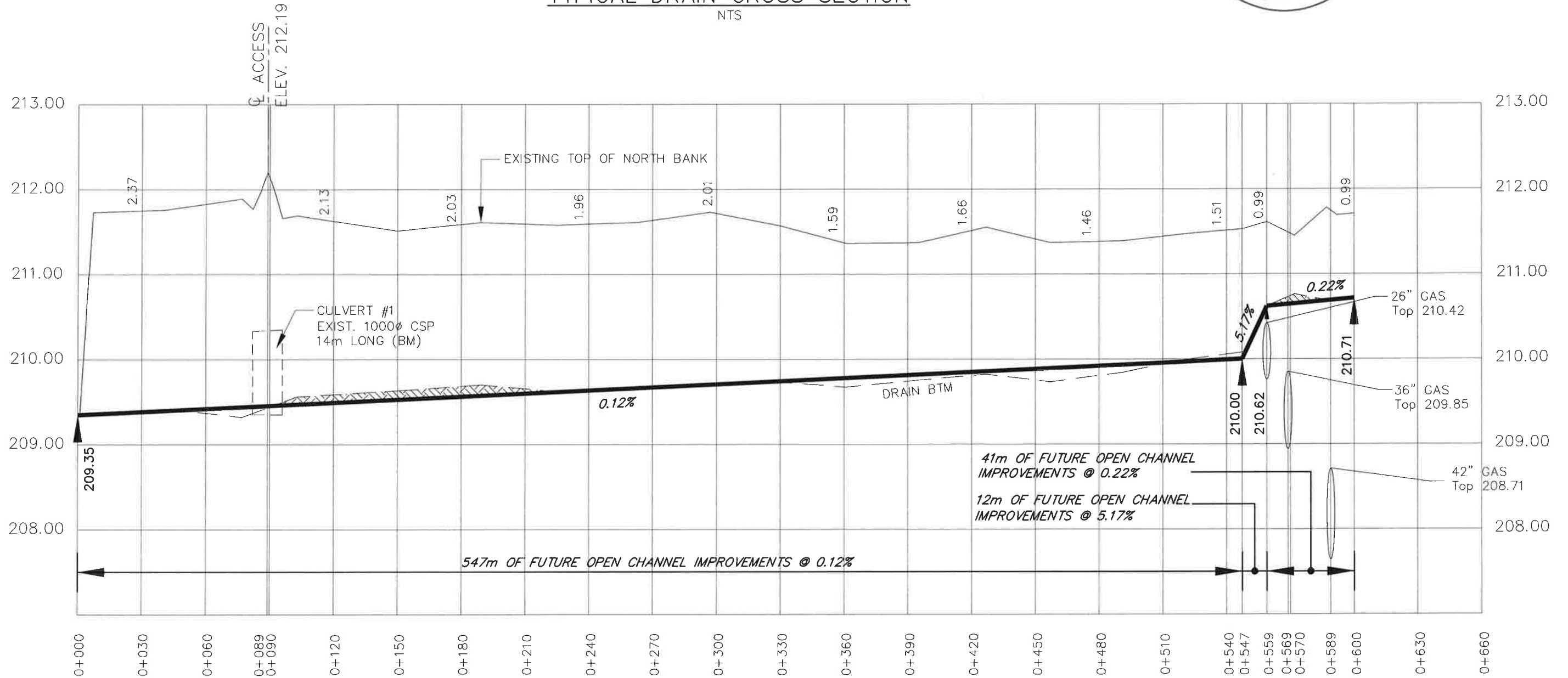
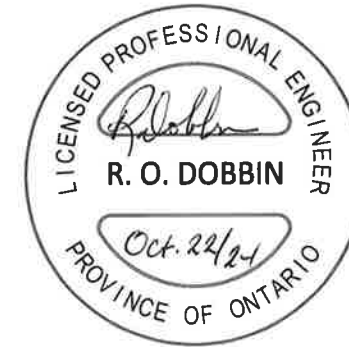
**GENERAL NOTES**

- BENCHMARK No.1 ELEV. 210.33  
TOP OF WEST END OF EXISTING 1000mm $\phi$  CSP, STATION 0+089
- UPPER NUMBERS ARE DEPTH FROM TOP OF BANK TO FUTURE CHANNEL BOTTOM.



**TYPICAL DRAIN CROSS SECTION**

NTS



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

DRAWING NAME:  
Watt Drain 2003 - Branch A Profile

PROJECT No.  
2024-1625

APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	OCT. 22, 2024	DM
DRAWN D. MOORES	SCALE: 1:2,000 0 20 40 60m			

**MUNICIPALITY of BROOKE - ALVINSTON**  
**WATT DRAIN 2003 - BRANCH A**  
**PROFILE**

**2**  
**of 2**



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

**CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT**

**TAKE NOTICE** that the Council of the Corporation of the Municipality of Brooke-Alvinston will hold a Public Meeting on December 12, 2024 at 4:30 p.m. to consider a proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990, as amended.

**THE PROPOSED ZONING BY-LAW AMENDMENT** would amend the Municipality of Brooke-Alvinston Comprehensive Zoning By-law 9 of 2013 by changing the zoning on lands described as Plan 8, Lot 7 and Concession 5, Part Lot 18, from the "Residential 1 (R1)" Zone to a site-specific "Residential-3 (4)" Zone. The proposed "R3(4)" Zoning would allow for future development of a multiple residential / townhouse dwelling project on the site. The zone exception would recognize the existing access property frontage of +/- 15 metres.

**THE KEY MAP** shows more particularly the lands affected.

**ANY PERSON** may attend the public meeting and/or make written or oral representation either in support of or in opposition to the proposed Zoning By-law Amendment. If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 4:30 p.m. on December 11, 2024.

**WRITTEN SUBMISSIONS** in respect of the proposed Zoning By-law Amendment can be made to the Clerk of the Municipality of Brooke-Alvinston.

**IF A PERSON** or public body does not make oral submissions at the public meeting or make written submissions to the Municipality of Brooke-Alvinston before the Zoning By-law Amendment is passed the person or public body is not entitled to appeal the decision of the Municipality of Brooke-Alvinston to the Ontario Land Tribunal.

**IF A PERSON** or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Brooke-Alvinston before the Zoning By-law Amendment is passed, they may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.



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

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

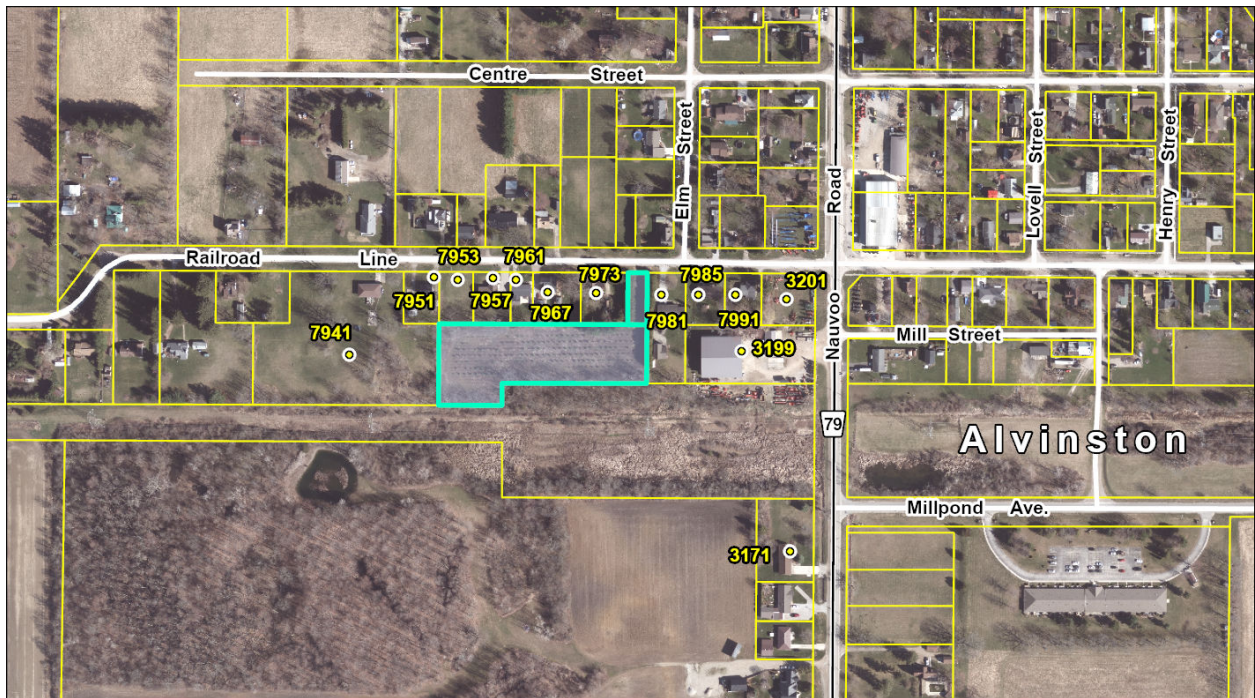


Janet Denkers  
Municipality of Brooke-Alvinston  
3236 River Street, Box 28  
Alvinston, ON N0N 1A0  
~  
Telephone: 519-898-2173  
Fax: 519-898-5653  
Email: [jdenkers@brookealvinston.com](mailto:jdenkers@brookealvinston.com)

Dated: November 21, 2024

	<p><b>PLANNING AND DEVELOPMENT SERVICES REPORT</b></p>	
<p><b>REPORT TO:</b></p>	<p><b>BROOKE-ALVINSTON COUNCIL</b></p>	
<p><b>PREPARED BY: (COUNTY)</b></p>	<p><b>Ezio Nadalin Planner</b></p>	
<p><b>APPROVED BY: (MUNICIPALITY)</b></p>	<p><b>Janet Denkers Clerk-Administrator</b></p>	
<p><b>REPORT DATE:</b></p>	<p><b>November 27, 2024</b></p>	
<p><b>MEETING DATE:</b></p>	<p><b>December 12, 2024</b></p>	
<p><b>IN CAMERA:</b></p>	<p><b>Open Session</b></p>	
<p><b>SUBJECT:</b></p>	<p><b>Zoning By-law Amendment Application Plan 8, Lot 7 and Concession 5, Part Lot 18 Railroad Line, Alvinston Owner: Daniel Kucera / Agent: Kevin and Lisa Tizzard</b></p>	

**SITE PHOTO:**



**EXECUTIVE SUMMARY:**

The applicant has applied to amend the Municipality’s Zoning By-law to rezone the subject property from the “Residential-1 (R1)” to residential zone exception “Residential-3 (4).” The proposed “R3(4)” Zoning would allow for future development of a multiple residential / townhouse dwelling project. The zone exception would allow for a variance



from the Table “A” 30 metre (98 ft.) standard for lot frontage and formally recognize the existing property frontage of +/- 15 metres (50 ft.). \*

**\*Note:** The 0.87-hectare (2.15 acres) property includes two previously merged lots, with the lot fronting onto Railroad Line meeting the standard lot frontage of the R1 Zone (i.e. 18 metres (59 ft.)).

**RECOMMENDATION(S):**

That Council for the Municipality of Brooke-Alvinston **APPROVE** the Zoning By-law Amendment as proposed.

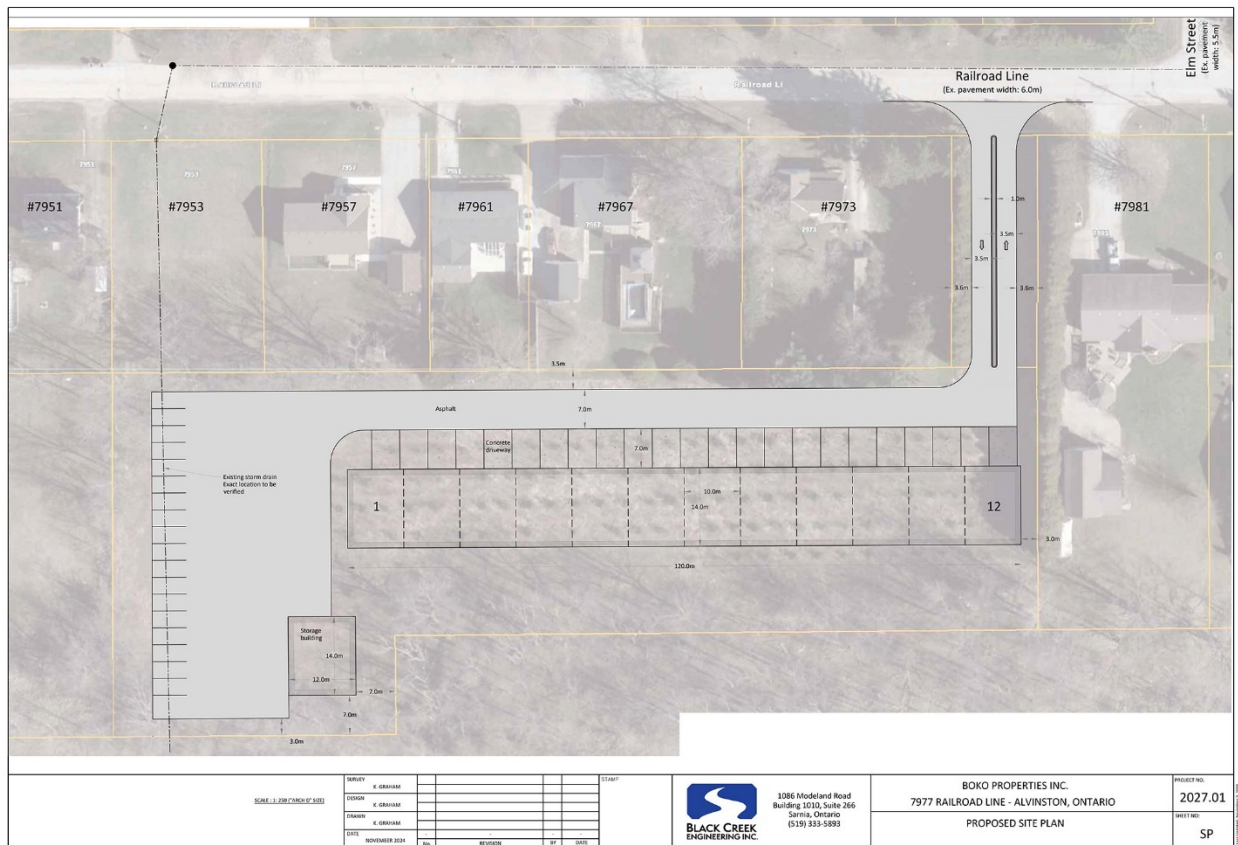
**REASONS FOR RECOMMENDATION(S):**

The proposed Zoning By-law Amendment is consistent with the Provincial Policy Statement (PPS), County and Municipal Official Plans and Municipal Zoning By-law.

**BACKGROUND/SITE CONTEXT:**

The proposed Zoning By-law Amendment would allow the property to be developed for various types of residential uses, including townhouse dwelling units. The applicants intend to develop the property for 8-10 townhouse units. **Diagram 2** indicates how the dwelling units could be arranged on the property. This is not a final drawing.

**Diagram 2:** Shows property to be re-zoned



### **PROVINCIAL POLICY STATEMENT (PPS):**

The PPS provides policy direction on matters of provincial interest related to land use planning and development. It supports the efficient use and management of land and infrastructure while encouraging opportunities for economic development and job creation.

The PPS encourages new residential development to locate within existing settlement areas (**Section 1.1.3**). **Section 1.1.3.6** of the PPS states that new development should be adjacent to an existing built-up area and should be served by full municipal services. The proposed development is consistent with the PPS since it will be in an area designated for residential use by the Brooke-Alvinston Official Plan. The development will be served by full municipal services.

The PPS requires planning applications to have regard for three broad interests of Efficient Cost-Effective Development and Land Use Patterns, Resources, and Public Health and Safety. The proposed zoning amendment would contribute to efficient cost-effective development by allowing the introduction of any appropriate use for an existing lot. The proposed multiple dwelling / townhouse units will be compatible with other existing uses in the area. The proposed rezoning therefore complies with the policies of the PPS.

### **COUNTY OF LAMBTON OFFICIAL PLAN (COUNTY O.P.):**

Alvinston is designated as an "Urban Settlement" by the County of Lambton Official Plan. as noted in **Section 3.2.1** of the Official Plan, most of the growth will be directed to Urban Centres and Urban Settlements. **Section 2.3.4** of the Official Plan states that local municipal official plans are to include provisions that allow for a range and mix of housing forms, types, sizes and tenures to meet local and County housing needs. The proposed development will contribute to the range and mix of housing forms offered in Alvinston.

**Section 3.2.3** notes that Urban Settlements are settlements where it is the goal of this Plan to strengthen and/or develop land uses, services, and functions like an Urban Centre. Residents of the proposed multiple residential / townhouse dwelling units will benefit from their proximity to the businesses and services offered in downtown Alvinston.

**Section 2.3.12** encourages local municipalities to provide opportunities for the intensification of housing. Suggested techniques include directing housing to vacant lots in existing residential areas, redeveloping of sites not previously used or underutilized for residential purposes, and allowing higher densities in new development. The subject lands are currently underused and are in an existing residential area. The lands appear well suited for a medium density residential use in line with the proposed development proposal.

### **MUNICIPALITY OF BROOKE-ALVINSTON OFFICIAL PLAN (O.P.):**

**Section 2.1** of the Municipality's Official Plan states that *"The primary uses permitted in Residential Areas will be for residential dwelling units. Various types of dwellings will be included, with preference being given to the locating of similar densities of development"*

*together*". This Section further notes that varieties of residential dwelling types will not be mixed indiscriminately but will be arranged so that higher density developments will complement those of lower density, with sufficient spacing to maintain privacy, and amenity.

**Subsection 2.1.2 (d)** states that Residential Areas are primarily to be developed for **low density** housing types (i.e. single and semi-detached dwellings, duplexes, and triplexes) not exceeding 25 units per hectare (10 units per residential acre). However, other residential uses permitted within Residential Areas include **medium density** attached dwellings up to a maximum density of 40 units per residential hectare (16.2 units per residential acre). **(Subsection 2.2.15 (b)(g))**

As the subject property is approximately 0.87-hectares (2.15 acres) in size. The applicants' intention of developing 8 -10 multiple residential / townhouse dwelling units will result in a density of approximately +/- 19.8 units per hectare (8 units per acre). While the proposed townhouses are typically considered to be *'medium density'* uses, they will be developed at a density that is consistent with the density allowed for low density housing types and therefore will complement nearby residential uses.

**Subsection 2.2.1** states that new residential development is to take the form of extensions to the existing built-up area. Existing residential uses are located to the north, west and east. The subject property's development for residential uses is consistent with this policy.

**Subsection 2.2.1 (f)** states that new residential uses will conform to the Official Plan's Amenity and Design policies which encourage high quality design and amenity to be incorporated into all developments. The applicants are advised that the policies that could apply to the proposed development include:

- a) Parking areas, loading areas and waste disposal storage areas shall be screened from adjacent public roads by buildings and landscaping;
- b) Landscaped strips shall be installed around the entire periphery of the property, except for entrances, exits and interconnections with adjacent properties for pedestrians and vehicles;
- c) Parking areas shall be paved, curbed and landscaped to an acceptable standard.

The applicants are advised that site plan approval will be required prior to development of the subject lands. The site plan and any other drawings should incorporate at least some of the above design elements.

**Subsection 2.2.3** states that the redevelopment of lands to create higher residential densities or to remove existing obsolete uses will be encouraged if such redevelopment is compatible with the existing physical character and pattern of surrounding development. The subject site is of sufficient size to accommodate multiple residential dwelling units in such a manner that it will be compatible with the existing character and pattern of the nearby residential uses. A privacy fence and/or landscaped screen along portions of the property could provide an enhanced buffer between the subject property and the abutting properties. Details regarding such a buffer

can be considered as part of the site plan review and would become part of a site plan agreement.

#### **MUNICIPALITY OF BROOKE-ALVINSTON ZONING BY-LAW:**

The subject lands are currently zoned “Residential 1 (R1)” by the Brooke-Alvinston Zoning By-law. The “R1” Zone permits low-density residential uses, including single detached dwellings, semi-detached dwellings, and duplex dwellings.

The applicant has proposed rezoning the property to a site-specific “Residential 3(4) Zone”. The R3(4) zone would allow all uses permitted in the “R1” Zone as well as multiple dwelling /street townhouse dwellings. This zone has a minimum lot frontage of 30 metres (98 ft.).

This zone was chosen to accommodate the proposed development and recognize the proposed multi residential configuration.

To address the issue of the undersized lot frontage, going from 30 metres (98 ft.) to 15 metres (50 ft.) a zone exception will be required. As the proposed site constitutes two formerly separate lots, with the front lot now being used exclusively for property access, the proposed variance would appear to be perfectly acceptable.

We have no concerns with adding multiple residential / townhouse dwellings as a permitted use. As noted above, this will help to provide a mix of housing types within Alvinston.

We have no concerns with the proposed zoning by-law amendment. The reduced lot frontage will allow the efficient use of land and ensure adequate access to the rear of the property.

#### **MUNICIPAL/PUBLIC AGENCY INPUT:**

##### 1.) Municipality of Brooke Alvinston Public Works:

The subject property includes a public easement for a municipal drain\* (\*note: refer to Municipal By-law 27 of 2021).

The Public Works Superintendent has been in contact with the project engineer and landowner and the covered drain has been exposed. It has been determined that the drain location would have minimal impact on the proposed project design and no building and/or structures will be built over the drain. Should the project require that the drainpipe diameter be enlarged then the Applicant has also been advised that all associated expenses and/or costs will be the responsibility of the registered landowner.

##### 2.) Other:

This application has also been circulated to other public agencies as required under the *Planning Act* and at the time of writing this report, no other agency and/or public comments have been received.

# Municipality of Brooke-Alvinston

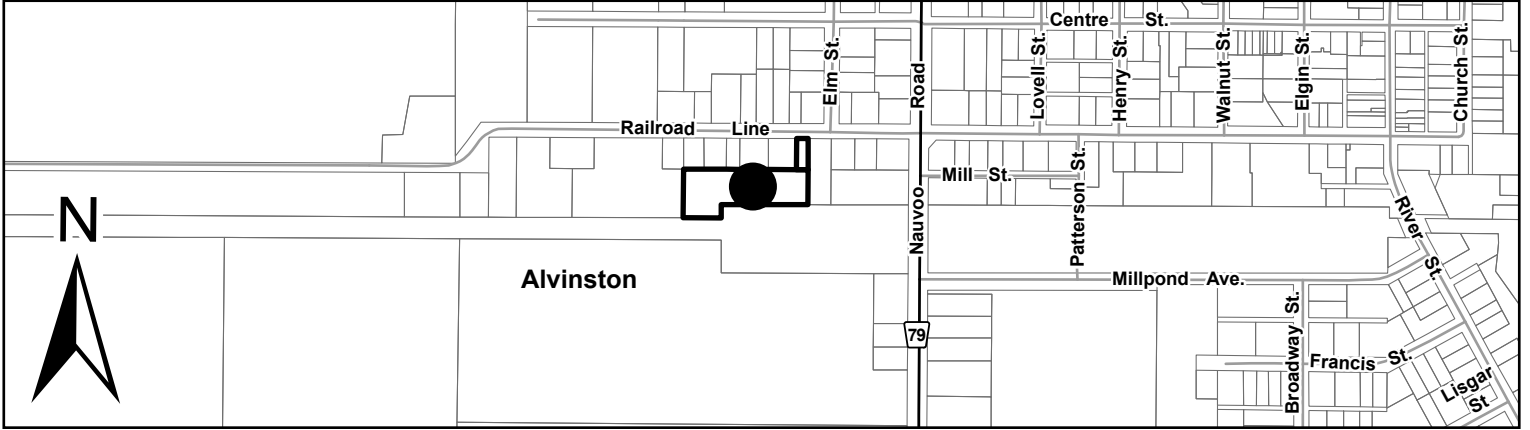
## SCHEDULE "A"

to By-law No. \_\_\_\_\_

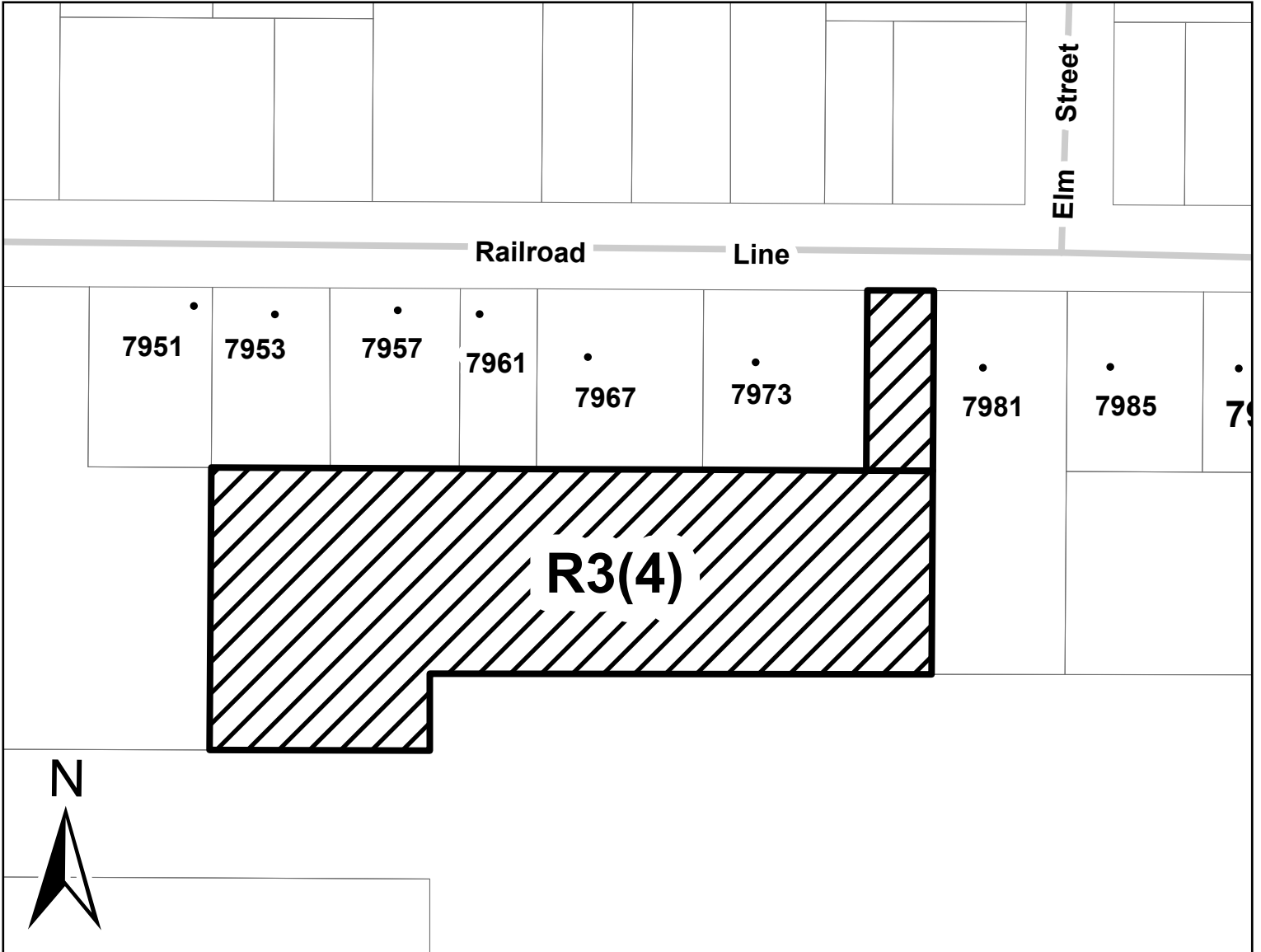
Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2024

Signed: \_\_\_\_\_  
David Ferguson, Mayor

\_\_\_\_\_  
Janet Denkers, Clerk-Administrator



● Subject Properties



APPLICANT: Daniel Kucera (Agents: Kevin and Lisa Tizzard)

LOCATION: Brooke CON 5 Pt Lot 18 and Plan 8 Lot 7  
0 Railroad Line, Municipality of Brooke-Alvinston

File:

**Solicitor General**

Office of the Solicitor General

25 Grosvenor Street, 18<sup>th</sup> Floor  
 Toronto ON M7A 1Y6  
 Tel: 416 326-5000  
 Toll Free: 1 866 517-0571  
 Minister.SOLGEN@ontario.ca

**Solliciteur général**

Bureau du solliciteur général

25, rue Grosvenor, 18<sup>e</sup> étage  
 Toronto ON M7A 1Y6  
 Tél. : 416 326-5000  
 Sans frais : 1 866 517-0571  
 Minister.SOLGEN@ontario.ca



November 29, 2024

His Worship David Ferguson  
 Mayor  
 Municipality of Brooke-Alvinston  
 mayor@brookealvinston.com

Dear Mayor Ferguson:

Our government is proud to have a strong working relationship with both our municipal partners and the police services that keep our communities safe. The collective agreement that was reached between the province and the Ontario Provincial Police Association (OPPA) earlier this year reflects this strong relationship and will support our brave women and men in uniform across Ontario.

At the same time, we understand the impact these changes are having on the budgets of municipalities that are served by the OPP, including your own, which is why we are stepping up with additional provincial support. With that in mind, I am pleased to share with you the following proposed billing changes:

- A 3.75 per cent reduction of the total 2023 reconciled costs to all communities to approximate the full (100 per cent) impact of the Ontario Provincial Police Association (OPPA) salary increases, excluding the 1 per cent increase that was built into the 2023 estimates; and
- A 44 per cent reduction on overtime 2023 reconciled costs to all communities;
- A 10 per cent reduction of 2025 invoice amounts to all communities to approximate the full (100 per cent) impact of the OPPA salary increases excluding the 1 per cent increase that was already built into the 2023 estimate.

These changes would provide over \$77 million in relief to OPP-policed municipalities.

The total billing statement that was initially provided to you for 2025, inclusive of the increases resulting from the new collective agreement, was \$465,444.46. Today's proposed billing changes will provide an estimated \$67,941.99 in financial relief for your municipality, bringing the new total for OPP services being billed to your municipality in 2025 to \$397,502.

In addition to these changes, the Government of Ontario is continuing its annual \$125 million Court Security & Prisoner Transportation Transfer Payment Program for the 2025 calendar year.

The province will also be examining options for reviewing the OPP billing model to ensure that it meets the needs of communities across the province.

If you have any questions, please contact Ryan Whealy, Deputy Director of Issues and Legislative Affairs, at [Ryan.Whealy@ontario.ca](mailto:Ryan.Whealy@ontario.ca).

Thank you for your continued collaboration, valuable relationship, input and dedication to ensuring the safety and well-being of your community.

Sincerely,

A handwritten signature in cursive script, appearing to read "Michael Kerzner".

Michael Kerzner  
Solicitor General



**Lambton Public Health**  
162 Lochiel Street, Suite 100  
Sarnia, ON N7T 7W5

Telephone: 519-383-8331  
Toll-free: 1-800-387-2882  
[www.lambtonpublichealth.ca](http://www.lambtonpublichealth.ca)

November 28, 2024

Clerk-Administrator  
Municipality of Brooke-Alvinston  
3236 River Street  
Alvinston, ON N0N 1A0

Dear Janet Denkers:

**Re: Public Health Input into Official Plans, Master Plans, and Development Proposals**

The purpose of this letter is to follow up on the request made at a recent meeting to outline the role of Lambton Public Health regarding community design and the impact of climate change. We are interested in opportunities to support municipalities early in the planning of proposed developments.

The built environment, which includes the buildings, parks, schools, road systems, and other infrastructure that we encounter in our daily lives, can influence the health of the population as well as reduce the impacts of climate change.

Lambton Public Health works under the mandate of the Ontario Public Health Standards, specifically, the Heathy Environment and Climate Change Guideline, 2018 which requires public health units to develop and maintain relationships with local municipalities to integrate population health approaches in municipal bylaws and standards. Over the past few years, Lambton Public Health has been providing public health input into higher-level planning documents (e.g., official plans, master plans, subdivision development) to ensure policymakers have information to consider the health impact of policies and development proposals.

Lambton Public Health is available to engage with municipal staff (e.g. planners) to discuss development proposals during the planning process. If there are opportunities for our involvement, or ways that we could be made aware of opportunities for input you can reach us by emailing [Healthy.Environments@county-lambton.on.ca](mailto:Healthy.Environments@county-lambton.on.ca).

Thank you in advance for your consideration.

Sincerely,

Jordan Banninga  
Manager, Health Promotion




**Ministry of Natural Resources**

Development and Hazard Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses naturelles**

Direction de la politique d'exploitation des  
ressources et des risques naturels.  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

November 25, 2024

**Subject:** *Decision on Discussion Paper: Regulating Commercial-Scale Geologic Carbon Storage Projects in Ontario, and Proposal on Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario: The Geologic Carbon Storage Act*

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Hello,

Over the past two years, the Ministry of Natural Resources has been taking a measured and phased approach to enabling and regulating geologic carbon storage in Ontario. Carbon storage is new to the province, and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Geologic carbon storage (further referred to as carbon storage) involves injecting captured carbon dioxide (CO<sub>2</sub>) into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

Today, we are writing to notify you that 1) a decision has been made to proceed with the development of a framework for enabling commercial-scale geologic carbon storage (Environmental Registry of Ontario posting # 019-8767), and 2) that a new *Geologic Carbon Storage Act* is being proposed (Environmental Registry of Ontario posting # 019-9299).

These developments represent significant steps towards Phase 3 of Ontario's approach to enabling and regulating geologic carbon storage. Ontario aims to have a framework in place by summer 2025. Initially, the ministry anticipates that commercial-scale projects would be proposed in Southwestern Ontario, where the geology is expected to be the most suitable.

- 1) In the summer of this year, we shared information about the development of a legislative and regulatory framework for commercial-scale geologic carbon storage. This information included a discussion paper that provided an overview of how various components of the framework could function. Based on feedback received, a decision was made to move forward with the development of the framework.

More details on the decision, the feedback received, and the original discussion paper can be viewed in the decision notice on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-8767>.

- 2) Based on comments received in response to the discussion paper, as well as feedback received in previous phases of framework development, a *Geologic Carbon Storage Act* (the "Act") is being proposed. The proposed Act would enable the regulation of research and evaluation activities, and carbon storage activities associated with the permanent storage of carbon dioxide in underground geologic formations in Ontario.

We encourage you to review, and submit feedback on, the legislative proposal on the [Environmental Registry of Ontario posting # 019-9299](#).

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: [Resources.Development@ontario.ca](mailto:Resources.Development@ontario.ca).

Sincerely,



Jennifer Keyes  
Director, Development and Hazard Policy Branch

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

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

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

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



234-2024-5434

November 28, 2024

Dear Head of Council:

Through the *More Homes Built Faster Act, 2022*, changes were made to the *Planning Act* to accelerate implementation of the province's additional residential unit (ARU) framework. These changes allowed "as-of-right" (without the need to apply for a rezoning) the use of up to 3 units per lot in many existing residential areas (i.e., up to 3 units allowed in the primary building, or up to 2 units allowed in the primary building and 1 unit allowed in an ancillary building such as a garage).

To support implementation of ARUs, the *Cutting Red Tape to Build More Homes Act, 2024*, made further changes to the *Planning Act* to provide me, as the Minister of Municipal Affairs and Housing, with broader regulation-making authority to remove municipal zoning by-law barriers that may be limiting the development of ARUs.

Following consultation on the Environmental Registry of Ontario, our government has taken further action to tackle the housing supply crisis and reach our goal of building more homes by amending [Ontario Regulation 299/19 – Additional Residential Units](#) to remove certain municipal zoning by-law barriers. These changes took effect upon filing.

These changes will help to facilitate the creation of ARUs, such as basement suites and garden suites, by eliminating barriers including maximum lot coverage, angular planes, floor space index (FSI), minimum separation distances and minimum lot sizes on parcels of urban residential land subject to the ARU framework in the *Planning Act*. More information on these changes can be found through [Environmental Registry of Ontario posting 019-9210](#).

It is my expectation that municipalities will respect these regulatory changes and the intent behind them. I will not hesitate to use my available powers to ensure these changes to the *Planning Act* are allowed to support our goal of building more homes.

-2-

We will continue working with our municipal partners to achieve our goal of building the homes that Ontarians need.

Sincerely,

A handwritten signature in black ink, appearing to read 'Paul Calandra', written over a light blue circular stamp.

Hon. Paul Calandra  
Minister of Municipal Affairs and Housing

c. Martha Greenberg, Deputy Minister

Jessica Lippert, Chief of Staff to Minister Calandra

Chief Administrative Officer  
Office of The Clerk



## Lambton County Plowmen's Association

519-828-3311

[lambtoncountyplowmens@gmail.com](mailto:lambtoncountyplowmens@gmail.com)

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

### Municipalities of Lambton County

2025

The Lambton County Plowmen's Association has been hosting an annual plowing match in Lambton County since 1920. This fun and educational event gives our plowmen the opportunity to compete and visitors to learn more about the art of plowing and enjoy the festivities.

In the past we have relied on donations from companies in the agricultural industry to help with the costs associated with this event however costs continue to rise. In an effort to maintain this outstanding tradition within our communities we are asking each of the 11 municipalities within Lambton County for a small yearly donation. While any donation would be appreciated, a yearly donation of \$500.00 would help us to be able to plan and grow our event for generations to come.

We would greatly appreciate your support for our 103<sup>rd</sup> Match. Those donating will receive:

- Up to \$250: recognition on prize list and sponsor board
- \$251 to \$499: recognition on prize list, sponsor board & webpage
- \$500+ recognition on prize list, sponsor board, poster and webpage using logo\*

\*If you are interested in having your logo included on poster, we would need to know by May 30<sup>th</sup>, 2025.

We would like to invite you, your family and friends to come out to the match and enjoy this local tradition on Saturday August 30, 2025. The match will be held again on the farm of Keith Hart London Line, Plympton- Wyoming.

Yours truly,

Ken Dunlop  
 Lambton County Plowmen's Association

Video of 2024 plowing match : [lambtonplowmens.ca](http://lambtonplowmens.ca) click on utube top right corner of site.



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

December 4, 2024

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

**Re: 6-7 Concession Drain (Lots 13-15)**

Six (6) sealed tenders for the 6-7 Concession Drain (Lots 13-15) were received and opened on December 4, 2024 at the Municipality of Brooke-Alvinston Municipal Office.

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

• Bruce Poland and Sons	\$85,437.83
• McNally Excavating	\$89,948.00
• JLH Excavating	\$97,046.66
• VanBree Drainage	\$108,149.81
• GM Construction	\$110,265.40
• Gillier Construction	\$137,890.51

Based on this review, the bid from Bruce Poland and Sons is the lowest price tendered and meets all the requirements stipulated in tender documents. The bid received is 14% lower than the engineer's estimate.

Therefore, it is our recommendation to award the Contract for the 6-7 Concession Drain (Lots 13-15) be awarded to **Bruce Poland and Sons** in the total amount of **\$85,437.83**. We trust this meets your requirements at this time; however, should you have any questions regarding this information, please feel free to call.

Regards,

David Moores  
 Drainage Superintendent / Project Manager  
 R. Dobbin Engineering Inc.



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 Petrolia, Ontario, N0N 1R0  
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The Mayor and Council  
 Municipality of Brooke-Alvinston  
 3236 River Street  
 Alvinston, ON  
 N0N 1A0

December 4, 2024

**Re: Weidman Drain**

Six (6) sealed tenders for the Weidman Drain were received and opened on December 4, 2024 at the Municipality of Brooke-Alvinston Municipal Office.

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

- |                         |             |
|-------------------------|-------------|
| • McNally Excavating    | \$18,984.00 |
| • VanBree Drainage      | \$19,975.58 |
| • Bruce Poland          | \$20,270.84 |
| • JLH Excavating        | \$28,892.97 |
| • GM Construction       | \$28,905.40 |
| • Herrington Excavating | \$32,582.08 |

Based on this review, the bid from McNally Excavating in the amount of \$18,894.00 (including HST) for the drainage work is the lowest price tendered and meets all of the requirements stipulated in tender documents.

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

Regards,

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

David Moores  
 Drainage Superintendent  
 R. Dobbin Engineering Inc.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2024 Emergency Response Plan & Program Update  
**Meeting:** Council - 12 Dec 2024  
**Department:** Emergency Management  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the report be received for information.**

### Background:

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

### Comments:

A meeting was held on November 28th to review and complete the annual compliance.

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

The HIRA was reviewed and adjusted as the Committee saw fit in addition to updates to the municipal critical infrastructure.

A table top exercise was also completed.

### Financial Considerations:

There are no costs associated with the report.





## Council Staff Report

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**To:** Mayor Ferguson and Members of Council  
**Subject:** Accounts Payable Listing - November 2024  
**Meeting:** Council - 12 Dec 2024  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### **Recommendation:**

**That Council receive and file the Accounts Payable Listing for November 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 - November 2024](#)

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ASSETS &amp; LIABILITIES</b>						
01-0000-0498	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-1024 RWAM BENEFITS	11/01/2024	11/01/2024	2.68
01-0000-0610	003618	JIM SANDERS	OCT2024 REFUND	11/01/2024	11/01/2024	576.00
01-0000-1051	000279	BMO BANK OF MONTREAL	0502677-2411 ROMA REGISTRATION-FERGUSON/MCC	11/13/2024	11/13/2024	1,514.20
01-0000-2291	002708	RECEIVER GENERAL-DEDUCTIONS	OCT2024 DEDUCTIONS	11/14/2024	11/14/2024	21,977.74
01-0000-2292	000090	WORKERS SAFETY & INSURANCE BOARD	OCT2024 WSIB PREMIUM	11/14/2024	11/14/2024	3,672.93
01-0000-2292	000370	MINISTER OF FINANCE -EHT	OCT2024 EMPLOYER HEALTH TAX	11/14/2024	11/14/2024	1,780.14
				Account Total		5,453.07
01-0000-2295	003594	RECEIVER GENERAL	11-15-2024 DEDUCTIONS	11/13/2024	11/13/2024	350.00
01-0000-2295	003594	RECEIVER GENERAL	2024-11-27 DEDUCTIONS	11/27/2024	11/27/2024	350.00
				Account Total		700.00
01-0000-2426	000018	CLOVER MART	00-39 FOOD BANK PURCHASES	11/13/2024	11/13/2024	212.58
01-0000-2426	000018	CLOVER MART	00-41 FOOD BANK PURCHASES	11/22/2024	11/22/2024	296.34
01-0000-2426	003561	ANGIE BARESICH	NOV2024 FOOD BANK PURCHASES	11/13/2024	11/13/2024	493.92
				Account Total		1,002.84
				Department Total		31,226.53
<b>LICENCES, PERMITS, RENTS</b>						
01-0050-1435	000003	BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	-425.00
				Department Total		-425.00
<b>GOVERNANCE</b>						
01-0240-7325	000279	BMO BANK OF MONTREAL	0502677-2411 ONT WEST MUNI CONFER-MCCABE	11/13/2024	11/13/2024	300.00
01-0240-7399	000279	BMO BANK OF MONTREAL	0502677-2411 WARDENS BANQUET-LAMBTON	11/13/2024	11/13/2024	180.00
01-0240-7399	000279	BMO BANK OF MONTREAL	0502677-2411 MCCLUNGS FLOWERS-DR OFFICE	11/13/2024	11/13/2024	70.05

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0240-7399	002408	JEANNETTE DOUGLAS	NOV2024 SENIORS ADVISORY MEETING	11/27/2024	11/27/2024	103.00
				Account Total		353.05
01-0240-7610	000225	ROYAL CANADIAN LEGION, BR. 249	NOV2024 POPPY FUND	11/18/2024	11/18/2024	250.00
				Department Total		903.05
<b>COUNCIL SUPPORT</b>						
01-0241-7117	003503	GREEN SHIELD CANADA	16737391 GROUP HEALTH	11/01/2024	11/01/2024	972.46
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-1024 RWAM BENEFITS	11/01/2024	11/01/2024	336.47
				Account Total		1,308.93
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	7.91
01-0241-7325	000279	BMO BANK OF MONTREAL	0502677-2411 AMTCO-ZONE 1 FALL MEETING	11/13/2024	11/13/2024	75.00
				Department Total		1,391.84
<b>CORPORATE MANAGEMENT</b>						
01-0250-7117	003503	GREEN SHIELD CANADA	16737391 GROUP HEALTH	11/01/2024	11/01/2024	1,186.16
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-1024 RWAM BENEFITS	11/01/2024	11/01/2024	568.42
				Account Total		1,754.58
01-0250-7301	000279	BMO BANK OF MONTREAL	0502677-2411 OFFICE SUPPLIES	11/13/2024	11/13/2024	23.21
01-0250-7301	000165	MANLEY'S BASICS	1159340 OFFICE SUPPLIES	11/13/2024	11/13/2024	38.60
				Account Total		61.81
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	53.11
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	167.40
01-0250-7303	003464	FIBERNETICS CORPORATION	713441 PHONE LINES	11/01/2024	11/01/2024	67.74
				Account Total		288.25
01-0250-7304	002187	INTEGRATED DIGITAL SOLUTIONS	AR377834 PHOTOCOPIER MAINTENANCE	11/13/2024	11/13/2024	117.64

## Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0091524 WATER & SEWER	11/01/2024	11/01/2024	174.36
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	22223 IT SUPPORT	11/06/2024	11/06/2024	641.53
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	109568 MATS	11/27/2024	11/27/2024	77.97
01-0250-7340	000019 LONDON FIRE EQUIPMENT LTD.	A832813 FIRE EXTINGUISHER INSPECTION	11/27/2024	11/27/2024	645.23
Account Total					723.20
01-0250-7399	000279 BMO BANK OF MONTREAL	0502677-2411 ARMORS-BUSINESS LUNCH	11/13/2024	11/13/2024	45.18
Department Total					3,806.55
<b>FIRE STATION - ALVINSTON</b>					
01-0411-7120	003125 TALBOT UNIFORMS	361236 UNIFORMS	11/13/2024	11/13/2024	889.48
01-0411-7150	000279 BMO BANK OF MONTREAL	0502677-2411 RIVERSTONE-TRAINING LUNCH	11/13/2024	11/13/2024	54.24
01-0411-7175	003599 BRENT SHEPLEY	08 EMPLOYEE RECOGNITION	11/27/2024	11/27/2024	100.00
01-0411-7175	000119 THREE MAPLES VARIETY	NOV2024 SERVICE AWARD	11/13/2024	11/13/2024	175.00
01-0411-7175	002919 ARMOR'S ALE HOUSE	NOV2024 SERVICE AWARD	11/13/2024	11/13/2024	175.00
01-0411-7175	000161 MUNRO HONEY	NOV2024 LONG SERVICE-G SHAW	11/22/2024	11/22/2024	75.00
01-0411-7175	000207 OKE'S AUTO INC.	NOV2024 LONG SERVICE-G SHAW	11/22/2024	11/22/2024	75.00
Account Total					600.00
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	7.91
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	56.65
Account Total					64.56
01-0411-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0091431 WATER & SEWER	11/01/2024	11/01/2024	187.08
01-0411-7310	002215 KEYSTONE TECHNOLOGIES LTD.	22191 IT SUPPORT	11/06/2024	11/06/2024	105.94

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7340	003364 R & C CLEANING	OCT24 CLEANING	11/13/2024	11/13/2024	150.00
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2900 ANNUAL INSPECTION R1	11/13/2024	11/13/2024	1,177.48
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2901 ANNUAL INSPECTION P3	11/13/2024	11/13/2024	1,741.19
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2902 T2 ANNUAL INSPECTION	11/13/2024	11/13/2024	1,476.40
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	2903 ANNUAL SAFETY/INSPECTION T4	11/13/2024	11/13/2024	1,524.85
Account Total					5,919.92
01-0411-7460	003620 SARNIA POLICE SERVICE	9696 ANNUAL DISPATCH COSTS	11/13/2024	11/13/2024	10,733.35
Department Total					18,704.57
<b>POLICE</b>					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2548 RECOVERY OF OPP BILLING-CSPT	11/22/2024	11/22/2024	222.00
Department Total					222.00
<b>RB/C - CULVERT R &amp; M</b>					
01-0531-7401	003004 TOM PARKS	241030C CULVERT CLEANOUT	11/13/2024	11/13/2024	405.50
Department Total					405.50
<b>RB/C - BRIDGES R &amp; M</b>					
01-0532-7401	000101 B.M. ROSS AND ASSOCIATES LIMITED	27891 BRIDGE INSPECTIONS	11/27/2024	11/27/2024	5,728.35
Department Total					5,728.35
<b>RT&amp;M - BRUSHING/TREE REMOVAL</b>					
01-0547-7401	003298 SUMMIT TREE SERVICE INC.	5020 TREE REMOVAL AND STUMPING	11/13/2024	11/13/2024	2,034.00
Department Total					2,034.00
<b>RT&amp;M - LITTER/GARBAGE PICKUP</b>					
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0449251-0676-5 DUMPSTER	11/13/2024	11/13/2024	248.11
Department Total					248.11
<b>RT&amp;M - INTERSECTION LIGHTING</b>					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-1124 HYDRO	11/13/2024	11/13/2024	21.21
Department Total					21.21

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>RT&amp;M - DRAINAGE</b>						
01-0554-7401	003621	GILLIER CONSTRUCTION INC	110 PARKINS MUTUAL DRAIN AGREEMENT	11/13/2024	11/13/2024	22,012.19
				Department Total		22,012.19
<b>PUBLIC WORKS - OVERHEAD</b>						
01-0560-7117	003503	GREEN SHIELD CANADA	16737391 GROUP HEALTH	11/01/2024	11/01/2024	1,613.56
01-0560-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-1024 RWAM BENEFITS	11/01/2024	11/01/2024	1,279.36
				Account Total		2,892.92
01-0560-7150	000279	BMO BANK OF MONTREAL	0502677-2411 MTO-DRIVER ABSTRACTS	11/13/2024	11/13/2024	60.00
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	212.58
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	147.90
				Account Total		360.48
01-0560-7304	000018	CLOVER MART	00-40 OFFICE SUPPLIES	11/27/2024	11/27/2024	35.57
01-0560-7304	003136	NAPA GLENCOE	130-564076 OIL	11/27/2024	11/27/2024	314.51
01-0560-7304	003136	NAPA GLENCOE	130-564077 GLOVES	11/27/2024	11/27/2024	15.82
01-0560-7304	003136	NAPA GLENCOE	130-564419 OIL CREDIT	11/27/2024	11/27/2024	-157.26
01-0560-7304	000065	WANSTEAD FARMERS CO-OP CO. LTD.	200016681 GRASS SEED	11/01/2024	11/01/2024	211.88
01-0560-7304	000068	KAL TIRE	873140603 TIRE TUBES	11/27/2024	11/27/2024	7.82
01-0560-7304	000068	KAL TIRE	873140616 TIRE TUBES	11/27/2024	11/27/2024	7.82
01-0560-7304	003052	CHERYL BEAUGRAND	NOV2024 MAP HOLDER	11/27/2024	11/27/2024	116.29
				Account Total		552.45
01-0560-7306	000125	MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0091625 WATER	11/01/2024	11/01/2024	96.76
01-0560-7306	000014	HYDRO ONE NETWORKS INC.	6362-1024 HYDRO	11/13/2024	11/13/2024	265.50
				Account Total		362.26

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7310	000131 BEARCOM CANADA CORP	5809528 RADIO & GPS	11/13/2024	11/13/2024	335.61
01-0560-7340	000168 WATFORD AUTO PARTS	5329-305385 EXIT LIGHT BULB	11/27/2024	11/27/2024	7.32
01-0560-7340	000019 LONDON FIRE EQUIPMENT LTD.	A832812 FIRE EXTINGUISHER INSPECTION	11/27/2024	11/27/2024	575.11
Account Total					582.43
01-0560-7398	000074 MACKENZIE OIL LIMITED	12997 FUEL	11/14/2024	11/14/2024	3,209.65
01-0560-7398	000074 MACKENZIE OIL LIMITED	12999 FUEL	11/14/2024	11/14/2024	1,345.51
Account Total					4,555.16
Department Total					9,701.31
<b>2017 FORD 4X4 Diesel</b>					
01-0620-7372	000192 WATFORD FORD LINCOLN	WW49544 DEF WING HARNESS REPLACEMENT	11/13/2024	11/13/2024	903.67
01-0620-7372	000192 WATFORD FORD LINCOLN	WW49677 DEF TANK REPLACEMENT	11/13/2024	11/13/2024	1,732.35
Account Total					2,636.02
Department Total					2,636.02
<b>2021 Dodge RAM 4 x 4 pickup</b>					
01-0621-7370	000074 MACKENZIE OIL LIMITED	13345 FUEL	11/27/2024	11/27/2024	407.39
Department Total					407.39
<b>2019 FORD 4x4 PICKUP</b>					
01-0622-7370	000074 MACKENZIE OIL LIMITED	13345 FUEL	11/27/2024	11/27/2024	407.39
Department Total					407.39
<b>CAT BACKHOE</b>					
01-0631-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	19092 CYLINDER REPAIR	11/14/2024	11/14/2024	536.19
Department Total					536.19
<b>PACKER &amp; ROLLER</b>					
01-0636-7372	003068 SARNIA TIRE INC.	S196679 TIRE & RIM REPLACEMENT	11/13/2024	11/13/2024	735.74
Department Total					735.74

**SAND AND SALT**

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	1397209 ROAD SALT	11/18/2024	11/18/2024	4,373.71
01-0671-7301	000264 COMPASS MINERALS CANADA CORP.	1398206 HIGHWAY COARSE SALT	11/27/2024	11/27/2024	8,854.23
Account Total					13,227.94
Department Total					13,227.94

**STREET LIGHTING - INWOOD**

01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-1124 HYDRO	11/13/2024	11/13/2024	604.15
Department Total					604.15

**SANITARY SEWER SYSTEM**

01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	150.00
01-0810-7347	002932 EVOQUA WATER TECHNOLOGIES LTD.	906746494 Bioxide	11/18/2024	11/18/2024	3,807.39
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	90166783 ALUMINUM SULPHATE	11/13/2024	11/13/2024	1,675.60
01-0810-7432	000034 CENTRAL SANITATION INC.	I37458 SLUDGE REMOVAL	11/13/2024	11/13/2024	388.72
01-0810-7432	000034 CENTRAL SANITATION INC.	I37977 SLUDGE REMOVAL	11/27/2024	11/27/2024	388.72
Account Total					2,453.04
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000048063 OPERATIONS CONTRACT	11/13/2024	11/13/2024	10,970.77
Department Total					17,381.20

**INWOOD SEWER SYSTEM**

01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	50.00
Department Total					50.00

**WATERWORKS SYSTEM**

01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	50.00
01-0830-7306	000014 HYDRO ONE NETWORKS INC.	6857-1024 HYDRO	11/06/2024	11/06/2024	40.02
01-0830-7340	000019 LONDON FIRE EQUIPMENT LTD.	A832809 FIRE EXTINGUISHER INSPECTION	11/27/2024	11/27/2024	240.13



# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0830-7432	002214 GERBER ELECTRIC LTD	00028511 WATER METER REPLACEMENT	11/27/2024	11/27/2024	367.24
01-0830-7432	003270 WOLSELEY CANADA INC	5075247 TAIL STOCKS FOR METERS	11/13/2024	11/13/2024	203.97
01-0830-7432	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000048587 BACKFLOW PREVENTER	11/22/2024	11/22/2024	1,021.19
Account Total					1,592.40
01-0830-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	INV00000048063 OPERATIONS CONTRACT	11/13/2024	11/13/2024	8,742.25
Department Total					10,664.80
<b>WASTE COLLECTION</b>					
01-0840-7480	000026 BLUEWATER RECYCLING ASSOC.	27919 WASTE & RECYCLING	11/13/2024	11/13/2024	7,496.99
Department Total					7,496.99
<b>RECYCLING</b>					
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	27919 WASTE & RECYCLING	11/13/2024	11/13/2024	524.70
Department Total					524.70
<b>ALVINSTON COMMUNITY CENTRE</b>					
01-1635-7117	003503 GREEN SHIELD CANADA	16737391 GROUP HEALTH	11/01/2024	11/01/2024	3,131.08
01-1635-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	25935-1024 RWAM BENEFITS	11/01/2024	11/01/2024	823.07
Account Total					3,954.15
01-1635-7125	000279 BMO BANK OF MONTREAL	0502677-2411 AGO INDUSTRIES	11/13/2024	11/13/2024	111.96
01-1635-7150	000279 BMO BANK OF MONTREAL	0502677-2411 MTO-DRIVER ABSTRACTS	11/13/2024	11/13/2024	60.00
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	104.01
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-2411 PHONE & INTERNET SERVICE	11/13/2024	11/13/2024	79.66
01-1635-7303	003464 FIBERNETICS CORPORATION	713441 PHONE LINES	11/01/2024	11/01/2024	33.84
Account Total					217.51
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	0091602 WATER & SEWER	11/01/2024	11/01/2024	3,858.42
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	0091604 WATER & SEWER	11/01/2024	11/01/2024	870.95

### Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
				Account Total	4,729.37
01-1635-7307	003463 ED DOHERTY	2400041-A WALL/BOARDS ADS	11/22/2024	11/22/2024	389.45
01-1635-7307	003623 ALVINSTON KILLER BEES HOCKEY CLUB	NOV2024 PLEXI FOR BOARD ADS	11/22/2024	11/22/2024	450.00
				Account Total	839.45
01-1635-7340	002214 GERBER ELECTRIC LTD	00028389 LIGHT BULBS/2 NEW LIGHT FIXTUR	11/13/2024	11/13/2024	779.14
01-1635-7340	002214 GERBER ELECTRIC LTD	00028448 WINTERIZE PAVILION WASHROOMS	11/13/2024	11/13/2024	548.05
01-1635-7340	000279 BMO BANK OF MONTREAL	0502677-2411 ARMORS-ICEMAKING LUNCH	11/13/2024	11/13/2024	118.12
01-1635-7340	000112 NUTECH PEST SERVICES	12134 PEST CONTROL	11/13/2024	11/13/2024	47.46
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	19759 GARBAGE DISPOSAL	11/14/2024	11/14/2024	310.18
01-1635-7340	000132 A-1 SECURITY SYSTEMS	198679 YEARLY INSPECTION	11/13/2024	11/13/2024	169.50
01-1635-7340	003463 ED DOHERTY	2400041 SIGNAGE	11/13/2024	11/13/2024	180.80
01-1635-7340	003463 ED DOHERTY	2400041 SIGNAGE	11/13/2024	11/13/2024	220.35
01-1635-7340	003443 CONNOR MOLZAN (WELDING)	37 LADDER HOOKS	11/27/2024	11/27/2024	56.50
01-1635-7340	000167 BLACK & MCDONALD LIMITED	43-1715471 GEO SEAL FOR FLOOR LEAK	11/22/2024	11/22/2024	1,632.41
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	465940 TAPE FOR PICKLEBALL/FLASHLIGHT	11/13/2024	11/13/2024	50.83
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	466329 ACHORS FOR LADDER RACK	11/20/2024	11/20/2024	25.98
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	466758 ARENA SUPPLIES	11/20/2024	11/20/2024	45.73
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	467210 RAIN CAPS FOR SUPPER HALL VENT	11/27/2024	11/27/2024	54.22
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	467212 PAINT FOR LADDER HOOKS	11/27/2024	11/27/2024	18.92
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00582746 FILTERS	11/13/2024	11/13/2024	32.70
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00583833 FILTERS FOR DEHUMIDIFIERS	11/13/2024	11/13/2024	359.72
				Account Total	4,650.61
01-1635-7372	003344 HOLLAND CLEANING SOLUTIONS LTD.	3018660 AUTO FLOOR SCRUBBER REPAIRS	11/20/2024	11/20/2024	1,565.29

### Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7372	000136 PODOLINSKY EQUIPMENT LTD	407056 LEAF BLOWER REPAIRS	11/14/2024	11/14/2024	186.62
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1699922 OIL PUMP FOR COMP #1	11/13/2024	11/13/2024	2,078.52
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1700310 FAULTY BRINE PUMP	11/13/2024	11/13/2024	2,679.98
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1700312 INSTALL EXT OIL FILTER-COMP #1	11/13/2024	11/13/2024	2,079.88
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1700313 INSPECTION/OVERHAUL COMP # 1	11/13/2024	11/13/2024	3,900.60
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1700431 YEARLY START UP & INSPECTION	11/13/2024	11/13/2024	556.94
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1710499 CHANGE OUT RELIEF VALVE ON SWI	11/18/2024	11/18/2024	2,049.43
01-1635-7372	000167 BLACK & MCDONALD LIMITED	43-1712407 COMPRESSOR #1 REPAIRS	11/18/2024	11/18/2024	7,189.59
		Account Total			22,286.85
01-1635-7381	000119 THREE MAPLES VARIETY	1041578 POP FOR BAR	11/20/2024	11/20/2024	25.22
01-1635-7381	000082 THE PEPSI BOTTLING GROUP (CANADA)	79227002 POP FOR BAR/VENDING	11/20/2024	11/20/2024	492.90
		Account Total			518.12
01-1635-7383	002841 KERN WATER SYSTEMS INC.	173234 ICE	11/18/2024	11/18/2024	175.00
01-1635-7399	003463 ED DOHERTY	2400041 SIGNAGE	11/13/2024	11/13/2024	50.85
		Department Total			37,593.87
<b>CONCESSION / BOOTH &amp; VENDING</b>					
01-1637-5572	000082 THE PEPSI BOTTLING GROUP (CANADA)	79227002 POP FOR BAR/VENDING	11/20/2024	11/20/2024	1,221.74
		Department Total			1,221.74
<b>ALVINSTON LIBRARY</b>					
01-1641-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0091534 WATER & SEWER	11/01/2024	11/01/2024	174.36
01-1641-7340	000019 LONDON FIRE EQUIPMENT LTD.	A832811 FIRE EXTINGUISHER INSPECTION	11/27/2024	11/27/2024	379.40
01-1641-7340	003364 R & C CLEANING	OCT24 CLEANING	11/13/2024	11/13/2024	700.00
		Account Total			1,079.40
		Department Total			1,253.76

# Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>INWOOD LIBRARY</b>						
01-1642-7340	000019	LONDON FIRE EQUIPMENT LTD.	A832808 FIRE EXTINGUISHER INSPECTION	11/27/2024	11/27/2024	331.09
				Department Total		331.09
<b>AGRICULTURE &amp; REFORESTATION</b>						
01-1840-7455	000113	R DOBBIN ENGINEERING INC	172.24 DRAINAGE SUPERINTENDENT	11/13/2024	11/13/2024	3,548.20
				Department Total		3,548.20
<b>COUNTY OF LAMBTON TAXATION</b>						
01-9400-9100	002223	COUNTY OF LAMBTON	PIL2024 PAYMENTS IN LIEU	11/22/2024	11/22/2024	3,081.16
				Department Total		3,081.16
<b>LASALLE WEST REPAIRS</b>						
20-0511-7301	002840	JLH EXCAVATING INC.	E15875 SHOULDER GRADING	11/01/2024	11/01/2024	12,475.20
				Department Total		12,475.20
<b>MAJOR CULVERT REPLACEMENTS</b>						
20-0513-7401	002840	JLH EXCAVATING INC.	E15885 SHILOH LINE PIPE REPLACEMENT	11/01/2024	11/01/2024	2,813.70
				Department Total		2,813.70
<b>ALVINSTON</b>						
20-0540-7301	003294	BIRNAM EXCAVATING LTD.	2045.00-HB FINAL FOR RAILROAD STREET	11/14/2024	11/14/2024	80,228.67
				Department Total		80,228.67
<b>COMMUNITY CENTRE</b>						
20-1635-8014	000167	BLACK & MCDONALD LIMITED	43-1699920 BRINE PUMP REPLACEMENT	11/13/2024	11/13/2024	24,446.93
				Department Total		24,446.93
<b>COMMERCIAL / INDUSTRIAL</b>						
20-1820-7405	003610	THE FLAG SHOP	32004 BANNER BRACKET/HARDWARE	11/13/2024	11/13/2024	5,734.66
20-1820-7405	003610	THE FLAG SHOP	32005 STREET BANNERS	11/13/2024	11/13/2024	2,439.44
20-1820-7405	003622	CANAAN SITE FURNISHINGS	INV015183 TREE CAGES-RED GRANT	11/14/2024	11/14/2024	3,846.52
				Account Total		12,020.62
				Department Total		12,020.62

## Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>MUNICIPAL DRAINS - MAINTENANCE</b>					
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1043 9-10 SIDEROAD DRAIN	11/13/2024	11/13/2024	17,928.79
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1044 TAIT MCKINLAY DRAIN	11/13/2024	11/13/2024	9,555.56
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1045 BENNER DUFFY DRAIN	11/13/2024	11/13/2024	790.76
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1046 PRAY DRAIN	11/18/2024	11/18/2024	13,982.92
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1046 BENNER DUFFY DRAIN	11/18/2024	11/18/2024	5,727.15
20-2900-7401	003619 MIKE DAMCHUK	1711052024 9-10 SIDEROAD DRAIN	11/13/2024	11/13/2024	678.00
Account Total					48,663.18
Department Total					48,663.18
Total Paid Invoices					378,038.10
Total Unpaid Invoices					292.74
Total Invoices					378,330.84

# Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 11/01/2024 to 11/30/2024 Paid Invoices Cheque Date 11/01/2024 to 11/30/2024

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

01-0000	ASSETS & LIABILITIES	31,226.53
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	903.05
01-0241	COUNCIL SUPPORT	1,391.84
01-0250	CORPORATE MANAGEMENT	3,806.55
01-0411	FIRE STATION - ALVINSTON	18,704.57
01-0420	POLICE	222.00
01-0531	RB/C - CULVERT R & M	405.50
01-0532	RB/C - BRIDGES R & M	5,728.35
01-0547	RT&M - BRUSHING/TREE REMOVAL	2,034.00
01-0549	RT&M - LITTER/GARBAGE PICKUP	248.11
01-0551	RT&M - INTERSECTION LIGHTING	21.21
01-0554	RT&M - DRAINAGE	22,012.19
01-0560	PUBLIC WORKS - OVERHEAD	9,701.31
01-0620	2017 FORD 4X4 Diesel	2,636.02
01-0621	2021 Dodge RAM 4 x 4 pickup	407.39
01-0622	2019 FORD 4x4 PICKUP	407.39
01-0631	CAT BACKHOE	536.19
01-0636	PACKER & ROLLER	735.74
01-0671	SAND AND SALT	13,227.94
01-0752	STREET LIGHTING - INWOOD	604.15
01-0810	SANITARY SEWER SYSTEM	17,381.20
01-0811	INWOOD SEWER SYSTEM	50.00
01-0830	WATERWORKS SYSTEM	10,664.80
01-0840	WASTE COLLECTION	7,496.99
01-0860	RECYCLING	524.70
01-1635	ALVINSTON COMMUNITY CENTRE	37,593.87
01-1637	CONCESSION / BOOTH & VENDING	1,221.74
01-1641	ALVINSTON LIBRARY	1,253.76
01-1642	INWOOD LIBRARY	331.09
01-1840	AGRICULTURE & REFORESTATION	3,548.20
01-9400	COUNTY OF LAMBTON TAXATION	3,081.16
20-0511	LASALLE WEST REPAIRS	12,475.20
20-0513	MAJOR CULVERT REPLACEMENTS	2,813.70
20-0540	ALVINSTON	80,228.67
20-1635	COMMUNITY CENTRE	24,446.93
20-1820	COMMERCIAL / INDUSTRIAL	12,020.62
20-2900	MUNICIPAL DRAINS - MAINTENANCE	48,663.18
	Report Total	378,330.84



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Accessible Parking Inquiry - Pharmacy  
**Meeting:** Council - 12 Dec 2024  
**Department:** Public Works  
**Staff Contact:** Jamie Butler, Public Works Superintendent

### Recommendation:

**That Council receive and file for information.**

### Background:

At the regular council meeting held Nov. 28th, an inquiry was made for costs associated in making an accessible parking spot in front of the Pharmacy on River Street.

### Comments:

After taking measurements and speaking with the County Traffic Coordinator, it was determined that we do not have a wide enough sidewalk to install a parallel, on street parking spot on the West side of River St. The west side also limited parking with a fire hydrant no parking zone.

To install an accessible parking spot to accommodate the sidewalk width, we would have to incorporate angle parking. That being said, River Street is not wide enough to have the required space. The AODA gives no specifications for on-street parking requirements. An accessible parking space is in front of the Municipal Office.

Council could consider incorporating an accessible spot in the municipal parking lot on the east side of River Street.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Drainage Improvements at Fair Grounds  
**Meeting:** Council - 12 Dec 2024  
**Department:** Public Works  
**Staff Contact:** Jamie Butler, Public Works Superintendent

### Recommendation:

**That Council receive and file this report for information.**

### Background:

At the October 24, 2024 Council meeting, Council directed the Public Works Superintendent to work with the Agricultural Society to discuss options for a drainage job in the tractor pull area.

### Comments:

After a busy Fall, representatives recently met and agreed to run tile along both sides of the track incorporating a French drain hickenbottom connecting into the existing catch basins. There will be no exposed access to the drain.

Contractor said pending weather conditions the work will be done before the Spring.

### Financial Considerations:

In the October 24, 2024 request, the Agricultural Society agreed to cover the costs in the amount of \$8,960.90 (including HST) for the initial proposal. It is expected that they will cover the costs for the revised work.





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Structure 25 Replacement  
**Meeting:** Council - 12 Dec 2024  
**Department:** Public Works  
**Staff Contact:** Jamie Butler, Public Works Superintendent

### Recommendation:

**That Council authorize the tendering process for bridge and culvert repair in advance of the 2025 municipal budget adoption.**

### Background:

The Municipality has B.M Ross do bridge inspections to inspect and grade the condition of any bridge in the Municipality of Brooke Alvinston that is under our authority for maintenance or repair. Bridges are defined as structures with a span of 3.0 meters or more. Culverts and Bridges are a major part of the Municipality's infrastructure. Planning for replacements and maintenance is important to keep road closures to a minimum and keeping traffic safe as they travel our roads.

At the November 28, 2024 Council meeting, direction was given to look at tendering some municipal projects early to obtain competitive pricing.

### Comments:

Structure 25, located at Little Ireland Road North of Oil Springs Line is a culvert, that has been noted for replacement from the Engineers. There is spring line cracking on the north side of the barrel for approximately 18 m of its length. The south side of the barrel is severely corroded and perforations through the steel are present.

### Financial Considerations:

The Engineers from B.M Ross have provided us with an estimated cost replacement of \$573,400.00 plus tax for Structure 25



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Committee of Adjustment Vacancy  
**Meeting:** Council - 12 Dec 2024  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That an advertisement be prepared requesting applicants to fill the vacant position on the Committee of Adjustment effective February 2025 with a closing date of January 3, 2025; and that the Clerk Administrator and two members of the County of Lambton Planning Department interview the qualified candidates; and that a recommendation for a new member be discussed at the January 9, 2025 regular session of Council.**

### Background:

The Municipal Committee of Adjustment is comprised of five (5) members. Two are appointed Council members and three (3) are members of the public.

### Comments:

Each member of the public is appointed for a three year term in order that the committee maintains consistency over the years and current members will retain experience amongst them. Members of the public can serve up to two consecutive terms.

The current committee members are:

Councillor Don McCabe  
 Councillor Craig Sanders  
 Simon Lee                   appointed until Feb. 2025  
 Ken McGugan              appointed until Feb. 2026  
 Randy Hills                 appointed until Feb. 2027

### Financial Considerations:

Advertising costs are the only considerations at this time.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Site Plan Fees - Major  
**Meeting:** Council - 12 Dec 2024  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the fee of \$1,200 be incorporated into Schedule F - Planning and Development Fees for Site Plan - Major Projects**

### Background:

The site plan review process examines design and technical aspects of a proposed development to ensure compliance with all municipal requirements, standards and objectives. Site Plan applications are generally reviewed with respect to (but not limited to) the following conditions: Zoning By-law requirements, grading and servicing standards, transportation, landscaping, accessibility, environmental conservation and other external agencies requirements.

### Comments:

As we are beginning to notice an increase in site plan applications, we deem it appropriate to impose a new fee for site plan applications of a major project or in excess of \$100,000 value. These projects require more staff time in the review process. Staff have been delegated the site plan approval process and with large projects, the fee should be set at a higher rate to acknowledge the time spent. The fee is also incorporates time spent on consultation / design meetings with staff and County staff and other agencies including drainage, water/sewer.

As with all of our fees, any other costs incurred in excess are charged back on a full cost recovery basis plus a 5% administrative fee.

### Financial Considerations:

The suggested fee for site plan application for a major project is \$1,200. The standard fee for projects under \$100,000 is \$350 (no change).



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Killer Bees Building Permit Invoice  
**Meeting:** Council - 12 Dec 2024  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the invoice sent to the Alvinston Killer Bee Hockey Club (AKBHC) in the amount of \$1,950 be reduced to \$1,018.96**

### Background:

The County of Lambton Building Department is responsible for the review and approval of new buildings, additions, renovating or altering existing buildings, plumbing, septic systems and temporary structures building plans to ensure compliance with the Ontario Building Code Act.

The main purpose of the Building Code is to protect public health safety and general welfare as it relates to the construction and occupancy of buildings and structures,

The Ontario Building Code Act allows municipalities to recover the cost of this service through the establishment of building permit fees based on the anticipated reasonable cost of the Municipality to administer and enforce the building code during construction.

Because the improvements to the BAICCC are in a public building, engineered drawings are required to supplement the building permit.

By-law 12 of 2024 Schedule B outlines fees for Building Permits. For a Commercial / Industrial Building, the fee is set at \$1,950 (Renovations). The fees associated with building permits are routinely reviewed to ensure full cost recovery. The fees are additionally directed towards cost recovery for general inquiries, correspondence, telephone calls, plans review, framing and inspections (including subsequent inspections).

The Alvinston Killer Bees Hockey Club (AKBHC) applied for a Building Permit to undertake renovations to the BAICCC to compliment their sponsorship packages with tiered seating and to accommodate the camera system on the top of the time keepers box.

The permit that was applied for by the AKBHC was released September 18th. Due to the urgent timing to complete the repairs prior to ice installation, I gave approval outside of policy to release the permit in advance of payment in order to not delay the work to be done.

The Invoice for the Building Permit was sent to the Club September 25th. Payment has not been received and interest on the account is incurring.

**Comments:**

The enhancements made to the BAICCC are to the *majority* benefit of the AKBHC. There are other minor sports teams that use the seating and the camera platform on the timekeepers box because it is there. Undoubtedly, all of the improvements that the AKBHC have made to the BAICCC add to the comfort and appeal of the ice surface activities.

In addition to Permit 24-028, the Municipality incurred \$1,000 in Engineering fees and \$586 in Building Department fees to determine adequate occupancy for the AKBHC games to ensure legal occupancy. The AKBHC can now knowingly only sell a specified amount of tickets to align with the 952 occupancy determination (including players and coaching staff) . These fees were 100% absorbed by the Municipality.

In reviewing the account, Administration have reviewed some enhancements that directly affect the other users of the facility. Although the AKBHC has made enhancements, they never requested additional monies from the Municipality in doing so. The enhancements were presented and approved mainly for the AKBHC benefit but for all users to have access to.

Waiving of a building permit fee and interest sets a precedent. Negotiating with the County on the fee is not as option as per our service agreement with them. Administration is able to find a suitable balance of applying the direct costs of \$1,065.75 to the AKBHC and absorbing \$884.25 as a benefit to other users of the ice surface.

**Financial Considerations:**

In looking at the detail of the invoice, Building Permit 24-028 in the amount of \$1,950 (as per the By-law) incurred:

14.5 hours working on permit review /plan review/ onsite inspecting / communications  
140 km for travel (to and from Wyoming to Alvinston - 2 trips @ 70km round trip)

Total actual cost incurred is \$1,015 + municipal admin fee = \$1,065.75

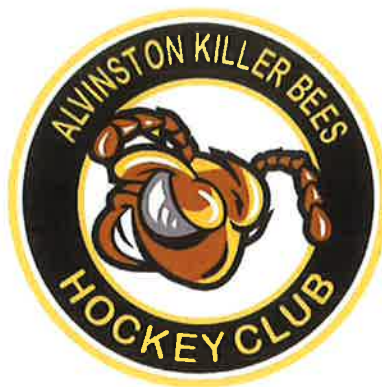
**ATTACHMENTS:**

[AKBHC letter to Council](#)

BROOKE-ALVINSTON

DEC 03 2024

RECEIVED



November 22, 2024

**Re: \$1,950.00 Building Fees**

Dear Municipality of Brooke-Alvinston Council,

Earlier this year, our club embarked on an extensive project to enhance the arena with significant improvements and safety measures. We began by adding additional seating in the corners of the arena to provide spectators with a better view of the hockey games. This seating, valued at approximately \$15,000, is available for use by anyone at any time. Additionally, we invested \$3,800 in additional stools, Lazy Boy seating, and two standing platforms.

During the engineer's visit, we also addressed the safety concerns of the existing timekeeper's box and the camera/play-by-play platform above it. The entire structure had to be rebuilt with new walls, steel posts secured to the cement floor in the middle of the ice rink boards, new seating, ledges, proper railings, permanent stairs, and improved access to the players' bench. These unforeseen costs, including engineering fees, exceeded \$12,000. This upgraded platform is now utilized by all minor sports clubs for live streaming games and video work.

We further improved the arena by adding a new circuit, increasing the receptacles from 2 to 8, and adding receptacles to each player bench, lights in the ceiling, and internet and control wiring, valued at \$3,300. We installed permanent warm-up and opening lights costing \$6,200, benefiting all user groups. The new TV monitor, worth \$78,500, includes installation, brackets, high voltage circuits, low voltage control wiring, relocation of the existing score clock, and the addition of a controller for the TV, computer, and sound switching controls. To enhance the spectator experience further, we invested \$1,500 in the existing score clock for 'shots on goal' to be displayed, available for any user group.

While we are grateful for the volunteer work and materials that reduced our cash outflow, the investments we've made this year have significantly increased the value of the BAICCC. As a not-for-profit organization, all proceeds from sponsorships are reinvested into the community. Additionally, our club will contribute almost \$17,500 in advertising fees for the arena and ball diamond advertising and funds to the Brooke-Alvinston Community Fund, which would not be there if not for our club. We believe no other service club outside of London, Windsor, or Sarnia contributes as much to their municipality in advertising revenue.

Given the substantial investments of over \$120,000 in the arena and our contribution of \$17,500 in advertising, we respectfully request that the unexpected \$1,950 in building fees for the municipality-owned building be waived or negotiated with the County of Lambton. We greatly appreciate the collaborative efforts of Greg, Janet, and the rest of the Municipality's staff and council in making these improvements a reality.

Thank you for your understanding and consideration.

Sincerely,

A handwritten signature in black ink, appearing to read 'DC', with a stylized flourish extending to the right.

Dan Cumming, President Alvinston Killer Bees Hockey Club



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Fees for wind turbines  
**Meeting:** Council - 12 Dec 2024  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the wind turbine fee be increased in the municipal fees by-law to:**

**\$18,500 / turbine < 1MW**

**\$22,375 / turbine > 1MW**

### Background:

In review of the municipal fees by-law, staff were requested to provide a report on proposed wind turbine fees for consideration.

### Comments:

In researching the wind turbine fees further, the fee explanation from 2012 was utilized which includes:

- 1) Survey work estimated at \$2,000 / day
- 2) Structural Review of wind turbine estimated at \$5,000 / turbine
- 3) Structural Review of foundation design estimated at \$5,000 / turbine
- 4) Review of geotechnical report estimated at \$750 / report
- 5) Review of Environmental report estimated at \$750-\$3,000 / report pending size & detail
- 6) Foundation rebar inspections estimated at \$1,500 / date
- 7) Confirmation of soil bearing capacity estimated at \$500 - \$1,500 / day
- 8) Material testing estimated at \$2,125 per turbine
- 9) Soil compaction testing estimated at \$1,500 / day

### Financial Considerations:

The high end of the estimates were used in the calculation to reach \$22,375 in fees.

The \$14,000 fee was originally estimated in 2012 from a "typical" turbine. With added inflation over 12 years, the fee of \$14,000 would amount to \$18,500.

The proposed rate is slightly higher but comparable to other areas. Any costs incurred in excess of the fees are charged on a full cost recovery basis plus 5%.



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

**By-Law Number xx of 2024**

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

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

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

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

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

1. That the fees and charges as set out in schedules inclusive to this By-law shall be hereby set for the services described in schedules A through K attached hereto.
2. That By-law 12 of 2024 is hereby repealed, effective December 31, 2024.
3. That this By-law shall come into force and effect as at JANUARY 1, 2025, or on the date(s) as listed on the attached schedules.

READ A FIRST AND SECOND TIME THIS 28th DAY OF NOVEMBER, 2024.

READ A THIRD TIME AND FINALLY PASSED THIS 28th DAY OF NOVEMBER, 2024.

\_\_\_\_\_  
David Ferguson, Mayor

\_\_\_\_\_  
Janet Denkers, Clerk-Administrator

**SCHEDULE A  
ADMINISTRATIVE SERVICES FEES**

By-Law Number XX of 2024

DESCRIPTION	FEE OR CHARGE
Tax Certificates or Water Certificates (each)	\$50.00
Zoning Certificates	\$60.00
Return Cheque charge	\$40.00
Fax – local exchange	\$1.00/transmission
Fax – long distant exchange	\$3.00/transmission
Fax – overseas	\$7.50/transmission
Fax – received will be charged the same rates as a photo copy	
<b>Black &amp; White copies</b>	
Photocopies – letter (per side)	\$ 0.50 per sheet
Photocopies – legal (per side)	\$ 0.50 per sheet
Photocopies – 11 x 17 (per side)	\$ 0.50 per sheet
<b>Colour copies</b>	
Photocopies – letter (per side)	\$ 1.25 per sheet
Photocopies – legal (per side)	\$ 1.75 per sheet
Photocopies – 11 x 17 (per side)	\$ 2.50 per sheet
Interest on all accounts and charges other than taxes	1.25% per month
Commissioning Signatures (non ratepayer)	\$5.00 per signature
Tax Bill Reprint / Statement	\$10.00 per bill
License to conduct a Lottery	
For local community group - prize value < than \$1,000.00	\$5.00
For local community group - prize value > than \$1,000.00	\$25.00
A local community group is defined as a not for profit organization operating in the municipality, the proceeds of which are used for community projects within Brooke-Alvinston.	
All other licenses	3% of the prize value
Break Open	3% of the prize value
Vendor Fee or patio license (per season)	\$250.00
POA Processing Fees	\$50.00
Administration fees for preparing historical information for ratepayers and/or their representative(s), providing certified copies of by-laws or preparation of other material shall be charged, at the discretion of the Treasurer, a fee based on costs incurred for time spent by municipal staff, as well as the charges above as they may apply.	\$40/hr - Staff;   \$60/hr - Manager

**SCHEDULE B**  
**BUILDING PERMIT FEES**  
 By-Law Number XX of 2024

<b>RESIDENTIAL</b>	<b>Deposit/fee</b>
NEW RESIDENTIAL UNIT (including attached garage)	\$1,536.00
NEW GARAGE (attached, if built separately)	\$614.00
DETACHED ACCESSORY BUILDING (Residential)	\$461.00
APPARTMENTS & MULTIPLE HOUSING	\$2,816.00
ADDITIONS (Residential)	\$973.00
ALTERATIONS/REPAIRS (Residential)	\$768.00
FIREPLACES, WOODSTOVES	\$282.00
DECKS	\$384.00
<b>AGRICULTURAL</b>	
BUILDINGS (drive sheds, pole barns, etc)	\$768.00
BUILDINGS (livestock barns, etc)	\$2,304.00
GRAIN BINS/SILOS	\$512.00
MANURE PITS	\$1,536.00
<b>COMMERCIAL/INDUSTRIAL</b>	
NEW BUILDINGS (including Restaurants)	\$2,304.00
RENOVATIONS	\$1,997.00
<b>INSTITUTIONAL</b>	
NEW BUILDINGS	\$2,304.00
RENOVATIONS	\$1,997.00
<b>OTHER</b>	
DEMOLITIONS	\$230.00
BUILDING RELOCATIONS (road deposit, etc. needed)	\$1,229.00
SWIMMING POOLS/FENCING	\$256.00
TENT (added at the August 12, 2021 Regular Council Meeting)	\$154.00
COMMERCIAL TOWERS	\$1,280.00
WIND MILLS / TURBINES	\$14,336.00
WIND MILLS / TURBINES > 1MW	\$17,000.00
SOLAR FACILITIES	
Class 1 - ground mounted (less or equal to 10 kw)	No charge
Class 1 - 2 rooftop/wall mounted (less or equal to 10 kw)	\$230.00
Class 3 - (greater than 10 kw)	\$538.00
BIO-ENERGY FACILITIES	\$691.00
WATER ENERGY FACILITIES	\$691.00
CHANGE OF USE	\$307.00
RENEWAL OF CANCELLED PERMIT - flat fee	\$102.00
PLUMBING PERMIT - Plumbing/Septic Permits are issued by the County	Varies
BUILDING WITHOUT A PERMIT – any person commencing building without the required permit is subject to a fine equal to the applicable permit fee.	
Note: Building Fee Revenues must be used solely to fund Building Permit Fees Services. The above Fees have been established based on a review of Building Permit Fee Costs invoiced by the County and a comparison of Fees charged by other surrounding municipalities. Building Permit Fee Revenues and Costs will be reviewed annually and any excess/deficiency will be allocated to/from a Building Permit Cost Stabilization Reserve Fund. When appropriate, fee adjustments will be brought forward for consideration.	

**SCHEDULE C  
ANIMAL CONTROL FEES**

By-Law Number XX of 2024

DESCRIPTION		YEARLY FEE OR CHARGE
Kennel licence		\$150 (plus cost recovery)
Dogs:		
Altered / Unaltered		
First dog > 3 mo	Valid rabies certificate	\$30.00
Second dog > 3 mo	Valid rabies certificate	\$30.00
Altered / Unaltered		
First dog > 3 mo	No Valid rabies certificate	\$50.00
Second dog > 3 mo	No Valid rabies certificate	\$50.00
1 <sup>st</sup> Restricted dog	Valid rabies certificate	\$175.00
	No rabies certificate	\$225.00
Replacement tags		\$15.00
Redemption Fee (dog impoundment)	First offence	\$125
Redemption Fee (dog impoundment)	2nd offence - same dog	\$275
Redemption Fee (dog impoundment)	3+ offence - same dog	\$300

**SCHEDULE D  
FIRE & EMERGENCY SERVICES FEES  
By-Law Number XX of 2024**

DESCRIPTION	FEE OR CHARGE
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**Emergency 911 Civic addressing:**

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

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

False Alarms	As per By-law 50 of 2024
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**SCHEDULE E**  
**PUBLIC WORKS DEPARTMENT FEES**  
**By-Law Number XX of 2024**

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

**SCHEDULE F  
PLANNING AND DEVELOPMENT FEES  
By-Law Number XX of 2024**

DESCRIPTION	FEE OR CHARGE
Official Plan Amendment, plus SCRCA fee, if applicable	\$1,000.00
Zoning amendment (includes County fee)	\$900.00
Site Plan, plus SCRCA fee, if applicable	\$350.00
Minor variance, plus SCRCA fee, if applicable	\$550.00
Consent/Severance, plus SCRCA fee, if applicable	\$800.00
Consent Deed Stamping	\$300.00
Plan of Subdivision (third party servicing review)	\$2,500 deposit - billed actual costs, plus 5% admin
Copy of Official Plan (no coloured maps)	\$75.00
Copy of Zoning By-law (no coloured maps)	\$100.00
(copies of individual sections – administration charges apply)	
Tile Drainage Inspection	Cost, plus 5%
Municipal Drain Inspector – call out to review drainage issues not covered under the Drainage Act for recovery purposes	Cost, plus 5%

SCRCA = St. Clair Region Conservation Authority

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

**SCHEDULE G**  
**FREEDOM OF INFORMATION FEES**  
By-Law Number XX of 2024

DESCRIPTION	FEE OR CHARGE
Fee required with application	\$5.00
Photo copies and computer print outs	Schedule A charges apply
Photo copies (color – letter size only)	Schedule A charges apply
Manually searching a record	\$50.00 per hour / 15 min intervals
Preparation of record for disclosure	\$80.00 per hour / 15 min intervals
If it is estimated that the cost is \$100.00 or more than the person requesting the record must pay a deposit equal to the estimate before further steps are taken to respond.	



**SCHEDULE H  
PROPERTY STANDARDS FEES**

By-Law Number XX of 2024

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

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

**SCHEDULE I**  
**BROOKE-ALVINSTON-INWOOD COMMUNITY CENTRE FEES**

By-Law Number XX of 2024

DESCRIPTION	FEES/CHARGES <i>(H.S.T.extra, unless otherwise noted)</i>				
	2024	2025	2026	2027	2028
<b>Effective Date (January 1st of each year)</b>					
<b>MAIN AUDITORIUM</b>					
Daily Rental - Includes Kitchen & Bar (12 hr max)	\$605.00	\$635.00	\$667.00	\$700.00	\$735.00
Daily Rental -12 hour max -New Years	\$1,000.00	\$1,050.00	\$1,103.00	\$1,158.00	\$1,216.00
Daily Rental - Hall & Kitchen only (12 hr max)	\$566.00	\$594.00	\$624.00	\$655.00	\$688.00
Extra Day Set Up (7:30am-4:00pm)	\$225.00	\$236.00	\$248.00	\$260.00	\$273.00
Additional hourly setup (above extra day setup)	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Half Day Rental (4 hours or less)	\$305.00	\$320.00	\$336.00	\$353.00	\$371.00
Funeral Rental - Includes Kitchen & Bar	\$295.00	\$310.00	\$326.00	\$342.00	\$359.00
Kitchen only - per hour	\$45.00	\$47.00	\$49.00	\$51.00	\$54.00
Bar supplies charge	\$55.00	\$58.00	\$61.00	\$64.00	\$67.00
Set up by staff (Tables/Chairs)	\$80.00	\$84.00	\$88.00	\$92.00	\$97.00
Booking deposit (due day of booking)	\$225.00	\$225.00	\$225.00	\$225.00	\$225.00
Damage Deposit (refundable)	\$250.00	\$250.00	\$250.00	\$250.00	\$250.00
Youth Activity - Per Person - <i>H.S.T. Included</i>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$45.00	\$47.00	\$49.00	\$51.00	\$54.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Stag & Doe - Special Damage Deposit	\$650.00	\$650.00	\$650.00	\$650.00	\$650.00
<b>ICE (effective October each year)</b>					
Prime Time - per hour (4:00pm-12:00 midnight)	\$150.00	\$158.00	\$166.00	\$174.00	\$183.00
Non Prime Time - hourly (5am-4pm Mon-Fri, excluding Stat Holidays, School Holidays and School Professional Development Days)	\$100.00	\$105.00	\$110.00	\$116.00	\$122.00
Minor Sports - per hour	\$130.00	\$137.00	\$144.00	\$151.00	\$159.00
Non Prime Time Week Day/hour/elementary age child (9am-3:30pm on snow/fog days only) HST incl.	\$3.00	\$3.00	\$3.00	\$3.00	\$3.00
Non Prime Time Week Day/hour/individual (walk-ins - 9am-3:30pm) HST incl.	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Moms & Tots	N/C	N/C	N/C	N/C	N/C
<b>UPSTAIRS HALL &amp; MEETING ROOM - Jan 1</b>					
Hall - Full Day/Evening (Includes Kitchen/Bar)	\$140.00	\$147.00	\$154.00	\$162.00	\$170.00
Hall - Half Day/Evening (4 hours or less)	\$75.00	\$79.00	\$83.00	\$87.00	\$91.00
Hall - Service Club/Outreach Program Meeting	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Hall Set up Fee	\$40.00	\$42.00	\$44.00	\$46.00	\$48.00
Kitchen only (per hour)	\$35.00	\$37.00	\$39.00	\$41.00	\$43.00
Damage Deposit	\$75.00	\$75.00	\$75.00	\$75.00	\$75.00
Summer fitness programs (Apr 1 - Sept 30)/hour	\$37.00	\$39.00	\$41.00	\$43.00	\$45.00
Winter fitness programs (Oct 1 - Mar 31)/hour	\$32.00	\$34.00	\$36.00	\$38.00	\$40.00
Meeting Room (4 hours or less)	\$23.00	\$19.00	\$20.00	\$21.00	\$22.00
<b>ARENA FLOOR (effective January 1st each year)</b>					
Day/Night Rental - 12 hours maximum	\$577.00	\$606.00	\$636.00	\$668.00	\$701.00
Hourly Rate	\$65.00	\$68.00	\$71.00	\$75.00	\$79.00
<b>BALL DIAMOND, MISC (effect Jan 1 each year)</b>					
Ball Diamond adult games / season	\$500.00	\$525.00	\$551.00	\$579.00	\$608.00
Ball Tournament 1 diamond / weekend	\$200.00	\$210.00	\$221.00	\$232.00	\$244.00
Ball Tournament 2 diamond / weekend	\$375.00	\$394.00	\$414.00	\$435.00	\$457.00
Additional liming fee - per game (if requested)	\$40.00	\$42.00	\$44.00	\$46.00	\$48.00
Minor Ball - Annual Fee/child (excludes T-ball)	\$14.00	\$15.00	\$16.00	\$17.00	\$18.00
Inwood Pavillion/day (12 hours or less - unstaffed)	\$45.00	\$47.00	\$49.00	\$51.00	\$54.00
Alvinston Pavillion/day (12 hours or less - unstaffed)	\$70.00	\$74.00	\$78.00	\$82.00	\$86.00
Grounds Rental - per day (12 hours or less)	\$160.00	\$168.00	\$176.00	\$185.00	\$194.00
Grounds / Pavillion Clean Up Charge	\$180.00	\$189.00	\$198.00	\$208.00	\$218.00
Bodily Fluids Clean Up Charge (min extra charge)	\$200.00	\$210.00	\$221.00	\$232.00	\$244.00
Chairs - wooden (each)	\$1.00	\$1.00	\$1.00	\$1.00	\$1.00
Tables - picnic or other wooden tables (each)	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00
Blackout fee - Private Event (per day)	\$462.00	\$485.00	\$509.00	\$534.00	\$561.00
Blackout fee - Public Event (per day)	\$229.00	\$240.00	\$252.00	\$265.00	\$278.00

**SCHEDULE J**  
**WATER & SEWER CONNECTION/DISCONNECTION & RELATED FEES**  
 By-Law Number XX of 2024

DESCRIPTION	FEE OR CHARGE
Bulk Water key (non resident)	\$500 deposit & \$50 annual fee
Bulk Water Dispenser Key (Resident)	\$100 deposit & \$25 annual fee
Replacement Water Tower Key	\$100.00
Water Meter (3/4")	\$250.00
Water Meter (1")	\$325.00
Water Meter (>1")	Cost, plus 5%
Water Disconnection/Reconnection - temporary	\$75.00
Water Disconnection/Reconnection - temp (after hours)	\$150.00
Water disconnection (> mo) - curb stop shut off & water meter ret'd	\$350.00
Water reconnection (> mo) - curb stop turned on	\$350.00 + purchase of new meter
Water Disconnection - Permanent (curb stop removed)	\$500.00 deposit
	Billed all costs + 5% admin
Sewer Disconnection - Permanent	\$500.00 deposit
	Billed all costs + 5% admin
Water Reconnection after permanent disconnection	\$1,500.00 deposit
	Billed all costs + 5% admin
Sewer Reconnection after permanent disconnection	\$1,500.00 deposit
	Billed all costs + 5% admin
Alvinston Water - New Connection - in town (see notes 1, 2, & 3 below)	\$3,500.00 capital charge; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$1,500.00 deposit required.
Alvinston Sewer - New Connection - in town (see notes 1, 2, & 3 below)	\$3,500.00 capital charge; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$1,500.00 deposit required.
Inwood - Water - In town	Provided by the Township of <u>Enniskillen</u>
Inwood Sewer - new connection - in town (see notes 1, 2 & 3 below)	\$8,500 capital charge ; plus all costs incurred to install curbstop at property line, plus 5% admin fee; \$2,500.00 deposit required.
<b>Specific Waterline Subsequent Connection Charge - Connection after waterline service was originally installed past property.</b>	
Shiloh Line (see notes 1 & 2 below)	Original cost (\$8,500.00) + yearly inflation since 2013 + 10%
Churchill Line to Alvinston (see notes 1 & 2 below)	Original cost (\$7,500.00) + yearly inflation since 2004 + 10%
Brooke Line - West of Nauvoo (see notes 1 & 2 below)	Original cost (\$9,335.82) + yearly inflation since 2009 + 10%
Brooke Line - East of Nauvoo (see notes 1 & 2 below)	Original cost (\$8,857.51) + yearly inflation since 2009 + 10%
Railroad Line Extension (see notes 1 & 2 below)	Original cost (\$7,500.00) + yearly inflation since 2007 + 25%
Service Charge	Hourly rate + overhead + 25% administration fee
Tenant Deposit	\$300.00
Note 1 - Assumes water/sewer line runs past property, but property has no curbstop/stub to make connection. If line(s) does not run past property, then property owner is responsible for all costs to bring the line(s) to the property in addition to above charges.	
Note 2 - Property owners are responsible for all costs of connection from property line to dwelling.	
Note 3 - Any "In Town" property located in one of the "Specific Waterline Subsequent Connection Charge" areas are subject to the Specific Waterline Subsequent Connection Charges, as indicated.	

**SCHEDULE K  
MISCELLANEOUS FEES  
By-Law Number XX of 2024**

DESCRIPTION	FEE OR CHARGE
<b>Marriage Licences</b>	\$125.00
<b>Marriage Ceremonies</b>	
Normal Working Hours	\$300.00
weekends / after hours	\$350 (municipal fee \$50)
wedding witness fee	\$25 / witness
<b>Advertising at BAICCC</b>	
- Advertising – wall	\$150.00 + H.S.T.
- Advertising – boards	\$225.00 + H.S.T.
- Advertising – board & half	\$350.00 + H.S.T.
- Advertising – outer board	\$75.00 + H.S.T.
- Olympia - wrapping	Minimum \$1,050.00/year + H.S.T. (5 year contract) (Advertiser pays for wrapping charges)
- Olympia – individual business	\$150.00 + H.S.T. per ad
- Ice Lay Logo , <= 10ft2	\$300.00 + H.S.T./season
- Ice Lay Logo, 10> = 21 ft2	\$400.00 + H.S.T./season
- Ice Lay Logos - > 21 ft2	\$500.00 + H.S.T./season
- Glass	\$50 / pane + H.S.T
- Main Steps	\$35 / step + H.S.T.
- Bleacher steps	\$250 / step H.S.T

<b>Ball Diamond Banner Advertising</b>	
4ft x 12 ft with grommets	\$500 / year + HST
4 ft x 6 ft with grommets	\$250 / year + HST



THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER \_\_\_\_ OF 2024

**(Being a By-law to amend By-law 9 of 2013)**

**WHEREAS** the Council of the Corporation of the Municipality of Brooke-Alvinston passed a comprehensive Zoning By-law 9 of 2013 on the 28th day of February 2013; and

**WHEREAS** the Council deems it desirable to make certain amendments to its comprehensive Zoning By-law;

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

1. Schedule "A", attached, is hereby declared to form part of this By-law.
2. Schedule "A" to By-law 9 of 2013 is hereby amended by changing the zone symbol that applies to those lands indicated on Schedule "A" to this By-law from the "Residential-1 (R1)" Zone" to the "Residential-3(4)" Zone.
3. Notwithstanding the minimum lot frontage provisions of the R3 Zone, lands zoned R3(4) shall have a minimum lot frontage of 15 metres.
4. This By-law shall come into force and effect pursuant to Sections 34 (21) or Section 34 (30) of the Planning R.S.O. 1990.

Read a first, second and third time and finally passed this \_\_\_\_<sup>th</sup> day of December. 2024

\_\_\_\_\_  
David Ferguson, Mayor

\_\_\_\_\_  
Janet Denkers, Clerk Administrator

## THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## ZONING BY-LAW NUMBER \_\_\_\_ OF 2024

## Explanatory Note

The purpose of this amending By-law is to rezone lands described as Plan 8, Lot 7 and Concession 5, Part Lot 18, Railroad Line, Alvinston.

The amendment would rezone the property from the Residential-1 (R1) Zone to residential Zone Exception Residential-3 (4). The proposed "R3(4)" Zoning would allow for future development of a multiple residential / townhouse dwelling project.

The Key Map and Schedule "A" show more particularly the lands affected.