



AGENDA

Council Meeting

4:30 PM - Thursday, February 27, 2025
Municipal Office

	Page
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. MINUTES	
3.1. Regular Council Meeting Minutes of February 13, 2025 Council - 13 Feb 2025 - Minutes - Pdf	3 - 8
4. BUSINESS ARISING FROM THE MINUTES	
5. DELEGATIONS & TIMED EVENTS	
6. CORRESPONDENCE	
6.1. Municipal Information Municipal Information - February 27, 2025	9 - 11
6.2. Correspondence Requiring Action Watford-Alvinston Road Race Autisim Ontario - World Autism Day Northern Bruce Peninsula - Tow Hooks Northern Bruce Peninsula - Cell Towers	12 - 18
7. STAFF REPORTS	
7.1. 2025 Draft Budget Discussion - Deferred from the February 13, 2025 Council Meeting 2025 Draft Budget Discussion - Deferred from the February 13, 2025 Council Meeting - Pdf	19
7.2. Clerk Administrator's Report: Requests from the Inwood 150th Committee Requests from the Inwood 150th Committee - Pdf	20 - 21
7.3. Clerk Administrator's Report: Inwood & Alvinston Canteen Operation Agreement - 2nd review Inwood & Alvinston Canteen Operation Agreement - 2nd review - Pdf	22 - 25
7.4. Treasurer's Report: 12-13 Sideroad Drain New Culvert Request 12-13 Sideroad Drain New Culvert Request - Pdf	26 - 31
7.5. Treasurer's Report: LAWSS (Lambton Area Water Supply System) Membership Buy-in Proposal	32 - 33

[LAWSS \(Lambton Area Water Supply System\) Membership Buy-in Proposal - Pdf](#)

- 7.6. **Clerk Administrator's Report:** Enhancing Accessibility in Municipal Facilities in the Municipality 34 - 49
[Enhancing Accessibility in Municipal Facilities in the Municipality - Pdf](#)
- 7.7. **Treasurer's Report:** Alvinston Summary Water Report 2024 - O. Reg. 170/03 Section 11 and Schedule 22 50 - 59
[Alvinston Summary Water Report 2024 - O. Reg. 170/03 Section 11 and Schedule 22 - Pdf](#)
- 7.8. **Treasurer's Report:** Council Remuneration - 2024 60 - 61
[Council Remuneration - 2024 - Pdf](#)

8. BY-LAWS

- 8.1. By-law 10 of 2025 - Food Truck By-law (section 5.4 added) 62 - 76
[By-law 10 of 2025 - Food Trucks](#)

9. NEW BUSINESS

10. CLOSED SESSION

- 10.1. In accordance with section 239(2):
(b) personal matters about an identifiable individual including municipal or local board employees - *Senior of the Year Nominations*

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:30 PM - Thursday, February 13, 2025
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, February 13, 2025, at 4:30 PM, in the Municipal Office, with the following members present:

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

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

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 4:30 p.m.. Councillor Sanders attended the meeting virtually.

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of January 23, 2025

RESOLUTION-2025-039

Councillor Jenny Redick made a motion that the minutes of the January 23, 2025 meeting be approved as presented without any error or omission. Deputy Mayor Frank Nemcek seconded the motion.

Carried

b) Special Council Meeting Minutes of January 27, 2025

RESOLUTION-2025-040

Councillor Jenny Redick made a motion that the minutes of the January 27, 2025 Special meeting be approved as presented without any error or omission. Deputy Mayor Frank Nemcek seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Municipal Correspondence

RESOLUTION-2025-041

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

Carried

- b) Township of Woolwich - Election Advocacy & Preparation

RESOLUTION-2025-042

Councillor Craig Sanders made a motion that the request from the Township of Woolwich be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- c) Town of Halton Hills - Sovereignty of Canada

RESOLUTION-2025-043

Deputy Mayor Frank Nemcek made a motion that the Municipality of Brooke-Alvinston supports the request from the Town of Halton Hills to reject any efforts by incoming President Trump or any others to undermine the sovereignty of Canada. We stand united with our Ontario Premier Doug Ford and our Canadian Prime Minister Justin Trudeau for a Canada that remains strong, free, independent, and characterized by peace, order, and good government. Councillor Jenny Redick seconded the motion.

Carried

- d) Lambton County Historical Society - Request for Meeting Accommodations

RESOLUTION-2025-044

Councillor Jenny Redick made a motion that the Municipality of Brooke-Alvinston supports the request from the Lambton Historical Society to provide a meeting space for the April 24th meeting. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) Peterborough County - Tarrifs on Canadian Goods

RESOLUTION-2025-045

Deputy Mayor Frank Nemcek made a motion that the Municipality of Brooke-Alvinston supports the request from Peterborough County to support the provincial and federal governments on the measures they have put in place in response to the proposed U.S. tariffs on Canadian goods and ask that they take any and all measures to protect the interests of Ontario in any upcoming trade negotiations. Councillor Don McCabe seconded the motion.

Carried**7 STAFF REPORTS**

- a) **Public Works Superintendent's Report:** Grader Purchase Update

RESOLUTION-2025-046

Councillor Jenny Redick made a motion that Council receive and file the report on the purchase of the 2025 CAT grader to spec. Councillor Don McCabe seconded the motion.

Carried

- b) **Public Works Superintendent's Report:** Gravel Tender Results - 2025

RESOLUTION-2025-047

Councillor Don McCabe made a motion **that the lowest tender(s) received for the Granular M from McCann Redimix for the price of \$20.60 / tonne plus tax be accepted; and that the lowest tender for the Domolite from McKenzie & Henderson for the price of \$36.80 / tonne plus tax be accepted.** Councillor Jenny Redick seconded the motion.

Carried

- c) **Clerk Administrator's Report:** 2025 Rabies Clinic

RESOLUTION-2025-048

Councillor Jenny Redick made a motion that Brooke-Alvinston host a Rabies Clinic in the pavilion at the BAICCC on April 26, 2025 in the Pavilion. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- d) **Public Works Superintendent's Report:** 2025 Large Item Event

RESOLUTION-2025-049

Councillor Jenny Redick made a motion that one municipal large item disposal event be held June 2-6, 2025 and that the large item disposal event procedure as outlined be approved. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) **Clerk Administrator's Report:** Requests from the Brooke-Alvinston Ag Society - Pro Rodeo 2025

RESOLUTION-2025-050

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston declares the Alvinston Pro Rodeo being held June 13-15, 2025 as an event of municipal significance and acknowledges that the Brooke-Alvinston Agricultural Society will be applying for a Special Occasion Permit (SOP) for the Brooke-Alvinston-Inwood Community Centre Complex / Pavilion / Grounds at 3310 Walnut Street; and that

The Council of the Municipality of Brooke-Alvinston waive section 3.9 of By-law 37 of 2021 to allow noise to extend to 2 a.m. on June 13th and 14th during the 2025 Alvinston Pro Rodeo.

And that the Brooke-Alvinston Ag Society be allowed to use an off road vehicle on the BAICCC grounds during the Alvinston Pro Rodeo event only.

And that it be acknowledged the Rodeo staff and participants will be camping on the grounds to be near their livestock during the event;

And that food trucks and vendors be allowed to setup on the grounds for the event.

And that the Rodeo Committee will be responsible for returning the grounds to their original state after the event. Councillor Don McCabe seconded the motion.

Carried

- f) **Clerk Administrator's Report:** Food Trucks in the Municipality

Council recommended adding a paragraph into the By-law stating that for community events of 4 days or less, on municipal grounds, fees be waived.

RESOLUTION-2025-051

Councillor Jenny Redick made a motion that Council receive and file the report Licensing, Regulating and Governing Mobile Food and Refreshment Service Equipment and provide for passing of the attached By-law with amendments at the February 27, 2025 meeting of Council; and that if approved, the fee be incorporated into the fees by-law. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- g) **Public Works Superintendent's Report:** Sidewalk Inspections

RESOLUTION-2025-052

Councillor Jenny Redick made a motion that Council receive and file for information purposes. Councillor Don McCabe seconded the motion.

Carried

- h) **Treasurer's Report:** Accounts Payable Listing - January 2025

RESOLUTION-2025-053

Councillor Jenny Redick made a motion that Council receive and file the Accounts Payable Listing for January 2025 Deputy Mayor Frank Nemcek seconded the motion.

Carried

- i) **Clerk Administrator's Report:** Proposed Sanitary Sewer & Water Extension

RESOLUTION-2025-054

Councillor Jenny Redick made a motion that Council approve the request in principle to extend the sewer and water service to 3277 Nauvoo Road with option 2 and requests staff to work with the property owner to obtain the necessary approvals through the County of Lambton, Ministry of the Environment, OCWA and that staff be updated on the progress / approvals as needed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- j) **Clerk Administrator's Report:** Request for a Special Occasion Permit - Maple Syrup Festival

RESOLUTION-2025-055

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston declares the 2025 A.W. Campbell Maple Syrup Festival being held March 15, 2025 as an event of municipal significance and acknowledges that the SCRCA will be applying for a Special Occasion Permit (SOP) for the AW Campbell Conservation Area at 8477 Shiloh Line;

Deputy Mayor Frank Nemcek seconded the motion.

Carried 4-1 (opposed: Deputy Mayor Frank Nemcek).

- k) **Clerk Administrator's Report:** Trillium - Capital Grant

RESOLUTION-2025-056

Councillor Jenny Redick made a motion that staff submit application for repairs to the municipal office roof under the Capital Stream of the Trillium grant. Councillor Don McCabe seconded the motion.

Carried

- l) **Treasurer's Report:** 2025 Revised Draft Budgets

The 2025 draft budget was deferred to the next regular meeting. No recommendations were made.

8 BY-LAWS

- a) By-law 55 of 2024 - Third and final reading Watt Drain 2003 Branch A

RESOLUTION-2025-057

Councillor Jenny Redick made a motion that By-law 55 of 2024 be read a third and final time and finally passed this 13th day of February, 2025 Deputy Mayor

Frank Nemcek seconded the motion.

Carried

- b) By-law 7 of 2025 - Drain By-law

RESOLUTION-2025-058

Councillor Jenny Redick made a motion that By-law 8 of 2025 be read a first, second and third time and finally passed this 13th day of February, 2025
Councillor Don McCabe seconded the motion.

Carried

9 NEW BUSINESS

- a) Councillor Redick inquired about the status of the CSRIF grant
- b) Councillor Redick provided an update on the Kraft Hockeyville nominations. She encouraged all to vote.
- c) Councillor Nemcek inquired about the All Candidates Meeting. He was informed of the details.
- d) The Mayor spoke on the County reserve policy and requested the Treasurer to report back at a future meeting.

10 CLOSED SESSION

- a) In accordance with section 239(2):
(b) personal matters about an identifiable individual including municipal or local board employees - *Senior of the Year Nomination, Staffing, Job Descriptions*

RESOLUTION-2025-059

Councillor Don McCabe made a motion that Council move into closed session.
Deputy Mayor Frank Nemcek seconded the motion.

Carried

11 RISE AND REPORT

The Clerk Administrator advised that a closed session meeting was held and the following was reported:

- Minutes of January 9th and 23, 2025 were approved as presented
- Council requested to discuss nominations for Senior of the Year at the next meeting
- Staff were directed to proceed with a PARC member replacement
- Council received and filed information on the upcoming Office Assistant position and other staffing matters

12 BY-LAW CONFIRMING PROCEEDINGS

- a) By-law 9 of 2025

RESOLUTION-2025-060

Councillor Jenny Redick made a motion that By-law 9 of 2025 be read a first, second and third time and finally passed this 13th day of February, 2025
Deputy Mayor Frank Nemcek seconded the motion.

Carried

13 ADJOURNMENT

The meeting was adjourned at 5:30 p.m.

Clerk-Administrator

Mayor

2024 BUILDING REPORT: MUNICIPALITY OF BROOKE-ALVINSTON

PERMITS ISSUED:	2024	2023
Residential Construction	2	9
Residential Alteration/Addition	6	7
Multi-Residential Construction/Alteration/Addition	1	3
Non-Residential (accessory bldgs)	1	1
Commercial Construction	0	0
Commercial Alteration/Addition	1	3
Agricultural Construction	6	15
Agricultural Alteration/Addition	3	2
Industrial Construction	0	0
Industrial Alteration/Addition	0	0
Institutional Construction/Alteration/Addition	1	1
Demolition	4	6
Swimming Pool	1	1
Solar	0	0
Other	3	5
TOTAL	29	53
AMOUNT PAID TO MUNICIPALITY BY BUILDING PERMIT FEES COLLECTED:	\$24,100.00	46,250.00
INVOICED AMOUNT FROM COUNTY TO MUNICIPALITY:	(Building Permits) \$38,636.02 (Property Standards) \$3,221.05 (Misc Property Standards) \$913.52	41,857.12 1936.22 813.00
VALUE OF CONSTRUCTION:	\$5,293,400	14,903,391


 Judy Rowland, Building Services
 County of Lambton

**MUNICIPALITY OF BROOKE-ALVINSTON
NEW CONSTRUCTION PERMITS**

<u>YEAR</u>	<u>TYPE OF PERMIT</u>	<u># OF PERMITS</u>	<u>VALUE</u>	<u>2023</u>
2024	Residential Construction	2	\$1,250,000	4,809,620
	Multi-Residential Construction	1	50,000	800,000
	Commercial Construction	0	0	0
	Agricultural Construction	6	2,485,000	6,056,000
	Industrial Construction	0	0	0
	Institutional Construction	1	4,000	0
# of new dwelling units - 3				13
(2 single family dwellings, 1 secondary dwelling unit)				9 single family 4 townhouses apt units



Media Release

For Immediate Release | Tuesday, February 11, 2025

The Judith & Norman Alix Foundation Now Accepting Funding Applications

Lambton County, ON - The Judith & Norman Alix Foundation (The Foundation) is once again receiving funding applications for local capital projects.

The deadline to submit funding applications is 4 p.m., Thursday, May 1, 2025, with successful projects announced later that month.

To be eligible for funding, projects must be in Lambton County. Additional eligibility criteria can be found on The Foundation's website, www.jnaf.ca, under *Contribute an Idea*.

Over its 30 year history, The Judith & Norman Alix Foundation has advanced more than \$5 million to numerous community projects including: Withdrawal Management Services at Bluewater Health; the installation of artificial turf at Norm Perry Park in Sarnia; the construction of the Judith & Norman Alix Art Gallery; portable bleachers for the Lambton County fairs; an accessible ramp for the post office in Oil Springs; a food trailer for the Lions Club; cabin renovations for Scouts Canada's Camp Attawandaron; a Simulated Intensive Care Unit for Lambton College; and renovations to the Brigden Fair Grounds and The Kineto Theatre.

The Foundation works with municipal and community leaders to identify capital projects for which the organization can make a significant difference. The Foundation ultimately funds initiatives that share one common goal, "to improve the community at large and the lives of residents of Lambton County".

-END-

Contact:

Adam Alix

The Judith & Norman Alix Foundation

519-466-1850

adam@jnaf.ca

66th ANNUAL WATFORD-ALVINSTON ROAD RACE MAY 19, 2025

Greetings to all our wonderful Sponsors;

The organizing committee for the Watford-Alvinston Road Race is pleased to be preparing for the 66th annual running of this amazing family event.

With the help of community partners such as yourself or your business, it is our intention to provide an unparalleled racing experience set to the beautiful backdrop of rural Lambton County yet again this year. Please find the attached details for this year's sponsorship packages and the many incentives available to our partners.

With participant numbers increasing to the range of approximately 500 runners from all over southern Ontario, eastern Michigan and even further, the opportunity for exposure is tremendous. Our very popular and very active social media presence will also offer brand exposure to many non-running participants.

It is our hope that you will review the details on the following pages and consider one of the four available sponsorship packages that best suits your needs. Packages are available at different price points to best fit your business.

If you would like to discuss any of these packages further, or would like to discuss an individually tailored sponsorship opportunity, please email, text or call either Mark Hamel at 226-402-1287, markghamel@gmail.com or John Ruth at 519-331-3597, jcruth@brktel.on.ca with any questions. Etransfers can be sent to watford.alvinstonroadrace@gmail.com

All the best #run79
Mark Hamel
226-402-1287
John Ruth
519-331-3597
Watford Optimist Club

**66th ANNUAL
WATFORD-ALVINSTON
ROAD RACE**

MAY 19, 2025

Sponsorship Opportunities

Bronze - \$150

- recognition on signage at lines
- recognition through social media accounts
- announcement featuring sponsor name at event

Silver - \$300

- recognition on signage at Start/Finish lines
- recognition through social media accounts
- announcement featuring sponsor name at event
- logo on kilometre marker placed on race course
- logo on race-day t shirt
- souvenir race day t-shirt & medallion

Gold - \$500 (limited number available)

- recognition on signage at Start/Finish lines
- recognition through social media accounts
- announcement featuring sponsor name at event
- logo on race day t-shirt
- souvenir race day t-shirt & medallion
- 1 water station exclusively featuring name and logo
- option to include company info/brochures in race kits (to be supplied by sponsor)

Platinum - \$1000 (limited number available)

- prominent recognition on signage at Start/Finish lines
- prominent recognition through social media accounts
- announcement featuring sponsor name at event
- logo on race day t-shirt
- souvenir race day t-shirt & medallion
- 2 water stations exclusively featuring name and logo (1/race distance)
- option to include company info/brochures in race kits

- optional display area located at Finish/staging area (to be supplied & manned by sponsor)
- logo on race day t-shirt
- souvenir race day t-shirt & medallion
- 2 water stations exclusively featuring name and logo (1/race distance)
- option to include company info/brochures in race kits
- optional display area located at Finish/staging area (to be supplied & manned by sponsor)

66th ANNUAL WATFORD-ALVINSTON ROAD RACE

MAY 19th, 2025
Sponsorship Form

Business Name: _____

Contact Person: _____

Address: _____

Phone: _____

Sponsorship Level

Bronze (\$150) _____

Silver (\$300) _____

Gold (\$500) _____

Platinum (\$1000) _____

T-shirt size: _____

I would be interested in volunteering on race day: YES NO

I would like to have promotional materials in the race kits: YES NO

I would like to set up a display on race day: YES NO

**Make all cheques payable to “Watford-Alvinston Road Race”, and
mail to PO Box 362 Watford, ON, N0M 2S0 or
etransfer to watford.alvinstonroadrace@gmail.com**



A Proclamation on World Autism Day 2025

Whereas:

World Autism Day is recognized on April 2, 2025, in Canada. Autism Ontario is one of the largest collective voices representing the autism community, and the work we do helps all autistic individuals and families in their communities have access to meaningful support, information, and connections — not only on April 2 but every day throughout the year.

Whereas:

Autism impacts more than 135,000 individuals in Ontario, representing 1 in every 50 Canadian children and youth. It not only influences the lives of autistics but also their friends, families, and communities. It's crucial for us to raise awareness, and acceptance, provide support and promote a more inclusive society.

Whereas:

Autism is a diverse spectrum that varies widely among individuals. Each person's experience with autism can change over time. This evolving journey highlights the uniqueness of every autistic individual, emphasizing the need for understanding and support tailored to their specific needs.

Whereas:

Autism Ontario is the leading source of information and referral on autism, and since 1973, has been providing support, information, and opportunities for thousands of families and individuals across the province.

Whereas:

Autism Ontario is devoted to raising public awareness about autism and addressing the everyday challenges faced by individuals with autism, their families, and the professionals who work alongside them. We urge everyone to recognize and celebrate the unique differences and needs of others, fostering an inclusive environment where all individuals can participate fully in activities and discussions. Together, we can create a society that values and includes everyone.

Now Therefore:

BE IT RESOLVED that I, (insert Mayor name or designate), do hereby recognize April 2 as World Autism Day while committing to embrace awareness and acceptance today and every day throughout the year.

Dated at (municipality), Ontario this 2nd day of April 2025.



Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0

Telephone: 1-833-793-3537 | Fax: (519)-793-3823

www.northbrucepeninsula.ca

Notice of Motion

RE: Proposed Mandate that all new cars and trucks sold in Canada be equipped with a tow hook

#06-06-2025

Moved by Rod Anderson

Seconded by Aman Sohrab

Whereas following a major snowstorm throughout the Municipality of Northern Peninsula during the week of January 27th, 2025, several abandoned vehicles were left on municipal roads causing many problems with road clearing procedures; and

Whereas these abandoned vehicles had no means of towing, due to the lack of a tow hook and area tow trucks were busy with the volume of calls and/or road closures;

And further be it resolved that the Municipality of Northern Bruce Peninsula sees that there is merit, to having tow hooks installed on new vehicles throughout the Province of Ontario; and

Further that a copy of this motion be sent to the Automobile Manufacturing Companies in Ontario, Municipalities throughout Ontario, the Premier of Ontario, Canadian Towing Association and MPP for Bruce-Grey-Owen Sound

Signed

Councillor Todd Dowd



Municipality of Northern Bruce Peninsula

56 Lindsay Road 5, R.R. #2, Lion's Head, ON N0H 1W0

Telephone: 1-833-793-3537 | Fax: (519)-793-3823

www.northbrucepeninsula.ca

Notice of Motion

RE: Cell Towers and their Associated Maintenance

#06-05-2025

Moved by Aman Sohrab

Seconded by Laurie (Smokey) Golden

Whereas the Municipality of Northern Peninsula experienced several power outages in the fall of 2024;

Whereas this resulted in loss of cellular services that was caused by a faulty generator on the cell tower site and, the entire Northern Bruce Peninsula had no cellular and/or communication services; and

Whereas intermittent or complete lack of cellular services and maintenance of current cellular infrastructure in rural communities creates a significant barrier to access to emergency services, negatively affects emergency response time, and increase public safety risk;

Therefore, it is resolved that Canada and the Province of Ontario set targets to close gaps in cellular service in rural communities and mandate service providers in partnership with all levels of government to develop a 48-hour maximum maintenance period for repairing of cellular infrastructure;

Further that a copy of this motion be sent to the Federal Department of innovation, Science and Economic Development Canada (ISED), Municipalities throughout Ontario, MP for Bruce-Grey-Owen Sound, Alex Ruff and MPP for Bruce-Grey-Owen Sound

Signed

Councillor Todd Dowd



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2025 Draft Budget Discussion - Deferred from the February 13, 2025 Council Meeting
Meeting: Council - 27 Feb 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council approve the 2025 Draft Budgets for General Operating and Capital Budgets and for Water and Sewer Operating and Capital Budgets, including the related Budgeted Reserves and Reserve Fund Contributions/withdrawals that were presented at the February 13, 2025 Council Meeting.

Background:

The Draft 2025 Budgets were presented at the January 23, 2025 Council meeting. Subsequently, the department managers met and made adjustments that resulted in \$215,000 less being taken out of Reserves than was originally proposed. The Revised Draft Budgets were again presented for approval at the February 13, 2025 Council Meeting. Since the last presentation there were no recommendations for changes by any Councillor(s).

Comments:

Department managers need to proceed with arranging the operating and capital work proposed in the Budgets. Ontario Clean Water Agency (OCWA), our water and wastewater manager, wants to proceed with the Wastewater Capital work proposed in the Budget, but cannot until it is approved. Unless Council has changes they would like to propose, the budget should be passed so work can proceed.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Requests from the Inwood 150th Committee
Meeting: Council - 27 Feb 2025
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report be received and filed; and that the Inwood 150th Committee members (TBD) be added to the Municipal Insurance for their Kids Day July 19, 2025.

Background:

In January, an email was received from Donna Watson requesting to be a delegation of Council. The selected meeting was Feb 27th.

The Parks & Recreation Manager and myself went over a few items with Donna via email to try and streamline the delegation.

Comments:

Comments received were:

- 1) Bleacher ends not finished
 - It was relayed that the bleachers in Inwood are finished as per the Manufacturer and parts supplied.
- 2) Ball Booth interior door modified from swinging to sliding to alleviate congestion
 - Confirmed it is a tight fit; sliding door isn't as secure to prevent theft; options being explored.
- 3) Painting of fence
 - Fence needs significant repairs / straightening; posts should be scraped, fixed and then painted for a proper job. Aesthetic appeal of fence is nice, but is it necessary?
 - Representative indicated fence is historical, keeps children away from vehicles and cars from entering the park.
- 4) Hot water heater in the booth
 - Accommodated in the current budget.
- 5) An outdoor water fountain / bottle filling station
 - Informed the group that the Alvinston bottle filling station was a donation by the Tanner Redick Committee.
 - Costs range from \$3,600 - \$4,500 - not included in the budget.
 - Can be considered for possible grant applications unless Council approves funds & installation.
- 6) Insurance coverage for volunteers for kids day in July

- We have done this in that past for Canada Day volunteers and the Inwood 150th members; all that is required is the list of volunteer names prior to the event.

Financial Considerations:

None associated at this time.



Council Staff Report

To: Mayor Ferguson and members of Council
Subject: Inwood & Alvinston Canteen Operation Agreement - 2nd review
Meeting: Council - 27 Feb 2025
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council reconsider the motion from the July 18, 2024 Council meeting; and that the amended draft agreement be approved and forwarded to the Optimist Club for comment. (would need Redick / Sanders to make motion to reconsider).

Background:

At the June 13, 2024 regular session of Council, a request was received from Andy Triest on behalf of the Alvinston & District Optimist Club. The request was to have the Club oversee the operation of the Inwood Ball Booth Canteen. Approval was granted with the condition that an operation agreement for both the Alvinston and Inwood Canteen be drafted.

The Alvinston ball park lands and canteen were transferred to the Municipality in 2005. The Inwood Ballpark canteen was run by the Inwood Recreation Committee up to 2017 when the Municipality took over its operation.

At the July 18, 2024 Council meeting the drafted agreement was reviewed with the following motion passed: Moved by Jenny Redick that the draft agreement be approved and forwarded to the Optimist Club for comment. Craig Sanders seconded the motion.

The draft agreement was forwarded to the canteen reps (Hayter & Triest) in July 2024 with no comment. An inquiry was made in January inquiring on the status. In addition to the status request, a request was made by the Shiloh Inwood United Church Group (users of the Inwood canteen for 3 days per year) to have a water heater installed in the canteen.

The Clerk Administrator, had an informal request/conversation with an Optimist Club member, requesting us to consider placing money in the 2025 budget to purchase a water heater for the Inwood Canteen.

Comments:

The Inwood Canteen is routinely used by local Inwood community groups including the Shiloh Inwood United Church and the Inwood 150th committee. At times, other ad hoc users or families have used it for other events or ball tournaments. It is important to keep the canteen available to the community groups / church for their activities and events.

The Alvinston Optimist Club, a Friend of Youth, has, more or less, partnered with minor ball to extend their offer of setting up a youth to operate the canteen in Inwood to be a convenience for families attending ball games. The equipment currently in the concession will continue to be owned by the Municipality, however, it is being provided to the Club in an as is condition. The canteen previously housed a water heater in the Inwood canteen. The said water heater broke in 2023 and was not replaced as the Inwood canteen was seldom used. Now that the canteen in Inwood is proposed to be used more, it is reasonable to assume the broken water heater should be replaced at the municipal expense.

The attached agreement for operation of the Alvinston and Inwood Canteen is being proposed to be mirrored to each other for consistency. In essence, the Municipality would look after the walls, roof and water heater including hydro and water and the Optimist Club would look after the inside items.

Financial Considerations:

The Municipality pays all utility costs for the Alvinston Canteen (excluding propane) and the Inwood Canteen. The Optimist Club would be responsible for the associated cleaning costs, equipment and reporting facility issues to the Municipality.

To install a water heater in the Inwood canteen would range from \$500 - \$1000.

ATTACHMENTS:

[Outside canteen draft agreements - revised 2025](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

This agreement is made

BETWEEN

The Municipality of Brooke-Alvinston (hereinafter referred to as the "*Municipality*")

AND

The Alvinston Optimist Club (herein referred to as the "*Club*")

WHEREAS the concession is located at 3310 Walnut Street and is owned by the Municipality of Brooke-Alvinston (transferred in 2011)

AND WHEREAS the concession is located at 6482 Weidman Line and is owned by the Municipality of Brooke-Alvinston

AND WHEREAS the Municipality of Brooke-Alvinston is empowered under Section 2 of the Municipal Act, 2011 to manage public assets of the Municipality as it sees fit;

NOW THEREFORE in consideration for the mutual covenants and agreements made by the parties, the Municipality and the Club hereby agree as follows:

- i) The License applies to the outside food concession at the BAICCC located at **3310 Walnut Street in Alvinston, ON** and **6482 Weidman Line in Inwood, ON**
- ii) The use of the Inwood Ball Park canteens shall be available up to 5 times per year and requested by April 1st of each year to the Inwood 150th Committee and Shiloh Inwood and the Alvinston Optimist Club will be notified of the blackout dates
- iii) This Agreement commences on the date of signing and is to be renewed yearly with an option to renew subject to agreement by both parties
- iv) It is understood and agreed to by the Club that if any or all of the lands are required for Municipal purposes, the agreement will be terminated with the Municipality providing a minimum of 30 days' notice if able
- v) The agreement may also be terminated by the Municipality if the Club breaches any terms of the agreement and/or with cause
- vi) The Municipality is responsible for payment of all electrical and water costs for the premises (excluding propane) and all facility structure components including the water heater, electrical panel and material that makes up the canteen shell (roof and walls)
- vii) The Club shall provide the operational equipment of the canteen (refrigerator, freezer, hot dog roller etc.)
- viii) The Municipality shall provide insurance for the building
- ix) The Club may use the former washroom areas for storage purposes on an as is basis;
- x) The Optimist Club is responsible for all costs associated with cleaning the area and the replacement of fixtures (refrigerator, freezer etc.); any equipment existing in the canteen at this time is considered as is and will not be replaced by the Municipality
- xi) The Municipality is not responsible for any theft or damage to the contents in the area.
- xii) The Municipality is not responsible for loss of revenue or stock due to faulty equipment or any Act of God
- xiii) The Optimist Club shall report any facility problems to the Municipality promptly

- xiv) The Optimist Club shall ensure that the concession operator(s) have successfully completed food handler certification training and will provide copies of the certificates to the Municipality prior to commencing food service operations and that one certified food handler is on site at all times while the concession is operating
- xv) The Club will ensure that all policies, procedures and regulations regarding food safety and safe handling practices are followed.
- xvi) The Canteen area will only be used for the purpose of selling concession goods.
- xvii) The Municipality reserves its right to inspect the Licensed area at any time for any reason including but not limited to verifying compliance under this Agreement; the Club agrees to provide any and all documents requested by the Municipality that are reasonably necessary to verify compliance within 10 days of the date of the documents are requested.
- xviii) The Municipality will not be responsible for any concession equipment (purchase, replace or insure)
- xix) The Club shall have operational rights for the concession (aside from blackout dates indicated in item # ii and shall ensure that the operation follows Dine Safe Lambton Program as well as other legislative requirements under the jurisdiction of Lambton Public Health (Food Handlers Certification)
- xx) The Club shall carry liability insurance in an amount not less than \$2 million which includes the Municipality as additional insured and will provide a copy of the policy to the Municipality
- xxi) The Municipality shall be responsible for ensuring a fire extinguisher is placed in the building
- xxii) The Municipality is not responsible for loss of revenue or stock due to faulty equipment or any Act of God.

The Club shall defend, indemnify and save harmless the Municipality of Brooke-Alvinston its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of or allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of the Supplier, its directors, officers, employees, agents, contractors and subcontractors, or any of them, in connection with or in any way related to the delivery or performance of this Contract. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Club in accordance with this Contract and shall survive this Contract.

The Club agrees to defend, indemnify and save harmless the Municipality of Brooke-Alvinston from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever arising out of or related to the Club's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by the Supplier in accordance with this Contract, and shall survive this Contract.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 12-13 Sideroad Drain New Culvert Request
Meeting: Council - 27 Feb 2025
Department: Clerks
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive the Notice of Request for Minor Improvements to the 12-13 Sideroad Drain and that R. Dobbin Engineering Inc. be appointed under Section 78(5) of the Drainage Act to prepare a minor report for the culvert request from the landowner.

Background:

The attached request for Minor Improvement to the 12-13 Sideroad Drain to install a second access culvert on the property to allow for access to build a new pig barn.

Comments:

Section 78(5) permits a landowner to make such a request as outlined on the attached request form.

Financial Considerations:

None - the requesting landowner is responsible for all costs.

ATTACHMENTS:

[12-13 Sideroad Drain - Minor Improvement Request](#)
[Culvert Application - Van Damme](#)

To: The Council of the Corporation of the Municipality of Brooke-Alvinston

Re: 12, 13 side road drain
(Name of Drain)

In accordance with section 78 (5) of the Drainage Act, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The work being requested is a Minor Improvement Project

I believe that the project being requested meets all the following criteria for a minor improvement project:

- The property owner initiates the improvement on an individual property or two or more adjacent properties that are owned by the same person or the owners are related parties;
- The property owner is paying for costs of the activity, which includes, without limitation engineering construction, contingency costs, incremental future maintenance and eligible municipal administrative costs unless that person and the municipality in which the activity is taking place agree otherwise;
- Carrying out the activity does not require construction access from neighbouring properties or the person initiating the activity has obtained the consent for the construction access from all applicable owners of the neighbouring properties prior to beginning the activity and has provided such proof of consent to the municipality as part of the application to carry out the activity;
- The activity will not result in any changes as to how future repair and maintenance costs are allocated to other property owners in the watershed;
- The activity does not change drainage capacity or erosion potential;
- The activity does not result in the existing drainage works being enclosed; and
- The activity does not take place within any wetlands.

The project can be completed with access from:

The requestor property

My neighbour's property and written permission has been granted and attached to this Notice of Request for Minor Drain Improvements form.

The municipal road right-of-way

a. As owner of land requesting the minor improvement described below, I hereby request pursuant to subsection 78 (5) of the Drainage Act that the minor improvement project described immediately below be approved. I acknowledge responsibility for all costs of the minor improvement project, even if the minor improvement project does not proceed.

Provide a more specific description of the proposed drain improvement you are requesting

Require a secondary culvert to the property for the purposes of building a Pig Barn.

Property Owners

- Requestors of minor improvement projects become financially responsible as soon as they sign a request and it is accepted by council as a minor improvement project.
- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

7435 Shiloh Line
W1/2 Lot 13, Concession 6

Ward or Geographic Township
Municipality of Brooke-Alvinston

Parcel Roll Number
381512003004400

If the property is owned in partnership, all partners must be listed. If the property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

I hereby request approval for the minor improvement project for the land described above and acknowledge my/our financial obligations.

Ownership

Sole Ownership

If you need to provide additional information, please attach along with this form.

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
Van Damme, Donald	<i>Don Van Damme</i>	2025/02/20

Partnership (Each partner in the ownership of the property must sign the form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the form)

Name of Signing Officer (Last, First Name) (Type/Print)	Position Title

Name of Corporation

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Enter the mailing address and primary contact information of property owner below:

Last Name	First Name	Middle Initial
-----------	------------	----------------

Mailing Address

Unit Number	Street Number 7271	Street Name Shiloh Line	PO Box
City/Town Alvinston	Province ON		Postal Code N0N 1A0
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this _____ day of February 20 25

Name of Clerk (Last, First Name) Janet Denkers	
---	--

Save Form

Print Form

Clear Form



The Corporation of the Municipality of Brooke-Alvinston

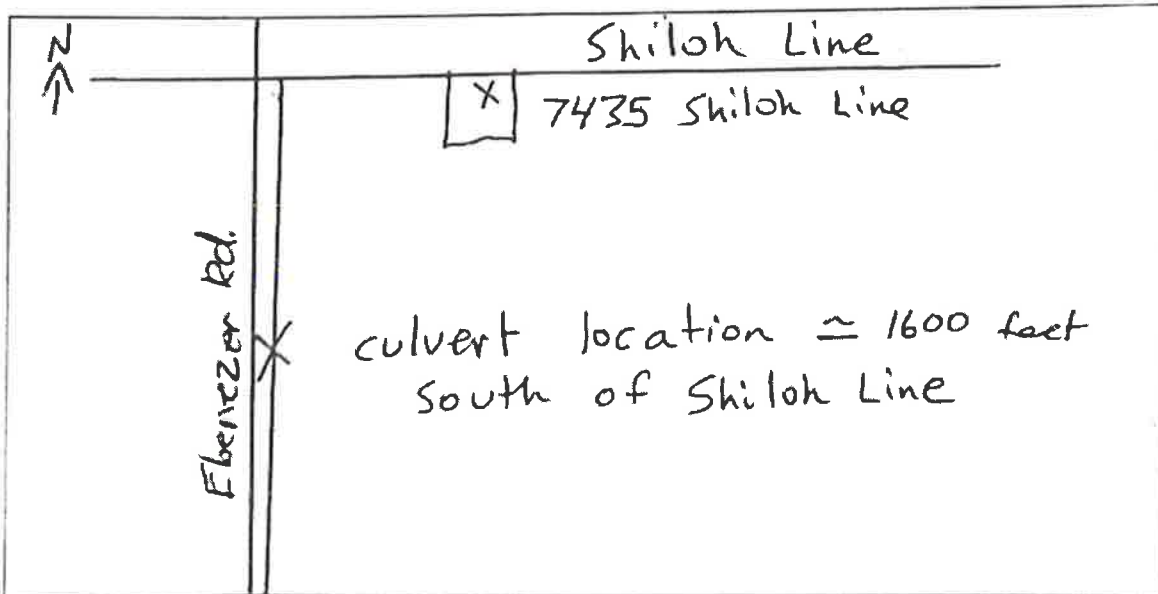
APPLICATION FOR ADDITIONAL / NEW CULVERT

Name of Owner: Don Van Damme
Address: 7271 Shiloh Line Alvinston ON N0N 1A0
Telephone #: _____ Work: _____ Cell: 519 494 4300
E-mail: dvdamme@brktel.on.ca

Location of additional / new culvert: Ebenezer Road South of Shiloh Line

Size of culvert: 60 feet long

Sketch: please sketch location of additional / new culvert



I agree to pay out of scope costs associated with the installation of the additional / new culvert including: culvert, labour, equipment, material (gravel, rip rap etc.).

*the Municipality provides 8m of culvert / parcel of land.

Cost of Pipe: _____ / metre; Est. gravel cost _____; Extra Costs _____

Dated the 20 day of January, 2025
Don Van Damme Jan 20 2025

Signature of Owner(s)

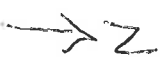
Date

Signature of Owner(s)

Date



Road access for Ebenezer road - Don Van Damme



New culvert needed for road access on Ebenezer Rd

Approximately 1600 feet South of Shiloh line



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: LAWSS (Lambton Area Water Supply System) Membership Buy-in Proposal
Meeting: Council - 27 Feb 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file this report and direct staff as to whether or not we should pursue further discussions with LAWSS staff to clarify the buy-in proposal presented or continue as we have been at the new non-member rate.

Background:

Some important background information is:

1. Brooke-Alvinston has been purchasing its water since 2003 from LAWSS after we built a watermain connecting LAWSS to our treatment plant in Alvinston.
2. At the time Brooke-Alvinston was not given the opportunity to become a member of LAWSS.
3. Brooke-Alvinston was charged a rate of \$1.00/m³ from 2003 to 2017 for water that passed through our meter at Churchill Line. If we exceeded 460 m³ per day the rate was to be doubled or \$1.00/m³ extra.
4. In 2018 the the agreement was changed. Our rate was increased to \$1.16/m³ with increases indexed to inflation each year thereafter. The overage charge for exceeding our daily limit remained unchanged at \$1.00/m³ extra. Our 2024 rate was \$1.29/m³.
5. In the intervening years Enniskillen has supplied some Brooke-Alvinston properties with water through their water system which is supplied by the Town of Petrolia.
6. Enniskillen has approached us to connect to our system to provide better pressure to Brooke-Alvinston properties that they currently supply along La Salle Line.

Comments:

Given the history of our water supply agreement and the request from Enniskillen for additional water supply, the LAWSS board directed their staff to review the per cubic rate they charge us to ensure it is appropriate for overall system sustainability from an asset management standpoint. They also provided a proposal for us to become a member of LAWSS. The highlights their Rate Analysis and Buy-In Proposal are summarized as follows:

1. The proposed new 2025 water rate for Brooke-Alvinston is \$1.50/m³ and is based on two components:
 - a. The cost per unit of water for LAWSS, and
 - b. The cost to replace the infrastructure that's primary function is to supply water to Brooke-Alvinston.
2. The proposed Buy-in option for Brooke-Alvinston would be approximately \$1,710,000 to continue supplying the residents we now serve.

3. The proposed Buy-in option for Brooke-Alvinston would be approximately \$2,201,000 to add the Enniskillen connection and also supply the Brooke-Alvinston residents that Enniskillen currently supplies.
4. If we buy-in our water rate would drop to \$.74/m3.

Other considerations:

1. This buy-in proposal from LAWSS does not include them taking ownership of any of our water assets south of our connection point at Churchill Line. If they were to assume our whole transmission line down to and including our standpipe (water tower) it would require further analysis and the price would change.
2. If we became a member we would be responsible for our share of the total system operating and capital requirements as reflected in the member water rate.
3. Under this proposal Enniskillen says it is not feasible for them to connect to our system.

Financial Considerations:

LAWSS Buy-in Analysis

	<u>Non-Member</u>	<u>Member</u>
Cubic meters of water supplied (last 3 years average)	95,000	95,000
Water cost per cubic meter	\$1.50	\$0.74
Total annual water cost	\$142,500	\$70,300
Buy-in price proposed	-	\$1,710,000
Annual payment over 30 years at 4.5%	-	\$105,000
Total annual cost	\$142,500	\$175,300
Extra \$ needed yearly to buy-in versus staying non-member		\$32,800
Approximate extra yearly cost per user to buy-in		\$70-\$80



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Enhancing Accessibility in Municipal Facilities in the Municipality
Meeting: Council - 27 Feb 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the attached report indicating both current and ongoing accessibility improvements within the Municipality be received and filed.

Background:

The purpose of this report is to provide an overview of the current state of accessibility within the municipality and to propose a series of improvements aimed at enhancing accessibility for all residents, particularly those with disabilities.

The Municipality has made significant strides in recent years to improve accessibility in our public spaces and facilities. In previous years, other groups rallied to provide for new flooring in the BAICCC.

On an ongoing basis, staff seek out accessibility improvements to enhance the community. Additionally, members of the Public bring items of concern to our attention. Improving accessibility within the municipality is essential for creating an inclusive community where all residents can participate fully.

Comments:

Public Buildings

Many municipal owned buildings have been equipped with ramps, automatic doors and accessible washrooms. In the Fall of 2024, staff met with the County Library Staff to review the Alvinston & Inwood Library to note areas of concern. In a report to County Council, various recommendations were made.

Alvinston Library:

- County to provide for an accessible service desk (2026) and the Municipality to budget for new flooring.
- New heightened toilet installed in Fall 2024 - COMPLETE

Inwood Library:

- Requires an accessible service desk (County responsibility)

Parks & Recreation / Public Works

- Floor coverings in arena canteen & foyer installed

- Motion activated lights in hallways (BAICCC)
- Markings on new post office steps -yellow markings applied
- Changed office chairs in Public Works Meeting room to meet code
- Upgraded Inwood park washrooms

Fire Hall

- Improved ventilation in the facility
- New training TV and white boards

Future Considerations

- i) Accessible parking space in the Municipal Parking lot adjacent to Community Park
- ii) Annual sidewalk replacement - ongoing
- iii) Repainting of parking spaces at the BAICCC
- iv) Updating egress emergency exits as needed to meet code through all facilities

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[2025 ACCESSIBILITY PLAN](#)



**ACCESSIBILITY PLAN
2025-2026**

The Municipality of Brooke-Alvinston

**Submitted to:
Mayor Ferguson and Members of Council**

**Submitted by:
Janet Denkers, Clerk-Administrator**

Submitted on: February 27, 2025

This publication is available in alternative formats

**Table of Contents
Municipality of Brooke-Alvinston
Accessibility Plan – 2025-2026**

Executive Summary	Page 3
Aim	Page 3
Objectives	Page 3
Description of Municipality of Brooke-Alvinston	Page 4
Brooke-Alvinston commitment to accessibility planning	Page 4
Recent and past barrier removal initiatives	Page 5
Consultation	Page 5
Review and monitoring process	Page 6
Goals for the Municipality	Page 6
Communication of Plan	Page 6
Appendix A - Accessibility Plan-timeline of Requirements	Page 7
Appendix B - Accessibility Plan-Customer Service Policy	Page 8
Appendix C- Accessibility Plan-Standard for Employment	Page 10
Appendix D About Disabilities	Page 11
Appendix E – About Barriers	Page 12
Appendix F – Types of Disabilities & Functional Limitations	Page 13

EXECUTIVE SUMMARY

The purpose of the Accessibility for Ontarians with Disabilities Act, 2001 (AODA) is to improve opportunities for people with disabilities and to provide for their involvement in the identification, removal and prevention of barriers to their full participation in the province of Ontario. To this end, the AODA mandates that each municipality prepare an annual accessibility plan.

AIM

This report describes the measures that the Municipality of Brooke-Alvinston has taken in the past and the measures to identify, remove and prevent barriers to people with disabilities who use the facilities and services of the municipality including staff and other members of the community.

The Municipality meets the Accessibility for Ontarians with Disabilities Act, (AODA) Customer Service Standard. The municipality must continue staff training for new staff, volunteers and contractors, respond to requests for documents in alternate formats, accept and request feedback on the accessibility of municipal facilities and continue to post any notices for the disruption of services. The AODA includes standards for Employment, Information and Communication, Built Environment and Transportation.

The Integrated Accessibility Standards Regulation (IASR) is now law. It is the newest of the standards under the Accessibility for Ontarians Disability Act (AODA). Municipalities must comply with the IASR, which requires the development and implementation of policies, procedures and practices to enhance accessibility for employees and potential employees with disabilities. In addition, improve information and communications (e.g. web sites, brochures, mailings etc.) so that they are accessible for persons with disabilities. Finally, there are requirements that must be met with respect to transportation. The requirements of the municipality to meet these regulations will be phased in.

OBJECTIVES

This report:

- 1) Describes the process by which the municipality will identify, remove and prevent barriers to people with disabilities.
- 2) Review the progress the Municipality has made in reviewing and preventing barriers that have been identified in its facilities, policies, programs, practices and services
- 3) Lists the facilities, policies, programs, practices and services that the municipality will review in the coming years to identify barriers to people with disabilities.

- 4) Describe the measures the municipality will take in the coming year to identify, remove and prevent barriers to people with disabilities.
- 5) Describe how the municipality will make this accessibility plan available to the public.

DESCRIPTION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

The Municipality of Brooke-Alvinston is a restructured municipality (2001) comprised of the former municipalities of Brooke and the Village of Alvinston. The municipality has a population of approximately 2,359 residents, according to the 2021 census.

The Municipality is responsible for the provision of municipal services through the municipality including (1) arena/community complex, two (2) libraries, three (3) ball diamonds, one (1) fire hall, one (1) works depot, one (1) municipal office.

The Municipality of Brooke-Alvinston is committed to Accessibility by:

- i. Updating its Municipal Accessibility Plan as required.
- ii. Ensuring municipal facilities, publications, websites, meetings and services are accessible to people with disabilities.
- iii. Providing staff with customer service training with respect to interaction with and understanding issues concerning people with disabilities
- iv. Having an official plan that promotes a barrier free municipality.
- v. Ensuring barrier free designs are incorporated into new construction projects and redevelopments in outdoor spaces.
- vi. Providing information in alternative formats to people with disabilities as requested.
- vii. Constant improvements to the municipal webpage to make it easier for persons with disabilities to access the information.
- viii. Grant submissions under the Enabling Accessibility Fund – small project component for future improvements of municipally owned property
- ix. The provision of quality services to all ratepayers and members of the community with disabilities.
- x. Review of municipal by-laws, policies, programs, practices and services to ensure accessibility is maintained.

Recent barrier-removal initiatives

During the last several years, there have been informal initiatives to identify, remove and prevent barriers to people with disabilities. They are identified as:

i) Recreational Facilities

Floor coverings in the canteen and foyer were installed; motion activated lights in the hallways are upgraded (BAICCC); markings on the post office steps for visual assistance, upgraded Inwood Park washrooms with grant assistance, purchase of new bleachers (Inwood)

ii) Accessibility Training

New staff are routinely trained on accessible customer service in accordance with the Accessibility for Ontarians with Disabilities Act.

iii) Barrier Free Access to Alvinston Library

All municipal facilities attempt to have barrier free access

iv) Accessible Website

The Municipality completed the design of a website that incorporated web content accessibility guidelines 2.0

v) Municipal Elections Accessibility Plan

The plan is required to address the requirements of S.12.2 of the Municipal Elections Act, whereby the Clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities

vi) Administration Building

Yellow markings were recently placed and continue to be repainted on the post office steps to assist people with visual disabilities.

Consultation Activities

The target group to review this plan is the general public.

A review of legislative & regulatory amendments and any other relevant documentation and local requirements is conducted annually before reviewing this report.

The Clerk regularly invites staff to voice concerns and help identify barriers in municipal facilities, services, policies and regulations and suggest ways to improve them. This is also suggested in routine health & safety inspections.

REVIEW AND MONITORING PROCESS

Targets are established based on what is achievable in a 12 month period. Since a Municipal Accessibility Plan is required, reviews will occur mid year to review progress. Attempts to consult with individuals with disabilities will proceed in the annual re-evaluation of the accessibility plan.

The timing of submission of this report shall precede the forthcoming annual budget discussions.

Goals for 2025

1. Ongoing Accessible Customer Service Standards training in accordance with legislation for any new employees and volunteers
2. Continue to consider accessibility during any sidewalk construction
3. Municipal staff will participate, when possible, in education programs or training workshops
4. The municipality will continue to improve the municipal website and newsletters for the visually impaired
5. Grant submission approvals under the HRSDC Enabling Accessibility Fund-small project component
6. Ongoing by-law enforcement of designated handicap parking areas
7. Annual re-painting of all handicap parking spots in the Municipality.
8. Review of the municipal zoning by-law
9. Look into accessible doorway replacements and updated exit signs
10. Use accessibility as the forefront in all municipal purchases

COMMUNICATION OF THE PLAN

The Municipality of Brooke-Alvinston Accessibility Plan will be a web enabled document in a pdf format that is accessible for all on the municipal website. The Accessibility Plan will also be made available in hard copy format upon request.

Appendix A
2025-2026 Brooke-Alvinston
Accessibility Plan-Timeline of Requirements

<u>Standard</u>	<u>Deadline</u>	<u>Status</u>
Customer Service Standard	January 2012	Complete
Employment Standard	phased in	Ongoing
Transportation	not applicable	
Information & Communication	phased in	Ongoing
Built Environment	phased in	Ongoing

Employment Standard

The Accessibility Standard for Employment will help Ontario businesses and organizations make accessibility a regular part of finding, hiring and supporting employees with disabilities. Organizations will have to:

- let job applicants know that recruitment and hiring processes will be modified to accommodate their disabilities, if requested.
- build the accessibility needs of employees into their human resources practices.
- create a written process (not applicable to small organizations) for developing and documenting individual accommodation plans for employees with disabilities.
- help employees stay safe in an emergency by providing them with individualized emergency response information when necessary.

Information & Communication Standard

Provide accessible formats and communications supports as quickly as possible and at no additional cost when a person with a disability asks for them. Make feedback processes accessible by providing accessible formats and communications supports when requested. Make public emergency information accessible when requested.

Built Environment Standard

The Ontario Government has issued four sets of standards under the Accessibility for Ontarians with Disabilities Act, 2005 (AODA) to achieve the vision of a barrier-free Ontario by 2025. The Municipality adheres to accessible built requirements in all public spaces that are newly constructed or redeveloped.

Appendix B
Brooke Alvinston
Accessibility Plan-Customer Service Policy

Accessible Standards for Customer Service

Purpose

To ensure all Municipality of Brooke-Alvinston programs and services are accessible to everyone in the community in accordance with Ontario Regulation 429/07 Accessibility Standards for Customer Service.

Policy Overview

These policies and procedures apply to all goods and services that are delivered by the Municipality of Brooke-Alvinston, by any means including in person, by telephone, electronically, by mail, visually, orally or by written means.

This policy applies to all Municipality of Brooke-Alvinston staff, volunteers, elected officials and third parties who deal with the public, on behalf of the Municipality of Brooke-Alvinston.

Policy

The Municipality shall meet its duties and responsibilities under Ontario Regulation 429/07 by adhering to the following principles and practices:

1. Training

Training is required for those staff, elected officials, volunteers or third parties that interact with the public on behalf of the Municipality, or who are involved in developing policies, practices and procedures. The required training must include information on how to communicate and interact with people with disabilities, how to interact with people who have an assistive device, service animal or support person, how to utilize assisted devices that are available on Municipal premises, and what to do if a person has difficulty accessing Brooke-Alvinston services.

The training will include the core principles of customer service as set out by the Municipality of Brooke-Alvinston which include: dignity, equity, inclusion, independence, integration, sensitivity and equality.

A training program of varying modules will be implemented which will ensure compliance and meet the needs of various departments and employee groups. Records are to be kept indicating the dated and training provided, and the number of individuals to whom it was provided.

Third party organizations providing goods and services on behalf of the Municipality shall provide relevant training, learning opportunities or direction to employees and volunteers regarding their roles and responsibilities under the AODA.

2. Service Animals and Support Persons

A person with a disability accompanied by a service animal is permitted to enter the Municipality of Brooke-Alvinston premises with the animal unless the animal is otherwise excluded by law. Should a service animal be excluded from the premises then the Municipality shall ensure that other measures are available to enable the person with the disability to obtain, use or benefit from the good and/or services.

Section 4(9) of the Accessibility Standards on Customer Service indicates that an animal is a service animal if (1) it is readily apparent that the animal is being used for reasons related to a person's disability; or (2) if the person provides a letter from a doctor or nurse confirming that the animal is required for reasons relating to the disability.

Staff will be properly trained to identify support persons who may be a paid professional, volunteer, family member or friend that may accompany a customer in order to help with communication, mobility, personal care or medical needs or with access to goods and services.

A disabled person's support person is to be permitted access to Municipal facilities at no charge when there is a regular fee to access the facility.

3. Notice of Temporary Disruptions

The Municipality of Brooke-Alvinston will give notice of temporary disruptions to service or facilities used by persons with disabilities including the reason(s) for the disruption. The notice shall be posted appropriately at the facility and on the Municipal website when appropriate. When the disruption is planned, advanced notice will be provided.

4. Feedback

Notices in customer service areas will notify customers that their feedback is welcomed and valued for the continual improvement of services so as to avoid inadvertently excluding people with disabilities from activities or services.

An accessible simple to use system of providing feedback and complaints will be made available through a range of service channels.

Staff will make note of feedback given in person, verbally or in writing, online, by telephone or any other means. A simple to use, accessible process for customers to provide feedback or complaints will be in place.

5. Emergency Situations

Staff will be familiar with emergency procedures and how to assist customers or staff who may require help during an emergency.

Appendix C
Brooke Alvinston
Accessibility Plan-Accessibility Standard for Employment

Accessibility Standard for Employment - Providing emergency response information for employees with disabilities

The Municipality of Brooke-Alvinston is committed to employee safety. Under Ontario's Accessibility Standard for Employment, employers with employees with disabilities must provide individualized emergency information to them. Brooke-Alvinston administration has not been advised of any of its employees having a disability. If an employee identifies their disability, appropriate accommodations will be made by administration to give them the help they need in the event of an emergency. Upon the hiring of a new employee, the attached memo will be provided to the employee.

Employee Memo:

At the Municipality of Brooke-Alvinston, we take employee safety seriously.

If you have a disability, whether permanent or temporary, and may need help during an emergency, please let me know. We will ask you to complete a self-assessment form, then will work with you to develop individualized emergency response information that will meet your needs in an emergency situation.

Please note that we do not need to know the details of your medical condition or disability, only the kind of help you may need. The information you provide will be kept confidential and only shared with your consent.

If you have questions or you already have emergency response information and need to adjust it, please let me know.

Thank-you

Janet Denkers
Clerk-Administrator

Appendix D
Brooke Alvinston
About Disabilities

There is not universally accepted meaning for the word “disability”. Most definitions however can be placed on a continuum. At one end of the spectrum, disability is explained in terms of medical conditions. At the opposite end, disability is explained in terms of the social and physical contexts in which it occurs.

The World Health Organization’s definition for disability is “any restriction or lack (resulting from an impairment) of ability to perform an activity in the manner or within the range considered normal for a human being. Medical model definitions promote the idea that a disability is a deviation from the norm

All barriers are human made. If design problems cause barriers, then disabilities can be eliminated or minimized by modifying how we live, the tools we use and our intuitions about the proper way to do things. If systemic barriers cause disabilities, the disabilities can be eliminated by modifications to policies, plans and processes. If attitudes cause barriers, then disability awareness, respect and an understanding of positive interaction with people with disabilities will remove barriers.

Specialized medical knowledge may be needed to treat diseases and symptoms, but do not address barriers. Barriers, not medical conditions prevent people with disabilities from participating fully in life.

Appendix E
Brooke Alvinston
About Barriers

Where to look for barriers to people with disabilities:

THE BUILT ENVIRONMENT

Exterior to a building, workstations, interior of a building, washrooms, parking areas, lunchrooms, hallways, floors, carpets, lobbies. Closets, reception areas, storage areas, offices, lighting

PHYSICAL

Furniture, windows, workstations, planters, chairs, bathroom hardware, doors, locks, doorknobs, security systems

INFORMATION

Books, forms, printed information, manuals, web-based resources, fax transmissions, signage, bulletin boards, computer screens

POLICIES & PRACTICES

Procurement & purchasing, promotion, job postings, by-laws, hiring, regulations, interviewing, rules, testing, protocols, meetings, safety and evacuation

TECHNOLOGICAL

Computers, operating systems, fax machines, telephones, websites, photocopiers, keyboards, appliances, printers, switches

RECREATIONAL FACILITIES

Playgrounds, picnic areas, arenas

COMMUNICATION

Training, public announcements, receptionists

TOOLS

Hand tools, (manual / electrical), machinery

SERVICE DELIVERY

IN person, email, telephone, mail

TRANSPORTATION

Trains, automobiles

Appendix F
Brooke Alvinston
Types of Disabilities & functional limitations

A person's disability may make it physically or cognitively hard to perform everyday tasks such as operating a keyboard, reading a sign, differentiating colours, distinguishing sounds, climbing stairs, grasping small items, remembering words or doing arithmetic

1) PHYSICAL

Physical disabilities include minor difficulties moving or coordinating a part of the body, muscle weakness, tremors and in extreme cases, paralysis in one or more parts of the body. Physical disabilities can be congenital or acquired

2) HEARING

Hearing loss includes problems distinguishing certain frequencies, sounds or words, ringing in the ears and total deafness

3) SPEECH

People with a speech disability may use manual or electronic communication devices

4) VISION

Vision disabilities range from slightly reduced visual acuity to total blindness

5) DEAF-BLIND

Deaf-blindness is a combination of hearing and vision loss. It results in significant difficulties accessing information and performing activities of daily living. Deaf-blind disabilities interfere with communication, learning, orientation and mobility

6) SMELL

A person with a smelling disability may have allergies to certain odours, scents or chemicals or may be unable to identify dangerous gases, smoke, fumes and spoiled food

7) TOUCH

Touch disability alters the ability to sense surfaces and their textures or quality, including temperature, vibration and pressure. A person with a touch disability may be unable to detect or be sensitive to heat, cold or changing temperatures

8) INTELLECTUAL

An intellectual disability results in some type of limitation to the individual's intellectual or cognitive abilities. The disability may be caused by genetic factors, exposure to environmental toxins, brain trauma and psychiatric conditions

9) MENTAL HEALTH

Mental health and mental illness exist along a continuum and when one's personal balance is disturbed either repeatedly or for long periods, that person may find themselves moving closer along the continuum towards mental illness. A mental illness occurs when symptoms cause interference with daily activities and the degree of impairment may vary from mild to severe. Common workplace accommodations for people with a mental illness include flexible scheduling, changes in supervision, changes in training, modification of job duties and workplaces

10) LEARNING

Learning disabilities are disorders that affect verbal and non verbal information: acquisition, retention, understanding, processing, organization and use

11) OTHER

Disabilities may result from other conditions, accident, illnesses and diseases including asthma, diabetes, cancer, joint replacement etc.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Alvinston Summary Water Report 2024 - O. Reg. 170/03 Section 11 and Schedule 22
Meeting: Council - 27 Feb 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council review and acknowledge reading the 2024 Annual Water Report provided by our operator, OCWA (Ontario Clean Water Agency); and that this report be filed and made available to any member of the public during normal business hours without charge.

Background:

The Safe Drinking Water Act under Section 11 and Schedule 22 of O. Reg. 170/03 requires an annual summary report to be provided to Council by March 31 each year.

Section 12 of O. Reg. 170/03 also requires a copy of the report to be made available for inspection by any member of the public during normal business hours, without charge.

OCWA provides the Alvinston Distribution System Annual Water Report yearly.

Comments:

Once the report is reviewed by Council, it is made available for public viewing by posting it on the municipal website and office bulletin board.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[2024 -5953 Annual WD Report 2024](#)



February 19, 2025

Janet Denkers
 Corporation of the Municipality of Brooke-Alvinston
 3236 River St.
 P.O Box 28
 Alvinston, ON N0N 1A0

Re: Requirement under the Safe Drinking Water Act for a Summary Report

Dear Janet Denkers

Attached is the 2024 Summary Report for the Alvinston Distribution System for January 1st to December 31st, 2024. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of council by March 31st, 2025.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 to be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the Municipality, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-312-0847.

Sincerely,

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

Terri-Lynn Thomson
 Process and Compliance Technician

cc. Sam Sianas OCWA Regional Manager
 Sam Smith, OCWA Senior Operations Manager
 Maegan Garber, OCWA Safety, Process and Compliance Manager
 Stephen Ikert, Brooke- Alvinston

Alvinston Distribution System

Waterworks # 260040170
System Category – Large Municipal Residential

Annual Water Report

Prepared For: The Corporation of the Municipality of Brooke-
Alvinston

Reporting Period of January 1st – December 31st, 2024

Issued: Feb 19th, 2025

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22.

Table of Contents

Annual Water Report	1
Revision History	1
Report Availability	1
Compliance Report Card	1
System Process Description	1
Distribution.....	1
Treatment Chemicals	2
Treatment Chemicals used during the reporting year	2
Summary of Non-Compliance	2
Adverse Water Quality Incidents.....	2
Non-Compliance	2
Non-Compliance Identified in a Ministry Inspection.....	2
Flows	3
Old Walnut Flows	3
Alvinston Rechlorination Station Flows.....	4
Regulatory Sample Results Summary	5
Microbiological Testing.....	5
Operational Testing	5
Summary of Lead Testing	5
Organic Parameters	5
Additional Legislated Samples.....	5
Major Maintenance Summary	6
Distribution Maintenance.....	6

Revision History

Date	Revision #	Revision Notes
2025-02-19	0	Report Issued

Report Availability

This system does not serve more than 10,000 people and the annual reports will be available to residents at the Municipality of Brooke-Alvinston Municipal Office. Notification will be at the Municipal Office and copies provided free of charge, if requested. The Brooke-Alvinston Municipal Office is located at, 3236 River Street in the Town of Alvinston.

Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	1
Ministry of Labour Inspections	0
QEMS External Audit	1
AWQI's/BWA	0
Non-Compliance	0
Community Complaints	0
Spills	0
Watermain Breaks	1

System Process Description

Distribution

The Alvinston Drinking Water System is supplied with potable water via a 250mm diameter PVC watermain from the Lambton Area Water Supply System (LAWSS). The supply meter chamber is located on the southeast corner of Old Walnut Rd. and Churchill Line. The Old Walnut meter chamber is equipped with a flowmeter. From here, water continues through the Distribution System through the Alvinston Rechlorination Station located at 3188 Church St. The station provides level control to the standpipe through a PRV and CAV, and maintenance of secondary disinfection (as required). The secondary disinfection system at the pumping station consists of two chemical feed pumps (one duty and one standby), a chemical feed line upstream of the PRV and continuous feed chlorine analyzers upstream and downstream of the PRV. The distribution system also includes a 1,544 m³ standpipe

equipped with a continuous online free chlorine analyzer, various air valve chambers, fire hydrants, two water service meter chambers and piping of various sizes.

Standby power is available in the event of a power failure/outage.

Treatment Chemicals

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Sodium Hypochlorite	Secondary Disinfection	Jutzi

Summary of Non-Compliance

Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
There were no adverse water quality incidents reported during the reporting period.						

Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

Non-Compliance Identified in a Ministry Inspection

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

The Alvinston Distribution System was operated and maintained in such a manner that the water supplied to the consumers serviced by the system satisfies the Ontario Drinking Water Quality Standards.

The Alvinston Distribution System was inspected on June 25th, 2024 by Dwayne Reid of the Ministry of the Environment, Conservation and Parks (MECP) for the review period of May 25, 2023- May 31, 2024. There were no non-compliances identified and three best management practices. An inspection rating of 100% was received.

The best management practices recommended were as follows:

- The owner and/or operating authority did not undertake efforts to promote water conservation and/or reduce water losses in their system. The Operating Authority indicated there is no formal water conservation plan. However, customers are fully metered, and a leak detection survey was recently conducted.

- There was no bylaw or policy in place limiting access to hydrants. The Operating Authority indicated there is no by-law to limit access to hydrants. It is recommended that the Owner develop a by-law to limit access to hydrants.
- The overflow for the standpipe is equipped with a rubber duckbill cover. The Operating Authority could not confirm whether or not there is a screen located within the pipe. The Ministry recommends that #4 mesh (5.16 mm) non-corrodible screen be used for overflows and vents of elevated storage tanks. The screen should be installed inside the overflow pipe at a location least susceptible to damage.

Flows

The Alvinston Distribution System is operated in accordance with Municipal Drinking Water Licence 240-101, and Drinking Water Works Permit 240-201. There are no rated capacities specified in the Municipal Drinking Water Licence.

In accordance with Schedule 22-2(3) 1, find a summary and discussion of the quantity of water supplied during the reporting period.

Old Walnut Flows

The Alvinston Distribution System is supplied by the Lambton Area Water Supply System (LAWSS). The flow is metered at the Old Water metering station as it enters the Alvinston Distribution system. The volume supplied in 2024 was 110,762m³. This is a 21.3% increase from the volume supplied in 2023.

	2023 Alvinston Walnut (m3)	2024 Alvinston Walnut (m3)	2023 Alvinston Walnut Avg Day Flow (m3/d)	2024 Alvinston Walnut Avg Day Flow (m3/d)	% difference 2024 to 2023	2023 Alvinston Walnut Max Day Flow (m3)	2024 Alvinston Walnut Max Day Flow (m3)
January	6263.9	8294.8	202.1	267.6	32.4	248.7	307.0
February	6136.6	7535.0	219.2	259.8	18.6	282.2	303.0
March	8538.6	8305.5	275.4	267.9	-2.7	625.7	297.0
April	7012.3	8212.1	233.7	273.7	17.1	310.3	314.5
May	9261.5	9832.8	298.8	317.2	6.2	493.5	427.6
June	8420.3	9149.6	280.7	305.0	8.7	493.5	408.5
July	7852.6	9214.6	253.3	297.2	17.3	300.0	348.6
August	7692.4	9307.4	248.1	300.2	21.0	273.9	425.0
September	7565.0	9935.3	252.2	331.2	31.3	277.0	389.5
October	7799.2	10576.1	251.6	341.2	35.6	292.7	369.2
November	7125.6	9984.4	237.5	332.8	40.1	444.0	369.8
December	7469.2	10414.5	240.3	336.0	39.8	269.0	381.5

Total	91137.2	110762.1				
Avg	7594.8	9230.2	249.4	302.6	21.3	
Max					625.7	427.6

Alvinston Rechlorination Station Flows

The water supplied by LAWSS travels through the Alvinston Rechlorination Station. The station provides level control to the standpipe through a PRV and CAV before being directed to consumers. The flow is metered on the outlet of the station. The volume supplied from the Alvinston Rechlorination Station in 2024 was 76,948 m³.

	2023 Alvinston Rechlorination Station (m3)	2024 Alvinston Rechlorination Station (m3)	2023 Alvinston Rechlorination Station Avg Day Flow (m3/d)	2024 Alvinston Rechlorination Station Avg Day Flow (m3/d)	% difference 2024 to 2023	2023 Alvinston Rechlorination Station Max Day Flow (m3)	2024 Alvinston Rechlorination Station Max Day Flow (m3)
January	5365.3	5775.0	173.1	186.3	7.6	217.5	230.7
February	5001.3	5099.5	178.6	175.9	-1.6	218.0	221.3
March	5638.6	5556.9	181.9	179.3	-1.4	218.0	250.7
April	5511.3	5581.9	183.7	186.1	1.3	235.0	260.0
May	7525.5	6629.5	242.8	213.9	-11.9	357.5	296.0
June	6894.8	6711.2	229.8	223.7	-2.7	360.0	356.5
July	6239.1	6509.0	201.3	210.0	4.3	261.0	335.0
August	5821.5	6555.4	187.8	211.5	12.6	279.5	295.5
September	5734.2	6947.3	191.1	231.6	21.2	243.5	415.5
October	6057.5	7675.6	195.4	247.6	26.7	240.7	310.5
November	5399.9	7149.0	180.0	238.3	32.4	245.0	279.0
December	5284.0	6758.0	170.5	218.0	27.9	211.0	253.5
Total	70473.0	76948.2					
Avg	5872.8	6412.4	193.0	210.2	8.9		
Max						360.0	415.5

Regulatory Sample Results Summary

Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		No. of Samples Collected	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
Distribution Water	159	0	0	0	0	53	<10	20

Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	368	0.50	1.63

Summary of Lead Testing:

Schedule 15.1 sampling is required under O.Reg 170/03. This system is under reduced sampling requiring lead samples to be collected every 3rd year in the winter and summer period.

Distribution System	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	4	77	88	N/A	N/A
pH	4	7.42	8.06	N/A	N/A
Lead (ug/l)	N/A	N/A	N/A	N/A	N/A

Organic Parameters

These parameters are tested quarterly as a requirement under O.Reg 170/03.

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L) Annual Average-DW	2024	48.25	100	0	0
Haloacetic Acids: Total (ug/L) Annual Average-DW	2024	22.2	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

Additional Legislated Samples

There is no additional sampling required in the Alvinston Distribution System.

Major Maintenance Summary

Distribution Maintenance

Details
Generator Repairs Leak Detection Survey



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Council Remuneration - 2024
Meeting: Council - 27 Feb 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Statement of Council Remuneration and Expenses attached, provided as required by the Municipal Act.

Background:

Section 284 of the Municipal Act requires that the treasurer, each year, on or before March 31, to provide the council with an itemized statement of remuneration and expenses paid in the previous year to each member in respect of his or her services as a member of council.

Comments:

The statement is a public record. It will be published on the website and posted in the municipal office.

ATTACHMENTS:

[Council Remuneration 2024 Report](#)

MUNICIPALITY OF BROOKE-ALVINSTON

Statement of Council Remuneration - 2024
as per Council Remuneration By-law 5 of 2011

	Yearly Honorariu	Regular Council	Committee Meetings	Seminars & Conferences	Expenses	Total
Mayor David Ferguson	\$4,944.00	\$3,555.00	\$824.00	\$1,261.75	\$2,479.56	\$13,064.31
Councillor Frank Nemcek	\$2,781.00	\$3,194.50	\$309.00	\$0.00	\$0.00	\$6,284.50
Councillor Craig Sanders	\$2,472.00	\$2,835.50	\$515.00	\$0.00	\$1,977.21	\$7,799.71
Councillor Don McCabe	\$2,472.00	\$3,244.50	\$3,090.00	\$618.00	\$2,254.97	\$11,679.47
Councillor Jennifer Redick	\$2,472.00	\$2,990.00	\$515.00	\$0.00	\$0.00	\$5,977.00
TOTAL	\$15,141.00	\$15,819.50	\$5,253.00	\$1,879.75	\$6,711.74	\$44,804.99

Stephen Ikert

Stephen Ikert
Treasurer

27-Feb-25

per section 284, Municipal Act S.O. 2001, C. 25

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER XX OF 2025

**BEING A BY-LAW TO PROVIDE FOR THE LICENSING, REGULATING
AND GOVERNING MOBILE FOOD AND REFRESHMENT
SERVICE EQUIPMENT**

WHEREAS Subsection 5(3) of the *Municipal Act, 2001, S.O. 2001, C.25* provides that a municipal power shall be exercised by by-law; and

WHEREAS Section 9 of the *Municipal Act, 2001, S.O. 2001, C.25* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the *Municipal Act, 2001* or any other Act; and

WHEREAS subsection 10(1) of the *Municipal Act, 2001, S.O. 2001, C.25* provides that a municipality may provide any service or thing that the municipality considers necessary or desirable for the public; and

WHEREAS pursuant to the provisions of Part IV of the *Municipal Act, 2001, S.O. 2001, C.25* as amended, a municipality may pass by-laws for licensing, regulating and governing businesses; and

WHEREAS Sections 150 through 153 of the *Municipal Act, 2001, S.O. 2001, C.25* authorizes Council to license, regulate and govern businesses and events and that this authority includes but is not limited to: the power to issue licenses, to issue licenses on condition, to revoke licenses, to suspend licenses, to regulate or govern the place used in the carrying on of such businesses, and to prevent the carrying on of such businesses without a license; and

WHEREAS the Council of the Corporation of the Municipality of Brooke-Alvinston chooses to exercise its discretion to license the operation of mobile food and refreshment service equipment within the Municipality of Brooke-Alvinston;

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

1. DEFINITIONS:

In this by-law:

“By-Law Enforcement Officer” shall mean a person duly appointed by the Corporation of the Municipality of Brooke-Alvinston for the purpose of enforcing or carrying out the provisions of Municipal by-laws or his designate;

“Corner Visibility Triangle” means the portion of a corner lot within the triangular area formed by measuring 7.5 metres (25 feet) in each direction from the point where two property lines intersect at the street lot line corner;

“Driveway” means a vehicle access provided between a street and a parking area/space or a loading space;

“Highway” or “Street” shall include a common and public highway, street, avenue, boulevard, crescent, cul-de-sac, court, parkway, driveway, square, place, shoulder, bridge, viaduct, or trestle, or the like, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof.

“License” means a licence issued pursuant to this by-law;

“Licensee” means the holder of a license;

“Mobile Food and Refreshment Service Equipment” means any vehicle or device from which food or refreshment is prepared and sold, or consumption by the public, that is capable of being moved, including Chip Trucks, Mobile Canteen, and Food Truck;

“Municipality” shall mean the Corporation of the Municipality of Brooke-Alvinston

“Owner” shall mean the owner or operator of the mobile food and refreshment service equipment.

“Person” shall include a corporation, partnership or organization;

“Private Property” shall mean lands which are owned privately;

“Public Property” shall mean any land owned by the Municipality or other lands under the jurisdiction of the Municipality

“Road Allowance” shall mean all allowances for roads, except insofar as they have been stopped up according to law, made by the Crown surveyors, all highways laid out or established under the authority of any statute, all roads on which public money has been expended for opening them or on which statute labour has been usually performed, all roads dedicated by the owner of the land to the public use and all alternations and deviations of all bridges over any such allowances for highway or road.

“Roadway” means that part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all of the roadway collectively.

“Shoulder” means the un-travelled portion running along either side of a highway.

“Site Plan” means a drawing of a site which includes all the applicable measurements of the mobile food and refreshment service equipment and the surrounding area within 100 metres of the site and on which all buildings and structures, streets, and services are indicated. The site plan is to be drawn to scale, and shall include: i) proposed location of unit on the property, including set back from property line and road allowance; ii) the location and number of proposed parking spaces; iii) proposed access to the property from the highway; iv) location of trash receptacles; vi) washroom facilities.

“Zoning By-law” - the current Municipality of Brooke-Alvinston By-law approved by the Council of the Municipality of Brooke-Alvinston as it relates to the zoning of lands within the municipal jurisdiction.

2. LICENSE REQUIRED

- 2.1 No person shall operate a refreshment vehicle within the limits of the Municipality of Brooke-Alvinston unless and until the operator has obtained a separate yearly licence for said refreshment vehicle, as issued under the provisions of this By-law.
- 2.2 No person shall operate a refreshment vehicle without affixing a refreshment vehicle licence issued under the provisions of this By-law in a visible place on a refreshment vehicle for which it is issued.
- 2.3 Every person carrying on a business using mobile food and refreshment service equipment shall obtain a license from the Municipality authorizing them to carry on that business. This section is subject to any exemption provided for within this by-law. No person shall, either directly or indirectly, carry on or continue to carry on a business, either for profit or not for profit, without first having obtained the required license. Failure to comply is an offence.
- 2.4 A person who operates mobile food and refreshment service equipment shall comply with the regulations set out in this by-law. Failure to comply with the regulations is an offence.
- 2.5 No person shall operate mobile food and refreshment service equipment on municipal property for a special or private event without the written authorization from the Municipality which shall include copies of insurance and approval from Public Health and other authorities as needed

3. LIMITATIONS AND RESTRICTIONS

- 3.1 For properties located within Commercial (C1 / C2) Zones, the annual number of municipal licenses issued to permit the operation of mobile food and refreshment service equipment shall be limited to a maximum of two (2) with a maximum of 1 in each of the following areas:
- i) Alvinston
 - ii) Inwood
- 3.2 For properties located within the Agricultural (**A1 / A2**) Zones a Vendor Licence to host mobile food and refreshment vehicles will be permitted on lands where a Commercial or Value-Added business is in operation. The Owner of the mobile food and refreshment vehicle shall be in compliance with all Zoning By-law requirements and approved Site Map.
- 3.3 Previous licensees will be given the first opportunity to re-apply for licenses, but must reapply before April 15 of each year, otherwise licenses will be issued on a first come, first serve basis, commencing May 1 of each year. If more than 1 permit application for an area is received simultaneously, the permit will be issued based on drawing of lots from the completed applications submitted.
- 3.4 No mobile food and refreshment service equipment will be permitted to locate within 100 metres of an existing restaurant that meets the definition of a “Restaurant”, “Restaurant, Drive Through Service Facility” and “Restaurant, Drive In” in the municipal zoning by-law, unless a letter of permission is provided from the abutting restaurant facility owner, stating that he/she has no objection to the mobile food and refreshment service equipment.
- 3.5 Prior to beginning operation of the mobile food and refreshment service equipment on land which abuts a highway under the jurisdiction of the Province of Ontario, or is within the distance of a highway which is regulated by the Province of Ontario through the Ministry of Transportation, the licensee shall provide written confirmation of acceptance of the intended location from the Ministry.
- 3.6 Notwithstanding Section 2 and 3.1 of this by-law, mobile food and refreshment service equipment that is to be erected for a period of less than 3 days, not on municipal property, and used in conjunction with a special event is not subject to the requirements of this by-law; this allowance shall not exceed 2 times / year.

4. GENERAL REQUIREMENTS

- 4.1 Mobile food and refreshment service equipment may only operate from a commercially zoned property (central or highway), and must comply with the setback requirements for the zone as indicated in Table “A” of the Municipal Zoning By-law.
- 4.2 The owner of the mobile food and refreshment service equipment shall provide on-site parking spaces in accordance with the zoning by-law requirements.
- 4.3 No mobile food and refreshment service equipment shall be located:
- i) on any highway or street, road allowance, roadway or shoulder;
 - ii) within a “corner visibility triangle” or a “driveway visibility triangle”
- 4.4 The owner of the mobile food and service equipment must provide adequate trash receptacles at the site on which the mobile food and refreshment service equipment is located and shall maintain the site in a clean and sanitary condition at all times. The Owner of the mobile food and service equipment must provide adequate trash receptacles at the site on which the mobile food and refreshment service equipment is located and shall always maintain the site in a clean and sanitary condition. Recyclables removed nightly upon closing
- 4.5 The owner of the mobile food and refreshment service equipment shall ensure that washroom facilities are available for patrons and staff.

5. APPLICATION FOR A LICENCE

- 5.1 Every application for a License to operate mobile food and refreshment service equipment shall be made on the standard application form, attached as Schedule “B” to this by-law, and shall include the required fee, as listed on Schedule “C” to this by-law. Both Schedules being attached to and forming part of this by-law.
- 5.2 Acceptance of the license fee does not constitute approval of the application or obliges the Municipality to issue a license.
- 5.3 Every fee paid under 5.1 is refundable if the license applied for is not granted
- 5.4 Approved community events on municipal property for a duration of 4 days or less are exempt from a municipal fee
- 5.5 Every application submitted must be accompanied by a site plan drawing. No license shall be granted until the site plan has been approved by the Municipality. The site plan is to be drawn to scale, and shall include:

- i) proposed location of unit on the property, including set back from property line and road allowance;
- ii) the location and number of proposed parking spaces;
- iii) proposed access to the property from the highway;
- iv) location of trash receptacles;
- vi) washroom facilities.

Depending on the specifics with respect to the location, additional information may be required on the site plan.

5.6 Before a license under this by-law is issued by the Municipality of Brooke-Alvinston, the owner shall meet with the Planner to review the intended site.

5.7 The application is to include information on:

- i) fuel source;
- ii) water supply and disposal, including grey water;
- iii) grease disposal methods; and
- iv) waste disposal arrangements.

5.8 The applicant shall include with his/her application:

- a) A certificate from the Lambton Public Health confirming that the mobile food and refreshment service equipment has passed a sanitary inspection under the "Ontario Regulation 562 – Food Premises R.R.O. 1990", or *its successor*, valid for the year in which the permit is to be issued.
- b) If a propane or gas fired system is to be used, an inspection certificate by a Technical Standards & Safety Authority certified gas technician as required under the "*Technical Standards and Safety Act*" or *its successor*, valid for the year in which the permit is to be issued.
- c) An inspection report from the Fire Chief or his designate, stating that the unit complies with the requirements of Schedule "A", valid for the year in which the permit is to be issued.
- d) Proof that the owner has obtained a minimum of two million dollars (\$2,000,000.00) liability insurance for the operation of the mobile food and refreshment service equipment, valid for the year in which the permit is to be issued.
- e) If the mobile food and refreshment service equipment is located on land not owned by the mobile food and refreshment service equipment owner, a letter from the owner of the property on which the mobile food and

refreshment service equipment will be situated, authorizing the applicant to conduct such business from the property, valid for the year in which the permit is to be issued.

6. GENERAL PROVISIONS

- 6.1 The granting of a license under this by-law does not constitute permission for the licensee to operate in contravention of any by-law or statutory requirements.
 - 6.2. For the purpose of enforcement of the provisions of this by-law, the by-law officer may enter upon land and into buildings at any reasonable time without a warrant.
 - 6.3. Any license granted hereunder may be revoked at the discretion of the Municipality of Brooke-Alvinston if the provisions and policies contained herein are not adhered to by the holder of the said license at all times.
 - 6.4 Every license issued pursuant to this by-law shall be valid until the 31st day of December in the year in which the license was issued, or until the said license is revoked or suspended. No refund of the license fee shall be paid if the license is revoked or suspended.
 - 6.5 A person to whom a license is granted may apply in writing to the Municipality for permission to have his license transferred to another mobile food and refreshment service equipment or to another owner, and such permission will not be unreasonably withheld. In order to transfer a license, the current license is to be surrendered to the Municipality and a transfer fee paid as listed on Schedule "C".
-
- 7.1 The operator agrees to provide the Municipality a current copy of the operator's Release of Liability, Waiver of Claims & Indemnity Agreement, and any other pertinent agreements that may be requested by the municipality.
 - 7.2 The operator shall indemnify and hold harmless the municipality, its officers, members of municipal council, and employees from and against any liabilities, claims, expenses, demands, loss, costs, damage, actions, suits, or other proceedings by whomsoever made, directly or indirectly arising out of the agreement attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts of invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this agreement.

7. Offence

Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction is liable to a fine as provided for by the Provincial Offences Act, R.S.O. 1990, Chapter P.33, as amended.

8. THAT this by-law be effective upon passing

READ A FIRST, SECOND AND THIRD TIME, AND FINALLY PASSED this xx day of February, 2025.

Mayor

Clerk-Administrator

SCHEDULE “A” to By-law xx - 2025**Requirements for Fire Department Approval**

The following requirements must be met for Fire Department approval of mobile food and refreshment service equipment, which utilizes equipment for the cooking of food;

1. A carbon monoxide detector shall be mounted as low as possible on the inside of the mobile food and refreshment service equipment away from direct wind;
2. One ABC dry chemical extinguisher of a minimum rating per unit of 3A:10BC;
3. The fire extinguisher shall be mounted in accordance with the requirements of Ontario Fire Code Section 6.2.1.4 (1);
4. All mobile food and refreshment service equipment that produces grease laden vapours during food preparation shall be equipped with an exhaust hood / suppression system / Type “K” extinguisher that complies with NFPA 96

SCHEDULE "B" to By-Law xx of 2025

**MUNICIPALITY OF BROOKE-ALVINSTON
APPLICATION TO OPERATE MOBILE FOOD AND
REFRESHMENT EQUIPMENT**

New Business ____ Renewal ____

APPLICANT-BUSINESS IDENTIFICATION

Name of Applicant(s) : _____

Name of Unit Owner (if different from above)

Address of Applicant _____

Email of Applicant _____

Mailing Address (if different) _____

Town: _____

Postal Code: _____

Telephone Number: Home _____

Business _____

Type of vehicle to be used: _____

VIN Number: _____

Proposed location: _____

Owner of the property: _____

I/We, the registered owner(s) of the business, hereby acknowledge and certify that:

I/We have read and understand the requirements of the licensing, regulating and governing by-law, and the information pertaining to the business license for which I/we have applied.

The information contained in this application is true and complete to the best of my/our knowledge and that failure to provide complete or accurate information may delay the licensing process;

The issuance of a license under this by-law does not permit or condone violations of any by-law, statute or other regulation in effect in the Municipality, Province of Ontario or the Dominion of Canada, and it shall be my/our responsibility to ensure that such applicable legislation is complied with at all times;

The license will be issued for a one (1) year period and all licenses shall expire on December 31 of each year.

The operator agrees to provide the Municipality a current copy of the operator's Release of Liability, Waiver of Claims & Indemnity Agreement, and any other pertinent agreements that may be requested by the municipality.

The operator shall indemnify and hold harmless the municipality, its officers, members of municipal council, and employees from and against any liabilities, claims, expenses, demands, loss, costs, damage, actions, suits, or other proceedings by whomsoever made, directly or indirectly arising out of the agreement attributable to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts of invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this agreement.

Name (please print)

Signature

Date

Name (please print)

Signature

Date

CHECK LIST FOR SUBMISSION WITH APPLICATION:**NOTE: Only completed applications will be accepted.**

Please use the following checklist to ensure that all required documentation is attached to your application form:

License Fee (5.1)	Attached _____
Site Drawing (Section 5.4)	Attached _____
Details on Fuel Source, Water Supply and Disposal, Grease Disposal And Waste Disposal (Section 5.6)	Attached _____
Lambton Public Health Report (Section 5.7.a)	Attached _____
Current Propane/Gas Inspection by Certified Gas Technicians (Section 5.7.b)	Attached _____
Fire Department Inspection Report (Section 5.7.c)	Attached _____
Proof of Liability Insurance Coverage (5.7.d)	Attached _____
If land not owned by the business operator, a letter from the owner of the property authorizing the applicant to conduct such business from the property. (If required Section 5.7.e)	Attached _____
Letter of Compliance – Ministry of Transportation (If required – Section 3.4)	Attached _____

SCHEDULE "C" to By-law xx of 2025

License Fees:

The annual license fee for Mobile Food and Refreshment Service Equipment :	\$ 250.00
Fee to transfer license:	\$ 75.00

The Municipality of Brooke-Alvinston
By-Law xx of 2025 as Amended: Mobile Food and Refreshment
Service Equipment
Part 1 Provincial Offences Act

ITEM	COLUMN 1 SHORT FORM WORDING	COLUMN 2 PROVISION CREATING OR DEFINING OFFENCE	COLUMN 3 SET FINE
1.	Carrying on a business using food and refreshment service equipment without obtaining a license	2.1	\$500.00
2.	Operating a business using food and refreshment service equipment in contravention of by-law.	2.2	\$100.00