



# AGENDA

## Council Meeting

4:30 PM - Thursday, June 26, 2025  
Municipal Office

---

	Page
<b>1. CALL TO ORDER</b>	
<b>2. DISCLOSURE OF PECUNIARY INTEREST</b>	
<b>3. MINUTES</b>	
3.1. Regular Council Meeting Minutes of June 12, 2025 <a href="#">Council - 12 Jun 2025 - Minutes - Pdf</a>	3 - 7
3.2. Special Council Meeting Minutes of June 19, 2025 <a href="#">Council -Special - 19 Jun 2025 - Minutes - Pdf</a>	8 - 10
<b>4. BUSINESS ARISING FROM THE MINUTES</b>	
<b>5. DELEGATIONS &amp; TIMED EVENTS</b>	
<b>6. CORRESPONDENCE</b>	
6.1. Municipal Correspondence <a href="#">Municipal Information - June 26, 2025</a>	11 - 21
6.2. Correspondence Requiring Action - <a href="#">Black River - Matheson - Firefighter Certification</a> <a href="#">Brudnell, Lyndoch &amp; Raglan - Research for Cdn Communities</a> <a href="#">Bradford West Gwillimbury - Income Support for Cdn Veterans</a>	22 - 29
<b>7. STAFF REPORTS</b>	
7.1. <b><u>Drainage Superintendent's Report</u></b> - Drain Maintenance Request <a href="#">Dolbear-McKellar Drain</a> <a href="#">Smith Drain</a> <a href="#">Petition for Drainage Works - Nemcek</a>	30 - 33
7.2. <b><u>Planner's Report</u></b> <a href="#">Additional Residential Units Report for Brooke-Alvinston</a>	34 - 41
7.3. <b><u>Clerk Administrator's Report:</u></b> Community Sport & Recreation Infrastructure Fund <a href="#">Community Sport &amp; Recreation Infrastructure Fund - Pdf</a>	42
7.4. <b><u>Public Works Superintendent's Report:</u></b> Traffic Counts <a href="#">Traffic Counts - Pdf</a>	43 - 48
7.5. <b><u>Treasurer's Report:</u></b> Tenders to replace the flat roof on the Municipal Office Building	49 - 50

[Tenders to replace the flat roof on the Municipal Office Building](#)

- 7.6. **Treasurer's Report:** Reserve and Reserve Fund Policy Implementation 51 - 56  
[Reserve and Reserve Fund Policy Implementation - Pdf](#)
- 7.7. **Treasurer's Report:** 2025 Ontario West Municipal Treasurer's Forum Report 57 - 58  
[2025 Ontario West Municipal Treasurer's Forum Report - Pdf](#)
- 7.8. **Fire Chief's Report:** Reallocation of capital funds 59  
[Reallocation of capital funds - Pdf](#)

**8. BY-LAWS**

- 8.1. By-law 16 of 2025 Logan Drain - Third & Final Reading

**9. NEW BUSINESS**

**10. CLOSED SESSION**

**11. RISE AND REPORT**

**12. BY-LAW CONFIRMING PROCEEDINGS**

**13. ADJOURNMENT**



# MINUTES

## Council Meeting

4:30 PM - Thursday, June 12, 2025  
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, June 12, 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.

### 2 DISCLOSURE OF PECUNIARY INTEREST

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

### 3 MINUTES

a) Regular Council Meeting Minutes of May 22, 2025

#### RESOLUTION-2025-180

Deputy Mayor Frank Nemcek made a motion that the minutes of the May 22, 2025 Council meeting be approved as presented without error or omission. Councillor Craig Sanders seconded the motion.

**Carried**

b) Special Council Meeting of May 29, 2025

#### RESOLUTION-2025-181

Councillor Jenny Redick made a motion that the minutes of the May 29, 2025 Special Council meeting be approved as presented without error or omission. Councillor Craig Sanders seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

### 5 DELEGATIONS & TIMED EVENTS

### 6 CORRESPONDENCE

a) Municipal Correspondence

#### RESOLUTION-2025-182

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

**Carried**

- b) Hon. Raymond Cho, Minister for Seniors and Accessibility - Proclaim June as Seniors Month

**RESOLUTION-2025-183**

Deputy Mayor Frank Nemcek made a motion that the Municipality of Brooke-Alvinston supports the request from the Hon. Raymond Cho to proclaim the month of June as Seniors Month. Councillor Jenny Redick seconded the motion.

**Carried**

- c) Town of LaSalle - Northern Health Travel Grant Program

**RESOLUTION-2025-184**

Councillor Don McCabe made a motion that the request from the Town of LaSalle be received and filed. Councillor Craig Sanders seconded the motion.

**Carried**

- d) Parry Sound Municipal Association - Supporting Municipal Ethics through Access and Education

**RESOLUTION-2025-185**

Councillor Don McCabe made a motion that the request from the Parry Sound Municipal Association be received and filed. Councillor Jenny Redick seconded the motion.

**Carried**

## 7 STAFF REPORTS

- a) **Drainage Superintendent's Report** - Drain Maintenance Requests

**RESOLUTION-2025-186**

Deputy Mayor Frank Nemcek made a motion that staff be directed to forward the drain maintenance request for the Chanyi Drain to the Drainage Superintendent with the power to act. Councillor Jenny Redick seconded the motion.

**Carried**

- b) **Clerk Administrator's Report:** OMAFRA Grant costs

**RESOLUTION-2025-187**

Councillor Craig Sanders made a motion that the report on grant costs of employing a Drainage Superintendent be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- c) **Clerk Administrator's report:** Surplus Dwelling Extension-Oil Springs Line

**RESOLUTION-2025-188**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston extend the use of the existing dwelling at 7874 Oil Springs Line by Christine McKinley for a 6 month period beginning June 1st while a new dwelling is being constructed. Councillor Jenny Redick seconded the motion.

**Carried**

- d) **Treasurer's Report:** Accounts Payable Listing - May 2025

**RESOLUTION-2025-189**

Councillor Don McCabe made a motion that Council receive and file the Accounts Payable Listing for May 2025 Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- e) **Public Works Superintendent's Report:** Structure 25 Replacement Tender Results

**RESOLUTION-2025-190**

Councillor Craig Sanders made a motion that Council accept the lowest bid from Cope Construction & Contracting Inc. at \$514,397.02 (incl. HST) for the replacement of Structure 25 on Little Ireland Road. Councillor Don McCabe seconded the motion.

**Carried**

- f) **Parks & Recreation Manager's Report:** Compressor Room replacement items

**RESOLUTION-2025-191**

Councillor Jenny Redick made a motion that Council approve the replacement of the Motor Slide Base for the N2M compressor skid and the Brine Pump Motor. Councillor Craig Sanders seconded the motion.

**Carried**

- g) **Clerk Administrator's Report:** Alix Funding for the Alvinston Optimist Club

**RESOLUTION-2025-192**

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston acknowledge the formal receipt of funding awarded to the Optimist Club for improvements at the BAICCC with thanks; and that the Parks & Recreation Manager be appointed to work on the project completion with the Optimist Club representatives; and that the Administrator Clerk be directed to provide final approvals on project details; and that Council be updated as the project develops. Councillor Craig Sanders seconded the motion.

**Carried**

- h) **Clerk Administrator's Report:** Wind Energy Proposal

**RESOLUTION-2025-193**

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston receive the presented report; and that staff be directed to contact the Developer on the Venfor Inc. project and offer selected dates to host a community engagement session. Councillor Craig Sanders seconded the motion.

**Carried**

- i) **Clerk Administrator's Report:** 2025 Municipal Appreciation Events

**RESOLUTION-2025-194**

Councillor Jenny Redick made a motion that the appreciation event for Council, volunteers and service clubs be arranged for September 18, 2025 from 5:30-7:30 pm. Councillor Craig Sanders seconded the motion.

**Carried**

- j) **Clerk Administrator's Report:** Brooke-Alvinston Community Fund

**RESOLUTION-2025-195**

Councillor Jenny Redick made a motion that the report on the 2025 Brooke-Alvinston Community Fund donations be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- k) **Clerk Administrator's Report:** 2025 OMAA (Ontario Municipal Administrator's Association) Conference

**RESOLUTION-2025-196**

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

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

- a) Inwood Music Jamboree and Two Pitch Tournament

Councillor Redick declared a conflict of interest as she is a Inwood 150th Committee member.

**RESOLUTION-2025-197**

Councillor Don McCabe made a motion that Council authorizes the Clerk-Administrator to approve the event as municipally significant in order that the Optimist Club can apply for a Special Occasion Permit should a request be submitted. Councillor Craig Sanders seconded the motion.

**Carried**

- b) The Clerk-Administrator reported that the Chair of the Canada Day Committee is looking for volunteers for the Celebration..
- c) The Public Works Superintendent reported to Council the results of the large item week held June 2 to June 6 and noted the 2026 times should be considered to be adjusted to one evening vs two due to low attendance.
- d) The Parks and Recreation Supervisor reported to Council that Alvin at the bee sign was recently painted.
- e) Councillor Redick noted the upcoming celebrations planned for June 20-21st in Inwood.
- f) Councillor Sanders noted the upcoming Rodeo weekend in Alvinston
- g) Councillor McCabe noted the shortfall in funding for Lambton Farm Safety this year and was advised of the micro grants available through the Sarnia Community Foundation.
- h) The Mayor noted the Lambton Ag Hall of Fame event is planned for July 12th in Brigden.

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

- a) By-law 26 of 2025 - Confirming By-law

**RESOLUTION-2025-198**

Deputy Mayor Frank Nemcek made a motion that By-law 26 of 2025 be read a first, second and third time and finally passed this 12th day of June, 2025. Councillor Craig Sanders seconded the motion.

**Carried****13 ADJOURNMENT**

The meeting was adjourned at 5:10 p.m.

---

Clerk-Administrator

---

Mayor



# MINUTES

## Council -Special Meeting

4:30 PM - Thursday, June 19, 2025  
Municipal Office

The Council -Special of the Brooke-Alvinston was called to order on Thursday, June 19, 2025, at 4:30 PM, in the Municipal Office, with the following members present:

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

**Staff Present:** Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, County Planner Ezio Nadalin, Planner Will Nywening, and Planning Technician Annette Major

**Regrets:**

### 1 CALL TO ORDER

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

### 2 DISCLOSURE OF PECUNIARY INTEREST

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

### 3 EXPLANATION OF THE PURPOSE OF MEETING

The Planner explained the distinction between the zoning application and subdivision application. He advised that the County of Lambton is the approval authority of the subdivision application and the Municipal Council of the rezoning application.

It was further noted that the Zoning by-law amendment application ZA01-2025 is being held to consider amendment to the Municipal Zoning By-law to change the zoning on a portion of lands known as 3146 Nauvoo Road from the Residential 1 (h) (R1-h) Zone into several separate zones to accommodate a range and mix of housing options related to a proposed Plan of Subdivision.

The application for Draft Plan of Subdivision has been made for the same property to create 109 low density residential lots, 12 townhouse blocks containing 56 units and 1 medium block containing approximately 79 cluster townhouse units as well as 4 blocks for servicing and stormwater infrastructure.

### 4 APPLICATION(S) CONSIDERATION REVIEW

Comments were received and heard with regard to:

- lack of sidewalks
- alternative routes or access to not overload Francis St
- Nauvoo Road as an alternate access
- greenspace vs. cash in lieu
- potential impact on services
- emergency response
- fencing

### 5 CONSIDERATION OF PROPOSED APPLICATIONS

- a) Zoning Amendment Application & Draft Plan of Subdivision Recommendations
- That the report from the County of Lambton Development Services Department be received;

- That the Zoning By-law Amendment submitted respecting 3146 Nauvoo Road be approved;
- That the implementing by-law for the Zoning By-law Amendment be passed;
- That Council endorse the Conditions of Draft Subdivision Approval as presented in the Staff Report and / or that Council recommend any additions or changes to the proposed Conditions of Approval that it believes advisable.

### **RESOLUTION-2025-003**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston receive the report from the County of Lambton Planning Department on the Draft Plan of Subdivision Application 38T-25002. Councillor Don McCabe seconded the motion.

**Carried**

### **RESOLUTION-2025-004**

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston approve By-law 27 of 2025 being a by-law to approve the zoning amendment application; and that Council endorse the conditions of draft subdivision approval as presented in the staff report presented at the meeting. Councillor Craig Sanders seconded the motion.

**Carried**

## **6 IN CAMERA**

That Council move into closed session pursuant to Section 239(2) of the Municipal Act, 2001 as amended to discuss the following matter(s);

(2a) Personal matters about an identifiable individual including employees

(2h) information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them

(2j) a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.

## **7 RISE & REPORT**

The Clerk Administrator provided the Rise and Report and noted that Council approved the closed session meeting minutes of April 24, 2025 and May 29, 2025; and that no further direction was provided in the closed session.

## **8 BY-LAWS**

a) By-law 28 of 2025 - Confirming By-law

### **RESOLUTION-2025-005**

Councillor Jenny Redick made a motion that By-law 28 of 2025 be read a first, second and third time and finally passed this 19th day of June, 2025. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

## **9 ADJOURNMENT**

Councillor Nemcek made a motion to adjourn the meeting at 6:40 p.m..

---

Clerk-Administrator

---

Mayor



# PUBLIC NOTICE

## SEVERANCE APPLICATION

### COMMITTEE OF ADJUSTMENT

#### APPLICATION NO. B-003/25

**TAKE NOTICE** that an application for consent has been submitted by Kathryn Shailer for property described as Concession 6, South of North Part Lot 20 and known municipally as 3314 River Street in the Municipality of Brooke-Alvinston. The purpose of the application is to sever the property into two lots with the proposed severed parcel having a frontage +/- 18.28 metres (60'), a depth of +/- 45.7 metres (150') and an area of +/- 836 square metres (9,000 sq. ft.) and the retained parcel having a frontage of +/- 50.3 metres (165'), a depth of +/- 45.7 metres (150') and an area of +/- 2,299.3 square metres (24,750 sq. ft.).

**AND FURTHER TAKE NOTICE** that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed July 8, 2025, at 9:00 a.m. for the purpose of a public hearing into this matter. Signed written submissions regarding the application will be accepted by the Secretary-Treasurer prior to the hearing.

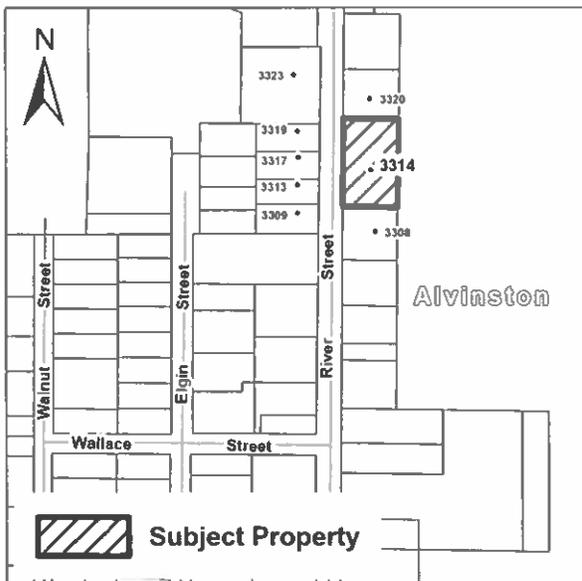
If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on July 7, 2025.

If you wish to be notified of the decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance, you must make a written request to the Committee of Adjustment at the address noted below.

If a person or public body that files an appeal of a decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance does not make written submission to the Municipality of Brooke-Alvinston Committee of Adjustment before it gives or refuses to give provisional consent, the Ontario Land Tribunal may dismiss the appeal.

If you are aware of any people interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston Municipal Office, 3236 River Street, PO Box 28, Alvinston, ON N0N 1A0 from 8:30 am to 4:30 pm, Monday to Friday.



Janet Denkers  
Secretary-Treasurer,  
Committee of Adjustment  
Municipality of Brooke-Alvinston  
3236 River Street, P.O. Box 28  
Alvinston, ON N0N 1A0

Email: [jdickers@brookealvinston.com](mailto:jdickers@brookealvinston.com)  
Phone: 519-898-2173  
Fax: 519-898-5653

Dated: June 17, 2025



# PUBLIC NOTICE

## SEVERANCE APPLICATION

### COMMITTEE OF ADJUSTMENT

#### APPLICATION NO. B-004/25

**TAKE NOTICE** that an application for consent has been submitted by Tim Campbell (Agents: P. Campbell & C. Shaw) for property described as Concession 10, West Part Lot 3, West ½ Lot 3 and known municipally as 6423 Petrolia Line in the Municipality of Brooke-Alvinston. The purpose of the application is to sever a vacant rural residential lot from the surrounding farm property, with the proposed severed parcel having a frontage +/- 76.2 metres (250'), a depth of +/- 106.2 metres (348.48') and an area of +/- 0.8 hectares (2 acres) and the retained parcel having a frontage of +/- 228.6 metres (750'), a depth of +/- 1,734.87 metres (5,691.84') and an area of +/- 39.66 hectares (98 acres.).

It should also be noted that the retained parcel includes numerous farm buildings which include seven grain bins, one quonset building, two coverall buildings and one barn.

**AND FURTHER TAKE NOTICE** that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed July 8, 2025, at 9:10a.m. for the purpose of a public hearing into this matter. Signed written submissions regarding the application will be accepted by the Secretary-Treasurer prior to the hearing.

If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on July 7, 2025.

If you wish to be notified of the decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance, you must make a written request to the Committee of Adjustment at the address noted below.

If a person or public body that files an appeal of a decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance does not make written submission to the Municipality of Brooke-Alvinston Committee of Adjustment before it gives or refuses to give provisional consent, the Ontario Land Tribunal may dismiss the appeal.

If you are aware of any people interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston Municipal Office, 3236 River Street, PO Box 28, Alvinston, ON N0N 1A0 from 8:30 am to 4:30 pm, Monday to Friday.



Janet Denkers  
Secretary-Treasurer,  
Committee of Adjustment  
Municipality of Brooke-Alvinston  
3236 River Street, P.O. Box 28  
Alvinston, ON N0N 1A0

Email: [jdenkers@brookealvinston.com](mailto:jdenkers@brookealvinston.com)  
Phone: 519-898-2173  
Fax: 519-898-5653

Dated: June 17, 2025



# PUBLIC NOTICE

## SEVERANCE APPLICATION

### COMMITTEE OF ADJUSTMENT

**APPLICATION NO. B-005/25**

**TAKE NOTICE** that an application for consent has been submitted by John and Deborah Baldwin for property described as Concession 5, Part Lot 18, S/S HEPC and known municipally as 3171 Nauvoo Road in the Municipality of Brooke-Alvinston. The purpose of the application is to sever a residential property into two lots with the proposed severed parcel having a frontage +/- 30.48 metres (100'), a depth of +/- 45.7 metres (150') and an area of +/- 1,393.5 square metres (1,500 sq. ft.) and a retained parcel having a frontage of +/- 38.4 metres (126'), a depth of +/- 45.7 metres (150') and an area of +/- 1,755.87 square metres (18,900 sq. ft.).

**AND FURTHER TAKE NOTICE** that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed July 15, 2025, at 9:00 a.m. for the purpose of a public hearing into this matter. Signed written submissions regarding the application will be accepted by the Secretary-Treasurer prior to the hearing.

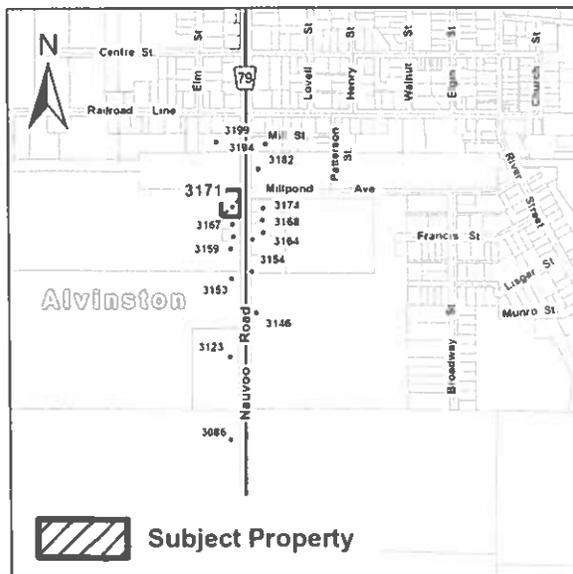
If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on July 14, 2025.

If you wish to be notified of the decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance, you must make a written request to the Committee of Adjustment at the address noted below.

If a person or public body that files an appeal of a decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance does not make written submission to the Municipality of Brooke-Alvinston Committee of Adjustment before it gives or refuses to give provisional consent, the Ontario Land Tribunal may dismiss the appeal.

If you are aware of any people interested or affected by this application who have not received a copy of this notice, it would be appreciated if you would inform them.

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston Municipal Office, 3236 River Street, PO Box 28, Alvinston, ON N0N 1A0 from 8:30 am to 4:30 pm, Monday to Friday.



Janet Denkers  
Secretary-Treasurer,  
Committee of Adjustment  
Municipality of Brooke-Alvinston  
3236 River Street, P.O. Box 28  
Alvinston, ON N0N 1A0

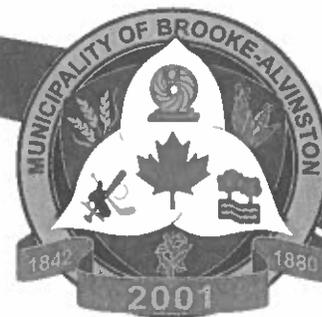
Email: [jdickers@brookealvinston.com](mailto:jdickers@brookealvinston.com)  
Phone: 519-898-2173  
Fax: 519-898-5653

Dated: June 23, 2025

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

Phone: 519.898.2173

Fax: 519.898.5653



## NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

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

TO: Affected Property Owners

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

**Chanyi Drain  
on**

**Tuesday, July 8, 2025**

**11:00 a.m.**

**MEETING LOCATION: Sexton Road where the drain crosses**

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

The purpose of the meeting is that a request has been received to improve the size of the tile drain, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 19<sup>th</sup> day of June, 2025.

Janet Denkers  
Clerk-Administrator

### **Failure to Attend Meeting**

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

**MUNICIPALITY OF BROOKE-ALVINSTON**  
**MAY**

<b><u>PERMITS ISSUED</u></b>	<b><u>OWNER/CONTRACTOR</u></b>	<b><u>LOCATION</u></b>	<b><u>FEE</u></b>	<b><u>TYPE VALUE</u></b>
BP-24-022	Sorin Marinescu, owner 1299 Glenora Dr, London (erect single family dwelling) Cont: owner, May 23/2025 <b>140-002-66900</b>	3293 Elgin St Plan 9, Lot 43	1,536.00	Res/Con 200,000 232.3 m <sup>2</sup>
BP-24-035	George Solonevitch, owner 2397 London St, Mount Brydges, (erect one unit in semi-detached dwelling) Cont: owner, May 13/2025 <b>140-001-76000</b>	3196 River St Plan 1, Lot 23, Lot 24	1,536.00	Res/Con 400,000 66.3 m <sup>2</sup>
BP-25-003	Brad Cooper, owner 3301 Elgin St, Alvinston (interior renovations to existing dwelling) Cont: owner May 1/2025 <b>140-001-05800</b>	8014 Railroad Line Plan 15, Lot 25	768.00	Res/Alt 40,000
BP-25-006	Chad & Mikayla Ververne, owner, 4753 Ebenezer Rd (erect single family dwelling) Cont: Spectra Construction Petrolia Inc, May 12/2025 <b>120-040-12910</b>	4753 Ebenezer Rd Con 13, N Pt Lot 12	1,536.00	Res/Con 600,000 200.1 m <sup>2</sup>
BP-25-007	Brooke Valley Farms Inc owner, 6836 Zion Line, Wattford, (erect livestock barn) Cont: owner, May 5/2025 <b>120-050-03800</b>	4268 Nauvoo Rd Con 11, S Pt Lot 18	3,840.00	Agr/Con 1,700,000 1147.4 <sup>2</sup>
BP-25-012	Chad & Mikayla Ververne owner, 4753 Ebenezer Rd Wattford, (demolish existing dwelling) Cont: Spectra Construction Petrolia Inc May 6/2025 <b>120-040-12910</b>	4735 Ebenezer Rd Con 13, N Pt Lot 12	230.00	Res/Dem 12,000

MUNICIPALITY OF BROOKE-ALVINSTONMAY

<u>PERMITS ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE VALUE</u>
BP-25-013	James Smith, owner 3752 Nauvoo Rd, Alvinston (erect detached garage) Cont: owner, May 12/2025 <b>120-030-14402</b>	3752 Nauvoo Rd Con 8, E Pt Lot 18 Lot 19, RP25R3787, Pt 1	461.00	Non/Res 50,000
BP-25-014	George Solonevitch, owner 2397 London St, Mount Brydges, (erect one unit in semi-detached dwelling) Cont: owner, May 13/2025 <b>140-001-76000</b>	3194 River St Plan 1, Lot 23, Lot 24	1,536.00	Res/Con 400,000 65.3 m <sup>2</sup>
BP-25-015	Jamie Cammaert, owner 38 Warwick St, Watford (erect single family dwelling) Cont: owner, May 28/2025 <b>140-002-15900</b>	8111 Sydenham St Plan 3, Lot 39, Pt Lot 28 Pt Lot 31, RP25R4038, Pt 1	1,536.00	Res/Con 200,000 167.2 m <sup>2</sup>



Our June Meeting is being held at the Oil Museum of Canada  
 2423 Kelly Rd.  
 Oil Springs, Ontario N0N 1P0  
 Thursday, June 26, 2025 7:00 pm



Deanna Bullard of the Oil Museum of Canada will provide us with a short presentation about the Oil Museum and provide a tour of the Museum and the grounds. There are several new displays on the site.

On July 13, 2025, the museum is hosting Black Gold Fest – a free event that coincides with the 150<sup>th</sup> Anniversary celebrations in Oil Springs.

Please check out the museum gift shop. They have several new books, and the 504-piece puzzle, which features images of antique oil cans from the museum's collection, is now back in stock.

We do not meet in July and resume on August 28, 2025, at the Enniskillen Municipal Office.

Until then, you can check out postings on our Facebook page and take in some of the great summer events held throughout the County. We have machinery shows in Forest and Florence, WAMBO in Wallaceburg, and Sombra Days with a Blueberry Social at the Sombra Museum. Train Day at the Moore Museum. I will do my best to post links and information on Facebook under the Lambton County Historical Society. E-mail me with your events at [wm\\_moran@hotmail.com](mailto:wm_moran@hotmail.com).

# LAMBTON GROUP OPP DETACHMENT BOARD MEETING AGENDA



LAMBTON GROUP  
OPP DETACHMENT BOARD

Location: Lambton OPP Headquarters

Date: Wednesday, June 18, 2025

Time: **3:00 pm**

Session: **#3/2025**

1. Call to Order
2. Declaration of Conflict of Interest
3. Adoption of the Agenda
4. Minutes of Previous Meeting
  - a. Session 2/2025, April 2025
5. Business Arising from Minutes
6. Guest | Presentations
  - a. Bluewater Health Naloxone presentation
  - b. Tony Commisso, Intact Insurance
7. Detachment Report
  - a. Mar | Apr 2025
    - i. S/Sgt. Yantzi
  - b. Standing Item: False alarms update
8. Member's Report
  - a. Greg Nemcek, Chair
    - i. Update of motions received regarding support for continued provincial funding
    - ii. Update on the annual presentations to each municipality (complete)
    - iii. Confirmations on board training required
  - b. Inspector Avery
    - i. Standing Item: Impaired Driving Pleas
  - c. Board Members Round Table
9. Correspondence
  - a. *OPP News Portal (Lambton)*
  - b. CIBC Interest Allocation report, February 2025
  - c. OAPSB conference notice
10. Accounts/Finance
  - a. Accounts paid

**Lambton Group OPP Detachment Board  
Cheque Register-Summary-Bank**

AP5090 Page : 1  
Date : Jun 02, 2025 Time : 9:13 am

Vendor : 12000 To 36000  
Pay Date : 01-May-2025 To 31-May-2025  
Bank : 1 - LGPSB

Seq : Cheque No. Status : All  
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
3893	23-Jan-2025	27001	ONTARIO ASSOCIATION OF POLICE SERVICE	Cancelled	46	C	-6,280.62
3908	01-May-2025	17008	FOR POSITION ONLY REPRESS INC	Issued	37	C	205.21
00043-0001	08-May-2025	24018	MINE & YOURS	Issued	41	T	2,040.78
00044-0001	22-May-2025	16001	EASTLINK	Issued	45	T	318.92
<b>Total Computer Paid :</b>		<b>-6,075.41</b>	<b>Total EFT PAP :</b>	<b>0.00</b>	<b>Total Paid :</b>		<b>-3,715.71</b>
<b>Total Manually Paid :</b>		<b>0.00</b>	<b>Total EFT File :</b>	<b>2,359.70</b>			

4 Total No. Of Cheque(s) ...

**Lambton Group OPP Detachment Board  
Cheque Register-Summary-Bank**

AP5090 Page : 1  
Date : May 01, 2025 Time : 10:08 am

Vendor : 12000 To 99999  
Pay Date : 01-Apr-2025 To 30-Apr-2025  
Bank : 1 - LGPSB

Seq : Cheque No. Status : All  
Medium : M=Manual C=Computer E=EFT-PA

Cheque #	Cheque Date	Vendor	Vendor Name	Status	Batch	Medium	Amount
3901	03-Apr-2025	12011	ALL SEASONS TROPHIES	Issued	27	C	1,184.52
3902	03-Apr-2025	18013	GREAT LAKES BICYCLE COMPANY	Issued	27	C	16,791.73
3903	03-Apr-2025	27009	OPP SHOP	Issued	27	C	423.58
3904	03-Apr-2025	28014	PETROLIA HOME HARDWARE	Issued	27	C	359.85
3905	03-Apr-2025	32011	TEAM OUTFITTERS LTD	Issued	27	C	14,114.50
3906	10-Apr-2025	14008	[REDACTED]	Issued	29	C	8,885.62
3907	17-Apr-2025	32202	TOWNSHIP OF ST. CLAIR	Issued	32	C	50,418.78
00040-0001	03-Apr-2025	13028	BLUEWATER TRAILER SALES LTD	Issued	26	T	10,194.45
00040-0002	03-Apr-2025	24018	MINE & YOURS	Issued	26	T	2,040.78
00040-0003	03-Apr-2025	28010	[REDACTED]	Issued	26	T	2,353.17
00041-0001	17-Apr-2025	16001	EASTLINK	Issued	33	T	329.03
00042-0001	24-Apr-2025	14001	COUNTY OF LAMBTION	Issued	35	T	686.49
<b>Total Computer Paid :</b>		<b>92,178.58</b>	<b>Total EFT PAP :</b>	<b>0.00</b>	<b>Total Paid :</b>		<b>107,782.60</b>
<b>Total Manually Paid :</b>		<b>0.00</b>	<b>Total EFT File :</b>	<b>15,603.92</b>			

12 Total No. Of Cheque(s) ...

b. BDO annual auditors report

11. Public Input

12. Other Business

- a. Report back to the board from each Municipal Representative regarding Cannabis funding update for their municipality(ies)

13. Adjournment

**Next Regular Meeting: Wednesday, August 13, 2025 at 3:00 p.m.**

**Please note that due to AMO this meeting is one (1) week earlier.**

**Ministry of Municipal  
Affairs and Housing**

Office of the Deputy Minister

777 Bay Street, 17<sup>th</sup> Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7100

**Ministère des Affaires  
Municipales et du Logement**

Bureau du sous-ministre

777, rue Bay, 17<sup>e</sup> étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7100



242-2025-4

June 19, 2025

Dear Sir/Madam,

I am writing to provide clarity regarding the authority of municipalities in setting building standards, particularly in light of the recently passed legislative changes under the *Protect Ontario by Building Faster and Smarter Act, 2025* (Bill 17).

As part of the government's commitment to accelerating housing development and ensuring consistency across Ontario, the amendment to the *Building Code Act, 1992*, in Schedule 1 of Bill 17 now provides greater clarification that municipalities do not have, and have never had, the authority to pass by-laws that establish construction or demolition standards. Municipalities cannot use provisions in the *Municipal Act*, *City of Toronto Act*, and *Planning Act*, including site plan control, to create and require construction or demolition standards for buildings. This includes, but is not limited to, local green building standards or green development standards as they pertain to the construction of a building, including any energy efficiency requirements for buildings.

The intent of this clarification is to:

- Ensure predictability and consistency for builders and developers across the province.
- Avoid duplication and any differences between municipal by-laws and provincial regulations.
- Support the timely delivery of housing and other buildings.
- Avoid the need for developers and designers to redesign their products for use in different municipal jurisdictions.

Municipalities play an important role in community planning and development, however, it is essential that all jurisdictions operate within the framework established by provincial legislation to ensure a streamlined and effective approach to building across Ontario.

As this clarification is reflected in municipal processes, the ministry has been directed to monitor outcomes to ensure actions are not taken to bypass this, which would erode efforts to ensure standardization of mandatory requirements across the province. If necessary, and considering economic conditions, the government is prepared to take additional legislative action to ensure municipalities are adhering to the provincial framework and reducing red tape in this space.

Should you have any questions or require further clarification, please contact David McLean, Assistant Deputy Minister, Housing Policy and Planning Division, MMAH.

Sincerely,

A handwritten signature in black ink, appearing to read "Martha Greenberg", followed by a horizontal line with a small arrowhead pointing to the right.

Martha Greenberg  
Deputy Minister, Ministry of Municipal Affairs and Housing

Cc: David McLean, Assistant Deputy Minister, Housing Policy and Planning Division,  
MMAH



CORPORATION OF THE  
**TOWNSHIP OF BLACK RIVER – MATHESON**  
 367 FOURTH AVE, P.O. BOX 601, MATHESON, ON P0K 1N0  
 TELEPHONE (705) 273-2313 EMAIL : [brm@twpbrm.ca](mailto:brm@twpbrm.ca) WEBSITE: [www.twpbrm.ca](http://www.twpbrm.ca)

**Jon Pegg**  
**Fire Marshal of Ontario**  
**Office of the Fire Marshal**  
**25 Morton Shulman Avenue**  
**Toronto, ON M3M 0B1**

**June 10, 2025**

Via Email: [Jon.Pegg@ontario.ca](mailto:Jon.Pegg@ontario.ca)

Dear Fire Marshal Pegg:

**Subject: Request for Exemption to Proposed Mandatory Firefighter Certification Requirements (O. Reg. 343/22)**

On behalf of the Council of the Township of Black River-Matheson, I am writing to express our concerns regarding the mandatory firefighter certification requirements under Ontario Regulation 343/22.

At its meeting held on June 10<sup>th</sup>, Council passed the attached resolution formally opposing the implementation of these requirements. While we recognize and support the importance of firefighter training and safety, the regulation as it stands does not adequately reflect the operational realities of small, rural, and northern municipalities.

Communities such as ours rely heavily on volunteer and composite fire departments that already face critical challenges in recruitment, training accessibility, and financial capacity.

Specifically, we are burdened by:

- Geographic barriers and long travel distances to accredited training centres,
- Inconsistent access to instructors and scheduling options,
- Limited budgets and competing capital demands,
- Difficulty in retaining and replacing volunteers due to increased regulatory pressures.

Without additional support, flexibility, or exemption mechanisms, the implementation of O. Reg. 343/22 will severely compromise our ability to provide consistent, timely, and effective fire protection to our residents.

Accordingly, the Council of the Township of Black River-Matheson respectfully requests that the Office of the Fire Marshal and the Ministry of the Solicitor General:

1. Defer full implementation of the certification regulation for rural and northern municipalities,
2. Provide exemptions or alternative compliance pathways tailored to the needs and limitations of small, remote fire services,
3. Increase funding and training supports for municipalities outside major urban centres.

We believe that a one-size-fits-all regulatory model will disproportionately and unfairly affect communities like ours. A more flexible, consultative approach is urgently needed. Thank you for your consideration of this request. We would welcome further discussion and are open to participating in any future consultations or working groups aimed at resolving these challenges collaboratively.

**Sincerely,**

**Dave Dymont, Mayor**

/hjl

On behalf of the Council of Black River-Matheson

**Encl.:** Resolution No.2025-214 – Council Opposition to O. Reg. 343/22

**CC:**

The Honourable Michael Kerzner, Solicitor General – michael.kerzner@ontario.ca

The Honourable Doug Ford, Premier of Ontario – premier@ontario.ca

John Vanthof, MPP, Timiskaming—Cochrane – jvanthof-co@ndp.on.ca

Association of Municipalities of Ontario (AMO) – amo@amo.on.ca

Federation of Northern Ontario Municipalities (FONOM) – admin@fonom.org

All Ontario Municipalities



**Corporation of the Township of Black River - Matheson**  
367 Fourth Avenue  
P.O. Box 601  
Matheson, Ontario  
P0K 1N0

**ITEM # 2025-10.b)  
RESOLUTION**

DATE: June 10, 2025

2025-214

Moved by Councillor Steve Campsall  
Seconded by Councillor Alain Bouchard

WHEREAS the Ontario government has enacted O. Reg. 343/22, establishing mandatory certification requirements for firefighters under the Fire Protection and Prevention Act, 1997;

AND WHEREAS Council for the Township of Black River-Matheson acknowledges the importance of standardized firefighter training and safety;

AND WHEREAS these mandatory certification requirements pose significant challenges for small, rural, and northern municipalities due to limited financial and training resources, geographic barriers, and reliance on volunteer fire departments;

AND WHEREAS the implementation of these requirements without additional flexibility or support may negatively impact the Township's ability to recruit and retain volunteer firefighters and provide adequate fire protection to its residents;

NOW THEREFORE BE IT RESOLVED THAT Council for the Corporation of the Township of Black River-Matheson formally opposes the mandatory firefighter certification requirements as currently outlined in O. Reg. 343/22;

AND FURTHER THAT this resolution be forwarded to the Solicitor General, Premier of Ontario, MPP John Vanthof, the Fire Marshal, AMO, FONOM, and all Ontario municipalities

CARRIED       DEFEATED

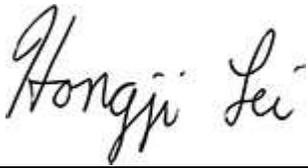
\_\_\_\_\_  
**CHAIR SIGNATURE**

Original     Amendment     Refer     Defer     Reconsider     Withdrawn

**Recorded Vote-TO BE COMPLETED BY CLERK ONLY**

	YEAS	NAYS
Mayor Dave Dymont		
Councillor Allen		
Councillor Charbonneau		
Councillor Campsall		

Councillor McCutcheon		
Councillor Gadoury		
Councillor Bouchard		



---

Hong Ji Lei  
Town Manager/Clerk



**TOWNSHIP OF  
BRUDENELL, LYNDOCH AND RAGLAN**

42 Burnt Bridge Road, PO Box 40  
Palmer Rapids, Ontario K0J 2E0  
TEL: (613) 758-2061 · FAX: (613) 758-2235

June 6, 2025

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

**RE: Call for inclusive research to reflect diversity of Canadian communities**

Dear Mr. Ford,

Please be advised that at the Regular Council Meeting on June 4, 2025, Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan passed the following resolution, supporting the resolution from the Town of Parry Sound.

**Resolution No:** 2025-05-04-08  
**Moved by:** Councillor Kauffeldt  
**Seconded by:** Councillor Keller

**"Be it resolved** that the Council for the Corporation of the Township of Brudenell, Lyndoch and Raglan support the Town of Parry Sounds resolution regarding the Call for inclusive research to reflect diversity of Canadian communities.

**And further that** this resolution be forwarded to Doug Ford, Premier of Ontario Lisa Thompson, Minister of Rural Affairs Cheryl Gallant, MP Billy Denault, MPP AMO (Association of Municipalities of Ontario) All Ontario Municipalities."

**Carried.**

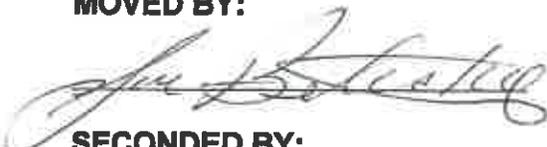
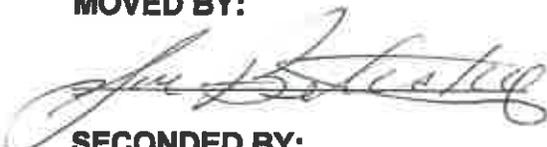
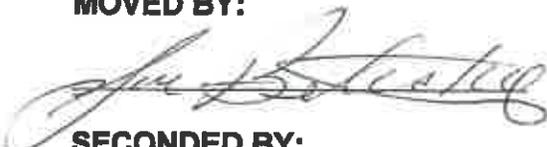
Sincerely,

Tammy Thompson  
Deputy Clerk  
Township of Brudenell, Lyndoch and Raglan



THE CORPORATION OF THE TOWN OF PARRY SOUND  
RESOLUTION IN COUNCIL

NO. 2025 – 046

DIVISION LIST	YES	NO	DATE: April 15, 2025
Councillor G. ASHFORD	___	___	MOVED BY: 
Councillor J. BELESKEY	___	___	
Councillor P. BORNEMAN	___	___	SECONDED BY: 
Councillor B. KEITH	___	___	
Councillor D. McCANN	___	___	SECONDED BY: 
Councillor C. McDONALD	___	___	
Mayor J. McGARVEY	___	___	
CARRIED: <input checked="" type="checkbox"/> DEFEATED: <input type="checkbox"/> Postponed to: _____			

WHEREAS inclusive, evidence-based scientific research leads to better outcomes for Canadians by ensuring that all voices and experiences are reflected in the development of knowledge, treatments, and innovations;

WHEREAS Canadian municipalities benefit directly from research-informed policies on public health, infrastructure, education, environmental protection, and economic development;

WHEREAS diverse and inclusive research teams have been shown to generate more innovative, practical, and impactful solutions, and yet many equity-deserving groups, including women, remain underrepresented in science and research careers;

WHEREAS inclusive research strengthens our economy, healthcare system, and ability to address national and global challenges;

THEREFORE BE IT RESOLVED that the Council of the Town of Parry Sound supports the national call for stronger federal support for inclusive research that reflects the diversity of Canadian communities;

AND BE IT FURTHER RESOLVED that this resolution be shared with other municipalities in Ontario, the Federation of Canadian Municipalities, and relevant provincial and federal representatives for consideration and support.

  
Mayor Jamie McGarvey

June 17, 2025

VIA EMAIL

**Re: Advocacy for Increased Income Support Thresholds for Canadian Veterans**

At its Regular Meeting of Council held on Tuesday, June 3, 2025, the Town of Bradford West Gwillimbury Council ratified the following motion:

Resolution 2025-185

**Moved by:** Councillor Harper

**Seconded by:** Councillor Scott

WHEREAS the Town of Bradford West Gwillimbury recognizes the selfless service and enduring sacrifices made by Canadian Armed Forces veterans in the defence of our country and values;

WHEREAS the 2021 Census, conducted by Statistics Canada, identified more than 460,000 veterans residing across Canada, a significant population segment deserving of comprehensive, accessible, and modernized federal support;

WHEREAS Veterans Affairs Canada (VAC) currently administers income support programs to assist veterans in need, including the Income Replacement Benefit (IRB) program;

WHEREAS the eligibility threshold for the Income Replacement Benefit (IRB) program which was created in 2019—set at \$20,000 annually for a single-person household—fails to reflect today's economic reality, particularly in light of inflation, soaring housing costs, and the general increase in cost of living;

WHEREAS such low eligibility thresholds may disincentivize employment and community participation by penalizing veterans for earning beyond an outdated benchmark, thereby discouraging reintegration and contribution to civic life;

WHEREAS it is the duty of all levels of government to stand in unified support of our veterans and to advocate for policy changes that enable them to live with dignity and financial stability;

THEREFORE, BE IT RESOLVED That the Council of the Town of Bradford West Gwillimbury formally calls on the Government of Canada and all federal parties to increase the eligibility threshold for the Income Replacement Benefit (IRB) program from \$20,000 to no less than \$40,000 annually for a single-person household; and

THAT Council urges Veterans Affairs Canada to review all income support programs with the intent to modernize eligibility criteria in line with the current cost of living across Canada;

THAT this motion be formally endorsed and sent to:

- The Right Honourable Mark Carney, Prime Minister of Canada;
- The Honourable Jill McKnight, Minister of Veterans Affairs;
- The Honourable Andrew Scheer, Acting Leader of the Official Opposition
- Scot Davidson, Member of Parliament for New Tecumseth-Gwillimbury;
- All 444 municipalities across the Province of Ontario;
- The Federation of Canadian Municipalities (FCM) and the Association of Municipalities of Ontario (AMO) for broader distribution and endorsement; and

THAT a copy of this resolution be published on the Town's official website and communicated through the Town's official channels to raise awareness and gather public support.

Regards,



Tara Reynolds  
 Clerk, Town of Bradford West Gwillimbury  
 (905) 775-5366 Ext 1104  
[treynolds@townofbwg.com](mailto:treynolds@townofbwg.com)

CC: Hon. Mark Varney, Prime Minister of Canada  
 Hon. Jill McKnight, Minister of Veterans Affairs  
 Hon. Andrew Scheer, Acting Leader of the Official Opposition  
 Scot Davidson, MP New Tecumseth-Gwillimbury  
 All Ontario Municipalities  
 The Federation of Canadian Municipalities (FCM)  
 Association of Municipalities of Ontario (AMO)

JUN 13 2025



The Corporation of the Municipality of Brooke-Alvinston  
REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT  
(Drainage Act, R.S.O. 1990, Chapter D.17)

I hereby give notice that the Dalbey - McKellar Drain is out of repair and request that:

- Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.
- The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

\_\_\_ Section 76, (Update the Schedule of Maintenance for the Drain)

\_\_\_ Section 78, (New Engineer's Report for the Drain)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

Repair to municipal drain collapse on a marked location on west half of Lot 19, Con 2. A backhoe can enter the field on a lane south of the drain. The field recently planted to soybeans

Property Description: Lot 19 Concession 2 Roll Number 381512001010100

911 address none

Dated at the Municipality of Brooke-Alvinston this 13 day of June, 2025

BURTON MCKINLAY

Name-please print

Name-please print

Burton McKinlay

Signature

Signature

Telephone

Email address

Additional Co



The Corporation of the Municipality of Brooke-Alvinston  
REQUEST FOR MAINTENANCE / REPAIR / IMPROVEMENT  
(Drainage Act, R.S.O. 1990, Chapter D.17)

Smith Drain

I hereby give notice that the Bert Opthof Drain is out of repair and request that:

- Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.
- The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

     Section 76, (Update the Schedule of Maintenance for the Drain)

     Section 78, (New Engineer's Report for the Drain)

(of the Drainage Act, R.S.O. 1990, Chapter D.17)

The following work is required:

Brushing

Property Description: Lot \_\_\_\_\_ Concession \_\_\_\_\_ Roll Number \_\_\_\_\_

911 address \_\_\_\_\_

Dated at the Municipality of Brooke-Alvinston this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Bert Opthof

Name-please print

\_\_\_\_\_  
Name-please print

Bert J. Opthof

\_\_\_\_\_  
Signature

Cell address: \_\_\_\_\_

\_\_\_\_\_  
Cell

Additional Comments if any:

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

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the \_\_\_\_\_ of \_\_\_\_\_

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

8324 Gardner Trail  
BROOK Con 5 Pt Lot 22

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) NEMCEK	(First Name) FRANK	Telephone Number ext.
--------------------------------------	-----------------------	--------------------------

Address	
Road/Street Number RRI	Road/Street Name

Location of Project			
Lot 22	Concession 5	Municipality BROOKE	Former Municipality (if applicable)

- What work do you require? (Check all appropriate boxes)
- Construction of new open channel
  - Construction of new tile drain
  - Deepening or widening of existing watercourse (not currently a municipal drain)
  - Enclosure of existing watercourse (not currently a municipal drain)
  - Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project

General description of soils in the area

- What is the purpose of the proposed work? (Check appropriate box)
- Tile drainage only
  - Surface water drainage only
  - Both

Petition filed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Name of Clerk (Last, first name)	Signature
----------------------------------	-----------

- 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.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description
	8324 GARDNER TRAIL BROOKE CON 5 PT LOT 22
Ward or Geographic Township	Parcel Roll Number
BROOKE	3520

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

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

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

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
NEMCEK FRANK	<i>[Signature]</i>	2025-06-18
NEMCEK JOANNE	<i>[Signature]</i>	2025-06-18

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

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Number	Property Description
Ward or Geographic Township	Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

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

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

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
NEMCEK FRANK	<i>[Signature]</i>	2025-06-18
NEMCEK JOANNE	<i>[Signature]</i>	2025-06-18

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

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation.
Position Title	Date (yyyy/mm/dd)

Check here if additional sheets are attached Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.

	<b>PLANNING AND DEVELOPMENT SERVICES REPORT</b>	
<b>REPORT TO:</b>	<b>Municipality of Brooke-Alvinston</b>	
<b>PREPARED BY: (COUNTY)</b>	<b>Ezio Nadalin Planner – County of Lambton Development Services</b>	
<b>APPROVED BY: (COUNTY)</b>	<b>Will Nywening Senior Planning Official - County of Lambton Development Services</b>	
<b>REPORT DATE:</b>	<b>June 18, 2025</b>	
<b>MEETING DATE:</b>	<b>June 26, 2025</b>	
<b>IN CAMERA:</b>	<b>Open Session</b>	
<b>SUBJECT:</b>	<b>Additional Residential Units (ARU) Report Report to Mayor &amp; Members of Council</b>	

**RECOMMENDATION:**

That the information report by County of Lambton Planners Ezio Nadalin and Will Nywening dated June 18, 2025, be received by Municipal Council.

**BACKGROUND:**

This Report provides an overview of the current Additional Residential Unit (ARU) regulations in the context of the ARU policies now contained in the policies of the *Planning Act* and new 2024 Provincial Planning Statement.

An “Additional Residential Unit (ARU) is a self-contained dwelling unit located within another dwelling or in a detached building on the same lot.

**PLANNING ACT: Changes to **Section 35(1)** and **Ontario Regulation 299/19****

The recently amended *Planning Act* now offers multiple options with regards to the number of residential units (i.e. ARU’s) ranging from one unit to three units in detached homes, semi-detached homes or rowhouses, as indicated in Section **35.1 (1)**.

The ARU regulations in the *Planning Act* supersede the Brooke-Alvinston Comprehensive Zoning By-law, which will need to be amended to address these changes.

**PLANNING ACT - SECTION 35 (1):**

**Restrictions for residential units:**

Under Section **35.1 (1)** The authority to pass a by-law under section 34 does not include the authority to pass a by-law that prohibits:

- (a) *two residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if all buildings and structures ancillary to the detached*

*house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.*

*(b) three residential units in a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if no building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units; or*

*(c) one residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units.*

These legislative permissions apply only to “parcels of urban residential land”, which is defined in the Act to include lands that are serviced with municipal water and sanitary sewers, where the zoning permits residential uses as the primary land use (not accessory to another non-residential use):

*“parcel of urban residential land” means a parcel of land that is within an area of settlement on which residential use, other than ancillary residential use, is permitted by by-law and that is served by,*

*(a) sewage works within the meaning of the Ontario Water Resources Act that are owned by,*

*(i) a municipality,*

*(ii) a municipal service board established under the Municipal Act, 2001,*

*(iii) a city board established under the City of Toronto Act, 2006,*

*(iv) a corporation established under sections 9, 10 and 11 of the Municipal Act, 2001 in accordance with section 203 of that Act, or*

*(v) a corporation established under sections 7 and 8 of the City of Toronto Act, 2006 in accordance with sections 148 and 154 of that Act, and*

*(b) a municipal drinking water system within the meaning of the Safe Drinking Water Act, 2002;*

### **Parking:**

Municipalities currently have varying rules with regards to the number of parking spaces required for ARU's, however with the recent changes to the *Planning Act*, Section 35 (1.1) limits ARU's to one additional parking space per unit, other than that of the primary residential unit.

### **Minimum area:**

Changes to Section 35 (1.2) now require that Municipalities are prohibited from passing a by-law that regulates the minimum floor area of a residential unit. This may therefore require changes to the local Zoning By-law, as the present By-law lists minimum floor area (i.e. Table “A” requirements).

### **Provisions of no effect**

Section 35 (1.3) indicates that the above-mentioned Act changes are “*as of right*”, which means that the prescribed changes prevail over any current Municipal Zoning By-law provisions to the contrary. Any contravention to Subsection (1), (1.1) or (1.2) would have no legal status to

the extent that they contravene the *Planning Act*. An update of the Comprehensive Municipal Zoning By-law will be required to address these changes.

### **ONTARIO REGULATION 299/19:**

The Brooke-Alvinston Zoning By-law may need to be amended to reflect the Ontario Regulation as listed below. This will require several changes with regards to the number and location of ARU's, additional parking requirements (adding one), the increase in lot coverage (from 40% to 45%), the required setback distances to the main dwelling (4 m) and minimum ARU area requirements (not required).

This Provincial Regulation applies to the following additional residential units:

1. *A second residential unit in a detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures cumulatively contain no more than one residential unit.*
2. *A third residential unit in a detached house, semi-detached house or rowhouse on a parcel of land is permitted, if no building or structure contains any residential units.*
3. *A residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse on a parcel of is permitted, if the detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the detached house, semi-detached house or rowhouse contains any residential units. O. Reg. 462/24, s. 1 (4).*

Relevant sections of the Regulation are quoted below:

#### ***Requirements and standards — additional residential units***

**2.** *The following requirements and standards are established with respect to additional residential units:*

1. *Each additional residential unit shall have one parking space that is provided and maintained for the sole use of the occupant of the additional residential unit.*
2. *Where a by-law passed under section 34 of the Act does not require a parking space to be provided, a parking space is not required.*
3. *A parking space that is provided for an additional residential unit may be a tandem parking space.*
4. *An additional residential unit may be occupied by any person regardless of whether,*
  - i. the person is related to the person who occupies the primary residential unit, and*
  - ii. the person who occupies either the primary or additional residential unit is the owner of the lot.*
5. *Where the use of additional residential units is authorized, an additional residential unit is permitted regardless of the date of construction of the primary residential unit.*

#### ***Requirements and standards — buildings and structures on parcels of urban residential land***

**4. (1) The following requirements and standards are established with respect to buildings or structures that contain additional residential units and that are located on parcels of urban residential land:**

*1. The building or structure shall be at least 4 metres from another building or structure on the parcel if the other building or structure contains a residential unit.*

**Requirements and standards — parcels of urban residential land**

**5. (1) The following requirements and standards are established with respect parcels of urban residential land on which additional residential units are located:**

*1. Up to 45 per cent of the surface of the parcel is permitted to be covered by buildings and structures.*

*2. Subject to any maximum height and minimum setback requirements in a by-law passed under section 34 of the Act applicable to buildings and structures on the parcel, there is no limit to the floor space index of the parcel.*

*3. The minimum area of the parcel is the minimum area that would be required in a by-law passed under section 34 of the Act in respect of the same parcel if no additional residential units were located on the parcel. O. Reg. 462/24, s. 2.*

**PPS - AGRICULTURAL LANDS:**

The 2024 Provincial Planning Statement replaced the former 2020 Provincial Policy Statement and came into force on October 20, 2024. In addition to a principal residence, the 2024 PPS adds “Additional Residential Units” as permitted uses in prime agricultural areas. Section 4.3.2.5 of the 2024 PPS permits ARUs subject to criteria:

*Where a residential dwelling is permitted on a lot in a prime agricultural area, up to two additional residential units shall be permitted in accordance with provincial guidance, provided that, where two additional residential units are proposed, at least one of these additional residential units is located within or attached to the principal dwelling, and any additional residential units:*

- a) comply with the minimum distance separation formulae;*
- b) are compatible with, and would not hinder, surrounding agricultural operations;*
- c) have appropriate sewage and water services;*
- d) address any public health and safety concerns;*
- e) are of limited scale and are located within, attached, or near the principal dwelling or farm building cluster; and*
- f) minimize land taken out of agricultural production.*

The new permissions for ARUs in agricultural areas in the PPS do not supersede the Zoning By-law. If rezoning applications are submitted for ARUs however, these policies indicate that the rezoning should be approved if the PPS criteria are met. The Municipality may wish to continue to deal with requests for ARUs in the agricultural area on a case by case basis through rezonings or may wish to eventually include as-of-right provisions for ARUs in the Agricultural Zone designations of the Zoning By-law.

**COUNTY OF LAMBTON OFFICIAL PLAN:**

The policies of the current County and Municipal Official Plans were drafted prior to the recent changes to the *Planning Act* and 2024 PPS. The policies are not consistent with the Act and PPS in a number of respects. The policies applicable to ARUs are noted below:

**Subsection 2.3.14:** states that:

*Municipalities shall permit an accessory second dwelling unit in a residential area on a residential lot occupied by a single detached, semi-detached, or townhouse dwelling, or an accessory building if a second unit does not exist within the principal dwelling. Municipalities shall develop local policies and zoning regulations that establish appropriate standards, which protect neighbourhood character, public health and safety, and enjoyment of abutting properties without unduly restricting the creation of such dwelling units.*

**MUNICIPALITY OF BROOKE ALVINSTON OFFICIAL PLAN:**

**(1.0) Agricultural Area / Residential Uses Policies, Subsection 1.11 (d):** requires that:

*the creation of an additional dwelling unit within single detached dwellings or accessory farm buildings shall be subject to the following requirements: (i) The lot size and configuration are sufficient to accommodate adequate parking and open spaces; (ii) The building age and condition are capable of supporting the intensified use and the building code requirements as well as health and safety requirements, can be satisfied; (iii) Additional dwelling units shall be permitted in compliance with all relevant Zoning By-law provisions; (iv) Additional dwelling units, while permitted in basements, are not to be permitted in the cellar area of a dwelling; (v) The availability and adequacy of municipal services to accommodate the increased density; (vi) There is sustainable private sewage disposal and water available for the additional dwelling unit.*

**(2.0) Residential Area / Residential Policies, Subsection 2.2.22:** requires that:

*(a) Notwithstanding any other policy in the Plan, the use of ‘additional units’ is authorized in accordance with the Ontario Heritage Act and its associated regulations, by permitting the following:*

- i. The use of two residential units in a detached house, semi-detached house or rowhouse; and*
- ii. The use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse.*

*For calculating residential density and implementing the policies of this Plan, ‘additional units’ or the potential for ‘additional units’ shall not be included in maximum density calculations. However, these units may be considered when assessing servicing capacity associated with site development. As well, additional units approved for occupancy (per Ontario Building Code) may be used to demonstrate achievement of minimum densities when applicable, either for implementation of policies in this Plan or for use in an implementing zoning bylaw.*

- a) *The Municipality shall permit additional dwelling units in a residential area on a residential lot occupied by a single detached, semi-detached, or townhouse dwelling, and an additional dwelling unit in an accessory building. Additional dwelling units shall be limited in scale and secondary to the main dwelling. In location, layout and character, additional dwelling units must not conflict with the physical character of the neighbourhood and must not negatively impact adjoining properties.*
- b) *An additional dwelling may not be permitted as accessory to a main dwelling unit in certain situations. These may include units within a plan of condominium, and lots where a dwelling is only permitted as accessory to another use. Within rural areas new additional dwelling units shall be located within the farm building cluster and shall be required to meet reasonable use guidelines regarding sewage disposal. Additional dwelling units may be prohibited within areas with sewage capacity constraints.*
- c) *Preference shall be for additional dwelling units to be within or attached to the main dwelling and convertible to use as part of the main dwelling. Additional dwelling units in detached accessory buildings may be subject to greater lot line setbacks than normally applied to detached accessory buildings. The permitted size shall be less than second units contained within or attached to a main dwelling. Additional dwelling units in detached accessory buildings do not, in themselves, provide justification for larger accessory building sizes, numbers or coverage than otherwise allowed on a residential lot.*

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

The Brooke-Alvinston Zoning By-law may need to be amended to address the changes in the amended *Planning Act* and associated Ontario Regulation. As alluded to previously, this will require several changes with regards to the number and location of ARU's, additional parking requirements (adding one), the increase in lot coverage (from 40% to 45%), the required setback distances to the main dwelling (4 m), minimum ARU area requirements (not required), and proposed rural ARU locations (addressing possible septic issues).

The current Comprehensive Zoning By-law provisions are rather limited in addressing these recent changes. Currently the only By-law provisions that we can apply are shown below and include Subsections 3.3.3, 3.3.4 and Section 3.8:

#### **3.8 Addition of Second Dwelling Units in Single Detached Dwellings**

*In those Zones where Single Detached Dwellings are permitted, the addition of a second Dwelling Unit may be established in the Single Detached Dwelling subject to the following provisions:*

- a) *Only one (1) additional Dwelling Unit will be permitted.*
- b) *One parking space is to be provided for the additional Dwelling Unit.*
- c) *All parking spaces are to be in an interior side yard, rear yard, or in a garage.*
- d) *All provisions of the Fire Code and Building Code are to be complied with.*
- e) *No Dwelling Unit is to be established in a Cellar.*

- f) *There shall be no significant alteration to the exterior of the dwelling, except for required fire escapes, and extra windows and entrances.*
- g) *The Dwelling must be inspected by the Corporation's Building Inspector before the additional Dwelling Unit is occupied.*
- h) *In areas served with private on-site sewage systems, the proposed conversion must be approved under Part 8 of the Ontario Building Code before the additional Dwelling Unit is to be established.*

Also, given that ARU's are often located in Accessory Buildings we also refer to:

### **3.3.3 Accessory Buildings and Structures in Residential Zones**

*All Accessory Buildings and Structures shall comply with the Yard provisions of the Zone in which such Accessory Building or Structure is located, except that in any Residential Zone, an Accessory Building or Structures shall comply with the following provisions:*

- a) *Except as otherwise provided for in any Residential Zone, an Accessory Building or Structure which is not attached to the Main Building shall not be erected in any Yard other than the Interior Side Yard or Rear Yard.*
- b) *An area of 1.2 metres which is open and unobstructed from the ground to the sky shall be maintained between a Detached Accessory Building or Structure and the Main Building on the same Lot.*
- c) *An attached Accessory Building or Structure may be erected in a Front Yard or Exterior Side Yard provided it is not located in a Required Yard.*
- d) *When an Accessory Building or Structure is in an Interior Side Yard, it shall be no closer than 1(one) metre to the Interior Side Lot Line.*
- e) *When an Accessory Building or Structure is in the Rear Yard, it shall be located no closer than 1(one) metre to either the Rear Lot Line or the Interior Side Lot Line.*
- f) *No Accessory Building or Structure shall be located closer to the Exterior Side Lot Line than the Exterior Side Yard Setback requirement for the Zone in which each lot is located.*
- g) *Where a mutual Private Garage is erected on the common Lot Line between two Lots, no Setback is required from the common lot line.*

### **3.3.4 Lot Coverage and Height of Accessory Buildings and Structures in Residential Zones**

*The total Lot Coverage of all Accessory Buildings and Structures on a Lot in any Residential Zone shall not exceed 10% of the Lot Area. This percentage shall be included as part of the Maximum Lot Coverage Calculation Permitted in the Residential Zone requirements. The height of any Accessory Building or Structure shall not exceed 5.5 metres. The height of the Building or Structure shall be measured from the finished floor to the highest point of the Building or Structure.*

### **3.25 Conversion of Existing Dwellings**

*In a Residential Zone where Converted Dwellings are Permitted in Existing Single Detached Dwellings, Single Detached Dwellings may be altered, remodeled, enlarged and used for purposes of a Multiple Dwelling, provided that:*

- a) *The residence prior to conversion has a minimum Gross Floor Area of 112 square metres.*
- a) *No Dwelling Unit so created contains a Floor Area of less than thirty-five (35) square metres.*
- c) *After conversion no more than a total of three (3) Dwelling Units exist.*
- d) *There is no increase to the Gross Floor Area of the Building for habitable purposes except for the addition of sun Porches, entrance ways and dormers.*
- e) *Any outside stairways (except for required fire escapes) be in the Rear Yard.*
- f) *No Building may be converted unless the Lot has a minimum of 100 square metres of Landscaped Open Space located in the Rear Yard. For any conversion an additional 35 square metres of Landscaped Open Space must be provided for each additional Dwelling Unit.*
- g) *The off-street parking requirements of this By-law are complied with.*
- h) *Where the Building cannot be connected to an Existing sanitary sewer system, alternative sewage treatment facilities approved under Part 8 of the Environmental Protection Act shall be provided.*

### **CONCLUSION:**

The Zoning By-law and Official Plan currently contain a number of regulations and policies that are inconsistent with the *Planning Act* and 2024 PPS respecting ARUs.

The new *Planning Act* as-of-right permissions now permit up to three residential units per lot in fully serviced residential areas, regardless of whether local zoning by-laws permit them or not. Some of the Municipality's Zoning By-law provisions continue to apply respecting ARUs and detached accessory buildings with such modifications as required to comply with the *Planning Act*. It would be appropriate however to update the Zoning By-law and possibly the Official Plan to address these new as-of-right regulations.

The 2024 PPS now permits up to three residential units per lot in prime agricultural areas. This is policy however, not regulation, and does not supersede Zoning By-laws. The policies however, indicate that zoning applications for ARUs in the agricultural area should be approved, if criteria are met. For now the ARUs permitted in agricultural areas can be dealt with through rezoning applications. It may be advisable however to develop appropriate zoning by-law provisions (perhaps as-of-right) respecting ARUs in the Agricultural area.

Consultants are currently being selected to commence a comprehensive review of the Brooke-Alvinston Zoning By-law. Appropriate ARU zone regulations will be among the items dealt with through the Zoning By-law review process. Staff and the consultants will bring proposed ARU Zone provisions to Council and the public for review as part of the soon-to-commence Zoning By-law review.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Community Sport & Recreation Infrastructure Fund  
**Meeting:** Council - 26 Jun 2025  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the report on approval of the CSRIF Funding be received and filed.**

### Background:

The Ministry of Sport announced the \$200M three year infrastructure grant in August 2024. With Council approval, the Municipality applied under the CSRIF grant for \$1M under the project title "Repairs to the Ice Surface and Plant of the Arena".

### Comments:

The grant was applied for with letters of recommendation received from: the Optimist Club, ELMHA, JimmyLou Tournament, Canada Day Committee and Killer Bees Hockey Club. MPP Steve Pinsonneault was a strong advocate on our behalf.

At the June 19th closed session of Council, confirmation was received from Council (at the request of the Ministry) that:

- the Municipality will proceed with the project
- the Municipality will have the funding in place to cover both the cost shared portion of the project and any ineligible expenses for the completion of the Project.

Staff have casually been working on the scope of the project and will have more to report on in the coming months. The project will not be planned to start until after the 2025 / 2026 ice season.

A media release will be forthcoming.

### Financial Considerations:

The CSRIF is a cost sharing program where the provincial contribution to the project is 50%.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Traffic Counts  
**Meeting:** Council - 26 Jun 2025  
**Department:** Public Works  
**Staff Contact:** Jamie Butler, Public Works Superintendent

### Recommendation:

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

### Background:

At the June 12, 2025 regular session of Council, a request was made for a copy of the traffic counts in the municipality that was recently completed.

### Comments:

Traffic counts are generally obtained to collect data on vehicle numbers and movement patterns. This information helps Council plan road upgrades, improve safety, manage congestion, and support future transport planning. The counts received were the Average Daily Traffic (ADT) over a 24 hour period.

Churchill Line 961  
 Lasalle Line 309  
 Petrolia Line 509  
 Rokeby Line 406  
 Shiloh Line 370

### Financial Considerations:

none at this time

### ATTACHMENTS:

[Churchill Line E of Nauvoo Rd volume](#)  
[Lasalle Line W of Nauvoo Rd volume](#)  
[Petrolia Line E of Nauvoo Rd volume](#)  
[Rokeby Line W of Nauvoo Rd volume](#)  
[Shiloh Line W of Nauvoo Rd volume](#)



**Accu-Traffic Inc.**  
**85 West Wilmot St., Unit 13,**  
**Richmond Hill, ON, L4B 1K7**  
**Tel: 1- 416-910-0171 Fax: 1-888-711-3125**  
**E-mail: solutions@accu-traffic.ca**  
**URL: http://www.accu-traffic.ca**

Site Code: 06  
 Station ID: MC17  
 Lasalle Line W of Nauvoov Rd

Date Start: 14-May-25  
 Date End: 14-May-25

Start Time	14-May-25 Wed	EB	WB	Combined Total	
12:00 AM		1	0	1	█
01:00		0	0	0	
02:00		0	1	1	█
03:00		1	0	1	█
04:00		0	1	1	█
05:00		4	0	4	███
06:00		1	3	4	███
07:00		10	7	17	██████████
08:00		11	16	27	██████████████████
09:00		8	8	16	██████████████
10:00		8	9	17	██████████████
11:00		8	8	16	██████████████
12:00 PM		13	10	23	██████████████
01:00		13	14	27	██████████████████
02:00		9	9	18	██████████████
03:00		15	6	21	██████████████
04:00		9	10	19	██████████████
05:00		15	11	26	██████████████
06:00		4	15	19	██████████████
07:00		12	9	21	██████████████
08:00		7	5	12	██████████
09:00		5	4	9	██████████
10:00		0	6	6	██████
11:00		1	2	3	███
Total		155	154		
Percent		50.2%	49.8%		
Grand Total		155	154		
Percentage		50.2%	49.8%		
ADT		ADT 309		AADT 309	

**Accu-Traffic Inc.**  
**85 West Wilmot St., Unit 13,**  
**Richmond Hill, ON, L4B 1K7**  
**Tel: 1- 416-910-0171 Fax: 1-888-711-3125**  
**E-mail: solutions@accu-traffic.ca**  
**URL: http://www.accu-traffic.ca**

Site Code: 09  
 Station ID: MC01  
 Petrolia Line E of Nauvoov Rd

Date Start: 14-May-25  
 Date End: 14-May-25

Start Time	14-May-25 Wed	EB	WB	Combined Total	
12:00 AM		0	0	0	
01:00		0	0	0	
02:00		1	0	1	■
03:00		0	2	2	■
04:00		3	0	3	■
05:00		6	4	10	■
06:00		11	12	23	■
07:00		16	22	38	■
08:00		15	25	40	■
09:00		22	18	40	■
10:00		15	6	21	■
11:00		16	22	38	■
12:00 PM		10	17	27	■
01:00		19	14	33	■
02:00		14	16	30	■
03:00		25	15	40	■
04:00		30	14	44	■
05:00		26	13	39	■
06:00		14	14	28	■
07:00		9	12	21	■
08:00		4	6	10	■
09:00		5	2	7	■
10:00		6	4	10	■
11:00		3	1	4	■
Total		270	239		
Percent		53.0%	47.0%		
Grand Total		270	239		
Percentage		53.0%	47.0%		
ADT		ADT 509		ADT 509	

**Accu-Traffic Inc.**  
**85 West Wilmot St., Unit 13,**  
**Richmond Hill, ON, L4B 1K7**  
**Tel: 1- 416-910-0171 Fax: 1-888-711-3125**  
**E-mail: solutions@accu-traffic.ca**  
**URL: http://www.accu-traffic.ca**

Site Code: 12  
 Station ID: MC12  
 Rokeby Line W of Nauvoo Rd

Date Start: 14-May-25  
 Date End: 14-May-25

Start Time	14-May-25 Wed	EB	WB	Combined Total	
12:00 AM		0	1	1	█
01:00		0	0	0	
02:00		1	1	2	██
03:00		0	0	0	
04:00		2	2	4	████
05:00		5	2	7	██████
06:00		8	14	22	██████████
07:00		3	22	25	██████████
08:00		12	15	27	██████████
09:00		10	15	25	██████████
10:00		13	11	24	██████████
11:00		14	7	21	██████████
12:00 PM		18	17	35	██████████
01:00		9	15	24	██████████
02:00		9	9	18	██████████
03:00		18	16	34	██████████
04:00		20	18	38	██████████
05:00		28	10	38	██████████
06:00		14	12	26	██████████
07:00		8	9	17	██████████
08:00		3	5	8	██████
09:00		2	5	7	██████
10:00		2	1	3	███
11:00		0	0	0	
Total		199	207		
Percent		49.0%	51.0%		
Grand Total		199	207		
Percentage		49.0%	51.0%		
ADT		ADT 406		AADT 406	

**Accu-Traffic Inc.**  
**85 West Wilmot St., Unit 13,**  
**Richmond Hill, ON, L4B 1K7**  
**Tel: 1- 416-910-0171 Fax: 1-888-711-3125**  
**E-mail: solutions@accu-traffic.ca**  
**URL: http://www.accu-traffic.ca**

Site Code: 16  
 Station ID: MC18  
 Shiloh Line W of Nauvoov Rd

Date Start: 14-May-25  
 Date End: 14-May-25

Start Time	14-May-25 Wed	EB	WB	Combined Total	
12:00 AM		0	0	0	
01:00		0	0	0	
02:00		0	0	0	
03:00		0	0	0	
04:00		1	0	1	
05:00		3	4	7	
06:00		1	16	17	
07:00		13	16	29	
08:00		6	4	10	
09:00		12	8	20	
10:00		12	13	25	
11:00		7	2	9	
12:00 PM		11	17	28	
01:00		14	7	21	
02:00		11	13	24	
03:00		25	13	38	
04:00		11	23	34	
05:00		22	12	34	
06:00		15	13	28	
07:00		12	8	20	
08:00		5	7	12	
09:00		3	4	7	
10:00		2	3	5	
11:00		1	0	1	
Total		187	183		
Percent		50.5%	49.5%		
Grand Total		187	183		
Percentage		50.5%	49.5%		
ADT		ADT 370		ADT 370	



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Tenders to replace the flat roof on the Municipal Office Building - 3236 River Street  
**Meeting:** Council - 26 Jun 2025  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That Council accept the lowest bid proposal from Imperial Roofing (Sarnia) Ltd. for 77,824.00, plus HST to replace the existing roof with a new single ply system, as quoted.**

### Background:

Over the past few years, we have had water seeping through the ceiling, spoiling ceiling tile and dripping through onto the floor. Last fall we had Imperial Roofing do an inspection and attempt to make some repairs. However, since we have spray foam insulation on the interior of our ceiling it is impossible to determine where the leaks are coming from. It was therefore recommended that we replace the old roofing materials with a complete new materials.

### Comments:

For budget, we obtained two prices for the roof replacement. One was for \$96,015, plus HST; the other was for \$51,723.00 plus HST. Since the quotes provided recommended different materials we budgeted \$75,000 for the roof replacement. We also applied to the Trillium Foundation for funding for this project. We were recently denied funding for this project, so we issued a Request for Proposal on June 6, 2025 in an attempt to get other competitive submissions for consideration.

### Financial Considerations:

Bids were opened Friday, June 20, 2025. Only two companies supplied bids Imperial Roofing and Belmar Roofing. The bids were analysed and compared as per the attached Bid Comparison. It is believed that the one ply solution from Imperial Roofing will suffice since:

- there will be minimal foot traffic on the roof;
- a 20 year parts and labour warranty can be purchased for an additional \$862.00
- Imperial Roofing has a long history in Lambton County, promotes safety and meets all our insurance and WSIB requirements; and
- although all bids are over budget, Imperial Roofing is the closest to budget (only about \$5,000 over once unrecoverable taxes are considered).

### ATTACHMENTS:

[Roof Replacement Bid Comparison](#)

**Municipality of Brooke-Alvinston**  
**Bid Comparisons - Replace Flat Roof on Muicipal Building**

	Imperial Roofing		Belmar Roofing	
	2-ply modbit system	60 mil TPO single ply	2-ply touched down system	60 mil TPO single ply
Base price before tax	\$ 95,463.00	\$ 77,824.00	\$ 91,500.00	\$ 88,900.00
Extras				
Replace perimeter wood if rotten	\$9.75/linear ft	\$9.75/linear ft	\$4.00/linear ft.	\$4.00/linear ft.
Repair deck if needed	No need	No need	\$12/sq ft	\$12/sq ft
2-year warranty 10 year materials	included	included	included	included
20 year labour & Material warranty	\$ 500.00	\$ 862.00	Not mentioned	Not mentioned
20 year only Material warranty			\$ 900.00	\$ 900.00
If can reuse metal flashing	\$ -	\$ (1,200.00)		
Tapered insulation	Not mentioned	Not mentioned	\$8/sq ft	\$8/sq ft
If done in winter	Not mentioned	Not mentioned	5% extra	5% extra
Other				
Years in business	78 years		over 20 years, new ownership 2021	
Safety	Performs job safety analysis/safety plan		Unknown	
Insurance Requirements	Satisfactory		Only \$2M	
WSIB	Provide Clearance Certificate		Provide Clearance Certificate	
Provided references	Yes		Yes	



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Reserve and Reserve Fund Policy Implementation  
**Meeting:** Council - 26 Jun 2025  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That Council approve a plan to grow Brooke-Alvinston Reserves so that they are within the levels as defined in our approved Reserve and Reserve Fund Policy.**

### Background:

At the April 24, 2025 meeting, Council approved Brooke-Alvinston's Reserve and Reserve Fund Policy. Reserves and Reserve Funds facilitate long-term financial sustainability and enable improved planning and budgeting for the future. They also provide a prudent method for replacing and/or refurbishing aging assets without the need for long-term borrowing.

### Comments:

Three charts were developed to evaluate where our current Reserve levels are compared to our defined Reserve Policy levels and to determine what contributions need to be made to get to our Policy levels.

1. Chart 1 shows our current Reserve levels grouped into the categories defined in our Policy.
2. Chart 2 shows our current Reserve levels compared to the lower and upper Reserve target levels as defined in our Policy.
3. Chart 3 shows the recommended Reserve level increase to get to the lower, mid, and upper Reserve Policy levels and what it would take annually to get there over a 5 year period.

### Financial Considerations:

In order to get Reserves to their Reserve Policy target levels it will require a combination of:

- deferring planned capital expenditures,
- redirecting funds from non-essential operating expenditures (cutting budgets), and/or
- special tax levies

to address the shortfall.

### ATTACHMENTS:

[Reserve and Reserve Fund Policy](#)  
[Reserves - Current Levels vs Policy and Changes needed](#)

## Corporation of the Municipality of Brooke-Alvinston

### Reserve and Reserve Fund Policy

*Effective Date: April 24, 2025*

#### 1. Purpose

This policy establishes guidelines for the creation, management, and use of reserves and reserve funds to ensure long-term financial stability and flexibility for the Corporation of the Municipality of Brooke-Alvinston

#### 2. Definitions

- **Reserve:** An allocation of accumulated surplus set aside for future expenses or contingencies, not supported by a specific revenue source.
- **Reserve Fund:** Funds set aside for specific purposes, supported by a dedicated source of funding, and segregated from general municipal funds.

#### 3. Objectives

- Ensure financial sustainability and mitigate risks.
- Provide funding for capital projects, unforeseen expenses, and future liabilities.
- Maintain fiscal flexibility and reduce reliance on debt.

#### 4. Types of Reserves and Reserve Funds and their Purpose

- **Working Capital Reserve:** To avoid any short-term cashflow problems and avoid borrowing to finance current budgeted operations.
- **Operating Reserve:** For unexpected operational costs or revenue shortfalls.
- **Capital Investment Reserves:** To fund future capital replacement and infrastructure needs and to support long-term asset management strategies and reduce infrastructure gaps.
- **Stabilization Reserves:** To offset unexpected economic downturns or emergencies.
- **Restricted Reserve Funds:** For specific purposes as mandated by legislation or council.

#### 5. Target Reserve and Reserve Fund Levels

To ensure adequate financial flexibility, the following targets are established and will be used as a guide when determining transfers to and from Reserve and Reserve Fund balances:

- **Working Capital Reserve:**
  - Target: 50% (*min*) – 75% (*max*) of total taxes and other accounts receivable
- **Operating Reserve:**
  - Target: 2% (*min*) - 5% (*max*) of budgeted operating expenditures.
- **Capital Investment Reserve:**
  - Target: 5% (*min*) – 15% (*max*) of the historical cost of tangible capital assets (TCA).
- **Tax Stabilization Reserve:**
  - Target: 5% (*min*) - 10% (*max*) of the annual tax levy.

#### 6. Contributions and Withdrawals

- Contributions will be made through budget allocations, surpluses, or other revenue sources as approved by council.
- Withdrawals will be made through budget allocations, or as a specific need arises as approved by council and must align with the intended purpose of the reserve or reserve fund.

## Corporation of the Municipality of Brooke-Alvinston

### Reserve and Reserve Fund Policy

*Effective Date: April 24, 2025*

#### 7. Managing Reserves Below Target Levels

If a reserve or reserve fund falls below its target level, the following steps will be taken:

- **Assessment:** Staff will assess the cause of the shortfall and its impact on municipal operations and long-term planning.
- **Recovery Plan:** A plan will be developed to replenish the reserve within a reasonable timeframe, typically within *3-5 years*. Strategies may include:
  - Allocating future budget surpluses.
  - Adjusting annual contributions to reserves.
  - Redirecting non-essential expenditures.
  - Utilizing one-time revenues, such as grants or asset sales.
- **Council Reporting:** Staff will report the shortfall and recovery plan to council, including timelines and proposed actions.
- **Monitoring:** Progress on replenishing the reserve will be reported annually until the target level is restored.

#### 8. Investment Income

- Investment income earned on Reserves shall be recognized as income in the Operating Budget.
- Investment income earned on Reserve Funds and Obligatory Reserve Funds shall be recognized as investment income in each specific Reserve Fund and Obligatory Reserve Fund based on its proportionate share of the Municipality's investment portfolio.

#### 8. Disposition of Year-end Surplus or Deficit

Upon the completion of the Municipality's year-end reconciliation and reporting process, the Treasurer is authorized by Council to allocate year-end surpluses through a combination of contributions to:

- Tax Stabilization Reserve – Contributions up to the maximum target balance as identified in this policy.
- Operating Reserve – Contributions up to the maximum target balance as identified in this policy.
- Capital Investment Reserve – Contributions up to the maximum target balance as identified in this policy.

To the extent that there is a remaining portion of the Municipality's surplus after this allocation, the Treasurer shall provide Council with recommendations for the disposition of the remaining surplus.

#### 9. Reporting and Review

- Staff will provide annual reports on the status of reserves and reserve funds, including balances, contributions, withdrawals, and any variances from target levels.
- This policy will be reviewed every five years or as required to ensure relevance and effectiveness.

#### 10. Accountability

The Treasurer or designate is responsible for implementing this policy, ensuring compliance, and maintaining transparent records.

**MUNICIPALITY OF BROOKE-ALVINSTON**  
**Current Reserve Levels Grouped into Reserve Policy Categories**  
**Chart 1**

Page 4 of 6

<u>Current Reserve Categories</u>	<u>Balance</u>		<u>Budgeted</u>	<u>Reserve Policy Categories</u>	<u>Summarized</u>
	<u>December</u>	<u>2025 Budgeted</u>	<u>Balance</u>		<u>Totals by</u>
	<u>31/2024</u>	<u>Changes</u>	<u>December</u>		<u>Reserve</u>
			<u>31/2025</u>		<u>Category</u>
Working Capital	\$ 870,000	\$ -	\$ 870,000	Working Capital Reserve	\$ 870,000
Budget Surplus	\$ 610,340	\$ (585,340)	\$ 25,000	Operating Reserve	\$ 60,000
Election	\$ 10,000	\$ 5,000	\$ 15,000		
Cannabis	\$ 20,000	\$ -	\$ 20,000		
Tax Stabilization Reserve	\$ -	\$ -	\$ -	Tax Stabilization Reserve	\$ -
General	\$ 475,000	\$ -	\$ 475,000	Capital Investment Reserve	\$ 750,000
Municipal Building	\$ 40,000	\$ (40,000)	\$ -		
Roads	\$ 440,000	\$ (175,000)	\$ 265,000		
Community Centre/Parks	\$ 130,000	\$ (125,000)	\$ 5,000		
Alvinston lighting	\$ 5,000	\$ -	\$ 5,000		
<b>TOTALS</b>	<b>\$ 2,600,340</b>	<b>\$ (920,340)</b>	<b>\$ 1,680,000</b>		<b>\$ 1,680,000</b>

Page 54 of 59

**MUNICIPALITY OF BROOKE-ALVINSTON**  
**Reserves - Current Levels Compared to Policy Target Levels**  
**Chart 2**

Page 5 of 6

<u>Reserve Policy Categories</u>	<u>Totals by Category</u>	<u>Policy Lower Limit</u>	<u>Policy Upper Limit</u>	<u>Policy Target Description</u>	<u>Result</u>
Working Capital Reserve	\$ 870,000	\$ 630,000	\$ 940,000	50%-75% of total taxes and other accounts receivable	Within Range
Operating Reserve	\$ 60,000	\$ 110,000	\$ 260,000	2%-5% of budgeted operating expenditures	Under Range
Tax Stabilization Reserve	\$ -	\$ 190,000	\$ 370,000	5%-10% of annual tax levy	Under Range
Capital Investment Reserve	\$ 750,000	\$ 1,880,000	\$ 5,630,000	5%-15% of historical cost of tangible capital assets	Significantly Under Range
<b>Totals</b>	<b>\$ 1,680,000</b>	<b>\$ 2,810,000</b>	<b>\$ 7,200,000</b>		

Page 55 of 59

**MUNICIPALITY OF BROOKE-ALVINSTON**  
**Recommended Reserve Increases to get to Policy Levels**

**Chart 3**

<u>Reserve Category</u>	<u>Total \$ needed to get to lower limit</u>	<u>Total \$ needed to get to mid range</u>	<u>\$ needed to get to upper limit</u>	<u>\$ needed yearly over 5 years to get to lower limit</u>	<u>\$ needed yearly over 5 years to get to mid range</u>	<u>\$ needed yearly over 5 years to get to upper limit</u>
Working Capital Reserve	\$ -	\$ -	\$ 70,000	\$ -	\$ -	\$ 14,000
Operating Reserve	\$ 50,000	\$ 125,000	\$ 200,000	\$ 10,000	\$ 25,000	\$ 40,000
Tax Stabilization Reserve	\$ 190,000	\$ 280,000	\$ 370,000	\$ 38,000	\$ 56,000	\$ 74,000
Capital Investment Reserve	\$ 1,130,000	\$ 3,005,000	\$ 4,880,000	\$ 226,000	\$ 601,000	\$ 976,000
<b>Totals</b>	<u>\$ 1,370,000</u>	<u>\$ 3,410,000</u>	<u>\$ 5,520,000</u>	<u>\$ 274,000</u>	<u>\$ 682,000</u>	<u>\$ 1,104,000</u>
<b>Percent of Budgeted Taxes</b>	<u><b>36.9%</b></u>	<u><b>91.8%</b></u>	<u><b>148.6%</b></u>	<u><b>7.4%</b></u>	<u><b>18.4%</b></u>	<u><b>29.7%</b></u>



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2025 Ontario West Municipal Treasurer's Forum Report  
**Meeting:** Council - 26 Jun 2025  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That the Report on the 2025 West Municipal Treasurer's Forum be received and filed.**

### Background:

Once a year the Ministry of Municipal Affairs and Housing hosts a one day forum for Municipal Treasurers in the Western Ontario Region. This year the forum was held on June 19th in London. It included speakers on a variety of finance related topics to keep us informed on the latest developments in Municipal Finance.

### Comments:

The Agenda included presentations by:

- the Ministry of Municipal Affairs who reviewed several Finance Department Policies that help municipalities, including Debt Management Policies, Investment Policies, Reserve Policies, Tax Collection Policies, Budgeting Policies and Processes, etc.
- The Town of Amherstburg who took us through their financial journey from 2010 to 2025 and showed how they implemented financial polices that helped them turn their poor financial position into a positive one.
- Aird & Berlis (lawyers) who highlighted recent court decisions that involved municipal finance matters. They talked about recent assessment decisions, why we should pay attention to them and what we can do to minimize the impacts.
- the Municipal Finance Officers Association who spoke about User Fees and how to capture the "cost of service". Topics included fee calculations methods, the definition of "full-cost recovery", the elasticity of demand for services, municipal competitiveness, etc.
- Ministry of Municipal Affairs who spoke about recent ministry initiatives including Bill 185 (Cutting Red Tape to Build More Homes Act, 2024), with a focus on changes to development charges, etc.
- Intact Public Entities (insurers) who spoke about Risk Management, including the various activities that municipalities engage in and the risks and liabilities associated with those activities, the strategies to mitigate the risks and liabilities, the soaring costs of claims, etc.
- the Ministry of Infrastructure who talked about funding programs.
- MPAC who talked about their current areas of focus, recent operational highlights and their role in the property tax and assessment system, etc.

### Financial Considerations:

The costs were budgeted in the 2025 budget.



## Council Staff Report

**To:** Mayor Ferguson and Council  
**Subject:** Reallocation of capital funds  
**Meeting:** Council - 26 Jun 2025  
**Department:** Fire Department  
**Staff Contact:** Steve Knight, Fire Chief

### **Recommendation:**

**To reallocate Capital Funds saved in the purchase of Vehicle Extrication tools**

### **Background:**

Vehicle extrication tools were budgeted at \$85,000, by taking advantage of current pricing and inventory at Code4 the actual cost was \$62,211 leaving \$22,789 unspent. The total request for re-allocation for the 2 items/projects is approximately \$10,500

### **Comments:**

Item 1 is a Fire Hose tester - Canadian Supplier - \$5350 plus shipping - Testing fire hose is an annual requirement. We have been borrowing a testing machine that is now not available. There are contractors available to complete the testing that are much more expensive than testing it in house. Project 2 is completion of the training room at the fire hall - local supplier - \$5150 - Closet doors and multi-media centre and bookcase will complete the renovations to the hall.

### **Financial Considerations:**

From existing budgeted funds

### **Relationship to Strategic Plan:**

In line with the strategic plan