



# AGENDA

## Council Meeting

4:30 PM - Thursday, September 11, 2025  
Municipal Office

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**12. BY-LAW CONFIRMING PROCEEDINGS**

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# MINUTES

## Council Meeting

4:30 PM - Wednesday, August 13, 2025  
Municipal Office

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

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

**Staff Present:** Clerk Administrator Janet Denkers, Public Works Superintendent Jamie Butler, and Fire Chief Steve Knight

**Regrets:** Treasurer Stephen Ikert and Parks and Recreation Supervisor Greg Thornicroft

### 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 July 17, 2025

#### RESOLUTION-2025-232

Deputy Mayor Frank Nemcek made a motion that the minutes of the July 17, 2025 meeting be approved as presented, without error or omission. Councillor Jenny Redick seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

### 5 DELEGATIONS & TIMED EVENTS

a) Council Delegation: Bluewater Power

Janice McMichael Dennis, President and CEO of Bluewater Power was present to review her presentation with Council. She was accompanied by the Chair, Vice Chair and municipal rep Brad Goodhill.

### 6 CORRESPONDENCE

a) Municipal Correspondence

#### RESOLUTION-2025-233

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

**Carried**

b) Municipality of Tweed - O.P.P. Costs

**RESOLUTION-2025-234**

Councillor Jenny Redick made a motion that the Municipality of Brooke-Alvinston supports the request from the Municipality of Tweed to request that all levels of government recognize that small rural and northern municipalities are extremely vulnerable and now more than ever we need governments to show that they stand with small municipalities. Councillor Craig Sanders seconded the motion.

**Carried**

- c) Township of Otonabee-South Monaghan - Money Laundering

**RESOLUTION-2025-235**

Councillor Jenny Redick made a motion that the request for support from the Township of Otonabee-South Monaghan be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) Village of Burk's Falls - Battery Energy Storage System (BESS)

**RESOLUTION-2025-236**

Councillor Craig Sanders made a motion that the Municipality of Brooke-Alvinston supports the request from the Village of Burk's Falls to request that the Province of Ontario immediately suspend the approval and development of all new BESS installations until a comprehensive, science-based study is completed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- e) Town of Kingsville - Opposition to Bill 17, Protect Ontario by Building Faster Act, 2025

**RESOLUTION-2025-237**

Councillor Craig Sanders made a motion that the Municipality of Brooke-Alvinston supports the request from the Town of Kingsville to request that the Province of Ontario provide municipalities with clarity on how they should fund the capitol costs of infrastructure and services required to support new growth, given the impacts of overall development charge revenue. Councillor Jenny Redick seconded the motion.

**Carried**

- f) Municipality of South Huron - Blue Box Responsibility

**RESOLUTION-2025-238**

Councillor Craig Sanders made a motion that the Municipality of Brooke-Alvinston supports the Municipality of South Huron to request that the province amend Ontario Regulation 391/21: Blue Box so that producers are responsible for the end-of-life management of recycling products from all sources. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- g) Township of Nairn and Hyman - Disposal of Niobium Tailings

**RESOLUTION-2025-239**

Councillor Craig Sanders made a motion that the request from the Township of Nairn and Hyman be received and filed. Councillor Jenny Redick seconded the motion.

**Carried**

- h) City of St. Catharines - Elect Respect

**RESOLUTION-2025-240**

Councillor Craig Sanders made a motion that the Municipality of Brooke-Alvinston supports the request from the City of St. Catharines to call on all elected officials, organizations and community members to support the Elect Respect campaign. Councillor Jenny Redick seconded the motion.

**Carried**

## 7 STAFF REPORTS

- a) **Drainage Superintendent's Report** : Logan Drain Tender

### **RESOLUTION-2025-241**

Councillor Jenny Redick made a motion that Council accepts the low tender submitted by Bruce Poland and Sons in the amount of \$18,527.25 including HST. Councillor Craig Sanders seconded the motion.

**Carried**

- b) **Drainage Superintendent's Report**: Moffatt Lucas Drain Tender

### **RESOLUTION-2025-242**

Deputy Mayor Frank Nemcek made a motion that Council accepts the low tender submitted by JLH Excavating in the amount of \$25,388.61 including HST. Councillor Craig Sanders seconded the motion.

**Carried**

### **RESOLUTION-2025-243**

Councillor Craig Sanders made a motion that the report from the Drainage Superintendent on Grant Allocation be received and filed. Councillor Jenny Redick seconded the motion.

**Carried**

- c) **Drainage Superintendent's Report** : McKellar Werden Drain Tender

### **RESOLUTION-2025-244**

Councillor Jenny Redick made a motion that Council accepts the low tender submitted by Herrington Excavating in the amount of \$35,295.55 including HST. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) **Drainage Superintendent's Report**: 15-16 Sideroad Drain

### **RESOLUTION-2025-245**

Councillor Don McCabe made a motion that Council appoints R. Dobbin Engineering under section 78 of the Drainage Act. Councillor Jenny Redick seconded the motion.

**Carried**

- e) **Fire Chief's Report**:

### **RESOLUTION-2025-246**

Councillor Jenny Redick made a motion that the report submitted by the Fire Chief be received and filed. Councillor Craig Sanders seconded the motion.

**Carried**

- f) **Clerk Administrator's Report**: Site Plan Approval -Ken & Barb Alderman

### **RESOLUTION-2025-247**

Councillor Jenny Redick made a motion that the report on the site plan for Ken

& Barb Alderman for property located at 3255 / 3259 Nauvoo Road be received and filed. Councillor Craig Sanders seconded the motion.

**Carried**

- g) **Clerk Administrator's Report:** Operations during arena floor build

**RESOLUTION-2025-248**

Councillor Jenny Redick made a motion that staff be directed to discuss the arena floor project with the users that use the facility during the non ice periods. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- h) **Public Works Superintendent's Report:** Estimated cost for sidewalk installation on Millpond and Patterson

**RESOLUTION-2025-249**

Councillor Don McCabe made a motion that Council receive and file the report for more discussion at the 2026 budget meeting. Councillor Jenny Redick seconded the motion.

**Carried**

- i) **Treasurer's Report:** Accounts Payable Listing - July 2025

**RESOLUTION-2025-250**

Councillor Jenny Redick made a motion that Council receive and file the Accounts Payable Listing for July 2025. Councillor Craig Sanders seconded the motion.

**Carried**

- j) **Clerk Administrator's Report:** Revision(s) to Dog By-law

**RESOLUTION-2025-251**

Councillor Jenny Redick made a motion that the draft by-law attached be approved in principle; and that once the confirmation of fines is received from the Ontario Court of Justice, it be brought forward for adoption. Councillor Craig Sanders seconded the motion.

**Carried**

- k) **Clerk Administrator's Report:** Request to purchase alley - Searson

The Clerk Administrator noted that late comments were received from the Planning Department and it was advised that Council leave the alley status quo for now as the subdivision plans move forward to ensure the alley is not needed for utilities or such.

**RESOLUTION-2025-252**

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston table the request to purchase the alley. Councillor Craig Sanders seconded the motion.

**Carried**

- l) **Clerk Administrator's Report:** CSRIF Grant - next steps

**RESOLUTION-2025-253**

Councillor Jenny Redick made a motion that the report on the CSRIF grant and next steps be received and filed; and that staff be directed to develop a flow through agreement with the SCF for fundraising of the municipal portion of the floor and ice plant costs. Councillor Craig Sanders seconded the motion.

**Carried**

**8 BY-LAWS**

**9 NEW BUSINESS**

- a) The Clerk Administrator noted the public open house from Venfor is scheduled for August 28th from 4pm to 8pm
- b) The Clerk Administrator noted that Rayah Bressette has been named the 2025/2026 Brooke-Alvinston and Watford Fall Fair Ambassador
- c) The Staff, Council, Service Club and Committee appreciation event invitation was distributed
- d) Councillor Nemcek inquired about long grass in Inwood.

**10 CLOSED SESSION**

- a) Personnel matters about an identifiable individual including employees.

**RESOLUTION-2025-254**

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

**Carried**

**11 RISE AND REPORT**

The Clerk Administrator advised that a closed session meeting was held to discuss personal matters about an identifiable individual including employees. She noted the June 19, 2025 closed session meeting minutes were approved and Staff was directed to proceed as outlined in closed session.

**12 BY-LAW CONFIRMING PROCEEDINGS**

- a) By-law 31 of 2025 - Confirming By-law

**RESOLUTION-2025-255**

Councillor Jenny Redick made a motion that By-law 31 of 2025 be read a first, second and third time and finally passed this 13th day of August, 2025. Councillor Craig Sanders seconded the motion.

**Carried**

**13 ADJOURNMENT**

The meeting was adjourned at 5:40 pm

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

\_\_\_\_\_  
Mayor



**MUNICIPALITY OF BROOKE-ALVINSTON  
NOTICE OF PUBLIC MEETING  
CONCERNING A PROPOSED ZONING BY-LAW AMENDMENT**

**TAKE NOTICE** that the Council of the Corporation of the Municipality of Brooke-Alvinston will hold a Public Meeting on September 11, 2025, at 4:30 p.m. to consider a proposed Zoning By-law Amendment under Section 34 of the Planning Act, R.S.O. 1990, as amended.

**THE PROPOSED ZONING BY-LAW AMENDMENT** would amend the Municipality of Brooke-Alvinston Comprehensive Zoning By-law 9 of 2013 by changing the zoning on lands described as Concession 10, West Part Lot 3, West ½ Lot 3, municipally known as 6423 Petrolia Line from the "Agricultural-1 (A1)" Zone to the No Dwelling Agricultural (ND-A)" Zone.

**CONSENT APPLICATION B004/25** was submitted and subsequently approved by the Committee of Adjustment on July 8, 2025. The purpose of the severance was to sever a vacant rural residential lot from the surrounding farm lot. A condition of provisional consent approval requires a re-zoning of the severed property.

**ANY PERSON** may attend the public meeting and/or make written or oral representation either in support of or in opposition to the proposed Zoning By-law Amendment. If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 4:30 p.m. on September 5, 2025.

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

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

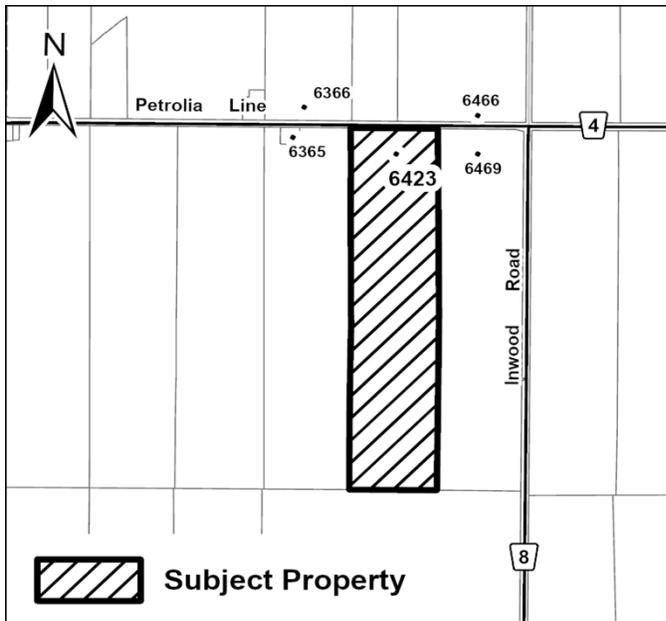
**IF A PERSON** or public body does not make oral submissions at a public meeting or make written submissions to the Municipality of Brooke-Alvinston before the Zoning By-law Amendment is passed, they may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, if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

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

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

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

**DATED** at the Municipality of Brooke-Alvinston this 15<sup>th</sup> day of August, 2025.



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

**MUNICIPALITY OF BROOKE-ALVINSTON  
APPLICATION FOR AMENDMENT TO  
ZONING BY-LAW 9 OF 2013**

FILE NO.

B-004/25

DATE

July 8, 2025

NAME OF OWNER Tim Campbell	NAME OF AGENT (if the applicant is an agent authorized by the owner) Paris Campbell
ADDRESS 6524 Petrolia Line	ADDRESS 6683 Petrolia Line
e-mail address tcampbell@brktel.ca	e-mail address shawfarmboy01@live.ca
TELEPHONE 519-331-5697	TELEPHONE 519-384-0716

NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance) Tim Campbell	NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance)
ADDRESS 6529 Petrolia Line	ADDRESS
e-mail address tcampbell@brktel.ca	e-mail address

OFFICIAL PLAN - current designation Agriculture	ZONING - current zone A1
--	-----------------------------

DIMENSIONS OF SUBJECT LAND:		
Frontage: 750'	Depth: 5691.84'	Area: 48 acres

REZONING - Nature and extent of rezoning requested: To rezone from A1 to ND-A
Attach additional page if necessary

DATE - Subject land was acquired by current owner on:

LEGAL DESCRIPTION of subject land (such as the municipality, concession and lot numbers, registered plan and lot numbers, reference plan and part numbers and name of street and number, municipal address, and assessment roll number, if known) Brooke Alvington Concession 10, West part Lot 3, West 1/2 lot 3.
Note: See page 4 for details of sketch required.

If the subject land is within an area where the municipality has pre-determined the minimum and maximum density requirements or the minimum and maximum height requirements, a statement of these is required.  
N/A

If the application implements an alteration to the boundary of an area of settlement or implements a new area of settlement, details of the official plan or official plan amendment that deals with the matter is required.

N/A

If the subject land is within an area where zoning with conditions applies, an explanation of how the application conforms to the official plan policies relating to zoning with conditions is required.

N/A

If the application is to remove land from an area of employment, details of the official plan or official plan amendment that deals with the matter is required.

N/A

**ACCESS** - Access to the subject land will be by:

Provincial highway                       Municipal Road - seasonal                       County Road

Municipal Road - year round                       Right-of-way                       Private Road

Water  
(specify).....  Other public road

**WATER ACCESS** - Where access to the subject land is by water only:

Docking facilities (specify) N/A                      Parking facilities (specify) \_\_\_\_\_

distance from subject land..... distance from subject land .....

distance from nearest public road..... distance from nearest public road.....

EXISTING USES of the subject land:	LENGTH OF TIME the existing uses of the subject land have continued:
Agriculture	

Side lot line setback: .....  
Side lot line setback: .....

TYPE -  
Height in metres: .....

DATE CONSTRUCTED..... *N/A*

Dimensions: .....  
Floor Area:  
Front lot line setback:  
Rear lot line setback:  
Side lot line setback: .....  
Side lot line setback: .....

attach additional page if necessary

PAGE 3 OF 6

**WATER is provided to the subject land by:**

- Publicly-owned/operated piped water system
- Publicly-owned/operated individual well operated communal well
- Private well (specify).....
- Lake or other water body
- Privately owned and
- Other means

**SEWAGE DISPOSAL is provided to the subject land by:**

*N/A*

- Publicly owned/operated sanitary sewage system
- Privately owned/operated individual septic system
- Privately owned/operated communal septic system
- Public communal septic system
- Privy
- Other means (specify).....

If the application would permit development on privately owned and operated individual or communal septic systems, and more than 4500 litres of effluent would be produced per day as a result of the development being completed, the following must accompany this application:

1) a servicing options report; and

*N/A*

2) a hydrogeological report.

**STORM DRAINAGE is provided to the subject land by:**

- Sewers
- Ditches
- Swales
- Other means

**OTHER APPLICATIONS - if known, indicate if the subject land is the subject of an application under the Planning Act for:**

- official plan amendment *N/A* File #.....  
Status.....
- approval of a plan of subdivision (under section 51) File #.....  
Status.....
- severance (under section 53) File #.....

**EXISTING BUILDINGS – STRUCTURES** - Where there are any buildings or structures on the subject land, indicate for each:

TYPE - *See attached photo*      *2 coveralls*  
 Height in metres: .....  
 DATE CONSTRUCTED.....  
 Dimensions: .....  
 Floor Area: .....  
 Front lot line setback: .....  
 Rear lot line setback: .....  
 Side lot line setback: .....  
 Side lot line setback: .....  
 TYPE - .....  
 Height in metres: .....  
 DATE CONSTRUCTED.....  
 Dimensions: .....  
 Floor Area: .....  
 Front lot line setback: .....  
 Rear lot line setback: .....  
 Side lot line setback: .....  
 Side lot line setback: .....  
 attach additional page if necessary

**PROPOSED USES of the subject land**

*Agriculture*

**PROPOSED BUILDINGS – STRUCTURES** - Where any buildings or structure are proposed to be built on subject land, indicate for each:

TYPE - .....  
 Height in metres: .....  
 DATE CONSTRUCTED.....  
 Dimensions: .....  
 Floor Area: .....  
 Front lot line setback: .....  
 Rear lot line setback: .....

Status.....

[ ] previous rezoning application (under section 34) File #.....

Status.....

[ ] whether the subject land has ever been the subject of a Minister's Zoning Order Ont. Reg. #

N/A

Is this application for an amendment to the Zoning By-law consistent with policy statements issued under subsection 3 (1) of the Act? YES \_\_\_ NO X

Is the subject land within an area of land designated under any provincial plan or plans? YES \_\_\_ NO X

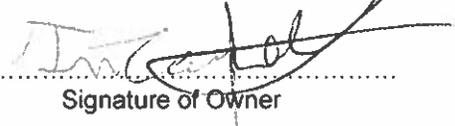
If yes, does the application conform or does not conflict with the applicable provincial plan or plans? YES \_\_\_ NO X

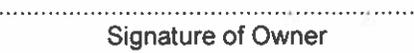
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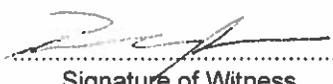
**AUTHORIZATION BY OWNER**

I, the undersigned, being the owner of the subject land, hereby authorize .....

to be the applicant in the submission of this application.

 Signature of Owner

 Signature of Owner

 Signature of Witness

July 18, 2025 Date

**DECLARATION OF APPLICANT**

I, Paris Campbell of the municipality of .....

(name of applicant) (eg. city, town, Village, Township)

Brooke Alvinston in the County of Lambton

(name of local municipality)

solemnly declare that:



All the statements contained in this application and provided by me are true and I make this solemn declaration conscientiously believing it to be true and knowing that it is of the

same force and effect  
as if made under oath.

DECLARED before me at the Municipality

of Brooke-Alvinston

in the County of Lambton Signature of Applicant

this 18 day of July 20 25  
Signature of Applicant

  
Signature of Commissioner, etc.

Janet A. Denkers, a Commissioner,  
etc., while Clerk for The Corporation  
of the Municipality of Brooke-Alvinston,  
County of Lambton.

**PLANS REQUIRED  
IT WILL BE NECESSARY TO SUBMIT PRELIMINARY SITE PLANS  
FOR THE DEVELOPMENT AT THE TIME OF THE FILING OF THIS APPLICATION**

**Minimum requirements will be a sketch showing the following**

1. The boundaries and dimensions of the subject land.
2. The locations, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
3. The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
4. The current uses on land that is adjacent to the subject land.
5. The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public traveled road, a private road or a right-of-way.
6. Off-street parking, and loading (if required) and access thereto, including the dimension of the spaces and aisles.
7. The location and nature of any easement or rights of way affecting the subject land.
8. Scale of site plan (metric preferred) and north arrow.

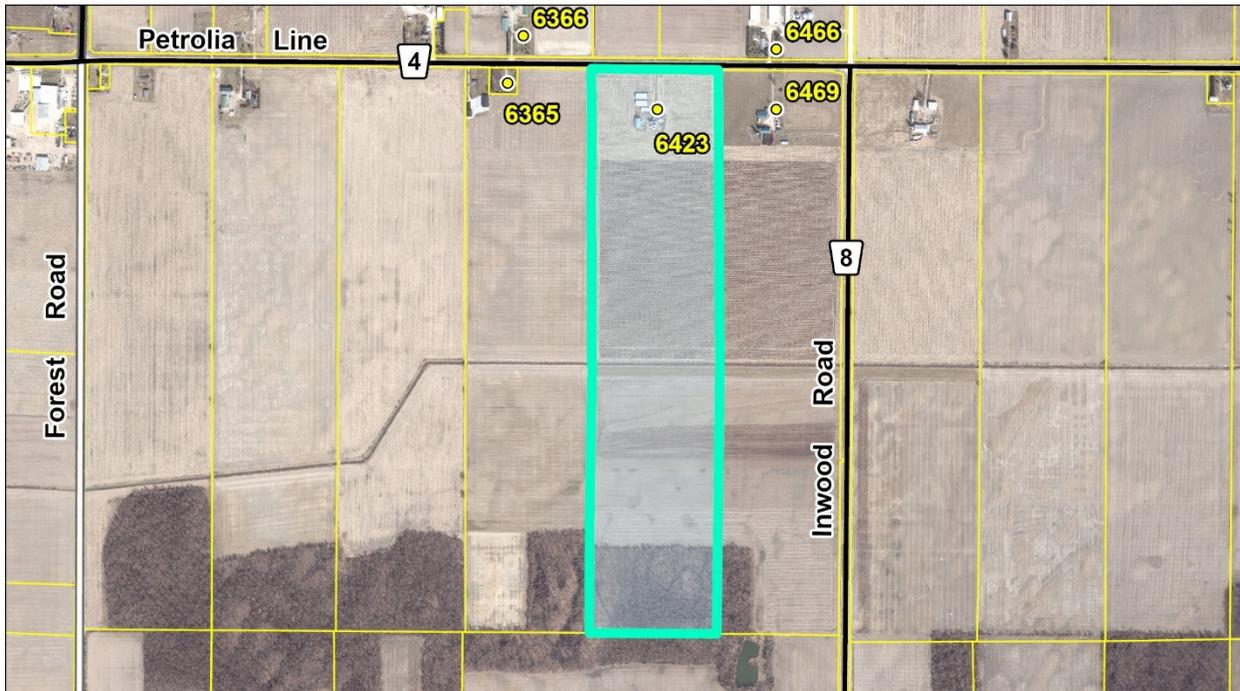
The Planning Act contains time-lines regarding the processing of this application. These time lines are based on the date on which the **complete** application was received. A notification will be sent to the applicant when a **complete** application has been received.





	<p><b>PLANNING AND DEVELOPMENT SERVICES REPORT</b></p>	
<p><b>REPORT TO:</b></p>	<p><b>MUNICIPALITY OF BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT</b></p>	
<p><b>PREPARED BY: (COUNTY)</b></p>	<p><b>Ezio Nadalin, Planner</b></p>	
<p><b>REPORT DATE:</b></p>	<p><b>September 2, 2025</b></p>	
<p><b>MEETING DATE:</b></p>	<p><b>September 11, 2025</b></p>	
<p><b>IN CAMERA:</b></p>	<p><b>Open Session</b></p>	
<p><b>SUBJECT:</b></p>	<p><b>Agenda Item: ZBLA Consent to Sever – 6423 Petrolia Line Brooke Concession 10, West Part Lot 3, West ½ Lot 3 Owner: Tim Campbell (Agent: Paris Campbell)</b></p>	

**SITE PHOTO:**

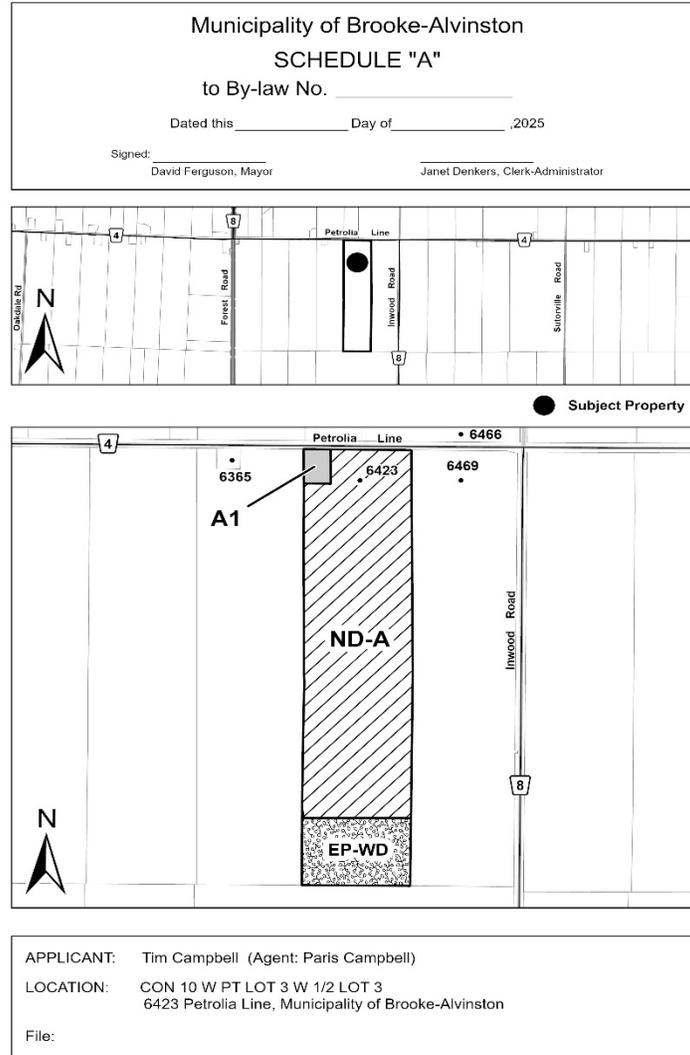


**BACKGROUND:**

The applicant has applied to change the zoning on lands described as Concession 10, West Part Lot 3, West ½ Lot 3 in the Municipality of Brooke-Alvinston and municipally known as 6423 Petrolia Line. The zoning would change from “Agriculture 1 (A1)” to “No-

*Dwelling Agricultural (ND-A)*” which would prohibit the construction of future residential dwellings in perpetuity on the retained farm lot.

Diagram 1: Showing Proposed Rezoning



The proposed lot is currently vacant but was a former home site. It is our understanding the home was removed several years ago. Were the home still located on the site, the proposal could have been viewed as a “surplus farm dwelling” application, consistent with existing planning policies, however, that is not the case as there is no home currently present on the site. The applicant, for his part, is of the opinion that this simply a dwelling re-build situation, as the new home will be constructed at approximately the same location and the impacts, either perceived or real, of any re-build would be minimal. He agrees with the rezoning of the retained property as a means of prohibiting future residential development.

As the proposed lot is vacant, staff determined that “*surplus farm dwelling*” policies could not be applied in this case and as such the proposal was not in conformity with the PPS, the County of Lambton Official Plan, and the Brooke-Alvinston Official Plan. Staff accordingly did not recommend application approval.

The Committee of Adjustment (COA), showing leniency in this case, decided to grant Consent application **B004/25** as submitted. The COA directed that “*a rezoning of the retained parcel from the current Agricultural-1 (A1) Zone to the No Dwelling Agricultural (ND-A) Zone be obtained.*”

The proposed re-zoning would therefore prohibit the construction of future residential dwellings in perpetuity on the retained farm lot. The ND-A zone would also limit future MDS setback implications on the surrounding livestock operations.

In accordance with COA direction a zoning by-law amendment has been prepared and attached to this Planning Report.

**RECOMMENDATION:**

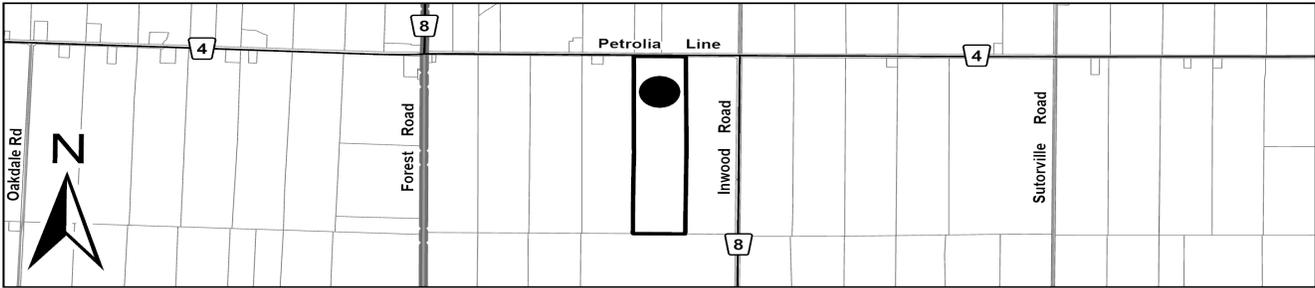
Consistent with this Departments previous comments and recommendations (see Report, dated July 2, 2025) we do not recommend the proposed Zoning By-law Amendment as it would not be consistent with present Provincial Planning Policies.

**Municipality of Brooke-Alvinston**  
**SCHEDULE "A"**  
 to By-law No. \_\_\_\_\_

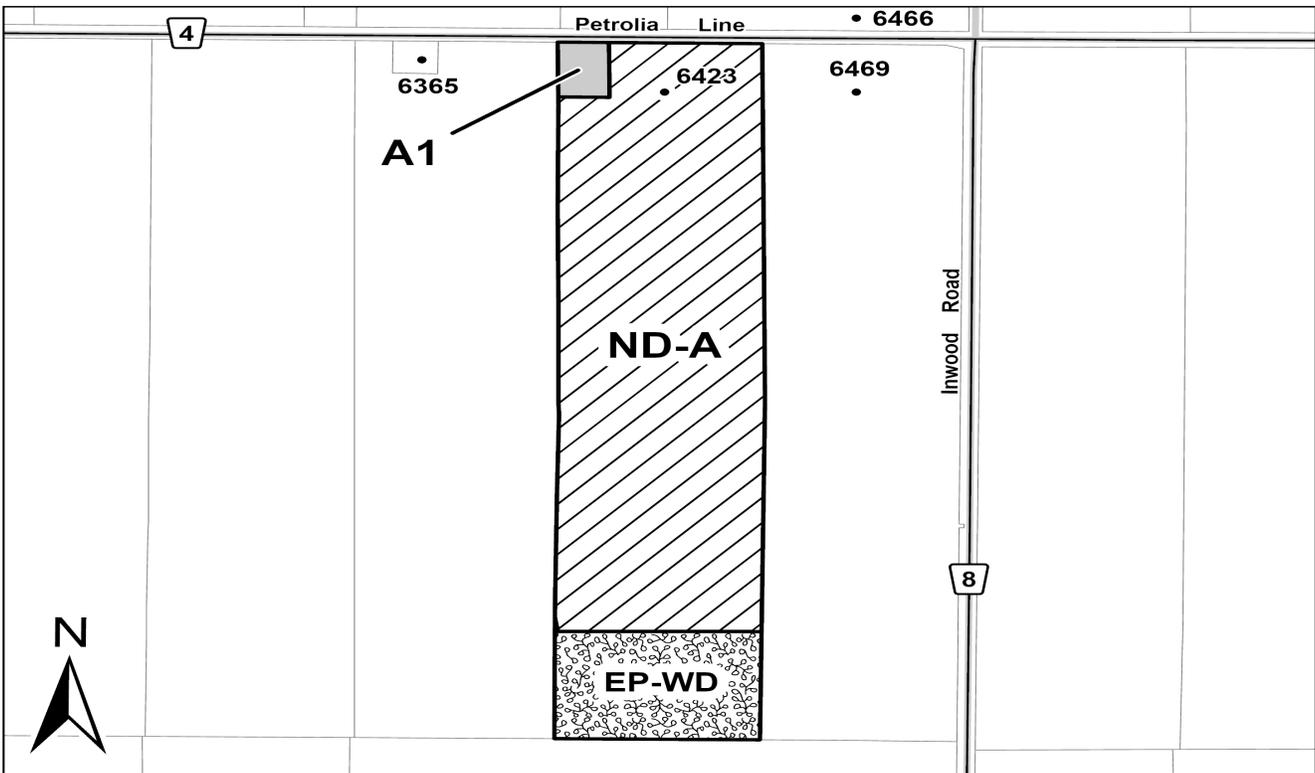
Dated this \_\_\_\_\_ Day of \_\_\_\_\_, 2025

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

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



**Subject Property**



**APPLICANT:** Tim Campbell (Agent: Paris Campbell)

**LOCATION:** CON 10 W PT LOT 3 W 1/2 LOT 3  
 6423 Petrolia Line, Municipality of Brooke-Alvinston

**File:**



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2024 Audited Financial Statements  
**Meeting:** Council - 11 Sep 2025  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That the Council of the Municipality of Brooke Alvinston approve the 2024 Consolidated Financial Statements for the municipality as audited by MNP LLP and authorize the Treasurer to sign the Management letter.**

### Background:

Municipal Financial Statements must be prepared according to Public Sector Accounting Standards and audited by an independent audit firm.

### Comments:

Our auditors are MNP LLP from Sarnia. They have prepared a short presentation reviewing the highlights of the 2024 Financial Statements and the audit.

### Relationship to Strategic Plan:

The audit demonstrates that the financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2024 and the results of its financial activities, cash flows and change in net financial assets for the year then ended in accordance with Canadian Public Sector Accounting Standards.

### ATTACHMENTS:

[Municipality of Brooke-Alvinston Dec 24 Draft Financial Statements](#)

[Municipality of Brooke-Alvinston Dec 24 AFL](#)

**THE CORPORATION OF THE MUNICIPALITY  
OF BROOKE-ALVINSTON  
CONSOLIDATED FINANCIAL STATEMENTS**

*December 31, 2024*

Draft For Management Only

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*Draft For Management Only*

## MANAGEMENT'S REPORT

The accompanying consolidated financial statements of the Corporation of the Municipality of Brooke-Alvinston (the "Municipality") are the responsibility of the Municipality's management and have been prepared in compliance with legislation, and in accordance with Canadian public sector accounting standards. A summary of the significant accounting policies are described in Note 1 to the consolidated financial statements. The preparation of financial statements necessarily involves the use of estimates based on management's judgement, particularly when transactions affecting the current accounting period cannot be finalized with certainty until future periods.

The Municipality's management maintains a system of internal controls designed to provide reasonable assurance that assets are safeguarded, transactions are properly authorized and recorded in compliance with legislative and regularity requirements, and reliable financial information is available on a timely basis for preparation of consolidated financial statements. These systems are monitored and evaluated by management.

The consolidated financial statements have been audited by MNP LLP, independent external auditors and appointed by the Municipality. The accompanying Independent Auditor's Report outlines their responsibilities, the scope of their examination and their opinion on the Municipality's consolidated financial statements.

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Stephen Ikert

Treasurer

Draft For Management Only

## Independent Auditor's Report

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To the Members of Council, Inhabitants and Ratepayers of The Corporation of the Municipality of Brooke-Alvinston:

### Opinion

We have audited the financial statements of The Corporation of the Municipality of Brooke-Alvinston (the "Municipality"), which comprise the consolidated statement of financial position as at December 31, 2024, and the consolidated statements of operations and accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2024, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Consolidated Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of the consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

### Auditor's Responsibilities for the Audit of the Consolidated Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Plan and perform the group audit to obtain sufficient appropriate audit evidence regarding the financial information of the entities or business units within the Municipality as a basis for forming an opinion on the financial statements. We are responsible for the direction, supervision and review of the audit work performed for the purposes of the group audit. We remain solely responsible for our audit opinion.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## CONSOLIDATED STATEMENT OF FINANCIAL POSITION

As at December 31, 2024

	2024	2023
	\$	\$
<b>FINANCIAL ASSETS</b>		
Cash and cash equivalents (note 3)	\$ 2,763,566	\$ 1,921,632
Investments (note 3)	46,108	316,535
Taxes receivable (note 4)	483,602	385,657
Accounts receivable	770,715	1,383,447
Loans receivable (note 5)	413,181	381,328
Investment in Bluewater Power Corporation (note 7)	663,393	644,046
<b>TOTAL FINANCIAL ASSETS</b>	<b>5,140,565</b>	<b>5,032,645</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	558,987	417,909
Municipal debt (note 8)	1,387,848	1,538,020
Deferred revenue (note 9)	635,917	864,218
Funds held in trust (note 3)	222,103	220,151
<b>TOTAL LIABILITIES</b>	<b>2,804,855</b>	<b>3,040,298</b>
<b>NET FINANCIAL ASSETS</b>	<b>2,335,710</b>	<b>1,992,347</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets (note 10) (schedule 1)	25,444,675	24,822,386
Prepaid expenses	20,959	24,504
Inventory	165,438	164,725
<b>TOTAL NON-FINANCIAL ASSETS</b>	<b>25,631,072</b>	<b>25,011,615</b>
<b>ACCUMULATED SURPLUS (note 11)</b>	<b>\$ 27,966,783</b>	<b>\$ 27,003,962</b>

Contingencies (note 13)

Commitments (note 14)

Approved on behalf of Council:

\_\_\_\_\_ Mayor

\_\_\_\_\_ C.A.O./Clerk

\_\_\_\_\_ Treasurer

5.2.

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS

For the year ended December 31, 2024

	Budget 2024 \$ (note 15)	Actual 2024 \$	Actual 2023 \$
<b>REVENUES</b>			
Taxation	3,679,354	\$ 3,632,115	\$ 3,409,391
Fees and user charges	1,484,750	1,359,209	1,666,619
Fees and user charges other municipalities	78,488	92,727	124,545
Grants	1,632,736	1,191,383	1,196,302
Other	162,355	533,570	420,919
Bluewater Power Corporation	-	19,347	28,166
<b>TOTAL REVENUES</b>	<b>7,037,683</b>	<b>\$ 6,828,351</b>	<b>\$ 6,845,942</b>
<b>EXPENSES</b>			
General government	683,481	\$ 638,870	\$ 695,287
Protection services	943,776	892,501	891,119
Transportation services	2,254,486	2,024,287	2,059,137
Environmental services	933,301	924,410	1,017,691
Health services	70,718	64,595	66,370
Recreation and cultural services	826,105	841,247	768,560
Planning and development	789,404	479,620	1,103,357
<b>TOTAL EXPENSES</b>	<b>6,501,270</b>	<b>\$ 5,865,530</b>	<b>\$ 6,601,521</b>
<b>ANNUAL SURPLUS</b>	<b>536,413</b>	<b>962,821</b>	<b>244,421</b>
<b>ACCUMULATED SURPLUS - beginning of year</b>	<b>27,003,962</b>	<b>27,003,962</b>	<b>26,759,541</b>
<b>ACCUMULATED SURPLUS - end of year (note 11)</b>	<b>\$ 27,540,375</b>	<b>\$ 27,966,783</b>	<b>\$ 27,003,962</b>

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

For the year ended December 31, 2024

	Budget 2024 \$ (note 15)	Actual 2024 \$	Actual 2023 \$
<b>ANNUAL SURPLUS</b>	<b>536,413</b>	<b>962,821</b>	244,421
Amortization of tangible capital assets	1,119,521	1,119,521	1,124,219
Acquisition of tangible capital assets	(2,208,361)	(1,906,036)	(1,193,008)
(Gain)/loss on sale tangible capital assets	-	(27,994)	-
Proceeds from sale of tangible capital assets	-	192,219	-
Change in prepaid and inventory assets	-	2,832	(54,845)
<b>INCREASE IN NET FINANCIAL ASSETS</b>	<b>(552,427)</b>	<b>343,363</b>	120,787
<b>NET FINANCIAL ASSETS - beginning of year</b>	<b>1,992,347</b>	<b>1,992,347</b>	1,871,560
<b>NET FINANCIAL ASSETS - end of year</b>	<b>1,439,920</b>	<b>2,335,710</b>	1,992,347

Draft For Management Only

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2024

	Actual 2024 \$	Actual 2023 \$
<b>NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:</b>		
<b>OPERATING</b>		
Annual surplus	962,821	244,421
Non-cash charges to operations		
Amortization of tangible capital assets	1,119,521	1,124,218
(Gain) loss on disposal of tangible capital assets	(27,994)	-
Change in non-cash assets and liabilities		
Taxes and interest receivable	(97,945)	(66,550)
Accounts receivable	612,732	(393,892)
Loans receivable	(31,853)	(89,644)
Accounts payable and accrued liabilities	141,078	78,012
Inventories held for consumption	(713)	(57,648)
Deferred revenue	(228,301)	71,223
Prepaid expenses	3,545	2,803
Funds held in trust	1,952	2,296
<b>Net increase in cash from operating transactions</b>	<b>2,454,843</b>	<b>915,240</b>
<b>CAPITAL</b>		
Acquisition of tangible capital assets	(1,906,036)	(1,193,008)
Proceeds on disposal of tangible capital assets	192,219	-
<b>Net decrease in cash from capital transactions</b>	<b>(1,713,817)</b>	<b>(1,193,008)</b>
<b>INVESTING</b>		
Maturation (purchase) of investments	270,427	(11,435)
Investment in Bluewater Power Corporation	(19,347)	(28,166)
<b>Net increase (decrease) in cash from investing transactions</b>	<b>251,080</b>	<b>(39,601)</b>
<b>FINANCING</b>		
Proceeds from long-term debt	100,000	32,100
Repayment of municipal debt	(250,172)	(214,911)
<b>Net decrease in cash from investing transactions</b>	<b>(150,172)</b>	<b>(182,811)</b>
<b>NET CHANGE IN CASH AND CASH EQUIVALENTS</b>	<b>841,934</b>	<b>(500,180)</b>
<b>CASH AND CASH EQUIVALENTS - beginning of year</b>	<b>1,921,632</b>	<b>2,421,812</b>
<b>CASH AND CASH EQUIVALENTS - end of year</b>	<b>2,763,566</b>	<b>1,921,632</b>

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON  
 CONSOLIDATED FINANCIAL STATEMENTS  
 DECEMBER 31, 2024  
 NOTES TO THE FINANCIAL STATEMENTS

The Corporation of the Municipality of Brooke-Alvinston ("Municipality") is a municipality in the Province of Ontario, Canada. It was incorporated in 2001 and conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, 2001, Municipal Affairs Act and related legislation. The Municipality provides municipal services such as fire, public works, planning, parks and recreation and other general government operations.

## 1. SIGNIFICANT ACCOUNTING POLICIES

The consolidated financial statements of the Municipality are the representation of management and have been prepared in accordance with Canadian generally accepted accounting principles for local governments as recommended by the Public Sector Accounting Board (PSAB) as defined in the CPA Canada Public Sector Accounting Handbook. Significant aspects of the accounting policies are as follows:

*a) Basis of Consolidation*

*i. Consolidated Entity*

These consolidated financial statements reflect the assets, liabilities, revenues and expenses and accumulated surplus of the reporting entity. The reporting entity is comprised of all committees and local boards accountable for the administration of their financial affairs and resources of the Municipality and which are owned or controlled by the Municipality.

Inter-departmental and inter-organizational transactions and balances with this entity have been eliminated.

*ii. Government Business Enterprise*

The Municipality's investment in Bluewater Power Corporation ("BPC") is accounted for on the modified equity basis, consistent with Canadian public sector accounting standards as recommended by PSAB for investments in government business enterprises. Under the modified equity basis, BPC's accounting policies are not adjusted to conform to those of the Municipality and inter-organizations transactions and balances are not eliminated. The Municipality recognizes its equity interest in the annual income or loss of BPC in its Consolidated Statement of Operations with corresponding increase or decrease in its investment asset account. Any dividends that the Municipality may receive from BPC will be reflected as reductions in the investment asset account.

*iii. Accounting for County and School Board Transactions*

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards, and the County of Lambton are not reflected in these consolidated financial statements except that any amounts due to or from these organizations are reported on the statement of financial position. Taxation raised by the Municipality on behalf of these organizations is reflected as a deduction from total taxation on the Statement of Operations and Accumulated Surplus.

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON  
CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2024  
NOTES TO THE FINANCIAL STATEMENTS

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

*b) Basis of accounting*

The Municipality follows the accrual method of accounting for revenues and expenses. Revenues are normally recognized in the year in which they are earned and measurable. Expenses are recognized as they are incurred and measurable as a result of a receipt of goods or services and/or the creation of a legal obligation to pay.

*c) Cash and cash equivalents*

Cash and cash equivalents include cash on account and short-term investments with original maturities of 90 or less and are stated at cost.

*d) Non-financial assets*

Non-financial assets are not yet available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenditures, provides the Change in Net Financial Assets for the year.

*e) Tangible capital assets*

Tangible capital assets are recorded at cost which includes all amount that are directly attributable to acquisition, construction, development or betterment of the asset. Contributed tangible capital assets are recorded at their fair value at the date of contribution. Where fair market value cannot be reasonably determined, contributed tangible capital assets are recorded at a nominal amount. The useful life of the assets is based on estimates determined by management. The cost, less residual value, if any, of tangible capital assets is amortized on a straight-line basis, over the expected useful life of the asset, as follows:

<b>Asset</b>	<b>Useful Life - Years</b>
Land improvements	10 years
Buildings	50 years
Equipment, furniture and fixtures	5 years
Vehicles	5 - 15 years
Road infrastructure	7 - 100 years
Environmental infrastructure	50 - 75 years

Assets under construction are not amortized until the asset is available for productive use. Annual amortization is prorated in the year of acquisition and in the year of disposal.

*f) Intangible assets*

Intangible assets, art and cultural and historical assets and items inherited by right of the Crown, such as Crown lands, forests, water and mineral resources, are not recorded as assets in these financial statements.

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON  
CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2024  
NOTES TO THE FINANCIAL STATEMENTS

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

*g) Revenue recognition*

Property tax billings are prepared by the Municipality based on the assessment roles issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council, incorporating amounts to be raised for local services. A normal part of the assessment process is the issue of supplementary assessment rolls, which provide updated information with respect to changes in the property assessments. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and renders a supplementary tax billing. Taxation revenues are recorded at the time the tax billings are issued.

The Municipality is entitled to collect interest and penalties on overdue taxes. These revenues are recorded in the period the interest and penalties are levied.

Taxation revenues in any year may also be reduced as a result of reductions in assessment values arising from assessment and/or tax appeals. Each year, an amount is identified to cover the estimated amount of revenue loss attributable to assessment appeals, tax appeals and other deficiencies in tax revenues (e.g., uncollectible amounts, write-offs, etc.).

Conditional grant revenue is recognized to the extent the conditions imposed on it have been fulfilled. Unconditional grant revenue is recognized when the monies are receivable. Grants for the acquisition of tangible assets are recognized in the period in which eligible expenditures are made.

Investment income earned on surplus funds (other than obligatory reserve funds) is recognized when earned. Investment income earned on deferred revenue is recorded directly to each fund.

The Municipality's share of net income in Bluewater Power is recognized when earned.

The Municipality recognizes revenue from fines and penalties on late tax payments. These non-exchange transactions have no performance obligations and are recognized at their realizable value when the Town has the authority to claim or retain economic inflows based on a past transaction or event giving rise to an asset.

Revenue from transactions with performance obligations is recognized when the Municipality satisfies a performance obligation by providing the promised goods or services to a payor. The performance obligation is evaluated as being satisfied either over a period of time or at a point in time. The Municipality recognizes revenues from utilities, licenses and permits, certificates, recycling services, and rentals at a point in time, which occurs when the goods and/or services have been provided. In determining the transaction price, the Municipality measures revenue based on the consideration that is expected to receive in exchange for providing the goods and/or services.

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON  
CONSOLIDATED FINANCIAL STATEMENTS  
DECEMBER 31, 2024  
NOTES TO THE FINANCIAL STATEMENTS

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

*h) Deferred Revenue*

The Municipality receives revenue restricted by legislation, regulation or agreement that may only be used for certain programs or in the completion of specific work. In addition, certain user charges and fees are collected for which the related services have yet to be performed. The revenue is reported on the Statement of Operations and Accumulated Surplus in the year in which the related expenses are incurred or services performed.

*i) Development charges and other revenues*

Revenues are recognized in the year that the events giving rise to the revenues occur and the revenues are earned. Amounts received which relate to revenues that will be earned in a subsequent year are deferred and reported as liabilities.

*j) Accumulated surplus*

Accumulated surplus represents the Municipality's net economic resources. It is an amount by which all assets (financial and non-financial) exceed liabilities. An accumulated surplus indicates that the Municipality has net resources (financial and physical) that can be used to provide future services. An accumulated deficit means that liabilities are greater than assets.

*k) Financial instruments*

The Municipality classifies its financial instruments as either fair value or amortized cost. The Municipality's accounting policy for each category is as follows:

*i. Fair Value*

Fair value investments that are measured subsequent to initial recognition at fair value are grouped into Levels 1 to 3 based on the degree to which the fair value is observable:

Level 1 - Quoted prices (unadjusted) in active markets for identical assets or liabilities

Level 2 - Inputs other than quoted prices included within Level 1 that are observable for the asset or liability either directly (i.e. as prices) or indirectly (i.e. derived from prices)

Level 3 - Inputs for the asset or liability that are not based on observable market data (unobservable inputs)

Financial assets measured at fair value include cash, which is initially recognized at cost and subsequently carried at fair value. Changes in fair value are recognized in the statement of operations. The Municipality classifies this as a Level 1.

Transaction costs related to financial instruments in the fair value category are expensed as incurred.

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

*k) Financial instruments (continued)*

*ii. Amortized Cost*

Financial assets measured at amortized cost include temporary investments, accounts receivable and taxes receivable, other receivables, bank loans, accounts payable and accrued liabilities, and municipal debt. They are initially recognized at cost and subsequently carried at amortized cost using the effective interest method rate, less any impairment losses on financial assets

Transaction costs related to financial instruments in the amortized cost category are added to the carrying value of the instrument.

Writedowns on financial assets in the amortized cost category are recognized when the amount of a loss is known with sufficient precision, and there is no realistic prospect of recovery. Financial assets are then written down to net recoverable value with the writedown being recognized in the statement of operations.

*l) Use of Estimates*

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the period. Estimates are used with accounting for items such as accrued receivables and accrued liabilities.

Items requiring the use of significant estimates include those related to the useful life of assets, allowance for doubtful accounts, and accrued accounts payable. Actual results could differ from these estimates.

*m) Employee future benefits*

The contributions to the Ontario Municipal Employers Retirement System ("OMERS"), a multi-employer defined benefit pension plan, are expensed when contributions are due.

*n) Budget figures*

The Municipality's council completes separate budget reviews for tax supported operating and capital, as well as water and wastewater budgets each year. Budget figures have been provided for comparison purposes. Given the differences between the budgeting model and generally accepted accounting principles established by the Public Sector Accounting Board (PSAB), certain budgeted amounts have been reclassified to reflect the presentation adopted under PSAB.

CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON  
 CONSOLIDATED FINANCIAL STATEMENTS  
 DECEMBER 31, 2024  
 NOTES TO THE FINANCIAL STATEMENTS

**1. SIGNIFICANT ACCOUNTING POLICIES (continued)**

*o) Asset retirement obligations*

A liability for an asset retirement obligation is recognized when there is a legal obligation to incur retirement costs in relation to a tangible capital asset; the past transaction or event giving rise to the liability has occurred; it is expected that future economic benefits will be given up; and a reasonable estimate of the amount can be made. The liability is recorded at an amount that is the best estimate of the expenditure required to retire a tangible capital asset at the financial statement date. This liability is subsequently reviewed at each financial reporting date and adjusted for the passage of time and for any revisions to the timing, amount required to settle the obligation or the discount rate. Upon the initial measurement of an asset retirement obligation, a corresponding asset retirement cost is added to the carrying value of the related tangible capital asset if it is still in productive use. This cost is amortized over the useful life of the tangible capital asset. If the related tangible capital asset is unrecognized or no longer in productive use, the asset retirement costs are expensed.

As of December 31, 2024, management's best estimate based on their information available does not recognize any asset retirement obligations, and therefore no liability exists. Management will continue to address the new standard and review the policy to determine if any asset retirement obligations are to be reported.

*p) Inventories of materials and supplies*

Inventories held for consumption are recorded at the lower of cost or replacement value.

**2. CHANGE IN ACCOUNTING POLICY**

Effective January 1, 2024, the Town adopted the Public Sector Accounting Board's (PSAB) new standard for the recognition, measurement and disclosure of revenue under PS 3400 Revenue. The new standard establishes when to recognize and how to measure revenue, and provides the related financial statement presentation and disclosure requirements. Pursuant to these recommendations, the change was applied prospectively, and prior periods have not been restated.

Previously, the Town recorded revenue affected by this standard when the service or goods have been provided, the amount is determinable and collectability is assured. Under the new standard, revenue is differentiated between revenue arising from transactions that include performance obligations, referred to as "exchange transactions", and transactions that do not have performance obligations, referred to as "non-exchange transactions", as described in Note 1.

There was no material impact on the financial statements from the prospective application of the new accounting recommendations

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**3. INVESTMENTS AND TRUST FUNDS**

	<b>2024</b>	2023
	\$	\$
BMO term investments	<b>46,108</b>	218,065
BMO mutual fund investments	-	98,470
	<b>46,108</b>	316,535

Cash and cash equivalents and investments include Trust funds administered by the Municipality amounting to \$222,103 (2023 - \$220,151) are held in trust for cemetery operations. These pertain to proceeds from cemetery lot sales. The interest on these investments is to be used for the care and maintenance of the cemetery. Legislation prohibits the use of the principal investment.

**4. TAXES RECEIVABLE**

As at December 31, the balances are as follows:

	<b>2024</b>	2023
	\$	\$
Taxes receivable	<b>448,421</b>	368,692
Penalties and interest	<b>52,681</b>	34,465
Allowance for doubtful accounts	<b>(17,500)</b>	(17,500)
	<b>483,602</b>	385,657

**5. LOANS RECEIVABLE**

The Municipality has the following loan receivables:

The Municipality has self financed ratepayers capital drainage projects in amount of \$181,537 (2023 – \$198,411) payable over five years bearing interest rate of 6.00%.

The Municipality has self financed ratepayers capital tile drainage projects in amount of \$177,764 (2023 – \$124,997) payable over ten years bearing interest rate of 6.00%.

Loans in the amount of \$11,147 (2023 – \$10,866) to residents of Shiloh/River Street for sanitary lateral connections payable over five to ten years bearing interest rates ranging from 2.59% to 6.00%

Loans in the amount of \$24,954 (2023 – \$29,276) to residents of Inwood for sanitary lateral connections payable over twenty years bearing interest rate of 5.00%.

Loans in the amount of \$17,778 (2023 - \$17,778) to the ratepayers for installing various waterlines and sanitary connections. These have no terms of repayment and will be collected on future connections.

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**5. LOANS RECEIVABLE (continued)**

Repayments of principal are summarized below:

2025	80,632
2026	78,623
2027	74,807
2028	57,427
2029	23,215
Thereafter	98,478
	<u>413,181</u>

**6. OPERATIONS OF SCHOOL BOARDS AND THE COUNTY OF LAMBTON**

During 2024, requisitions were made by the County of Lambton and School Boards requiring the Municipality to collect property taxes and payments in lieu of property taxes on their behalf. The amounts collected and remitted are as follows:

	School Boards \$	County \$	2024 Total \$
Property taxes	1,103,264	2,037,667	3,140,931
Amounts requisitioned and remitted	(1,103,264)	(2,037,667)	(3,140,931)
Balance, end of year	-	-	-

These amounts have not been included in the Consolidated Statement of Operations and Accumulated Surplus.

**7. INVESTMENT IN BLUEWATER POWER CORPORATION**

In recognition of the requirements of Bill 35 (The Energy Competition Act, 1998) the Municipality through Alvinston Electricity Holdings Inc. (holding company), along with the City of Sarnia, Township of Warwick, Village of Oil Springs and Town of Petrolia passed in the year 2000 transfer by-laws that transferred, effective October 31, 2000, all their hydro assets and liabilities to Bluewater Power Distribution Corporation. Upon determination of the fair value of assets and liabilities transferred, each municipality received a promissory note from Bluewater Power Distribution Corporation and shares of Bluewater Power Corporation, which owns 100% of Bluewater Power Distribution Corporation, equal to the percentage of the fair market value of assets and liabilities each municipality contributed compared to the total fair market value of the assets and liabilities contributed by the municipalities.

The fair market value of the assets and liabilities contributed by the Municipality of Brooke-Alvinston was determined to be 0.72% of the fair market value of all of the assets and liabilities contributed by all of the six participating municipalities.

For its contribution the Municipality took back a promissory note from Bluewater Power Distribution Corporation bearing interest at 7.25% and Alvinston Electricity Holdings Inc., wholly owned by the

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**7. INVESTMENT IN BLUEWATER POWER CORPORATION (continued)**

Municipality was incorporated to hold the Municipality's investment in 0.72% of the common shares of Bluewater Power Corporation. This investment in 0.72% of the common shares of Bluewater Power Corporation was valued at \$129,831.

Commencing May 1, 2009, the interest rate payable on the promissory note increased from 7.25% to 7.62%, the deemed debt cost allowed by the Ontario Energy Board and on May 1, 2013 the increase rate declined to 6.39%. In May 2016 the rate was adjusted to 6.73%. In May 2018 the rate was adjusted to 6.98%. In May 2023 the rate was adjusted to 7.93%.

The financial statements of Bluewater Power Corporation were prepared in accordance with International Financial Reporting Standards (IFRS).

The investment in Bluewater Power Corporation is reported on the modified equity basis.

The investment is comprised of the following:

	2024	2023
	\$	\$
Promissory note	<b>139,981</b>	139,981
Alvinston Electricity Holdings Inc. common shares	<b>129,831</b>	129,831
Share of net income since acquisition, net of dividends received	<b>393,581</b>	374,234
	<b>663,393</b>	644,046
<b>Continuity of Investment</b>		
Balance, beginning of year	<b>644,046</b>	615,880
Share of net income for the year	<b>35,506</b>	43,074
Dividends received during the year	<b>(16,159)</b>	(14,908)
Net increase in equity during the year	<b>19,347</b>	28,166
Balance, end of year	<b>663,393</b>	644,046

The promissory note is due from Bluewater Power Distribution Corporation is unsecured, subordinated and due eighteen months following demand for payment. During 2024, the Municipality received \$11,100 (2023 - \$10,663) of interest income on the promissory note.

Due to the ownership of Bluewater Power Corporation, the Municipality would be responsible for their related commitments and contingencies. These can be found within the standalone financial statements of Bluewater Power Corporation.

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**7. INVESTMENT IN BLUEWATER POWER CORPORATION (continued)**

The following is the financial information presented by Bluewater Power Corporation:

**Consolidated Statement of Financial Position**

	2024	2023
	\$	\$
<b>Assets</b>		
Current assets	46,452,761	36,535,515
Property, Plant and equipment	106,756,018	101,615,249
Other assets	6,631,029	8,234,149
<b>Total assets</b>	<b>159,839,808</b>	<b>146,384,913</b>
Regulatory balances	5,877,024	6,777,728
<b>Total assets and regulatory balances</b>	<b>165,716,832</b>	<b>153,162,641</b>
<b>Liabilities</b>		
Current liabilities	27,019,759	24,765,027
Non-current liabilities	63,309,409	56,930,689
	90,329,168	81,695,716
<b>Equity</b>		
Share Capital	18,032,105	18,032,105
Retained Earnings	55,017,910	52,577,061
Accumulated other comprehensive gain (loss)	(353,880)	(600,132)
<b>Total Equity</b>	<b>72,696,135</b>	<b>70,009,034</b>
<b>Total liabilities and equity</b>	<b>163,025,303</b>	<b>151,704,750</b>
Regulatory balances	2,691,529	1,457,891
<b>Total liabilities , Equity and Regulatory balances</b>	<b>165,716,832</b>	<b>153,162,641</b>

**Consolidated Statements of Comprehensive Income**

	2024	2023
	\$	\$
Revenue	153,689,070	139,839,712
Operating expenditures	144,469,594	131,236,400
Income tax expense	2,339,000	2,205,000
<b>Net income for the year</b>	<b>6,880,476</b>	<b>6,398,312</b>
Net movement in regulatory balances, net of tax	(2,195,342)	136,996
Other comprehensive income (loss) for the year	246,252	(617,039)
<b>Total comprehensive income</b>	<b>4,931,386</b>	<b>5,918,269</b>

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**8. MUNICIPAL DEBT**

The balance of municipal debt reported on the statement of financial position is comprised of the following loans and debentures:

	<b>2024</b>	2023
	\$	\$
Infrastructure Ontario, Inwood storm sewer debenture repayable in blended semi-annual installments of \$31,126 including interest at a fixed rate of 2.52%, due December 2026	<b>132,311</b>	196,022
Infrastructure Ontario, Inwood storm sewer system serial debenture repayable in blended semi-annual principal installments of \$17,775, plus interest at a fixed rate of 4.54%, due March 2030	<b>195,525</b>	231,075
Infrastructure Ontario, Alvinston sewer upgrades serial debenture repayable in blended semi-annual principal installments of \$2,475 plus interest at a fixed rate of 4.54%, due March 2030	<b>27,225</b>	32,175
Infrastructure Ontario, Shiloh Line rehabilitation, serial debenture, repayable in blended semi-annual principal installments of \$32,500, plus interest at a fixed rate of 2.06%, due March 2031	<b>455,000</b>	520,000
Infrastructure Ontario, waterline debenture, repayable in blended semi-annual principal installments of \$19,659, including interest at a fixed rate of 2.54%, maturing 2025-2031	<b>375,272</b>	404,500
	<b>1,185,333</b>	1,383,773
To Finance Municipal Services:		
OPIC sewer (Inwood Connections) serial debenture, repayable in semi-annual principal payments of \$2,250 plus interest at a fixed rate of 4.54%, maturing 2030	<b>24,750</b>	29,250
Tile drain loans, repayable in various blended annual payments including interest at fixed rates of 6.00%, maturing 2025-2031	<b>177,764</b>	124,997
	<b>202,514</b>	154,247
<b>Total Municipal Debt</b>	<b>1,387,848</b>	1,538,020

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**8. MUNICIPAL DEBT (continued)**

Principal repayments are as follows:

<b>2025</b>	\$	228,930
<b>2026</b>		230,814
<b>2027</b>		159,968
<b>2028</b>		161,881
<b>2029</b>		160,619
<b>Thereafter</b>		<u>445,636</u>
		<u>\$ 1,387,848</u>

The total interest charges for the year for municipal debt which is reported on the "Statement of Operations and Accumulated Surplus" was \$45,416 (2023 - \$49,916). During the year, \$100,000 (2023 - \$32,100) of new loans were incurred.

The Municipality has an operating loan facility with \$2,000,000 available, of which none has been drawn on during the year.

The annual principal and interest payments required to service these liabilities are within the annual debt limit prescribed by the Ministry of Municipal Affairs and Housing.

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**9. DEFERRED REVENUE**

The deferred revenue is comprised of the following:

	2024	2023
	\$	\$
Federal - Canada Community-Building Fund (CCBF)	618	325,975
Ontario Community Infrastructure Fund (OCIF)	342,208	217,346
Other deferred revenues	293,090	320,897
	<b>635,917</b>	<b>864,218</b>

The net change during the year in the deferred revenue balances is as follows:

	2024	2023
	\$	\$
Balance, beginning of year	864,218	792,995
Deferred revenue received	494,061	500,385
Transfer to operations	(722,362)	(429,162)
	<b>635,917</b>	<b>864,218</b>

**10. TANGIBLE CAPITAL ASSETS**

**Assets under construction**

Assets under construction having a value of \$6,399 (2023 - \$630,975) have not been amortized. Amortization of these asset will commence when the asset is put into service.

**Works of art and historical treasures:**

The Municipality manages and controls art and historical treasures, they are not setup as capital assets or amortized.

**Writedown of tangible capital assets**

The writedown of tangible capital assets during the year was \$Nil (2023 - \$Nil).

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**11. ACCUMULATED SURPLUS**

Accumulated surplus consists of individual fund surplus/(deficit) and reserves as follows:

	2024	2023
	\$	\$
<b>Surplus</b>		
Tangible capital assets - net book value	25,444,675	24,822,386
Investment in Bluewater Power Corporation	663,393	644,046
General Surplus	319,256	301,680
Alvinston special area	34,502	40,763
Inwood special area	19,917	16,430
Water operations	(246,968)	(238,610)
Sewer operations deficit	(121,646)	(122,604)
Inwood sewer operations	(171,903)	(168,963)
Canada Day committee	10,845	4,222
Cemetery	102,896	107,608
	<b>26,054,967</b>	<b>25,406,958</b>
<b>Unfunded</b>		
Long-term debt used to finance tangible capital assets	(1,185,333)	(1,383,773)
<b>Surplus</b>	<b>24,869,634</b>	<b>24,023,185</b>
<b>Reserves set aside for specific purposes by Council:</b>		
Working Capital	1,345,000	1,345,000
Capital reserve	610,000	782,189
Special area	35,000	30,000
Fire	-	8,660
Budget Surplus Reserve	612,294	342,574
<b>Total Reserves</b>	<b>2,602,294</b>	<b>2,508,423</b>
<b>Reserve Funds</b>		
Water	291,320	212,724
Alvinston Sewer	68,591	145,235
Inwood Sewer	36,144	46,677
Alvinston general	98,800	67,718
<b>Total Reserve Funds</b>	<b>494,855</b>	<b>472,354</b>
	<b>27,966,783</b>	<b>27,003,962</b>

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**12. PENSION AGREEMENTS**

The Town makes contributions to the Ontario Municipal Employees Retirement System (OMERS), which is a multi-employer plan, on behalf of all permanent, full-time members of its staff. The plan is a defined benefit plan, which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employees and employers contribute jointly to the plan. The employer amount contributed to OMERS for 2024 was \$89,572 (2023 - \$80,641).

OMERS is a multi-employer plan, therefore any pension plan surpluses or deficits are a joint responsibility of Ontario municipal organizations and their employees. As a result, the Village does not recognize any share of the OMERS pension surplus or deficit. The last available report for the OMERS plan was December 31, 2024. At that time the plan reported a \$2.91 billion actuarial deficit (2023 - \$4.20 billion actuarial deficit), based on actuarial liabilities of \$140.77 billion (2023 - \$134.57 billion) and actuarial assets of \$138.17 billion (2023 - \$128.61 billion). Ongoing adequacy of the current contribution rates will need to be monitored as declines in the financial markets may lead to increased future funding requirements

**13. CONTINGENCIES**

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims at December 31, 2024, the ultimate outcomes are indeterminable as litigation is still in progress. The Municipality's management is of the opinion that the Municipality has valid defences and adequate insurance coverage to offset the amount of any claims and related costs, if any. Consequently, no provision for potential loss, if any, is reflected in these financial statements.

**14. COMMITMENTS**

**OPP Contract**

The Municipality has entered into a service agreement with the Ontario Provincial Police for the provision of policing services. The 2025 annual cost will be \$397,502; subsequent years' amounts are to be determined on an annual basis based on estimated salary and benefit costs.

**OCWA Contract**

The Municipality has entered into a service agreement with the Ontario Clean Water Agency for the provision of water and wastewater services. The 2025 annual cost will be \$238,565; subsequent years' amounts are to be determined on an annual basis.

**Structure 25 Replacement**

The Municipality has contracted with Cope Construction & Contracting Ltd. for the construction project related to the Structure 25 replacement in the amount of \$514,397 including HST. This project is expected to commence 2025, with completion in 2026.

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**15. BUDGET FIGURES**

The unaudited budget data presented in these financial statements is based upon the 2024 budget approved by Council. Budgets are not prepared on a basis consistent with that used to report actual results under Public Sector Accounting Standards which is allowable as per Ontario Regulation 284/09 of the Municipal Act. Budgets anticipate using surpluses (or deficits) accumulated in previous years to reduce current expenditures in excess of revenues to nil. In addition, the budget expensed all tangible capital assets rather than capitalizing them and recording amortization expense. The budget also expenses principal payments on debt and reserve transfers. As a result, the budget figures presented in the Statement of Operations and Accumulated Surplus represent the budget adopted by the Municipality's council with the following adjustments.

	<b>2024 Budget Amount</b>
Budgeted surplus for the year	-
Adjustments to budgeted surplus:	
Debt principal repayments	<b>202,942</b>
Capital expenditures	<b>2,208,361</b>
Net reserve transfers	<b>(755,369)</b>
Amortization	<b>(1,119,521)</b>
	<b>536,413</b>

**16. EXPENSE BY OBJECT**

	<b>Budget 2024 \$</b>	<b>Actual 2024 \$</b>	Actual 2023 \$
Salaries and benefits	<b>1,501,671</b>	<b>1,526,072</b>	1,424,264
Materials and Services	<b>1,633,550</b>	<b>1,379,032</b>	1,263,780
Contracted Services	<b>2,186,038</b>	<b>1,779,089</b>	2,713,883
Interest expense	<b>43,836</b>	<b>45,416</b>	49,916
Other	<b>16,655</b>	<b>16,400</b>	25,459
Amortization (no explicit provision in budget)	-	<b>1,119,521</b>	1,124,219
	<b>5,381,750</b>	<b>5,865,530</b>	6,601,521

## 17. SEGMENTED INFORMATION

The Corporation of the Municipality of Brooke - Alvinston is a diversified municipal government institution that provides a wide range of services to its inhabitants such as policing, fire protection, water distribution, sewage collection and treatment, waste collection and disposal, recycling services, recreational services, library facilities, and planning. Distinguishable functional segments have been in the segmented information.

The accounting policies of the segments are the same as those described in the summary of significant accounting policies. Amounts that are directly attributable to a number of segments have been allocated on a reasonable basis as follows:

Taxation and payment-in-lieu, OMPF Grant, net income of government business enterprise and shared other revenue consisting of penalty and interest on taxes, investment income, have been allocated to those segments that are funded by these amounts based on the net surplus for the year.

The nature of those segments and the activities they encompass are as follows:

### *General Government*

This reports the revenues and expenses that relate to the governance and operations of the Municipality and cannot be directly attributed to a specific segment.

### *Protection to Persons and Property*

Protection to persons and property is comprised of police services, fire protection, animal control and building inspections. The police services work to ensure the safety and protection of the inhabitants and their property. The fire department, whose members are all volunteers, is responsible to provide for fighting services, fire prevention programs, training and education. The building inspections provides a number of services including enforcement of building and construction codes and a review of all property development plans through its application process.

### *Transportation Services*

Transportation is responsible for maintenance and construction of the Municipality's roadways, bridges, parking areas, street lighting and winter control.

### *Environmental Services*

Environmental services consist of providing water treatment and distribution, sanitary sewage collection and treatment and ensuring that the Municipality's sewer and water systems meet all Provincial standards. In addition, environmental services consists of providing solid waste collection and recycling services.

### *Health Services*

Health services consists of cemetery operations.

**17. SEGMENTED INFORMATION (continued)**

*Recreation and Cultural Services*

This service provides services to improve health and development of the Municipality inhabitants. This is accomplished by the Municipality operating and maintaining an arena, splash pad, parks and ball parks, a bicycle park and providing library facilities.

*Planning and Development Services*

The Municipality is responsible for planning and zoning including the Official Plan. In addition, this area of service includes tourist information, promotion and events, drainage, and commercial and residential development.

**18. FINANCIAL INSTRUMENTS AND RISKS**

Unless otherwise noted, it is management's opinion that the Municipality is not exposed to significant risks. There have been no changes in the Municipality's risk exposures from the prior year.

**Credit risk**

The Municipality is exposed to credit risk through its cash, taxes receivable and accounts receivable. There is a possibility of non-collection of its accounts receivable. The majority of the Municipality's receivables are from rate payers and government entities. The Municipality mitigates its exposure to credit loss by placing its cash with major financial institutions.

Accounts receivable credit risk is resulting from the possibility that a customer or counterparty to a financial instrument defaults on their financial obligations; if there is a concentration of transactions carried out with same counterparty; or of financial obligations which have similar economic characteristics such that they could be similarly affected by changes in economic conditions.

The Municipality manages its credit risk by limiting the amount of days aged in accounts receivable before appropriate action is taken.

The Municipality's maximum exposure to credit risk at the financial statement date is the carrying value of accounts receivable and other accounts receivable as presented on the statement of financial position.

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**18. FINANCIAL INSTRUMENTS AND RISKS (continued)**

At year end, the amounts outstanding for the Municipality's accounts receivable are as follows:

<b>2024</b>					
	<b>Current</b>	<b>31-60 days</b>	<b>61-90 days</b>	<b>91-120 days</b>	<b>Total</b>
<b>Taxes receivable</b>	<b>248,474</b>	-	-	<b>235,128</b>	<b>483,602</b>
<b>Accounts receivable</b>	<b>467,784</b>	<b>34,868</b>	<b>43,327</b>	<b>224,736</b>	<b>770,715</b>
<b>Loans receivable</b>	<b>125,256</b>	-	-	<b>287,925</b>	<b>413,181</b>
<b>Total</b>	<b>841,514</b>	<b>34,868</b>	<b>43,327</b>	<b>747,789</b>	<b>1,667,498</b>

<b>2023</b>					
	<b>Current</b>	<b>31-60 days</b>	<b>61-90 days</b>	<b>91-120 days</b>	<b>Total</b>
<b>Taxes receivable</b>	<b>220,212</b>	-	-	<b>165,445</b>	<b>385,657</b>
<b>Accounts receivable</b>	<b>1,066,409</b>	<b>121,693</b>	<b>69,799</b>	<b>125,546</b>	<b>1,383,447</b>
<b>Loans receivable</b>	<b>149,209</b>	-	-	<b>232,118</b>	<b>381,328</b>
<b>Total</b>	<b>1,435,830</b>	<b>121,693</b>	<b>69,799</b>	<b>523,109</b>	<b>2,150,432</b>

**Liquidity risk**

Liquidity risk is the risk that the Municipality will not be able to meet its obligations as they become due. The Municipality is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and deferred revenue. The Municipality manages this risk by establishing budgets and funding plans to fund its expenses and debt repayments. The Municipality also maintains certain credit facilities, which can be drawn upon as needed.

The following tables sets out the expected maturities (representing undiscounted contractual cash-flow of financial liabilities):

<b>2024</b>				
	<b>Within 1 year</b>	<b>1-5 years</b>	<b>Over 5 years</b>	<b>Total</b>
<b>Accounts payable and accrued liabilities</b>	<b>558,987</b>	-	-	<b>558,987</b>
<b>Municipal debt</b>	<b>228,930</b>	<b>853,296</b>	<b>305,622</b>	<b>1,387,848</b>
<b>Total</b>	<b>787,917</b>	<b>853,296</b>	<b>305,622</b>	<b>1,946,835</b>

<b>2023</b>				
	<b>Within 1 year</b>	<b>1-5 years</b>	<b>Over 5 years</b>	<b>Total</b>
<b>Accounts payable and accrued liabilities</b>	<b>417,909</b>	-	-	<b>417,909</b>
<b>Municipal debt</b>	<b>150,172</b>	<b>1,082,226</b>	<b>305,622</b>	<b>1,538,020</b>
<b>Total</b>	<b>568,081</b>	<b>1,082,226</b>	<b>305,622</b>	<b>1,955,929</b>

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS

For the year ended December 31, 2024

	Land \$	Land Improvements \$	Buildings \$	Equipment \$	Vehicles \$	Infrastructure \$	Assets Under Construction \$		Totals \$							
<b>COST</b>																
Balance, beginning of year	\$	129,786	\$	1,019,843	\$	6,856,484	\$	5,346,854	\$	2,499,920	\$	32,739,179	\$	630,975	\$	49,223,041
Add: additions during the year		-		65,430		41,381		717,747		364,436		1,341,619		1,266,088		3,796,701
Less: disposals during the year		-		-		-		186,339		382,469		-		1,890,665		2,459,473
<b>Balance, end of year</b>	<b>\$</b>	<b>129,786</b>	<b>\$</b>	<b>1,085,273</b>	<b>\$</b>	<b>6,897,865</b>	<b>\$</b>	<b>5,878,262</b>	<b>\$</b>	<b>2,481,887</b>	<b>\$</b>	<b>34,080,798</b>	<b>\$</b>	<b>6,399</b>	<b>\$</b>	<b>50,560,270</b>
<b>ACCUMULATED AMORTIZATION</b>																
Balance, beginning of year	\$	-	\$	506,284	\$	3,304,306	\$	3,487,859	\$	1,338,424	\$	15,763,781	\$	-	\$	24,400,655
Add: amortization for the year		-		25,372		146,294		212,664		123,498		611,693		-		1,119,521
Less: disposals during the year		-		-		-		37,113		367,469		-		-		404,582
<b>Balance, end of year</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>531,656</b>	<b>\$</b>	<b>3,450,600</b>	<b>\$</b>	<b>3,663,410</b>	<b>\$</b>	<b>1,094,453</b>	<b>\$</b>	<b>16,375,475</b>	<b>\$</b>	<b>-</b>	<b>\$</b>	<b>25,115,594</b>
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>	<b>\$</b>	<b>129,786</b>		<b>553,617</b>		<b>3,447,265</b>		<b>2,214,852</b>		<b>1,387,434</b>		<b>17,705,323</b>		<b>6,399</b>	<b>\$</b>	<b>25,444,675</b>

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

**SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS**

For the year ended December 31, 2023

	Land \$	Land Improvements \$	Buildings \$	Equipment \$	Vehicles \$	Infrastructure \$	Assets Under Construction \$	Totals \$
<b>COST</b>								
Balance, beginning of year	\$ 129,786	\$ 985,632	\$ 6,856,484	\$ 5,151,961	\$ 1,851,002	\$ 32,728,389	\$ 326,778	\$ 48,030,032
Add: additions during the year	-	34,211	-	194,893	648,917	10,790	953,115	1,841,926
Less: disposals during the year	-	-	-	-	-	-	648,918	648,918
Balance, end of year	\$ 129,786	\$ 1,019,843	\$ 6,856,484	\$ 5,346,854	\$ 2,499,919	\$ 32,739,179	\$ 630,975	\$ 49,223,040
<b>ACCUMULATED AMORTIZATION</b>								
Balance, beginning of year	\$ -	\$ 483,290	\$ 3,156,908	\$ 3,233,647	\$ 1,251,409	\$ 15,151,181	\$ -	\$ 23,276,435
Add: amortization for the year	-	22,994	147,398	254,212	87,015	612,600	-	1,124,219
Less: disposals during the year	-	-	-	-	-	-	-	-
Balance, end of year	\$ -	\$ 506,284	\$ 3,304,306	\$ 3,487,859	\$ 1,338,424	\$ 15,763,781	\$ -	\$ 24,400,654
<b>NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS</b>								
	\$ 129,786	\$ 513,559	\$ 3,552,178	\$ 1,858,995	\$ 1,161,495	\$ 16,975,398	\$ 630,975	\$ 24,822,386

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the year ended December 31, 2024

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services \$	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
<b>Revenue</b>								
Property taxation	3,573,859	-	-	58,256	-	-	-	3,632,115
Fees and user charges	16,622	32,911	5,914	708,139	20,795	295,279	279,549	1,359,209
Fees and user charges other municipalities	-	78,567	-	-	-	-	14,160	92,727
Grants	397,700	-	675,785	-	-	8,000	109,898	1,191,383
Other	257,404	13,725	27,993	3,485	29,857	131,600	69,506	533,570
Bluewater Power	19,347	-	-	-	-	-	-	19,347
<b>Total revenues</b>	<b>4,264,932</b>	<b>125,203</b>	<b>709,692</b>	<b>769,880</b>	<b>50,652</b>	<b>434,879</b>	<b>473,113</b>	<b>6,828,351</b>
<b>Expenses</b>								
Salaries and benefits	450,020	172,924	467,047	33,000	41,991	360,163	927	1,526,072
Materials and supplies	138,678	114,499	460,208	258,920	13,373	334,307	59,047	1,379,032
Contracted services	28,321	492,004	492,260	354,905	-	10,106	401,493	1,779,089
Interest on long term debt	-	-	10,404	27,432	-	-	7,580	45,416
Amortization	20,151	110,790	594,368	249,498	3,481	134,329	6,904	1,119,521
Other	1,700	2,284	-	655	5,750	2,342	3,669	16,400
<b>Total expenses</b>	<b>638,870</b>	<b>892,501</b>	<b>2,024,287</b>	<b>924,410</b>	<b>64,595</b>	<b>841,247</b>	<b>479,620</b>	<b>5,865,530</b>
<b>Net surplus/(deficit)</b>	<b>3,626,062</b>	<b>(767,298)</b>	<b>(1,314,595)</b>	<b>(154,530)</b>	<b>(13,943)</b>	<b>(406,368)</b>	<b>(6,507)</b>	<b>962,821</b>

The accompanying notes and schedules are an integral part of these consolidated financial statements

# THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

## SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENT DISCLOSURE

For the year ended December 31, 2023

	General Government \$	Protection Services \$	Transportation Services \$	Environmental Services \$	Health Services	Recreation and Cultural Services \$	Planning and Development \$	Consolidated \$
<b>Revenue</b>								
Taxation	3,351,135	-	-	58,256	-	-	-	3,409,391
Fees and user charges	15,896	55,018	7,640	651,039	8,794	246,978	681,254	1,666,619
Fees and user charges other municipalities	-	81,438	-	-	-	-	43,107	124,545
Grants	500,131	-	400,000	-	-	5,000	291,171	1,196,302
Other	258,015	14,710	-	3,680	36,312	38,391	69,811	420,919
Bluewater Power	28,166	-	-	-	-	-	-	28,166
<b>Total revenues</b>	<b>4,153,343</b>	<b>151,166</b>	<b>407,640</b>	<b>712,975</b>	<b>45,106</b>	<b>290,369</b>	<b>1,085,343</b>	<b>6,845,942</b>
<b>Expenses</b>								
Salaries and benefits	435,814	198,673	412,982	29,900	46,854	298,341	1,700	1,424,264
Materials and supplies	127,460	112,403	365,738	263,565	9,857	329,268	55,489	1,263,780
Contracted services	107,745	494,073	687,705	394,003	-	9,404	1,020,953	2,713,883
Interest on long term debt	-	-	11,713	31,743	-	-	6,460	49,916
Amortization	22,774	83,772	580,999	297,825	3,909	128,406	6,534	1,124,219
Other	1,494	2,198	-	655	5,750	3,141	12,221	25,459
<b>Total expenses</b>	<b>695,287</b>	<b>891,119</b>	<b>2,059,137</b>	<b>1,017,691</b>	<b>66,370</b>	<b>768,560</b>	<b>1,103,357</b>	<b>6,601,521</b>
<b>Net surplus/(deficit)</b>	<b>3,458,056</b>	<b>(739,953)</b>	<b>(1,651,497)</b>	<b>(304,716)</b>	<b>(21,264)</b>	<b>(478,191)</b>	<b>(18,014)</b>	<b>244,421</b>

The accompanying notes and schedules are an integral part of these consolidated financial statements



# The Corporation of the Municipality of Brooke-Alvinston

2024 Audit Findings

Report to the Audit Committee

December 31, 2024

Giovanni Spadafora, CPA, LPA, BMOS

T: 226.784.2639

E: giovanni.spadafora@mnp.ca



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# Overview

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We are pleased to submit to you this Audit Findings Report (the "Report") for discussion of our audit of the financial statements of The Corporation of the Municipality of Brooke-Alvinston (the "Municipality") as at December 31, 2024 and for the year then ended. In this report we cover those significant matters which, in our opinion, you should be aware of as members of the Audit Committee. A summary of required communications with those charged with governance, as outlined by Canadian Auditing Standards (CAS), is included in Appendix A.

As auditors, we report to the members on the results of our examination of the financial statements of the Municipality as at and for the year ended December 31, 2024. The purpose of this Report is to assist you, as members of the Audit Committee, in your review of the results of our audit.

This Report is intended solely for the information and use of the Audit Committee and management and should not be distributed to or used by any other parties than these specified parties.

We appreciate having the opportunity to meet with you and to respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

## Engagement Status

We have completed our audit of the financial statements of the Municipality which has been carried out in accordance with Canadian generally accepted auditing standards.

No significant limitations were placed on the scope or timing of our audit.

## Independent Auditor's Report

Unless unforeseen complications arise, our Independent Auditor's Report will provide an unmodified opinion to the members of the Municipality. A draft copy of our proposed Independent Auditor's Report has been included with this report. The matters disclosed in the Independent Auditor's Report are discussed further in the relevant sections of the Report.

# Audit Reporting Matters

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Our audit was carried out in accordance with Canadian generally accepted auditing standards, and included a review of all significant accounting and management reporting systems, with each material year end balance, key transaction and other events considered significant to the financial statements considered separately.

## Significant Audit, Accounting and Reporting Matters

Area	Comments	
	<b>Changes from Audit Service Plan</b>	There were no deviations from the Audit Service Plan previously presented to you.
	<b>Final Materiality</b>	Final materiality used for our audit was \$338,000 for December 31, 2024.
	<b>Identified or Suspected Fraud</b>	While our audit cannot be relied upon to detect all instances of fraud, no incidents of fraud, or suspected fraud, came to our attention in the course of our audit.
	<b>Identified or Suspected Non-Compliance with Laws and Regulations</b>	Nothing has come to our attention that would suggest any non-compliance with laws and regulations that would have a material effect on the financial statements.
	<b>Matters Arising in Connection with Related Parties</b>	No significant matters arose during the course of our audit in connection with related parties of the Municipality.
	<b>Going Concern</b>	No events or conditions identified that may cast significant doubt on the entity's ability to continue as a going concern.
	<b>Auditor's Views of Significant Accounting Practices, Accounting Policies and Accounting Estimates</b>	<p>The application of Canadian public sector accounting standards allows and requires the Municipality to make accounting estimates and judgments regarding accounting policies and financial statement disclosures.</p> <p>As auditors, we are uniquely positioned to provide open and objective feedback regarding your Municipality's accounting practices, and have noted the following items during the course of our audit that we wish to bring to your attention.</p> <p>The accounting policies used by the Municipality are appropriate and have been consistently applied.</p>

Area		Comments
	<b>Financial Statement Disclosures</b>	The disclosures made in the notes to the financial statements appear clear, neutral and consistent with our understanding of the entity and the amounts presented in the financial statements.
	<b>Significant Deficiencies in Internal Control</b>	While our review of controls was not sufficient to express an opinion as to their effectiveness or efficiency, no significant deficiencies in internal control have come to our attention.
	<b>Matters Arising From Discussions with Management</b>	There were no significant matters discussed, or subject to correspondence, with management that in our judgment need be brought to your attention.

## Significant Risk Areas and Responses

Significant Risk Area	Response and Conclusion
<p><b>Management override of controls</b></p> <p>Presumed risk of material misstatement due to fraud as per CAS 240.</p>	<p>To respond to the overall risk of material misstatement due to fraud regarding management's override of controls, we perform the following procedures:</p> <ol style="list-style-type: none"> <li>1. Test the appropriateness of journal entries recorded in the general ledger and other adjustments made in the preparation of the financial statements</li> <li>2. Review accounting estimates for biases and evaluate whether the circumstances producing the bias, if any, represent a risk of material misstatement due to fraud, if applicable</li> <li>3. Evaluate the rationale behind significant transactions that are not in the normal course of business and whether they have been entered into to engage in fraudulent financial reporting or to conceal misappropriation of assets.</li> </ol> <p>No issues were identified with the testing performed.</p>

Significant Risk Area	Response and Conclusion
<p><b>Revenue Recognition</b></p> <p>There is a presumed fraud risk related to revenue recognition.</p>	<p>We perform test of details on a sample basis to ensure revenues have occurred and recorded accurately.</p> <p>Perform journal entry testing to identify any fraudulent or inappropriate journal entries.</p> <p>Inquire with management as to any suspected or actual fraud that occurred during the year.</p> <p>No issues were identified with the testing performed.</p>

## Other Areas

Area	Comments
<b>Auditor Independence</b>	We confirm to Council that we are independent of the Municipality. Our letter to Council discussing our independence is included in our final package.
<b>Management Representations</b>	We have requested certain written representations from management, which represent a confirmation of certain oral representations given to us during the course of our audit.
<b>Summary of Significant Differences</b>	No significant adjustments were proposed to management with respect to the December 31, 2024 financial statements.

We appreciate having the opportunity to meet with you and respond to any questions you may have about our audit, and to discuss any other matters that may be of interest to you.

Sincerely,

*MNP LLP*

Chartered Professional Accountants  
Licensed Public Accountants

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# Appendix A - Communication Requirements

## Required Communication with Those Charged with Governance

Recognizing the importance of effective two-way communication in an audit of financial statements, we wish to highlight the following areas of required communication between our audit team and those charged with governance.

Required Communication	Reference
<p><b>AUDIT SERVICE PLAN</b></p> <ul style="list-style-type: none"> <li>• Our responsibilities in relation to the financial statement audit, including forming and expressing an opinion on the financial statements.</li> <li>• An overview of the planned scope and timing of the audit, including communication of significant risks identified by the audit team.</li> </ul>	<p>CAS 260.14</p> <p>CAS 260.15</p>
<p><b>INQUIRY IN THE COURSE OF THE AUDIT</b></p> <ul style="list-style-type: none"> <li>• How those charged with governance exercise oversight of management's processes for identifying and responding to the risks of fraud and the controls that management has established to mitigate these risks.</li> <li>• Knowledge of any actual, suspected or alleged fraud affecting the Municipality.</li> <li>• Whether the Municipality is in compliance with laws and regulations.</li> <li>• Whether any subsequent events have occurred which might affect the financial statements.</li> </ul>	<p>CAS 240.21</p> <p>CAS 240.22</p> <p>CAS 250.15</p> <p>CAS 560.7(b)</p>
<p><b>AUDIT FINDINGS AND FINALIZATION</b></p> <ul style="list-style-type: none"> <li>• Any modification to our audit plan and strategy.</li> <li>• Fraud or suspected fraud identified through the audit process.</li> <li>• Matters involving non-compliance with laws and regulations identified through the audit process, unless prohibited by law or regulation.</li> </ul>	<p>CAS 260.A26</p> <p>CAS 240.40 - .42, CAS 600.57(d)</p> <p>CAS 250.23</p>

# Appendix A - Communication Requirements

(continued from previous page)

Required Communication	Reference
<ul style="list-style-type: none"> <li>Our views about significant qualitative aspects of the Municipality's accounting practices, including accounting policies, accounting estimates and financial statement disclosures.</li> <li>When applicable, an explanation of why we consider a significant accounting practice that is acceptable under the applicable financial reporting framework, not to be most appropriate in the particular circumstances of your Municipality.</li> </ul>	CAS 260.16(a), CAS 260 Appendix 2
<ul style="list-style-type: none"> <li>Significant difficulties, if any, encountered during the audit.</li> </ul>	CAS 260.16(b)
<ul style="list-style-type: none"> <li>Significant matters arising during the audit that were discussed or subject to correspondence, with management and the associated written representations requested of management.</li> </ul>	CAS 260.16(c)
<ul style="list-style-type: none"> <li>Circumstances that affect the form and content of the auditor's report. This includes:</li> </ul>	CAS 260.16(d)
<ul style="list-style-type: none"> <li>Any other significant matters arising during the audit that, in our professional judgment, are relevant to the oversight of the financial reporting process.</li> </ul>	CAS 260.16(e)
<ul style="list-style-type: none"> <li>A statement of our compliance with relevant ethical requirements regarding independence, including disclosure of:               <ul style="list-style-type: none"> <li>All relationships or matters that in the auditor's professional judgment, may reasonably be thought to bear on independence, and</li> <li>The related safeguards that have been applied to eliminate identified threats to independence or reduce them to an acceptable level.</li> </ul> </li> </ul>	CAS 260.C17, .A32
<ul style="list-style-type: none"> <li>Significant deficiencies in internal control identified during the audit.</li> </ul>	CAS 265.9
<ul style="list-style-type: none"> <li>Uncorrected misstatements and the effect that they, individually or in aggregate, may have on the opinion in the auditor's report.</li> </ul>	CAS 450.12 - .13
<ul style="list-style-type: none"> <li>Significant matters arising during the audit in connection with the Municipality's related parties.</li> </ul>	CAS 550.27
<ul style="list-style-type: none"> <li>Events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern.</li> </ul>	CAS 570.25

This list is not exhaustive. In addition to the communication requirements discussed above, other requirements exist which are contingent on specific circumstances arising in the course of an audit. The audit team applies professional judgment in determining areas of additional communication with those charged with governance outside of the requirements identified above.



## NOTICE OF DECISION

### **AN APPLICATION FOR SUBDIVISION APPROVAL UNDER SECTION 51 OF THE *PLANNING ACT*, R.S.O. 1990**

A public meeting was held on June 19, 2025, by the County of Lambton. The decision of the County of Lambton Approval Authority is attached hereto.

Submissions made with respect to this application caused the approval authority to look further into the feasibility of a Nauvoo Road access and helped to finalize the conditions of approval.

The last day for appealing said decision to the Ontario Land Tribunal is **September 9, 2025**. Written notice of an appeal setting out the reasons for the appeal and accompanied by a cheque or money order in the amount of \$1,100.00 made payable to the Minister of Finance must be filed with the Approval Authority of the County of Lambton on or before the appeal date. An appeal can also be made to the Ontario Land Tribunal in respect to all or part of this Draft Approval of a Plan of Subdivision by filing a notice of appeal with the Approval Authority either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting County of Lambton as the Approval Authority or by mail, no later than 4:30 p.m. on September 9, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at [www.olt.gov.on.ca](http://www.olt.gov.on.ca). If the e-file portal is down, you can submit your appeal to [planning@county-lambton.on.ca](mailto:planning@county-lambton.on.ca).

Note that, pursuant to Section 51(39) of the *Planning Act*, only the applicant, Municipality of Brooke-Alvinston, public bodies, the Minister, or a "Specified Person" (as defined at Section 1(1) of the *Act*) may appeal decisions in respect of a proposed plan of subdivision to the Ontario Land Tribunal.

No person or public body shall be added as a party to the hearing of the appeal of the decision of the approval authority, including the lapsing provisions or the conditions, unless the person or public body, before the decision of the approval authority, made oral submissions at a public meeting or written submissions to the council, or made a written request to be notified of changes to the conditions or, in the Ontario Land Tribunal's opinion, there are reasonable grounds to add the person or public body as a party.

You will be entitled to receive notice of any changes to the conditions of approval of the proposed plan of subdivision if you have made a written request to be notified of changes to the conditions. No person or public body shall be added as a party to the hearing of an appeal regarding any changes to the conditions of approval unless the person or public body, before the approval authority made its decision, made oral submissions at a public meeting or written submissions to the approval authority, or made a written request to be notified of the changes to the conditions or, in the Ontario Land Tribunal's opinion, there are reasonable grounds to add the person or public body as a party.

Any of the following may, at any time before the approval of the final plan of subdivision, appeal any of the conditions imposed by the approval authority to the Ontario Land Tribunal by filing a notice of appeal with the approval authority: (1) The applicant, (2) Any public body that, before the approval authority made its decision, made oral submissions at a public meeting or written submissions to the approval authority, (3) The Minister, (4) The municipality in which the subject land is located and (5) If the land is not located in a municipality, any public body.

The subject lands are also the subject of a Zoning By-law Amendment under Section 34 of the *Planning Act* (File: Z01-2025) which was approved by the Council of the Municipality of Brooke-Alvinston and is now in full force and effect.

Additional information regarding the application is available for inspection at the Development Services Department, County of Lambton, 789 Broadway Street, Wyoming, Ontario, N0N 1T0 from 8:30 a.m. to 4:30 p.m., Monday to Friday, telephone number (519) 845-0801 or 1-866-324-6912.

Corrine Nauta, Subdivision and Condominium Approval Authority  
County of Lambton Email: [planning@county-lambton.on.ca](mailto:planning@county-lambton.on.ca)  
789 Broadway Street, P.O. Box 3000  
Wyoming, ON, N0N 1T0

**AN APPLICATION FOR SUBDIVISION APPROVAL  
UNDER SECTION 51 OF THE PLANNING ACT, R.S.O. 1990 (as amended)**

\*\*\* DECISION \*\*\*

FILE # 38T- 25002

In the case of an application for approval of a plan of Subdivision as made under Section 51 of the *Planning Act*, R.S.O. 1990 (as amended), as it affects the property described as Part Lot 19, Concession 5, Brooke, as made by Calvin Schouten, owner of the subject lands.

**DECISION: DRAFT APPROVED with the following conditions which shall be fulfilled prior to Final Approval of this Plan of Subdivision:**

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The County's conditions and amendments to final plan approval for registration of this draft plan of subdivision, File No. 38T-25002, are as follows:

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**Conditions**

**General Conditions**

- 1) That the draft approval applies to the plan prepared by Development Engineering, signed July 26, 2024, which provides for 109 lots for single detached dwellings, 12 blocks for street-facing townhouses, 1 additional block for townhouses, and 4 blocks to accommodate servicing and stormwater management infrastructure.
- 2) That the road allowances included in this draft plan be shown and dedicated as public highways; the names of the proposed roads and municipal addressing must be consistent with the County of Lambton 9-1-1 protocol and be approved prior to the finalization of the Subdivision Agreement.
- 3) The following revisions to the draft plan are required:
  - a) The proponent shall convey to the County of Lambton a road widening of approximately 7 feet width for the full length of the property abutting Nauvoo Road; more precisely the road widening shall include those portions of the lands located within 50 feet of the centreline of the original road allowance.
  - b) In addition and separate from the noted road widening, a 0.3m wide Block shall be provided where residential lots abut the road widening. The Block shall serve as a reserve.

Both the road widening and reserve shall be conveyed to Lambton County at no cost and free and clear of all encumbrances, and with the County of Lambton Public Works Department's prior review and approval of the final plan.

**Municipality of Brooke-Alvinston**

- 4) The owner transfer Blocks 110, 111, 112, and 126 to the Municipality at no cost and free and clear of all encumbrances.
- 5) The owner conveys at no cost to the Municipality, free and clear of all encumbrances, land for parkland dedication, cash-in-lieu, or a combination thereof in amount equal to five (5) percent of the subject site, to the satisfaction of the Municipality.
- 6) The owner shall submit a Form SS1 with respect to the Municipality's CLI-ECA and obtain approvals from the Ministry of Environment, Conservation and Parks and from the Municipality for the final servicing plans. The approved servicing plans

shall be incorporated into the Subdivision Agreement between the Owner and Municipality.

- 7) That the owner obtain allocation from the Municipality for this development for capacity in the wastewater collection and treatment system. This may be allocated in phases as permitted by the Municipality.
- 8) That the owner obtain capacity allocation from the Municipality from the municipal water supply.
- 9) The owner enters into a Subdivision Agreement with the Municipality pursuant to Section 51(26) of the Planning Act to be registered on title of the land to which it applies prior to the plan of subdivision being registered. The Subdivision Agreement shall include provisions that it will also be registered against the land to which it applies once the plan of subdivision has been registered. The Subdivision Agreement between the Owner and Municipality must satisfy all the requirements of the Municipality, financially and otherwise, which shall include but not be limited to:
  - a) Provision of roads and sidewalks, municipal sanitary sewers, storm sewers and water distribution services, fire hydrants and street signs, subject to the satisfaction of the Municipal Engineers and conform to Ministry of Environment, Conservation and Parks standards.
  - b) Satisfying the Municipality with respect to drainage and storm water management. The applicant shall design and construct the stormwater management facility to the satisfaction of Municipality.
  - c) Provisions requiring the submission of a plan for sediment and erosion control for the construction phase of this subdivision.
  - d) Provision of boulevard trees within future street rights-of-way.
  - e) Provision of an overall grading plan with individual certified lot grading plans, including as-constructed certification, to be required at the building permit phase and conforming to the approved subdivision grading plan.
  - f) Construction of an emergency access road over Block 110 and Block 112.
  - g) Ensuring all work completed in the development of the subdivision and all future structures built on lots and blocks in the subdivision is designed and constructed in accordance with the recommendations of the Preliminary Geotechnical Investigation completed by EXP Services Inc. dated June 17, 2022.
  - h) Phasing Provisions to the satisfaction of the Municipality that address sewage / water allocation and provide for easements for temporary turning circles and 0.3m reserves as may be required by the Municipality to accommodate phasing.
- 10) The owner prepares a construction management plan, to the satisfaction of the Municipality. This Plan will be included as part of the Subdivision Agreement and will include but not be limited to:
  - a. Mitigation of dust and debris on Municipal or County roads during construction.
  - b. Ensuring safety of pedestrians around site access points and on properties adjacent to the site.
  - c. Safe storage of on-site equipment and materials.
  - d. Emergency contact for residents.
  - e. Prohibiting Construction access to Nauvoo Road
- 11) The owner shall enter into an agreement with the appropriate service providers for the installation of underground communication / telecommunication utility services for the land to enable, at a minimum, the effective delivery of communication/telecommunication services for 911 Emergency Services.

- 12) That such easements as may be required for utility, servicing, or drainage purposes be granted to the appropriate agency and registered on title.

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

- 13) That the owner obtains any approvals required from the Conservation Authority, for example for any stormwater outlet.

#### **Bluewater Power**

- 14) That the owners satisfy Bluewater Power with respect to servicing capacity for the proposed development and provide Bluewater Power with electrical service drawings of a design to Bluewater Power's satisfaction.

#### **Enbridge Gas Inc.**

- 15) That the owner satisfies Enbridge Gas Inc. with respect to servicing capacity for the proposed development and provide to EGI the necessary easements and/or agreements required for the provision of gas services to the development, in a form satisfactory to EGI.

#### **Canada Post**

- 16) The Owner completes to the satisfaction of the Municipality and Canada Post with respect to the following:
- a. include on all offers of purchase and sale, a statement that advises the prospective purchaser:
    - i. that the home/business mail delivery will be from a designated Centralized Mail Box.
    - ii. that the developers/owners be responsible for officially notifying the purchasers of the exact Centralized Mail Box locations prior to the closing of any home sales with specific clauses in the Purchase offer, on which the homeowners do a sign off.
  - b. the owner further agrees to:
    - i. consult with Canada Post to determine suitable permanent locations for the placement of Community Mailboxes and to indicate these locations on appropriate servicing plans.
    - ii. confirm to Canada Post that the final secured permanent locations for the Community Mailboxes will not conflict with any other utility, including hydro transformers, bell pedestals, cable pedestals, flush to grade communication vaults, landscaping enhancements (tree planting) and bus pads.
    - iii. install concrete pads at each of the Community Mailbox locations as well as any required walkways across the boulevard and any required curb depressions for wheelchair access as per Canada Post's concrete pad specification drawings.
    - iv. prepare and maintain an area of compacted gravel to Canada Post's specifications to serve as a temporary Community Mailbox location. This location will be in a safe area away from construction activity in order that Community Mailboxes may be installed to service addresses that have occupied prior to the pouring of the permanent mailbox pads. This area will be required to be prepared a minimum of 30 days prior to the date of first occupancy.
    - v. communicate to Canada Post the excavation date for the first foundation (or first phase) as well as the expected date of first occupancy.
    - vi. prior to offering any of the residential units for sale, to place a "Display Map" on the wall of the sales office in a place readily available to the public which indicates the location of all Canada Post Community Mailbox site

locations, as approved by Canada Post and the Municipality of Brooke-Alvinston.

- vii. include in all offers of purchase and sale a statement, which advises the prospective new home purchaser that mail delivery will be from a designated Community Mailbox, and to include the exact locations (list of lot #s) of each of these Community Mailbox locations; and further, advise any affected homeowners of any established easements granted to Canada Post.

### Clearances

- 17) That the owner provides a letter of concurrence from the Ministry of Citizenship and Multiculturalism with respect to the conclusions of the Stage 1-2 Archaeological Assessment completed by Lincoln Environmental Consulting Corp. dated Feb 2023.
- 18) That prior to final approval, all submissions to the County of material related to conditions 1 through 17, inclusive, be provided in one comprehensive package by the applicant. The applicant will also provide a comprehensive chart or letter detailing how all conditions have been satisfied.
- 19) That prior to final approval, the County is advised in writing by The County of Lambton Public Works Department how Condition 3 has been satisfied.
- 20) That prior to final approval, the County is advised in writing by the Municipality of Brooke-Alvinston how Conditions 4 through 12, inclusive, and 16 have been satisfied.
- 21) That prior to final approval, the County is advised in writing by the St. Clair Region Conservation Authority as to how Condition 13 has been satisfied.
- 22) That prior to final approval, the County is advised in writing by Bluewater Power as to how Condition 14 has been satisfied.
- 23) That prior to final approval, the County is advised in writing by Enbridge Gas Inc. as to how Condition 15, has been satisfied.
- 24) That prior to final approval, the County is advised in writing by Canada Post how Condition 16 has been satisfied.
- 25) That prior to signing the Final Plan, the owners shall submit:
  - one (1) original transparent plan.
  - two (2) transparent duplicates.
  - three (3) white paper copies.
  - one (1) copy of the Subdivision Agreement executed with the Municipality of Brooke-Alvinston.
  - one (1) copy of confirmation that the above noted Subdivision Agreement has been registered on the title of the subject lands.
- 26) This Draft Approval shall lapse if Final Approval, or extension to Draft Plan Approval, is not obtained within three years of the date of this approval, being August 21, 2028.

  
 \_\_\_\_\_  
 Corrine Nauta  
 Subdivision and Condominium Approval Authority  
 County of Lambton

August 20, 2025  
 Date

## NOTES TO DRAFT APPROVAL

It is the applicant's responsibility to fulfil the conditions of Draft Approval and to ensure that the required clearance letters are forwarded by the appropriate agencies to the County of Lambton quoting the Subdivision file number 38T-25002.

We suggest you make yourself aware of the provisions under the *Land Titles Act* which require that all new plans be registered in a Land Titles system if the land is situated in a land titles division. The *Land Titles Act* does however allow certain exceptions.

Clearance is required from:

- County of Lambton Public Works Department
- Municipality of Brooke-Alvinston
- St. Clair Region Conservation Authority
- Bluewater Power
- Enbridge Gas Inc.
- Canada Post

### Standard Notes: Ministry of Environment

The Municipality's review of this Subdivision did not include soil, groundwater or soil atmosphere testing to discount the possibility that waste materials and other contaminants are present within or in close proximity to this Subdivision. If either the Owner or the Municipality require this assurance before proceeding any further with this plan of Subdivision, a team of consultants should be obtained to conduct the appropriate investigations.

The Ministry of Environment must be notified immediately should waste materials or other contaminants be discovered during the development of this plan of Subdivision. If waste materials or contaminants are discovered, a further approval under the *Environmental Protection Act* may be required from the Ministry of Environment.

### Additional Notes: Final Approval

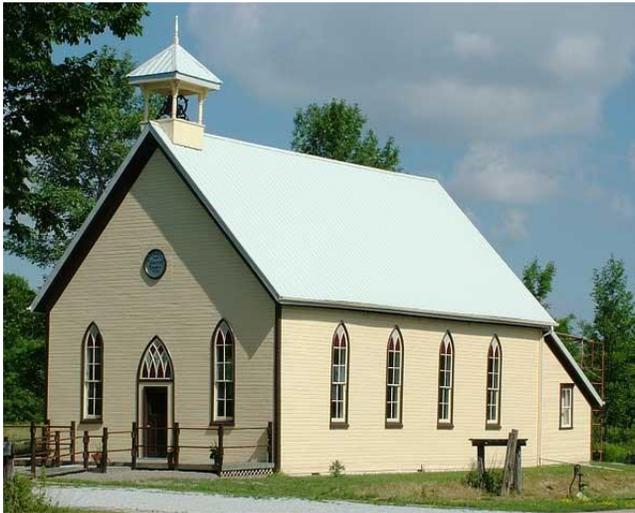
The Owner is hereby advised to be familiar with the *Land Titles Act*, which requires that all new plans be registered in a Land Titles system if the land is situated in a land titles division. Certain exemptions may be permitted. ***Please note that this process must be completed prior to Final Approval.***

The Owner is hereby advised that the Final Plan approved by the County must be registered within 30 days or the County may withdraw approval under *Section 51(59)* of the *Planning Act RSO 1990* (as amended).

Also, pursuant to *Section 69* of the *Planning Act*, the Owner will be required to pay a fee to the County of Lambton for major revisions to the Draft Plan or conditions (including extensions).



**Our August Meeting is being held at the Enniskillen Municipal Building**  
**4465 Rokeby Line, Enniskillen**  
**Petrolia, Ontario N0N 1R0**  
 Thursday, August 28, 2025, 7:00 pm



Florence Hall is organizing a presentation on Marthaville in the township of Enniskillen. During our summer break, a number of members went to the Oil Museum of Canada for the Black Gold Fest to assist with the historical society's display and to help sell books. The day was warm with no signs of rain.

We are getting into harvest season and fall fair time.

Our October meeting is being arranged. It will be at the Lochiel Kiwanis Community Centre at 180 College Ave N., Sarnia

We have arranged for a caterer for the dinner. We are happy to offer a quality roast beef dinner with the trimmings. The cost will be \$25 per person, but all dinners must be paid for at the August or September meetings. We will assign a member to collect the money. We are doing our best to avoid repeat issues this year. We are still arranging the speaker for the October meeting.

Please check out postings on our Facebook page and take in some of the great summer and fall events held throughout the County. E-mail me with your events at [wm\\_moran@hotmail.com](mailto:wm_moran@hotmail.com).



## Minutes from June 26, 2025

### The meeting was held at the Oil Museum of Canada in Oil Springs

Deb opened the meeting by thanking Oil Springs Councillor Connie McGuire for arranging the meeting. The county's Laurie Webb and the museum's Deanna Bullard also participated in the arrangements.

Deanna Bullard, the visitor engagement clerk of the museum, gave us a tour of the extensive project in progress to renew and enlarge the museum's collection storage. Donna Barnes and summer student Bryce are working quickly to safely secure and move the museum's 9,000 artifacts while the rooms in the basement are being overhauled. A small storage room will have its walls removed to make one much larger space in the basement. A mobile storage system will be installed and will allow for more efficient use of space. Deanna showed the members preservation materials used and methods by which historical items are handled to greatly reduce the risk of losing the artifacts to decay or breakage. The goal is to make these items last forever, if that is possible.

Deanna also discussed some concerns about the Oil Springs train station that are being investigated and addressed. The pumping wheels and jerk lines on the property are at least 65 years old and are now being renewed.

The upcoming **Black Gold Fest** on Saturday, July 19, 2025, coincides with the celebration of the Village of Oil Spring's 160th Anniversary. Oil Springs Councillor Connie McFadden discussed the various activities that day, including horse-drawn wagon rides between the museum and downtown Oil Springs every 30 minutes. The Society will be at the Oil Museum that day, selling books. Connie and her husband are providing a tent to protect the books and our volunteers from the elements. Please contact Gordon Perry to assist that day. The event runs from 11 am to 4 pm, so we need to be set up early.

#### **Review minutes of the previous meeting:**

The minutes of the May meeting were presented, and no errors or omissions were noted. Motion to accept by Elsie Urry, seconded by Keith Rabidoux. **CARRIED.**

#### **Treasurer's Report:**

Total Balance \$9,307.35, Publishing Account \$6,329.03, Bursary Account \$2,124.20. Expenses were \$662.50, which included printing of 30 Family Farm books, an approved donation to the Oil Springs/Oil City United Church, and annual OSH dues. Motion to accept by Deb Narr, seconded by Douglas Craig. **CARRIED.**

#### **Secretary's Report:**

Work has been ongoing to review the new Bylaws, and they are ready to present to the membership for a vote. Bill Moran and Gord Perry have worked to ensure there is more content on the Facebook page

advertising our meeting and community events with heritage themes. **Report Accepted** – motion made by Gordon Perry, and seconded by Marie Stephenson. **CARRIED.**

Members were sent the draft copy that had highlighted revisions and desired deletions that were captured in the document as of April 13. Some paper copies were also sent out.

### **Unfinished Business:**

#### **By-Laws**

A PDF copy of the new bylaws was emailed to all members about 10 days before the meeting. It had been extensively reviewed by various members and compared to other similar groups that have been dealing with coming into adherence with OCNA.

There was a question raised for awareness about the quorum for the vote. We had 18 of our 26 members on the roster in attendance, with no dissenting votes cast. Motion made to accept the new bylaws by Ron Urry. Seconded by Connie McFadden. All voted in favour. None opposed. **CARRIED.**

#### **New Business:**

Update on Sarnia dinner meeting on October 23, 2025, by Keith Rabidoux. Keith has a location and is working with a caterer recommended to him to provide the meal. Updates to follow.

Ati Powell discussed her weekend trip to the **Ontario Heritage Conference** run by Community Heritage Ontario. The conference was held in Prince Edward County from June 19-21, and it was the third time Ati has attended. The 2026 conference is being held in Hamilton and is hosted by the Wentworth Region. Some of our members may wish to attend, even for a day. It would be desirable that a conference could be held in our area in the future to help engage the community and showcase our heritage facilities.

#### **Publication reprint**

Gordon Perry discussed publications and mentioned that we had sufficient copies of **Family Farms 2** but not **Family Farms 1**. Riverside Printing in Sarnia has the book on file for quick replenishment. Gord requested 30 copies of the book to be printed. In the motion, a limit of \$15 print cost was made. The motion was made by Bill Moran and seconded by Deb Narr. **CARRIED.**

We found that when we ordered the book that the price was **\$11.68** per book with tax. The order was ready on Wednesday, May 28. In the future, if Gord requires books, he can obtain the quote for printing, then, with the approval of two other directors, the order can be placed with Riverside Printing in Sarnia.

#### **Committee Updates:**

Membership Committee (noting reported), Constitution & Policy Committee (acceptance of the bylaws) (included in the Secretary's report), Public Relations Committee (Facebook), and Bursary Committee (Gord Perry has reached out to the high schools and anticipates late applications like years past)

Closing by the President. The motion to adjourn the meeting was made by Ron Urry and seconded by Keith Robidoux. **CARRIED**

## Lambton County Historical Society Agenda

Enniskillen Municipal Building  
4465 Rokeby Line, Enniskillen  
Petrolia, Ontario N0N 1R0  
Thursday, August 28, 2025, 7:00 pm

- Opening by the President
- Thank you to the host
- *A presentation by Florence Hall about Marthaville*
- Review minutes of the previous meeting.  
Errors or Omissions
- **Treasurer Report:**

Publishing Record \$ _____	Total Balance \$ _____
Bursary Record \$ _____	May Balance \$ _____
- **Secretary Report**
- **Unfinished Business**  
Adoption of the new Lambton County Historical Society Bylaws.
- **New Business**  
Quote on nametags for members
- **Committee Updates:**  
Membership Committee, Constitution & Policy Committee, Public Relations Committee, and Bursary Committee
- **Upcoming County Happenings:**

Brooke-Alvinston	Petrolia	Warwick
Dawn-Euphemia	Plympton-Wyoming	Lambton Shores
Enniskillen	Sarnia	
Oil Springs	St. Clair North	St. Clair South
- **Attendance**
- **Next meetings:**
  - **Watford/Warwick Township** – September 25, 2025 – 7 pm – 9 pm East Lambton Community Centre Complex, 61 Centennial Avenue, Watford
  - **Sarnia** - October 23, 2025 – 6:30 pm Lochiel Kiwanis Community Centre – 180 College Ave. N. Sarnia

Closing by the President



# PUBLIC NOTICE

## MINOR VARIANCE APPLICATION

### COMMITTEE OF ADJUSTMENT

#### APPLICATION NO. A-001/25

**TAKE NOTICE** that an application has been made by Chris Clark with respect to lands described as CON 7, PT LOT 12, RP 25R6589, PT 1, (municipally known as 3457 Ebenezer Road) for a minor variance from Table "A" of the Brooke-Alvinston Zoning By-law 9 of 2013 which requires a minimum front yard setback of 20 metres whereas 16 metres is requested. The proposed variance is required for a minor addition to an existing single-family dwelling.

**TAKE NOTICE** that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed Tuesday, September 23, 2025, at 9:00 a.m. for the purpose of a public hearing into this matter.

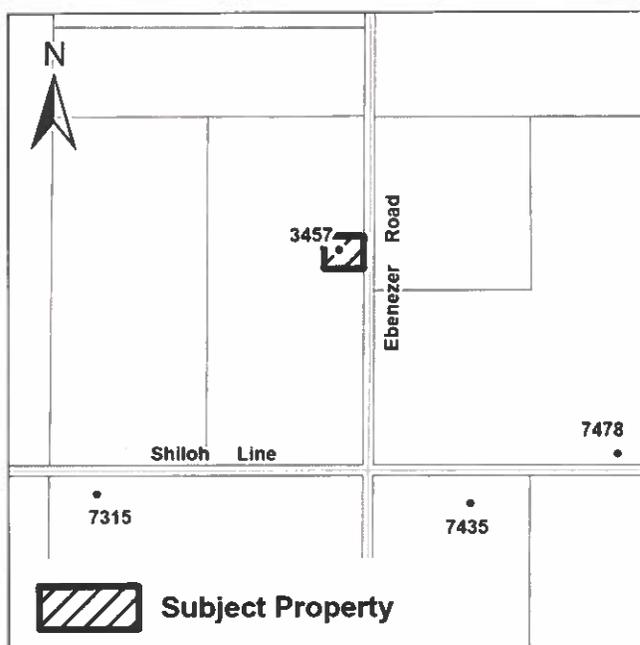
Signed, written submissions regarding the application will be accepted by the Secretary-Treasurer, at the address listed below, prior to the hearing. If you wish to submit written comments or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on September 22, 2025. The public hearing will be held in person at the Municipal Office, located at 3236 River Street in Alvinston, Ontario N0N 1A0.

If you wish to be notified of the decision of the Brooke-Alvinston Committee of Adjustment in respect of the proposed minor variances, you must make a written request to the Committee at the Municipal office address listed below.

The Province of Ontario has amended the *Planning Act* as of November 28, 2022, and now only the applicant, the Minister of Municipal Affairs and Housing, and specified persons and public bodies (as defined in the *Planning Act*) are permitted to appeal minor variance decisions of the Committee of Adjustment.

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

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston office, 3236 River Street, P.O. Box 28, Alvinston, Ontario N0N 1A0, during general office hours (8:30am to 4:30pm, Monday to Friday, excluding statutory holidays).



Janet Denkers  
Secretary-Treasurer  
Committee of Adjustment

Email: [jdenkers@brookealvinston.com](mailto:jdenkers@brookealvinston.com)  
Phone: 519-898-2173  
Fax: 519-898-5653  
Dated: September 3, 2025

# LAMBTON GROUP POLICE SERVICES BOARD

## MEETING MINUTES

Location: OPP Headquarters, Petrolia

Date: Wednesday, June 18, 2025

Time: **3:00 pm**

Session: **#3/2025**



LAMBTON GROUP  
OPP DETACHMENT BOARD

### **Present:**

Greg Nemcek, Member (Chair) – Community Member at Large  
 John McCharles, Member (Vice Chair) – provincial appointee  
 Jeff Agar, Member – Municipal Partner  
 Gary Atkinson, Member – Municipal Partner  
 Bill Beveridge - Community Member at Large  
 John Couwenberg, Member – Municipal Partner  
 Joel Field, Member – Municipal Partner  
 Dave Marsh, Member – Municipal Partner  
 Ian Veen, Member – Municipal Partner

### Non Voting Members:

Inspector Chris Avery, Lambton O.P.P Representative  
 Staff Sgt. Erica VanRoboys, Lambton O.P.P Representative  
 Staff Sgt. Jordan Yantzi, Lambton O.P.P Representative  
 Mandi Pearson, Secretary

### **Regrets:**

Shirley Durance – Provincial Appointee

### **Guests:**

Tony Commisso, Intact Insurance

Ainsley, Bluewater Health

### **Members of the Public:**

- None

**1. Call to Order**

- Greg Nemcek-Chair called the meeting to order at 3:00 pm.

**2. Declaration of Conflict of Interest**

- None Declared

**3. Adoption of the Agenda**

- Session 3, 2025

Moved By: John Couwenberg

Seconded By: John McCharles

***THAT** the agenda for Session 3/2025 dated June 18, 2025 be adopted as presented.*

Carried

**Announcement from Inspector Avery:**

Pleased to announce that Jordan Yantzi has recently been appointed to Staff Sgt. with the Lambton Detachment. S/Sgt. Yantzi most recently was the Acting S/Sgt. for the Lambton Detachment and has a great list of experience and knowledge that he brings forward. Welcome, officially.

**4. Guest Presentation – moved up in agenda order**

- a. Tony Commisso, Intact Insurance provided an overview of the boards policy and current coverage.

Moved By: Ian Veen

Seconded By: Gary Atkinson

***THAT** the current board policy be expanded to include the addition of life insurance;  
**AND THAT** \$245.00 per year for this coverage be included in future board budgets.*

Carried

- b. Bluewater Health – Naloxone information and training

- Ainsley from Bluewater Health provided training on and distribution of Narcan kits to each board member.

**5. Minutes of Previous Meeting**

- Session 2 - April 2025

Session:

#3/2025

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Moved By: Gary Atkinson  
 Seconded By: Joel Field

*THAT the minutes of Session 2/2025 dated April 16, 2025, be adopted as circulated.*

Carried

**6. Business Arising from Minutes**

- None

**7. Detachment Report**

- S.Sgt. Yantzi reviewed the March and April 2025 policing report.
- False Alarms update (standing agenda item)

**FALSE ALARMS**

**MARCH**

Municipality	No. of Alarms
Lambton Shores	10
St. Clair Township	11
Dawn-Euphemia	02
Plympton-Wyoming	03
Brooke-Alvinston	01
Warwick	00
Enniskillen	01
Petrolia	09
Oil Springs	00

**APRIL**

Municipality	No. of Alarms
Lambton Shores	07
St. Clair Township	17
Dawn-Euphemia	00
Plympton-Wyoming	02
Brooke-Alvinston	01
Warwick	01
Enniskillen	01
Petrolia	11
Oil Springs	00

Moved By: Joel Field  
 Seconded By: John McCharles

*THAT S/Sgt Yantzi’s detachment report be adopted as presented;  
 AND THAT with the continued inclusion of false alarms in the detachment reports that  
 the standing item “false alarms” be removed from the agenda.*

Carried

**CRIME & TRAFFIC – MARCH/APRIL**

**AREA CRIME SERGEANT**

- *Crime members are investigating impaired driving causing death/bodily harm involving a 6-year-old child and 8- year-old child.*

- *Crime members and OPP Criminal Investigation Branch continue investigating a conspiracy to commit murder and have charged two youths. The matter is before the courts.*
- *Crime members and OPP Criminal Investigation Branch are still investigating Andrew Chute homicide at the Marthaville Conservation area.*
- *Crime members are investigating missing person Deanna Timms. \$50000 reward being offered for information leading to the arrest and conviction of whoever is responsible.*
- *6 Criminal Harassment investigations.*
- *3 fraud investigations.*
- *15 Sudden Deaths were investigated.*
- *Arkona Bank robbery investigation continues, arrests have been made and disclosure is being prepared*
- *Multijurisdictional auto theft case involving a Lambton County resident victim continues. Police have seized a substantial number of vehicles, but numerous vehicles remain uncovered. 4 arrests have been made, and a Preliminary Hearing has been requested by the accused parties.*

#### **CSCU SERGEANT**

- *During the months of March and April 2025 Lambton CSCU investigated 12 occurrences.*
- *Lambton CSCU members laid a total of 13 charges.*
- *Lambton CSCU wrote 9 warrants for drug trafficking and property crimes investigations. The unit completed 6 warrant service entries.*
- *Lambton CSCU conducted a property crime investigation in Lambton Shores. Persons arrested: 1; Persons charged: 1; Charges: 3. Charges include Break and Enter commit Theft and Possession of Property Obtained by Crime. Lambton CSCU assisting with search warrant at the accused's residence when other stolen property located. Items seized and returned to owners. Total seizure value \$2,500.*
- *Lambton CSCU conducted a drug trafficking investigation in Lambton Shores/Kettle & Stony Point First Nation. Persons arrested: 3; Persons charged: 2; Charges: 3. Charges include Possession for the Purpose of*
- *Trafficking & Possession of a Controlled Substance. Lambton CSCU had been conducting surveillance on an out- of-town party. Lambton CSCU formed grounds to arrest the male accused and conducted a planned stationary vehicle takedown. Lambton CSCU seized Fentanyl packaged for sale, a quantity of cash. Total value of seizure:*

\$6,565.

- *Lambton CSCU conducted a drug trafficking investigation in Chatham-Kent/Walpole Island. Lambton CSCU conducted S.11 CDSA search warrant at the accused residence. Persons arrested: 3; Persons charged: 1; Charges: 3. Charges include Possession for the Purpose of Trafficking x2, Possession of Proceeds of*

*Crimes. Lambton CSCU seized a small quantity of Methamphetamine and Hydromorphone pills, drug trafficking indicia, and a large amount of Canadian currency - \$25,927. Total seizure value - \$27,971.*

- *Lambton CSCU assisted Walpole Island Police Service and ROPE Squad, with the arrest of a dangerous offender on Walpole Island.*

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- *Lambton CSCU conducted follow up on Walpole Island related to a Firearm Investigation, while conducting the warrant, controlled substances were also located. Lambton CSCU wrote a S.11 CDSA warrant at this residence. Persons arrested: 1; Persons Charged: 1; Charges: 4. Charges include Possession for the Purpose of*

*Trafficking and Possession of a Controlled Substance. As a result of the warrant, Lambton CSCU seized 98 grams of Fentanyl, and a small quantity of Cocaine and Methamphetamine, drug trafficking indicia and \$585 Canadian Cash. Total Seizure: \$8,440.*

- *Lambton CSCU assisted Elgin-Middlesex CSCU with a S.11 CDSA warrant entry and search regarding a drug trafficking investigation.*
- *Lambton CSCU continues to offer support to frontline policing operations by taking samples of seized drugs and sending the samples to Health Canada for analysis.*
- *Lambton CSCU assisted Border Enforcement Team (BEST) with search warrant in Petrolia.*

#### **TRAFFIC**

- *During this reporting period OPP members conducted 368 traffic enforcement initiatives*
- *Six Hundred (600) Part 1's, One Hundred and Thirty-two (132) Part 3's, and One Thousand and Twenty-Four (1024) written warnings*
- *There were 115 motor vehicle collisions*
- *One Hundred and Ninety-five (195) RIDE Programs were conducted*
- *Eighteen (18) Impaired Drivers were arrested*

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

## **8. Member's Report**

### **a. Greg Nemcek, Chair**

- i. Update of motions received regarding support for continued provincial funding
  - Received from Brooke-Alvinston, Oil Springs, Plympton-Wyoming, Petrolia, Dawn Euphemia, Enniskillen & St.Clair
    - a. Warwick noted to be coming in July.
  - MPP Bob Bailey will receive information from the board in relation to the discussion around the continued funding, and copies of the motions received will be included in that package.
- ii. Update on the annual presentations to each municipality
  - All visits have been very positive and informative for all, the last municipality to visit will be Warwick, as scheduled.

- iii. Confirmations on board training required
  - Please continue to work on receiving this training
  - Acknowledge the difficulty in navigating the system, many are experiencing the same frustration
  - The best resource is the help centre phone number provided
- b. Inspector Avery
  - i. Standing Item: Impaired Driving Pleas, update on progress within recent convictions.

Moved By: Ian Veen

Seconded By: John McCharles

***THAT** Standing Item: Impaired Driving Pleas can be removed as a standing item from the agenda.*

Carried

Inspector Avery will provide updates when new information comes forward.

## 9. Correspondence

- a) OPP News Portal (Lambton)
- b) CIBC Interest Allocation report, May 2025

Moved By: Ian Veen

Seconded By: Joel Field

***THAT** the correspondence items as listed be received and filed.*

Carried

## 10. Accounts/Finance

- a. Accounts

Moved By: John McCharles

Seconded By: Gary Atkinson

***THAT** the accounts listed for April 2025 and May 2025 approved for payment.*

Carried

## b. BDO annual auditors report

Moved By: Joel Field

Seconded By: Bill Beveridge

***THAT*** the 2024 financial report as prepared by BDO be confirmed reviewed by board members and approved.

Carried

## 11. Public Input

- None

## 12. Other Business

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

The following municipalities confirmed that funds are remaining and would be contributed to the Drug Education program operated through the Lambton OPP Detachment.

- Town of Petrolia
- Village of Oil Springs

Details to be provided at the August meeting from member representatives for:

- Municipality of Lambton Shores
- Township of Warwick
- Town of Plympton-Wyoming
- Township of Enniskillen
- Township of Dawn-Euphemia
- Township of Brooke-Alvinston

Township of St.Clair confirmed that their municipality opted out as a host community and did not receive the provincial education funding.

## 13. Adjournment

Moved By: Joel Field

Seconded By: Gary Atkinson

***THAT** Session #3 of 2025, be adjourned until the next scheduled meeting on August 13, 2025 or at call of the Chair.*

Carried

Meeting adjourned at: 4:30 p.m.

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

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Chair  
Greg Nemcek

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Secretary  
Mandi Pearson

# LAMBTON GROUP OPP DETACHMENT BOARD MEETING AGENDA



LAMBTON GROUP  
OPP DETACHMENT BOARD

Location: Lambton OPP Headquarters

Date: Wednesday, August 13, 2025

Time: 3:00 pm

Session: #4/2025

1. Call to Order
2. Declaration of Conflict of Interest
3. Adoption of the Agenda
4. Minutes of Previous Meeting
  - a. Session 3/2025, June 2025
5. Business Arising from Minutes
6. Detachment Report
  - a. May | Jun 2025
    - i. S/Sgt. Yantzi
7. Member's Report
  - a. Greg Nemcek, Chair
    - i. Update of motions received regarding support for continued provincial funding
    - ii. Confirmations on board training required
    - iii. Confirmation of member municipalities offering education dollars from Cannabis funding
    - iv. 2026 Budget items
  - b. Inspector's Report
  - c. Secretary's Report
    - i. Confirmation of Intact Insurance inclusions request from June 2025
    - ii. YTD for board budget
  - d. Board Members Round Table
8. Correspondence
  - a. *OPP News Portal (Lambton) media releases*
  - b. *OAPSB 2<sup>nd</sup> quarter news letter*
  - c. CIBC Interest Allocation report, June & July 2025
9. Accounts/Finance
  - a. Accounts paid

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

AP6090

Page : 1

Date : Jul 02, 2025

Time : 8:30 am

Vendor : 12000 To 36000  
Pay Date : 01-Jun-2025 To 30-Jun-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
3909	09-Jun-2025	27001	ONTARIO ASSOCIATION OF POLICE SERVICE	Issued	49	C	6,280.62
3910	12-Jun-2025	27010	OUTHOUSE, DEAN	Issued	51	C	1,150.00
00045-0001	09-Jun-2025	24018	MINE & YOURS	Issued	48	T	1,993.32
00046-0001	26-Jun-2025	12012	[REDACTED]	Issued	53	T	36.00
00046-0002	26-Jun-2025	14035	[REDACTED]	Issued	53	T	96.00
00046-0003	26-Jun-2025	24023	[REDACTED]	Issued	53	T	169.20
00046-0004	26-Jun-2025	28010	[REDACTED]	Issued	53	T	156.00
<b>Total Computer Paid :</b>		<b>7,430.62</b>	<b>Total EFT PAP :</b>	<b>0.00</b>	<b>Total Paid :</b>		<b>9,881.14</b>
<b>Total Manually Paid :</b>		<b>0.00</b>	<b>Total EFT File :</b>	<b>2,480.82</b>			

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

- 10. Public Input
- 11. Other Business
- 12. Adjournment

**Next Regular Meeting: Wednesday, October 15, 2025 at 3:00 p.m.**

# LAMBTON GROUP OPP DETACHMENT BOARD



LAMBTON GROUP  
OPP DETACHMENT BOARD

**Mailing Address:**

PO BOX 273 | Petrolia, Ontario | N0N 1R0

**Website:** [www.lgodb.ca](http://www.lgodb.ca)

**e-mail:** [lambtongroupodb@gmail.com](mailto:lambtongroupodb@gmail.com)

## MEETING HIGHLIGHTS of August 2025

### CRIME & TRAFFIC – MAY/JUNE

#### AREA CRIME SERGEANT

- *Crime members are investigating impaired driving causing death/bodily harm involving a 6-year-old child and 8-year-old child.*
- *Crime members and OPP Criminal Investigation Branch continue investigating a conspiracy to commit murder and have charged two youths. The matter is before the courts.*
- *Crime members and OPP Criminal Investigation Branch are still investigating Andrew Chute homicide at the Marthaville Conservation area.*
- *Crime members are investigating missing person Deanna Timms. \$50000 reward being offered for information leading to the arrest and conviction of whoever is responsible.*
- *Multijurisdictional auto theft case involving a Lambton County resident victim continues. Police have seized a substantial number of vehicles, but numerous vehicles remain uncovered. 4 arrests have been made, and a Preliminary Hearing has been requested by the accused parties.*
- *Arkona Bank robbery investigation continues, arrested have been made and disclosure is being prepared.*
- *36 Fraud Investigations.*
- *4 Criminal Harassment investigations.*
- *10 Sexual Assaults were investigated.*
- *7 Sudden Deaths were investigated.*
- *25 Benchmark Crimes were investigated.*

#### CSCU SERGEANT

- *During the months of May and June 2025 Lambton CSCU investigated 14 occurrences.*
- *Lambton CSCU members laid a total of 41 charges.*
- *Lambton CSCU wrote 6 warrants for drug trafficking investigations. The unit completed 6 warrant service entries (including assists).*
- *Lambton CSCU conducted a drug trafficking investigation on Walpole Island. Persons arrested: 2; Persons charged: 2; Charges: 9. Charges include Possession for the Purpose of Trafficking, Possession of Ammunition contrary to Prohibition*

# LAMBTON GROUP OPP DETACHMENT BOARD



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*Order, Breach of Probation, Possession of a Controlled Substance. Lambton CSCU had been conducting surveillance and formed grounds to arrest the male accused. Tactics and Rescue Unit conducted the entry on a S.11 CDSA search warrant. Lambton CSCU seized Fentanyl, Cocaine, & Methamphetamine, drug trafficking indicia and a quantity of cash. Total value of seizure: \$8,432.*

- *Lambton CSCU conducted a drug trafficking investigation in South Lambton. Lambton CSCU conducted physical surveillance forming grounds for 3 parties for drug trafficking. Tactics and Rescue Unit conducted the entry on two S.11 CDSA search warrants. Persons arrested: 6; Persons charged: 3; Charges: 6. Charges include Possession for the Purpose of Trafficking x2, Fail to Comply with Release Order. Also, two males had warrants for their arrest - they were returned. Lambton CSCU seized a small quantity of Fentanyl and Cocaine, drug trafficking indicia, and a large amount of Canadian currency. Total seizure value - \$16,650.*
- *Two Lambton members were on courses/training for 2 weeks each.*
- *Lambton CSCU assisted with the Major Event backfill for Grand Bend. Laying several LLCA and other Provincial Offences, also an Impaired Driving Charge.*
- *Lambton CSCU assisted Elgin-Middlesex CSCU, Grey Bruce CSCU and Essex CSCU with a S.11 CDSA warrant entries and searches regarding a drug trafficking investigation.*
- *Lambton CSCU continues to offer support to frontline policing operations by taking samples of seized drugs and sending the samples to Health Canada for analysis also writing search warrants to download and search cellphones related to drug trafficking investigations.*

**TRAFFIC**

- *During this reporting period OPP members conducted 291 traffic enforcement initiatives*
- *One Thousand Four Hundred and Eighty-three (1483) PON's were issued and One Thousand one hundred and nine (1109) written warnings*
- *There were 151 motor vehicle collisions*
- *Two hundred and ten (210) RIDE Programs were conducted*
- *Thirty-seven (37) Impaired Drivers were arrested*

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

1. The Board received an update on the current three grant applications in process, with key notation that the funding grant for the MCRT program is currently under review and continues to progress through the provincial process.
2. Mr. Greg Nemcek, Chair, thanked the municipalities [St. Clair, Warwick, Petrolia, Enniskillen, Brooke-Alvinston, Oil Springs, Dawn Euphemia, Plympton – Wyoming] that passed motions requesting continued funding support of the province to offset the annual provincial billing statement for OPP

# LAMBTON GROUP OPP DETACHMENT BOARD



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policing. The Board Secretary will compile the letter from the board to be forwarded to MPP Bailey & Minister Kerzner with the supporting motions attached.

3. Mr. Greg Nemcek, Chair, thanked the member municipalities [St. Clair, Warwick, Petrolia, Enniskillen, Brooke-Alvinston, Oil Springs, Dawn Euphemia, Plympton – Wyoming] that provided confirmation of available cannabis funding dollars in their municipality that will be deposited into a board budget g/l specifically for the use of education and public engagement in relation to cannabis use.
4. The 2026 budget will be prepared for board consideration at the October meeting.
5. Member Couwenberg noted an increase in ATV use in Warwick and requested an education release on the topic be issued from the detachment.
6. Secretary Pearson was requested to forward the contact information for Sgt. Rob Griffin to the Mayor's and Clerks, as if a municipality should wish to receive a presentation before municipal budget preparations, Sgt. Griffin could attend and speak to the municipal billing model.
- 7.

**Next Regular Meeting: October 15, 2025 at 3:00 p.m.**

**Contact:**

Greg Nemcek, Chair  
[lambtongroupchair@gmail.com](mailto:lambtongroupchair@gmail.com)



**St. Clair Region Conservation Authority  
Meeting Highlights – April 17, 2025**

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

**Lambton Cattlemen's Association – Community Pasture Project:** In September 2024, Conservation Authorities were alerted to a potential partnership opportunity between the Beef Farmers of Ontario that would see farmers rent conservation-owned land for cattle grazing. Members of the Lambton Cattlemen's Association attended the meeting to provide the Board of Directors with an overview of the community pasture program and potential partnership with the SCRCA. Community pastures are pasturelands managed by a board of directors and a pasture manager. The land is provided to different producers who may need the land as grazing land becomes scarcer in Ontario. Staff have identified three properties (185 acres) that may suit this initiative. The Board directed staff to continue discussions with the Lambton Cattlemen's Association and bring back a proposed agreement.

**Watershed Conditions:** Regional precipitation amounts are close to normal for the past 12-month period. Water levels on the surrounding Great Lakes are close to average for this time of year, with all lakes experiencing a decline from February into early March. With lower water levels on Lakes Huron and St. Clair and a metre of freeboard in Wallaceburg, the flood threat in the St. Clair Region watershed is currently low.

**Planning and Regulations Activity:** Between February 1<sup>st</sup> and February 28<sup>th</sup>, 2025, staff issued 9 permits and responded to 41 inquiries under O. Reg 41/24 – Prohibited Activities, Exemptions, and Permits. Additionally, 1 permit was issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between February 1<sup>st</sup> and February 28<sup>th</sup>, 2025, included the review and comment on 34 municipal plan input and review files, 2 environmental assessment, and 3 legal inquiries.

**St. Clair River Area of Concern – Management of Contaminated Sediment:** The remediation of three areas of contaminated sediment in the St. Clair River, which began in November 2024, was successfully completed in March 2025. This project, carried out by a contractor hired by Dow Canada, involved the application of an erosion-resistant cover. While the SCRCA was not involved in the implementation phase of this project, its completion marks significant progress towards addressing two remaining Beneficial Use Impairments: BUI #1 (Restrictions on Fish and Wildlife Consumption) and BUI #6 (Degradation of Benthos).

**2025 Maple Syrup Festival:** Between 400 and 500 people visited the A.W. Campbell Conservation Area for the 2025 Maple Syrup Festival on March 15<sup>th</sup>. Held in partnership with the Brooke-Alvinston Firefighters Association annual pancake breakfast, visitors were treated to demonstrations of historical maple syrup production, wagon rides, maple taffy, and hot chocolate. Building upon the success of the 2024 event, the 2025 festival once again featured local vendors and environmental groups along with a shuttle to and from the Conservation Area. The event was generously sponsored by Bluewater Power, the St. Clair Region Conservation Foundation, and the Optimist Club of Alvinston Districts. Additionally, approximately 260 students visited the A.W. Campbell Conservation Area to participate in the Sweet Maple Syrup field trip between March 18<sup>th</sup> and 21<sup>st</sup>, 2025.

**Sydenham River Canoe and Kayak Race:** The Sydenham River Canoe and Kayak Race has been an annual tradition for 50 years. Serving as a fundraiser for Conservation Education, the race features 11 different race classes and three different race lengths along the Sydenham River. In early January, staff held a meeting to discuss the 2025 race tentatively scheduled for April 27<sup>th</sup>. It was during this meeting that several concerns and challenges were brought forward. Staff ultimately decided not to move forward with the 2025 race to reassess a number of factors that have influenced the past success of the race and the future success of holding the race.

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

- **Field Trips:** The SCRCA Education team is currently booking spring field trips. Approximately 2,100 students are expected to visit from over 23 different watershed schools. Spaces remain available with teachers inquiring about field trips daily.
- **Nature in Your Neighbourhood:** Spring schoolyard programs are currently being booked with approximately 150 students expected to participate. It is anticipated that additional schools will book schoolyard programs in May and June.
- **Spring Water Awareness Program:** Sponsored by Plains Midstream Canada, approximately 1,000 students at 9 schools will participate in activities that will teach them to stay safe in the springtime by keeping away from the edge of water.
- **Future Farmers Program:** Funded through the Great Lakes Freshwater Ecosystem Initiative, staff are currently halfway through delivering the 5-day Future Farmers program. The program has reached 225 students and consists of three days of in-class instruction, a field trip to two farms, and a final day at the Lorne C. Henderson Conservation Area.

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



**St. Clair Region Conservation Authority  
Meeting Highlights – June 26, 2025**

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

**2025 Compensation Review Update:** In 2024, the Board of Directors directed staff to conduct a joint salary review with the Lower Thames Valley Conservation Authority (LTVCA) to minimize the financial impact on budget. In April 2025, the St. Clair Region Conservation Authority (SCRCA) and the LTVCA issued a joint Request for Proposals to retain a qualified consultant to provide a job evaluation system and a competitive salary grid in compliance with pay equity legislation. Eight proposals were received and after review by both the SCRCA and LTVCA, Pesce and Associates was awarded the contract. A final report outlining the results of the salary review is expected to be presented to the Executive Committee in July 2025.

**McKeough Dam Asset Management Plan:** At the December 2024 meeting, the Board of Directors approved an asset management plan for all SCRCA assets. Through this plan, discussions were initiated between the SCRCA and the Regional Municipality of Chatham-Kent on the feasibility of developing a reserve funding model that will ensure there is dedicated capital reserve for any repairs or replacement required for the McKeough Dam. The municipality will begin to apportion costs for the McKeough Dam beginning in 2026 and will continue to contribute to the fund over the next 50 years.

**York1 Waste Disposal Site Project – Environmental Registry of Ontario:** As part of Bill 5, *Protect Ontario by Unleashing our Economy Act*, 2025, the Province of Ontario removed the requirement for the proposed York1 Waste Disposal Site to undertake a comprehensive environmental assessment. Comments regarding the then proposed legislation were open from April 17, 2025, to May 17, 2025. The SCRCA submitted comments related to concerns around the site's potential impacts on local drinking water sources and impacts of a flooding event on the property.

**A.W. Campbell Conservation Area Master Plan:** As part of the objectives outlined in the 2024 Conservation Areas Strategy and as identified in the strategic goals listed in the 2023-2028 Strategic Plan, staff have completed a draft Master Plan for the A.W. Campbell Conservation Area. The goal of the plan is to create an updated vision and a clear set of objectives that will inform decision-making related to the management of this Conservation Area. The Board of Directors approved the draft plan and directed staff to proceed with stakeholder and public consultation.

**Watershed Conditions:** Despite precipitation trends being above or near normal over the last 3-, 6-, and 12-months, the current flood threat in the St. Clair Region is low owing to low water levels on the surrounding Great Lakes and over 70 cm of freeboard recorded on the Sydenham River at Wallaceburg. At the time of this report, water levels

on the Great Lakes are down from the same time last year, with a general trend of being near or below the long-term average.

**Planning and Regulations Activity:** Between March 1<sup>st</sup> and May 31<sup>st</sup>, 2025, staff issued 68 permits and responded to 178 inquiries under O. Reg 41/24 – Prohibited Activities, Exemptions, and Permits. Planning activity between March 1<sup>st</sup> and May 31<sup>st</sup>, 2025, included the review and comment on 83 municipal plan input and review files, 4 environmental assessments, and 14 legal inquiries.

**2025 Tomorrow's Greener Schools Today – Lambton:** The SCRCA and Lambton Public Health were excited to partner on the Tomorrow's Greener Schools Today – Lambton program this spring, which sees Authority and Health Unit staff and students from County elementary schools, plant trees to increase greenspace and shade in their schoolyards. Through funding provided by Lambton Public Health, 41 trees were planted at five schools located in Petrolia, Watford, and Sarnia throughout the month of May. Close to 200 students participated in the 2025 initiative which includes an educational component that introduces students to the benefits of trees from both a health (e.g., sun protection) and environmental (e.g., wildlife habitat) perspective.

**2025 Specialist High Skills Major (SHSM) Student Conference:** Funded through the Great Lakes Freshwater Ecosystem Initiative (GLFEI), the 2025 SHSM Student Conference was held at the Greenwood Recreation Centre in Petrolia on May 28<sup>th</sup>, 2025. Seventy-four Grade 11 and 12 Specialist High Skills Major students (focusing on agriculture and the environment), and University of Guelph agricultural students attended the one-day event. Students had the opportunity to participate in four engaging sessions covering topics such as agricultural technology, water monitoring and testing, land stewardship, and nutrient management. The nine available sessions offered were led by local farmers, equipment dealers, lab technicians, and representatives from the Ontario Ministry of Agriculture, Food, and Agribusiness and St. Clair Region Conservation Authority. The overall focus of the conference was to educate students on the challenges of phosphorus run-off and how agriculture can play a role in addressing this critical issue.

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



September 2, 2025

Dear Local Member of Provincial Parliament

**Subject: Feedback on Proposed Amendments to the Resource Recovery & Circular Economy Act**

On behalf of the Bluewater Recycling Association and our member municipalities, I am writing to provide feedback on the proposed amendments to the *Resource Recovery & Circular Economy Act* (RRCEA), particularly regarding maintaining collection services for small businesses and other non-eligible sources.

We recognize that with these proposed amendments, the government is seeking to address the cost pressures producers have raised, as well as some concerns small businesses have expressed towards the continuation of recycling services. While we appreciate these efforts, we feel the current proposal does not fully reflect the realities faced by municipalities, service providers, and the small businesses and residents who rely on these programs.

Our mission remains to deliver cost-effective and sustainable waste management solutions that support the public good. We remain committed to helping build a competitive, efficient, and innovative recycling system that benefits all Ontarians. To that end, we respectfully urge the government to consider the following points:

**Maintaining Service for Small Businesses and Community Facilities**

We strongly believe it is essential to maintain collection for small businesses and community facilities to ensure continuity of service without undue cost increases. There must be a balance between fair market procurement practices and minimizing disruption for service contracts already in place. The grandfathering of existing services—particularly in rural areas—should be considered.

Municipalities like ours have already expanded recycling service beyond traditional “main street” business areas. Excluding these customers now risks fragmenting the system, creating confusion, increasing municipal costs, and potentially sending more recyclable material to landfill. We recommend that all currently serviced, non-eligible properties remain in the system until an integrated alternative is available.

**Specific Concerns with the Current Circular Material Proposal**

In addition to the general issues above, I want to share candid feedback on several aspects of the draft proposal provided by Circular Materials:

- **2% ICI Limit:** The proposed cap of 2% ICI stops per route does not align with what we see in practice. Most municipalities currently serve between 3–8% ICI stops. A 2% cap appears arbitrary and would cut out the majority of existing stops. This restriction risks destabilizing service in many communities.
- **Downtown Core Apartments:** Clarification is needed on how recycling will be managed for apartments located above commercial units. Today, these residents often share a front-end bin with the business below. Under the new rules, co-collection requires a 95-gallon cart, which presents challenges:
  - These bins are located on commercial property, and if businesses are excluded, they may request removal.

- Apartments generally cannot use wheelie bins due to lack of storage and lack of space for placement on collection day.  
This gap in the proposal will leave many downtown residents without a viable recycling option.
- **Quantity of Material:** Restricting ICI generators to a single 95-gallon cart is too limiting, particularly given the expanded Blue Box program starting in 2026. At a minimum, increasing the limit to two carts would provide small businesses with a reasonable solution to manage their recyclables.

#### **Closing Comments**

While we recognize and value the work that has gone into these proposals, the framework as presented feels incomplete and impractical in several respects. The issues raised by municipalities and service providers during consultations highlight the need for a more balanced approach—one that safeguards service for small businesses, community facilities, and rural Ontarians, while ensuring the long-term success of Ontario's EPR system.

We would welcome the opportunity to meet with you to further discuss these issues and to work together on solutions that meet the needs of both producers and communities.

Thank you for your attention to this matter and for your continued support of the waste diversion and recycling goals that benefit all Ontarians.

Sincerely,



Michelle Courtney  
President & CEO  
Bluewater Recycling Association

**Ministry of Natural Resources**

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

**Ministère des Richesses naturelles**

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



August 08, 2025

**Subject: Proposed updates to certain operational policies under the *Aggregate Resource Act***

---

Hello,

Ontario's aggregate industry plays a key role in our government's vision to build Ontario, supporting vital development and jobs across the province. At this time, MNR is proposing updates to certain operational policies under the *Aggregate Resources Act*.

Over the last six years, changes to the Act, regulation, and the development of the Aggregate Resources of Ontario Standards, have left several aggregate resources policies outdated and/or inaccurate. New requirements and provisions introduced through these changes also need to be supported with new policy direction.

In a continued effort to clarify requirements and improve efficiencies, three policies are proposed to be updated (replacing seven outdated policies) related to new aggregate licence/permit applications addressing Water Report, Cultural Heritage Report, and Matters to be Considered in the Issuance of a Licence. One new policy based on the 2020 requirements in the Standards, Maximum Predicted Water Table Report is being proposed. In addition, the government is focused on reducing burden to businesses; this is why we are proposing to rescind 28 policies that are outdated or unnecessary.

Updated policies are an important step in modernizing the Ministry's aggregate program, ensuring transparency and consistency in program delivery, and providing certainty to industry and the public about the Ministry's expectations.

A complete summary of the proposed policy changes can be found on the [Environmental Registry](#) (search for notice: 025-0216) for a 48-day commenting period ending September 25, 2025.

We invite you to review the changes and offer comments.

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)

2. By email to [aggregates@ontario.ca](mailto:aggregates@ontario.ca), or

3. By mail to:

Resources Development Section  
Ministry of Natural Resources  
300 Water Street, 2nd Floor South  
Peterborough, ON K9J 3C7

For questions, contact Sheena Tower at [aggregates@ontario.ca](mailto:aggregates@ontario.ca).

Sincerely,



Jennifer Keyes

Director, Development and Hazard Policy Branch

**Ministry of Natural Resources**

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

**Ministère des Richesses naturelles**

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



August 13, 2025

**Subject:** Proposed regulations to support the implementation of the proposed *Geologic Carbon Storage Act, 2025*, if passed by the Legislature

---

Hello,

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

Carbon storage involves injecting captured carbon dioxide into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

As you may be aware, the proposed *Geologic Carbon Storage Act, 2025* was introduced into the Ontario legislature on May 27<sup>th</sup>, 2025 as part of [Bill 27, Resource Management and Safety Act, 2025](#). The Bill has now reached second reading in the Legislature, and debate of the Bill will continue after the legislature resumes on October 20<sup>th</sup>, 2025. The status of the Bill in the legislative process can be viewed on the [Legislative Assembly of Ontario website](#).

The proposed Act, if passed by the Legislature, would require the development of supporting regulations that would cover the detailed regulatory requirements for the authorization of research and evaluation activities, and carbon storage activities, before the Act could be proclaimed and brought into force.

We are writing to notify you that the MNR is seeking feedback on the general content of proposed regulations that are being considered under the proposed *Geologic Carbon Storage Act, 2025*, if it is passed by the Legislature.

More details on the general content of the proposed regulations can be viewed in a proposal notice on the Regulatory Registry, posting # [25-MNRF006](#). Feedback on the proposal can be provided directly to MNR through the email address provided below.

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

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Keyes".

Jennifer Keyes  
Director, Development and Hazard Policy Branch

Ministry of Emergency Preparedness  
and Response

Ministre de la Protection civile et de l'Intervention en cas  
d'urgence



Emergency Management Ontario

Gestion des situations d'urgence Ontario

25 Morton Shulman Avenue  
Toronto ON M3M 0B1

25, avenue Morton Shulman  
Toronto ON M3M 0B1

Tel: 416-327-2333  
Fax: 416-327-3790

Tél.: 416-327-2333  
Télééc. : 416-327-3790

**DATE:** August 18, 2025

**MEMORANDUM TO:** Community and Ministry Emergency Management  
Coordinators, and partners

**FROM:** Lisa Priest  
Assistant Deputy Minister  
Emergency Preparedness Division  
Ministry of Emergency Preparedness and Response

**SUBJECT:** **Announcing Provincial Exercise 2026 and New Preparedness  
Resources**

Dear Community and Ministry Emergency Management Coordinators, and partners,

I am pleased to announce the upcoming Provincial Exercise 2026, a province-wide emergency management functional exercise slated to take place in November 2026. This initiative continues our collective efforts to strengthen preparedness and response capabilities across Ontario and is informed by MEPR's 2024 Exercise Heatwave.

As part of our preparations for Provincial Exercise 2026, we are also excited to launch the refreshed eLearning course, Introduction to Exercise Programs (EM 125). This course will replace the existing EM 125 self-study course, and will provide an interactive, and engaging way to learn the basic concepts of exercise program management.

In addition, we are pleased to share new power outage safety resources, including an animated video available in English and French, as well as a flyer and a social media graphic offered in 15 languages, including three Indigenous languages. These materials highlight simple, actionable steps Ontarians can take to stay safe during a power outage and is designed to support your local public education campaigns. All resources are now available on [EMO Central](#) for download and distribution to complement your community outreach.

We encourage you to explore and share these resources within your networks. Together, these initiatives reflect our continued commitment to building a safe, practiced, and prepared Ontario.

If you have any questions or would like more information about these resources, please contact [EMOPubEd@ontario.ca](mailto:EMOPubEd@ontario.ca)

Thank you for your ongoing dedication and leadership in emergency management.

Warm Regards,

Ministry of Emergency Preparedness  
and Response

Ministre de la Protection civile et de l'intervention en cas  
d'urgence



Emergency Management Ontario

Gestion des situations d'urgence Ontario

25 Morton Shulman Avenue  
Toronto ON M3M 0B1

25, avenue Morton Shulman  
Toronto ON M3M 0B1

Tel: 416-327-2333  
Fax: 416-327-3790

Tél.: 416-327-2333  
Télééc. : 416-327-3790

Lisa Priest  
Assistant Deputy Minister | Emergency Preparedness Division  
Emergency Management Ontario | Ministry of Emergency Preparedness and Response  
Ontario Public Service  
416-845-4281 | [lisa.priest@ontario.ca](mailto:lisa.priest@ontario.ca)



**West Nipissing Oust**

**CORPORATION OF THE MUNICIPALITY OF WEST NIPISSING**

**Council - Committee of the Whole**

**Resolution #** 2025-263  
**Title:** Approve Resolution Requesting a Moratorium on Aerial Spraying of Glyphosate in the Nipissing Forest  
**Date:** August 12, 2025

**Moved by:** Councillor Fern Pellerin  
**Seconded by:** Councillor Kaitlynn Nicol

**WHEREAS** the Province of Ontario, through the Ministry of Natural Resources and Forestry, is planning to begin aerial spraying of glyphosate-based herbicides in late August 2025 in the Nipissing Forest; and

**WHEREAS** the Nipissing Forest covers a significant portion, if not all, of the Municipality of West Nipissing, and residents and ecosystems may be impacted by this activity; and

**WHEREAS** new scientific evidence published since Health Canada's last assessment of glyphosate in 2017 has linked glyphosate-based end-use products to cancer, metabolic and neurological diseases, reproductive toxicity, and ecosystem harm; and

**WHEREAS** the Province of Quebec banned the use of glyphosate for forestry purposes in 2001 and replaced aerial herbicide spraying with manual forest thinning as a safer alternative forest management method; and

**WHEREAS** many residents have expressed concern regarding the potential environmental and public health risks associated with aerial spraying of glyphosate-based herbicides;

**NOW THEREFORE BE IT RESOLVED THAT** the Council of the Municipality of West Nipissing formally request that the Honourable Mike Harris Jr., Minister of Natural Resources and Forestry, reconsider the planned use of glyphosate-based herbicides in the Nipissing Forest and suspend the aerial spraying initiative until further independent research and updated risk assessments are completed and reviewed; and

**BE IT FURTHER RESOLVED THAT** this resolution be forwarded to:

The Honourable Mike Harris Jr., Minister of Natural Resources and Forestry

The Honourable Sylvia Jones, Minister of Health

MPP John Vanthof, Timiskaming–Cochrane

AMO (Association of Municipalities of Ontario)

FONOM (Federation of Northern Ontario Municipalities)

All municipalities within Northeastern Ontario

**CARRIED**



# CORPORATION OF THE TOWNSHIP OF ARMOUR

## RESOLUTION

Date: **August 12, 2025**

Motion # 248

WHEREAS Ontario's Family Health Teams provide team-based healthcare which is critical to our communities;

AND WHEREAS healthcare in Ontario is publicly funded;

AND WHEREAS municipalities invest significant additional public/taxpayer money in support of Family Health Teams and other healthcare-related organizations, including supports for primary care recruitment, healthcare facilities, and additional community healthcare needs;

AND WHEREAS the governance models for Family Health Teams in Ontario do not follow mandatory standards;

AND WHEREAS governance models are designed to ensure appropriate representation, transparency, and guardrails with respect to potential conflicts of interest for the organizations they represent;

AND WHEREAS many boards of Family Health Teams are not balanced in terms of representation from the communities and municipalities that they cover;

AND WHEREAS the lack of a standard and balanced governance model means that the needs of the local communities are not necessarily fully represented;

AND WHEREAS the province is directing the Primary Care Action Team (PCAT), through Dr. Jane Philpott, to ensure connected and convenient healthcare across the province;

AND WHEREAS Family Health Teams are crucial in the delivery of the mandate of PCAT;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Township of Armour urges the Province of Ontario to implement a standard and mandatory governance model for the boards of Family Health Teams across the province, which ensures that community members make up 50% of the overall board membership to ensure appropriate representation for the communities which use and support healthcare in their local area;

AND THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario; the Honourable Sylvia Jones, Deputy Premier and Minister of Health; Dr. Jane Philpott, Chair of the Primary Care Action Team; the Association of Municipalities of Ontario (AMO); the Association of Family Health Teams of Ontario (AFHTO); and all municipalities in Ontario.

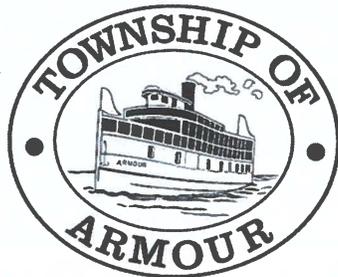
<b>Moved by:</b>	Blakelock, Rod	<input type="checkbox"/>	<b>Seconded by:</b>	Blakelock, Rod	<input type="checkbox"/>
	Brandt, Jerry	<input checked="" type="checkbox"/>		Brandt, Jerry	<input type="checkbox"/>
	Haggart-Davis, Dorothy	<input type="checkbox"/>		Haggart-Davis, Dorothy	<input checked="" type="checkbox"/>
	Ward, Rod	<input type="checkbox"/>		Ward, Rod	<input type="checkbox"/>
	Whitwell, Wendy	<input type="checkbox"/>		Whitwell, Wendy	<input type="checkbox"/>

Carried / Defeated

**Declaration of Pecuniary Interest by:** \_\_\_\_\_

**Recorded vote requested by:** \_\_\_\_\_

<u>Recorded Vote:</u>	For	Opposed
Blakelock, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Brandt, Jerry	<input type="checkbox"/>	<input type="checkbox"/>
Haggart-Davis, Dorothy	<input type="checkbox"/>	<input type="checkbox"/>
Ward, Rod	<input type="checkbox"/>	<input type="checkbox"/>
Whitwell, Wendy	<input type="checkbox"/>	<input type="checkbox"/>




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**DISTRICT OF PARRY SOUND**


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56 ONTARIO STREET  
 PO BOX 533  
 BURK'S FALLS, ON  
 P0A 1C0

(705) 382-3332

(705) 382-2954

Fax: (705) 382-2068

Email: [rward@armourtownship.ca](mailto:rward@armourtownship.ca)

Website: [www.armourtownship.ca](http://www.armourtownship.ca)

## *Mayor's Report – Governance of Family Health Teams*

To: Members of Council  
 From: Rod Ward, Mayor  
 Date: August 12, 2025

### **Subject: Support for Standardized Governance Models for Family Health Teams**

Family Health Teams are a vital part of Ontario's healthcare system, particularly in rural and underserved communities like ours. These teams provide collaborative, team-based care that improves patient outcomes and relieves pressure on hospitals and emergency services.

Our municipality, like many others across the province, continues to invest local taxpayer dollars to support healthcare delivery — through physician recruitment efforts, infrastructure, and other community health initiatives. However, despite this investment and our community's reliance on these services, municipal and community voices are often underrepresented on the boards that govern Family Health Teams.

Currently, there is no mandatory governance framework for these boards, which has led to inconsistent representation and, in some cases, governance structures that do not reflect the communities they serve. This can lead to decisions being made without sufficient local input, oversight, or accountability.

The attached resolution calls on the Province of Ontario to implement a standardized and mandatory governance model for Family Health Teams, requiring that at least 50% of board members be community representatives. This would help ensure local interests are considered in decision-making, and strengthen transparency and trust in our healthcare system.

I recommend Council's support for this resolution and the forwarding of it to the appropriate provincial bodies and municipal partners.

Sincerely,

*Rod Ward*

Rod Ward  
 Mayor

Aug 12, 2025

Niagara Region

Dear Ann-Marie Norio:

Re: Endorse the Development of a Code of Conduct for Human Trafficking Prevention in Niagara Region

This is to confirm that at the Aug 11, 2025 Council Meeting the following resolution was adopted with respect to the above noted matter:

WHEREAS human trafficking in Niagara is currently a persistent challenge impacting the hospitality and tourism sectors;

WHEREAS human trafficking is a critical issue due to the region's proximity to the U.S. border and the thriving tourism and hospitality sectors, which create environments where sexual and labour exploitation can go unnoticed;

WHEREAS women, newcomers, racially-marginalized people, people experiencing poverty, people living with disabilities, and children in the child welfare system are disproportionately targeted and impacted by the harms perpetuated by traffickers;

WHEREAS 60% of human trafficking cases in Ontario occur along the corridor linking Toronto and Niagara;

WHEREAS data from the Niagara Regional Police Service comparing 2023 to 2024 indicates the number of human trafficking investigations increased by 61%; the number of victims identified increased by 700%; the number of accused charged increased by 190%; the number of criminal charges laid increased by 75%; and the number of referrals from NRPS' Human Trafficking Unit to Victim Services Niagara increased by 133%;

WHEREAS human trafficking thrives in secrecy, but with leadership and commitment, local government can be on the front line of prevention and protection;

WHEREAS local businesses and organizations are key to preventing human trafficking through proactive measures such as The 4 Ps: prevention, protection, partnership, and prosecution;

WHEREAS local area municipalities have already begun to assist in making the Niagara region inhospitable to human traffickers;

WHEREAS Tools of Empowerment for Success (TOES) Niagara and Brock University have undertaken work funded by Women and Gender Equality Canada to develop a Code of Conduct to Prevent Human Trafficking in the Niagara Region through education, increasing awareness, and providing resources, including prevention strategies; and

WHEREAS TOES Niagara and Brock University created a Steering Committee of representatives from across tourism, business, education, law enforcement, government, and non-profit sectors to engage in broad community collaboration through focus groups, surveys, and feedback sessions to develop the Code of Conduct for Human Trafficking Prevention in the Niagara Region.

**NOW THEREFORE BE IT RESOLVED:**

1. That Township of West Lincoln **RECOGNIZE** that human trafficking in Niagara has serious impacts on the health and wellness of local residents and their families, as well as negative economic impacts on local businesses and communities;
2. That Township of West Lincoln **ENDORSE** the work of TOES Niagara and Brock University in developing a Code of Conduct for the Prevention of Human Trafficking in the Niagara Region;
3. That Township of West Lincoln **COMMIT** to reviewing and assessing the applicable local government sectoral guidelines and responsibilities outlined in The Code upon its finalization, with the intent to implement measures that align with Regional priorities and capacity;
4. That Township of West Lincoln **WRITE** letters to all of Niagara's 12

Local Area Municipalities encouraging them to also endorse the work of TOES Niagara and Brock University in the development of the Code of Conduct for the Prevention of Human Trafficking in the Niagara Region and commit to reviewing and assessing the applicable local government sectoral guidelines and responsibilities outlined in The Code upon its finalization, with the intent to implement measures that align with municipal priorities and capacity; and

5. That a copy of this motion **BE SENT** to Niagara's four MPs; Niagara's four MPPs; the Association of Municipalities of Ontario (AMO); the Federation of Canadian Municipalities (FCM); Mayors and Regional Chairs of Ontario (MARCO); Ontario's Big City Mayors (OBCM); and the Ontario and Canadian Associations of Chiefs of Police.

If any further information is required, please contact the undersigned at 905-957-3346, Ext 5129.

Yours Truly,



Justin J. Paylove  
 Manager, Legislative Services/Clerk  
[jpayscale@westlincoln.ca](mailto:jpayscale@westlincoln.ca)

JJP/jmt

cc. Dean Allison, MP  
 Sam Oosterhoff, MPP  
 Chris Bittle, MP  
 Tony Baldinelli, MP  
 Fred Davies, MP  
 Jennifer Stevens, MPP  
 Wayne Gates, MPP  
 Jeff Burch, MPP  
 Federation of Canadian Municipalities  
 Association of Municipalities of Ontario  
 Niagara Region Municipalities  
 Mayors and Regional Chairs of Ontario (MARCO)  
 Ontario's Big City Mayors (OBCM)  
 Ontario and Canadian Associations of Chiefs of Police





Office of the City Clerk

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August 14, 2025

Via email

All Ontario Municipalities

**Re: Kingston City Council Meeting, August 12, 2025 – Resolution Number 2025-269 – Heritage Property Insurance Rates**

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At the regular Council meeting on August 12, 2025, Council approved Resolution Number 2025-269 with respect to Heritage Property Insurance Rates, as follows:

**Whereas** heritage is a fundamental part of individual and community identity, and is a major driver of Kingston's tourism economy; and

**Whereas** the Ontario Heritage Act encourages municipalities in Ontario to designate and protect properties that meet provincial criteria related to design value, associative value and contextual value; and

**Whereas** the Provincial Planning Statement states that protected heritage property shall be conserved; and Whereas the City of Kingston's Official Plan states that built heritage resources in Kingston shall be conserved; and

**Whereas** conserving heritage properties has direct benefits to property values, tourism and the environment; and

**Whereas** homeowners require insurance to protect their homes, which is often their most significant financial investment, and can be required to maintain a mortgage; and

**Whereas** the cost of living and the cost of insurance is on the rise in Canada; and

**Whereas** the Province of Ontario has stated that a heritage designation does not place additional requirements on insurers and that insurance premiums should not go up because of a heritage designation; and

**Whereas** some homeowners have reported that their premiums have gone up as a result of a heritage designation or they have been denied an insurance policy as a result of a heritage designation; and

---

The Corporation of the City of Kingston

216 Ontario Street, Kingston, ON K7L 2Z3

Phone: (613) 546-4291 extension 1207

cityclerk@cityofkingston.ca

- 2 -

**Whereas** as a result of insurance concerns, some impacted homeowners have objected to a proposed heritage designation on their property or have applied to have a designating by-law repealed; and

**Whereas** this directly threatens the unique and irreplaceable heritage character of Kingston and Ontario;

**Therefore Be It Resolved That** Kingston City Council call on the Provincial Government to:

- investigate why some insurers are raising premiums on heritage designated properties or are denying insurance policies as a result of a heritage designation in contravention of provincial guidance; and
- bring insurance regulators, insurance industry representatives and heritage professionals together to find solutions that enable the continued protection of heritage properties without unwarranted financial burden on homeowners; and
- regulate the impact of heritage designation on insurance premiums through enforcement, education and new solutions;

**That** a copy of this resolution be forwarded to the Honourable Doug Ford, M.P.P. Premier of Ontario, the Honourable Graham McGregor, M.P.P. Minister of Citizenship and Multiculturalism, Ted Hsu, M.P.P. Kingston and the Islands and John Jordan, M.P.P. Lanark-Frontenac-Kingston, all Ontario municipalities, the Association of Municipalities of Ontario, the Financial Services Regulatory Authority of Ontario, the Canadian Council of Insurance Regulators, and the Insurance Bureau of Canada.

Yours sincerely,



Janet Jaynes  
City Clerk  
/nb



August 29, 2025

MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities

*Sent via email: [will.bouma@pc.ola.org](mailto:will.bouma@pc.ola.org)*

Dear MPP Will Bouma,

Please be advised that Brantford City Council at its meeting held August 26, 2025 adopted the following:

**12.3.1. Advocacy for Provincial Scrap Metal Legislation and Bail System Reform, 2025-421 - Councillor Hunt**

WHEREAS a Town Hall meeting, hosted by Councillors of Ward 4 was held on Monday June 23, 2025, to discuss recommendations and actions taken to address ongoing concerns from local businesses regarding break-ins, theft and vandalism; and

WHEREAS Ward 4 businesses owners were invited to share their experiences and contribute to identifying actionable steps to theft concerns and help identify steps to foster a safer and more secure environment for businesses in Brantford; and

WHEREAS staff from the City of Brantford Bylaw & Security Department and representatives from Brantford Police Services provided presentations outlining current measures and actionable recommendations; and

WHEREAS business owners in attendance requested that a formal letter be drafted advocating for the transition of the municipal scrap metal bylaw into a provincial statute, to be addressed to MPP Will Bouma, Attorney General of

Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser; and

WHEREAS business owners further requested that the letter include a call to strengthen the bail system to better protect communities by ensuring repeat offenders are not prematurely released.

NOW THEREFORE BE IT RESOLVED:

- A. THAT City Council DIRECT Staff to prepare a formal advocacy letter to MPP Will Bouma, Attorney General of Ontario Doug Downey, MP Larry Brock and Minister of Justice and Attorney General of Canada Sean Fraser, recommending the transition of the municipal scrap metal bylaw to a provincial statute. The letter to be completed by August 31, 2025, should also include:

- i. A request to strengthen the bail system to enhance community safety;  
and
  - ii. Testimonials from local business owners detailing the financial and operational impacts of break-ins, theft and vandalism, including threats to personal safety, and the financial burden of increased insurance cost;  
and
- B. THAT a copy of this resolution BE FORWARDED to MPP Will Bouma, MP Larry Brock, the Association of Municipalities of Ontario (AMO); and all Ontario municipalities.

I trust this information is of assistance.

Yours truly,



Chris Gauthier  
City Clerk  
[cgauthier@brantford.ca](mailto:cgauthier@brantford.ca)

CC MP Larry Brock - [larry.brock@parl.gc.ca](mailto:larry.brock@parl.gc.ca)  
The Association of Municipalities of Ontario (AMO) - [amo@amo.on.ca](mailto:amo@amo.on.ca), [policy@amo.on.ca](mailto:policy@amo.on.ca)  
All Ontario municipalities



**Brooke Fire Rescue**  
 Municipality of Brooke-Alvinston  
 3236 River Street  
 Alvinston, Ontario  
 N0N 1A0  
 519-898-2173  
 519-898-2850 – Fire Hall



**RE:** Request to waive rental fee

**Date:** September 4, 2025

**Attention:** Janet Denkers, Clerk-Administrator

In recognition of the 130<sup>th</sup> Anniversary of the Alvinston Fire Department the members of the Alvinston Firefighters Association and Brooke Fire Rescue are hosting a dinner for their membership, retirees and invited guests.

We have reserved the upper hall at the Brooke Alvinston Inwood Community Centre Complex on Saturday September 13, 2025, from 5 – 9 pm for the dinner and long service awards presentation.

We are requesting the Municipality to waive the rental fee at this time, as a token of appreciation and in recognition of the ongoing community service provided by the Alvinston Fire Department since 1895, the Alvinston Firefighters Association and Brooke Fire Rescue since 2017.

Respectfully Submitted.

Steve Knight,  
 Fire Chief,  
 Brooke Fire Rescue,  
 firechief@brookealvinston.com  
 519-898-2850 fire hall  
 519-318-3305 mobile

Brooke Fire Rescue's mission is to make a difference in our community by providing quality fire and rescue services for our residents and its visitors.



September 4, 2025

The Honourable Doug Ford, Premier of Ontario  
 Premier's Office  
 Room 281  
 Main Legislative Building, Queen's Park  
 Toronto, ON M7A 1A5

The Honourable Paul Calandra, Minister of Education  
 15<sup>th</sup> Floor  
 438 University Avenue  
 Toronto, ON M7A 2A5

via email: [premier@ontario.ca](mailto:premier@ontario.ca)  
[minister.edu@ontario.ca](mailto:minister.edu@ontario.ca)

**RE: Closure of Before and After School Programs**

Dear Premier Ford and Minister Calandra,

The Council of the Municipality of Bluewater passed the following resolution at their September 2, 2025 regular meeting:

**MOVED:** Councillor Harris **SECONDED:** Councillor Whetstone

**WHEREAS** on August 19, 2025, London Bridge Child Care Services Inc. advised that they will be closing all London Bridge Huron County Before and After School Programs, which affects Bluewater Coast Elementary School, Exeter Elementary School, and Precious Blood Catholic School; and

**WHEREAS** London Bridge Child Care Services Inc. sites ongoing staffing shortages in Huron County and across the province as the reason for this closure; and

**WHEREAS** the closure of the London Bridge Before and After School Programs, along with the Preschool Program at Bluewater Coast Elementary School, are creating a significant and immediate challenge for families with young children; and

**WHEREAS** the Council of the Municipality of Bluewater recognizes the importance of before and after school programs which provide a trusted, safe, and consistent environment for children outside of regular school hours – support that many working parents and guardians rely on to balance their jobs and family responsibilities; and

**WHEREAS** the Avon Maitland District School Board and the Huron-Perth Catholic District School Board do not operate licensed childcare programs, but partner with childcare providers to make use of school spaces where possible;

**NOW THEREFORE BE IT RESOLVED** that the Council of the Municipality of Bluewater urges the Province of Ontario to immediately implement other service delivery models that are being successfully modeled elsewhere in the province to address the Early Childhood Educator shortage.

**AND FURTHER THAT** this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Paul Calandra, Minister of Education, and all Ontario Municipalities. **CARRIED.**

Sincerely,



Chandra Alexander  
Manager of Corporate Services/Clerk

cc: All Ontario Municipalities

Good afternoon Mayor Ferguson & Janet,

I hope you're doing well and had a great summer! Municipalities across Ontario understand the critical link between infrastructure renewal, integrated energy planning, and economic development in supporting community growth and prosperity. This is a pivotal time in the province's energy sector, where municipalities can play a leadership role in shaping the future of natural gas expansion.

I'm reaching out to encourage your municipality to participate in the Ontario Ministry of Energy and Mines' consultation on the **Future of Community Natural Gas Expansion (ERO 025-0923)**. Your local perspective will help inform a potential Phase 3 of the Natural Gas Expansion Program (NGEP), ensuring that your community's priorities on housing development, economic growth, affordability, and service needs are well represented in Ontario's energy planning decisions.

The consultation is **open until September 22, 2025 at 11:59 p.m.** You can review the posting, register your municipality, and submit your comments at **ERO 025-0923 – Future of Community Natural Gas Expansion**.

To support your submission, I've attached:

- A **draft council resolution** supporting Phase 3;
- A **draft letter of support**; and
- A **template ERO submission** for your consideration.

I'm happy to arrange a briefing and provide you with more information on Phase 3 of NGEP. This would be a great opportunity to review your community's growth priorities, walk you through the consultation process, and answer any questions about preparing a strong submission.

Please don't hesitate to reach out to me if you have any questions or for any support in tailoring your submission.

Thank you! Have a great weekend!

**Megan Shannon** (she/her), BComm, MPA  
Advisor, Municipal & Stakeholder Engagement  
Utility Public Affairs & Communications



CELL: 226-448-0568 | [megan.shannon@enbridge.com](mailto:megan.shannon@enbridge.com)  
109 Commissioners Road W, London, ON N6A 4P1

**Draft Council Resolution – Support for NGEF Phase 3**

RESOLUTION NO. \_\_\_\_

DATE: \_\_\_\_\_

MOVED BY: \_\_\_\_\_

SECONDED BY: \_\_\_\_\_

**WHEREAS** the Province has posted ERO 025-0923, *Consultation on the Future of Community Natural Gas Expansion*, seeking feedback from municipalities, Indigenous communities, and other stakeholders on how Phase Three (3) could best support access to natural gas for community development;

**AND WHEREAS** expanding access to natural gas is identified as a tool to support affordability and economic growth in Ontario communities, with Phases One (1) and Two (2) estimated to enable connections for approximately 17,000 buildings across 59 communities, and 16 projects completed to date;

**AND WHEREAS [Municipality]** is working toward its housing and employment land goals that contribute to Ontario's broader objective to build at least 1.5 million homes by 2031 and recognizes that timely servicing solutions (including natural gas where appropriate) can help enable these targets. **[Customize to municipal priority: housing, economic developments goals, commercial and industrial investments, agriculture production, etc.]**;

**AND WHEREAS** Ontario's energy future relies on a balance of affordability, reliability, and sustainability by leveraging a mix of energy solutions – including natural gas, electricity, and emerging energy technologies, to meet growing community needs;

**AND WHEREAS** natural gas continues to play a critical role in supporting energy affordability, economic competitiveness, and enabling housing and employment growth across the province.

**NOW THEREFORE BE IT RESOLVED THAT** Council:

1. Supports the Ministry's consultation on the Future of Community Natural Gas Expansion (NGEP Phase 3) and endorses access to natural gas as an option to other energy solutions to advance **[Municipality]**'s housing, employment lands, and economic development objectives;
2. Directs staff to submit comments to ERO 025-0923 reflecting **[Municipality]**'s priorities, including: priority application types, alignment with Official Plan/Secondary Plans, sites and corridors where gas access would enable

development (housing/employment lands), any Phase 1 and 2 learnings (if applicable) and practical barriers (e.g., timing, permitting, costs, land access); and

3. Forwards this resolution to **[local MPP(s)]**, the Minister of Energy and Mines, the Ontario Energy Board, AMO, and neighbouring municipalities.

**MAYOR:** \_\_\_\_\_

**CLERK:** \_\_\_\_\_

**Letter of Support Template**

*\*To be submitted in addendum to municipal filings, directly through the ERO online portal, and emailed to the Ministry of Energy and Mines.*

*[Insert Municipal/Organization Letterhead Here]*

[DATE]

**Re: ERO 025-0923 – Consultation on the Future of Community Natural Gas Expansion**

Dear Ministry of Energy and Mines,

On behalf of **[Municipality/Organization]**, we welcome the opportunity to contribute to the Ministry of Energy and Mines' consultation on the future of community natural gas expansion. As Ontario continues to grow, reliable, secure, and diversified energy solutions are essential to ensuring overall community prosperity. The **[Municipality/Organization]** is committed to advancing local growth while ensuring access to the energy infrastructure needed to meet evolving community needs.

We commend the Ontario government for its leadership in pursuing an integrated energy planning approach that balances reliability, sustainability, and affordability. In doing so, we believe the province is taking meaningful steps to ensure communities have the energy choice and flexibility they need to thrive. Natural gas continues to play a critical role in Ontario's energy system, providing reliable energy to homes, businesses, and industries, supporting housing and employment land development, and helping communities attract investment and enable economic growth. Expanding access to natural gas will equip municipalities with the tools to meet local development targets, and plan, and maintain long-term energy security and resilience.

Investing in Phase 3 of the Natural Gas Expansion Program (NGEP) represents an important opportunity to better align infrastructure planning with local development goals. Where Phase 1 and 2 projects have already been delivered, we have seen first-hand how expanded energy access can help advance municipal priorities, unlock new growth potential, and enhance community resilience. We also encourage the Ministry to consider implementation barriers, including on-the-ground-challenges, timelines, approvals, and infrastructure coordination, to ensure that Phase 3 is delivered efficiently and effectively.

We support a Phase 3 approach that prioritizes community growth, energy reliability, and customer choice, while enabling municipalities to align energy planning with local priorities. We appreciate the Ministry's continued engagement on these important issues and thank you for considering our perspectives as part of this consultation process.

## **ERO Submission Template**

*Register Account for submission*

**Reference: ERO 025-0923 – Consultation on the Future of Community Natural Gas Expansion.**

### **Q1. Which application types should expansion focus on?**

- Residential growth, employment areas/industrial parks, agricultural production, and community facilities – areas where access would unlock housing supply, economic development and job creation. [[Ontario Housing Progress](#)]
- What rationale should application types be based on, consider:
  - Highest economic development impact (jobs/investment/growth)
  - Housing target delivery (linked to municipal targets)
  - Highest possible customer connections (residential/commercial)
  - Constructability readiness (environmental assessment, shovel ready 12-24 months)
  - Municipal governance readiness (Council project support/direction to advance a project)
  - Cost effectiveness (assessment based on customer connection)
  - Equity (under served, remote rural and Indigenous communities)
  - Other (please specify)

### **Q2. How would access to natural gas support economic development?**

- Consider areas of local growth and development, investment requirements, shovel ready projects.

### **Q3. Is access to natural gas included in your development plans?**

- Cite relevant planning documents [i.e. Official Plan, Secondary Plan, Housing and Employment Lands Strategy] that identify natural gas servicing as part of your infrastructure strategy.

### **Q4. Have you engaged a natural gas developer?**

- Status: [Yes/No]. If yes: summarize [project concept, timelines, constraints, readiness].
- If there had been no engagement, your municipality is interested in access to natural gas, provide feedback

### **Q5. What barriers are preventing access?**

- **Examples:** Upfront costs, corridor/ROW timing, coordination with road works, third-party relocations, other projects navigating approvals/design, customer connection/demand,

### **Q6. Phase 1 and 2 experience (if applicable)**

**Project:** [Name/location].

**Status:** [Constructed/In progress]

**Learnings:** [e.g., coordination, communications, permitting]

**Outcomes:** [connections, economic indicators]

**Attachments (recommended)**

- Council Resolution (above)
- Letter of Support (above)



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

Piper Johnston Drain

I hereby give notice that the \_\_\_\_\_ 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:

I would like the ditch cleaned on my property and the neighbour's because my farm drainage is not working the way it should as the ditch is ingrown

Property Description: lot 3 Concession 7 NPT Roll Number 3819 120 1020 107 1001 1000

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

Dated at the Municipality of Brooke-Aminston this 14<sup>th</sup> day of August, 2025

Derek VanDenOuweland  
Name-please print

[Signature]  
Signature

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

\_\_\_\_\_  
Signature

Telephone# \_\_\_\_\_

Email address: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

only ditch in middle of field needs to be cleared

AUG 27 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 Elliot-tait Drain 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:

Replace culvert that was removed previously

Property Description: Lot 6 Con Pt <sup>lot 5 RP</sup> Concession 35 R 10274 Part 1 Roll Number 38-15-120-020-053 00-0001

911 address 6675 Shiloh Line Alvinston

Dated at the Municipality of Brooke-Alvinston this 25 day of Aug, 2025

Joe Schotman

Name-please print

Name-please print

Signature

Teleph



Email address:



n.ca

Additional Con



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 McKinley McKinley Drain 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)

*would like levelled this fall.*

The following work is required:

Level Drain Lot 19 - West Partial

Property Description: Lot 19 Concession 3 Roll Number \_\_\_\_\_

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

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

Jim Goodhand

Name-please print

Name-please print

[Signature]  
Signature

\_\_\_\_\_  
Signature

Telephone# \_\_\_\_\_  
Home

\_\_\_\_\_  
Cell

Email address: \_\_\_\_\_

Additional Comments if any:

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

RECEIVED

AUG 28 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 Parker Shirley Drain 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:

For Cat tails, grass & fleabane  
needed badly to be taken care of.

Property Description: Lot 7 Concession 12 Roll Number \_\_\_\_\_

911 address 6841 LaSalle Line Watford

Dated at the Municipality of Brooke-Alvinston this 29 day of Aug, 2025

Everett Thorne

Name-please print

Name-please print

Everett Thorne

Signature

Telephone# \_\_\_\_\_

Home

Email address: \_\_\_\_\_



@gmail.com

Additional Comme \_\_\_\_\_

RECEIVED

AUG 22 2020



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 Gilliland or Moffett 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 blow out

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

911 address 7943 Nanwood Rd. Con 14 WPT Lot 18 PT W 1/2 lot 18

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

Mary Ellen King  
Name-please print

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

Mary Ellen King  
Signature

\_\_\_\_\_  
Signature

Telephone# 51  
Ho

Email address: \_\_\_\_\_

Additional Comments if any:

near St James Church at front



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 Gill's? Maffat? 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:

top of main drain to be put on - promised 2 years ago  
it blew & top never replaced

Property Description: Lot \_\_\_\_\_ Concession \_\_\_\_\_ Roll Number 38 41 091 001 0090 0000  
911 address 8204 Churdill line Con 6 SER W.P.T Lot 22 S 1/2 W 1/2 Lot 22

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

John King  
Name-please print

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

[Signature]  
Signature  
Teleph [Redacted]

\_\_\_\_\_  
Signature  
Cell \_\_\_\_\_

Clay Miller  
Email address:

Additional Comments if any: 519 [Redacted]

RECEIVED

AUG 22 2012



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 Gilliland? 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:

Work has been done on the neighbour's property to alter make a stream of water go through it thus altering the water course with banks etc which will flood our property to diminish crops in the future

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

our property  
911 address 8053 Churchill Ave Brooke Con 14 Pt Lot 19 2.19/22 acres

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

John King  
Name-please print

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

John King  
Signature

\_\_\_\_\_  
Signature

Telephone: 

\_\_\_\_\_  
Cell

Email address: Clay Milner

Additional Comments if any: 519. 



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

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

September 3, 2025

**Re: Kennedy Drain Maintenance**

Three (3) sealed tenders for the Kennedy Drain Maintenance project were received and opened on September 3, 2025 at the Municipality of Brooke-Alvinston Municipal Office.

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

- |                    |             |
|--------------------|-------------|
| • JLH Excavating   | \$26,815.47 |
| • Bruce Poland     | \$40,839.56 |
| • Ernie Herrington | Rejected    |

Based on this review, the bid from JLH Excavating in the amount of \$26,815.47 (including HST) for the drainage work is the lowest price tendered and meets all the requirements stipulated in tender documents.

The tender submitted by Ernie Herrington was rejected for failure to submit the addendum version for the schedule of unit prices.

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

Regards,

A handwritten signature in black ink, appearing to read 'J. Zruna', is written over a large, light-colored oval scribble.

Jake Zruna  
 Drainage Superintendent  
 R. Dobbin Engineering Inc.



## Council Staff Report

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**To:** Mayor Ferguson and Members of Council  
**Subject:** Accounts Payable Listing - August 2025  
**Meeting:** Council - 11 Sep 2025  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### **Recommendation:**

**That Council receive and file the Accounts Payable Listing for August 2025**

### **Background:**

The Accounts Payable Listing is provided for information purposes only. Any questions should be directed to the treasurer or appropriate department head. In most cases the goods or services have already been provided and the Municipality is already legally obligated to make the payment(s) with a preference to pay on time to avoid late payment charges.

### **ATTACHMENTS:**

[Posted Accounts Payable List - August 2025 2025](#)

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ASSETS &amp; LIABILITIES</b>						
01-0000-0498	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0825 GROUP BENEFITS	08/14/2025	08/14/2025	2.68
01-0000-2291	002708	RECEIVER GENERAL-DEDUCTIONS	JULY 2025 SOURCE DEDUCTIONS	08/14/2025	08/14/2025	24,135.64
01-0000-2292	000370	MINISTER OF FINANCE -EHT	JULY 2025 EMPLOYER HEALTH TAX	08/14/2025	08/14/2025	1,877.79
01-0000-2421	000323	ALDERMAN, KEN	AUG 2025 85% DEPOSIT REFUND	08/28/2025	08/28/2025	20,732.35
01-0000-2421	000323	ALDERMAN, KEN	AUG 2025 10% 10% HOLDBACK RELEASE	08/28/2025	08/28/2025	2,439.10
					Account Total	23,171.45
01-0000-2426	000018	CLOVER MART - 1000967669 ONTARIO CORP.	01-0825 FOOD BANK PURCHASES	08/13/2025	08/13/2025	320.73
01-0000-2426	000018	CLOVER MART - 1000967669 ONTARIO CORP.	02-0825 FOOD BANK PURCHASES	08/28/2025	08/28/2025	223.38
01-0000-2426	000018	CLOVER MART - 1000967669 ONTARIO CORP.	03-0825 FOOD BANK PURCHASES	08/28/2025	08/28/2025	320.73
01-0000-2426	000185	MCGUGAN, DON	AUG 2025 FOOD BANK PURCHASES	08/28/2025	08/28/2025	223.82
01-0000-2426	003561	BARESICH, ANGIE	AUG 2025 FOOD BANK PURCHASES	08/28/2025	08/28/2025	1,630.66
					Account Total	2,719.32
					Department Total	51,906.88
<b>LICENCES, PERMITS, RENTS</b>						
01-0050-1435	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	-425.00
					Department Total	-425.00
<b>GOVERNANCE</b>						
01-0240-7303	002598	FERGUSON, DAVID	AUGUST 2025 JULY & AUG 2025 CELL PHONES	08/18/2025	08/18/2025	60.00
01-0240-7399	000279	BMO BANK OF MONTREAL	0502677-2508 CTY OF LAMBTON-WARDEN'S PICNIC	08/28/2025	08/28/2025	225.00
01-0240-7399	002224	ALL SEASONS TROPHIES	66317 PLOWING MATCH TROPHIES	08/28/2025	08/28/2025	24.86
					Account Total	249.86
01-0240-7420	003577	INTACT PUBLIC ENTITIES INC.	08845 MVA CLAIM	08/28/2025	08/28/2025	5,294.04
					Department Total	5,603.90

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount	
<b>COUNCIL SUPPORT</b>							
01-0241-7117	003503	GREEN SHIELD CANADA	18067731 GROUP INSURANCE	08/14/2025	08/14/2025	961.38	
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0825 GROUP BENEFITS	08/14/2025	08/14/2025	309.99	
						Account Total	1,270.77
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	106.92	
						Department Total	1,377.69
<b>CORPORATE MANAGEMENT</b>							
01-0250-5508	000246	REALTAX INC	108278 APPLICATION FOR PMNT	08/28/2025	08/28/2025	1,282.55	
01-0250-7117	003503	GREEN SHIELD CANADA	18067731 GROUP INSURANCE	08/14/2025	08/14/2025	961.38	
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0825 GROUP BENEFITS	08/14/2025	08/14/2025	518.95	
						Account Total	1,480.33
01-0250-7150	000279	BMO BANK OF MONTREAL	0502677-2508 CPD FORMULA-TRAINING CREDIT	08/28/2025	08/28/2025	-152.55	
01-0250-7301	000165	MANLEY'S BASICS	1169355 PAPER	08/28/2025	08/28/2025	158.18	
01-0250-7301	000165	MANLEY'S BASICS	1169806 OFFICE SUPPLIES	08/28/2025	08/28/2025	5.42	
						Account Total	163.60
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	59.48	
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	157.68	
01-0250-7303	003464	FIBERNETICS CORPORATION	752632 PHONE LINES	08/14/2025	08/14/2025	67.74	
						Account Total	284.90
01-0250-7304	003641	XEROX CANADA LTD.	F64424486 COPIER MAINTENANCE	08/14/2025	08/14/2025	27.94	
01-0250-7305	003217	MUN OF BROOKE-ALVINSTON - EFT	1069546 POSTAGE	08/14/2025	08/14/2025	700.60	
01-0250-7305	003217	MUN OF BROOKE-ALVINSTON - EFT	1071197 POSTAGE	08/18/2025	08/18/2025	246.35	

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	1084800 POSTAGE	08/28/2025	08/28/2025	700.60
		Account Total			1,647.55
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	22872 IT SUPPORT	08/14/2025	08/14/2025	176.56
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	22905 IT LICENSING	08/14/2025	08/14/2025	658.79
		Account Total			835.35
		Department Total			5,569.67
<b>FIRE STATION - ALVINSTON</b>					
01-0411-7150	000279 BMO BANK OF MONTREAL	0502677-2508 BLUEWATER 1ST AID - RECERT	08/28/2025	08/28/2025	169.50
01-0411-7150	000279 BMO BANK OF MONTREAL	0502677-2508 ALG SAFETY-TRAINING MANIKIN	08/28/2025	08/28/2025	833.94
		Account Total			1,003.44
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	59.48
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	56.65
		Account Total			116.13
01-0411-7310	002215 KEYSTONE TECHNOLOGIES LTD.	22872 IT SUPPORT	08/14/2025	08/14/2025	247.19
01-0411-7330	000279 BMO BANK OF MONTREAL	0502677-2508 PRINCESS AUTO-PUB ED SUPPLIES	08/28/2025	08/28/2025	84.73
01-0411-7330	000279 BMO BANK OF MONTREAL	0502677-2508 PRINCESS AUTO-PUB ED SUPPLIES	08/28/2025	08/28/2025	152.52
01-0411-7330	002040 FIRE MARSHAL'S PUBLIC FIRE SAFETY COUN	IN169239 FIRE PREVENTION WEEK SUPPLIES	08/28/2025	08/28/2025	640.99
		Account Total			878.24
01-0411-7340	003232 CANADIAN IPG CORPORATION	CORUN-00608741 POWER CORD FOR T2	08/13/2025	08/13/2025	221.08
01-0411-7345	000279 BMO BANK OF MONTREAL	0502677-2508 ULTRATEC-SMOKE MACHINE	08/28/2025	08/28/2025	231.32
01-0411-7345	000279 BMO BANK OF MONTREAL	0502677-2508 AMAZON-SUPPLIES	08/28/2025	08/28/2025	337.25
01-0411-7345	000100 MCNAUGHTON HOME HARDWARE CENTRE	492859 SMALL TOOLS	08/28/2025	08/28/2025	35.01
		Account Total			603.58

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7360	003232 CANADIAN IPG CORPORATION	CORUN-00610076 DECON SUPPLIES	08/28/2025	08/28/2025	229.96
Department Total					3,299.62
<b>FIRE DEPARTMENT - WATFORD</b>					
01-0413-7372	000214 KARL'S TRUCK SERVICE	1625 ANNUAL SERVICE/INSPECTION	08/18/2025	08/18/2025	1,713.56
Department Total					1,713.56
<b>POLICE</b>					
01-0420-7460	000055 LAMBTON GROUP OPP DETACHMENT BOARD	2829 CURRENT YEAR DEFICIT RECOVERY	08/28/2025	08/28/2025	831.00
01-0420-7460	002180 MINISTER OF FINANCE - POLICING ONLY	382207251128017 MONTHLY POLICING	08/14/2025	08/14/2025	33,125.00
01-0420-7460	002180 MINISTER OF FINANCE - POLICING ONLY	421908251403024 MONTHLY POLICING	08/28/2025	08/28/2025	33,125.00
Account Total					67,081.00
Department Total					67,081.00
<b>PROTECTIVE INSPECTION &amp; CONTROL</b>					
01-0440-7470	002223 COUNTY OF LAMBTON	40400 BUILDING INSPECTIONS	08/28/2025	08/28/2025	3,325.00
01-0440-7470	002223 COUNTY OF LAMBTON	40400 BUILDING INSPECTIONS	08/28/2025	08/28/2025	572.50
Account Total					3,897.50
01-0440-7476	002223 COUNTY OF LAMBTON	40401 PROPERTY STANDARDS	08/28/2025	08/28/2025	455.00
01-0440-7476	002223 COUNTY OF LAMBTON	40401 PROPERTY STANDARDS	08/28/2025	08/28/2025	80.00
01-0440-7476	002223 COUNTY OF LAMBTON	40402 PROPERTY STANDARD EXPENSE	08/28/2025	08/28/2025	492.17
Account Total					1,027.17
Department Total					4,924.67
<b>RP - PATCHING COLD/HOT MIX</b>					
01-0501-7301	002812 INNOVATIVE SURFACE SOLUTIONS	PS-INV006370 COLD PATCH	08/14/2025	08/14/2025	6,760.34
Department Total					6,760.34
<b>RT&amp;M - INTERSECTION LIGHTING</b>					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0825 HYDRO	08/14/2025	08/14/2025	21.96
Department Total					21.96

# Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount	
<b>PUBLIC WORKS - OVERHEAD</b>							
01-0560-7117	003503	GREEN SHIELD CANADA	18067731 GROUP INSURANCE	08/14/2025	08/14/2025	1,864.97	
01-0560-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0825 GROUP BENEFITS	08/14/2025	08/14/2025	1,239.13	
						Account Total	3,104.10
01-0560-7125	000279	BMO BANK OF MONTREAL	0502677-2508 AGO INDUSTRIES	08/28/2025	08/28/2025	895.93	
01-0560-7301	000018	CLOVER MART - 1000967669 ONTARIO CORP.	04-0825 COFFEE	08/13/2025	08/13/2025	29.99	
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	219.51	
01-0560-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	146.82	
						Account Total	366.33
01-0560-7304	000279	BMO BANK OF MONTREAL	0502677-2508 MTO-CVOR	08/28/2025	08/28/2025	51.00	
01-0560-7304	000279	BMO BANK OF MONTREAL	0502677-2508 PRINCESS AUTO-SHOP SUPPLIES	08/28/2025	08/28/2025	58.04	
01-0560-7304	003136	NAPA GLENCOE	130-573012 CREDIT REPAY	08/28/2025	08/28/2025	21.46	
01-0560-7304	003389	CERTIFIED LABORATORIES	3016287 BULK GREASE	08/28/2025	08/28/2025	692.29	
01-0560-7304	003232	CANADIAN IPG CORPORATION	CORUN-00607715 GLOVES	08/28/2025	08/28/2025	25.09	
01-0560-7304	000041	DELTA POWER EQUIPMENT	P26530 PRESSURE WASHER REPAIR	08/28/2025	08/28/2025	46.74	
						Account Total	894.62
01-0560-7306	000014	HYDRO ONE NETWORKS INC.	2206-0825 HYDRO	08/18/2025	08/18/2025	584.29	
01-0560-7310	000279	BMO BANK OF MONTREAL	0502677-2508 BEST BUY-IPAD FOR ROAD PATROL	08/28/2025	08/28/2025	926.55	
01-0560-7310	000131	BEARCOM CANADA CORP	5927657 RADIO & GPS	08/18/2025	08/18/2025	335.61	
						Account Total	1,262.16
01-0560-7340	000066	WASTE MANAGEMENT OF CANADA CORP.	12-71075-83009 DUMPSTER RENTAL	08/18/2025	08/18/2025	283.67	
01-0560-7398	000074	MACKENZIE OIL LIMITED	18470 DYED DIESEL	08/18/2025	08/18/2025	2,202.34	

### Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7398	000074 MACKENZIE OIL LIMITED	18472 FUEL	08/28/2025	08/28/2025	1,204.46
01-0560-7398	000074 MACKENZIE OIL LIMITED	19049 FUEL	08/28/2025	08/28/2025	920.76
Account Total					4,327.56
Department Total					11,748.65

**2024 FREIGHTLINER 114SD**

01-0602-7372	003462 PREMIER TRUCK GROUP	87333048 BAD BATTERIES	08/28/2025	08/28/2025	1,508.36
Department Total					1,508.36

**2017 FORD 4X4 Diesel**

01-0620-7372	003136 NAPA GLENCOE	130-582644 BRAKE ROTORS & PADS	08/18/2025	08/18/2025	1,170.61
01-0620-7372	000168 WATFORD AUTO PARTS	493236 BRAKE PARTS	08/18/2025	08/18/2025	35.43
Account Total					1,206.04
Department Total					1,206.04

**2021 Dodge RAM 4 x 4 pickup**

01-0621-7370	000074 MACKENZIE OIL LIMITED	18798 FUEL	08/18/2025	08/18/2025	364.47
Department Total					364.47

**2019 FORD 4x4 PICKUP**

01-0622-7370	000074 MACKENZIE OIL LIMITED	18798 FUEL	08/18/2025	08/18/2025	364.46
Department Total					364.46

**CAT BACKHOE**

01-0631-7372	000078 J & M HEAVY EQUIPMENT REPAIR INC.	21394 BACKHOE REPAIRS	08/18/2025	08/18/2025	3,871.18
01-0631-7372	003068 SARNIA TIRE INC.	S207256 NEW TIRES	08/14/2025	08/14/2025	2,778.65
Account Total					6,649.83
Department Total					6,649.83

**KUBOTA TRACTOR**

01-0633-7370	000074 MACKENZIE OIL LIMITED	B148246 FUEL	08/18/2025	08/18/2025	429.58
Department Total					429.58

**SMALL ENGINE EQUIPMENT**

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0634-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER EC	IC69893 WATER TRASH PUMP	08/28/2025	08/28/2025	909.65
Department Total					909.65
<b>STREET LIGHTING - INWOOD</b>					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-0825 HYDRO	08/14/2025	08/14/2025	612.75
Department Total					612.75
<b>SANITARY SEWER SYSTEM</b>					
01-0810-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	150.00
01-0810-7432	000047 CHEMTRADE CHEMICALS CANADA LTD	90286003 ALUMINUM SULPHATE	08/28/2025	08/28/2025	1,606.79
01-0810-7432	000034 CENTRAL SANITATION INC.	156488 SLUDGE REMOVAL	08/18/2025	08/18/2025	461.61
Account Total					2,068.40
01-0810-7455	003240 ONTARIO CLEAN WATER AGENCY - PAP	56733 OPERATIONS CONTRACT	08/18/2025	08/18/2025	10,710.83
Department Total					12,929.23
<b>INWOOD SEWER SYSTEM</b>					
01-0811-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	50.00
Department Total					50.00
<b>WATERWORKS SYSTEM</b>					
01-0830-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	50.00
01-0830-7312	000289 LAMBTON AREA WATER SUPPLY SYSTEM	1344 WATER USAGE (JAN-MAR/25)	08/14/2025	08/14/2025	35,149.50
01-0830-7312	000289 LAMBTON AREA WATER SUPPLY SYSTEM	1345 WATER USAGE (APRIL - JUNE/25)	08/14/2025	08/14/2025	31,045.50
Account Total					66,195.00
01-0830-7432	003270 WOLSELEY CANADA INC	6037078 METERS	08/28/2025	08/28/2025	2,261.13
01-0830-7434	003662 METERCOR INC.	22949 METERS & ITRON ERT	08/28/2025	08/28/2025	2,511.99
01-0830-7434	003270 WOLSELEY CANADA INC	6063202 WATER METER ERTS	08/28/2025	08/28/2025	377.05
Account Total					2,889.04

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0830-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	56733 OPERATIONS CONTRACT	08/18/2025	08/18/2025	9,169.49
Department Total						80,564.66
<b>WASTE COLLECTION</b>						
01-0840-7480	000026	BLUEWATER RECYCLING ASSOC.	28407 GARBAGE & RECYCLING	08/18/2025	08/18/2025	7,687.50
Department Total						7,687.50
<b>RECYCLING</b>						
01-0860-7480	000026	BLUEWATER RECYCLING ASSOC.	28407 GARBAGE & RECYCLING	08/18/2025	08/18/2025	448.91
Department Total						448.91
<b>ALVINSTON COMMUNITY CENTRE</b>						
01-1635-7117	003503	GREEN SHIELD CANADA	18067731 GROUP INSURANCE	08/14/2025	08/14/2025	1,653.52
01-1635-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	25935-0825 GROUP BENEFITS	08/14/2025	08/14/2025	797.42
Account Total						2,450.94
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	104.01
01-1635-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0825 PHONE & INTERNET SERVICE	08/28/2025	08/28/2025	74.35
01-1635-7303	003464	FIBERNETICS CORPORATION	752632 PHONE LINES	08/14/2025	08/14/2025	33.84
Account Total						212.20
01-1635-7330	002481	JET ICE LIMITED	133116 ICE PAINT	08/28/2025	08/28/2025	1,552.62
01-1635-7330	000167	BLACK & MCDONALD LIMITED	43-1794644 PLANT SHUTDOWN	08/18/2025	08/18/2025	581.79
Account Total						2,134.41
01-1635-7340	000279	BMO BANK OF MONTREAL	0502677-2508 AMAZON-SHIPPING	08/28/2025	08/28/2025	11.29
01-1635-7340	003337	TRAM MOBILITY LIFTS	061025 MAINTENANCE CONTRACT	08/28/2025	08/28/2025	1,200.00
01-1635-7340	000112	NUTECH PEST SERVICES	12775 PEST CONTROL	08/18/2025	08/18/2025	47.46
01-1635-7340	000048	WATFORD HOME HARDWARE / CARIS HARDV	199063 PAVILION WASHROOM SLIDE LOCK	08/28/2025	08/28/2025	16.93
01-1635-7340	000048	WATFORD HOME HARDWARE / CARIS HARDV	199464 ARENA BAR SUPPLIES	08/28/2025	08/28/2025	171.76

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Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	23210 GARBAGE DISPOSAL	08/14/2025	08/14/2025	326.00
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	3041220 CLEANING SUPPLIES STOCK	08/28/2025	08/28/2025	1,358.63
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	492805 ARENA POWER BARS	08/28/2025	08/28/2025	22.53
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	493016 KITCHEN DOOR KEY	08/28/2025	08/28/2025	4.51
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	554356 DEFECTIVE FAUCENT	08/18/2025	08/18/2025	-225.94
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	554388 NEW FAUCET	08/18/2025	08/18/2025	225.93
		Account Total			3,159.10
01-1635-7341	003463 DOHERTY, ED	2500038 FLOWER BASKET SPONSOR SIGN	08/28/2025	08/28/2025	310.75
01-1635-7341	003423 TH INDUSTRIAL SUPPLY LIMITED	INV-11270 NUT FOR HITCH BALL	08/28/2025	08/28/2025	1.24
01-1635-7341	003353 MCKELLAR, BETTY	WANSTEAD ROUNDUP ROUND UP FOR PARKS	08/28/2025	08/28/2025	75.00
		Account Total			386.99
01-1635-7342	000048 WATFORD HOME HARDWARE / CARIS HARDV	199310 GARBAGE CANS FOR KITCHEN	08/28/2025	08/28/2025	101.67
01-1635-7343	002214 GERBER ELECTRIC LTD	00029163 SOUTH DIAMOND LIGHT BREAKER	08/13/2025	08/13/2025	1,768.45
01-1635-7343	000279 BMO BANK OF MONTREAL	0502677-2508 JOHNSON BROS-CHIPS & DUST	08/28/2025	08/28/2025	422.71
01-1635-7343	000279 BMO BANK OF MONTREAL	0502677-2508 MAR-CO CLAY-NEW HOME PLATES	08/28/2025	08/28/2025	371.59
01-1635-7343	003063 ACE COUNTRY & GARDEN / 1040721 ONTARIO	186116 LIME FOR BASEBALL	08/13/2025	08/13/2025	1,118.02
		Account Total			3,680.77
01-1635-7372	003443 CONNOR MOLZAN (WELDING)	37-0825 TRAILER TAILGATE REPAIRS	08/18/2025	08/18/2025	84.75
01-1635-7372	000136 PODOLINSKY EQUIPMENT LTD	441206 HD LINE FOR LINE TRIMMER	08/28/2025	08/28/2025	18.07
01-1635-7372	000168 WATFORD AUTO PARTS	492136 LAWN MOWER OIL FILTERS	08/14/2025	08/14/2025	88.26
01-1635-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER EC	IR43011 KUBOTA BLADES	08/18/2025	08/18/2025	122.19
01-1635-7372	000041 DELTA POWER EQUIPMENT	L04101 KUBOTA REPAIR	08/28/2025	08/28/2025	149.39
		Account Total			462.66

# Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7381	000279 BMO BANK OF MONTREAL	0502677-2508 FOODLAND-POP FOR BAR	08/28/2025	08/28/2025	108.48
01-1635-7384	000048 WATFORD HOME HARDWARE / CARIS HARDV	492586 DISHWASHER DETERGENT	08/28/2025	08/28/2025	129.94
Department Total					12,827.16
<b>INWOOD COMMUNITY CENTER</b>					
01-1639-7100	000100 MCNAUGHTON HOME HARDWARE CENTRE	490791 TILE REPAIR INWOOD BALL DIAMND	08/18/2025	08/18/2025	43.73
01-1639-7399	000048 WATFORD HOME HARDWARE / CARIS HARDV	199063 INWOOD CANTEEN PADLOCK	08/28/2025	08/28/2025	16.94
Department Total					60.67
<b>COMMERCIAL &amp; INDUSTRIAL</b>					
01-1820-7399	003381 ONTARIO INFRASTRUCTURE AND LANDS COI	1446534 HYDRO CORRIDOR LEASE	08/14/2025	08/14/2025	262.30
01-1820-7399	003381 ONTARIO INFRASTRUCTURE AND LANDS COI	1531045 HYDRO CORRIDOR LEASE	08/14/2025	08/14/2025	262.30
01-1820-7399	003063 ACE COUNTRY & GARDEN / 1040721 ONTARIC	185982 HANGING BASKET FERTILIZER	08/18/2025	08/18/2025	146.89
01-1820-7399	003463 DOHERTY, ED	2500038 FLOWER BASKET SPONSOR SIGN	08/28/2025	08/28/2025	64.41
01-1820-7399	002609 BARCO PRODUCTS CANADA	INVCAN4863 NEW GARBAGE CAN	08/28/2025	08/28/2025	1,489.12
Account Total					2,225.02
Department Total					2,225.02
<b>AGRICULTURE &amp; REFORESTATION</b>					
01-1840-7455	000113 R DOBBIN ENGINEERING INC	138.25 DRAINAGE SUPERINTENDENT	08/14/2025	08/14/2025	2,398.14
Department Total					2,398.14
<b>BROOKE FIRE - ALVINSTON STATION</b>					
20-0411-8000	003074 A.J. STONE CO. LTD.	0000193199 HELMETS/BOOTS	08/13/2025	08/13/2025	1,387.72
20-0411-8001	003074 A.J. STONE CO. LTD.	0000193173 FLEX HOODS	08/13/2025	08/13/2025	8,199.25
Department Total					9,586.97
<b>MAJOR CULVERT REPLACEMENTS</b>					
20-0513-7401	000101 B.M. ROSS AND ASSOCIATES LIMITED	29487 STRUCTURE 25	08/28/2025	08/28/2025	1,434.54
Department Total					1,434.54

# Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>SEWAGE TREATMENT PLANT</b>					
20-0811-8060	000124 ONTARIO CLEAN WATER AGENCY - EFT	INV00000056987 PUMP STATION UPGRADES	08/18/2025	08/18/2025	2,626.53
				Department Total	2,626.53
<b>MUNICIPAL DRAINS - CONSTRUCTION</b>					
20-2800-7401	000113 R DOBBIN ENGINEERING INC	142.25 6-7 DRAIN (LOTS 13-15)	08/28/2025	08/28/2025	3,695.10
				Department Total	3,695.10
<b>MUNICIPAL DRAINS - MAINTENANCE</b>					
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1101 PRAY DRAIN	08/18/2025	08/18/2025	1,560.54
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1101 BENNER DUFFY DRAIN	08/18/2025	08/18/2025	968.97
20-2900-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	1108 CARPENTER DRAIN	08/28/2025	08/28/2025	1,932.30
20-2900-7401	003540 CRITTER CONTROL / DEREK BUTLER	36 MUNRO DRAIN	08/18/2025	08/18/2025	444.09
20-2900-7401	002135 MCNALLY EXCAVATING LTD	757 WEIDMAN DRAIN	08/18/2025	08/18/2025	10,683.35
20-2900-7401	002823 KT EXCAVATING	INV-1382 MUNRO DRAIN	08/28/2025	08/28/2025	644.10
				Account Total	16,233.35
				Department Total	16,233.35
				Total Paid Invoices	324,395.86
				Total Unpaid Invoices	0.00
				Total Invoices	324,395.86

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2025 to 08/31/2025 Paid Invoices Cheque Date 08/01/2025 to 08/31/2025

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

01-0000	ASSETS & LIABILITIES	51,906.88
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	5,603.90
01-0241	COUNCIL SUPPORT	1,377.69
01-0250	CORPORATE MANAGEMENT	5,569.67
01-0411	FIRE STATION - ALVINSTON	3,299.62
01-0413	FIRE DEPARTMENT - WATFORD	1,713.56
01-0420	POLICE	67,081.00
01-0440	PROTECTIVE INSPECTION & CONTROL	4,924.67
01-0501	RP - PATCHING COLD/HOT MIX	6,760.34
01-0551	RT&M - INTERSECTION LIGHTING	21.96
01-0560	PUBLIC WORKS - OVERHEAD	11,748.65
01-0602	2024 FREIGHTLINER 114SD	1,508.36
01-0620	2017 FORD 4X4 Diesel	1,206.04
01-0621	2021 Dodge RAM 4 x 4 pickup	364.47
01-0622	2019 FORD 4x4 PICKUP	364.46
01-0631	CAT BACKHOE	6,649.83
01-0633	KUBOTA TRACTOR	429.58
01-0634	SMALL ENGINE EQUIPMENT	909.65
01-0752	STREET LIGHTING - INWOOD	612.75
01-0810	SANITARY SEWER SYSTEM	12,929.23
01-0811	INWOOD SEWER SYSTEM	50.00
01-0830	WATERWORKS SYSTEM	80,564.66
01-0840	WASTE COLLECTION	7,687.50
01-0860	RECYCLING	448.91
01-1635	ALVINSTON COMMUNITY CENTRE	12,827.16
01-1639	INWOOD COMMUNITY CENTER	60.67
01-1820	COMMERCIAL & INDUSTRIAL	2,225.02
01-1840	AGRICULTURE & REFORESTATION	2,398.14
20-0411	BROOKE FIRE - ALVINSTON STATION	9,586.97
20-0513	MAJOR CULVERT REPLACEMENTS	1,434.54
20-0811	SEWAGE TREATMENT PLANT	2,626.53
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	3,695.10
20-2900	MUNICIPAL DRAINS - MAINTENANCE	16,233.35
	Report Total	324,395.86



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** RFP - Arena Floor Project Management  
**Meeting:** Council - 11 Sep 2025  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That Council authorize staff to proceed with hiring a qualified Project Manager to ensure the successful execution of the Arena Floor project.**

### Background:

Administration have discussed the arena floor project and are proposing that the Municipality send out an RFP for Engineering / Project Management Services for the project from start to finish. This has been the recommended route from other municipalities that we have consulted and that have undergone the same or similar projects.

### Comments:

The project will involve multiple contractors to complete the work. The Project Manager would:

- Develop and manage the project timeline and budget
- Develop contracts for various stages
- Coordinate with architects, engineers and contractors
- Ensure compliance with safety and building codes
- Provide regular progress reports to Administration
- Resolve on site issues and adjust plans as needed

The RFP has been drafted and is currently under review with the Purchasing and Procurement staff at the County of Lambton for comment. They have approved of us submitting the RFP on their Bids and Tenders portal which will ensure the RFP gets a broad view of proponents.

The RFP's once received will be presented to Council for review and approval.

### Financial Considerations:

The draft Transfer Payment Agreement outlines that architectural, engineering and developmental design costs are eligible for reimbursement through the CSRIF grant including project management fees.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Requests from the Brooke-Alvinston Ag Society  
**Meeting:** Council - 11 Sep 2025  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the Council of the Municipality of Brooke-Alvinston waive section 3.9 of By-law 37 of 2021 to allow noise to extend to 2 a.m. during the 2025 Fall Fair weekend.**

**And that the Brooke-Alvinston Ag Society / Fall Fair be allowed to use an off road vehicle on the BAICCC grounds during the Fall Fair weekend and for fair purposes only; and that it be noted that the Fair Entertainment will be on the grounds from Sept. 26-2025 to September 28, 2025.**

### Background:

Staff reviewed the verbal request from the Brooke-Alvinston Watford Fall Fair Committee for the weekend to be declared a municipally significant event. With all criteria met, a letter acknowledging this was forwarded in order that a timely application for a liquor license could be obtained.

The Committee is also looking for relief from By-law 37 of 2021 to allow noise to extend to 2 am during the event in addition to using off road vehicles on the grounds that weekend.

### Comments:

Should Council approve the requests, notification of the SOP and the waiver of section 3.9 of By-law 37 of 2021 should be forwarded to: Brooke Fire Rescue, Lambton EMS and Lambton OPP. The Ag Society should notify residents in the area as a courtesy.

### Financial Considerations:

There are no financial considerations associated with this report.

### ATTACHMENTS:

[Fair Notification 2025 municipality](#)

Municipality of Brooke Alvinston  
3236 River Street  
P.O. Box 28  
Alvinston, ON  
N0N 1A0

Attention: Janet Denkers

The Brooke & Alvinston Agricultural Society in conjunction with the Brooke, Alvinston, and Watford Fall Fair will be holding a dance at the Brooke Alvinston Inwood Community Centre on Saturday September 27, 2025 from 6p.m. to 2a.m. As well we will operate a refreshment area outdoors / indoors on Friday September 26, 2025 from 4 p.m. to 2a.m., Saturday September 27, 2025 from 12:00 noon to 2a.m. and on Sunday, September 28, 2025 from 12:00 noon to 8p.m.

We would also ask permission to wave the Noise bylaw, Food Truck bylaw, Camping bylaw, ATV and Golf cart bylaw for the Community Centre grounds from September 22, 2025 to September 30, 2025.

This letter is to advise you that these events will be taking place on the above dates in compliance with a Public Event Special Occasion Permit subject to approval by the Alcohol and Gaming Commission of Ontario.

If more information on these events is required please contact Kevin Straatman at 519-312-5516 or John Bryans at 519-898-5374

Respectfully Yours

**Kevin Straatman**

Kevin Straatman  
President  
Brooke-Alvinston Agricultural Society

Cc: Ontario Provincial Police  
Brooke Fire Rescue  
Lambton Public Health  
Municipality of Brooke Alvinston  
Alcohol and Gaming Commission of Ontario  
County of Lambton Building Inspection Department



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Request to purchase municipal right of way  
**Meeting:** Council - 11 Sep 2025  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the Council of the Municipality of Brooke-Alvinston declare the property south of 3192 River Street as surplus to their needs (as outlined in the attached map); and that staff be directed to and in accordance with the sale of land policy, begin the process of determining interest amongst the adjacent owner(s); and that staff be directed to prepare a report for Council consideration on the cost of selling municipal land ROW's as outlined in the sale of land by-law.**

### Background:

A request was submitted to purchase the property south of and adjacent to 3192 River Street and 3188 River Street in Alvinston. The property is currently used as a lane for 3192 River Street. The property is approximately 3,960 ft<sup>2</sup>.

### Comments:

The Road Authority has examined the area and has no concerns with the lane being sold as it is currently unmaintained and unused by the municipality.

### Financial Considerations:

In accordance with y-law 56 of 2013, the sale of land by-law, the Municipality can use the noted valuation methods to determine the sale price:

- 1) the value assigned by MPAC
- 2) the value assigned by a licensed real estate broker / appraiser
- 3) economic / community value to the Municipality
- 4) other means as may be specifically determined by Council.

In past road closures, that involved multiple purchases (Elm & Lovell), costs associated with the purchases were those associated - legal and survey. In those cases, most property was less than 150 ft<sup>2</sup> and fees shared amongst the property owners according to area involved.

Other properties have sold for what is now considered nominal fees but fees were received in addition to legal costs associated.

Although the land is not of value to the municipality, it is of value to the owner and will increase the value of the property. At a previous meeting, a price another municipality uses was noted as \$2.98 /

foot. In doing more research, it was realized that this fee is the average assessed value of all municipal vacant properties for that municipality.

As outlined in the by-law, other means may be used to determine an appropriate fee. Council can direct staff to prepare a report on the other means for consideration of a price taking into consideration the increased assessments.

**ATTACHMENTS:**

[Request letter](#)

[Map of property](#)

RECEIVED

AUG 22 2025

Ryan Hayter

3192 River Street

Alvinston, ON N0N 1A0

519-402-1997

Ryan.hayters@gmail.com

Date: Aug. 21, 2025

To: Municipality of Brooke-Alvinston

Municipal Office

3236 River Street

Alvinston, ON N0N 1A0

Subject: Request to Acquire Municipal Property Adjacent to 3192 River Street

Dear Members of Council,

I am writing to formally express my interest in acquiring the municipal property located directly south of my residence at 3192 River Street, Alvinston.

As a new homeowner committed to maintaining and enhancing the standards of our community, I believe that acquiring this parcel would allow me to ensure the property is well-kept and consistent with the surrounding area. Additionally, I intend to use the space to construct a proper laneway and garage in the future, which would improve both the functionality and appearance of the property.

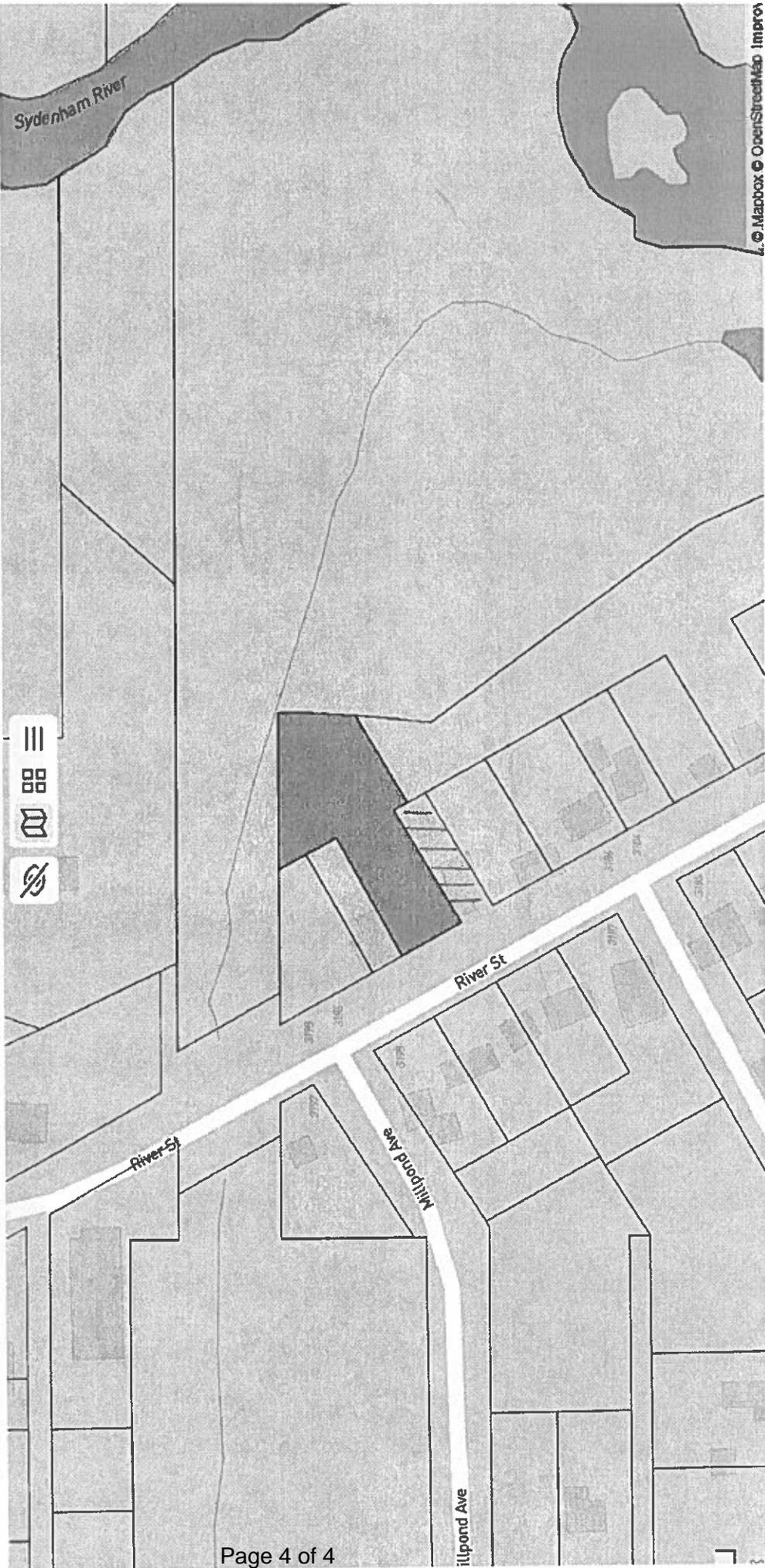
I understand that this request may require review and consideration by council and relevant departments, and I am more than willing to comply with any procedures or requirements necessary to facilitate this process. I would be grateful for the opportunity to discuss this proposal further and explore the steps involved in a potential acquisition.

Thank you for your time and consideration. I look forward to your response and hope to work collaboratively with the municipality to support the continued improvement of our neighborhood.

Sincerely,



Ryan Hayter





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Updating our Account Contacts with Canada Revenue Agency (CRA)  
**Meeting:** Council - 11 Sep 2025  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That the following person(s) be added as Director(s) for the Corporation of the Municipality of Brooke-Alvinston for Canada Revenue Agency - Business Number 108131871:**

- Janet Denkers, Clerk Administrator
- Stephen Ikert, Treasurer
- Diana Vandeschoot, Deputy Treasurer

### Comments:

Summary of our current state of affairs:

- Canada Revenue Agency (CRA) has transitioned to communicate solely via online access.
- When our on-line account was originally set up with CRA, Don McGugan (the Mayor at the time was set up as the Owner/Director).
- In order for new users /employees to gain online access to file HST returns, T4 returns, communicate with CRA, etc. we have to obtain authorization from a current owner/director who has online access to provide the authorization.
- Since the previous Mayor, Don McGugan, never had online access, it is impossible to obtain this approval.
- Up until now I never bothered to do this since I gained access through "Represent a Client" before CRA required Owner/Director approvals online. However, if anything happened to me, or I ceased to work for the Municipality it would then be very difficult to access our account online which could result in late filing fees, etc.
- In order, to get online access to the municipality's business account we need to add Director(s) that have online access with CRA and delete the old Directors from the account.
- To do this, Council must pass a resolution appointing new director(s).
- Once appointed by council, a letter can be sent to CRA informing them of the Council resolution of the appointed Director(s) with their name(s), title(s), SIN(s), phone number(s), and email address(es) along with the council resolution.
- Once CRA has updated the Director(s) then we will be able to gain online access directly and make sure we do not lose online access.

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

**BY-LAW Number xx of 2025**

**Being a by-law to provide for the licensing, control and regulation of animals and dogs  
within the Municipality of Brooke-Alvinston**

**‘Animal Control By-law’**

**WHEREAS** Section 11(3) of the Municipal Act, 2001, S.O. 2001, c.25 provides that a lower-tier municipality may pass by-laws relating to animals; and

**WHEREAS** Sections 103 and 105 of the Municipal Act, 2001, S.O. 2001, c.25 outline specific powers of municipalities regarding the impounding and the muzzling of dogs; and

**WHEREAS** Section 12 of the Dog Owners’ Liability Act, R.S.O. 1990, c.D.16 designates a municipal law enforcement officer as a Peace Officer for the purposes of enforcing the Act; and

**WHEREAS** the Council of the Municipality of Brooke-Alvinston has deemed it expedient to provide for the licensing, control and regulation of dogs within the municipality;

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

**1. DEFINITIONS**

In this by-law:

“Animal” means any member of the Animal kingdom other than human.

“Animal Control Officer” means:

- i. a municipal law enforcement officer appointed by the Council of the Municipality of Brooke-Alvinston; or
- ii. a police officer pursuant to the Police Services Act; or
- iii. an agent or inspector pursuant to the Ontario Society for the Prevention of Cruelty to Animals Act.
- iv. Any member of the Animal kingdom

“Council” means the Council of the Corporation of the Municipality of Brooke-Alvinston.

“Dangerous Dog” means any dog:

- i. that has bitten or injured a human being or domestic animal; or
- ii. that has been threatening or aggressive towards a human being or domestic animal, including but not limited to behaviour such as growling or snarling.

“Dog” means any animal of the canine species irrespective of sex or neutering/spaying, including any wolf or wolf cross breed.

“Dwelling Unit” means a single room or series of rooms of complementary use which are located in a building in which food preparation, eating, living, sleeping and sanitary facilities are provide for the exclusive use of the occupants thereof; which has a private entrance directly from outside the building or from a common hallway or stairway inside the building; and in which occupants have access to all the habitable areas and facilities of the unit.

“Kennel” means any premises on which four or more domesticated animals over four month of age are kept, bred, trained, or boarded and may be kept for sale. The Kennel is only permitted in the Agricultural (A1) Zone;

“Impounded” means seized, delivered, received or taken into the pound or any authorized vehicle operated by an officer or their agent pursuant to the provisions of this by-law.

“Leash” means a chain, rope or other restraining device of not more than 3.5 meters.

“Municipality” means the Municipality of Brooke-Alvinston. “Municipality”

“Muzzled” means that the mouth of a dog is fastened or covered with a humane fastening or covering device of adequate strength to prevent the dog from biting.

"Owner" means a person who keeps, possessed or harbors a dog and where the owner is a minor, the person responsible for the custody of the minor.

"Persistent barking" refers to continuous or repeated barking by a dog over an extended period of time, often without a clear or immediate reason; it's typically considered excessive when it disrupts the peace and causes a nuisance

"Physical control" means a dog is on a leash, rope or other means of physical restraint by a person physically capable of handling such dog so that freedom of the dog's movement is restricted. This does not include electronic means of control.

"Pound" means premises, regulated under the Animals for Research Act, that are used for the confinement, maintenance or disposal of animals that have been impounded pursuant to this by-law.

"Running at Large" means when an animal is found in a place other than the premises of the owner and not under physical control of any person.

## **2. EXEMPTIONS**

- 2.1 This by-law shall not apply to an animal hospital, clinic or kennel lawfully operated and supervised by a veterinarian who is a registered member of the College of Veterinarians of Ontario.
- 2.2 This by-law shall not apply to the Ontario Society for the Prevention of Cruelty to Animals.
- 2.3 This by-law shall not apply to police service dogs or other specially trained dogs used for investigative purposes while under the ownership of any police service or other federal, provincial or municipal agency.
- 2.4 This by-law shall not apply to dogs maintained at a research facility registered under the Animals for Research Act.

## **3 KEEPING OF DOGS**

- 3.1 No person shall keep more than three dogs in any one dwelling unit or on any premises.
- 3.2 Section 3.1 of this by-law shall not apply to any person keeping a kennel of dogs licensed under Part 6 of this by-law.
- 3.3 Despite Section 3.1 of this by-law, any young born to a dog may be kept on the premises for a period not exceeding ten weeks after birth.
- 3.4 Every owner of a dog shall provide the dog with such food, potable water, exercise and attention as may be required from time to time to keep it in good health.
- 3.5 If a dog is customarily kept outdoors, the owner of the dog shall provide for its use a structurally sound, weather-proof enclosure with off the ground flooring.
- 3.6 Every owner shall keep a dog from leaving the owner's property, or the property of another person with such person's consent, by means of:
  - i. Enclosure; or
  - ii. Containment within a fenced area; or
  - iii. Physical restraint of the dog by a chain or other similar means.
- 3.7 Despite Section 3.6, when such dog is on a property where such lands are zoned and used for agricultural purposes, the owner may keep the dog from leaving such property on its own by any reasonable means.
- 3.8 Every owner of a dog shall remove forthwith and sanitarily dispose of excrement left by the dog anywhere in the municipality.
- 3.9 No person shall permit an animal to enter upon the private property of another person or to remain on the private property of another person without the property owner's consent; any animal found running at large or trespassing may be seized and impounded.

- 3.10 Every dog shall be inoculated with an anti-rabies vaccine on an annual basis and be able to provide proof upon request.
- 3.11 No owner shall permit the animal / dog to run at large or fail to prohibit the animal / dog from running at large.
- 3.12 Any officer shall be and is hereby authorized to seize and impound any animal found running at large within the municipality, contrary to the provisions of this by-law.
- 3.13 Any person may capture any animal running at large on his/her property and contact the Animal Control Officer or other duly appointed officer, who may impound the said animal.
- 3.14 The Animal Control Officer or other duly appointed officer may enter on any public or private property without the consent of the owner or tenant of the property for the purpose of impounding or otherwise detaining any animal found running at large pursuant to the provisions of this by-law.
- 3.15 No person shall permit a dog to bite or attack without provocation a person or domestic animal.
- 3.16 No person shall permit persistent barking, calling, whining or other noise making by an animal that is clearly audible at another dwelling in the municipality.

#### **4 MUZZLING, LEASHING AND CONTAINMENT OF DOGS**

- 4.1 No owner shall permit his or her dog to bite or attack without provocation, a person or domestic animal. If a dog / animal has been threatening, aggressive or bitten a person or a domestic animal, the Animal Control Officer shall issue a Muzzle / Leash / Contain Notice to the Owner requiring that the dog be muzzled and leashed. Every owner shall comply with a muzzle/leash/contain notice issued by an animal control officer.

Where a notice to muzzle or leash is in effect, the dog shall be muzzled or leashed at all times, unless, within the owner's dwelling or in an enclosed pen of sufficient dimension and construction to provide humane shelter for the dog.

The Animal Control Officer shall authorize the allowance of a dog to be un-muzzled or un-leashed at their discretion.

#### **5 KEEPING OF DANGEROUS DOGS**

- 5.1 Where an Officer is satisfied that, in the absence of any mitigating factor, a dog has approached a person or domestic animal in a menacing fashion or apparent attitude of attack, including but not limited to behaviour such as growling or snarling, the Officer may issue a designation in writing to the owner designating the dog as potentially dangerous and
- 5.2 Where an Officer is satisfied that, in the absence of any mitigating factor, an animal:
- a) has attacked, bitten or caused injury to a person or has demonstrated a propensity, tendency or disposition to do so;
  - b) has significantly injured or killed a domestic animal or;
  - c) having been previously designated as potentially dangerous, is kept or permitted to be kept in violation of the requirements for a potentially dangerous dog, the Officer may issue a designation in writing to the owner designating the dog as dangerous
- 5.3 Any owner of a dog served with a Dangerous Dog Notice shall comply with the requirements set out therein and with the following conditions:
- a) License such dog with the municipality as a dangerous dog in accordance with the requirements of this by-law;
  - b) Ensure that such dog is spayed or neutered;
  - c) Ensure that such dog has an up-to-date anti-rabies vaccine;

- d) Display a sign at each entrance to the property and building in which the dog is kept, warning that there is a dangerous dog on the property. This sign shall be visible and legible from the nearest road or thoroughfare.
- 5.4 No owner of a dog designated as dangerous shall transfer ownership of the dog without first having obtained the written consent of the Animal Control Officer in their sole discretion. IN granting or refusing consent, the Animal Control Officer shall consider the likelihood that all the applicable provisions of this By-law and the Dog Owners' Liability Act, including any orders under that Act, will be met.
- 5.5 When a dangerous dog is on its owner's property, the owner shall ensure that the dog is securely confined in a locked pen area that provides adequate shelter and meets the following standards:
- a) The pen shall be suitable to prevent the escape of the dangerous dog and capable of preventing the entry of any person not in control of the dog;
  - b) The pen must have minimum dimensions of two metres by four metres and must have secure sides and a secure top;
  - c) The pen shall provide protection from the elements for the dog;
  - d) The pen shall not be within three metres of the property line or within three metres of a neighbouring dwelling unit.
- 5.6 When a dangerous dog is off its Owner's property, the Owner shall:
- a) Ensure the Dog is muzzles in a humane manner at all times
  - b) Ensure the Dog is on a leash not longer than one metre
  - c) Ensure the dog is under the control of a person over the age of 18
- 5.7 It shall be a condition of every license for a dangerous dog that the owner of the dangerous dog provide and maintain a policy of liability insurance in the amount of at least one million dollars (\$1,000,000.00), covering the twelve-month period during which licensing is sought, for injuries caused by the owner's dangerous dog. This policy shall name the Municipality of Brooke-Alvinston as an additional insured for the sole purpose of the municipality being notified by the insurance company of any cancellation, termination or expiration of the policy.
- 5.8 If the municipality has, in its sole discretion, determined that a dog is a dangerous dog for the purposes of this by-law, the municipality shall impound the said dog at the owner's expense for a maximum of ten days or until such time that the owner of the said dog has complied with all the requirements contained in this by-law for the keeping of a dangerous dog. Should the owner fail to comply with all of the requirements contained in this by-law within the said ten-day period, the municipality may humanely destroy the impounded dangerous dog.
- 5.9 In the event the owner fails to comply with the provisions of section 5 of this by-law, the dog shall be seized in accordance with section 13 of the Dog Owners' Liability Act, R.S.O. 1990, c.D.16, as amended.

## **6 KENNELS**

- 6.1 No person shall keep a dog kennel without a license.
- 6.2 No person shall establish a dog kennel operation within the municipality unless the facility is situated within a zone where its use is permitted in accordance with the provisions of the Municipality of Brooke-Alvinston Zoning By-law, as amended.
- 6.3 Every person who holds a kennel license and/or operates a boarding facility for dogs shall comply with the requirements of the Ontario Society for the Prevention of Cruelty to Animals.
- 6.4 It shall be the responsibility of those individuals who purchase dogs from a kennel to obtain the required dog license as per section 7 of this by-law.

## 7 LICENSING

- 7.1 Every owner of a dog within the municipality shall register each dog owned by him/her and shall pay a licensing fee on or before May 1<sup>st</sup> of the given year in the amount as set out in the current municipal fees by-law.
- 7.2 The license agent shall keep a record showing the following dog license registration information:
- 7.2.1 The name and address of the dog owner;
  - 7.2.2 The serial number of the dog tag;
  - 7.2.3 The date of registration;
  - 7.2.4 A description of the dog; and
  - 7.2.5 The license fee paid.
- 7.3 A person who acquires a dog in any year shall obtain a license and tag within fourteen calendar days after acquisition of the said dog.
- 7.4 Despite Section 7.1 of this by-law, no license will be required for a dog ten weeks of age or younger.
- 7.5 A license may be issued at no charge for canine vision dogs, hearing dogs, or dogs trained to provide assistance to the physically handicapped upon proof of a certificate provided by organizations including but not limited to the Canadian National Institute for the Blind or Hearing Dogs of Canada.
- 7.6 There shall be no refund or rebate to any owner for any portion of a dog license when such license has been issued in accordance with the provisions of this by-law.
- 7.7 Every owner of a dog shall keep the dog license securely fixed on the dog at all times when the dog is not on the premises of the owner.
- 7.8 Where a dog tag issued pursuant to the provisions of this by-law has been lost or destroyed, the owner may be issued a new dog tag upon payment of the replacement fee as set out in Schedule A to this by-law.
- 7.9 Every dog owner who takes up residence within the Municipality of Brooke-Alvinston and where a current dog tag has been issued by another municipality shall be required to obtain a new dog tag and pay only a transfer fee as set out in Schedule A to this by-law.
- 7.10 The municipality may direct an animal control officer or agent (official) to license each dog door to door. The official shall be authorized to require the owner of any dog to pay the prescribed license fee and upon payment issue a receipt to the owner and a tag for each dog owned.

## 8 IMPOUNDING

- 8.1 The Animal Control Officer shall deliver any dog seized by him/her, or delivered to him/her by a police officer or member of the public, to the Pound to be impounded according to the provisions of this by-law.
- 8.2 The owner or keeper of a dog impounded for being at large shall be entitled to redeem such dog within 72 hours from the time of impoundment, exclusive of the day of impoundment, statutory holidays and days during which the Pound is closed, upon paying the municipality the Redemption fee, as described in Schedule A to this by-law, as well as any other damages, fines and expenses imposed by the Pound or according to the provisions of any other application law.
- 8.3 Where a dog that is impounded is not claimed by the owner within the redemption period specified in Section 8.2 of this by-law, the Pound may retain the dog for such further time as may be deemed proper and during that time may:
- 8.3.1 Adopt the dog out as they consider appropriate;

8.3.2 Euthanize the dog; or

8.3.3 Dispose of the dog in accordance with the Animals for Research Act.

8.4 Where a dog that is captured or taken into custody is injured or in the opinion of the Animal Control Officer should be destroyed without delay for humane reasons or for reasons of safety to persons or animals, a trained person appointed by the Pound may euthanize the dog in a humane manner as soon after capture or taking into custody as he/she may determine and may do so without permitting any person to reclaim the dog or without offering it for adoption.

8.5 In the opinion of an Officer where a dog cannot be safely captured or where the safety of persons or animals are endangered, the Officer or other trained person appointed by the Pound may euthanize the dog and no damages or compensation shall be recovered by the owner of the dog for said destruction.

8.6 Where a dog is captured or taken into custody and the services of a veterinarian are secured by the Animal Control Officer, the owner shall pay all fees and charges of the veterinarian in addition to all other fees or expenses payable under this by-law, whether the dog is alive, has died or is euthanized.

8.7 No compensation, damages, fees or any other sum of money on account of or by reason of the impounding, euthanasia or other disposal of the impounded dog in the course of the administration and enforcement of this by-law shall be recovered by any owner or keeper of the said dog.

## **9 INSPECTION**

9.1 Every dog owner shall allow an Animal Control Officer or any other Officer to carry out an inspection of premises including entry into a dwelling unit, at any reasonable time, where the dog is kept or to make inquiries deemed necessary for the purposes of insuring compliance with the provisions of this by-law.

9.2 No person shall interfere with, hinder or impede an Animal Control Officer or any other Officer in the performance of any duty authorized by this by-law or provincial legislation.

## **10 PENALTIES**

10.1 Any person who contravenes any of the provisions of this by-law is guilty of an offence and is liable upon conviction to a penalty pursuant to the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended, and all such penalties and costs may be recovered under the applicable Act.

10.2 The owner may appeal any decisions rendered in this by-law by an officer / agent

## **11 SEVERABILITY**

11.1 If any section or sections of this by-law or parts thereof are found in any court to be illegal or beyond the power of Council to enact, such section or sections or parts thereof shall be deemed severable and all other sections or parts of this by-law shall be deemed separate and independent there from and enacted as such.

## **12 SHORT TITLE**

12.1 The short title of this by-law shall be "Animal Control By-law".

## **13 BY-LAWS REPEALED**

13.1 That By-law 5 of 2017 and all other by-laws or parts of by-laws inconsistent with this by-law are hereby repealed.

**14 EFFECTIVE DATE**

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

By-Law read a first, second and third time and finally passed this xx day of xxx 2025.

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Mayor – David Ferguson

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Clerk – Janet Denkers

Schedule 'A' to  
Municipality of Brooke-Alvinston By-law Number xx of 2025  
Animal Control By-law

Schedule of Fees

First Dog License – Neutered or Spayed	\$30.00
Second Dog License – Neutered or Spayed	\$35.00
Third Dog License – Not Neutered or Spayed	\$40.00
Kennel License	\$150.00 (plus cost recovery)
Dangerous Dog License	\$225.00
Guide Dog & Service Dog Licenses	No Charge
Replacement Tag	\$15.00
Transfer Tag	\$5.00
1 <sup>st</sup> Redemption Fee (Impoundment)	\$125.00
2 <sup>nd</sup> offence redemption fee	\$ 275.00
3 <sup>rd</sup> offence redemption fee	\$ 300.00

*\*\*the current municipal fees by-law should be*

*the main reference for fees*

Schedule 'B' to  
Municipality of Brooke-Alvinston By-law Number xx of 2025  
Animal Control By-law

PART 1 – Provincial Offences Act

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Provision Creating or Defining Offence	COLUMN 3 Set Fine
1.	Keep more than 3 dogs	Section 3.1	\$200.00
2.	Fail to provide dog with basic necessities	Section 3.4	\$500.00
3.	Fail to provide dog with adequate outdoor shelter	Section 3.5	\$500.00
4.	Fail to remove excrement	Section 3.8	\$200.00
5.	Fail to prohibit dog from entering onto private property without consent	Section 3.9	\$200.00
6.	Fail to prohibit dog from running at large	Section 3.11	\$300.00
7.	Permit dog to bite or attack any person or domestic animal	Section 3.15	\$500.00
8.	Permit persistent barking, whining or other noise	Section 3.16	\$300.00
9.	Fail to muzzle	Section 4.1	\$300.00
10.	Fail to leash	Section 4.1	\$300.00
11.	Fail to contain	Section 4.1	\$300.00
12.	Fail to license dangerous dog	Section 5.3 a)	\$500.00
13.	Fail to have dangerous dog spayed or neutered	Section 5.3 b)	\$300.00
14.	Fail to have rabies shot for dangerous dog	Section 5.3 c)	\$300.00
15.	Fail to display dangerous dog sign on property	Section 5.3 d)	\$300.00
16.	Fail to securely confine dangerous dog in a pen suitable to prevent escape and preventing the entry of any person not in control of the dog	Section 5.5	\$500.00
17.	Fail to securely confine dog in a pen that meets dimension or structural requirements	Section 5.5	\$500.00
18.	Keep dangerous dog shelter within three metres of the property line	Section 5.5	\$300.00
19.	Fail to muzzle dangerous dog	Section 5.6a)	\$500.00
20.	Fail to leash dangerous dog	Section 5.6 b)	\$500.00
21.	Fail to keep dangerous dog under control	Section 5.6 c)	\$500.00
22.	Keep a dog kennel without a license	Section 6.1	\$300.00
23.	Fail to register dog	Section 7.1	\$200.00
24.	Fail to keep tag on dog	Section 7.7	\$200.00

THE PENALTY PROVISION FOR THE OFFENCES INDICATED ABOVE IS SECTION 10.1 OF BY-LAW xx OF 2025, A CERTIFIED COPY OF WHICH HAS BEEN FILED.

SCHEDULE C  
Municipality of Brooke-Alvinston By-law Number xx of 2025  
Animal Control By-law

Kennel License Application



**APPLICATION FOR KENNEL LICENCE  
IN THE MUNICIPALITY OF BROOKE-ALVINSTON**

**LICENCE FEE: as per current fee schedule LICENCE VALID FOR ONE CALENDAR YEAR**

**Kennel** – means any part of a lot, building, structure or establishment where more than four dogs are kept; Boarding Kennel-a facility which provides shelter and care for dogs, under contract, shall for the purposes of this by-law; Breeding Kennel-a facility in which dogs are kept for breeding purposes and are registered with an association incorporated under the Animal Pedigree Act (Canada); Personal Use Kennel-any property in which more than two dogs are kept indoors for show purposes only or for personal enjoyment, or for predator control

**(PLEASE PRINT)**

**DATE:** \_\_\_\_\_ **KENNEL REGISTRATION NUMBER:** \_\_\_\_\_

**ANNUAL RENEWEL**                       **NEW KENNEL**

**NAME OF APPLICANT:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

**KENNEL ADDRESS:** \_\_\_\_\_

**1. IF ACCESSORY BUILDING OR OUTSIDE OF MAIN DWELLING:**

**a) DISTANCE FROM THE NEAREST NEIGHBOURING DWELLING:**  
\_\_\_\_\_ **METRES/FEET** (*circle one*)

**b) PLEASE ATTACH A SKETCH OF PROPERTY, INCLUDING DIMENSIONS.**

**2. HOW MANY DOGS AT KENNEL (AVG):** \_\_\_\_\_  
**BREED:** \_\_\_\_\_

**3. ARE YOU REGISTERED WITH A KENNEL CLUB?**  **YES**     **NO**  
**PLEASE ATTACH A COPY OF CURRENT REGISTRATION**

SCHEDULE D  
Municipality of Brooke-Alvinston By-law Number xx of 2025  
Animal Control By-law

Additional Fees

In addition to any fines that are imposed as per the current fees by-law, the additional fees as described herein shall be payable as follows:

**A. REDEMPTION FEES**

**If the Animal is taken to the Sarnia Humane Society, the Owner shall pay the following before the Animal can be retrieved by the Owner:**

- **The current fee charged by the Sarnia Humane Society.**
  - **An administration fee of \$25, payable to the Municipality of Brooke-Alvinston.**

**For repeat offenders or at the discretion of the Animal Control Officer:**

**Before the Animal can be retrieved, the Owner will complete Form 1. Fees incurred by the Municipality of Brooke-Alvinston from the Animal Control Officer/By-Law Enforcement Officer, or designate, to transport the Animal, including but not limited to, an hourly rate and mileage charges.**

**B. COST RECOVERY FEES**

**County of Lambton By-Law Enforcement Officer Involvement.**

Where the County of Lambton By-Law Enforcement Officer's involvement has been deemed necessary, the property Owner will pay all associated costs for inspections, file record work, order issuance, phone calls, etc.:

**County of Lambton hourly rate plus mileage**

**Appeal Order.**

Where the order is not entirely quashed on appeal, for each order issued pursuant to this Chapter in respect of any property: **\$200 to \$300 (Actual Cost reimbursement).**

**Attend a Hearing of the Superior Court of Justice.**

Where the order is not quashed on appeal, for each By-Law Enforcement Officer who attends a hearing before the Superior Court of Justice: **Actual Costs reimbursement.**

**Inspections where Owner fails to comply with an Order.**

An Owner who failed to comply with a confirmed Order shall pay the fee for each inspection to determine if contraventions of this By-Law observed on an initial inspection have been corrected where the contraventions have not been remedied by the time provided for it in the said Order: **Actual Costs reimbursement.**

**Orders have been registered and require discharge.**

Where a property standards Order has been registered, an Owner or occupant may apply for an inspection of the property in respect of the Order and shall pay a fee at the time of application. This fee includes the registration of a discharge where compliance with the Order is found: **Actual Costs reimbursement.**

**Conviction registered for a breach of any Order.**

Where there has been a conviction registered for a breach of any Order, for each By-Law Enforcement Officer who attended a hearing in the Ontario Court of Justice: **\$500.**

**Municipal Administration Fee for Non-Compliant Pet Owners.**

An administration fee of 15% will be added to all invoices to pet Owners receiving invoices because of non-compliant properties: **15% of total invoice applied to the property.**

**Certificate of Compliance.**

Where, after inspecting a property, an officer may, or on the request of the Owner, issue the Owner a Certificate of Compliance: **\$50.**

SCHEDULE E  
Municipality of Brooke-Alvinston By-law Number xx of 2025

**FORM 1  
Information Required for Release of Animal from Sarnia District Humane Society (SDHS)**

**Animal Owner Information**

Name: \_\_\_\_\_  
 Home Address: \_\_\_\_\_  
 Mailing Address (if different than Home Address): \_\_\_\_\_  
 E-mail: \_\_\_\_\_  
 Phone: \_\_\_\_\_

**Animal Information**

Animal Name and Type: \_\_\_\_\_  
 Animal Name: \_\_\_\_\_  
 Animal Tag Number from Municipality of Brooke-Alvinston: \_\_\_\_\_

**Fees Associated with Animal Control Services**

The Sarnia District Humane Society (SDHS) will consult with the County of Lambton By-Law Enforcement Officer on the fees applicable at the time of release of the Animal.

Animal Owners are responsible to pay all fees associated with the capture of their Animal, Pounds keeping, any medical care required, and any follow up investigation required at cost as per the Municipality of Brooke-Alvinston's Animal Control By-Law xx of 2025. The below information is a general accounting of fees due at this time. By signing this form prior to the release of your Animal, you are consenting to complete payment of all additional costs associated with this Animal capture and any related investigation.

**Applicable Fees**

Fee Type	Details	Applicable Y/N	Total
Administration Fees	\$25.00	Y - always	\$25.00
County of Lambton By-Law Enforcement Services	\$applicable hourly rate plus mileage		
Future Inspection Fee	Charge at 1 hour for By-Law Officer plus mileage		
SDHS Fees	\$90/Dog \$50/cat Plus other medical fees		
Other			
<b>TOTAL</b>			<b>\$</b>

**Next Steps Required**

Step	Applicable (Y/N)
Inspection at property housing Animal	
Obtain Dog tag from Brooke-Alvinston municipal Office	
Other (as specified by By-Law Enforcement Officer)	

**Waiver and Agreement to Pay Future Fees**

I, \_\_\_\_\_, Owner of the Animal identified on this form, and residing at the address, \_\_\_\_\_, hereby agree to pay all costs associated with this capture, housing, and related investigation by the Municipality of Brooke-Alvinston related to this incident. I understand if fees are not paid, they will be added to my property taxes. I have reviewed the attached schedule of applicable fees.

Further, if next steps are identified as required on this Form, or subsequently identified as required by the By-Law Enforcement Officer, I will support these next steps and not Obstruct the work of the By-Law Enforcement Officer.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



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

**ZONING BY-LAW NO. [REDACTED] OF 2025**

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

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

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

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

1. Schedule "A", attached, is hereby declared to form part of this By-law.
2. Schedule "A" to By-law 9 of 2013 is hereby amended by changing the zone symbol that applies to those lands indicated on Schedule "A" to this By-law from the "Agricultural (A1) Zone" to the "No-Dwelling Agricultural (ND-A) Zone".
3. This By-law shall come into force and effect pursuant to Sections 34 (21) or Section 34 (30) of the Planning R.S.O. 1990.

Read a first, second and third time and finally passed this [REDACTED]<sup>th</sup> day of September 2025

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

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

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

**ZONING BY-LAW NO. [REDACTED] OF 2025**

**Explanatory Note**

The purpose of this By-law is to rezone a portion of lands described as Concession 10, West Part Lot 3. West ½ Lot 3 in the Municipality of Brooke-Alvinston and municipally known as 6423 Petrolia Line from the “Agriculture 1 (A1) Zone” to the “No-Dwelling Agricultural (ND-A) Zone”.

The ND-A Zone prohibits the erection of a dwelling and would apply to the retained farmland as a result of the approval of Application B004/25 by the Brooke-Alvinston Committee of Adjustment. The severed residential lot will remain in the “Agriculture (A1) Zone” which allows single detached dwellings.

This Zoning By-law amendment is required as a condition of the Committee's approval of the severance.

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