



AGENDA

Council Meeting

4:30 PM - Thursday, October 9, 2025
Municipal Office

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MINUTES

Council Meeting

4:30 PM - Thursday, September 25, 2025
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, September 25, 2025, at 4:30 PM, in the Municipal Office, with the following members present:

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

Staff Present: Clerk Administrator Janet Denkers, Public Works Superintendent Jamie Butler, Parks & Recreation Manager Greg Thornicroft, and Fire Chief Steve Knight

Regrets: Treasurer Stephen Ikert

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 applicable during the meeting.

3 MINUTES

a) Special Council Meeting Minutes of September 8, 2025

RESOLUTION-2025-279

Deputy Mayor Frank Nemcek made a motion that the minutes of the Special September 8, 2025 meeting be approved as presented, without any error or omission. Councillor Craig Sanders seconded the motion.

Carried

b) Regular Council Meeting Minutes of September 11, 2025

RESOLUTION-2025-280

Councillor Craig Sanders made a motion that the minutes of the September 11, 2025 meeting be approved as presented, without any error or omission. Councillor Don McCabe seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Municipal Information

Council congratulated Treasurer Stephen Ikert on receiving Ministry acknowledgement for filing the 2024 Financial Information Return in a timely manner.

RESOLUTION-2025-281

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

Carried

b) Christmas Celebration Committee - Request for Support

Councillor Nemcek declared a Conflict of Interest as he is an Optimist member.

RESOLUTION-2025-282

Councillor Jenny Redick made a motion that the letter submitted by the Christmas Committee be approved in principle with the Clerk Administrator adding additional requests for consultation with the Fire Chief, Public Works Superintendent and provision of insurance. Councillor Craig Sanders seconded the motion.

Carried

c) Christmas for Everyone - Request for Donation

RESOLUTION-2025-283

Councillor Jenny Redick made a motion that the Municipality of Brooke-Alvinston donate \$200.00 to the Christmas for Everyone Campaign. Councillor Craig Sanders seconded the motion.

Carried

7 STAFF REPORTS

a) Drainage Superintendent's Report Drain Maintenance Requests

RESOLUTION-2025-284

Councillor Don McCabe made a motion that R. Dobbin be appointed under Section 78 of the Drainage Act; and that Council acknowledges the application for the emergency designation to replace the culvert immediately. Councillor Craig Sanders seconded the motion.

Carried

b) Public Works Superintendent's Report: Request for usage of the MTO yard

RESOLUTION-2025-285

Deputy Mayor Frank Nemcek made a motion that Council direct staff to negotiate reasonable compensation for the use the MTO yard by Brooke Telecom and report back to Council. Councillor Craig Sanders seconded the motion.

Carried

c) Public Works Superintendent's Report: Cameron Road Bridge

RESOLUTION-2025-286

Councillor Jenny Redick made a motion that Council waive the requirements of the municipal Purchasing By-law for remedial work on the Cameron Road bridge and award the project to Vandenberg Construction. Councillor Craig Sanders seconded the motion.

Carried

d) Clerk Administrator's Report: Proposed Battery Storage in Enniskillen Township

RESOLUTION-2025-287

Councillor Jenny Redick made a motion that the information report on the proposed battery energy storage project located in Enniskillen Township be

received and filed as information. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) **Clerk Administrator's Report:** Contract Position - Fundraising Coordinator

RESOLUTION-2025-288

that a 3 month contract position be created in the administration organization chart to assist with fundraising initiatives for the arena floor project.

8 BY-LAWS

9 NEW BUSINESS

- a) The Fire Chief commented on the Open House to commemorate the 130th anniversary of the Fire Department. Of special note was the years of service presentation to Bill Oke and Chris Knight - both having 25 years of service.
- b) The Public Works Superintendent noted the sidewalk construction that is happening on Elgin Street.
- c) The Clerk Administrator noted that a report will be coming to Council on methods of voting in the 2026 municipal election - Vote by Mail or Internet Voting.
- d) The Parks & Recreation Manager provided a verbal update on the Arena Floor Project and noted: that the RFP for the Project Manager closes October 1st and results will be provided to Council for approval; we are currently working with the Ministry on the Transfer Payment Agreement and that all affected users of the arena floor during the construction period have been notified of the project.
- e) Councillor Sanders requested that an appreciation certificate be prepared for Rob & Pat Cummings for 39 years of operating Three Maples Variety.
- f) Councillor Nemcek inquired about numerous cats on properties. He was informed a letter has been sent to request compliance and if no action is taken, the County of Lambton By-law personnel will be called to enforce.
- g) Councillor Redick requested an update on grants available and applied for. She was informed that the Fire Chief is in the process of submission of a Fire Safe Grant.
- h) The Mayor informed Council he met with a member of the Sarnia Lambton Economic Partnership (SLEP) and introduced her to various rural businesses.

10 CLOSED SESSION

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

11 RISE AND REPORT

The Clerk Administrator provided the Rise and Report from the Council Meeting. She noted the closed session meeting minutes of August 13th were approved and that staff were directed to proceed as outlined in closed session.

12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

RESOLUTION-2025-289

Councillor Craig Sanders made a motion that By-law 35 of 2025 be read a first, second and third time and finally passed this 25th day of September, 2025. Councillor Don McCabe seconded the motion.

Carried

13 ADJOURNMENT

Councillor Sanders adjourned the meeting at 5:18 p.m.

Clerk-Administrator

Mayor

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



FILE NO. _____

DATE _____

NAME OF OWNER <i>CAN GROW CROPSOLUTIONS</i>	NAME OF AGENT (if the applicant is an agent authorized by the owner) <i>N/A</i>
ADDRESS <i>3971 DADWALNUT RD Box 429</i>	ADDRESS <i>Alvinston Ontario</i>
e-mail address <i>ray@can-grow.com</i>	e-mail address
TELEPHONE <i>519-847-5748 OFFICE</i>	TELEPHONE <i>519 657-6643 CELL</i>

NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance) <i>ROYAL BANK OF CANADA</i>	NAME OF HOLDER OF MORTGAGE (or Charge or Encumbrance)
ADDRESS <i>38 FRONT STREET STRATHROY</i>	ADDRESS
e-mail address <i>CARSON.BURTWISTLE@RBC.COM</i>	e-mail address

OFFICIAL PLAN - current designation <i>COMMERCIAL</i>	ZONING - current zone <i>C3-A1</i>
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DIMENSIONS OF SUBJECT LAND:
 Frontage: *349.9m* Depth: *223.2m* Area: *19.41Ac*

REZONING - Nature and extent of rezoning requested:
Rezone A1 Section to C3
175m x 223.21m

Attach additional page if necessary

DATE - Subject land was acquired by current owner on: *OCTOBER 2015*

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 CON 9 PLOT 15 RP 25B10264 PART 1-19.4Ac
3971 DADWALNUT RD - Roll # 3815120 030 0000

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.

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

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:

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

C-3 for Commercial Use.

Expansion to allow Building 40x60' Building & 80x200' Building

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: *80' x 200'*
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: *40' x 60'*
Floor Area:
Front lot line setback:
Rear lot line setback:
Side lot line setback:
Side lot line setback:

attach additional page if necessary

WATER is provided to the subject land by:

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

SEWAGE DISPOSAL is provided to the subject land by:

- Publicly owned/operated sanitary sewage system system
- Public communal septic
- Privately owned/operated individual septic system
- Privy
- Privately owned/operated communal septic system
- 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
- 2) a hydrogeological report.

STORM DRAINAGE is provided to the subject land by:

- Sewers (specify)..... *NATURAL Pond*
- 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 Status..... File #.....
- approval of a plan of subdivision (under section 51) Status..... File #.....
- severance (under section 53) Status..... File #.....
- previous rezoning application (under section 34) Status..... File #.....
- whether the subject land has ever been the subject of a Minister's Zoning Order Ont. Reg. #.....

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

Is the subject land within an area of land designated under any provincial plan or plans?

YES NO

If yes, does the application conform or does not conflict with the applicable provincial plan or plans?

YES NO

**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.

Ray McDonald
Signature of Owner

Signature of Owner

Chris Cummings
Signature of Witness

March 17, 2025
Date

**DECLARATION
OF APPLICANT**

I, *CAN GROW CROP SOLUTIONS* of the *BROOKE-ALVINSTON* of
(name of applicant) (eg. city, town, Village,
Township)

3971 OLD WALNUT RD 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* *Sept. 3 / 2025*

in the *19TH* of *MARCH* Signature of Applicant

this *17TH* day of *MARCH* 20 *25* Signature of Applicant

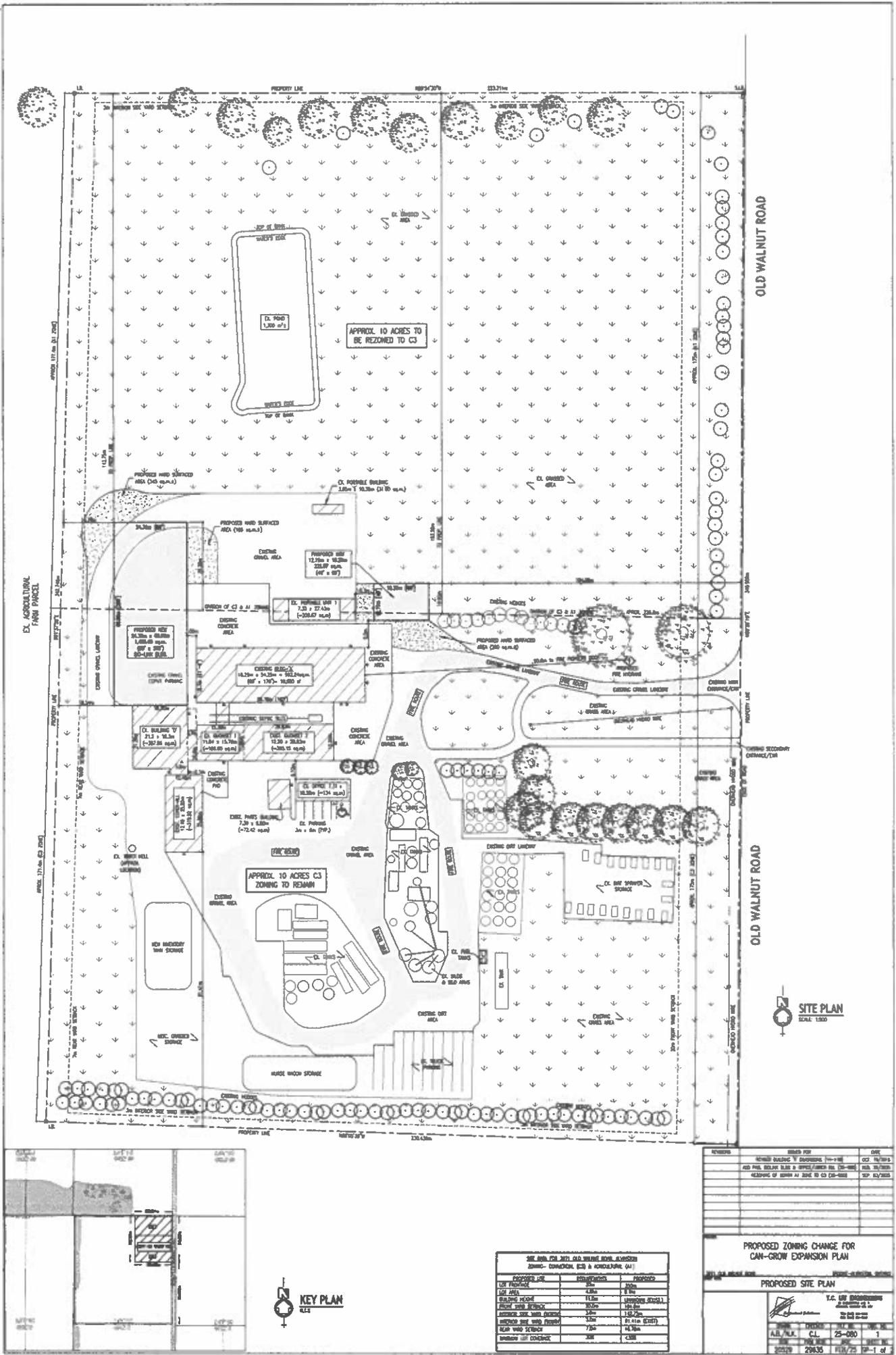
[Signature]
Signature of Commissioner, etc.

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>PLANNING AND DEVELOPMENT SERVICES REPORT</p>	
<p>REPORT TO:</p>	<p>MUNICIPALITY OF BROOKE-ALVINSTON COMMITTEE OF ADJUSTMENT</p>	
<p>PREPARED BY: (COUNTY)</p>	<p>Ezio Nadalin, Planner</p>	
<p>REPORT DATE:</p>	<p>September 29, 2025</p>	
<p>MEETING DATE:</p>	<p>October 9, 2025</p>	
<p>IN CAMERA:</p>	<p>Open Session</p>	
<p>SUBJECT:</p>	<p>Agenda Item: ZBLA Brooke Concession 9, Part Lot 15, RP25R10264, Part 1, 3967-3971 Old Walnut Road Owner: Can Grow Crop Solutions Inc.</p>	

SITE PHOTO:



BACKGROUND:

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 Brooke Concession 9, Part Lot 15, RP 25R10264, Part 1, municipally known as 3967- 3971 Old Walnut Road from the “Agricultural-1 (A1)” Zone to the Rural Commercial (C3) Zone.

The zone change would allow Can Grow Crop Solutions Inc. to expand its operation onto the adjacent portion of the property which is currently zoned A1.

RECOMMENDATION(S):

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

REASONS FOR RECOMMENDATION(S):

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

DEPARTMENT AND AGENCY COMMENTS:

<p><u>County of Lambton Building Services Department</u></p>	<p>Comments provided are related to the Ontario Building Code consideration only.</p> <p>All applications are reviewed by way of the email submission and information provided by the municipality only.</p> <p>Please Note for All Applications</p> <ul style="list-style-type: none"> • All Ontario Building Code matters will be addressed at the time of permit application, including any required professionally engineered components and maximum openings verifications. • Support of the subject planning application does not imply that all Ontario Building Code parameters have been approved; this is a conceptual approval only. • Applicable Fees may include development charges and building, septic, and plumbing fees, as they relate to permit issuance. <p>Please note – the following comments are based upon the planning submission, as proposed, and changes may result in additional Ontario Building Code requirements or additional variances or approvals as part of the permitting approval process and applicable law.</p> <p><u>Planning</u> A site plan approval or amendment will be required.</p> <p><u>Building</u> At the time of building permit application, a building matrix will be required for all buildings on the site to fully understand the current use. Confirmation that adequate water supply is available for firefighting or alternative solutions provided. A fire load/combustibility calculation will also be required. Barrier free requirements shall be considered. Potable Water Supply or alternative solutions provided.</p> <p><u>Septic</u> Be advised that a full septic system assessment will be required as part of the building permit process. No specific details or diagrams were provided as part of this application; therefore, a formal assessment report is not provided.</p>
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	If the existing septic system does not pass the assessment, then upgrades or a new septic system may be required to proceed with their project.
<u>St. Clair Region Conservation Authority</u>	ZBA – 3967-3971 Old Walnut Road SCRCA has reviewed the subject property and has no concerns with the proposed application.

Good morning,

As you know, Ontario is transitioning the blue box system from municipal control to a producer-run model where Producer Responsibility Organizations (PROs) will be running a province-wide blue box collection system. This will save municipalities over \$171 million annually and the transition will be complete in 2026.

I am writing today to confirm that, under the Blue Box Regulation, PROs are not, and have never been, responsible for collecting blue box waste from industrial, commercial, and institutional (IC&I) sources. In addition, PROs have indicated that, beginning in 2026, they will not voluntarily continue to offer this service to municipalities who are willing to pay for it as they have been doing for some small IC&I locations during the transition.

As PROs have been communicating since 2023, this means that municipalities will need to continue to work with their small IC&I establishments to identify the best path forward for collection in their communities. It is the ministry's understanding that many municipalities have already started this work to be ready for January 1, 2026.

This is not the outcome I had hoped for when I wrote PROs on June 4, 2025, to ask them to prepare an offer of service that would continue small IC&I collection at municipal cost. I had heard from municipalities and PROs that PROs could leverage the province-wide blue box collection system to offer a cost-effective option for municipalities to consider.

Unfortunately, on September 19, 2025, PROs indicated that they would not be able to fulfill my initial direction. They identified operational, infrastructure, and financial challenges to providing small IC&I collection that would make it impractical and unaffordable for most municipalities and potentially disruptive for the residential collection run by PROs.

While I remain disappointed that the design of the proposal does not support broader curbside collection, leaving a gap in service across municipalities, I am pleased that PROs have agreed to work with communities that rely on depots for blue box collection to facilitate small IC&I collection. They are proposing to allow for comingling of residential and small IC&I blue box in shared depot containers. This means that municipalities will not have to plan and pay for separate depot containers for small IC&I blue box waste, which would add cost and burden. Under the PROs' proposed approach, PROs will be responsible for hauling and recycling the estimated share of collected recyclables from residential sources, and municipalities will be responsible for hauling and recycling the estimated share from small IC&I establishments.

I am very disappointed that PROs were not able to deliver an offer for small IC&I collection. However, I also recognize that the vast majority of businesses in Ontario arrange their own recycling collection through private contracts, or through an arrangement with their municipalities. While PROs will not be making municipalities an offer for small IC&I collection, these private sector solutions are still available to municipalities. If municipalities are not going to offer this service to businesses, proactive

communication will be needed to inform individual businesses and business associations of the need to organize recycling independently.

My government is committed to the best possible blue box system for both producers and municipalities. To this end, we will be considering improvements to the system over the coming year. As this occurs, we will be looking into how any changes to the Blue Box Regulation could leverage the producer-run system and support our communities, small businesses, and institutions to cost-effectively maintain blue box services.

My ministry will be in touch with further information over the coming months as we move forward on this initiative. In the meantime, if you have questions about the PROs' offer to facilitate small IC&I collection in depot communities, please contact info@circularmaterials.ca.

Thank you for your continued support of the transition to producer responsibility. This transition will improve the amount of material recycled in Ontario and save money for municipalities.

Todd McCarthy
Minister of the Environment, Conservation and Parks

October 1, 2025

Circulated via email: mayor@brookealvinston.com

David Ferguson
Mayor
Municipality of Brooke-Alvinston

Re: Collection from IC&I Locations

Dear Mayor Ferguson,

In response to the request made by the Minister of the Environment, Conservation and Parks (MECP), the Producer Responsibility Organizations (PROs) representing producers obligated under the Ontario Blue Box Regulation consulted with municipalities and First Nations to support consideration of a collaborative and effective approach to IC&I. This included:

- August 15, 2025: consultation with municipalities on the draft approach;
- September 10, 2025: consultation with First Nations on the draft approach; and
- Between August 15 and September 10, 2025: the PROs considered feedback, assessed implications to the common collection system (CCS) and reached consensus on next steps.

As a result of these consultations, the PROs have agreed to allow the blending of eligible source and IC&I blue box material at depots with producers and municipalities assuming operational and financial responsibility for each party's respective proportionate share of the blended material. Due to several unresolvable challenges that emerged from the analysis and stakeholder engagement, the PROs have determined that it is not possible to provide curbside collection to IC&I locations in municipalities. An overview of these challenges is provided below.

Capacity: The CCS was procured for eligible sources included in Initial and Transition Reports. Further eligible communities with additional eligible sources were subsequently added by the MECP in December 2022 and February 2024. With these additions, the CCS has no remaining capacity for IC&I.

The CCS was procured to service eligible sources receiving collection prior to transition and single-family households eligible for curbside collection of blue box material in 2026, as reported in Initial and Transition Reports, plus allowances for natural growth based on historical year-over-year growth. CCS procurement and the resulting contracts did not include capacity for non-eligible source blue box material.

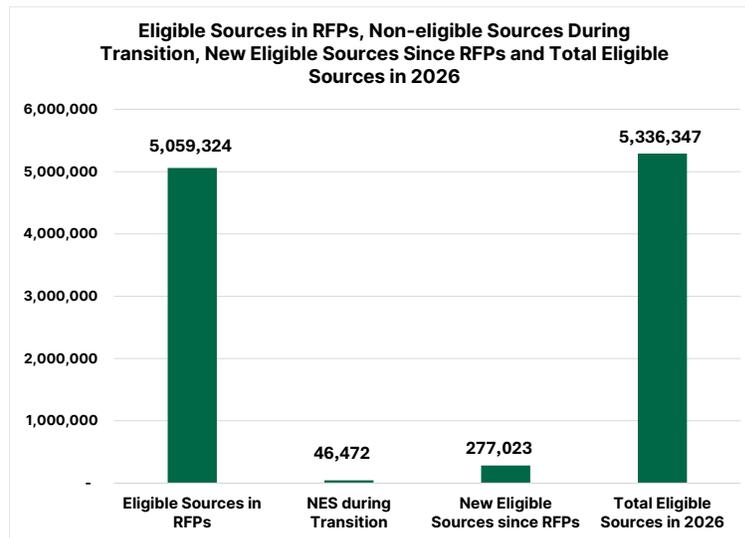
In response to requests from municipalities to provide sufficient time to prepare to service IC&I locations, CCS capacity procured for eligible sources was 'loaned' to non-eligible sources on a temporary basis during transition, on the understanding that the capacity

would become available again for eligible sources entering the system in 2026 and going forward.

Following the CCS procurement process, expansion of the MECP's Transition Schedule and the introduction of the MECP's Outside-of-Transition Schedule added more eligible sources to be serviced. The CCS capacity loaned to non-eligible sources during transition is required to service the new eligible sources in 2026 and natural growth going forward.

The graph presented in Figure 1 illustrates the number of non-eligible sources serviced during transition compared to the new eligible sources added since procurement, including the impact of these new eligible sources on the procured CCS capacity.

Figure1: CCS Capacity Utilization



The Total Eligible Sources in 2026 (in the right bar) is greater than the Eligible Sources in RFPs for which CCS services were procured (in the left bar) by the number of New Eligible Sources since RFPs. In addition to the eligible sources detailed in Table 1, the CCS is responsible for adding eligible sources arising from natural growth in 2027 and beyond. As illustrated, the CCS has no surplus capacity for non-eligible sources.

Any additional stops or increased quantity per stop would jeopardize service to eligible sources and may trigger the acquisition of additional collection vehicles. Procuring additional collection vehicles would require 18 to 24 months lead time based on current supply chain realities, leaving the CCS without sufficient collection vehicles to service the eligible sources on January 1, 2026. This would impact resident collection services, which compromises our commitment to provide a seamless transition to EPR for Ontarians.

Regulatory Obligation: Servicing IC&I creates risk for the CCS and producers in meeting regulatory obligations.

The final step in the transition to full extended producer responsibility is taking place in January 2026, requiring PROs to meet post-transition obligations set out in Ontario's Blue Box Regulation. This is a substantive change for the province of Ontario and requires considerable effort.

Implementing CCS IC&I blue box services within the six-month timeframe provided by the Minister on June 4, 2025 would create risk for disruption of services to eligible sources and compromises the ability of PROs to meet the regulatory obligations of their producers.

Regulatory Obligation: IC&I material in performance reporting is contrary to the Ontario Blue Box Regulation.

In developing the approach to IC&I services, PROs assumed that producers would not be required to deduct IC&I material from reporting in the six performance categories. RPRA has indicated that the Blue Box Regulation does not permit materials collected from the IC&I sector to be counted towards producers' performance requirements.

This poses a challenge as:

- Deducting IC&I from performance reporting significantly compromises the reconciliation of blue box material picked up by each PRO with blue box material supplied by each PRO's producers in each of the six performance reporting categories. This reconciliation process is already complex in meeting the regulatory reporting timelines. Further complications to this process cannot be borne.
- Deducting IC&I from performance reporting substantially increases sampling and auditing of collected materials which would further increase the preliminary cost recovery rates well above private sector service options.

Timing: The CCS and municipalities cannot complete the required tasks by January 1, 2026.

Municipalities report there is insufficient time for staff to complete their review and municipal councils to reach their decisions prior to the October 31, 2025 deadline for execution of IC&I service agreements. The October 31, 2025 deadline for execution of IC&I service agreements cannot be deferred given the January 1, 2026 timeline.

Eligibility: CCS cannot address the needs of IC&I locations serviced by municipalities.

CCS eligibility criteria for curb collection from IC&I are required to:

- Limit the amount of blue box material collected from IC&I locations as the CCS has no surplus capacity.
- Predict the quantity set out by an IC&I location to ensure accurate cost recovery rates to fully recover IC&I costs and to avoid charging producers for IC&I service (i.e., IC&I locations cannot set out more than the cost recovery rate covers); and
- Align curbside service with CCS curbside collection contracts.

The implications of the eligibility criteria for municipal buildings, BIAs and other IC&I locations are illustrated in the following table.

Table 1: CCS IC&I Eligibility Criteria Implications

	Would Not be Eligible	Would Be Eligible
Municipal buildings	<ul style="list-style-type: none"> • If collected more frequently than single-family curbside • If setting out more than 1 cart 	<ul style="list-style-type: none"> • If collected at same frequency as single-family curbside • If setting out 1 cart
BIAs	<ul style="list-style-type: none"> • If BBM placed beside container • If > 2% of single-family stops 	<ul style="list-style-type: none"> • If all BBM in container • If < 2% of single-family stops
Other IC&I	<ul style="list-style-type: none"> • Not on residential route 	<ul style="list-style-type: none"> • On residential route

Feedback from municipalities on the August 15, 2025 proposal indicated many IC&I sources do not meet the CCS eligibility requirements in the right column of Table 1. Municipalities would need to seek alternative solutions for their IC&I locations that would not be eligible as set out in the middle column of Table 1.

Costs: CCS cost recovery rates for small IC&I are higher than private sector quotes to municipalities.

Preliminary estimated CCS cost recovery rates for small IC&I are substantially higher than private sector costs being quoted to municipalities, according to recent media coverage, for IC&I service.

These preliminary estimated CCS cost recovery rates are likely to increase as a result of change notices to, and cost estimates from, affected CCS contractors. As final cost recovery rates cannot be set until the change notice process is complete, any municipal council decisions would be based on preliminary cost recovery rates that are subject to adjustment. Such uncertainty further complicates council decision-making processes.

CCS cost recovery rates for larger IC&I cannot be calculated as the quantity per IC&I set out cannot be predicted.

Alternative Options: Municipalities have other options to service IC&I.

Some municipalities have already contracted, or implemented procurement processes, for IC&I services in 2026.

Municipalities can leverage ‘at the curb’ efficiencies in their garbage and organics collection systems without encountering the complexity of EPR requirements.

The northern and rural communities identified by the MECP are already providing garbage and blue box collection services for larger IC&I.

Establishing the CCS has resulted in a private company operating in each community on the MECP’s Transition Schedule and Outside-of-Transition Schedule. Municipalities that did not previously have a private sector option available in their community may now be able to explore IC&I services from these companies.

Summary

We thank you for your feedback during the consultation process. After consultation and analysis, system capacity limitations, current regulatory obligations, and time constraints for both the CCS and municipalities make it impractical for the CCS to provide curbside collection from IC&I locations.

While it is not feasible for the CCS to provide curbside collection from IC&I locations, PROs have agreed to allow blending of eligible source and IC&I blue box material at depots with physically sharing of responsibility by producers and municipalities. The CCS will pick up its proportionate share of blue box material from required depots and will be responsible for management of this material. The municipality will be responsible to haul, consolidate if required and process the remaining blue box material accepted at the depot. Municipalities should make the appropriate arrangements to do so prior to January 1, 2026.

Municipalities with IC&I locations provided with curbside collection of blue box material by the CCS during transition should have alternative arrangements in place prior to January 1, 2026, as these IC&I stops will no longer be serviced by the CCS as of this date.

We welcome the opportunity to meet with you to address any questions.

Sincerely,

Allen Langdon
Chief Executive Officer, Circular Materials

Gordon Day
Vice President, Ryse Solutions

John Hayes
President, Landbell Canada (formerly H2 Compliance)

Cc:

Janet Denkers, Clerk-Administrator, Municipality of Brooke-Alvinston

Dear Members and Municipal Staff,

You may have received the letter from the Ministry of the Environment, Conservation and Parks regarding the decision by Producer Responsibility Organizations (PROs) not to continue collection of small Industrial, Commercial, and Institutional (IC&I) recycling as of January 2026.

While we are extremely disappointed by this decision, I want to assure you that the Bluewater Recycling Association will continue to collect IC&I material as we always have. You and your communities can rely on us to provide the same dependable level of service. That said, there will be some operational changes as we adapt to this new framework:

1. **Separate collection trucks** will be used to service IC&I wheelie bins, independent from residential recycling routes.
2. **Red lids** will be installed on IC&I wheelie bins so they can be easily distinguished from residential bins.
3. **Collection days and frequency** for IC&I recycling may change. We will be working through these adjustments over the next month.
4. **Site visits** – Between now and end of December, our team will visit all IC&I locations to swap lids and confirm updated collection schedules with businesses.
5. **Pricing** – As outlined in our budget communication, IC&I collection fees for member municipalities will increase in line with the September CPI. Importantly, the Association will absorb all additional costs throughout 2026, giving municipalities the time needed to fully understand the changes and prepare. Beginning in Q1 2026, we will share detailed cost per bin and operational information so municipalities can plan. No further cost increases will take effect until 2027, by which time the requirements will be fully clarified and the new collection structure finalized.

We understand that this transition presents challenges, but we remain committed to supporting our municipal partners and ensuring IC&I recycling services continue smoothly. Please don't hesitate to reach out if you have any questions or wish to discuss these changes further.

Thanks,
Michelle Courtney, CPA, CA
President & CEO



Bluewater Recycling Association

📍 P.O. Box 547
 415 Canada Avenue
 Huron Park, ON N0M 1Y0
 📞 519.228.6678 ext. 224

**MUNICIPALITY OF BROOKE-ALVINSTON
COMMITTEE OF ADJUSTMENT - APPLICATION A-001/25**

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

Re: Application for Chris Clark (Kayla Ennett, Agent), in respect of 3457
Ebenezer Road. Alvinston, Municipality of Brooke-Alvinston

We, the undersigned, concur in the following decision and reasons for decision of
the Committee of Adjustment for the Municipality of Brooke-Alvinston made on
September 23, 2025.

DECISION:

GRANTED - Relief from the Zoning By-law to allow a front yard setback of 16 m
whereas the Zoning By-law requires a minimum setback of 20 m

REASONS:

In the opinion of the Committee:

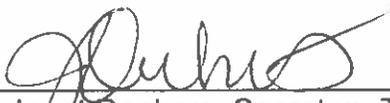
1. The Variances are minor in nature;
2. The intent of the Official Plan is maintained;
3. The intent of the Zoning By-law is maintained; and
4. The Variances are desirable for the appropriate
development or use of the land, building or structure.

Ken McGugan Randy Hills Christa Sawyer Don McCabe

***** CERTIFICATION *****

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

Dated this 23rd day of September, 2025.



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

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF MEETING on the **Piper Johnson Drain**

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

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent and Engineer will be present for a maintenance meeting for the **Piper Johnson Drain** in accordance with Section 74 of the Drainage Act.

Section 74 of the Drainage Act sets out provisions that all Municipalities are responsible for the maintenance and repair of a drainage works constructed under a by-law passed under this Act and are required to maintain each drain in good working order according to the last revised Engineer's Report, if the said drain so requires.

The Council of the Municipality of Brooke-Alvinston has scheduled a meeting for the:

Piper Johnson Drain
on
Wednesday, October 8, 2025
9:00 a.m.

**Meeting Location: The bottom end of the drain located on Shiloh Line
between Forest Road and Inwood Road**

Dated the 25th day of September, 2025

Janet Denkers
Clerk-Administrator

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



MUNICIPALITY OF BROOKE-ALVINSTON
3236 River Street
Alvinston, ON
N0N 1A0

September 25, 2025

Official Notice – Drain Maintenance

The Municipality of Brooke-Alvinston has received a drain maintenance request on the **Elliot-Tait Drain from Mr. Joe Schotman – Lot 5, Concession 6.**

Drain Maintenance work will take place this year, approximately between now and March 15 of 2026. **The work will consist of a culvert replacement on lot 5 concession 6.**

In accordance with Section 74 of the Drainage Act, R.S.O. 1990, Chapter D.17, all municipalities are responsible for maintenance and repair of municipal drains constructed under a bylaw passed under this Act. This culvert has been inspected by the Drainage Superintendent based on the requests received and discussion with the requester. It has been determined that maintenance is required at this time.

Should you have any questions, concerns or preferences for the planned drain maintenance work please contact Mr. Jake Zruna, Drainage Superintendent at 519-882-0032 ext. 208 within 7 business days of receiving this notice; otherwise, the Municipality will assume that you have no concerns regarding maintenance of the above aforementioned drain.

Thank you,

Jake Zruna

Solicitor General

Office of the Solicitor General

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

Solliciteur général

Bureau du solliciteur général

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



132-2025-3641
By email

September 26, 2025

Dear Heads of Council and Chief Administrative Officers of OPP-Policed Municipalities:

The Ministry of the Solicitor General has undertaken a review of the Ontario Provincial Police (OPP) cost recovery model. I would like to extend my gratitude for your participation and input into this process.

I am writing to inform you that because of the review, regulatory amendments have been made to Ontario Regulation 413/23: Amount Payable by Municipalities for Policing from Ontario Provincial Police under the *Community Safety and Policing Act, 2019*. These amendments are in effect and will inform the 2026 annual billing statement to be issued shortly.

Firstly, an 11 per cent cap is established on the increase in policing costs owed by municipalities for the 2026 calendar year when compared to 2025, excluding the costs related to any service enhancements.

Secondly, a new discounts table will be established in regulation and will apply to the 2026 billing year and going forward. This new discount table introduces a lower eligibility threshold to receive a discount. Municipalities will now receive calls for service and overtime discounts when they are three or more standard deviations from the average calls for service weighted time to property count ratio, rather than the current regulatory threshold of five standard deviations.

The amendments have been approved by Cabinet and have been filed with the Registrar of Regulations. They will be accessed publicly online through the [e-Laws page](#) – and will be available here within the next few business days.

The preparation of 2026 annual billing statements is underway and statements are targeted for release in November 2025.

As we undertook this review, we heard loud and clear that greater clarity, predictability and stability in the OPP cost recovery model, and associated billing statements, is critical to municipalities as annual budget processes are undertaken. These amendments were contemplated, and ultimately decided upon, based on those concerns and the direct feedback that we heard from OPP-policed municipalities.

.../2

Page 2

Should you have any questions about the regulatory updates, please reach out to solgeninput@ontario.ca.

Please direct any questions about your annual billing statements to the Crime Prevention and Community Support Bureau at opp.municipalpolicing@opp.ca.

Thank you again for your partnership.

Sincerely,



The Honourable Michael S. Kerzner
Solicitor General

c: Mario Di Tommaso, O.O.M.
Deputy Solicitor General, Community Safety
Ministry of the Solicitor General

Thomas Carrique, C.O.M.
Commissioner, Ontario Provincial Police



The Corporation of the
City of North Bay

200 McIntyre St. East
P.O. Box 360
North Bay, Ontario
Canada P1B 8H8
Tel: 705 474-0400

OFFICE OF THE CITY CLERK
Direct Line: (705) 474-0626, ext. 2522
Fax Line: (705) 495-4353
E-mail: veronique.hie@northbay.ca

August 13, 2025

Honourable Greg Rickford
Minister of Northern Development
Suite 400
160 Bloor Street
Toronto, ON M7A 2E6

Dear Hon. Greg Rickford:

This is Resolution No. 2025-279 which was passed by Council at its Regular Meeting held Tuesday, August 12, 2025.

Resolution No. 2025-279:

"Whereas the Northern Ontario Resource Development Support (NORDS) pilot program was introduced to help Northern Ontario municipalities address infrastructure pressures resulting from natural resource sector activities;

And Whereas the program has been well received and has allowed municipalities, such as the City of North Bay, to strategically accumulate multi-year allocations in order to support large-scale infrastructure initiatives critical to community development and economic growth;

And Whereas the City of North Bay recognizes the importance of modern, safe, and efficient infrastructure to support economic growth and industrial competitiveness;

AND WHEREAS the Seymour Street Widening project from Station Road to Wallace Road, including a signalized intersection, is a critical continuation of the intersection improvement at Hwy 11/17 and Seymour Street, directly supporting a high-value industrial zone;

And Whereas this arterial corridor enables key sectors such as mining, forestry, construction, and manufacturing to receive and ship goods efficiently, impacting markets provincially and beyond;

And Whereas the updated total Seymour Street Widening project budget of approx. \$11 million includes contributions from multiple funding programs such as NORDS (\$2 million) and OCIF (\$4,259,448).

Therefore Be It Resolved That the Council of the City of North Bay strongly urges the Government of Ontario to make the Northern Ontario Resource Development Support (NORDS) program a permanent fixture of its support to Northern municipalities;

And Further Be It Resolved That the Province consider expanding program eligibility to recognize the significant impact that agricultural equipment and operations have on municipal infrastructure, particularly in rural communities;

And Further Be It Resolved That the Council of the City of North Bay formally supports the principle of stacking (accumulating) funding from multiple grant and infrastructure programs to advance strategic capital works, such as the Seymour Street Widening project, and requests continued flexibility from higher levels of government to enable effective financial planning and timely delivery of large-scale municipal infrastructure initiatives;

And Further Be It Resolved That a copy of this resolution be forwarded to the Minister of Northern Development, the Minister of Agriculture, Food and Agribusiness, the Minister of Infrastructure, the Minister of Natural Resources, Nipissing MPP Victor Fedeli, the Association of Municipalities of Ontario (AMO), the Federation of Northern Ontario Municipalities (FONOM), the Northwestern Ontario Municipal Association (NOMA), Rural Ontario Municipal Association (ROMA) and all Northern Ontario municipalities for their awareness and support.”

Yours truly,



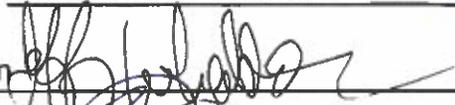
Veronique Hie
Deputy City Clerk

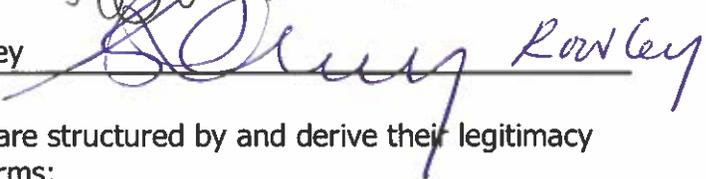
VH/ck

cc: Minister of Agriculture, Food and Agribusiness
Minister of Infrastructure
Minister of Natural Resources
Nipissing MPP, Victor Fedeli
Association of Municipalities of Ontario (AMO)
Federation of Northern Ontario Municipalities (FONOM)
Northwestern Ontario Municipal Association (NOMA)
Rural Ontario Municipal Association (ROMA)
Northern Ontario Municipalities



Date: September 15, 2025 **Resolution No.** COU-2025-30

Moved By: Councillor Wheeldon 

Seconded By: Councillor Rowley 

Whereas Canadian governments at all levels are structured by and derive their legitimacy from democratic principles, practices, and norms;

And Whereas many countries around the world are experiencing increased political polarization and hostility, shifts toward authoritarianism, and the undermining of democratic norms;

And Whereas incivility and hostility increasingly define the political sphere in Canada at every level of government, but particularly in systems with political parties;

And Whereas this hostile political climate drives lower democratic participation, including low voter turnout and fewer and less diverse political candidates, resulting in a lopsided and unhealthy democracy;

And Whereas poor political health undermines the ability of democratic institutions to exercise effective leadership and overcome the unprecedented challenges of the 21st century;

And Whereas elections are one of the most central and participatory parts of Canadian democratic systems;

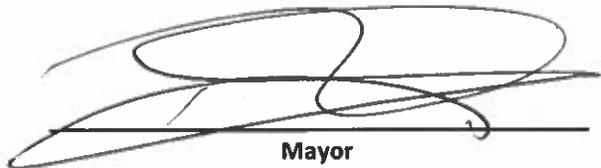
And Whereas numerous studies, including those by Parliamentary committees, have identified our First Past the Post electoral system as driving increasing polarization and declines in voter participation, and have recommended some form of proportional representation;

And Whereas electoral reform enjoys broad public support, with a majority of polling respondents who identify with every major party supporting change in the way that they vote;

Therefore Be It Resolved that the Municipality of Brighton call upon the provincial and federal governments to enact electoral reform, adopting proportional systems in which every vote counts and polarization is diminished, in order to safeguard and empower Canadian democracy;

And Be It Further Resolved that this motion be circulated to Prime Minister Mark Carney, Premier Doug Ford, and all Ontario municipalities.

Carried OR Defeated


Mayor

Recorded Vote		For Clerks Use Only			
Recorded vote called by: _____					
	For	Against	Abstain	Absent	COI
Mayor Brian Ostrander					
Deputy Mayor Ron Anderson					
Councillor Anne Butwell					
Councillor Hannah MacAusland					
Councillor Emily Rowley					
Councillor Jeff Wheeldon					
Councillor Bobbi Wright					
Total					
Carried	<input type="checkbox"/>	Defeated	<input type="checkbox"/>	Clerk's Initials	<input type="text"/>

11.1.



**BONFIELD TOWNSHIP
OFFICE OF THE DEPUTY CLERK**

365 HIGHWAY 531
BONFIELD ON P0H 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: deputyclerk@bonfieldtownship.com

September 24, 2025

To: The Right Honourable Mark Carney

Subject: Urgent Appeal Regarding Canada Post Labour Dispute and Impact on Municipal Communications

Dear Mr. Carney

On behalf of the Council of the Township of Bonfield, I am writing to express our concern regarding the ongoing labour dispute between Canada Post and the Canadian Union of Postal Workers (CUPW), which remains unresolved despite months of negotiations.

As you are aware, CUPW has suspended the delivery of flyers nationwide in an effort to encourage Canada Post to return to the bargaining table. While we respect the rights of workers to collectively bargain, this suspension has had a significant impact on businesses, non-profit organizations, and municipal governments, limiting our ability to communicate essential information to our residents.

The Township of Bonfield, like many rural municipalities, has limited internet connectivity and relies heavily on Canada Post for the distribution of newsletters and other important communications. The interruption in mail services directly affects our capacity to keep residents informed on municipal matters, emergency notifications, and other critical community information.

Therefore, be advised that the Council of the Township of Bonfield:

1. Urges the Canadian Union of Postal Workers and the Federal Government to promptly return to the negotiating table; and
2. Calls upon CUPW to reconsider the suspension of flyer deliveries, including municipal communications, to ensure the continued dissemination of critical community information.

A copy of this resolution has been sent to the Nipissing–Timiskaming MP, Pauline Rochefort, Nipissing MPP, Vic Fedeli, Canada Post, the CUPW President, FONOM, and AMO.

Small Community, Big Heart



We respectfully request your attention to this matter to help facilitate a timely resolution, ensuring that municipalities like Bonfield can continue to effectively communicate with their residents.

Thank you for your consideration.

Sincerely,



Andrée Gagné
Deputy Clerk-Treasurer
Township of Bonfield

Small Corn





**BONFIELD TOWNSHIP
OFFICE OF THE DEPUTY CLERK**

365 HIGHWAY 531
BONFIELD ON P0H 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: deputyclerk@bonfieldtownship.com

**RESOLUTION OF COUNCIL
September 23rd, 2025**

Motion 5

Moved by Councillor MacInnis

Seconded by Councillor Corbett

WHEREAS the labour dispute between Canada Post and the Canadian Union of Postal Workers (CUPW) remains unresolved despite months of negotiations; AND WHEREAS CUPW has suspended the delivery of flyers nationwide in an effort to bring Canada Post back to the bargaining table; AND WHEREAS this suspension significantly impacts businesses, non-profit organizations, and municipal governments, limiting their ability to communicate essential information; AND WHEREAS many rural municipalities, including the Township of Bonfield, have limited internet connectivity and rely heavily on Canada Post for the distribution of newsletters and other important communications to residents; NOW THEREFORE BE IT RESOLVED that the Council of the Township of Bonfield:

1. Urges the Canadian Union of Postal Workers and the Federal Government to promptly return to the negotiating table; and
2. Calls upon CUPW to reconsider the suspension of flyer deliveries, which includes municipal communications, to ensure the continued dissemination of critical community information

AND THAT a copy of this resolution be sent to the Right Honourable Mark Carney, Nipissing Timiskaming MP, Pauline Rochefort, Nipissing MPP, Vic Fedeli, Canada Post, CUPW President, FONOM, and AMO.

Carried

DIVISION VOTE

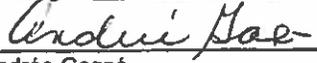
FOR

Donna Clark _____
 Jason Corbett _____
 Steve Featherstone _____
 Dan MacInnis _____
 Narry Paquette _____

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

CERTIFIED to be a true copy of Resolution No.5 of the Township of Bonfield's Regular Council Meeting of September 23rd, 2025, and which Resolution is in full force and effect.


 Andrée Gagné
 Deputy Clerk-Treasurer



THE TOWNSHIP OF
WOOLWICH

BOX 158, 24 CHURCH ST. W.
ELMIRA, ONTARIO N3B 2Z6
TEL. 519-669-1647 / 1-877-969-0094
COUNCIL/CAO/CLERKS FAX 519-669-1820
PLANNING/ENGINEERING/BUILDING FAX 519-669-4669
FINANCE/RECREATION/FACILITIES FAX 519-669-9348

September 26, 2025

Prime Minister
Right Hon. Mark Carney
Office of the Prime Minister
80 Wellington Street
Ottawa, Ontario
K1A 0A2

Right Honorable Prime Minister:

RE: Resolution Passed by Woolwich Township Council – Bill C-61 First Nations Clean Water Act

This letter is to inform you that the Council of the Township of Woolwich passed the following resolution at their meeting held on September 23, 2025:

WHEREAS in December 2023, the Minister of Indigenous Services introduced house government bill C-61: An Act respecting water, source water, drinking water, wastewater and related infrastructure on First Nation lands also known as the First Nations Clean Water Act; and

WHEREAS in an open letter to Members of Parliament on December 12, 2024, the Assembly of First Nations (AFN) called on all Members of Parliament to prioritize the advancement of Bill C-61, calling it “a step toward addressing the long-standing water issues faced by First Nations”; and

WHEREAS Bill C-61 was not passed into law before Parliament was prorogued on January 6, 2025; and

WHEREAS Minister of the Environment, Conservation and Parks Todd McCarthy has been unclear on Ontario’s position on this legislation, identifying Bill C-61 as a potential piece of legislation that would “undermine competitiveness” and “delay project development” before apologizing for any confusion and clarifying the need to “bring clean drinking water to First Nations communities, while also bringing the kind of regulatory certainty that attracts investment in businesses and communities”; and

WHEREAS Prime Minister Mark Carney and Indigenous Services Minister Mandy Gull-Masty have indicated the Canadian government’s support for introducing legislation like Bill C-61 in the fall of 2025; and

WHEREAS as of September 2025, Indigenous Services Canada data shows that while 93 long-term drinking water advisories have been lifted, since November

2015, 37 long-term drinking water advisories remain active, including in 27 communities in Ontario; and

NOW THEREFORE be it resolved that the Council of the Township of Woolwich:

- 1. Calls on the Government of Canada and the Minister of Indigenous Services to reintroduce legislation to ensure First Nations have the right to clean and safe drinking water in the Fall of 2025 in the same form as Bill C-61;**
- 2. Calls on the Government of Ontario and the Minister of the Environment, Conservation and Parks to support this important Federal legislation; and**
- 3. Directs staff to forward this resolution to the Prime Minister, Minister of Indigenous Services, Premier of Ontario, Minister of the Environment, Conservation and Parks, Assembly of First Nations and all Municipalities in Ontario.**

Should you have any questions, please contact Alex Kirchin, by email at akirchin@woolwich.ca or by phone at 519-669-6005.

Yours truly,



Jeff Smith
Municipal Clerk
Corporate Services
Township of Woolwich

cc. Hon. Mandy Gull-Masty, Minister of Indigenous Services
Hon. Todd J. McCarthy, Minister of Environment, Conservation and Parks
Hon. Doug Ford, Premier of Ontario
Assembly of First Nations
All Municipalities in Ontario



AMANDA FUSCO

Director of Legislated Services & City Clerk
 Corporate Services Department
 Kitchener City Hall, 2nd Floor
 200 King Street West, P.O. Box 1118
 Kitchener, ON N2G 4G7
 Phone: 519.904.1402 Fax: 519.741.2705
amanda.fusco@kitchener.ca
 TTY: 519-741-2385

SENT VIA EMAIL

September 26, 2025

Honourable Doug Ford
 Premier of Ontario
 Legislative Building
 Queen's Park
 Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a meeting held on August 25, 2025, passed the following resolution regarding postage:

"WHEREAS Postage costs have seen significant increases, including 25% in 2025 alone;

WHEREAS paper billing has a further environmental cost in both materials (trees) and transportation;

WHEREAS paper billing is increasingly being displaced by environmentally friendly and cost-efficient e-billing;

WHEREAS the Municipal Act indicates the right to a paper bill, and cost-recovery fees for paper billing for tax, and utility bills are unclear;

THEREFORE BE IT RESOLVED that Kitchener City Council request the Province of Ontario to amend the Municipal Act to permit municipalities the ability to grandfather-out paper billing as the default option, and to permit municipalities to establish fees for paper billing for new accounts that opt for this method of delivery;

THEREFORE BE IT FINALLY BE RESOLVED that a copy of this motion be sent to the Association of Municipalities of Ontario, the Premier of Ontario, the Ministry of Municipal Affairs and housing, all other municipalities within Ontario for their consideration and possible endorsement."

-2-

Yours truly,



A. Fusco
Director of Legislated Services & City Clerk

Cc: Hon. Rob Flack, Minister of Municipal Affairs and Housing
Association of Municipalities Ontario (AMO)
Sloane Sweazey, Senior Policy Advisor, City of Kitchener
Ontario Municipalities

Administration

Office of the Regional Clerk

1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7

Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977

www.niagararegion.ca

September 30, 2025

CL 14-2025, September 25, 2025

DISTRIBUTION LIST

SENT ELECTRONICALLY

Motion Respecting State of Emergency on Mental Health, Homelessness and Addictions

Regional Council, at its meeting held on September 25, 2025, passed the following motion:

WHEREAS Niagara Region issued three separate declarations of emergency in the areas of homelessness, mental health and opioid addiction on February 23, 2023, recognizing that the scope and scale of the crisis surpasses the Region's capacity to respond effectively; and

WHEREAS following the submission of the three declarations of emergency, the Provincial Emergency Operations Centre (PEOC) has engaged with the Region's Community Emergency Management Coordinator (CEMC); and

WHEREAS these issues have continued to intensify and add further strain to the social support system in Niagara over the past two years; and

WHEREAS municipalities across Ontario are continuing to experience similar challenges; and

WHEREAS a coordinated, province-wide approach and associated funding support is required to address the growing emergency of mental health, homelessness and opioid addiction, the scale of which falls well beyond the scope of what a municipality can address.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Region **ADVOCATES** that the Province support a coordinated approach between the Ministry of Health, the Ministry of Municipal Affairs and Housing, and the Ministry of Children, Community and Social Services to address ongoing challenges related to mental health, homelessness and opioid addiction;
2. That Niagara Region **FORMALLY ADVOCATES** for Provincial funding to address identified gaps in programs and services contributing to the state of emergency including affordable housing, supportive housing, addictions treatment, and mental health supports for vulnerable populations; and

3. That this motion **BE SENT** to the Provincial and Federal Governments, FCM, AMO and all municipalities in Ontario.

Yours truly,



Ann-Marie Norio
Regional Clerk

:kl

CLK-C 2025-109

Distribution List

Premier of Ontario
Prime Minister of Canada
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

	PLANNING AND DEVELOPMENT SERVICES REPORT	
REPORT TO:	MUNICIPALITY OF BROOKE-ALVINSTON	
PREPARED BY:	Ezio Nadalin / Planner	
REPORT DATE:	September 30, 2025	
MEETING DATE:	October 11, 2025	
SUBJECT:	County File Number: 38T-22001 Draft Plan of Subdivision Application BROOKE CON 5 W PT LOT 20; PLAN 5(AL) PT LOTS A C E G I; AND K RP 25R9321 PART 1 Applicant: Stephen Durham (Jordan Fohkens, B.M. Ross)	

RECOMMENDATION:

That the report by Ezio Nadalin, County of Lambton Planner, dated September 30, 2025, regarding 'Durham Subdivision (38T-22001) Street Naming' be received and that Council approves the proposed names.

BACKGROUND INFORMATION:

The subject lands are part of Plan of Subdivision 38T-22001 (Durham Subdivision) and are municipally known as BROOKE CON 5 W PT LOT 20; PLAN 5 (AL) PT LOTS A C E G I; AND K RP 25R9321 PART 1

DISCUSSION:

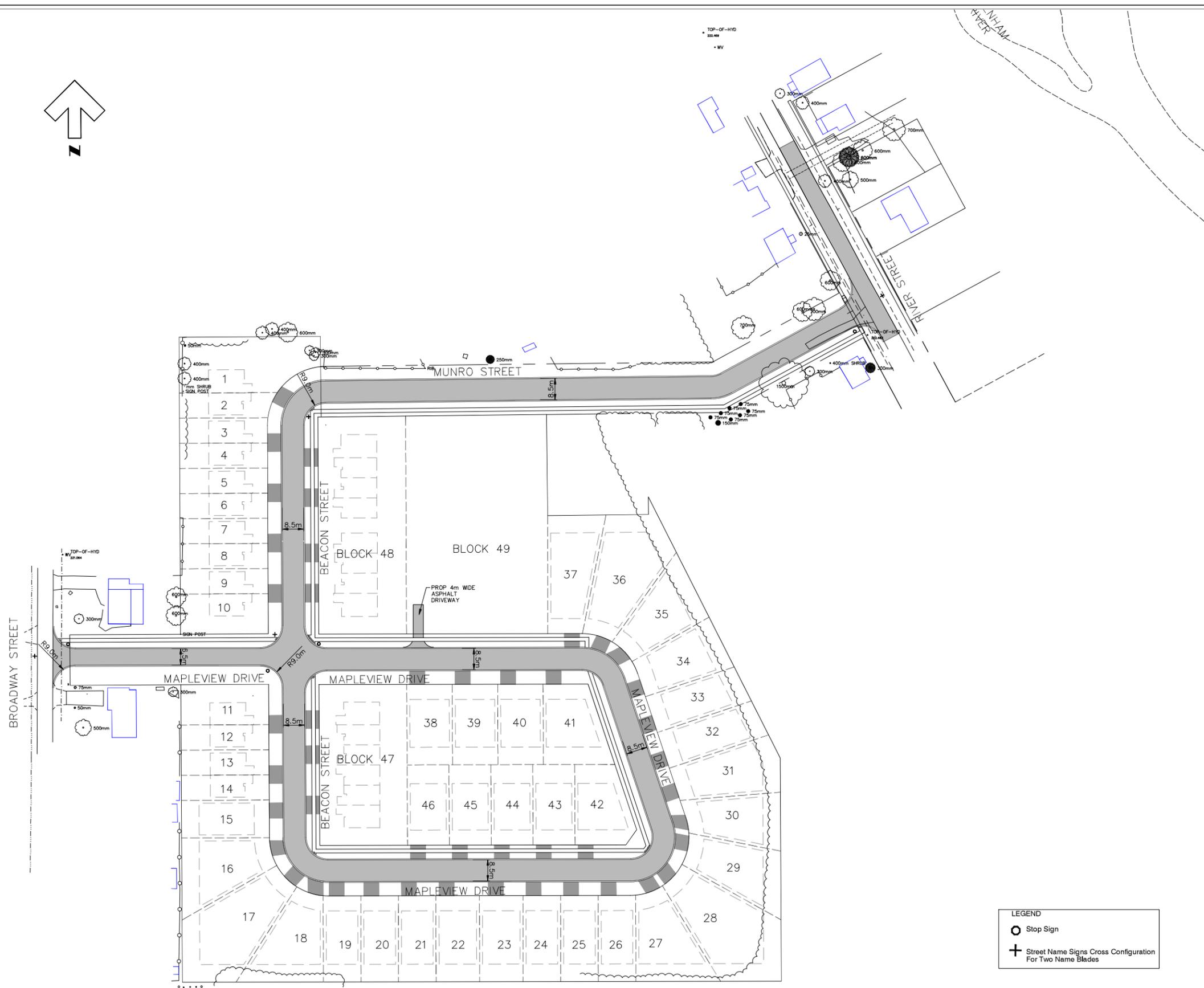
The developer has proposed the following names for streets in this Subdivision:

Street 1: Beacon Street
Street 2: Maplevue Street

These proposed street names have been presented to the County 9-1-1 Technician who has advised Municipal staff that the street names are acceptable under the addressing policies.

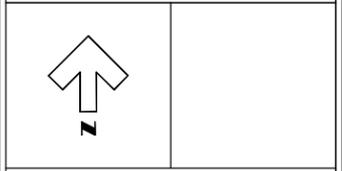
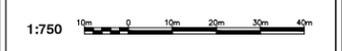
ATTACHMENTS:

[Proposed Steet Names - Durham Subdivision](#)



LEGEND

--- SAN. or STM ---	EXISTING SEWERS, SANITARY or STORM
○	MANHOLE and CATCHBASIN
---	WATERMAIN
+	FIRE HYDRANT
---	GASMAIN
---	UNDERGROUND TELEPHONE
---	UNDERGROUND HYDRO
---	UNDERGROUND TV. CABLE
○	UTILITY POLES



NOTE
 The locations of existing underground utilities are shown in an approximate way only and have not been independently verified by the owner or its representative. The contractor shall determine the exact location of all existing utilities before commencing work and agrees to be fully responsible for any damages which might be occasioned by the contractor's failure to exactly locate and preserve any and all underground utilities.

BENCHMARK INFORMATION
 B.M. Elev. 221,064
 Top spindle of fire hydrant located on the East boulevard of Broadway St near Mun. #3120.

B.M. Elev. 222,483
 Top spindle of fire hydrant located on the West boulevard of River St near Mun. #3151.

Design By: S.V.R. Checked By: A.E.M.

No.	DATE	REVISION
1	02/22	Issued for Zoning Amendment Application
2	10/22	Issued for Draft Plan of Subdivision Application
3	04/23	Issued for Functional Servicing Report
4	06/25	Issued for Review



Goderich Mount Forest Sarnia

Steve Durham
Riverside Acres
 Overall Road Layout

Project No.
 20246

Scale (24x36)
 Horizontal : 1:750

Drawing No.
 01

LEGEND

○	Stop Sign
+	Street Name Signs Cross Configuration For Two Name Blades



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Year-to-Date (to September 30) Budget to Actual Comparisons
Meeting: Council - 09 Oct 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file Year-to-date (to September 30) Budget to Actual Comparisons.

Background:

Regular reporting and comparison of budget to actual results and analysis allows Management and Council to:

- Track revenues and expenditures to date and ensure that it has the necessary funds for operations and any planned capital expenditures.
- Improve the accuracy of the budgeting process, as management and council will have a better understanding of variances and their causes.
- Exercise more effective cost control by routinely assessing actual results against the budget.

Comments:

The year-to-date budget to actual results to September 30, 2025 are attached. Council is encouraged to review the year-to-date results.

The report is provided for information purposes only. No further action is required at this time. Should you have any questions, please do not hesitate to contact me or the appropriate department head.

Financial Considerations:

Overall most Operating Revenues and Expenditures to-date are within budget. A brief overview of expenditures by department shows:

- **General Government** - Both the Operating and Capital Expenditures are within Budget. Not all of the computers have been upgraded, so capital remains under budget.
- **Protection Services** - Overall protection services are within budget. Some are over budget (e.g. building inspection and property standard expenditures), but overall including capital expenditures it is within budget.
- **Transportation Services** - Underbudget overall since some expenditures have not been incurred yet (e.g. Major Box Culvert Replacement).
- **Environmental Services** - Are close to budget.
- **Health Services** - Are under budget since Council has not yet directed where to make their budgeted \$5,000 hospital contribution.
- **Recreation and Culture** - Most expenditures are within budget.

- **Planning and Development** - Most expenditures are within budget. The County has not started to amend our Zoning Bylaws yet. Drain costs are under budget since most work happens in the fall.

On the Revenue side:

- We received just over \$70,000 back from the courts from a tax sale that happened years ago. It is recommended that this money be put into Reserves for future Capital needs.
- The Community Centre Revenues are over budget due to the longer ice season and a donation that wasn't budgeted.
- Municipal Drain billings are under budget due to most work happening in the fall.
- Fire Revenue is overbudget due to recoveries for training being conducted at our facilities.
- Grants are as expected/budgeted.
- Interest and Penalties on Taxes are higher than budgeted
- Although we have received more in Supplemental Taxes than expected, some has been from MPAC/Agricorp reclassifying Farm properties to Residential class when there is a change in ownership; so I would expect some of this to have to be refunded once the owners file the appropriate paperwork.

ATTACHMENTS:

[2025-Brooke-Alvinston Budget-to-actual - September 30](#)

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2025 Budget to Actual Comparison

To September 30, 2025

ALL DEPARTMENTS

EXPENDITURES

GENERAL GOVERNMENT

	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
1 COUNCIL	70,450	54,990	54,491	499					-		70,450	54,990	54,491	499		77.3%
2 COUNCIL SUPPORT	205,025	155,779	149,156	6,622					-		205,025	155,779	149,156	6,622		72.8%
3 ADMINISTRATION	404,920	325,557	297,072	28,485		110,000	110,000	96,299	13,701		514,920	435,557	393,371	42,186		76.4%
	680,395	536,326	500,719	35,606		110,000	110,000	96,299	13,701		790,395	646,326	597,018	49,307		75.5%

PROTECTION SERVICES

4 BROOKE FIRE RESCUE	356,130	271,412	269,663	1,749		128,500	121,000	102,738	18,262		484,630	392,412	372,401	20,010		76.8%
5 FIRE - WATFORD	7,360	5,360	8,756	(3,396)					-		7,360	5,360	8,756	(3,396)		119.0%
6 POLICE	401,102	300,825	300,621	204					-		401,102	300,825	300,621	204		74.9%
7 CONSERVATION AUTHORITY	31,048	31,048	31,048	-					-		31,048	31,048	31,048	-		100.0%
8 INSPECTIONS & CONTROL	47,250	36,250	44,461	(8,211)					-		47,250	36,250	44,461	(8,211)		94.1%
9 EMERGENCY MEASURES	3,450	2,595	1,958	638					-		3,450	2,595	1,958	638		56.7%
	846,340	647,490	656,505	(9,016)		128,500	121,000	102,738	18,262		974,840	768,490	759,244	9,246		77.9%

TRANSPORTATION SERVICES

10 ROADS - MATERIALS & SERVICES	985,500	957,238	796,471	160,767		737,500	121,000	115,638	5,362		1,723,000	1,078,238	912,109	166,129		52.9%
11 PUBLIC WORKS OVERHEAD	778,986	594,105	573,499	20,606					-		778,986	594,105	573,499	20,606		73.6%
12 VEHICLES & EQUIP	170,100	123,050	103,125	19,925		629,500	614,500	612,414	2,086		799,600	737,550	715,539	22,011		89.5%
13 SNOW REMOVAL	32,250	18,000	11,727	6,273					-		32,250	18,000	11,727	6,273		36.4%
14 STREET LIGHTS - ALVINSTON	14,000	10,500	11,757	(1,257)					-		14,000	10,500	11,757	(1,257)		84.0%
15 STREET LIGHTS - INWOOD	8,500	6,375	5,013	1,363					-		8,500	6,375	5,013	1,363		59.0%
	1,989,336	1,709,268	1,501,591	207,677		1,367,000	735,500	728,052	7,448		3,356,336	2,444,768	2,229,643	215,125		66.4%

ENVIRONMENTAL

16 STORM SEWER	68,252	34,126	34,126	-					-		68,252	34,126	34,126	-		50.0%
17 WASTE COLLECTION/DISPOSAL	107,246	84,184	84,298	(114)					-		107,246	84,184	84,298	(114)		78.6%
18 RECYCLING	6,630	4,973	4,040	932					-		6,630	4,973	4,040	932		60.9%
	182,129	123,283	122,465	818		-	-	-	-		182,129	123,283	122,465	818		67.2%

HEALTH

19 HOSPITAL/CEMETERIES - DONATIONS	5,750	5,750	750	5,000					-		5,750	5,750	750	5,000		13.0%
20 CEMETERY OPERATIONS	53,820	40,808	40,808	-		-	-	-	-		53,820	40,808	40,808	-		75.8%
	59,570	46,558	41,558	5,000		-	-	-	-		59,570	46,558	41,558	5,000		69.8%

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2025 Budget to Actual Comparison

To September 30, 2025

RECREATION AND CULTURAL

	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
21 CANADA DAY	24,750	24,750	22,462	2,288		-	-	-	-		24,750	24,750	22,462	2,288		90.8%
22 COMMUNITY CENTER - ARENA	682,280	518,326	513,078	5,248		200,500	200,500	188,005	12,495		882,780	718,826	701,083	17,743		79.4%
23 COMMUNITY CENTER - CONCESSION	4,500	2,900	1,797	1,103					-		4,500	2,900	1,797	1,103		39.9%
24 INWOOD REC	8,460	8,310	7,388	922		-	-	-	-		8,460	8,310	7,388	922		87.3%
25 LIBRARY - ALVINSTON	8,830	6,980	6,533	447		-	-	-	-		8,830	6,980	6,533	447		74.0%
26 LIBRARY - INWOOD	5,440	4,490	3,605	885		-	-	-	-		5,440	4,490	3,605	885		66.3%
	734,260	565,756	554,863	10,894		200,500	200,500	188,005	12,495		934,760	766,256	742,868	23,389		79.5%

PLANNING AND DEVELOPMENT

27 PLANNING & ZONING	32,700	21,950	5,814	16,136					-		32,700	21,950	5,814	16,136		17.8%
28 COMMERCIAL INDUSTRIAL	13,750	12,650	9,932	2,718		-	-	-	-		13,750	12,650	9,932	2,718		72.2%
29 POST OFFICE	48,000	36,000	23,803	12,197					-		48,000	36,000	23,803	12,197		49.6%
30 AGRICULTURE & REFORESTATION	36,250	26,250	23,954	2,296					-		36,250	26,250	23,954	2,296		66.1%
31 MUNICIPAL DRAIN LOANS	-	-	-	-					-		-	-	-	-		0.0%
32 MUNICIPAL DRAIN WORK	650,000	465,000	425,000	40,000					-		650,000	465,000	425,000	40,000		65.4%
33 TILE DRAIN LOANS	7,500	7,500	7,500	-					-		7,500	7,500	7,500	-		100.0%
	788,200	569,350	496,003	73,347		-	-	-	-		788,200	569,350	496,003	73,347		62.9%

OTHER/RESERVES

34 RESERVES	5,000	5,000	5,000	-					-		5,000	5,000	5,000	-		100.0%
35 RESERVE FUNDS	-	-	-	-					-		-	-	-	-		
	5,000	5,000	5,000	-		-	-	-	-		5,000	5,000	5,000	-		100.0%

TOTAL EXPENDITURES

36	5,285,229	4,203,031	3,878,704	324,326		1,806,000	1,167,000	1,115,095	51,906		7,091,229	5,370,031	4,993,799	376,232		70.4%
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MUNICIPALITY OF BROOKE-ALVINSTON

2025 Budget to Actual Comparison

To September 30, 2025

REVENUES

FEES AND CHARGES

Page 5 of 7

	OPERATING					CAPITAL					TOTAL					
	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
37	GENERAL GOVERNMENT	16,100	13,313	84,981	71,668	-	-	-	-		16,100	13,313	84,981	71,668		527.8%
39	PROPERTY INSPECTION & CONTROL	47,500	35,150	43,878	8,728	-	-	-	-		47,500	35,150	43,878	8,728		92.4%
40	TRANSPORTATION/ROADS	5,000	5,000	8,679	3,679	-	-	-	-		5,000	5,000	8,679	3,679		173.6%
41	WASTE COLLECTION & RECYCLING	-	-	443	443	-	-	-	-		-	-	443	443		0.0%
42	CEMETERY	53,820	40,808	40,808	-	-	-	-	-		53,820	40,808	40,808	-		75.8%
43	COMMUNITY CENTER - ALVINSTON	276,400	145,400	187,168	41,768	-	-	-	-		276,400	145,400	187,168	41,768		67.7%
44	COMMUNITY CENTER - CONCESSION	4,720	3,060	3,033	(27)	-	-	-	-		4,720	3,060	3,033	(27)		64.2%
46	CANADA DAY	19,750	19,750	12,462	(7,288)	-	-	-	-		19,750	19,750	12,462	(7,288)		63.1%
47	PLANNING FEES	10,500	8,400	13,799	5,399	-	-	-	-		10,500	8,400	13,799	5,399		131.4%
48	HANGING BASKETS/COMMUNITY GROUP	3,000	3,000	3,525	525	-	-	-	-		3,000	3,000	3,525	525		117.5%
49	POST OFFICE	60,000	45,000	34,123	(10,877)	-	-	-	-		60,000	45,000	34,123	(10,877)		56.9%
50	AGRICULTURE & REFORESTATION	-	-	-	-	-	-	-	-		-	-	-	-		0.0%
51	MUNICIPAL DRAIN BILLINGS	435,000	326,250	175,000	(151,250)	-	-	-	-		435,000	326,250	175,000	(151,250)		40.2%
52	TILE DRAIN LOANS	7,500	7,500	7,500	-	-	-	-	-		7,500	7,500	7,500	-		100.0%
		939,290	652,630	616,331	(36,299)						939,290	652,630	616,331	(36,299)		65.6%
MUNICIPAL																
53	BROOKE FIRE RESCUE	59,296	29,648	40,830	11,182	21,395	16,046	10,706	(5,341)		80,691	45,694	51,536	5,841		63.9%
53	COUNTY POLICING & OTHER GRANTS	11,910	11,910	11,910	-	-	-	-	-		11,910	11,910	11,910	-		100.0%
54	DONATIONS	-	-	6,000	6,000	-	-	-	-		-	-	6,000	6,000		0.0%
		71,206	41,558	58,740	17,182	21,395	16,046	10,706	(5,341)		92,601	57,604	69,446	11,841		75.0%
ONTARIO																
55	OCIF	-	-	-	-	570,000	-	-	-		570,000	-	-	-		0.0%
56	PROVINCIAL - RED	-	-	-	-	-	-	-	-		-	-	-	-		0.0%
57	OMRFA DRAIN SUPERINTENDENT	17,500	13,125	11,906	(1,219)	-	-	-	-		17,500	13,125	11,906	(1,219)		68.0%
58	OMAFRA - DRAIN SUBSIDIES	215,000	161,250	70,000	(91,250)	-	-	-	-		215,000	161,250	70,000	(91,250)		32.6%
59	PROVINCIAL - other	-	-	-	-	-	-	7,227	7,227		-	-	7,227	7,227		0.0%
60	OMPF	397,700	298,275	298,275	-	-	-	-	-		397,700	298,275	298,275	-		75.0%
		630,200	472,650	380,181	(92,469)	570,000	-	7,227	7,227		1,200,200	472,650	387,408	(85,242)		32.3%

MUNICIPALITY OF BROOKE-ALVINSTON

2025 Budget to Actual Comparison

To September 30, 2025

CANADA

	OPERATING					CAPITAL					TOTAL					
	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
61 CANADA - Other	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
62 CANADA - FCM	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
63 FEDERAL GAS TAX - CCBF	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
64 FEDERAL CANADA DAY	5,000	5,000	10,000	5,000		-	-	-	-		5,000	5,000	10,000	5,000		0.0%
65 FEDERAL Other	-	-	-	-		-	-	-	-		-	-	-	-		
	5,000	5,000	10,000	5,000		-	-	-	-		5,000	5,000	10,000	5,000		200.0%

66 LICENCES, PERMITS, RENTS	15,505	11,723	13,352	1,630					-		15,505	11,723	13,352	1,630		86.1%
67 FINES AND PENALTIES	55,000	41,250	61,214	19,964					-		55,000	41,250	61,214	19,964		111.3%
68 OTHER REVENUES	64,000	48,000	50,512	2,512					-		64,000	48,000	50,512	2,512		78.9%

AREA RATINGS

69 ALVINSTON AREA RATING	49,688	49,688	50,314	626					-		49,688	49,688	50,314	626		101.3%
70 INWOOD AREA RATING	13,381	13,381	13,404	23					-		13,381	13,381	13,404	23		100.2%
	63,069	63,069	63,718	649		-	-	-	-		63,069	63,069	63,718	649		101.0%

RESERVES/RESERVE FUNDS/FINANCING

71 RESERVES	585,340	(45,620)	(395,345)	(349,725)		340,000	340,000	340,000	-		925,340	294,381	(55,345)	(349,725)		-6.0%
72 FINANCING -OTHER				-					-		-	-	-	-		
	585,340	(45,620)	(395,345)	(349,725)		340,000	340,000	340,000	-		925,340	294,381	(55,345)	(349,725)		-6.0%

TAXATION

73 GENERAL TAXATION	2,841,219	2,904,870	2,958,662	53,792		874,605	810,954	757,162	(53,792)		3,715,824	3,715,824	3,715,824	(0)		100.0%
74 ADJUSTMENTS/WRITE-OFFS	(25,000)	(25,000)	(5,620)	19,380					-		(25,000)	(25,000)	(5,620)	19,380		22.5%
75 SUPPLEMENTAL	25,000	17,500	51,490	33,990					-		25,000	17,500	51,490	33,990		206.0%
76 UTILITY TRANSMISSION	15,400	15,400	15,469	69					-		15,400	15,400	15,469	69		100.4%
	2,856,619	2,912,770	3,020,001	107,230		874,605	810,954	757,162	(53,792)		3,731,224	3,723,724	3,777,163	53,438		101.2%

77 TOTAL REVENUES	5,285,229	4,203,030	3,878,704	(324,326)		1,806,000	1,167,000	1,115,095	(51,906)		7,091,229	5,370,031	4,993,799	(376,232)		70.4%
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78 NET REVENUE OVER EXPENDITURES	(0)	(0)	(0)	0		-	0	0	(0)		(0)	0	0	(0)		
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MUNICIPALITY OF BROOKE-ALVINSTON

2025 Budget to Actual Comparison

To September 30, 2025

WATER & SEWER

REVENUE

	OPERATING				CAPITAL				TOTAL				% of Total			
	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
1 ONTARIO - GRANTS				-		-	-	-	-		-	-	-	-		0.0%
2 FEDERAL - GRANTS				-		-	-	-	-		-	-	-	-		0.0%
3 LOANS				-		-	-	-	-		-	-	-	-		0.0%
4 RESERVE FUNDS				-		215,000	215,000	43,687	(171,313)		215,000	215,000	43,687	(171,313)		0.0%
5 WASTE WATER - ALVINSTON	234,208	156,938	165,373	8,435					-		234,208	156,938	165,373	8,435		70.6%
6 WASTE WATER - INWOOD	67,830	67,830	67,830	-					-		67,830	67,830	67,830	-		100.0%
7 INWOOD SEWER CAPITAL & CONNECTION	59,256	59,256	59,256	-					-		59,256	59,256	59,256	-		100.0%
8 WATER - ALVINSTON	367,323	251,283	264,169	12,885					-		367,323	251,283	264,169	12,885		71.9%
9 WATER - ALVINSTON - OTHER CHGS	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
TOTAL WATER & SEWER REVENUES	728,616	535,307	556,627	21,320		215,000	215,000	43,687	(171,313)		943,616	750,307	600,314	(149,993)		63.62%

EXPENDITURES

10 WASTE WATER - ALVINSTON	194,577	150,133	138,710	11,422		182,750	182,750	37,134	145,616		377,327	332,883	175,844	157,038		46.6%
11 WASTE WATER - INWOOD	110,979	97,546	91,255	6,291		32,250	32,250	6,553	25,697		143,229	129,796	97,808	31,988		68.3%
12 WATER - ALVINSTON	354,482	280,886	283,957	(3,071)		-	-	-	-		354,482	280,886	283,957	(3,071)		80.1%
13 RESERVE FUND TRANSFERS	68,578	6,743	42,705	(35,963)					-		68,578	6,743	42,705	(35,963)		62.3%
TOTAL WATER & SEWER EXPENDITURES	728,616	535,307	556,627	(21,320)		215,000	215,000	43,687	171,313		943,616	750,307	600,314	149,993		63.62%

NET WATER & SEWER EXPENDITURES

	-	-	-	-		-	-	-	-		-	-	-	-		
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Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - September 2025
Meeting: Council - 09 Oct 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for September 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 - September 2025 2025](#)

Accounts Payable

Posted Invoice Payment Approval List By Vendor Number

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2025 to 09/30/2025 Paid Invoices Cheque Date 09/01/2025 to 09/30/2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000003	BROOKE TELECOM CO-OPER.	10605820-0925	PHONE & INTERNET SERVICE	09/05/2025	09/05/2025	830.97
			01-0050-1435 PHONE & INTERNET SERVICE			-425.00
			01-0241-7303 PHONE & INTERNET SERVICE			106.92
			01-0250-7303 PHONE & INTERNET SERVICE			59.48
			01-0411-7303 PHONE & INTERNET SERVICE			59.48
			01-0560-7303 PHONE & INTERNET SERVICE			219.51
			01-1635-7303 PHONE & INTERNET SERVICE			104.01
			01-0560-7303 PHONE & INTERNET SERVICE			167.89
			01-1635-7303 PHONE & INTERNET SERVICE			74.35
			01-0411-7303 PHONE & INTERNET SERVICE			56.65
			01-0830-7303 PHONE & INTERNET SERVICE			50.00
			01-0810-7303 PHONE & INTERNET SERVICE			150.00
			01-0811-7303 PHONE & INTERNET SERVICE			50.00
			01-0250-7303 PHONE & INTERNET SERVICE			157.68
000014	HYDRO ONE NETWORKS INC.	6362-0825	HYDRO	09/05/2025	09/05/2025	58.31
			01-0560-7306 HYDRO			58.31
000014	HYDRO ONE NETWORKS INC.	4674-0925	HYDRO	09/05/2025	09/05/2025	23.04
			01-0551-7306 HYDRO			23.04
000014	HYDRO ONE NETWORKS INC.	6752-0925	HYDRO	09/05/2025	09/05/2025	643.72
			01-0752-7306 HYDRO			643.72
000014	HYDRO ONE NETWORKS INC.	2206-0925	HYDRO	09/11/2025	09/11/2025	626.58
			01-0560-7306 HYDRO			626.58
					Vendor Total	1,351.65
000018	CLOVER MART - 1000967669	C05-0925	COFFEE	09/08/2025	09/08/2025	34.99
			01-0560-7301 COFFEE			34.99
000018	CLOVER MART - 1000967669	C06-0925	FOOD BANK PURCHASES	09/11/2025	09/11/2025	232.17
			01-0000-2426 FOOD BANK PURCHASES			232.17
000018	CLOVER MART - 1000967669	C07-0925	FOOD BANK PURCHASES	09/30/2025	09/30/2025	320.73
			01-0000-2426 FOOD BANK PURCHASES			320.73
000021	M & L SUPPLY / 3635112	CANA027868	ANNUAL SERVICE TESTING	09/08/2025	09/08/2025	2,177.16
			01-0411-7373 ANNUAL SERVICE TESTING			2,177.16
000026	BLUEWATER RECYCLING ASS	28452	GARBAGE & RECYCLING	09/05/2025	09/05/2025	8,136.41
			01-0840-7480 GARBAGE & RECYCLING			7,687.50
			01-0860-7480 GARBAGE & RECYCLING			448.91
000032	HILLS, RANDY	SEPT 2025	COA MEMBER	09/25/2025	09/25/2025	106.00
			01-1810-7101 COA MEMBER			106.00
000034	CENTRAL SANITATION INC.	i59223	SLUDGE REMOVAL	09/11/2025	09/11/2025	461.61
			01-0810-7432 SLUDGE REMOVAL			461.61

Accounts Payable

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Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000034	CENTRAL SANITATION INC.	I59225	SLUDGE REMOVAL	09/11/2025	09/11/2025	461.61
			01-0810-7432 SLUDGE REMOVAL			461.61
000034	CENTRAL SANITATION INC.	I60081	SLUDGE REMOVAL	09/19/2025	09/19/2025	461.61
			01-0810-7432 SLUDGE REMOVAL			461.61
Vendor Total						1,384.83
000041	DELTA POWER EQUIPMENT	L04258	HUSTLER REPAIRS	09/05/2025	09/05/2025	1,202.81
			01-1635-7372 HUSTLER REPAIRS			1,202.81
000041	DELTA POWER EQUIPMENT	P44747	CLUTCH HARNESS HUSTLER	09/11/2025	09/11/2025	66.66
			01-1635-7372 CLUTCH HARNESS HUSTLER			66.66
Vendor Total						1,269.47
000048	WATFORD HOME HARDWARE	390968	HYDRANT REPAIRS	09/08/2025	09/08/2025	31.59
			01-0830-7432 HYDRANT REPAIRS			31.59
000048	WATFORD HOME HARDWARE	200132	FAUCET/CONCRETE SUPPLIES	09/11/2025	09/11/2025	175.12
			01-1635-7340 FAUCET/CONCRETE SUPPLIES			84.74
			01-1635-7330 FAUCET/CONCRETE SUPPLIES			90.38
000055	LAMBTON GROUP OPP DETA	2638	MONTHLY POLICING	09/16/2025	09/16/2025	457.27
			01-0420-7460 MONTHLY POLICING			457.27
000066	WASTE MANAGEMENT OF CA	0461704-0676-6	DUMPSTER RENTAL	09/11/2025	09/11/2025	282.28
			01-0560-7340 DUMPSTER RENTAL			282.28
000074	MACKENZIE OIL LIMITED	19357	DYED DIESEL	09/11/2025	09/11/2025	1,681.00
			01-0560-7398 DYED DIESEL			1,681.00
000074	MACKENZIE OIL LIMITED	B148750	DYED DIESEL	09/16/2025	09/16/2025	204.96
			01-0633-7370 DYED DIESEL			204.96
000074	MACKENZIE OIL LIMITED	19475	FUEL	09/16/2025	09/16/2025	978.17
			01-0622-7370 FUEL			489.09
			01-0621-7370 FUEL			489.08
Vendor Total						2,864.13
000100	MCNAUGHTON HOME HARDW	494115	OFFICE WATER/PAINT LINERS	09/05/2025	09/05/2025	34.55
			01-1635-7340 OFFICE WATER/PAINT LINERS			22.57
			01-0250-7301 OFFICE WATER/PAINT LINERS			11.98
000100	MCNAUGHTON HOME HARDW	494489	DRESSING ROOM PAINT	09/05/2025	09/05/2025	658.53
			01-1635-7340 DRESSING ROOM PAINT			658.53
000100	MCNAUGHTON HOME HARDW	494647	CENTRE ST. DRAIN REPAIR	09/11/2025	09/11/2025	28.25
			01-0554-7301 CENTRE ST. DRAIN REPAIR			28.25

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Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000100	MCNAUGHTON HOME HARDW	495273	ZIP TIES/PAINTING SUPPLIES	09/11/2025	09/11/2025	217.71
			01-1635-7340 ZIP TIES/PAINTING SUPPLIES			217.71
000100	MCNAUGHTON HOME HARDW	510780	LIBRARY AODA UPGRADES/SUPPLIES	09/30/2025	09/30/2025	185.24
			01-0560-7304 LIBRARY AODA UPGRADES/SUPPLIES			45.17
			01-1641-7340 LIBRARY AODA UPGRADES/SUPPLIES			140.07
000100	MCNAUGHTON HOME HARDW	510579	ARENA ENTRANCE PAINT	09/30/2025	09/30/2025	135.58
			01-1635-7340 ARENA ENTRANCE PAINT			135.58
000112	NUTECH PEST SERVICES	12900	PEST CONTROL	09/30/2025	09/30/2025	47.46
			01-0560-7340 PEST CONTROL			47.46
000112	NUTECH PEST SERVICES	12899	PEST CONTROL	09/30/2025	09/30/2025	47.46
			01-1635-7340 PEST CONTROL			47.46
000112	NUTECH PEST SERVICES	12898	PEST CONTROL	09/30/2025	09/30/2025	47.46
			01-0250-7340 PEST CONTROL			47.46
Vendor Total						142.38
000113	R DOBBIN ENGINEERING INC	154.25	12TH CONCESSION DRAIN	09/11/2025	09/11/2025	28,233.05
			20-2800-7401 12TH CONCESSION DRAIN			28,233.05
000113	R DOBBIN ENGINEERING INC	156.25	DRAINAGE SUPERINTENDENT	09/11/2025	09/11/2025	2,531.20
			01-1840-7455 DRAINAGE SUPERINTENDENT			2,531.20
Vendor Total						30,764.25
000119	THREE MAPLES VARIETY	SEPT 2025	AUG 16-SEPT 13, 2025 EXPENSES	09/30/2025	09/30/2025	480.12
			01-0411-7370 AUG 16-SEPT 13, 2025 FUEL			153.50
			01-0411-7150 AUG 16-SEPT 13/25 TRAINING EXP			326.62
000124	ONTARIO CLEAN WATER AGE INV	00000057922	REPLACE FIRE HYDRANT	09/25/2025	09/25/2025	5,490.42
			01-0830-7432 REPLACE FIRE HYDRANT			5,490.42
000125	MUNICIPALITY OF BROOKE-AI	0096747	SEWER & WATER	09/05/2025	09/05/2025	239.94
			01-0411-7306 SEWER & WATER			239.94
000125	MUNICIPALITY OF BROOKE-AI	0096837	SEWER & WATER	09/05/2025	09/05/2025	179.20
			01-0250-7306 SEWER & WATER			179.20
000125	MUNICIPALITY OF BROOKE-AI	0096847	SEWER & WATER	09/05/2025	09/05/2025	179.20
			01-1641-7306 SEWER & WATER			179.20
000125	MUNICIPALITY OF BROOKE-AI	0096916	SEWER & WATER	09/05/2025	09/05/2025	1,058.18
			01-1635-7306 SEWER & WATER			1,058.18
000125	MUNICIPALITY OF BROOKE-AI	0096917	SEWER & WATER	09/05/2025	09/05/2025	452.84
			01-1635-7306 SEWER & WATER			452.84

Accounts Payable

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Invoice Entry Date 09/01/2025 to 09/30/2025 Paid Invoices Cheque Date 09/01/2025 to 09/30/2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
000125	MUNICIPALITY OF BROOKE-AI	0096918	WATER	09/05/2025	09/05/2025	97.72
			01-0560-7306 WATER			97.72
000131	BEARCOM CANADA CORP	5940043	RADIO & GPS	09/08/2025	09/08/2025	335.61
			01-0560-7310 RADIO & GPS			335.61
000132	A-1 SECURITY SYSTEMS	212098	SECURITY SYSTEMS	09/11/2025	09/11/2025	636.64
			01-1635-7340 SECURITY SYSTEMS			636.64
000136	PODOLINSKY EQUIPMENT LTI	438578	SAW FILE	09/08/2025	09/08/2025	7.89
			01-0560-7304 SAW FILE			7.89
000136	PODOLINSKY EQUIPMENT LTI	446147	HYDRAULIC SEALS	09/30/2025	09/30/2025	18.20
			01-0630-7372 HYDRAULIC SEALS			18.20
					Vendor Total	26.09
000152	MCKENZIE & HENDERSON LTI	0000048283	SHOULDERING GRAVEL	09/08/2025	09/08/2025	14,571.26
			01-0503-7301 SHOULDERING GRAVEL			14,571.26
000152	MCKENZIE & HENDERSON LTI	0000048284	SHOULDERING GRAVEL	09/08/2025	09/08/2025	5,431.48
			01-0503-7301 SHOULDERING GRAVEL			5,431.48
000152	MCKENZIE & HENDERSON LTI	0000048465	SHOULDERING GRANULAR M	09/30/2025	09/30/2025	2,709.51
			01-0503-7301 SHOULDERING GRANULAR M			2,709.51
					Vendor Total	22,712.25
000165	MANLEY'S BASICS	1170356	OFFICE SUPPLIES	09/11/2025	09/11/2025	8.06
			01-0560-7301 OFFICE SUPPLIES			8.06
000165	MANLEY'S BASICS	1170384	OFFICE SUPPLIES	09/11/2025	09/11/2025	23.81
			01-0250-7301 OFFICE SUPPLIES			23.81
000165	MANLEY'S BASICS	1170579	OFFICE SUPPLIES	09/16/2025	09/16/2025	8.06
			01-1635-7301 OFFICE SUPPLIES			8.06
000165	MANLEY'S BASICS	1170761	OFFICE SUPPLIES	09/30/2025	09/30/2025	49.02
			01-0250-7301 OFFICE SUPPLIES			49.02
000165	MANLEY'S BASICS	1170883	OFFICE SUPPLIES	09/30/2025	09/30/2025	52.53
			01-0250-7301 OFFICE SUPPLIES			52.53
000165	MANLEY'S BASICS	1170941	OFFICE SUPPLIES	09/30/2025	09/30/2025	166.24
			01-0560-7301 OFFICE SUPPLIES			8.06
			01-0250-7301 OFFICE SUPPLIES			158.18
000165	MANLEY'S BASICS	1170660	OFFICE SUPPLIES	09/30/2025	09/30/2025	29.76
			01-0560-7301 OFFICE SUPPLIES			29.76
					Vendor Total	337.48
000168	WATFORD AUTO PARTS	5329-327634	BATTERY FOR OLYMPIA	09/11/2025	09/11/2025	220.85
			01-1635-7372 BATTERY FOR OLYMPIA			220.85
000176	LAMBTON KENT DISTRICT SC	2025 3RD QUARTER	2025 3RD QUARTER LEVY	09/25/2025	09/25/2025	212,249.00

Accounts Payable

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Invoice Entry Date 09/01/2025 to 09/30/2025 Paid Invoices Cheque Date 09/01/2025 to 09/30/2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
			01-9500-9100	2025 3RD QUARTER LEVY		212,249.00
000177	NELLA CUTLERY	IN2456922	OLYMPIA BLADE SHARPENING	09/30/2025	09/30/2025	79.10
			01-1635-7372	OLYMPIA BLADE SHARPENING		79.10
000214	KARL'S TRUCK SERVICE	1744	T11 REPAIRS	09/30/2025	09/30/2025	1,727.87
			01-0413-7372	T11 REPAIRS		1,727.87
000276	ST. CLAIR CATHOLIC DISTRIC	2025 3RD QUARTER	2025 3RD QUARTER LEVY	09/25/2025	09/25/2025	55,480.00
			01-9520-9100	2025 3RD QUARTER LEVY		55,480.00
000277	CONSEIL SCOLAIRE VIAMONC	2025 3RD QUARTER	2025 3RD QUARTER	09/19/2025	09/19/2025	1,992.00
			01-9510-9100	2025 3RD QUARTER		1,992.00
000278	CONSEIL SCOLAIRE CATHOLI	2025 3RD QUARTER	2025 3RD QUARTER	09/19/2025	09/19/2025	6,665.00
			01-9530-9100	2025 3RD QUARTER		6,665.00
000279	BMO BANK OF MONTREAL	0502677-2509	BMO	09/11/2025	09/11/2025	11,466.69
			01-0250-7301	STAPLES-OFFICE SUPPLIES		21.64
			01-0250-7301	WALMART-OFFICE SUPPLIES		25.22
			01-0250-7301	WALMART-OFFICE SUPPLIES		14.95
			01-0250-7301	SHOPPERS-OFFICE SUPPLIES		18.99
			01-0250-7301	WALMART-OFFICE SUPPLIES		23.55
			01-0240-7325	WESTERN ONT MUN. CONF-D.MCCABE		200.00
			01-0241-7325	WESTERN ONT MUN. CONFERENCE		200.00
			01-0240-7399	CAFE PRESS-APPRECIATION		39.98
			01-0411-7150	FIREHALL BOOKSTORES-TEXTBOOKS		387.35
			01-0411-7340	HOME HARDWARE-GLASS		35.74
			01-0411-7351	O AFC REG FEE ANNUAL CONFERENCE		327.70
			01-0411-7372	PRINCESS AUTO-PRESSURE WASHER		508.49
			01-0411-7150	NO FRILLS - TRAINING LUNCH		59.64
			01-0411-7150	GODFATHERS-TRAINING LUNCH		135.57
			20-0411-8002	BEST BUY-IPAD		723.19
			01-0411-7360	AED SHOP-REPLCMNT BATTERIES		1,084.80
			20-0411-8002	BEST BUY-IPAD		723.19
			20-0411-8002	ASTRA CASES-IPAD CASE		69.94
			20-0411-8002	ASTRA CASES-IPAD CASE		48.75
			01-1635-7150	HAMPTON INN-CONFERENCE		774.17
			01-1635-7340	AMAZON - SHIPPING		11.29
			01-1850-7710	MINISTER OF FINANCE		5,368.94
			01-1850-7210	MINISTER OF FINANCE		663.60
000370	MINISTER OF FINANCE -EHT	AUGUST 2025	EMPLOYER HEALTH TAX	09/05/2025	09/05/2025	1,840.59
			01-0000-2292	EMPLOYER HEALTH TAX		1,840.59
002127	SCOTT AUTO WRECKERS	3607	TRAINING SUPPLIES	09/30/2025	09/30/2025	271.20
			01-0411-7150	TRAINING SUPPLIES		271.20

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002135	MCNALLY EXCAVATING LTD	772	EDGAR PODOLINSKY DRAIN	09/05/2025	09/05/2025	2,597.53
			20-2900-7401 EDGAR PODOLINSKY DRAIN			2,597.53
002180	MINISTER OF FINANCE - POLI	420209250744019	POLICING CREDIT	09/25/2025	09/25/2025	-457.27
			01-0420-7460 POLICING CREDIT			-457.27
002180	MINISTER OF FINANCE - POLI	421209251105017	MONTHLY POLICING	09/25/2025	09/25/2025	33,125.00
			01-0420-7460 MONTHLY POLICING			33,125.00
002214	GERBER ELECTRIC LTD	00029296	GENERATOR REPAIRS	09/08/2025	09/08/2025	1,976.31
			01-0560-7340 GENERATOR REPAIRS			1,976.31
002214	GERBER ELECTRIC LTD	00029325	REPAIR	09/16/2025	09/16/2025	361.60
			01-0250-7340 REPAIR			361.60
					Vendor Total	2,337.91
002215	KEYSTONE TECHNOLOGIES L	22956	IT SERVICES	09/05/2025	09/05/2025	105.94
			01-0250-7310 IT SERVICES			105.94
002215	KEYSTONE TECHNOLOGIES L	22986	IT LICENSING	09/05/2025	09/05/2025	658.79
			01-0250-7310 IT LICENSING			658.79
					Vendor Total	764.73
002223	COUNTY OF LAMBTON	40453	RADIO LEASE & OPERATING FEE	09/11/2025	09/11/2025	1,498.56
			01-0411-7460 RADIO LEASE & OPERATING FEE			1,498.56
002223	COUNTY OF LAMBTON	40303	2025 3RD QUARTER LEVY	09/19/2025	09/19/2025	533,181.00
			01-9400-9100 2025 3RD QUARTER LEVY			533,181.00
002223	COUNTY OF LAMBTON	40481	PROPERTY STANDARDS CHARGES	09/19/2025	09/19/2025	251.25
			01-0440-7476 PROPERTY STANDARDS CHARGES			210.00
			01-0440-7476 PROPERTY STANDARDS CHARGES			41.25
002223	COUNTY OF LAMBTON	40480	BUILDING PERMIT INSPECTIONS	09/19/2025	09/19/2025	4,734.38
			01-0440-7470 BUILDING PERMIT INSPECTIONS			4,165.00
			01-0440-7470 BUILDING PERMIT INSPECTIONS			569.38
					Vendor Total	539,665.19
002408	DOUGLAS, JEANNETTE	SEPT 2025	SENIORS ADVISORY MEETING	09/30/2025	09/30/2025	106.00
			01-0240-7399 SENIORS ADVISORY MEETING			106.00
002478	BRUCE POLAND & SONS TRU	1118	12 CONCESSION DRAIN OUTLET	09/05/2025	09/05/2025	4,753.10
			20-2900-7401 12 CONCESSION DRAIN OUTLET			4,753.10
002478	BRUCE POLAND & SONS TRU	1119	12TH CONCESSION OUTLET DRAIN	09/30/2025	09/30/2025	2,352.31
			20-2900-7401 12TH CONCESSION OUTLET DRAIN			2,352.31
002478	BRUCE POLAND & SONS TRU	1120	MORLEY & CAMERON DRAINS	09/30/2025	09/30/2025	1,209.98

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Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
			20-2900-7401 MORLEY DRAIN			547.52
			20-2900-7401 CAMERON DRAIN			662.46
002478	BRUCE POLAND & SONS TRU	1128	6-7 CONCESSION DRAIN (13-15)	09/30/2025	09/30/2025	7,496.15
			20-2800-7401 6-7 CONCESSION DRAIN (13-15)			7,496.15
002572	DENKERS, JANET	SEPT 2025	VOLUNTEER/COMITTE APPRECIATION	09/25/2025	09/25/2025	1,491.60
			01-0240-7399 VOLUNTEER/COMITTE APPRECIATION			1,491.60
002572	DENKERS, JANET	AUG 2025	EXPENSES/MILEAGE	09/30/2025	09/30/2025	126.20
			01-0241-7350 EXPENSES/MILEAGE			61.20
			01-0241-7399 EXPENSES/MILEAGE			65.00
					Vendor Total	1,617.80
002598	FERGUSON, DAVID	SEPT 2025	AMO CONFERENCE/PHONE	09/16/2025	09/16/2025	427.14
			01-0240-7303 AMO CONFERENCE/PHONE			30.00
			01-0240-7306 AMO CONFERENCE/PHONE			149.16
			01-0240-7325 AMO CONFERENCE/PHONE			247.98
002708	RECEIVER GENERAL-DEDUCT	AUGUST 2025	DEDUCTIONS	09/05/2025	09/05/2025	24,416.02
			01-0000-2291 DEDUCTIONS			24,416.02
002823	KT EXCAVATING	INV-1416	FOSTER DRAIN	09/30/2025	09/30/2025	1,435.10
			20-2900-7401 FOSTER DRAIN			1,435.10
002823	KT EXCAVATING	INV-1404	DEAN'S DRAIN	09/30/2025	09/30/2025	635.63
			20-2900-7401 DEAN'S DRAIN			635.63
					Vendor Total	2,070.73
002840	JLH EXCAVATING INC.	E17155	EXCAVATE FOR CULVERT	09/16/2025	09/16/2025	5,604.80
			20-0513-7431 EXCAVATE FOR CULVERT			5,604.80
002840	JLH EXCAVATING INC.	E16637	CRANG & ELLIOT DRAINS	09/30/2025	09/30/2025	7,932.41
			20-2900-7401 CRANG DRAIN			3,738.93
			20-2900-7401 ELLIOT DRAIN			4,193.48
					Vendor Total	13,537.21
002841	KERN WATER SYSTEMS INC.	180573	BAR ICE	09/16/2025	09/16/2025	129.50
			01-1635-7383 BAR ICE			129.50
002864	CARAPIET, STEVE	Sept -2025	COMMITTEE APPRECIATION	09/16/2025	09/16/2025	200.00
			01-0240-7399 COMMITTEE APPRECIATION			200.00
003017	MARCOTTE DISPOSAL INC.	23654	GARBAGE DISPOSAL	09/11/2025	09/11/2025	326.00
			01-1635-7340 GARBAGE DISPOSAL			326.00
003074	A.J. STONE CO. LTD.	0000193973	BOOTS	09/08/2025	09/08/2025	924.51
			20-0411-8000 BOOTS			924.51

Accounts Payable

Posted Invoice Payment Approval List By Vendor Number

Vendor 000000 Through 999999

Invoice Entry Date 09/01/2025 to 09/30/2025 Paid Invoices Cheque Date 09/01/2025 to 09/30/2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
003114	SAWYER, CHRISTA	SETP 2025	COA MEMBER	09/25/2025	09/25/2025	106.00
			01-1810-7101 COA MEMBER			106.00
003136	NAPA GLENCOE	130-585451	SHOP SUPPLIES	09/16/2025	09/16/2025	201.08
			01-0560-7304 SHOP SUPPLIES			201.08
003136	NAPA GLENCOE	130-586265	DT-4 TAIL LIGHT/SHOP SUPPLIES	09/30/2025	09/30/2025	236.85
			01-0560-7304 DT-4 TAIL LIGHT/SHOP SUPPLIES			91.50
			01-0604-7372 DT-4 TAIL LIGHT/SHOP SUPPLIES			145.35
					Vendor Total	437.93
003217	MUN OF BROOKE-ALVINSTON1097572		12TH CONCESSION POSTAGE	09/25/2025	09/25/2025	236.51
			01-0250-7305 12TH CONCESSION POSTAGE			236.51
003232	CANADIAN IPG CORPORATIONCORUN-00611216		FURNACE/DEHUMIDIFIER FILTERS	09/05/2025	09/05/2025	800.85
			01-1635-7340 FURNACE/DEHUMIDIFIER FILTERS			615.89
			01-0250-7340 FURNACE/DEHUMIDIFIER FILTERS			123.30
			01-1641-7340 FURNACE/DEHUMIDIFIER FILTERS			30.83
			01-1642-7340 FURNACE/DEHUMIDIFIER FILTERS			30.83
003232	CANADIAN IPG CORPORATION00611284		BREATHING AIR ANALYSIS	09/08/2025	09/08/2025	621.50
			01-0411-7345 BREATHING AIR ANALYSIS			621.50
					Vendor Total	1,422.35
003240	ONTARIO CLEAN WATER AGE INV00000057509		OPERATIONS CONTRACT	09/11/2025	09/11/2025	19,880.32
			01-0830-7455 OPERATIONS CONTRACT			9,169.49
			01-0810-7455 OPERATIONS CONTRACT			10,710.83
003298	SUMMIT TREE SERVICE INC. 5488		TREE REMOVAL	09/16/2025	09/16/2025	4,463.50
			01-0547-7401 TREE REMOVAL			4,463.50
003353	MCKELLAR, BETTY	SEPT 2025	HEADER TRENCH RUBBER MATTING	09/16/2025	09/16/2025	207.66
			01-1635-7441 HEADER TRENCH RUBBER MATTING			207.66
003359	WALLACE-KENT SPRINKLER S19769		BACKFLOW TESTING	09/16/2025	09/16/2025	1,130.00
			01-0830-7432 BACKFLOW TESTING			1,130.00
003364	R & C CLEANING	AUG25	CLEANING	09/05/2025	09/05/2025	850.00
			01-0411-7340 CLEANING			150.00
			01-1641-7340 CLEANING			700.00
003421	ALVINSTON PRO RODEO	SEPT 2025	DOUBLE PMNT REFUND	09/05/2025	09/05/2025	189.81
			01-0000-0020 DOUBLE PMNT REFUND			189.81
003443	CONNOR MOLZAN (WELDING)02-0925		MEMORIAL PLAQUE POST HOLDER	09/30/2025	09/30/2025	79.10
			01-1635-7399 MEMORIAL PLAQUE POST HOLDER			79.10

Accounts Payable

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Vendor 000000 Through 999999

Invoice Entry Date 09/01/2025 to 09/30/2025 Paid Invoices Cheque Date 09/01/2025 to 09/30/2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
003452	VAN DAMME, JEANINE	SEPT 2025	FOOD BANK PURCHASES	09/11/2025	09/11/2025	704.35
			01-0000-2426 FOOD BANK PURCHASES			704.35
003464	FIBERNETICS CORPORATION	756779	PHONE LINE	09/05/2025	09/05/2025	101.58
			01-0250-7303 PHONE LINE			67.74
			01-1635-7303 PHONE LINE			33.84
003500	RWAM INSURANCE ADMINIST	25935-0925	RWAM BENEFITS	09/05/2025	09/05/2025	2,867.57
			01-0250-7117 RWAM BENEFITS			518.95
			01-0241-7117 RWAM BENEFITS			309.39
			01-0000-0498 RWAM BENEFITS			2.68
			01-0560-7117 RWAM BENEFITS			1,239.13
			01-1635-7117 RWAM BENEFITS			797.42
003503	GREEN SHIELD CANADA	18228748	GROUP BENEFITS	09/05/2025	09/05/2025	5,441.25
			01-0241-7117 GROUP BENEFITS			961.38
			01-0560-7117 GROUP BENEFITS			1,864.97
			01-1635-7117 GROUP BENEFITS			1,653.52
			01-0250-7117 GROUP BENEFITS			961.38
003520	MCGUGAN, KEN	SEPT 2025	COA MEMBER	09/25/2025	09/25/2025	106.00
			01-1810-7101 COA MEMBER			106.00
003561	BARESICH, ANGIE	SEPT 2025	FOOD BANK PURCHASES	09/30/2025	09/30/2025	812.76
			01-0000-2426 FOOD BANK PURCHASES			812.76
003568	ULINE	16753293	SAFETY BARRIERS/SANITARY BOXES	09/16/2025	09/16/2025	1,533.91
			01-1635-7340 SAFETY BARRIERS/SANITARY BOXES			1,533.91
003613	IMPERIAL ROOFING SARNIA L	54485	INSTALL NEW FLAT ROOF	09/05/2025	09/05/2025	87,941.12
			20-0250-7401 INSTALL NEW FLAT ROOF			87,941.12
003620	SARNIA POLICE SERVICE	9832	ANNUAL DISPATCH COSTS	09/08/2025	09/08/2025	9,907.80
			01-0411-7460 ANNUAL DISPATCH COSTS			9,907.80
003638	CHAMPION COMMERCIAL PR	595072	ARENA SUPPLIES	09/16/2025	09/16/2025	987.30
			01-1635-7340 ARENA SUPPLIES			987.30
003641	XEROX CANADA LTD.	962936753	COPIER MAINTENANCE	09/08/2025	09/08/2025	25.30
			01-0250-7304 COPIER MAINTENANCE			25.30
003663	TOM'S TILE FLUSHING	250819B	CENTRE ST STORM DRAIN	09/08/2025	09/08/2025	642.15
			01-0531-7401 CENTRE ST STORM DRAIN			642.15
003664	HENDERSON HEATHER	REFUND	UPPER HALL RENTAL REFUND	09/11/2025	09/11/2025	89.27
			01-0000-0020 UPPER HALL RENTAL REFUND			89.27

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Vendor 000000 Through 999999

Invoice Entry Date 09/01/2025 to 09/30/2025 Paid Invoices Cheque Date 09/01/2025 to 09/30/2025

Vendor Number	Vendor Name	Invoice Number	Invoice Desc	Invoice Date	Entry Date	Amount
003665	SITZES COURTNEY	REFUND	CREDIT BALANCE REFUND	09/11/2025	09/11/2025	749.76
			01-0000-0020 CREDIT BALANCE REFUND			749.76
003666	SMALL TOWN SWEETS	002	VOLUNTEER APPRECIATION	09/25/2025	09/25/2025	70.00
			01-0240-7399 VOLUNTEER APPRECIATION			70.00
Unpaid Invoices						0.00
Paid Invoices						1,154,622.09
Invoices Total						1,154,622.09
Selected G/L Account Total						1,154,622.09



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Available Grant Update
Meeting: Council - 09 Oct 2025
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report of available grants be received and filed.

Comments:

Creative County Grant

- Funding is intended to enhance the cultural landscape by supporting new, unique and innovative projects that strengthen and build the creative community, define the County's unique identity and enrich the quality of life for all residents.
- Cost sharing application (up to 50%)
- Intake is October 1, 2025 to November 17, 2025

Community Emergency Preparedness Grant Round 3

- Grant to increase local resilience and provide communities and organizations with the resources and equipment needed to prepare for natural disasters
- Grants are \$5,000 - \$50,000/ project
- Applications close October 28, 2025
- Brooke-Alvinston was successful in Round 1 and is not eligible to apply

Canada Day Grant

- Opens in November

Fire Safety Grant - submitted Sept. 2025

- Applied for Cancer prevention supplies (hazard mitigation and PPE decontamination)
- Lithium-ion incident response
- Grant request \$14,240

Financial Considerations:

None associated with this report.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Proposed sale of municipal driveway to residential property owner
Meeting: Council - 09 Oct 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council declare the driveway adjacent to 3192 River Street as surplus to municipal needs; and that Council approve the sale of the driveway to 3192 River Street (for a specified rate) plus all associated costs subject to the conditions outlined in this report; and that a by-law be presented at the next meeting to authorize the sale; and that the staff bring forward a report on cost suggestions for other zoned areas.

Background:

The subject driveway is a municipally owned strip of land approximately 25ft by 132ft located adjacent to 3192 River Street. The residential owner has expressed interest in purchasing the driveway to incorporate it into their property for private use including parking and improved access. The driveway is not currently used for public access or municipal operations and is justified in being deemed surplus to the needs of the municipality.

As per the municipal sale of land by-law, the adjacent owner was offered a portion of the piece to purchase. They indicated, in a signed letter, that they are not interested in purchasing any part of the land.

Comments:

The driveway is registered as part of municipal property and can be legally transferred subject to Council approval. The proposed sale aligns with zoning regulations and does not impede access or services to neighbouring properties.

As a condition of sale, the Buyer is to cover all legal, surveying and registration costs; easements for any existing utilities to be retained and the land is to be merged with the buyers existing parcel. In addition and in accordance with the By-law, the method(s) to be used to put a valuation on the lands can be:

- An appraisal as defined as herein
- The value assigned by the Municipal Property Assessment Corporation (MPAC)
- Opinions of value provided by a licensed real estate broker/appraiser
- Economic/community value to the Municipality
- Such other means as may be specifically determined as appropriate by Council in the circumstances.

Council may authorize the sale of land for less than the fair market value if, in the opinion of Council, it is in the best interest of the Municipality or otherwise fair and reasonable.

Financial Considerations:

In seeking an appropriate cost for the 3,300 ft² parcel we looked at the most recent and past practice of the sale of land in a similiar area and size in 2020.

In 2020, an offer on a similar size was sold for \$0.30 / ft². This value is considered drastically low in 2025 (as it was then). It is reasonable to move the value to a more realistic rate. The chart below outlines the costs associated for this land at varying rates.

\$0.50 / ft² = \$1,650

\$0.75 / ft² = \$2,475

\$1.00 / ft² = \$3,300

\$1.25 / ft² = \$4,125

\$1.50 / ft² = \$4,950

\$1.75 / ft² = \$5,775

\$2.00 / ft² = \$6,600

The rate accepted by Council would be written in a policy for future sales of similar nature or unopened road allowances in the residential areas.

Also in accordance with the sale of land by-law - all associated costs with the land transfer would be borne by the purchaser (legal).



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Alternative Voting Methods for the 2026 Municipal / School Board Election
Meeting: Council - 09 Oct 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council receive the report from the Clerk Administrator / Election Returning Officer and further that a by-law be passed to approve internet voting for the 2026 municipal and school board election.

Background:

The Municipal Elections Act, 1996, Section 42(1) authorizes Council to pass a by-law to:

- a) authorize the use of voting and vote counting equipment
- b) authorize electors to use an alternative voting method such as voting by mail or by telephone that does not require electors to attend a voting place.

The Municipality has utilized the vote by mail method in municipal selections since 2010 and prior to that, paper ballots.

The three main voting methods used in Ontario Municipal Elections are:

- Paper Ballot
- Vote By Mail
- Electronic Voting (Internet and/or Telephone)

Brooke-Alvinston participated in a joint Request for Proposal to engage a supplier for internet / telephone voting for the 2026 Municipal Election. The 2026 Municipal Election will be held October 22, 2026

Comments:

Staff are recommending that Council approve an internet voting alternative method for the 2026 Municipal Election. Below is a synopsis of each of the three voting methods with considerations for each method.

ELECTRONIC VOTING

With electronic voting, electors receive their voter information letter in the mail providing the date of the voting period, voting website and their personal unique voting PIN. Electors can visit the website anywhere, or anytime and enter their unique voting PIN and birthdate information as an additional security feature. At the close of voting on Election Day, the electronic voting system will produce cumulative totals of all votes cast and the totals will be compiled to produce the final election results.

Electronic voting modernizes the election experience for voters. It offers a convenient, accessible and secure way to cast a vote without the need to attend a physical voting location and inherently offers flexible voting times. In addition to the ease of casting a vote, it is also easy, quick and secure for election administration staff to issue new PIN letters should voters not receive or misplace their original.

Electronic Voting offers benefits such as the integration of accessible technology and enables the voter to verify their selections prior to casting a ballot. This voting method also allows for automated election processes like online ballot processing, striking names off the voters' list, and an effective and rapid count of the votes at the close of voting. For voters that still prefer to attend a physical location to vote during the voting period, the Municipality will set up a Help Centre at the Municipal Office during the advance voting period and on Voting Day with a computer available for voters to electronically cast their vote and to assist voters that are unfamiliar with the technology.

Electronic voting benefits voters by offering increased accessibility, transparency and accountability. The Municipality has seen a significant increase in electronic participation in a variety of other municipal activities, including the viewing and participation in electronic Council meetings, the transition to electronic building permits and other electronic interactions with staff. Electronic voting provides assurance that a safe and effective election can be planned with as little interruption as possible.

Electronic voting has been used by many lower tier municipalities in Lambton County for the last two elections and it is anticipated that most will continue to use electronic voting, potentially in combination with other forms of voting, for the 2026 Municipal Election.

The Municipality will benefit by being able to participate in a joint training for the voting system, shared advertisements leading up to and during the voting period, and support from colleagues on policy creation throughout the election. Electronic voting effectively serves a variety of voters, including persons with disabilities, seasonal residents, business travelers, snowbirds, and students away at school, in addition to our permanent residents.

VOTE BY MAIL

Vote by Mail Vote by Mail is a voting method that allows voters to receive instructions and their ballots by mail, which are then completed without attending a physical voting location and returned by mail. There are deadlines to provide the ballots by mail to ensure they can be counted by the time of the election. After the deadline, voters would be required to attend a the municipal office in person to drop off their ballot. This voting method has used manual counting of votes.

Although this option would be similar with electronic voting insofar as voters may be able to vote without attending a physical location, mail processing times may impact when voters receive their vote by mail packages and when election administrators get the returned ballots to be counted. This voting method relies heavily on the postal service. There is the potential for marked ballots to get lost in the mail or for ballots to be returned missing the appropriate signatures or for a postal strike.

The use of the Vote by Mail method employs approximately 12 election workers to count ballots at the close of vote. The Voter turnout with the Vote By Mail process has hovered between 59% to 62% over the years.

Financial Considerations:

The Lambton County Clerks evaluation committee recommends the award for Municipal Election Voting Services to Simply Voting Inc. They were the highest overall scoring submission and met the criteria.

Their cost, specific to Brooke-Alvinston was \$18,713.13 (including HST). This coupled with the Voterview costs at approximately \$5,450 would bring the total election cost up to \$24,200

In the 2022 election, the costs were roughly \$16,000. The 2026 Vote By Mail estimate of costs is \$22,586.

Both costs (internet and vote by mail) are estimates.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Arena Floor Project - RFP for Engineering / Project Management Services
Meeting: Council - 09 Oct 2025
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the staff report on the Arena Floor Project - RFP For Engineering / Project Management Services be received and filed; And that the submission from Spriet Associates London Ltd for the Project Management and Engineering Services contract be accepted in the amount of \$85,990.00 plus HST; And that the Clerk execute the appropriate contract documents.

Background:

On September 12, 2025 the Municipality issued a Request for Proposal (RFP) to procure Engineering Project Management Services for the Arena Floor Project through the County of Lambton's Bids and Tenders portal. The RFP closed on October 1, 2025.

Comments:

The procurement process for the Engineering Project Management Services for the Arena Floor Project resulted in the submission of bids from four qualified companies.

The submissions received were from:

- Mettko (\$191,000)
- Flexcell Engineering Inc (\$112,375)
- Spriet Associates London Ltd (\$85,990)
- Read Jones Christofferson Ltd (RJC). (\$52,000)

An evaluation and scoring team consisting of the Administrator Clerk, Treasurer and Parks and Recreation Manager evaluated the proposals based on:

- 1) Relevant Experience with arena/refrigeration floor projects 30%
- 2) Qualification of Project Team 20%
- 3) Understanding of Project Scope & Methodology 20%
- 4) Proposed Schedule 10%
- 5) Fees and value for money 20%

While both Spriet Associates and RJC submitted strong proposals with comparable qualifications, understanding of scope and proposed schedules, the recommendation to award the contract to Spriet is based on several key factors that align with the Municipality's long term interests. Additionally, Spriet scored higher in categories 1-4. Rational for accepting the Spriet submission are:

- Spriet has extensive experience working on similar arena floor remediation projects including the Parkhill Arena - a facility comparable in scope and complexity to the BAICCC.
- Their familiarity with Lambton County arenas and history of successful collaborations with local municipalities enhances confidence.
- Spriet's proposal includes refrigeration system testing and integration.
- As the original Engineer during the facility's construction, Spriet holds current drawings and measurements, offering unique efficiencies in planning and execution and minimizes the need for additional site assessments.
- Spriet's local experience and familiarity with municipal processes reduces the likelihood of unforeseen complications or delays.
- RJC's references are primarily for new builds in urban centres like Toronto, Oakville and Calgary
- Although RJC's proposal is approximately \$34k less, the added value, efficiencies and reduced risk (being the original Engineer on the facility) offered by Spriet justify the investment

Financial Considerations:

RFP cost submissions:

Mettko \$191,000

Flexcell: \$112,375

Spriet Associates: \$85,990

Read Jones Christoffersen: \$52,000

Selecting Spriet prioritizes value, experience and project integrity over initial cost savings. Staff at Brooke Alvinston have worked with Spriet in former projects at the arena.



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

ZONING BY-LAW NUMBER 36 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 "Rural Commercial (C3) 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 9th day of October, 2025

David Ferguson, Mayor

Janet Denkers, Clerk Administrator

**CORPORATION OF THE
MUNICIPALITY OF BROOKE-ALVINSTON
ZONING BY-LAW NUMBER 36 OF 2025**

Explanatory Note

The purpose of this By-law is to rezone a portion of lands described as Brooke Concession 9, Part Lot 15, RP 25R10264, Part 1 in the Municipality of Brooke-Alvinston and municipally known as 3967-3971 Old Walnut Road from the "Agriculture 1 (A1) Zone" to the "Rural Commercial (C3) Zone".

The zone change would allow Can Grow Crop Solutions Inc. to expand its operation onto the adjacent portion of the property which is currently zoned A1.

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

Municipality of Brooke-Alvinston

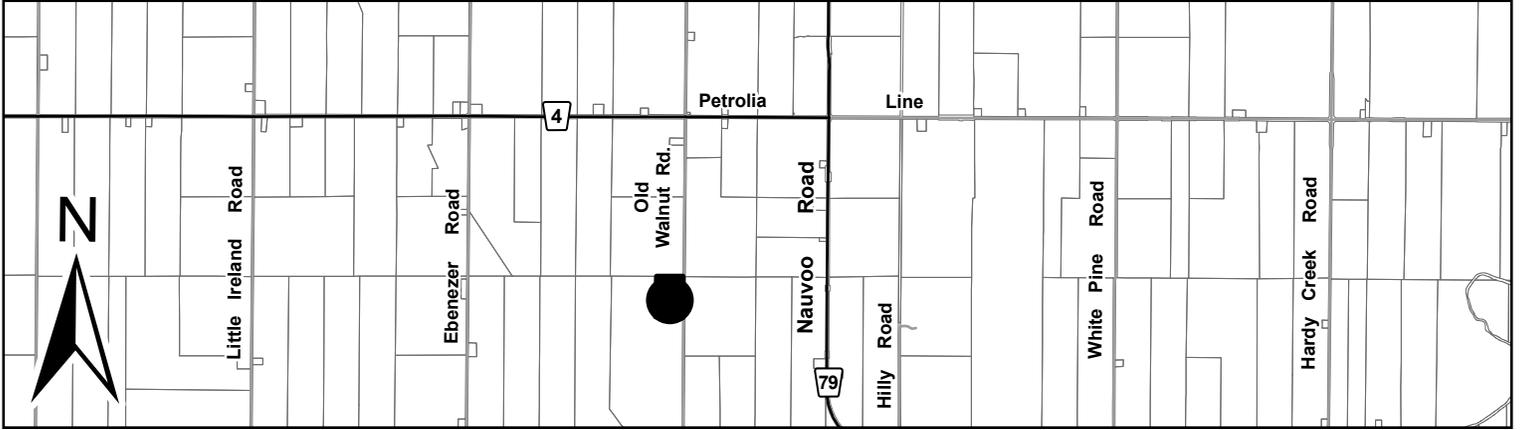
SCHEDULE "A"

to By-law No. _____

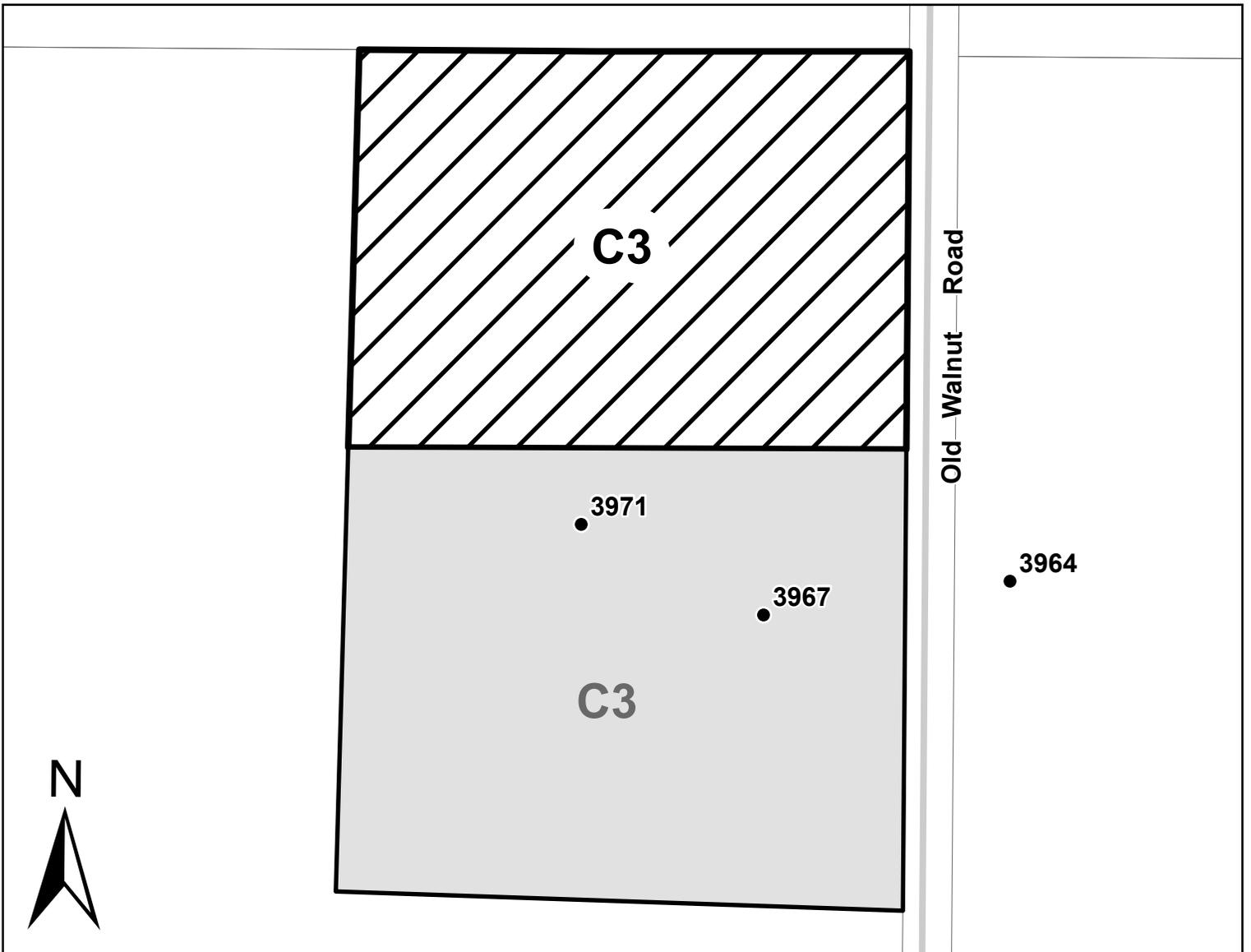
Dated this _____ Day of _____, 2025

Signed: _____
David Ferguson, Mayor

Janet Denkers, Clerk-Administrator



● Subject Properties



APPLICANT: Can Grow Crop Solutions Inc

LOCATION: BROOKE CON 9 PT LOT 15 RP 25R10264 PART 1
3967-3971 Old Walnut Road, Municipality of Brooke-Alvinston

File:



Arena Floor Project Fund

Whereas Council on behalf of the Municipality of Brooke-Alvinston;

Whereas the Sarnia Community Foundation has systems and facility to deal with donors, a wide variety of charitable donations for short term projects and programs through flow through arrangements and;

Whereas The Sarnia Community Foundation is by legislation able to “receive, maintain, manage, control and use donations for charitable purposes in Ontario” and;

Whereas the Sarnia Community Foundation also has the systems and facility to deal with donors, a wide variety of charitable donations and the granting of the income earned on endowed funds should a long-term agreement be required

The Sarnia Community Foundation (SCF) hereby enters into an agreement with the Municipality of Brooke-Alvinston.

named in later in this agreement to receive, receipt and hold funds collected from donors for the purpose of improvements to the arena floor and ice plant.

The agreement is subject to the following conditions and provisos,

1. An initial donation of \$100 transferred by cheque to SCF to establish the fund.
2. The assets given and any additions thereto shall be accounted for and designated by SCF as the Arena Improvement Fund.
3. SCF will issue receipts valid for income tax purposes for all charitable donations to the Fund received by it. Receipts for tax purposes can only be issued for funds acquired after the date of this agreement. The Foundation reserves the right to accept only those gifts that are consistent with the Foundation’s gift acceptance policies and that are in compliance with the guidance provided by the Canada Revenue Agency for issuing a tax receipt.
4. SCF will appropriately memorialize the Fund in the SCF’s annual report, other publications and on social media.
5. The monies coming to SCF will be held by SCF as non-permanent flow through dollars and disbursed to the qualified donees or bursary recipients chosen through an application process managed by SCF.

6. The Sarnia Community Foundation may charge its expenses in administering this flow through fund and the disbursement process that results. That fee will be the standard fee for Flow Through Funds at the Foundation currently set at 3.0%. The fee will be charged against the funds as they come into the Foundation.
7. Interest, if there is any, earned on the funds as they accumulate will be held by the Sarnia Community Foundation. Investment in the assets will be restricted by the applicable SCF Investment policy. The SCF Board of Directors retains the final authority on the disposition of the interest.
8. Events organized by third parties for the benefit of the Fund and requiring tax receipting or banking services may be subject to the completion and approval of a third-party fund-raising agreement between SCF and the organizers. In all instances the organizers/sponsors of the fundraising event must obtain their own liability insurance to cover the event. A certificate of insurance will be required naming the foundation as a co-insured for the duration of the event.
 - a. The foundation should not be named on any applications for lottery or liquor licenses by a third party, unless it is a sanctioned foundation event.
 - b. If the event organizer wishes additional assistance from the foundation, the request should be made in writing and submitted to the Executive Director/CEO for review and consideration. Additional Administrative charges may apply.
 - c. All media requests regarding the foundation and its involvement must be communicated to the Foundation's Executive Director/CEO.
9. SCF must be acknowledged as a partner and be informed of any activity related to fund accumulation and development. The SCF logo, contact information and charitable number must be used on any material used in the process.
10. If the purpose described by the individuals responsible for the fund cannot be fulfilled for any reason, the board of the SCF will arrange distribution for the nearest similar purpose keeping in mind the government requirement for reporting and the return of unused funds.
11. This agreement may be amended in the future in such respects as the Foundation and the committee, and their appointed successors may mutually agree by written amending agreement: or where the Board of the Foundation deems it necessary to amend any of the terms governing the Fund in order to carry out the purpose(s) of the Fund but is unable to obtain written agreement from the Committee consenting to such amendments, provided that in no event shall any such agreement derogate from the following:
 - The capital of the Fund and any additions to the fund shall be held managed in accordance with the Financial Management Policies of the Foundation in force from time to time.
 - The capital and investment earnings of the Fund shall only be used to support charitable activities or qualified donees (as defined by the Income Tax Act of Canada) whose activities are within the objectives of the Foundation.

12. The Fund shall be considered created on the date executed agreement, and the initial gift are received and accepted by the Sarnia Community Foundation.

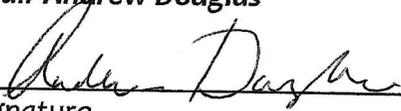
The Sarnia Community Foundation is a registered charity under number 119227452RR0001 It operates as a public foundation as defined by the Canada Revenue Agency.

We, as Municipality of Brooke-Alvinston, hereby give the Sarnia Community Foundation (SCF), the assets described in clause one to create the fund and accept the conditions thereof.

The Sarnia Community Foundation hereby accepts the gift and the conditions thereof.

Dated the 23 day of September 2025 and executed in the city of Sarnia, ON

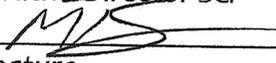
Chair Sarnia Community Foundation
Chair Andrew Douglas



Signature

Signature

Mike Barron
Executive Director SCF



Signature

Witness:  _____