



AGENDA

Council Meeting

4:30 PM - Thursday, February 26, 2026
Municipal Office

	Page
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. MINUTES	
3.1. Regular Council Meeting Minutes of February 12, 2026 Council - 12 Feb 2026 - Minutes - Pdf	3 - 7
4. BUSINESS ARISING FROM THE MINUTES	
5. DELEGATIONS & TIMED EVENTS	
5.1. Court of Revision -Chanyi Drain <i>Councillor Andrew Campbell to sit on Court of Revision representing Adelaide Metcalfe.</i> Schedule of Assessment	8
5.2. Court of Revision - Tait Swartz Drain Schedule of Assessment	9 - 10
5.3. Consideration Drain Meeting - Davidson Drain North Davidson Drain North Report (Dec 19 2025)	11 - 39
6. CORRESPONDENCE	
6.1. Municipal Correspondence: Notice of Decision - Oke Minor Variance Building Permits - January 2026	40 - 42
6.2. Correspondence Requiring Action: Magnetawan - Bell Fibre Township of Perry - Reduced Rate Distribution of Library Resources James Bay East O.P.P. - Bail Notification Program	43 - 47
7. STAFF REPORTS	
7.1. Fire Chief's Report: Fire Department Responses to nuisance fire alarms from monitored fire alarm systems Responses to nuisance fire alarms from monitored fire alarm	48 - 53
7.2. Parks & Recreation Managers Report: Pole Christmas Light options Pole Christmas Light options - Pdf	54

- 7.3. **Clerk Administrator's Report:** Alvinston Summary Water Report 2025 - O. Reg. 170/03 Section 11 and Schedule 22 55 - 64
[Water Report 2025 - O. Reg. 170/03 Section 11 & Schedule 22](#)
- 7.4. **Clerk Administrator's Report:** Senior / Youth of the Year 2026 65 - 66
[Senior / Youth of the Year 2026 - Pdf](#)
- 7.5. **Clerk Administrator's Report:** April Council Meeting Date Adjustment 67
[April Council Meeting Date Adjustment - Pdf](#)
- 7.6. **Clerk Administrator's Report:** Request to purchase alley 68 - 70
[Request to purchase alley - Pdf](#)
- 7.7. **Clerk Administrator's Report:** Use of Corporate Resources for Election Purposes Policy 71 - 78
[Use of Corporate Resources for Election Purposes Policy - Pdf](#)
- 7.8. **Public Works Superintendent's Report:** Gravel Tender Results - 2026 79
[Gravel Tender Results - 2026 - Pdf](#)

8. BY-LAWS

- 8.1. By-law 13 of 2026 - Establishing and regulating By-law 80 - 100
[By-law 13 of 2026-Establish and Regulate a Fire-Department Bylaw](#)
- 8.2. By-law 14 of 2026 - Provisional reading of the Davidson Drain By-law 101 - 102
[By-law 14 of 2026 - Davidson Drain North](#)

9. NEW BUSINESS

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:30 PM - Thursday, February 12, 2026
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, February 12, 2026, at 4:30 PM, in the Municipal Office, with the following members present:

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

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

Regrets: Councillor Sanders

1 CALL TO ORDER

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

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of January 22, 2026

RESOLUTION-2026-039

Deputy Mayor Frank Nemcek made a motion that the minutes of the January 22, 2026 regular Council meeting be approved as presented without error or omission. Councillor Jenny Redick seconded the motion.

Carried

b) Special Council Meeting Minutes of February 5, 2026

RESOLUTION-2026-040

Councillor Jenny Redick made a motion that the minutes of the February 5, 2026 special Council meeting be approved as presented without error or omission. Councillor Don McCabe seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Municipal Correspondence

RESOLUTION-2026-041

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

Carried

- b) Town of Fort Frances - OACAP

RESOLUTION-2026-042

Councillor Jenny Redick made a motion that the request for support from the Town of Fort Frances be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- c) North Grenville O.P.P.

RESOLUTION-2026-043

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston supports the request from the North Grenville O.P.P. to call on the Province of Ontario to provide municipalities with the necessary funding tools, legislative support, and implementation guidance to advance school bus stop-arm camera systems and complementary child-safety initiatives across Ontario. Councillor Jenny Redick seconded the motion.

Carried

- d) Municipality of Markstay Warren - Closure of LifeLabs Laboratory

RESOLUTION-2026-044

Councillor Jenny Redick made a motion that the request from the Municipality of Markstay Warren be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) County of Prince Edward - Protect our Food Act, 2025

RESOLUTION-2026-045

Councillor Don McCabe made a motion that the Municipality of Brooke-Alvinston supports Bill 21, Protect Our Food Act, 2025 and supports the request from Prince Edward County to urge the provincial government to support this and every measure to protect our farmland, to aggressively prevent further losses and to ensure the future of agriculture in Ontario for future generations. Councillor Jenny Redick seconded the motion.

Carried

- f) Watford-Alvinston Road Race - Sponsorship Request

RESOLUTION-2026-046

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston support the Road Race with a Bronze sponsorship in the amount of \$150.00. Councillor Jenny Redick seconded the motion.

Carried

7 STAFF REPORTS

- a) **Treasurer's Report:** 2026 Draft Budget Approval

RESOLUTION-2026-047

Councillor Jenny Redick made a motion that Council approve the adjusted 2026 Draft Budgets for:

1. Operating and Capital - General Taxation (\$101,000 in capital expenditures eliminated/deferred with \$60,000 savings added back to Reserves and \$41,000 (net \$38,000) used to reduce the tax rate);
2. Operating and Capital - Alvinston Wastewater System (no adjustments);

3. Operating and Capital - Inwood Wastewater System (no adjustments);
and
4. Operating and Capital - Water System (no adjustments);
including the related Budgeted Reserves and Reserve Fund
Contributions/withdrawals that were presented at the February 5, 2026 Special
Council Meeting.
Deputy Mayor Frank Nemcek seconded the motion.

Carried

- b) **Treasurer's Report:** Accounts Payable Listing - January 2026

RESOLUTION-2026-048

Councillor Jenny Redick made a motion that Council receive and file the
Accounts Payable Listing for January 2026. Councillor Don McCabe seconded
the motion.

Carried

- c) **Drainage Superintendent's Report:** Government Drain No. 1

RESOLUTION-2026-049

Councillor Don McCabe made a motion that the Council of the Municipality of
Brooke-Alvinston appoint R. Dobbin Engineering under section 78 of the
Drainage Act. Councillor Jenny Redick seconded the motion.

Carried

- d) **Public Works Superintendent's Report:** Lambton County Roads
Supervisors Association Truck Rodeo

RESOLUTION-2026-050

Deputy Mayor Frank Nemcek made a motion that Council wave the rental fee
of \$465 for the Lambton County 2026 Truck Rodeo to be held June 9, 2026 at
the BAICCC. Councillor Jenny Redick seconded the motion.

Carried

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

RESOLUTION-2026-051

Councillor Jenny Redick made a motion that the Council of the Municipality of
Brooke-Alvinston declares the 2026 A.W. Campbell Maple Syrup Festival being
held March 21, 2026 as an event of municipal significance and acknowledges
that the SCRCA will be applying for a Special Occasion Permit (SOP) for the
AW Campbell Conservation Area at 8477 Shiloh Line.

Councillor Don McCabe seconded the motion.

Carried

- f) **Fire Chief's Report:** Changes to the Fire Department Establishing and
Regulating By-law

Councillor McCabe declared a Conflict of Interest as his brother is a member of
Brooke Fire Rescue.

RESOLUTION-2026-052

Councillor Jenny Redick made a motion that Council approve the submitted
administrative changes to the Fire Department Establishing and Regulating By-
law. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- g) **Fire Chief's Report:** Report on Brooke Fire Rescue responses to Alarm calls
in 2025

RESOLUTION-2026-053

Councillor Jenny Redick made a motion that the report be received for information; and that staff bring back a report on a tiered system of alarm calls including options for implementation. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- h) **Clerk Administrator's Report:** Submission of Grant Applications

RESOLUTION-2026-054

Councillor Don McCabe made a motion that staff be directed to make application to the Judith & Norman Alix Foundation for the Alvinston Arena Floor Project. Councillor Jenny Redick seconded the motion.

Carried

- i) **Clerk Administrator's Report:** 2026 Municipal Election Update

RESOLUTION-2026-055

Councillor Jenny Redick made a motion that the 2026 Municipal Election Update be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- j) **Clerk Administrator's Report:** Christmas Street Light Decorations

RESOLUTION-2026-056

Councillor Jenny Redick made a motion that 12 decorative lights for lampposts be purchased and staff be directed to find appropriate sponsors or funds accordingly; and that the 12 lights be dedicated to 8 - River Street and 4 to Inwood Road. Deputy Mayor Frank Nemcek seconded the motion.

Carried**8 BY-LAWS**

- a) By-law 11 of 2026 - Drain Maintenance

RESOLUTION-2026-057

Councillor Jenny Redick made a motion that By-law 11 of 2026 be read a first, second and third time and finally passed this 12th day of February, 2026 Councillor Don McCabe seconded the motion.

Carried**9 NEW BUSINESS**

- a) Staff were directed to request enrollment information from the minor sports organizations to determine out of residency players.
- b) The Parks and Recreation Supervisor reported to Council that the condenser repairs have been completed.
- c) Councillor McCabe noted he attended a SCRCA meeting where the process of combining 36 Conservation Authority's into 7 was discussed.

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

- a) By-law 12 of 2026 - Confirming By-law

RESOLUTION-2026-058

Councillor Jenny Redick made a motion that By-law 12 of 2026 be read a first, second and third time and finally passed this 12th day of February, 2026. Councillor Don McCabe seconded the motion.

Carried

13 ADJOURNMENT

Councillor Nemcek made a motion to adjourn the meeting at 5:00 p.m.

Clerk-Administrator

Mayor

SCHEDULE OF ASSESSMENT

To replace the tile drain downstream of Sexton Road to Hardy Creek and to replace the road crossing pipes and catchbasins at Sexton Road.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Special Benefit (\$)	Benefit (\$)	Outlet (\$)	Total (\$)
Municipality of Brooke-Alvinston								
Public Lands:								
	Sexton Road	0.20		Municipality of Brooke-Alvinston	17,899.00	3,122.00	270.00	21,291.00
					<u>17,899.00</u>	<u>3,122.00</u>	<u>270.00</u>	<u>21,291.00</u>
Agricultural Lands:								
11	N.pt Lot 29	2.43	50-054	T. Sanders	11,120.00	14,130.00	588.00	25,838.00
	S.pt Lot 29	1.62	50-053	J. Sanders	-	8,348.00	392.00	8,740.00
					<u>11,120.00</u>	<u>22,478.00</u>	<u>980.00</u>	<u>34,578.00</u>
				Total - Municipality of Brooke-Alvinston	29,019.00	25,600.00	1,250.00	55,869.00
Township of Adelaide-Metcalf								
Public Lands:								
	Sexton Road	0.20		Township of Adelaide-Metcalf	17,899.00	2,672.00	270.00	20,841.00
					<u>17,899.00</u>	<u>2,672.00</u>	<u>270.00</u>	<u>20,841.00</u>
Agricultural Lands:								
11	W1/2 Lot 1	8.09	30-028	Rysan Farms Ltd.	-	1,377.00	3,634.00	5,011.00
	E1/2 Lot 1	12.95	30-029	Hog Wild Farms Ltd.	-	-	5,817.00	5,817.00
	W1/2 Lot 2	9.31	30-030	S. Taylor	-	-	4,182.00	4,182.00
					<u>-</u>	<u>1,377.00</u>	<u>13,633.00</u>	<u>15,010.00</u>
				Total - Township of Adelaide-Metcalf	17,899.00	4,049.00	13,903.00	35,851.00
				Total - Municipality of Brooke-Alvinston	55,869.00			
				Total - Township of Adelaide-Metcalf	35,851.00			
				Total Assessment	91,720.00			
	Total Area	34.80						

SCHEDULE OF ASSESSMENT

To improve the Main Drain south from Oil Springs Line, improve the closed portion of the West Branch, improve the channel portion of the East Branch and incorporate and improve the open channel downstream from the Main Drain to Ebenezer Road.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Special Benefit	Benefit	Outlet	Total
Agricultural Lands								
2	Npt. L11	4.47(4.47)	10-086	D. Pasut			4,384.00	4,384.00
	N1/2 L12	33.53(3.73)	10-088	R. Van Damme	8,961.00	82,097.00	46,867.00	137,925.00
	S1/2 L12	3.40	10-089	R. Van Damme			5,174.00	5,174.00
3	SW1/4 L11	0.74	10-141	D. Pasut			3,335.00	3,335.00
	SE1/4 L11	20.23	10-142	RVD Farms Limited		31,857.00	59,173.00	91,030.00
	SW1/4 L12	20.23	10-143	RVD Farms Limited		25,528.00	54,361.00	79,889.00
	SE1/4 L12	18.02	10-144	S. Swartz	675.00	849.00	32,596.00	34,120.00
number in brackets represents bush lands or surface water only (assessed at half rate)					Total Special Benefit	140,331.00	205,890.00	355,857.00
					Total Benefit	140,331.00		
					Total Outlet	205,890.00		
Non Agricultural Lands					Total Agricultural Lands	355,857.00		
2	pt.N1/2 L12	0.39	10-088-05	J. Mills			1,429.00	1,429.00
Total Benefit						1,429.00		1,429.00
Total Outlet						1,429.00		1,429.00
Total Non-Agricultural Lands						1,429.00		1,429.00

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Special Benefit	Benefit	Outlet	Total
Public Lands: roads								
	Oil Springs Line	1.99		Municipality of Brooke-Alvinston	38,128.00	7,926.00	10,799.00	56,853.00
				Total Special Benefit	38,128.00	7,926.00	10,799.00	56,853.00
				Total Benefit	7,926.00			
				Total Outlet	10,799.00			
				Total Public Lands: Roads	56,853.00			
Public Utilities								
Communication								
				Brooke Telecom	6,338.00	0.00	0.00	6,338.00
				Total Utilities	6,338.00	0.00	0.00	6,338.00
				Total Public Lands: Roads	56,853.00			
				Total Non-Agricultural Lands	1,429.00			
				Total Agricultural Lands	355,857.00			
				Total Assessment	\$420,477.00			



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

December 19, 2025

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

Re: Davidson Drain North

In accordance with your instructions, I have undertaken an examination of the Davidson Drain with regards to replacing a culvert in Lot 26, Concession 14 in the Municipality of Brooke-Alvinston. The work will include incorporating an access culvert in the W1/2 Lot 26, Concession 14 that was replaced under an emergency designation.

Authorization under the Drainage Act

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

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

The access culvert located in the W 1/2 Lot 26, Concession 14 was replaced under Section 124 of the Drainage Act. Under Section 124, the Minister declares that an emergency exists and the Council of the local municipality authorizes the work to be completed before obtaining and adopting an engineer's report.

Existing Drainage

The Davidson Drain is an open channel located in Lots 25 & 26, Concession 14. It provides outlet for lands in both the Municipality of Brooke-Alvinston and the Township of Warrick.

The open channel was last improved under an Engineer's Report dated April 20, 1961. At that time, the open channel cleaned and the access culvert in the W1/2 Lot 26 was extended.

Onsite Meeting

An onsite meeting was held on December 10, 2025.

The following were present at the meeting:

- David Moores (R. Dobbin Engineering)
- Kyle Chisolm (Township of Warwick)
- Ron Davidson (Landowner)
- Stewart Cran
- Dan Davidson (Landowner)
- Carl Munro (Landowner)
- Joan Munro (Landowner)

Discussion was held with those in attendance that a request had been received for a culvert replacement in the W1/2 Lot 26, Concession 14 and that this culvert was subsequently replaced under an emergency designation order from the Minister of Agricultural, Food, and Agribusiness.

No other requests were received.

Recommendations

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

1. The culvert located in the W1/2 Lot 26, Concession 14, that was replaced under emergency designation, be incorporated and be known as Culvert No.1.
2. Culvert No.2 (Churchill Line) shall be designed and sized for future replacement.
3. The drain will now be known as the "Davidson Drain North".

Design

The access culvert has been designed to provide outlet for a 1 in 5-year storm and the future road culvert replacement has been designed to a 1 in 50-year storm.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the Profile, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$34,525.00 including the cost of engineering, inspection, and contract administration. A Plan has been prepared showing the location of the work and the approximate drainage area.

Assessment

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

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

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

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

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

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

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

1. Culvert No.1 has been assessed with 50% of the cost applied as a benefit assessment to the owner of the property and 50% of the cost has been assessed as outlet assessment to upstream lands and roads based on equivalent hectares.
2. Culvert No.2 design has been assessed with 50% of the cost applied as a benefit assessment to the road authority for the Municipality of Brooke-Alvinston and 50% of the cost applied as a benefit assessment to the road authority for the Township of Warwick.
3. The cost to update the maintenance schedule has been assessed with 100% of the cost assessed as outlet assessment to upstream lands and roads based on equivalent hectares.

Allowances

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

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

Allowances have been made, where appropriate, as per section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$37,000.00 per hectare (\$15,000.00 per acre). Allowances for crop loss are based on \$1,500.00 per hectare for the first year and \$1000.00 for the second year (\$2,500.00 per hectare total).

In this report, allowances have been made under section 30 for damages to lands and crops occasioned by the operation of excavation equipment to install the culvert and for access to the drain.

Access and Working Area

Access to the drain for the culvert replacement was through roll no. 50-141 following the grass laneway back to the drain. This access shall be used for any future work related to the culvert. Access shall be restricted to a width of 6 meters. The working area for the culvert shall extend 10 meters on either side of the culvert.

For any future maintenance and repair of the channel, access shall be from Churchill Line through roll no. 50-140 or roll no. 50-141 to the drain and then along the drain. The working area shall be a width of 15 meters.

Drain Classification

The Davidson Drain North is currently classified as a class “F” drain along its length.

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

The culvert replacement had very little effect on the drainage works if carried out during low flows in the channel. The work area was maintained in a dry condition during construction by the Contractor.

Restrictions

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

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

Agricultural Grant

It is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non agricultural properties are shown separately in the Schedule of Assessment. Trucking of excavated material is not grantable under the ADIP policies through the Ministry of Agricultural, Food and Agribusiness (OMAFRA).

Maintenance

The open channel shall be maintained and repaired in accordance with the specifications and drawings contained within the report dated April 20, 1961. All maintenance work shall be assessed out using the Schedule of Maintenance contained within this report.

Culvert No.1 shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out with 50% of the cost applied as a benefit assessment to the owner of the property and 50% of the cost has been assessed as outlet assessment to upstream lands and roads based on equivalent hectares including the benefiting owner.

Culvert No.2 (Churchill Line) shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out with 50% of the cost applied as a benefit assessment to the road authority for the Municipality of Brooke-Alvinston and 50% of the cost has been assessed as benefit assessment to the road authority for the Township of Warwick.

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

Any extra cost as a result of the location of underground utilities shall be assessed 100% to the utility as per section 26 of the Drainage Act.

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

All of the above is submitted for your consideration.

Yours truly,

Report Prepared By:



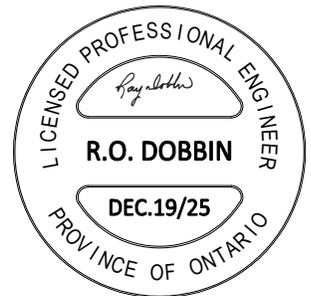
David Moores, C.E.T.



Report Approved By:



Ray Dobbin, P. Eng.



Davidson Drain North
 Municipality of Brooke-Alvinston
 December 19, 2025

ALLOWANCES

Allowances have been made as per Sections 30 of the Drainage Act for damages to lands and crops.

Conc.	Lot or part	Roll No.	Owner	Section 30 (Damages)	Section 30 (Access)	Total
Municipality of Brooke-Alvinston						
14	pt. W1/2 Lot 26	50-141	C. Munro	100.00	1,170.00	1,270.00
TOTAL ALLOWANCES				\$100.00	\$1,170.00	\$1,270.00

Davidson Drain North
Municipality of Brooke-Alvinston
December 19, 2025

Page 1 of 1

Estimate of Cost

To incorporate one access culvert that was replaced under emergency designation, provide future design and sizing for the road culvert under Churchill Line, and update the Schedule of Maintenance.

Allowances 1,270.00

	Quantity	Unit	Unit Cost	Total
Culvert No. 1 - Station 0+252				
Mobilization & Demobilization	1	LS	600.00	600.00
R.& D. Culvert c/w Excess Material	1	LS	1,000.00	1,000.00
Supply and Installation of 1400mmØ CSP	10	m	1,050.00	10,500.00
Supply Drain Stone Bedding	22	t	40.00	880.00
Supply Granular "B" Backfill	100	t	35.00	3,500.00
Supply Granular "A" Driveway	22	t	40.00	880.00
Concrete Block Endwalls	27	Ea	150.00	4,050.00
Rip Rap along Blocks	20	t	120.00	2,400.00
Environmental Considerations	1	LS	225.00	225.00
				<u>24,035.00</u>
			Sub Total	25,305.00
			Engineering	4,580.00
			Maintenance Schedule Update	1,000.00
			Future Culvert Design	1,000.00
			Inspection & Contract Admin.	1,500.00
			SCRCA Fees (Permit)	<u>570.00</u>
			Total Estimate excluding HST	33,955.00
			Non-Recoverable HST (1.76%)	<u>570.00</u>
			Total Estimate	\$34,525.00

SCHEDULE OF ASSESSMENT

To incorporate one access culvert that was replaced under emergency designation, provide future design and sizing for the road cuvlert under Churchill Line, and update the Scehdule of Maintenance.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culvert		Channel		Total
					Benefit	Outlet	Benefit	Outlet	
Municipality of Brooke-Alvinston									
Agricultural Lands									
14	pt. NE 1/4 Lot 24	2.02	50-136	S. Cran	-	284.00	-	17.00	301.00
	pt. Lot 25 & Lot 26	36.42	50-140	R. Davidson	-	5,119.00	-	308.00	5,427.00
	pt. W 1/2 Lot 26	2.61	50-141	C. Munro	16,262.00	-	-	22.00	16,284.00
					16,262.00	5,403.00	-	347.00	22,012.00
Municipal Lands									
	Churchill Line (1/2)	1.29		Municipality of Brooke-Alvinston	500.00	725.00	-	44.00	1,269.00
	Hardy Creek Road	0.53		Municipality of Brooke-Alvinston	-	223.00	-	13.00	236.00
				Total Municipal Lands	500.00	948.00	-	57.00	1,505.00
				Total Agricultural Lands	22,012.00				
				Total Municipal Lands	1,505.00				
				Total - Municipality of Brooke-Alvinston	23,517.00				

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culvert		Channel		Total
					Benefit	Outlet	Benefit	Outlet	
Township of Warwick									
Agricultural Lands									
6 SER	pt. W 1/2 Lot 25	2.83	001-016	L. Brooks	-	398.00	-	24.00	422.00
	W 1/2 E 1/2 Lot 25	5.67	001-017	R. Davidson	-	446.00	-	27.00	473.00
	E 1/2 Lot 25	13.76	001-018	R. Davidson	-	1,934.00	-	116.00	2,050.00
	W 1/2 Lot 26	37.23	001-019	F. Sanders	-	5,233.00	-	315.00	5,548.00
	E 1/2 Lot 26	10.52	001-020	Supersweet Honey Ltd.	-	1,479.00	-	89.00	1,568.00
Total Agricultural Lands					-	9,490.00	-	571.00	10,061.00
Municipal Lands									
	Churchill Line (1/2)	0.75		Township of Warwick	500.00	422.00	-	25.00	947.00
Total Municipal Lands					500.00	422.00	-	25.00	947.00
Total Agricultural Lands					10,061.00				
Total Municipal Lands					947.00				
Total - Township of Warrick					11,008.00				
Total - Municipality of Brooke-Alvinston					23,517.00				
Total Area		113.63	Total Assessment		34,525.00				

SCHEDULE OF MAINTENANCE

To maintain the open channel.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	Equiv. Ha
Municipality of Brooke-Alvinston								
Agricultural Lands								
14	pt. NE 1/4 Lot 24	2.02	50-136	S. Cran	-	9.00	9.00	2.02
	pt. Lot 25 & Lot 26	36.42	50-140	R. Davidson	375.00	154.00	529.00	36.42
	pt. W 1/2 Lot 26	2.61	50-141	C. Munro	115.00	11.00	126.00	2.61
					<u>490.00</u>	<u>174.00</u>	<u>664.00</u>	<u>41.05</u>
Municipal Lands								
	Churchill Line (1/2)	1.29		Municipality of Brooke-Alvinston	-	22.00	22.00	5.16
	Hardy Creek Road	0.53		Municipality of Brooke-Alvinston	-	7.00	7.00	1.59
				Total Municipal Lands	<u>-</u>	<u>29.00</u>	<u>29.00</u>	<u>6.75</u>
				Total Agricultural Lands	<u>664.00</u>			
				Total Municipal Lands	<u>29.00</u>			
				Total - Municipality of Brooke-Alvinston	693.00			

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	Equiv. Ha
Township of Warwick								
Agricultural Lands								
6 SER	pt. W 1/2 Lot 25	2.83	001-016	L. Brooks	-	12.00	12.00	2.83
	W 1/2 E 1/2 Lot 25	5.67	001-017	R. Davidson	-	13.00	13.00	3.18
	E 1/2 Lot 25	13.76	001-018	R. Davidson	-	58.00	58.00	13.76
	W 1/2 Lot 26	37.23	001-019	F. Sanders	5.00	157.00	162.00	37.23
	E 1/2 Lot 26	10.52	001-020	Supersweet Honey Ltd.	5.00	44.00	49.00	10.52
Total Agricultural Lands					10.00	284.00	294.00	67.52
Municipal Lands								
	Churchill Line (1/2)	0.75		Township of Warwick	-	13.00	13.00	3.00
Total Municipal Lands					-	13.00	13.00	3.00
Total Agricultural Lands					294.00			
Total Municipal Lands					13.00			
Total - Township of Warrick					307.00			
Total - Municipality of Brooke-Alvinston					693.00			
Total Area		113.63	Total Assessment		1,000.00	Total Eq. Ha.		118.32

Davidson Drain North
Municipality of Brooke-Alvinston
December 19, 2025

SPECIFICATION OF WORK

1. Scope of Work

The work includes incorporating one (1) access culvert that was replaced under emergency designation in Lot 26, Concession 14, providing future design and sizing for the replacement of the road culvert under Churchill Line, and updating the maintenance schedule in the Municipality of Brooke-Alvinston.

2. General

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

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

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

3. Plans and Specifications

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

4. Health and Safety

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

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

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

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

5. Workplace Safety and Insurance Board

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

6. Access and Working Corridor

Access to the drain for the culvert replacement was through roll no. 50-141 following the grass laneway back to the drain. This access shall be used for any future work related to the culvert. Access shall be restricted to a width of 6 meters. The working area for the culvert shall extend 10 meters on either side of the culvert.

For any future maintenance and repair of the channel, access shall be from Churchill Line through roll no. 50-1140 or roll no. 50-141 to the drain and then along the drain. The working area shall be a width of 15 meters.

7. Access Culvert

This item shall apply to the incorporated access culvert replacement at Station 0+152.

Culvert No. 1 (Station 0+152) – pt. W1/2 Lot 24, Concession 14 (roll no. 50-141) consists of 10 metres of 1400 mm diameter CSP pipe with concrete block endwalls. The pipe was replaced under emergency designation in 2025.

The CSP pipe installed was aluminized with a minimum wall thickness of 2.8mm and corrugations of 125mm x 25mm.

The access culvert was installed in the same general location as the existing access culvert. The culvert was installed to the grade shown on the Profile. The existing culvert, endwall materials, and excess material was removed and disposed of off site by the contractor. Any native granular material within the existing culvert was reused in the vicinity of the new culvert.

The bottom of the excavation was excavated to the required depth with any over excavation backfilled with drainage stone. When the pipe was installed to the proper grade and depth, the excavation was backfilled with drainage stone from the bottom of the excavation (100mm below the proposed pipe) up to the springline of the pipe. The access culvert was backfilled from the springline to 150mm of finished grade with granular “B”. The top 150mm was backfilled with compacted granular “A” material to finished grade.

End protection consisted of concrete blocks with dimensions of approx. 600mm x 600mm x 1200mm, 600mm x 600mm x 2400mm or 300mm x 600mm x 1200mm as required. The top of the culvert governed the block elevation. The correct block was set with the top of the block equal to the top of the culvert. Each row of blocks was offset approx. 100mm from the row below. Blocks were imbedded a minimum of 300mm into each bank.

The blocks were placed over a layer of filter fabric (Terrafix 270R or approved equal). The culvert was backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks were filled with concrete cinder blocks/bricks and mortar to give the endwall a finished appearance. Rip rap was placed on the drain banks along the edge of the concrete blocks from the bottom to the top for a width to not exceed 0.60 meters.

8. Road Culvert (Future)

This item shall apply to Culvert No.2 at Churchill Line Station 1+137.

Culvert No. 2 (Station 1+137) – Churchill Line consists of 16 metres of 1500 mm diameter CSP pipe. The pipe shall be replaced in the future with 1600mm diameter CSP to a length suitable to both road authorities.

The CSP pipe installed shall be aluminized with a minimum wall thickness of 2.8mm and corrugations of 125mm x 25mm.

The road culvert shall be installed in the same general location as the existing culvert. The culvert shall be installed to match the existing grade of the drain bottom ensuring embedment of 10% of the culvert diameter or 150mm. The existing culvert, endwall materials, and excess material shall be removed and disposed of off site by the contractor. Any native granular material within the existing culvert was reused in the vicinity of the new culvert.

The bottom of the excavation was excavated to the required depth with any over excavation backfilled with drainage stone. When the pipe was installed to the proper grade and depth, the excavation was backfilled with drainage stone from the bottom of the excavation (100mm below the proposed pipe) up to the springline of the pipe. The culvert was backfilled from the springline to 300mm of finished grade with granular “B”. The top shall be backfilled with 200mm of compacted granular “A” material and 100mm of asphalt.

End protection shall be at the discretion of the road authorities and can be either vertical endwalls consisting of concrete blocks or sloping endwalls consisting of rip rap.

If concrete blocks are used, they shall have dimensions of approx. 600mm x 600mm x 1200mm, 600mm x 600mm x 2400mm or 300mm x 600mm x 1200mm as required. The top of the culvert governed the block elevation. The correct block was set with the top of the block equal to the top of the culvert. Each row of blocks was offset approx. 100mm from the row below. Blocks were imbedded a minimum of 300mm into each bank. The blocks shall be placed over a layer of filter fabric (Terrafix 270R or approved equal). The culvert was backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks were filled with concrete cinder blocks/bricks and mortar to give the endwall a finished appearance. Rip rap was placed on the drain banks along the edge of the concrete blocks from the bottom to the top for a width to not exceed 0.60 meters.

If rip rap ends are to be used, the pipes shall be lengthened to accommodate the travel width plus minimum 1.5:1 sideslopes. The rip rap shall consist of 150 mm x 300 mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below finished grade. Filter fabric (Terrafix 250R or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

9. Brushing (Future)

All brush, trees, woody vegetation, cattails, phragmites, etc. shall be removed from the sideslopes of the existing channel and within 1.5 metres of the top of the bank. Other brush and trees may be removed from the side the equipment is operating to allow access for the equipment. Trees and brush in the channel bottom shall be removed in their entirety including stumps and disposed offsite. Trees and brush on the sideslopes shall be close cut.

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

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

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

10. Open Channel Excavation (Future)

The open channel shall be excavated to the grade line and elevations as shown in the previous drainage report dated April 20, 1961. A laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing sideslopes.

The excavated material shall be cast at least 1.5 metres clear of the top of the bank within the working area on private lands as described in the working corridor. The excavated

material shall be spread back and levelled to a maximum depth of 150 mm along agricultural lands. Excavated material shall not be placed in low runs or swales outletting surface water to the channel. Stones and large branches shall be removed and disposed offsite and shall not be buried when the excavated material is spread.

11. Silt Fence (Future)

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

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

Silt fences are generally to be installed at the outlet of the drainage works or as directed by the Drainage Superintendent or engineer designate.

12. Environmental Considerations (Future)

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

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- All granular and erosion control materials shall be stockpiled a minimum of 1.5 metres from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.

-7-

- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

13. Benchmarks

The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform a benchmark loop and report any discrepancies to the Engineer or Drainage Superintendent.

14. Miscellaneous

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

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

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

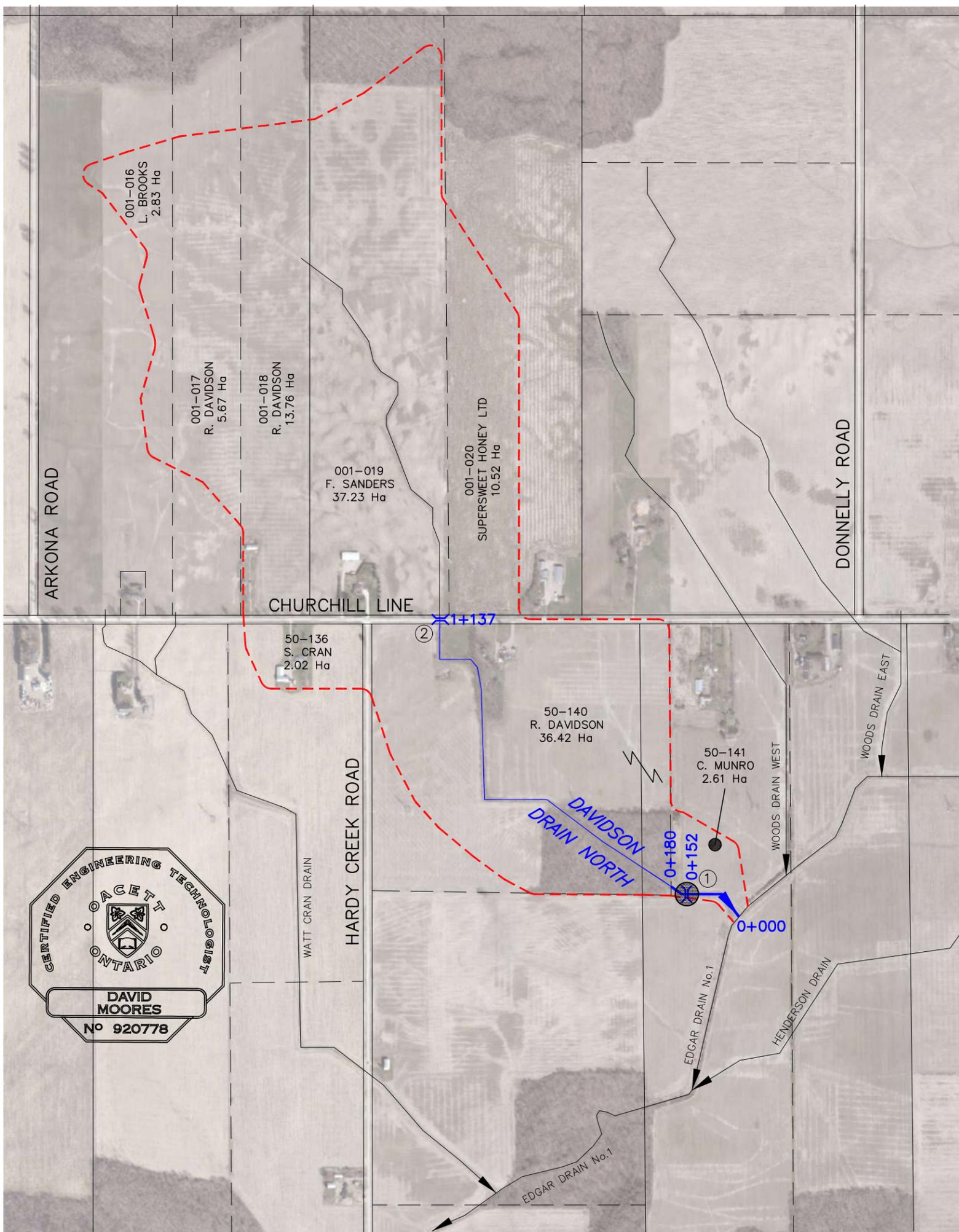
TOWNSHIP OF WARWICK

LOT 25

LOT 26

LOT 27

CONCESSION 6
SOUTH OF EGREMONT ROAD



LEGEND

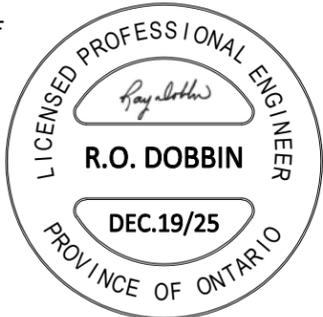
- DRAINAGE AREA
- DAVIDSON DRAIN
- MUNICIPAL DRAIN
- ① CULVERT NUMBER
- EXISTING CULVERT
- CULVERT REPLACED UNDER EMERGENCY

LOT 24

LOT 25

LOT 26

MUNICIPALITY OF BROOKE-ALVINSTON



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

DRAWING NAME:
Davidson Drain North Plan

PROJECT No.
2025-1790

APPROVED R. DOBBIN	SCALE		PLAN 1:10,000	
CHECKED D. MOORES	NO.	REVISIONS	DATE	BY
DRAWN C. SAUNDERS	1	FINAL REPORT	DEC. 19, 2025	DM

MUNICIPALITY of BROOKE - ALVINSTON

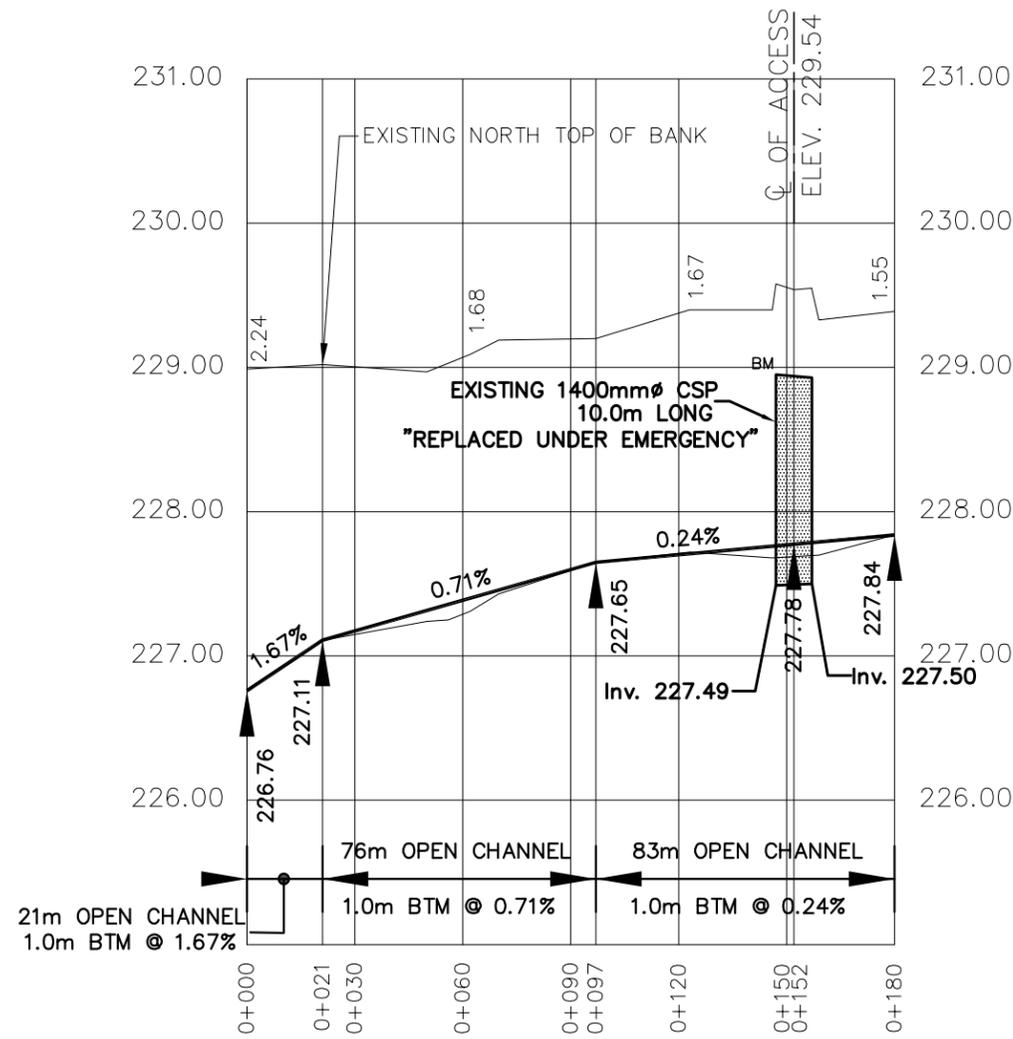
DAVIDSON DRAIN NORTH
PLAN

1
OF 2

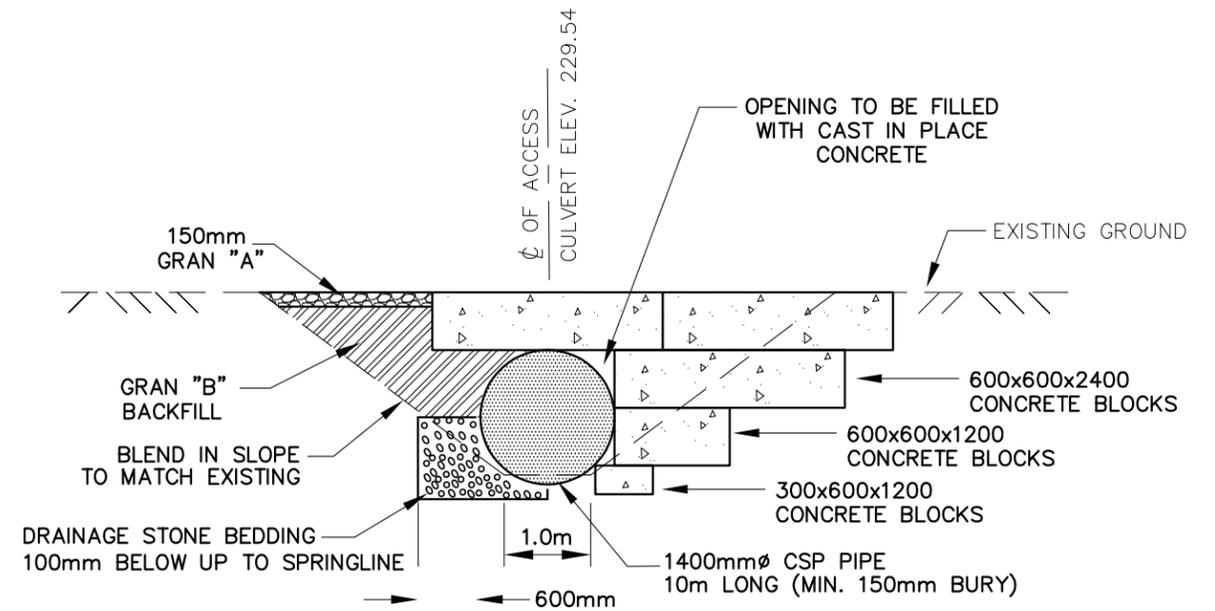
Last Updated: December 12, 2025

GENERAL NOTES

- BENCHMARK No.1 ELEV. 228.95
TOP OF DOWNSTREAM END 1400mm ϕ CSP
CULVERT No.1, STATION 0+152
- UPPER NUMBERS ARE DEPTH FROM
TOP OF BANK TO PROPOSED GRADE

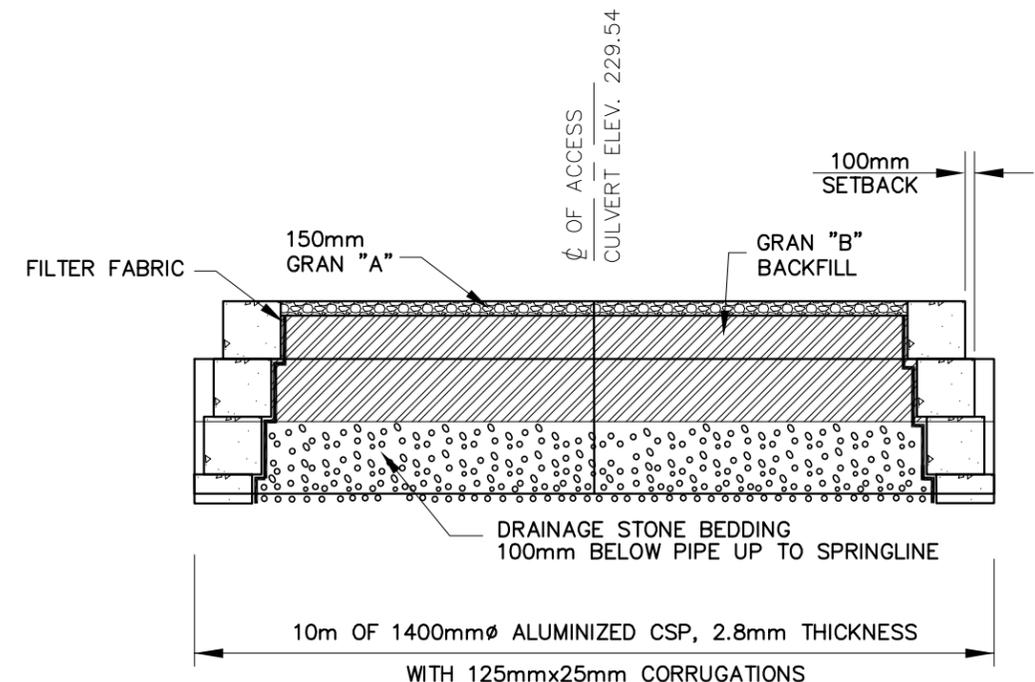


PROFILE



CULVERT NO.1 PIPE END SECTION

N.T.S



CULVERT NO.1 CROSS-SECTION

N.T.S



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

DRAWING NAME:
Davidson Drain North Profile & Culvert Details

PROJECT No.
2025-1790

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED D. MOORES	1	FINAL REPORT	DEC. 19, 2025	DM
DRAWN K. VANDERSLAGT				

SCALE: 1:2,000
0 20 40 60m

MUNICIPALITY of BROOKE - ALVINSTON

**DAVIDSON DRAIN NORTH
PROFILE & CULVERT DETAILS**

**2
OF 2**

ENCLOSURE

ESTIMATED NET ASSESSMENT

Conc.	Lot or Part	Roll No.	Owner	Grantable Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Municipality of Brooke-Alvinston							
Agricultural Lands							
14	pt. NE 1/4 Lot 24	50-136	S. Cran	301.00	100.00	-	201.00
	pt. Lot 25 & Lot 26	50-140	R. Davidson	5,427.00	1,809.00	-	3,618.00
	pt. W 1/2 Lot 26	50-141	C. Munro	16,284.00	5,428.00	1,270.00	9,586.00
				<u>22,012.00</u>	<u>7,337.00</u>	<u>1,270.00</u>	<u>13,405.00</u>
Municipal Lands							
	Churchill Line (1/2)		Municipality of Brooke-Alvinston	1,269.00	-	-	1,269.00
	Hardy Creek Road		Municipality of Brooke-Alvinston	236.00	-	-	236.00
				<u>1,505.00</u>	<u>-</u>	<u>-</u>	<u>1,505.00</u>
Township of Warwick							
Agricultural Lands							
6 SER	pt. W 1/2 Lot 25	001-016	L. Brooks	422.00	141.00		281.00
	W 1/2 E 1/2 Lot 25	001-017	R. Davidson	473.00	158.00		315.00
	E 1/2 Lot 25	001-018	R. Davidson	2,050.00	683.00		1,367.00
	W 1/2 Lot 26	001-019	F. Sanders	5,548.00	1,849.00		3,699.00
	E 1/2 Lot 26	001-020	Supersweet Honey Ltd.	1,568.00	523.00		1,045.00
				<u>10,061.00</u>	<u>3,354.00</u>	<u>-</u>	<u>6,707.00</u>
Municipal Lands							
	Churchill Line (1/2)		Township of Warwick	947.00	-	-	947.00
				<u>947.00</u>	<u>-</u>	<u>-</u>	<u>947.00</u>
Total Net Assessment				\$34,525.00	\$10,691.00	\$1,270.00	\$22,564.00

**MUNICIPALITY OF BROOKE-ALVINSTON
COMMITTEE OF ADJUSTMENT - APPLICATION A-001/26**

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

Re: Application for Taylor & Meagan Oke, in respect of 7794 Rokeby Line.
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 February 10, 2026.

DECISION:

GRANTED - Relief from the Zoning By-law to allow a rear yard setback of 1.2 m whereas the Zoning By-law requires a minimum setback of 7 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

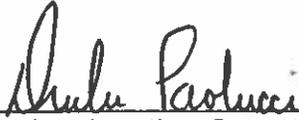
Christa Sawyer

Randy Hills

*** CERTIFICATION ***

I, Darlene Paolucci, Acting 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 10th day of February 2026.



 Darlene Paolucci, acting Secretary-Treasurer
 Brooke-Alvinston Committee of Adjustment

NOTICE FOR APPEALING TO THE ONTARIO LAND TRIBUNAL

To appeal the decision to the Ontario Land Tribunal, send a letter to the Secretary-Treasurer of the Brooke-Alvinston Committee of Adjustment outlining the reasons for the appeal. You must enclose the appeal fee of \$400.00 for each application appealed, paid by certified cheque or money order, made payable to the Ontario Minister of Finance.

Please note that Section 45 Subsection 17 of the Planning Act states that the Ontario Land Tribunal may dismiss all or part of an appeal without holding a hearing, on its own motion or on the motion of any party if,

- a) it is the opinion that:
 - i) the reasons set out in the notice of appeal do not disclose any apparent land use planning ground upon which the Tribunal could allow all or part of the appeal.
 - ii) the appeal is not made in good faith or is frivolous or vexatious, or
 - iii) the appeal is made only for the purpose of delay.
 - iv) the appellant has persistently and without reasonable grounds commenced before the Tribunal proceedings that constitute an abuse of process;
- b) the appellant has not provided written reasons for the appeal;
- c) the appellant has not paid the fee prescribed under the *Ontario Municipal Board Act*; or
- d) the appellant has not responded to a request by the Ontario Land Tribunal for further information within the time specified by the Tribunal.

NOTE: The last day for appeal of the above decision is the 2nd day of March, 2026

MUNICIPALITY OF BROOKE-ALVINSTON
JANUARY

<u>PERMITS</u> <u>ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE</u> <u>VALUE</u>
BP-26-001	Melanie Schalk, owner 8478 Petrolia Line, Alvinston (demolish existing dwelling) Cont: First General London/Middlesex, Jan 20/2026 120-050-04601	8478 Petrolia Line Con 11, Pt Lot 23 RP25R6869, Pt 1	230.00	Res/Dem 50,000
BP-26-002	1950685 Ontario Limited, owner, 6246 Shiloh Line Alvinston, (construct grain bin pad) Cont: Melbourne Farm Automation Ltd, Jan 29/2026 120-020-07100	Shiloh Line Con 7, Lot 1 EXC RP25R4311, Pt 1	512.00	Agr/Con 95,000 90 m ²



RESOLUTION NO. 2026- 20

FEBRUARY 11, 2026

Moved by: [Signature]

Seconded by: [Signature]

WHEREAS reliable, high-speed internet access is essential infrastructure that supports economic development, housing construction, healthcare, education, municipal operations, and overall community well-being;

AND WHEREAS the Province of Ontario has recognized the importance of digital infrastructure through the *Accelerating Access to Broadband for Ontario Act, 2021*, which seeks to expand broadband access to all Ontarians, particularly in underserved and rural communities;

AND WHEREAS access to affordable high-speed internet is a necessary precondition to achieving provincial and federal housing, economic development, and population growth targets;

AND WHEREAS Bell Canada currently offers dedicated fibre internet services at the following indicative rates under a five (5) year term within a regulated area: 100 Mbps / 100 Mbps \$1,010 per month, 500 Mbps / 500 Mbps \$3,090 per month and 1 Gbps / 1 Gbps \$3,250 per month.

AND WHEREAS such pricing structures place dedicated fibre services beyond the financial reach of many municipalities, small businesses, housing developments, non-profit organizations, and community facilities;

AND WHEREAS unaffordable broadband infrastructure costs undermine the intent of provincial and federal legislation aimed at universal access to high-speed internet, including federal programs administered by Innovation, Science and Economic Development Canada (ISED) and regulatory oversight by the Canadian Radio-television and Telecommunications Commission (CRTC);

AND WHEREAS affordable, high-speed internet access is essential infrastructure and a foundational requirement for inclusive growth, housing delivery, and community resilience and municipalities are required to plan for growth, housing, and economic competitiveness, yet have no say in telecommunications pricing and market structures;

AND WHEREAS the Council of the Municipality of Magnetawan calls upon the CRTC to examine the affordability of dedicated fibre pricing and its impact on municipal infrastructure, housing development, and equitable internet access;

AND WHEREAS the Council of the Municipality of Magnetawan calls upon the Government of Ontario to work with telecommunications providers to ensure that broadband infrastructure costs do not impede the objectives of the *Accelerating Access to Broadband for Ontario Act, 2021* and the *Building Faster Homes and More Choice Act, 2022*;

AND WHEREAS the Council of the Municipality of Magnetawan calls upon Bell Canada to review and revise its dedicated fibre pricing models to ensure they are affordable, transparent, and scaled appropriately for municipalities, community institutions, and local development projects;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Magnetawan calls upon the Government of Canada, including ISED, to strengthen affordability requirements tied to federal broadband funding and universal access programs;

AND FURTHER THAT this resolution be circulated to the Prime Minister of Canada Mark Carney, the Honourable Premier Doug Ford, the Honourable Melanie Joly, Minister of Innovation, Science and Industry, the Honourable Kinga Surma, Minister of Infrastructure, the Honourable Rob Flack, Minister of Municipal Affairs and Housing, the Honourable Graydon Smith, MPP for Parry Sound–Muskoka, the Honourable Scott Aitchison, MP for Parry Sound–Muskoka, Bell Canada, the CRTC, FONOM, AMO, NOMA, and all Ontario municipalities through AMCTO.

Carried Defeated Deferred

[Signature]
Sam Dunnett, Mayor

Recorded Vote Called by: _____

Recorded Vote

Member of Council	Yea	Nay	Absent
Bishop, Bill			
Hetherington, John			
Hind, Jon			
Kneller, Brad			
Mayor: Dunnett, Sam			



**The Corporation of the
Township of Perry**

Box 70 1695 Emsdale Road Emsdale, Ontario P0A 1J0

Date: February 18, 2026

Resolution No.: 2026- 078

Moved By: Joe Lumley **Seconded By:** Paul Sowrey

Whereas public libraries play a vital role in ensuring equitable access to information, literacy, education, and culture for all residents;

And whereas interlibrary loan services are an essential component of public library operations, particularly for small and rural communities with limited local collections;

And whereas reduced postal rates for library materials have historically enabled libraries to share resources efficiently and affordably across Canada;

And whereas recent amendments to the Canada Post Corporation Act have removed the legislative requirement to provide reduced postal rates for library materials, creating uncertainty for the continued delivery of this essential service;

Now therefore be it resolved that the Council of the Corporation of the Township of Perry calls upon the Government of Canada to maintain and protect reduced-rate postal distribution for library materials through legislation;

And that Council requests that the Minister responsible for Canada Post ensure continued, affordable postal access for libraries and interlibrary loan services;

OPP DETACHMENT BOARD-JAMES BAY EAST**Cassandra Child, AOMC, Dipl.M.A. – Secretary-Treasurer**

171 Fourth Avenue

Cochrane, Ontario, Canada, P0L 1C0

T: 705-272-4361 | F: 705-272-6068

E: cassandra.child@cochraneontario.com**OFFICE OF THE SECRETARY/TREASURER OPP DETACHMENT BOARD-JAMES BAY EAST**

February 20, 2026

VIA EMAIL

The Honourable Michael Kerzner
Solicitor General
Ministry of the Solicitor General
25 Grosvenor Street, 18th Floor
Toronto, ON M7A 1Y6

The Honourable Zee Hamid
Associate Solicitor General for Auto Theft and Bail Reform
Ministry of the Solicitor General
25 Grosvenor Street, 18th Floor
Toronto, ON M7A 1Y6

MPP John Vanthof
Pinewood Centre, Unit 5
247 Whitewood Avenue
New Liskeard, ON P0J 1P0

Dear Leaders,

On behalf of the OPP Detachment Board – James Bay East I am pleased to offer this letter in strong support of Victim Crisis Assistance Ontario (VCAO) agencies across the province and the development of a coordinated Provincial Bail Notification Program.

VCAO organizations are essential partners in community safety and well-being. They provide immediate, trauma-informed support to individuals and families affected by crime and tragic circumstances, often at the most vulnerable moments in their lives. Their staff and volunteers work closely with police services to ensure survivors receive timely safety planning, crisis intervention, and connections to critical supports. This partnership enhances our ability to respond effectively, reduces risk, and strengthens trust with those we serve.

Timely and reliable bail notification is a vital component of victim safety. The current system is inconsistent across jurisdictions and leaves survivors at risk when they are not informed of release conditions or bail decisions that may impact their safety planning. A province-wide bail notification program, led in partnership with VCAO agencies, will ensure victims receive clear, coordinated, and rapid notification, regardless of where the offence occurred or where the accused is released. This is not only a matter of safety but also an essential part of ensuring victims' rights, dignity, and confidence in the justice system.

The OPP Detachment Board- James Bay East fully supports:

1. Strengthened investment in VCAO agencies, recognizing them as critical frontline partners in community safety and in supporting survivors of crime.

2. A standardized, province-wide bail notification system, designed in partnership with police services, VCAOs, and justice partners to promote timely communication, reduce risk, and improve outcomes for victims.
3. Ongoing collaboration between police and VCAO, including shared training, coordinated response models, and information pathways that improve both public safety and victim care.

VCAO agencies deliver high-quality services that directly complement police response. A provincial bail notification program will further enhance our collective ability to keep communities safe and uphold the rights of survivors. We urge the Government of Ontario to move forward with the development, implementation, and sustainable funding of this program.

Thank you for your consideration. The OPP Detachment Board-James Bay East is committed to working collaboratively and constructively with our VCAO partners and with provincial ministries to support this important and urgently needed initiative.

Yours truly,

OPP DETACHMENT BOARD-JAMES BAY EAST



Cassandra Child, AOMC, Dipl.M.A.
Secretary/Treasurer

/crc

c.c.

All Ontario municipalities
All Ontario OPP Detachment Boards



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Fire Department Responses to nuisance fire alarms from monitored fire alarm systems
Meeting: Council - 26 Feb 2026
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

That Council receive and file the report on nuisance fire alarms.

Background:

At the February 12th Council meeting, direction was given to staff to draft a report on nuisance alarms and options of enforcement for Council consideration.

Comments:

Fire Departments classify false alarms informally as:

Accidental False Alarm — unintentional initiation of a fire alarm signal, and would include such activities as accidental operation or damage to sprinklers, heat detectors, manual pull stations etc.

Equipment Malfunction Alarm — the failure of fire detection equipment which results in indication of a fire alarm condition when none exists. Includes unexplained alarm activations, but does NOT include accidental, malicious or nuisance false alarms.

Malicious False Alarm — the transmitting of an alarm of fire where knowingly no fire exists, by telephone, by outcry or by initiation of fire alarm equipment/component.

Nuisance Alarm — initiation of an alarm of fire caused by environmental conditions other than fire and includes such conditions as excessive smoking in an enclosed area, smudging, environmental conditions such as dusty or high humidity conditions, or cooking. An alarm activation transmitted to the fire department resulting in a response which is caused by an alarm technician or other person conducting maintenance or repair activities is also classified as a nuisance alarm.

Calls to 911 for false smoke and CO alarms, where potentially inconvenient, provide the community with a sense of security and trust that the Municipality and their fire service cares more about their safety than the opportunity to recover the costs for providing public safety. Each alarm call represents a public education opportunity where potential issues may be repaired and fire and life safety information is provided.

Should Council wish to implement a false alarm by-law for nuisance alarms, certain aspects should be considered:

- Cost recoveries for nuisance alarms would only apply to where the fire department is dispatched to respond to a monitored fire alarm system and no actual emergency exists. Response criteria would

include that there must be multiple alarms to the same system and the alarms are in close proximity to each other.

- A fee for service should only be applied for repeated false alarms providing certain circumstances are met resulting from a thorough investigation at the discretion of the Fire Chief or their Designate and within any given calendar year. In all cases, a verbal caution on the first occasion of a false alarm response is issued.
- Normally, at least two fire trucks are dispatched to fire alarm activations, and so these will be invoiced at the cost recovery of the call including volunteer wages and truck(s) rate (could be up to \$500 + pending the number of fire personnel present)
- Where the property owner provides the fire department with a copy of a paid invoice for repairs to a system within 30 days of the incident any and all invoiced fees will be waived.

A similar by-law comparable to the recent OPP false alarm by-law (50 of 2024) could be drafted. The main concern would be that persons with legitimate accidental alarms, do not remove the alarm components in their homes to avoid extra costs and safety is compromised.

Financial Considerations:

None associated with this report

ATTACHMENTS:

[By-law 50 of 2024 - Alarms](#)

The Corporation of the Municipality of Brooke-Alvinston

By-law Number 50 of 2024

Being a By-Law to impose fees and charges for services or activities provided by the Ontario Provincial Police (OPP), on behalf of the Municipality of Brooke-Alvinston in relation to alarms

WHEREAS pursuant to section 391 of the *Municipal Act, 2001*, as amended, a municipality is authorized to pass by laws imposing fees or charges on persons for services or activities provided or done by or on behalf of it; and

WHEREAS section 398(2) of the Act, provides for the addition of fees and charges imposed by the municipality or local board, respectively, to the tax roll for the following property in the local municipality and to collect them in the same manner as municipal taxes: and property for which all the owners are responsible for paying the fees and charges; and

WHEREAS section 345 of the Act authorizes the Council of a local municipality to establish: penalty and interest charges, notice as to time and notice of payment, payment of installments and options; and

WHEREAS the Municipality of Brooke-Alvinston, receives policing services from the OPP; and

WHEREAS the Municipality of Brooke-Alvinston is part of the Lambton Group OPP Detachment Board that Represents the Municipality of Brooke-Alvinston | Township of Dawn-Euphemia | Township of Enniskillen | Municipality of Lambton Shores | Village of Oil Springs | Town of Petrolia | Town of Plympton-Wyoming | Township of St. Clair | Township of Warwick; and

WHEREAS the number of false alarms in the Municipality of Brooke-Alvinston, has been identified as consuming a significant quantity of OPP resources, which could be better directed to enhancing police presence in the community through the reduction of false alarms; and

WHEREAS response to these false alarms interferes with the ability of the OPP to respond to actual emergencies, posing a threat to officer safety and members of the public by creating unnecessary delays; and

WHEREAS Police Detachment Boards and Municipalities across Ontario are seeking to address false alarms and decrease related calls for service; and

WHEREAS the Lambton Group OPP Detachment Board deems it expedient to pass a by-law relating to the reduction of false security alarms and to impose fees for services provided by the OPP; and

WHEREAS the municipality incurs costs when OPP responds to False Alarms; and

WHEREAS responses to False Alarms interfere with the ability of the OPP to respond to actual incidents; and

WHEREAS the Lambton Detachment of the OPP have agreed to maintain a register of alarms responded to in the municipality;

NOW THEREFORE the Corporation of the (municipality name), enacts as follows:

1. In this bylaw and recitals
 - a) "Alarm" or "Alarms" means any form of notification to the OPP central dispatch of a criminal act, an attempted criminal act, or any bonafide emergency situation at a premise or an False Alarm;
 - b) "Alarm Device" means any device or series of devices installed on real property and designed to detect criminal activity or unauthorized entry or emergency which when

activated, emits or transmits a local or remote audible, visual or electronic signal intended to alert the “alarm system owner”, summon the police service, whether monitored by an “Alarm Business” or not;

- c) “Alarm System Owner” means the owner, occupant or lessee of a building, structure or premise that has a security alarm system or the lessee of a security alarm system;
- d) “False Alarm” means any one of the following:
 - i. the testing of an alarm without advance notification to OPP central dispatch;
 - ii. an alarm caused by the carelessness or negligence of any person at a premise;
 - iii. an alarm caused by the mechanical failure or improper installation of any warning device; or
 - iv. an alarm inadvertently activated by any means including internal or external conditions;
- e) “False Alarm” does not include alarms where OPP dispatch is notified within forty-eight (48) hours advance that a response is not required;
- f) “Emergency situation” means:
 - i. an alarm caused by an attempted or completed criminal act at a premise; or
 - ii. any type of emergency occurring at or in relation to any business or residential premises located within the geographic boundaries of the (municipality name);
- g) “OPP” means the Lambton Detachment of the Ontario Provincial Police;
- h) “Premise” or “Premises” means any business or residential premises located within the geographic boundaries of (municipality name), containing an unlawful entry alarm which automatically notifies OPP central dispatch of an emergency situation;
- i) “Municipality” means (municipality name); and
- j) OPP central dispatch means the OPP communications centre.

2. The OPP shall maintain the following;

- i. a written record of each separate alarm, which record shall include, without limiting generality, the date time and location of such alarm.

3. Fees for False Alarms

- i. where there is an OPP response to a false alarm, the alarm system owner shall be responsible for the fee as set out in the (municipality name) Fees and Charges By-law, as amended;
- ii. an Alarm shall not be classified as a False Alarm when an extraordinary circumstance as determined by the police service Detachment Commander has occurred;

4. Notwithstanding any other provision of this bylaw:

- i. the owner or occupier of a premise shall pay to the municipality the sum of:

First false alarm in any calendar year	No fee
Second false alarm in any calendar year	\$250.00
Third false alarm in any calendar year	\$350.00
Fourth false alarm in any calendar year	\$700.00
Fifth false alarm in any calendar year	\$1400.00
Sixth false alarm in any calendar year	Notice of suspension of service will be issued for the remainder of the calendar year.

5. Collection of False Alarm Fees

- i. the OPP shall provide the Brooke-Alvinston Treasurer with the required information within 15 days of the end of a calendar month, regarding False Alarm occurrences in the preceding month for invoicing and collection purposes. Required information includes at a minimum the name of the alarm system owner and the address.

- ii. fees shall be invoiced and collected by (municipality name), in accordance with the Accounts Receivables established processes and procedures. Invoices shall be printed and mailed to the alarm system owner
- iii. Brooke-Alvinston will take appropriate steps as provided for in the Municipal Act, to collect outstanding false alarms fees.

6. Automatic Dialing Alarm

- i. No person shall install maintain or use an automatic dialing device designed to transmit a message to either the OPP or the OPP central dispatch;
- ii. Automatic Dialing Alarms causing False Alarms requiring response by the OPP shall be subject to the fees as set out in (municipality name) Fees and Charges By-law.

7. The alarm system owner occupier or key holder of each premise shall:

- i. attend their premise when its alarm is activated within 30 minutes of the activation; and
- ii. allow access to the premise for inspection purposes and to answer inquiries from the OP

8. Severability

- i. each and every one of the foregoing provisions of this by-law is severable and if any provisions of this by-law should, for any reason, be declared invalid by any court, it is the intention and desire of this council that each and every one of the then remaining provisions shall remain in full force and effect.

9. This by-law shall come into full force and effect upon final passing thereof.

Read a first and second time and finally passed this 14 day of November, 2024



Mayor



Clerk

Lambton Group OPP Detachment Board Members

Municipality of Brooke-Alvinston passed on: November 14, 2024

Township of Dawn-Euphemia passed on:

Township of Enniskillen passed on:

Municipality of Lambton Shores passed on:

Village of Oil Springs passed on:

Town of Petrolia passed on:

Town of Plympton-Wyoming passed on:

Township of St. Clair passed on:

Township of Warwick passed on:



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Pole Christmas Light options
Meeting: Council - 26 Feb 2026
Department: Parks and Recreation
Staff Contact: Greg Thornicroft, Parks & Recreation Manager

Recommendation:

That Council select an Christmas / winter light display from the options below and direct staff to work on \$725 / 5 year sponsorships for the decorations; and that 4 be placed in Inwood (Inwood Road) and 8 in Alvinston (River Street).

Background:

At the February 12th meeting, staff were directed to obtain firm pricing on 12 Christmas decorations for 8 poles in Alvinston and 4 in Inwood.

A catalogue of options were forwarded to Council for comment. Out of 4 responses, the following designs were ranked the top 4 with 2 votes for each : Snow Drift, Red Ribbon, Winter Chill and Winter Wind.

Comments:

The prices include the decorations and mounting equipment. For the Advantage line, the mounting brackets are included.

Financial Considerations:

Additional costs are the banding for 12 lights and delivery charges.

Sponsorships have been recommended at \$725 / 5 years. Should sponsorships not be received, monies will be taken from reserves.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Alvinston Summary Water Report 2025 - O. Reg. 170/03 Section 11 and Schedule 22
Meeting: Council - 26 Feb 2026
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council review and acknowledge reading the 2025 Annual Water Report provided by our operator, OCWA (Ontario Clean Water Agency); and that this report be filed and made available to any member of the public during normal business hours without charge.

Background:

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

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

OCWA provides the Alvinston Distribution System Annual Water Report yearly.

Comments:

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

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[5953 Annual WD Report 2025](#)



February 11, 2026

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

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

Dear Janet Denkers,

Attached is the 2025 Summary Report for the Alvinston Distribution System for January 1st to December 31st, 2025. This report has been completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the *Safe Drinking Water Act*.

This Summary Report is to be provided to the members of council by March 31st, 2026.

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

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

Sincerely,

A handwritten signature in black ink, appearing to read "Terri-Lynn Thomson".

Terri-Lynn Thomson
 Process and Compliance Technician

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

Alvinston Distribution System

Waterworks # 260040170
System Category – Large Municipal Residential

Annual Water Report

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

Reporting Period of January 1st – December 31st, 2025

Issued: Feb 11th, 2026

Revision: 0

Operating Authority:



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

Table of Contents

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

Revision History

Date	Revision #	Revision Notes
2026-02-11	0	Report Issued

Report Availability

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

Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	1
Ministry of Labour Inspections	0
QEMS External Audit	1
AWQI's/BWA	0
Non-Compliance	0
Community Complaints	0
Spills	0
Watermain Breaks	2

System Process Description

Distribution

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

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

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

Treatment Chemicals

Table 1 below provides a list of water treatment chemicals used by the system during the period covered by the report.

Table 1: *Treatment Chemicals*

Chemical Name	Use	Supplier
Sodium Hypochlorite	Secondary Disinfection	Jutzi

Summary of Non-Compliance

Adverse Water Quality Incidents

Under the *Safe Drinking Water Act*, O. Reg 170/03, any adverse water quality incidents (AWQI) are required to be reported to the Ministry of the Environment, Conservation and Parks (MECP) and corrective action taken. Refer to Table 2 below for a summary of AWQI incidents in 2025.

Table 2: *Adverse Water Quality Incidents*

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

Non-Compliance

Table 3: *Non-Compliance*

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

Non-Compliance Identified in a Ministry Inspection

The routine MECP Inspections have an Inspection Rating Record. This record evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the Alvinston Distribution System were: Certification and Training, Logbooks, Operations Manuals, Reporting and Corrective Actions, Treatment Processes, and Water Quality. The Alvinston Distribution System was inspected on May 6th, 2025 by David Dominelli of the Ministry of the Environment, Conservation and Parks (MECP). The inspection review period was June 1, 2024 to April 30, 2025. An inspection rating of 100% was received. Refer to Table 4 below for non-compliances identified in the report.

Table 4: *Non-Compliances Identified in a Ministry Inspection*

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
-------------	--------------------------------------	--	-------------------	--------

There were no non-compliance issues reported during the reporting period.

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

Flows

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

In accordance with Schedule 22-2(3) 1, below is a summary and discussion of the quantity of water supplied to the Alvinston Distribution System during the reporting period.

Old Walnut Flows

The Alvinston Distribution System is supplied by the Lambton Area Water Supply System (LAWSS). The flow is metered at the Old Water Meter Chamber as it enters the Alvinston Distribution System. The volume supplied in 2025 was 82,191.6m³. This represents a 25.6% decrease from the volume supplied in 2024. The reduction is attributed to the watermain repair completed in January, which may have been leaking for an extended period prior to detection.

The following table (Table 5) is a summary of the flows received in the Alvinston Distribution System in 2025 compared to 2024.

Table 5: Old Walnut Meter Chamber Flows

	2024 Alvinston Walnut (m3)	2025 Alvinston Walnut (m3)	2024 Alvinston Walnut Avg Day Flow (m3/d)	2025 Alvinston Walnut Avg Day Flow (m3/d)	% difference 2024 to 2025	2024 Alvinston Walnut Max Day Flow (m3)	2025 Alvinston Walnut Max Day Flow (m3)
January	8294.8	9531.2	267.6	307.5	14.9	372.0	307.0
February	7535.0	7079.4	259.8	252.8	-2.7	287.0	303.0
March	8305.5	6734.6	267.9	217.2	-18.9	274.6	297.0
April	8212.1	5843.9	273.7	194.8	-28.8	219.0	314.5
May	9832.8	6593.3	317.2	212.7	-32.9	243.0	427.6
June	9149.6	7752.6	305.0	258.4	-15.3	303.6	408.5
July	9214.6	7477.5	297.2	241.2	-18.9	357.0	348.6
August	9307.4	6991.0	300.2	225.5	-24.9	302.6	425.0
September	9935.3	6562.1	331.2	218.7	-34.0	303.0	389.5
October	10576.1	6516.9	341.2	210.2	-38.4	240.5	369.2
November	9984.4	5587.6	332.8	186.3	-44.0	198.4	369.8
December	10414.5	5521.5	336.0	178.1	-47.0	217.0	381.5

Total	110762.1	82191.6				
Avg	9230.2	6849.3	302.6	225.3	-25.6	
Max					372.0	427.6

Alvinston Rechlorination Station Flows

The water supplied by LAWSS travels through the Alvinston Rechlorination Station. The station provides level control to the standpipe through a PRV and CAV before being directed to consumers. The flow is metered on the outlet of the station. The volume supplied from the Alvinston Rechlorination Station in 2025 was 71,068 m³.

The following table (Table 6) is a summary of the flows through the Alvinston Rechlorination Station in 2025 compared to 2024.

Table 6: Alvinston Rechlorination Station Flows

	2024 Alvinston Rechlorination Station (m3)	2025 Alvinston Rechlorination Station (m3)	2024 Alvinston Rechlorination Station Avg Day Flow (m3/d)	2025 Alvinston Rechlorination Station Avg Day Flow (m3/d)	% differen ce 2025 to 2024	2024 Alvinston Rechlorination Station Max Day Flow (m3)	2025 Alvinston Rechlorination Station Max Day Flow (m3)
January	5775.0	7284.8	186.3	235.0	26.1	230.7	279.3
February	5099.5	6345.3	175.9	226.6	28.9	221.3	286.0
March	5556.9	5787.1	179.3	186.7	4.1	250.7	303.0
April	5581.9	5141.4	186.1	171.4	-7.9	260.0	202.0
May	6629.5	5927.5	213.9	191.2	-10.6	296.0	276.5
June	6711.2	6441.5	223.7	214.7	-4.0	356.5	277.5
July	6509.0	6648.9	210.0	214.5	2.1	335.0	330.5
August	6555.4	6149.0	211.5	198.4	-6.2	295.5	318.0
September	6947.3	5681.1	231.6	189.4	-18.2	415.5	267.5
October	7675.6	5689.1	247.6	183.5	-25.9	310.5	308.0
November	7149.0	4872.3	238.3	162.4	-31.8	279.0	200.5
December	6758.0	5100.0	218.0	164.5	-24.5	253.5	198.0
Total	76948.2	71068.0					
Avg	6412.4	5922.3	210.2	194.9	-7.3		
Max						415.5	330.5

Regulatory Sample Results Summary

Microbiological Testing

The Alvinston Distribution System was operated and maintained in such a manner that the treated water supplied to the consumers serviced by the system satisfied the Ontario Drinking Water Quality Standards with the exception of the below noted adverse. Refer to Table 7 below.

Table 7: Microbiological Testing Summary

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		No. of Samples Collected	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
Distribution Water	156	0	0	0	0	52	<10	140

Operational Testing

Free chlorine residuals are monitored throughout the distribution system to meet regulatory requirements and ensure adequate secondary disinfection is provided. Table 8 below details the operational testing completed in the system during the reporting period.

Table 8: Operational Testing Summary

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	364	0.39	1.49

Summary of Lead Testing:

Schedule 15.1 sampling is required under O.Reg 170/03. The Alvinston Distribution System is under reduced sampling which requires lead samples to be collected every 3rd year in the winter and summer period. Refer to Table 9.

Table 9: Schedule 15.1 Sample Results

Distribution System	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	4	79	83	N/A	N/A
pH	4	7.45	7.89	N/A	N/A
Lead (ug/l)	N/A	N/A	N/A	N/A	N/A

Organic Parameters

These parameters are tested quarterly as a requirement under O.Reg 170/03. Refer to Table 10.

Table 10: Organic Parameter Testing and Results

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L) Annual Average-DW	2025	46.5	100	0	0

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Haloacetic Acids: Total (ug/L) Annual Average-DW	2025	21.25	80	0	0

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

Additional Legislated Samples

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

Major Maintenance Summary

The Alvinston Distribution System completed a number of repairs, installations, and replacements projects as listed below in Table 11. These represent the major expenses incurred in 2025.

Table 11: Major Maintenance Summary

Details
Generator Repairs Watermain Repairs Backflow preventer repairs Hydrant Repair



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Senior / Youth of the Year 2026
Meeting: Council - 26 Feb 2026
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council nominate a Senior of the Year nominee and a Youth of the Year nominee for 2026 at the closed meeting scheduled for March 12, 2026.

Background:

Each year, a Senior of the Year is selected by Council. The award is generally presented at the June Ecumenical Service by the nominating Council person.

The annual Senior of the Year award was established in 1994 and gives each municipality in Ontario the opportunity to honour one outstanding local senior, who, after the age of 65, has enriched the social, cultural or civic life of his or her community.

Councillor Redick noted to me earlier that she would like the Council to nominate a Youth of the Year in a similar nomination process to the Senior of the Year process.

If Council approved of a Youth of the Year nomination, that would be independent of the Province recognition and in a municipal recognition capacity only.

Comments:

The previous Senior of the Year Nominees were:

2025 - Wayne Deans
 2024 - Jeannette Douglas
 2023 - Donna Oriet
 2022 - Norm Triest
 2021 - Ron Goss
 2020 - Lyle Moffatt
 2019 - Don McGugan
 2018 - Jack MacDonald
 2017 - Anne McGugan
 2016 - Nola Tait
 2015 - Jim Hayter
 2014 - Ray Lloyd
 2013 - John Koncovy

Council considers the nominations received and suggested. The deadline for nominations is the end of March.

Financial Considerations:

None associated with this report



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: April Council Meeting Date Adjustment
Meeting: Council - 26 Feb 2026
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Thursday, April 9, 2026 regular council meeting be adjusted to Wednesday April 8th at 4:30 p.m.

Background:

The Lambton Rural Game Dinner is scheduled for April 9, 2026 beginning at 5:30 and will be held in St. Clair Township.

Comments:

The Municipality has membership in the organization. In order to accommodate travel and not rush a Council meeting, it is recommended that the Council meeting be moved to Wednesday, April 8, 2026.

Alternatively, the meeting could be adjusted to an earlier start time pending Councillor availability.

Financial Considerations:

None associated with this report



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Request to purchase alley
Meeting: Council - 26 Feb 2026
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston declare the alley located behind 3237 River Street surplus; and that staff be directed to dispose of the land as per the Sale of Land By-law.

Background:

A request was received to acquire the alley at the rear of 3237 River Street. The proposal was forwarded to the Planning Department and Roads Department.

As per the Sale of Land by-law, should Council declare the land surplus, the adjacent owners to the alley would be offered the purchase (respectively half each). If one adjacent owner does not want it, the whole alley would be sold to the requesting owner.

Comments:

Public Works:

- there is no sanitary or water running in the alley - was abandoned

The land is deemed to be of limited marketability and could only be sold to an abutting owner(s). The whole property, if combined with the land would create a configuration which is acceptable and in accordance with good planning principles. If sold, the land would be required to merge in title with the abutting owner's land.

Financial Considerations:

Under the fees by-law, the approved fee for the sale of land in the agricultural / commercial / industrial zone is \$3.50 / ft² (minimum purchase price is \$5,000 + HST)

The alley in question is 6ft x 43ft

ATTACHMENTS:

[letter](#)

[Scanned from a Xerox Multifunction Printer](#)

To Janet Denkers & Council for Brooke-Alvinston

We are in the process of applying for zoning change for a new development to 3243, 3237 and 3239/3241 River Street, Alvinston, Ontario.

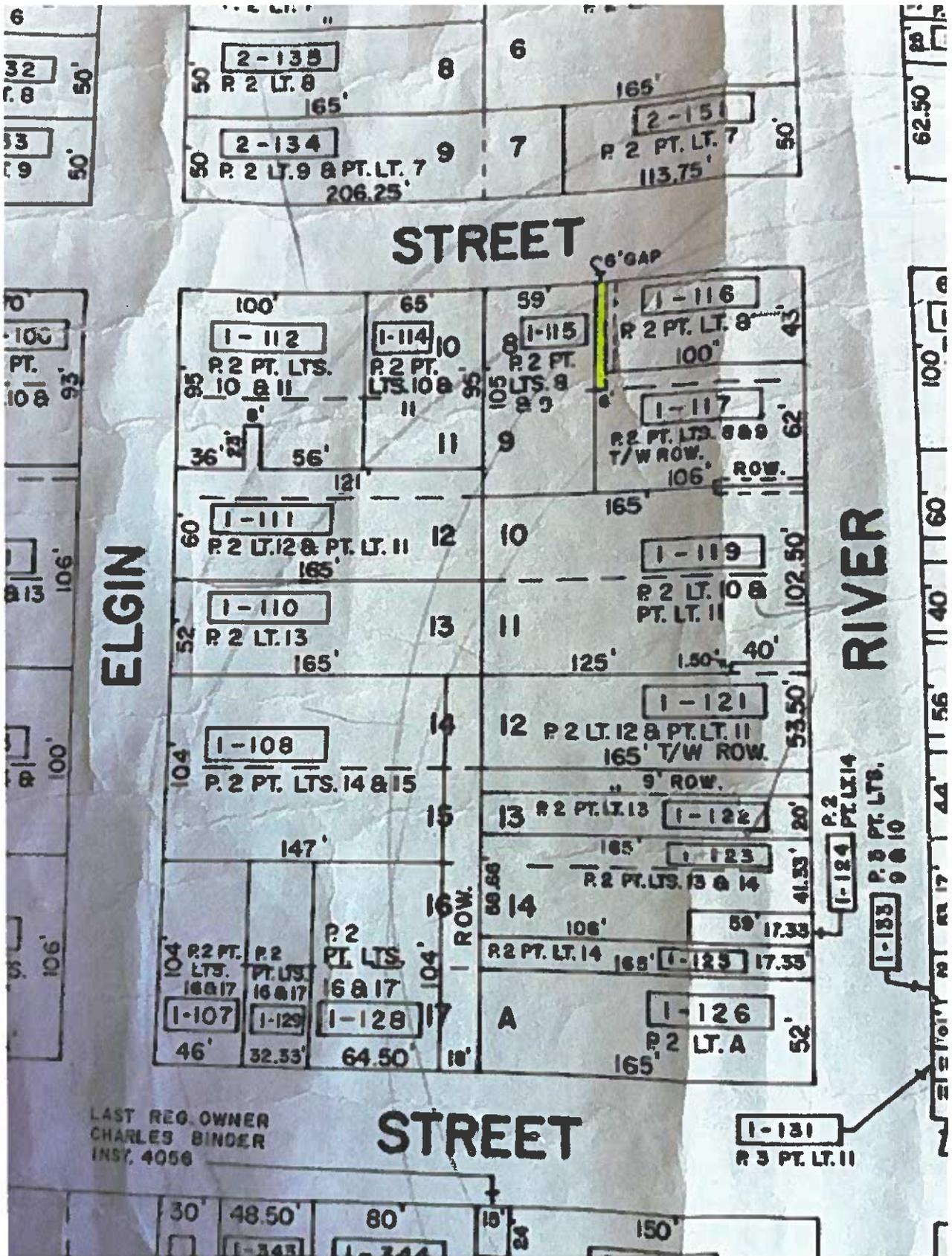
To allow a little extra room we would like to purchase the lane way or right of way behind 3237, 3239 River Street.

As per your bylaw we offer \$5000.00 plus all legal fees to purchase this Lane way/right of way.

Thank you for your consideration.

Jim VanderWal

A handwritten signature in black ink, appearing to read "Jim VanderWal", written in a cursive style.





Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Use of Corporate Resources for Election Purposes Policy
Meeting: Council - 26 Feb 2026
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report on the Use of Corporate Resources for Election Purposes and revised policy be received and filed.

Background:

In the 2026 municipal election year, April 30, 2026 is the last day for municipalities to establish rules and procedures regarding the use of municipal resources during the election campaign.

Comments:

The attached policy sets out provisions for the use of Municipal facilities, resources and infrastructure during an election period in order to preserve the integrity in the elections process and to comply with the Municipal Elections Act.

The policy recognizes that Members of Council are holders of their office until the end of the term and supports them in continuing to fulfill their responsibilities as Members of Council

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[Use of Corporate Resources for Election Purposes](#)

Municipality of Brooke-Alvinston

Use of Corporate Resources for Election Purposes Policy



MUNICIPALITY OF BROOKE-ALVINSTON

MUNICIPAL ELECTION

Use of Corporate Resources for Election Purposes

POLICY STATEMENT

All Provisions contained within this policy shall serve to ensure the protection of freedom of expression while maintaining that:

- No candidate shall use the facilities, equipment, supplies, services, staff or other resources of the municipality for any election campaign or campaign-related activities.
- Members of Council shall not be precluded from performing their duties as an elected Official, nor inhibited from representing the interests of their constituents and;
- Information and communication related to an election shall continue to be open and accessible to the public

PURPOSE

The purpose of this policy is to create guidelines for all Brooke-Alvinston Candidates running for an elected office and Registered Third Parties during the Election Period; and to establish parameters on the Use of Corporate Resources to election related purposes.

Rationale and Legislative Authority

It is necessary to establish guidelines on the appropriate use of corporate resources during an election period to protect the interests of both the Members of Council and the Corporation. The *Municipal Elections Act, 1996* prohibits a municipality from making a contribution to a candidate. The Act also prohibits a candidate, or someone acting on the candidate's behalf, from accepting a contribution from a person who is not entitled to make a contribution.

As a contribution may take the form of money, goods or services, any use by a Member of Council of the Corporation's resources for his or her election campaign would be viewed as a contribution by the Municipality to the member, which is a violation of the Act.

SCOPE

This policy applies to all employees of the Municipality, Candidates and Registered Third Parties as well as anyone acting on their behalf

DEFINITIONS

Candidate means any person who has filed and not withdrawn a nomination in a municipal or school board election or a candidate seeking nomination for a political party.

Corporate Resources means items, staff, services or resources which are the property of the Municipality of Brooke-Alvinston including but not limited to: materials, equipment, vehicles, facilities, land, technology (Computers, smartphones, tablets etc) images, logos and supplies. Working hours, the time where the Municipality pays its employees to complete certain duties or tasks is also considered to be a Corporate Resource

Campaign Materials means any materials used to solicit votes for a Candidate including but not limited to literature, banners, posters, pictures, buttons, signs, or other paraphernalia. Campaign materials include materials in all media for example print, displays, electronic radio or television, online including websites or social media

Election Period means the first day prescribed for the filing of nominations in accordance with the Municipal Elections Act and ends on Voting Day

Municipal Facility / Building means any building or facility owned or operated by the Municipality

GENERAL PROVISIONS

In accordance with the provisions of the Municipal Elections Act, 1996:

- a) Corporate resources, assets and funding may not be used for any election-related campaigning purposes;
- b) Staff may not canvass or actively work in support of a municipal candidate
- c) Candidates may not use any municipally-owned facilities for any election-related purposes. Neither campaign related signs nor any other election-related material will be displayed in any municipally-owned facilities;
- d) Members of Council may not:
 - i) Print or distribute any material paid by municipal funds that illustrates that a Member of Council or any other individual is registered in any election or where they will be running for office;
 - ii) Profile (name or photograph), or make reference to, in any material paid by municipal funds, any individual who is registered as a candidate in any election;
 - iii) Print or distribute any material using municipal funds that makes reference to, or contains the names or photographs, or identifies registered candidates

for municipal elections. The minutes of Council and Committee meetings are exempt from this policy.

- e) Members of Council are responsible for ensuring that the content of any communication material, printed, hosted or distributed by the Municipality of Brooke-Alvinston is not election-related campaign material;
- f) Candidates may not print or distribute any election-related campaign material using municipal funds;
- g) In any material printed or distributed by the Municipality, candidates are not permitted to:
 - i) illustrate that an individual (either a Member of Council or any other individual) is a candidate registered in any election;
 - ii) identify where they or any other individual will be running for office; or
 - iii) profile or make reference to candidates in any election.
- h) Websites or domain names that are funded by the Municipality of Brooke-Alvinston may not include any election-related campaign material;
- i) The Municipality's computer network may not be used to record election related messages to distribute election-related campaign material;
- j) The municipality's logo, crest, coat of arms, slogan, taglines etc. may not be printed or distributed on any election materials or included on any election campaign related website, except in the case of a link to the County's website to obtain information about the municipal election;
- k) Photographs produced for and owned by the Municipality may not be used for any election purposes;
- l) Distribution lists or contact lists developed utilizing corporate resources or through contact in a Member of Council's role shall not be utilized for election purposes; and
- l) The above-noted recommendations also apply to an acclaimed member or a member not seeking re-election.

Candidate's Night

Nothing in this policy shall preclude the Clerk from providing the BAICCC at a reduced rate for an organization to host a "candidate's night" or similar event provided that assurances are given by the host organization that (1) all official candidates have been invited to participate; (2) admission is free; (3) the event is open to all ratepayers/residents of Brooke-Alvinston, and (4) no election campaign materials can be erected in the facility

or erected on the grounds - candidates are permitted to give out campaign-related handouts only; and (5) the applicable items in this policy are adhered to.

Limitation

Nothing in this policy shall preclude a Member of Council from performing their job as a Councillor, nor inhibit them from representing the interests of the constituents who elected them.

Nothing in this policy shall preclude the Clerk from providing a municipal election information board for the purpose of recording municipal candidates and providing other election material, publications, newsletters or other details of the municipal election for the purpose of informing the public of election information, updates or instructions in either written form or posted on the Municipality's website.

Implementation

This policy shall become effective immediately upon approval by Council and that the Municipal Clerk be authorized and directed to take the necessary action to give effect to this policy.

Amendments to Procedures

The Clerk has the right, at any time, up to and including Voting Day, to amend the procedures contained herein. A copy of any amendment will be forwarded to each candidate, if time permits.

With respect to matters of policy and procedures for Use of Corporate Resources, the Clerk's decision is final.

ATTACHMENT Appendix "A" – Excerpt from the Municipal Elections Act, 1996, S.O. 1996, Chapter 32 Re: Election Campaign Finances/Contributions

APPENDIX “A”
Municipal Election Act, 1996
S.O. 1996, CHAPTER 32
Election Campaign Finances

What constitutes a contribution
For an election campaign

88.15 (1) For the purposes of this Act, money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person’s direction, are contributions. 2016, c. 15, s. 53 (1).

For third party advertisements

(2) For the purposes of this Act, money, goods and services given to and accepted by an individual, corporation or trade union in relation to third party advertisements, or given to and accepted by another person who is acting under the direction of the individual, corporation or trade union, are contributions. 2016, c. 15, s. 53 (2).

Contributions

(3) Without restricting the generality of subsections (1) and (2), the following amounts are contributions:

1. An amount charged for admission to a fund-raising function.
2. If goods and services are sold for more than their market value at a fund-raising function, the difference between the amount paid and the market value. However, if the amount received for the goods or services is \$25 or less, the amount is not a contribution.
3. If goods and services used in the person’s election campaign or in relation to third party advertisements are purchased for less than their market value, the difference between the market value and the amount paid.
4. Any unpaid but guaranteed balance in respect of a loan under section 88.17. 2016, c. 15, s. 53 (3).

Not contributions

(4) Without restricting the generality of subsections (1) and (2), the following amounts are not contributions:

1. The value of services provided by voluntary unpaid labour.
2. The value of services provided voluntarily, under the direction of the person or the individual, corporation or trade union, by an employee whose compensation from all

sources for providing the services does not exceed the compensation the employee would normally receive for the period the services are provided.

3. An amount of \$25 or less that is donated at a fund-raising function.
4. The amount received for goods and services sold at a fund-raising function, if the amount is \$25 or less.
5. The amount of a loan under section 88.17.
6. For a person referred to in subsection (1), the value of political advertising provided without charge on a broadcasting undertaking as defined in section 2 of the *Broadcasting Act* (Canada), if,
 - i. it is provided in accordance with that Act and the regulations and guidelines made under it, and
 - ii. it is provided equally to all candidates for office on the particular council or local board. 2016, c. 15, s. 53 (3).



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Gravel Tender Results - 2026
Meeting: Council - 26 Feb 2026
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

That the lowest tender(s) received for the Granular M from E & W Blane Trucking for the price of \$20.36 / tonne plus tax be accepted.

Background:

Regular road maintenance is essential each year to keep infrastructure in good condition and prevent deterioration such as potholes which can make roads difficult and costly to manage.

Tenders were sent to 8 providers with 5 being received. The tender requested:

i) Supply, haul and spreading with hopper type equipment of approximately 15,244 tonnes of Granular M with minimum 60% crushed.

Domolite was not tendered this year.

Comments:

Tender Results (excluding tax) were:

E & W Blane Trucking	\$20.36 / tonne
Clarence Carter & Sons Trucking	\$21.85 / tonne
Johnson Brothers Ltd.	\$23.35 / tonne
McKenzie & Henderson	\$22.50 / tonne
McCann Redimix	\$21.35 / tonne

Financial Considerations:

The 2026 draft Budget allocated \$365,000. The tendered amount is within the draft budgeted amount. The low price received in 2025 was \$20.60 / tonne.

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx OF 2026

BEING A BY-LAW TO ESTABLISH AND REGULATE A FIRE DEPARTMENT

WHEREAS Section 2 of the Fire Prevention and Protection Act requires every municipality to establish a program which must include public education with respect to fire safety and certain components of fire prevention, and to provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances;

AND WHEREAS Section 5. (0.1) of the *Fire Protection and Prevention Act*, S.O. 1997, c.4, provides that the Council of a municipality may by by-law establish, maintain and operate a Fire Department;

AND WHEREAS Sections 8 and 11 of the Municipal Act authorize a municipality to provide any service that the municipality considers necessary or desirable for the public, and to pass by-laws respecting health, safety and well being of persons, protection of persons and property and services that the municipality is authorized to provide

AND WHEREAS Section 20 (1) of the Municipal Act, S.O. 2001, c.25, provides that a municipality may enter into an agreement with one or more municipalities to provide for their joint benefit, any matter which all of them have the power to provide within their own boundaries;

BE IT THEREFORE ENACTED by the Municipal Council of the Municipality of Brooke-Alvinston as follows:

1. DEFINITIONS

1.1. In this by-law, including the recital, the following terms shall have the meanings set out below unless the subject matter or context requires another meaning to be ascribed;

- a) *"Agreement"* means the Fire Services Agreement
- b) *"Approved"* means approved by Council;
- c) *"Automatic Aid"* means any agreement under which a municipality agrees to provide an initial response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department is capable of responding more quickly than any Fire Department situated in the other municipality; or a municipality agrees to provide a supplemental response to fires, rescues and emergencies that may occur in a part of another municipality where a Fire Department in the municipality is capable of providing the quickest supplemental response to fires, rescues and emergencies occurring in the part of another municipality;
- d) *"Auxiliary Firefighter"* means a person who is appointed to provide certain limited functions in support of the delivery of Fire Protection Services;
- e) *"Clerk Administrator"* means person appointed by Council to function as the Clerk Administrator for the Municipality of Brooke-Alvinston;

- f) "*Captain*" means an officer appointed by the Fire Chief, in command of an assigned company of Firefighters and/or equipment;
- g) "*Chief Fire Official*" means the Assistant to the Fire Marshal who is the Fire Chief or a member or members of the fire department appointed by the Fire Chief;
- h) "*Public Fire and Life Safety Educator*" means an Officer appointed by the Fire Chief to provide for fire prevention and fire safety education programs;
- i) "*Confined Space*" means any space that has limited or restricted means for entry or exit (i.e., tanks, vessels, silos, storage bins, hoppers, vaults, trenches, excavations and pits) and that is not designed for human occupancy;
- j) "*Corporation*" means The Corporation of The Municipality of Brooke-Alvinston;
- k) "*Council*" means the Council of The Municipality of Brooke-Alvinston;
- l) "*Councils of the Municipalities*" means the Council of the Municipality of Brooke-Alvinston and the Council of the Township of Dawn-Euphemia and the Council of the Municipality of Southwest Middlesex;
- m) "*Fire Area*" means the area serviced by Brooke Fire Rescue as defined in Appendix "D" attached to this bylaw;
- n) "*Fire Committee*" means the Committee as created by the Fire Service Agreement and includes members of the Township of Dawn-Euphemia and Municipality of Southwest Middlesex;
- o) "*Fire Chief*" means the person appointed by the Council to function as Fire Chief for the Corporation in accordance with the requirements of the FPPA;
- p) "*Fire Code*" means the fire code established under Part IV of the FPPA;
- q) "*Fire Department*" means Brooke Fire Rescue as a whole;
- r) "*Fire Station*" means the physical location housing fire apparatus and fire protection equipment;
- s) "*Fire Protection Services*" includes fire suppression, fire prevention, fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications and support services, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;
- t) "*Fire Protection Agreement*" is a contract between municipalities, other agencies, individuals, or a company that clearly defines the responsibilities, terms, conditions and all other aspects of the fire services purchased, provided and/or required;
- u) "*FPPA*" means the Fire Protection and Prevention Act 1997, S.O. 1997, Chapter 4 as amended, revised, re-enacted and/or consolidated from time to time and any successor statute thereto;
- v) "*Firefighter*" means a person appointed to the Fire Department and assigned to undertake Fire Protection Services, and includes Officers and Volunteer/On-call Firefighters;

- w) "*Health and Safety Officer*" means an Officer appointed by the Fire Chief to develop, coordinate, manage, implement and evaluate health and safety programs to ensure safety of all Fire Department personnel in accordance with NFPA, federal, provincial and municipal standards "
- x) "*Inspector*" means the Fire Chief, or a Firefighter designated by the Fire Chief as an inspector in accordance with Section 19 of the FPPA;
- y) "*Lieutenant*" means a Captain in training;
- z) "*Limited Services*" means a variation of services significantly differentiating from the norm because of extenuating circumstances, such as deployment of volunteer Firefighters in insufficient numbers to safely conduct the delivery of Fire Protection Services, which may include but are not limited to environmental factors, obstructions, remote properties, private roadways, lanes and drives.
- aa) "*Mutual Aid Plan*" means a program to provide/receive assistance in the case of a major emergency in a municipality, community or area where resources in a municipality, community or area have been depleted but does not include Automatic Aid.
- bb) "*Officer*" means any Firefighter with the rank of Lieutenant or higher.
- cc) "*Training Officer*" means an Officer appointed by the Fire Chief to develop, coordinate, manage, implement and evaluate training programs to ensure safety of all Fire Department personnel in accordance with national, federal, provincial and municipal standards.
- dd) "*Student Firefighter*" means a person 16 years or older and enrolled in a Secondary or Post Secondary school and is appointed to provide certain limited functions in support of the delivery of Fire Protection Services;
- ee) "*Volunteer/On-call Firefighter*" means a Firefighter who provides Fire Protection Services either voluntarily or for an hourly wage.

2. ESTABLISHMENT

- 2.1. The fire service established for The Municipality of Brooke-Alvinston to be known as Brooke Fire Rescue (the "Fire Department") and the head of the Fire Department shall be known as the Fire Chief;
- 2.2. The Mission and Goals of the Fire Department shall be those contained in Appendix "A;"
- 2.3. In addition to the Fire Chief, the fire service shall consist of a Station Chief and such number of other members as may be deemed necessary by council, appointed by the Municipality, and shall be structured in conformance with the approved Organizational Chart (Appendix "B"), forming part of this By-law;

2.4. The provisions of this by-law are subject to FPPA, 1997 and all other applicable legislations and by-laws and to the provisions of any agreement and/or accord between the Municipality and Firefighters.

3. COMPOSITION

3.1. The Fire Department shall be organized in accordance with the Organizational Chart (Appendix "B").

3.2. In addition to the Fire Chief, the Fire Department personnel shall consist of a Station Chief, Public Fire and Life Safety Educator, Training Officer, Captains, Lieutenants, Volunteer/On-call Firefighters and any other personnel position that may be established from time to time.

3.3. The Fire Chief shall be appointed by By-law of the Council.

4. EMPLOYMENT

4.1. The Fire Chief may recommend for employment any qualified person as a Firefighter and is subject to the approved hiring policies of the Corporation.

4.2. The hiring of Volunteer/On-call Firefighters shall be in accordance with the Municipality of Brooke-Alvinston Brooke Fire Rescue Hiring Policy.

4.3. If a physician finds that a Volunteer/On-call Firefighter is physically unfit to perform his/her assigned duties, that Firefighter will be offered a leave of absence until he/she is fit to resume duties as a Firefighter or Officer. Return to work documentation from the Physician is required.

4.5. A person appointed as a Firefighter for firefighting and/or fire prevention duties shall be on probation for twelve (12) months in accordance with the Fire Department Hiring Policy unless otherwise noted.

4.6. Any probationary or Student Firefighter may be discharged for any just cause upon recommendation by the Fire Chief to the Clerk Administrator.

4.7. All recommendations for appointments, promotions and demotions will be reported to the Clerk Administrator by the Fire Chief.

4.8. The remuneration of all Firefighters shall be approved by Council.

4.9 Any Firefighter may be discharged for any just cause upon recommendation by the Fire Chief to the Clerk Administrator in accordance with current Municipality of Brooke-Alvinston policies.

5. CORE SERVICES

- 5.1. The core services of the Fire Department, as approved by Council shall be those contained in Appendix "C."
- 5.2. Nothing in this Bylaw will restrict the Fire Department in providing only core services or limiting the provision of Fire Protection Services.

6. LEVELS OF SERVICE

- 6.1. The Fire Department will provide all properties within the Municipality of Brooke-Alvinston and as determined in applicable Fire Service and Automatic Aid agreements (as shown in Appendix "D") with an equal level of response, both in equipment and Firefighter personnel.
- 6.2. Limited Services may be provided by the Fire Department. Limited Services may also result from those conditions identified in Core Services (Appendix "C") such as; travel distance, trained personnel responding, water supply, environmental factors and structural integrity.
- 6.3. In consideration of the reliance by the Fire Department on the response of Volunteer/On-call Firefighters, whose deployment to emergencies in sufficient numbers cannot in all instances be guaranteed, adverse climate conditions, delays or unavailability of specialized equipment required by the Fire Department, or other extraordinary circumstances which may impede the delivery of Fire Protection Services, any Approved service set out in Appendix "C" (Core Services) may from time to time be provided as a Limited Service as defined in this by-law, as determined by the Fire Chief, his or her designate or the highest ranking Officer in charge of a response.
- 6.4. The Corporation shall accept no liability for the provision of Limited Services by the Fire Department as reasonably necessary.

7. RESPONSIBILITIES & AUTHORITY OF FIRE CHIEF

- 7.1. The Fire Chief shall be the head of the Fire Department and will be responsible to the Council, reporting through the Clerk Administrator for proper administration and operation of the fire service.
- 7.2. The Fire Chief shall report to the Clerk Administrator and attend the Municipality of Brooke-Alvinston Management Team on an as needed basis.
- 7.3. The Fire Chief or designate shall exercise all powers and duties mandated by FPPA and any applicable legislation. This will include making such general orders, policies, procedures, rules and regulations and to take such other measures as may be

considered necessary for the proper administration and efficient operation of the Fire Services Department, without restricting the generality of the foregoing:

- 7.4. For the care and protection of all property belonging to the Fire Department;
- a) For arranging for the provision and allotment of strategic staffing and proper facilities, apparatus, equipment, materials, services and supplies for the Fire Department;
 - b) For arranging and implementation of Automatic Aid, Mutual Aid Plan and other negotiated fire protection and emergency service agreements within the Municipality of Brooke-Alvinston borders and/or within the municipal borders adjoining municipalities;
 - c) For determining and establishing the qualifications and criteria for employment or appointment and the duties of all Firefighters;
 - d) For the conduct and the discipline of Firefighters;
 - e) For preparing and upon approval by Council, implementing and maintaining Core Services (Appendix "C") as identified in this by-law.
 - f) Function as Community Emergency Management Coordinator in the preparation, implementation and maintenance of any emergency plans, organizations, services or measures established or to be established by the Municipality of Brooke-Alvinston;
 - g) For keeping an accurate record, in convenient form for reference, of all fires, rescues and emergencies responded to by the Fire Department and reporting of same to the office of the Fire Marshal.
 - h) For keeping such other records as may be required by Council, the Fire Committee and FPPA;
 - i) For preparing and presenting three quarterly reports and an annual report of the Fire Department, to Council;
 - j) For preparing and presenting the annual estimates of the Fire Department to the Municipality of Brooke-Alvinston, and for exercising control over the budget approved by Council for the Fire Department, provide that such general orders, policies, procedures, rules and regulations and other measures do not conflict with the provisions of this By-law or any other By-law of the Municipality of Brooke-Alvinston, including, without limitation, those requiring the prior approval of or notice to Council or the satisfaction of certain conditions, general or otherwise, specified by Council before such measures can be implemented, or with the provisions of FPPA or with the provisions of any collective agreement or other written agreement that may be applicable.
 - k) Arranging for the provision of dispatch services from an external agency to dispatch appropriate Fire Department resources;
 - l) Liaising with dispatch centre;

- m) Providing current municipal information to the dispatch centre, including response protocols, mapping, local streets, property, and water service information, road closures, and caution notes;
 - n) Monitoring Fire Department dispatch centre performance and resolving any service issues.
 - o) Arranging for maintenance, repair and technical support of Fire Department telecommunications and computer systems;
 - p) Developing specifications for Fire Department radios, communications devices and systems and computers;
 - q) Arranging interface capabilities with other data systems.
- 7.5. The Fire Chief shall be responsible for the administration and enforcement of this By-law and all general orders, policies, procedures, rules and regulations made under this By-law and for the enforcement of any other By-laws of the Municipality of Brooke-Alvinston respecting Fire Protection Services, and shall review periodically such By-laws, including this By-law, recommend to Council such amendments as the Fire Chief considers appropriate and, in the case of general orders, policies, procedures, rules and regulations made under this By-law, revise or terminate any of them if the Fire Chief considers it appropriate.
- 7.6. The Fire Chief shall have all powers, rights and duties assigned to a Fire Chief under FPPA including, without limitation, the authority to enforce compliance with the Fire Code and to delegate his or her powers or duties in accordance with Section 6. (6) of FPPA to a Firefighter. Further, the Fire Chief shall be afforded the ability to take all proper measures for the prevention, control and extinguishment of fires and for the protection of life and property and shall be able to enforce all municipal by-laws respecting fire prevention.
- 7.7. The Fire Chief may consult with the association representing Firefighters.
- 7.8. The Fire Chief will liaise with the Office of the Fire Marshal of Ontario and any other office or organization (local, regional, provincial or federal) as required by Council or as considered necessary or advisable by the Fire Chief for the proper administration and efficient operation of the Fire Department and the effective management of Fire Protection Services for the Corporation.
- 7.9. The Fire Chief is authorized to contribute to and assist in the formulation of Mutual Aid Plan, Automatic Aid and emergency service agreements or response plans with other emergency agencies and further, is authorized by Council to perform the duties of regional Fire Coordinator as required.

7.10 The Fire Chief may utilize Firefighters as the Fire Chief may determine, from time to time, to assist in the performance of his duties and/or perform the role as required of a designate in such a manner as to include, but not be limited to, the following:

- a) Provide administrative support and customer assistance for facilities and services provided by the Fire Department;
- b) Assist with the development of the Brooke Fire rescue annual budget(s) and participate in budgetary control;
- c) Complete response, training, maintenance and personnel records as required;
- d) Arrange for the provision of new facilities, equipment, and apparatus;
- e) Consult with the local Firefighters' association;
- f) Consult with other emergency response and safety agencies;
- g) Consult with other departments within the Municipality of Brooke-Alvinston and participate on committees or be involved in functions as required;
- h) Provide emergency communications/dispatch, firefighting and emergency response duties and/or assist at emergency or life supporting incidents as required by the Fire Chief to prevent, control, and extinguish fires, and further prevent fire and life safety tragedy;
- i) Conduct investigations of fires by Fire Department personnel in concert with Investigators of the Office of the Fire Marshal and the Police Service;
- j) Perform specialized emergency and/or rescue response such as a vehicle/auto/machinery extrication, land based static water/ice/rescue, open water rescue, hazardous materials response (emergency decontamination), hi/low/angle rope and confined space rescue, render emergency patient care and other life saving measures as per Fire Department policies;
- k) Conduct, facilitate and participate in training at Fire Station or other approved sites and keep clear and concise records of said training as per the Training Policy.
- l) Research and/or develop recent technologies and strategies to maintain safe operating efficiency and effectiveness in emergency or routine operations;
- m) Prepare and conduct examinations of Firefighters as required;
- n) Conduct in-service fire prevention audits, visits, inspections and/or other pre-planning familiarization inspections of premises and occupancies on a complaint, request or proactive basis as required;
- o) Enforce all legislation pertaining to fire prevention and the Fire Code and respond to all fire and life safety complaints and/or concerns as appropriate;
- p) Provide Fire & Life Safety Education and distribution of educational materials as appropriate;
- q) Perform apparatus and equipment maintenance cleaning, checks, inspection and testing at stations or other as required;

- r) Coordinate and address joint health and other safety issues between other departments within the Municipality of Brooke-Alvinston and the Fire Department, and within the Fire Department itself;
- s) Ensure the Joint Health and Safety Committee performs, meets and provides recommendations to Administration as required by legislation, and further that all staff confirm and abide by safety practices to ensure a safe workplace;
- t) Prepare quarterly, statistical data or other analysis reports as required;
- u) Assist in the preparation and implementation of Departmental emergency plans and contingencies in conjunction with the Municipality of Brooke-Alvinston 's Emergency Plan;
- v) Perform other duties as assigned and comply with all other requirements of the job description and abide by all orders, policies, procedures, rules and regulations as provided.

8. SUPERVISION – GENERAL DUTIES & RESPONSIBILITIES

- 8.1. The Station Chief, in the absence of the Fire Chief shall have all the powers and may perform the duties of the Fire Chief;
- 8.2. The Firefighters support of the Fire Department, while on duty shall be under the direction and control of the Fire Chief or the next ranking officer present in any place;
- 8.3. When the Fire Chief designates a Firefighter to act in place of an Officer in the Fire Department, such Firefighter, when so acting, has all the powers and shall perform all the duties of the Officer replaced;
- 8.4. The Fire Chief and all other Officers shall protect and guard all property entrusted to their care and the Fire Chief, all Officers and all Firefighters, insofar as lies in their power, shall take proper measures to protect all Firefighters of the Fire Department from accident, injury or death as a result of duty;
- 8.5. All matters pertaining to or affecting the Fire Department proposed or contemplated by Firefighters must be submitted to the Fire Chief before any action is taken. Firefighters are forbidden to take any part in any proposition contemplating any effect, directly or indirectly, upon the Fire Department or its operation, except after consultation with the Fire Chief;
- 8.6. Every Firefighter and administrative support staff person shall conduct themselves in accordance with the general orders, policies, procedures, rules and regulations made by the Fire Chief and shall give their whole and undivided attention while on duty to the efficient operation of the Fire Department and shall perform the duties assigned to

them to the best of their ability in accordance with FPPA and any other written agreement that may be applicable;

- 8.7. The Fire Chief may reprimand or suspend any Firefighter for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this By-law, departmental policies or procedures, guidelines or the general orders and departmental rules that, in the opinion of the Fire Chief, would be detrimental to the discipline and efficiency of the Fire Department. Disciplinary action shall be in accordance with the disciplinary procedures as outlined in the Fire Department's Standard Operating Guidelines.

9. FIRE DEPARTMENT OPERATIONS

- 9.1. A Firefighter may enter private property to suppress any fire or other hazardous condition.
- 9.2. A Firefighter may pull down or demolish any building or structure when considered necessary to prevent the spread of fire.

10. FIRE PREVENTION

10.1. The Fire Chief shall delegate to the Public Fire and Life Safety Educator delegating in total or in part the following duties pertaining to the function of Fire Prevention and Public Fire and Life Safety Education:

- a) Enforce and maintain compliance with the FPPA including but is not limited to:
- Public Education
 - Smoke and Carbon Monoxide Alarm Program
 - Distribution of Fire Safety Information
 - Inspections
 - Fire Code Compliance & Enforcement
 - Maintaining a current Community Risk Assessment profile
- b) Prepare an annual report and budget for all aspects of Public Fire and Life Safety Education to be submitted to the Fire Chief.

11. TRAINING

11.1. The Fire Chief shall delegate to the Training Officer, delegating in total or in part the following duties pertaining to the function of Firefighter Training and Certification as required by Ontario Regulation 343/22 made under the Fire Protection and Prevention Act, 1997:

- a) Establish a Fire Department Training Program for Firefighters that conforms to NFPA 1001, Standard for Fire Fighter Professional Qualifications, NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications, NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications and NFPA 1006,

Standard for Technical Rescuer Professional Qualifications;

- b) Providing access to training facilities by coordinating access to appropriate training facilities and delivering hands on training to staff;
- c) Providing station training by delivering curriculum specific to operational and strategic needs;
- d) Providing program development services by developing trainer facilitators, coordinating core curriculum, providing officer training and development;
- e) All training will comply with the Occupational Health & Safety Act and applicable provincial legislation and regulations;
- f) Prepare an annual report and budget for all aspects of Training to be submitted to the Fire Chief.

11.2. Training shall be implemented in accordance with the Fire Department Training Policy.

12. RECOVERY OF COSTS

12.1. Recovery of Costs – Additional Expenses

- a) In addition to the Recovery of Costs provisions in Part VIII of FPPA, The Fire Chief may require the owner of the property or the person having control of the property within or outside the Corporation to pay costs or fees for fire and emergency response or other administrative services provided to them. Invoicing for response services or recovery of fees will be conducted in accordance with the Municipality Fee structure By-law
- b) If as a result of a Fire Department response to a fire or emergency incident, the Fire Chief or his designate determines that it is necessary to incur additional expenses, retain a private contractor, rent special equipment not normally carried on a fire apparatus or use more materials than are carried on a fire apparatus in order to suppress or extinguish a fire, preserve property, prevent damage to equipment owned by or contracted to the Corporation, assist in or otherwise conduct fire cause investigation or determination or otherwise carry out the duties and functions of the Fire Department and/or to generally make "safe" an incident or property, the owner of the property or the person having control of the property within or outside the Corporation requiring or causing the need for additional service or expense shall be charged the full costs to provide the additional service including all applicable taxes in accordance with the provisions of the Corporations Fee structure Bylaw”.

13. EMERGENCY RESPONSES OUTSIDE LIMITS OF MUNICIPALITY

13.1. The Fire Department shall not respond to a call with respect to a fire or an emergency incident outside the limits of the Corporation except with respect to a fire or an emergency:

- a) In a municipality with which a Fire Protection Agreement has been entered into to provide Fire Protection Services;
- b) At the discretion of the Fire Chief to a municipality authorized to participate in the Lambton County Mutual Aid plan established by a fire coordinator appointed by the Ontario Fire Marshal, emergency fire service plan and program or any other organized plan or program on a reciprocal basis;
- c) On property beyond the Corporation boundary where the Fire Chief or his designate determines that immediate action is necessary to preserve and protect life and/or property and the correct department is notified to respond and/or assumes command or establishes alternative measures acceptable to the Fire Chief or designate;
- d) Respond due to a request for special assistance as required through a declaration of a provincial or federal emergency and such request has been approved by the Fire Chief, the CAO and the Mayor.

14. FIRE ALARMS

- 14.1. No person shall prevent, obstruct, or interfere in any manner whatsoever with the communication of a fire alarm to the Fire Department or with the Fire Department responding to a fire alarm that has been activated;
- 14.2. Where fire alarms are required in buildings no person shall silence or reset the fire alarm without the approval of an authorized representative of the Fire Department.

15. CONFLICT

- 15.1. Where this By-law conflicts with another By-law of the Corporation, this By-law shall supersede and prevail over that other By-law to the extent of the conflict.

16. SHORT TITLE

- 16.1. This By-law shall be known as the Fire Department “Establish and Regulate a Fire Department By-law.

17. PENALTY

- 17.1. Any person who violates any provisions of this By-law is upon conviction, guilty of an offence and shall be liable to a fine, in accordance with the provisions of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.

18. REPEAL OF BY-LAWS

- 18.1. By-law No. 44 of 2024 is hereby repealed. And Further that this By-law shall come into force and take effect upon the enactment thereof.

Enacted and passed this ____ day of _____, 2026

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

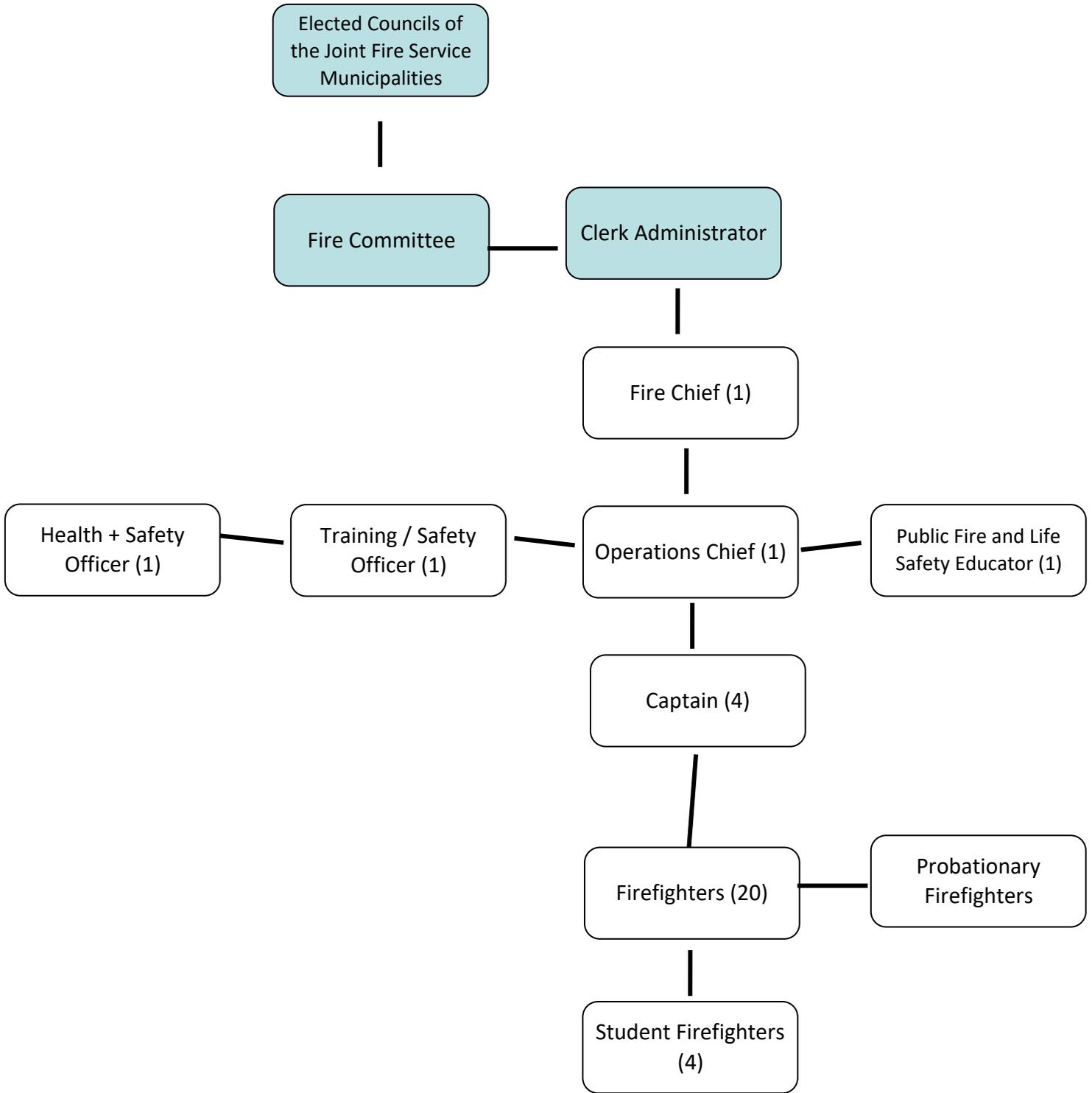
By-law No. XXX of 2024**Appendix A – Mission and Goals****Mission Statement**

Our mission is to - 'Provide fire prevention, protection and rescue services to help people and minimize property loss for the residents and visitors to Brooke-Alvinston'

Goals – Brooke Fire Rescue will:

- Provide appropriate public fire and life safety education and other fire prevention programs and measures as legislated by the FPPA;
- Provide exceptional training to its members through well planned programs followed by appropriate testing and documentation;
- Provide effective, timely and adequately staffed emergency response and assistance as appropriate to the needs and circumstances of the municipality and as required by the FPPA and other applicable legislation.

Appendix B – Organizational Chart



Appendix C– Core Services

Municipal Responsibilities - FPPA Part II

Every municipality shall,

- a) Establish a program in the municipality which must include public education with respect to fire safety and certain components of fire prevention; and
- b) Provide such other fire protection services as it determines may be necessary in accordance with its needs and circumstances.

Fire Protection Services includes fire suppression, fire prevention, fire safety education, mitigation, prevention and safety education of the risk created by unsafe levels of carbon monoxide, communications and support services, training of persons involved in the provision of Fire Protection Services, rescue and emergency services and the delivery of all those services;

Core services provided by the Fire Department shall be identified under seven (7) main categories including:

1. Fire Suppression
2. Other Emergency Responses
3. Services Requiring Outside Agencies
4. Fire Prevention and Fire & Life Safety Education
5. Training

1. Fire Suppression

The Fire Department protection area including Fire Service Agreement areas covers approximately four hundred (400) square kilometers. Fire Department response to some areas may exceed twenty (20) minutes due to the travel distance from the relevant station and road grades. Weather conditions will also be a major factor in response times in urban and particularly rural areas.

The Fire Department shall respond to overheats, pre-fire conditions and fire conditions including but not limited to:

- a) **Structures** - commercial, residential, industrial and agricultural
- b) **Vehicles** – highway, agricultural, commercial, industrial, recreational
- c) **Chimneys** – commercial, residential, industrial and agricultural
- d) **Outdoor areas** – agricultural, grass, brush and trash bins

These services shall be performed utilizing SCBA, PPE, apparatus and a wide array of hand tools and other technical equipment by personnel trained to the required NFPA Standards for Fire Services and will include forcible entry, ventilation, exposure protection, salvage and overhaul.

1.1 Interior Suppression & Rescue

- a) Performed only when staffing and building integrity permit entry;
- b) Performed with fire suppression support;
- c) Performed as water supply permits;
- d) Implemented to rescue trapped persons.

1.2 Offensive Operations (interior fire suppression)

- a) Performed only when staffing, water supply and building integrity permit entry;
- b) Implemented to prevent further dollar loss.

1.3 Defensive Operations

- a) Performed when there is insufficient staffing and/or structural instability;
- b) Performed as water supply permits;
- c) Implemented to reduce loss to surrounding areas.

1.1. Factors Affecting Effectiveness and Response For Fire Suppression Operations

1.1.1 Areas without Municipal Water Supply

- a) ninety (90) percent of BFR response area does not have municipal water supply
- b) Municipal water supply in some locations does not have adequate flow volumes to supply Fire Department pumping apparatus
- c) In areas without Municipal water supply the Fire Department will respond with water tankers.
- d) This service does not meet Superior Tanker Shuttle accreditation.

1.1.2 Rural Firefighting Operations

- a) Areas outside of the Village of Alvinston;
- b) May or may not have municipal water supply;
- c) Increased response times due to travel distance, road and weather conditions;
- d) Fire suppression operations will be determined by accessibility, staffing, structural integrity and water supply.

2. Other Emergency Responses

The Fire Department will respond as requested when dispatched and to aid with the OPP or EMS.

2.1 Motor Vehicle Accidents

- a) Response as a tiered agency;
- b) Traffic control in absence of OPP as needed;
- c) Patient care in accordance with current BFR requirements
- d) Scene stabilization;
- e) Spill/debris cleanup.

2.2 Vehicle Extrication

- a) Response as a tiered agency;
- b) Gain access to patients trapped in vehicles, for removal by EMS or other agencies;
- c) Using hand tools, heavy hydraulics and air bags as required;
- d) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.3 Remote Extrication

- a) To assist police and/or EMS in the search/extrication of patients from remote locations;
- b) Typical patients include hikers, bikers, skiers, horseback riders, snowshoeing, climbers;
- c) Respond with ATV and/or RTV and trailer mounted stretcher if available;
- d) Respond on foot where ATV/RTV access is not possible;
- e) Limited by terrain and weather conditions;

2.4 Farm Accidents

- a) Responding to remote areas, roll overs, entanglements;
- b) Using hand tools, heavy hydraulics, air bags as required;
- c) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.5 Industrial Accidents

- a) Responding to entanglements, confined space, electrical hazards, chemical hazards;
- b) Using hand tools, heavy hydraulics, air bags as required;
- c) Personnel trained to NFPA 1001 Standard for Fire fighter Professional Qualifications.

2.6 Rope Rescue - Low Angle (Steep Slope)

- a) Includes the use of ropes, pulley systems, and other relevant specialized equipment used to perform remote extrication, vehicle accidents;
- a) Rescue provided using hand tools, ropes, pulley systems;
- b) Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Low Angle Rope Rescue Program.

2.10 Water Rescue Surface Water (Shoreline)

- a) Shall be delivered only for search and rescue on the surface;
- b) Does not include salvage or recovery;
- c) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications and Fire Department Surface Water Rescue Program.

3. Services Requiring Outside Agencies

3.1 Building Collapse Rescue

- a) Personnel trained to awareness level only;
- b) Mutual Aid coordinator shall be contacted;
- c) Fire Department shall provide support and assistance to the responding agency.

3.2 Trench Rescue

- a) Personnel trained to awareness level only;
- b) Mutual Aid coordinator shall be contacted;
- c) Fire Department shall provide support and assistance to the responding agency.

3.3 Hazardous Materials (transporting, storage)

- a) Personnel trained to awareness level only;
- b) Shall include all hazardous materials and fire incidents involving propane storage;
- c) Courtright Line transportation corridor;
- d) Agricultural and industrial process;
- e) CANUTEC shall be contacted;
- f) Fire Department shall provide support and assistance to the responding agency.

3.4 Electrical Hazards

- a) Personnel trained to awareness level only;
- b) Includes responses to downed or arcing hydro wires;
- c) Bluewater Power or Hydro One and OPP shall be contacted;
- d) Fire Department shall provide scene security and traffic control as required until the responding agencies arrive.

3.5 Carbon Monoxide

- a) Personnel trained to awareness level only;
- b) Includes responses to residential and commercial carbon monoxide alarms;
- c) As requested by outside agencies (Enbridge Gas);
- d) Using air monitoring detectors determine the presence of carbon monoxide;
- e) Evacuate the areas as required;
- f) Notify outside agencies as required to respond, locate and repair source of carbon monoxide leak.

3.6 Natural Gas Leaks

- a) Personnel trained to awareness level only;
- b) Includes responses to gas line ruptures;
- c) As requested by outside agencies (Enbridge Gas);
- d) Enbridge Gas shall be contacted;
- e) OPP shall be contacted;
- f) The Fire Department may provide scene security and traffic control as required until the responding agencies arrive.

3.7 Confined Space Rescue

- a) Rescue from areas not designed for human occupancy including Grain bins;
- b) Restricted means for entry or exit;
- c) Back up for municipal employees working in these areas including but not limited to cisterns and vaults and municipal water tower (interior only);
- d) Rescue shall be provided using hand tools, ropes, tripod and confined space self-contained breathing equipment;
- e) Personnel trained to NFPA 1006 Standard for Technical Rescuer Professional Qualifications.

3.8 High Angle Rescue

- a) Used to support confined space rescue;
- b) Rescues along the steep slopes, grain bins, and structures;
- c) Rescue provided using hand tools, ropes, pulley systems;
- d) Personnel trained to the NFPA 1006 Standard for Technical Rescuer Professional Qualifications.

4. Fire Prevention and Fire & Life Safety Education

4.1 Inspections

- a) Inspections shall be completed in accordance with the FPPA on complaint or request;
- b) Investigations completed in accordance with the FPPA;
- c) Review and approval of fire safety plans as required by the Ontario Fire Code.

4.2 Enforcement

- a) The Ontario Fire Code shall be enforced in accordance with the FPPA.

4.3 Public Education

- a) Maintain social media accounts with seasonal fire safety messages;
- b) Distribution of fire and life safety information administered in accordance with the FPPA and Fire Department Prevention Policy;
- c) Enhanced education for agricultural industry and rural community;
- d) Enhanced education for school age children
- e) Attendance at Special and Community events;
- f) Design and implementation of public education programs as required by the FPPA;
- g) Fire extinguisher training.

4.4 Smoke / Carbon Monoxide (CO) alarm program

- a) A residential smoke / Carbon Monoxide alarm program shall be on going as required by the FPPA;
- b) Smoke and CO alarms for residential occupancies shall be provided to those in need and in accordance with fire prevention division policies.

4.5 Community Risk Assessment

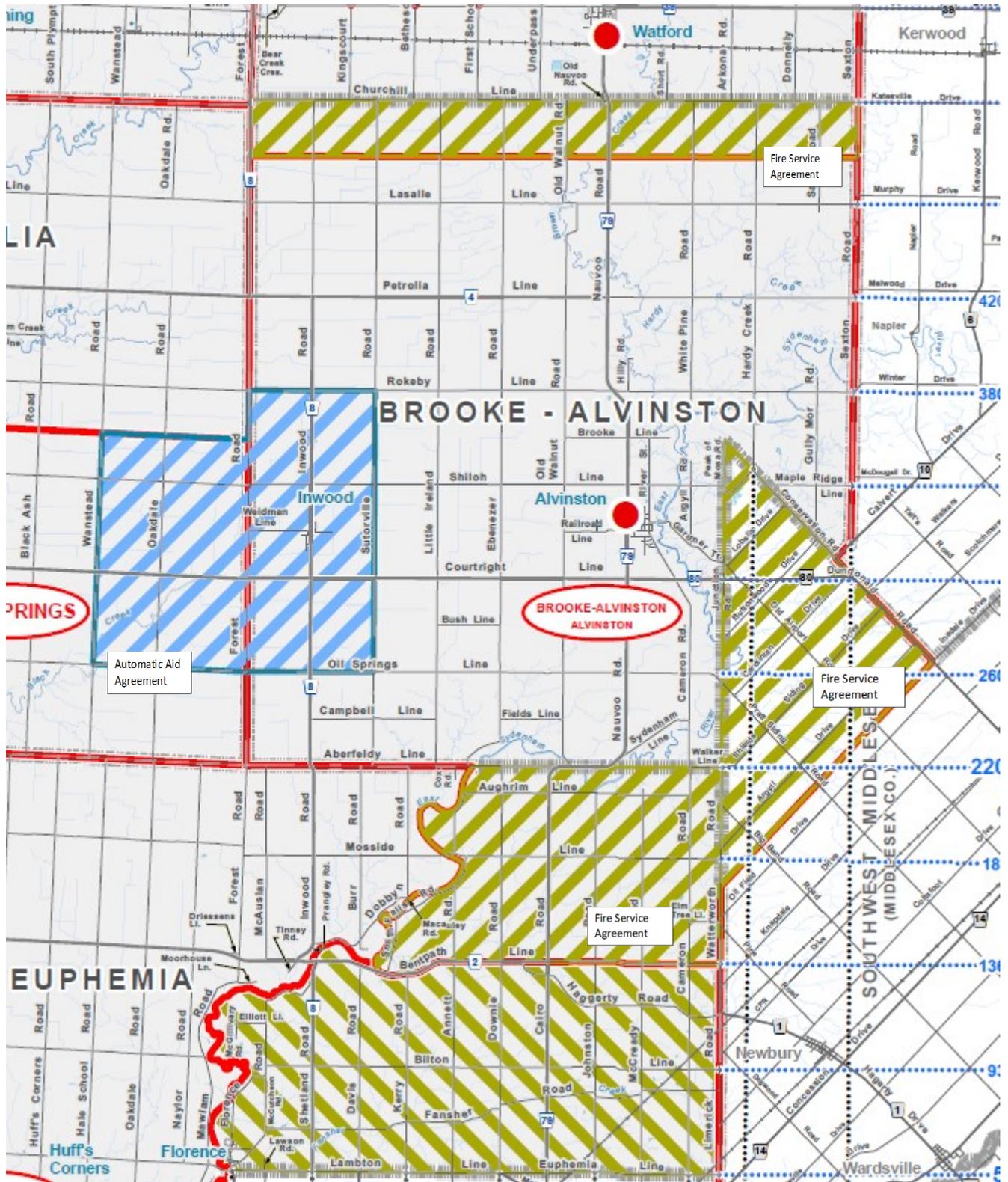
- a) A Community Risk Assessment shall be maintained annually as required by the FPPA;

5. Training

All BFR Training shall comply with the requirements of Ontario regulation 343/22 Firefighter Certification made under the Fire Protection and Prevention Act, 1997;

- a) NFPA 1001 Standard for Fire Fighter Professional;
- b) NFPA 1002 Standard for Fire Apparatus Driver/Operator Professional Qualifications
- c) NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications
- d) NFPA 1006 Standard for Technical Rescuer Professional Qualifications;
- e) NFPA 1021 Standard for Fire Officer Professional Qualifications;
- f) NFPA 1041 Standard for Fire Service Instructor Professional Qualifications;
- g) NFPA 1521 Standard for fire Department Safety Officer Professional Qualifications;
- h) Training will be conducted in accordance with the Fire Department training policy and in accordance with Ontario Fire Service certification requirements including Ontario Seal level Standards;
- i) Other related industry training standards and reference materials may be used as reference guides for Fire Department training as approved by the Fire Chief;
- j) All training will comply with the Occupational Health and Safety Act and applicable provincial legislation.

Appendix D– Response Area



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

BY-LAW NUMBER xx of 2026

**BEING A BY-LAW TO PROVIDE FOR A DRAINAGE WORKS IN THE
MUNICIPALITY OF BROOKE-ALVINSTON IN THE COUNTY OF LAMBTON**

WHEREAS the requisite number of owners have petitioned the Council of the Municipality of Brooke-Alvinston in the County of Lambton in accordance with the provisions of the *Drainage Act*, requesting that the following lands and roads be drained by a drainage works known as the “Davidson Drain North” in the Municipality of Brooke-Alvinston;

AND WHEREAS, the Council of the Municipality of Brooke-Alvinston in the County of Lambton has procured a report made by R. Dobbin Engineering Inc. dated December 19, 2025;

AND WHEREAS the estimated cost of constructing the drainage works is \$34,525.00;

AND WHEREAS \$23,517.00 is the amount to be contributed by the Municipality for construction of the drainage works;

AND WHEREAS the Council is of the opinion that the drainage of the area is desirable;

THEREFORE, the Council of the Municipality of Brooke-Alvinston under the *Drainage Act* enacts as follows:

1. The report dated December 19, 2025 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2. (1) The Corporation of the Municipality of Brooke-Alvinston may borrow on the credit of the Corporation the amount of \$34,525.00, being the amount necessary for construction of the drainage works.
 - (2) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - (a) grants received under section 85 of the Act;
 - (b) commuted payments made in respect of lands and roads assessed within the municipality;
 - (c) money paid under subsection 61(3) of the Act; and
 - (d) money assessed in and payable by another municipality,
 and such debenture shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by the Ontario Government for tile loans on the date of sale of such debentures.
3. A special equal annual rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the report to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. For paying the amount of \$1,505.00 being the amount assessed upon the lands and roads belonging to or controlled by the Municipality, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of Brooke-Alvinston in each year for one year after the passing of this by-law to be collected in the same manner and at the same time as other taxes are collected.

- 5. All assessments of \$2,500.00 or less are payable in the first year in which the assessment is imposed.
- 6. This by-law comes into force on the passing thereof and may be cited as "Davidson Drain North By-law".

FIRST READING _____, 2026

SECOND READING _____, 2026

Provisionally adopted this _____ day of _____, 2026.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

THIRD READING _____, 2026.

Enacted this _____ day of _____, 2026.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator