



AGENDA

Council Meeting

4:30 PM - Thursday, August 10, 2023
Municipal Office

	Page
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. MINUTES	
3.1. Regular Council Meeting Minutes of July 27, 2023 Council - 27 Jul 2023 - Minutes - Pdf	3 - 6
4. BUSINESS ARISING FROM THE MINUTES	
5. DELEGATIONS & TIMED EVENTS	
5.1. Consideration of the Benner Duffy Drain Benner Duffy Drain Report	7 - 55
5.2. Consideration of the Morwood Petition Drain Morwood Petition Drain Report	56 - 77
5.3. Bakertilly - Presentation of the 2022 Audited Financial Statements 2022 Audited Financial Statements - Pdf	78 - 124
5.4. Brooke-Alvinston-Watford Fall Fair Ambassador Ashley Podolinsky	
6. CORRESPONDENCE	
6.1. Fire Committee Minutes - May 2, 2023	125 - 126
6.2. Correspondence Requiring Action City of Ottawa Municipality of Chatham-Kent Town of Fort Erie	127 - 133
7. STAFF REPORTS	
7.1. <u>Clerk Administrator's Report:</u> Storm Update Storm Update - Pdf	134 - 135
7.2. <u>Clerk Administrator's Report</u> -Repealing a Heritage Designation Repealing a Heritage Designation - Pdf	136 - 138
7.3. <u>Parks & Recreation Manager's Report:</u> Draft Ice Allocation Policy DRAFT Ice Allocation Policy - Pdf	139 - 154
7.4. <u>Public Works Superintendent's Report:</u> Shiloh Line Shiloh Line - Pdf	155 - 165

- 7.5. **Drainage Superintendent's Report:** Tender Results 166 - 167
[12th Concession Rd Drain Tender Results](#)
[Stewart Drain & 6-7 Con Drain Tender Results](#)
- 7.6. **Treasurer's Report:** Community Improvement Plan 168 - 169
[Community Improvement Plan - Pdf](#)
- 7.7. **Treasurer's Report:** Accounts Payable Listing - July 2023 170 - 185
[Accounts Payable Listing - July 2023 - Pdf](#)
- 7.8. **Fire Chiefs Quarterly Report** 186 - 191
[Fire Chiefs Quarterly Report - Pdf](#)
- 7.9. **Clerk Administrator's Report:** Requests from the Brooke-Alvinston Ag Society 192 - 193
[Requests from the Brooke-Alvinston Ag Society - Pdf](#)

8. BY-LAWS

- 8.1. By-law to authorize First & Second Reading of the Benner Duffy Drain 194 - 195
[By-law 39 of 2023-Benner Duffy Drain](#)
- 8.2. By-law to authorize First & Second Reading of the Morwood Petition Drain 196 - 197
[By-law 40 of 2023-Morwood Petition Drain](#)

9. NEW BUSINESS

- 9.1. Public Meeting in November to discuss the 2024 Budget

10. CLOSED SESSION

- 10.1. Personnel matters about an identifiable individual including employees.

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

- 12.1. By-law 41 of 2023 - Confirming By-law

13. ADJOURNMENT



MINUTES

Council Meeting

3:30 PM - Thursday, July 27, 2023
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, July 27, 2023, at 3:30 PM, in the Municipal Office, with the following members present:

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

Staff Present: Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Fire Chief Steve Knight, Parks and Recreation Manager Greg Thornicroft, Public Works Superintendent Jamie Butler, and County Planner Maria Cossa-Rossi

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 3:30 p.m. and thanked everyone for their assistance in the cleanup (and continued cleanup) from the July 20th storm.

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of July 13, 2023

RESOLUTION-2023-259

Councillor Jenny Redick made a motion that the minutes of July 13, 2023 be approved as presented without errors or omissions. Councillor Craig Sanders seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

5 DELEGATIONS & TIMED EVENTS

a) 4: 30 p.m. Draft Official Plan Amendment No. 6

Aaron Butler of NPG was present at Council to present the draft Official Plan to Council. He noted comments on the following will be presented to Council at a later time:

- 1) Friends of Campbell Park submission at the Open House
- 2) Ground mounted solar panels
- 3) Battery storage

Mr. Butler encouraged Council to submit any additional comments prior to the public meeting to be scheduled later in the Fall.

6 CORRESPONDENCE

- a) General Correspondence

RESOLUTION-2023-260

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

Carried

7 STAFF REPORTS

- a) **Notice of Motion Heritage Designation - Councillor Nemcek**

RESOLUTION-2023-261

Deputy Mayor Frank Nemcek made a motion that staff be directed to develop a policy for repealing a heritage designation asap in consultation with Lambton County Planning and Development services that includes the requirement of a Heritage Impact Assessment at the expense of the requesting party. Councillor Jenny Redick seconded the motion.

Carried

- b) **Notice of Motion - Frank Nemcek**

RESOLUTION-2023-262

Deputy Mayor Frank Nemcek made a motion that Brooke-Alvinston Council request the SCRCA take demolition of the Campbell House off the table for a period of three years while every feasible avenue is pursued to restore and maintain this valuable heritage asset for the use and enjoyment of the community including: (1) clarification of the legislative and financial accountability for the maintenance and restoration of Campbell House (any pending MOU between the Municipality and SCRCA); (2) exploration of options for raising funds (Donations, memberships, grants) by the Friends of Campbell Park; (3) development with the help of a heritage consultant of a three to five year plan for full restoration and ongoing maintenance. Councillor Craig Sanders seconded the motion.

Carried

RESOLUTION-2023-263

Councillor Don McCabe made a motion that the motion presented by Councillor Nemcek on behalf of the Firends of Campbell House be tabled. Councillor Craig Sanders seconded the motion.

Carried

- c) **Clerk Administrator's Report:** Dressing Room Proposal

Councillor Nemcek declared a Conflict of Interest as he is a member of the Optimist Club. Councillor Redick noted that she has resigned from the Optimist Club however with discussion on whether a pecuniary interest or not, she declared a conflict. Neither Nemcek or Redick discussed or voted on the matter.

RESOLUTION-2023-264

Councillor Craig Sanders made a motion that Council approve the drawings prepared by Spriet Associates dated July 7, 2023 for: 2 dressing rooms; new janitor & furnace room & storage area and new corridor at a cost of \$946,090 + HST. Councillor Don McCabe seconded the motion.

Carried

- d) **Drainage Superintendent's Report:** Lucas Drain

RESOLUTION-2023-265

Deputy Mayor Frank Nemcek made a motion to approve the drain relocation work to take place under the direction of the Drainage Superintendent; and to appoint R. Dobbin Engineering under section 78(5) of the Drainage Act – minor improvements to a drainage works that will be reported back to Council at a later date. Councillor Jenny Redick seconded the motion.

Carried

e) **Drainage Superintendent Report: Drain Maintenance Requests**

RESOLUTION-2023-266

Councillor Craig Sanders made a motion that the Drainage Maintenance Requests submitted by Don Van Damme for the: Watt & 6/7 Concession Road Drain; Smith Patterson Drain; Patterson Bell Drain, Annet Drain and McKinley Drain be approved and that the Drainage Superintendent be given the powers to act. Councillor Don McCabe seconded the motion.

Carried

RESOLUTION-2023-267

Councillor Craig Sanders made a motion that the 1200 ft of brushing on the Tait Swartz Drain be completed at the Drainage Superintendent's discretion on the Contractor and time and material rates when one is working in the area. Councillor Don McCabe seconded the motion.

Carried

8 BY-LAWS

- a) By-law 37 of 2023 - Site Plan Approval Wanstead Co-op

RESOLUTION-2023-268

Councillor Jenny Redick made a motion that By-law 37 of 2023 be approved as amended. Councillor Craig Sanders seconded the motion.

Carried

9 NEW BUSINESS

- a) Wanstead Farmers Coop - Site Plan

Councillors McCabe, Nemcek and Mayor Ferguson declared a Conflict of Interest as they are owners of the Co-Op.

Receiving advice from the IC after the meeting, quorum can be made with two members in this case. The motion was carried.

Staff were directed to bring a future report to Council on site plan delegation and approval.

RESOLUTION-2023-269

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston approve the site plan as amended by Wanstead Co-op. Councillor Jenny Redick seconded the motion.

- b) Mayor Ferguson noted the upcoming cattlemen's dinner August 2, 2023
 c) Councillor Redick noted the kickoff of the Tanner Redick Memorial Tournament this weekend.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

a) Confirming By-law

RESOLUTION-2023-270

Councillor Jenny Redick made a motion that By-law 38 of 2023 be read a first, second and third time and finally passed this 27th day of July 2023 Councillor Don McCabe seconded the motion.

Carried

13 ADJOURNMENT

Clerk-Administrator

Mayor



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

May 29, 2023

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

Re: Benner Duffy Drain

In accordance with your instructions, I have undertaken an examination of the Benner Duffy Drain with regards to replacing the existing access culvert in part of the E1/2 Lot 17, Concession 5 at Courtright Line in the Municipality of Brooke-Alvinston. The course of the work has been surveyed with elevations taken as necessary.

Authorization under the Drainage Act

This is an Engineers Report that has been prepared under Section 78 of the Drainage Act as per the request of an affected owner.

Under section 78 of the Drainage Act, Council may undertake and complete the maintenance or repair of any drainage works constructed under a bylaw passed under this Act or its predecessor. Section 78 is to be used where 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.

Existing Drainage

The Benner Duffy Drain consists of an open channel that outlets to the Pray Drain in the E1/2 L17, Concession 4. The drainage works extends north to the north side of Courtright Line, thence east for approx. 300 metres to the east side of Lot 17, Concession 5, thence north to the south side of the Hydro One right of way.

-2-

The Benner Duffy Drain was last improved under an Engineers Report dated March 16, 1984. At this time the open channel was deepened and improved with a sub drain tile below the channel bottom. The channel upstream of the outlet to the Pray Drain was straightened to follow the property limit.

The existing access culvert to the E1/2 Lot 17 was replaced under an Engineer's Report dated September 6, 1973. It consisted of 8.5 metres of 1350 mm dia. corrugated steel pipe.

Onsite Meeting

An onsite meeting was held on September 27, 2021. The culvert providing access to part of the severed lot in the east half of Lot 17, Concession 5 requires replacement. The culvert is on the severed property but is a shared access with the E1/2 Lot 17. A right of way is to be established to allow access to the E1/2 Lot 17. Also, the excavated material along the severed property will need to be placed on the east side of the channel in the future with allowances made.

Subsequent to the meeting, information was received from the Owner confirming that the lands in the E1/2 Lot 7 to the west have right of way to access their lands.

Recommendations

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

1. The access culvert located in part E1/2 Lot 17, Concession 5 shall be replaced.
2. Excavated material from future maintenance of the channel shall be placed on the east side of the channel along the area of the existing severed lot.
3. Establish grade line, prepare specifications and revised Schedule of Maintenance for future maintenance and repair.

Discussion

The last Engineer's Report dated March 16, 1984, allowances for damages and right of way (disposal of excavated material) were made to the E1/2 Lot 17, Concession 4, the E1/2 Lot 17, Concession 5 and the S1/4 Lot 17, Concession 5. With the severed lot, the amount of allowance made to the S1/4 Lot 18 is light, therefore an allowance shall be made to the S1/4 Lot 18 as compensation.

-3-

Design

Access culverts shall be sized to accommodate a 1 in 2-year storm in accordance with engineering principles.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the Profile that form part of this Report. There has been prepared an estimate of cost in the amount of \$33,083.00 including engineering, preparation of the report, attending the Meeting to Consider, and attending the Court of Revision, and an estimate for tendering, contract administration and inspection.

A Plan has been prepared showing the location of the work and the approximate drainage area. A profile is included showing depths and grades of the proposed work.

Assessment

As per the Drainage Act, section 21, the Engineer in his report shall assess for benefit and outlet liability.

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

-4-

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).

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

1. The access culvert has been generally assessed with 50% of the estimated cost be applied as a benefit assessment to users of the culvert (roll no. 30-013 and 30-01305), 17% assessed as benefit assessment to the roads, and the remainder of the cost has been assessed as outlet assessment to upstream lands and roads based on equivalent hectares.
2. The cost of revising the Schedule of Assessment has been generally assessed as outlet assessment to lands and roads within the watershed based on equivalent hectares.
4. The extra cost of traffic control has been assessed to the Road Authority as a special benefit assessment as per Section 26 of the Drainage Act.

Allowances

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 under section 30 to the S1/4 Lot 18, Concession 5 (roll no. 30-015) for the disposal of excavated material during future maintenance. for crop loss are based on \$2,000.00 per hectare for the first year and \$1,000.00 for the second year (\$3,000.00 per hectare total).

Access and Working Area

Access for culvert works and drain improvements shall be from Courtright Line using the existing access lanes. The working area shall be restricted to an area extending 15 meters from the top of the north bank and extending upstream and downstream from the centre of the culvert for a distance of 15 metres.

For future repair and maintenance of the channel, the working area will extend as follows:

- from the top of the east bank east for a distance of 15 metres in the E1/2 Lot 17, Concession 4, from the outlet to the south of Courtright Line
- for a distance of 15 metres north of the north bank along the cultivated field in the E1/2 Lot 17

-5-

- 15 metres east of the east bank in the S1/4 Lot 18 from the north side of Courtright Line north for approx. 200 metres (north side of severed lot)
- and 15 metres west of the west bank in the E1/2 Lot 17 from a point 200 metres north of Courtright Line (north side of severed lot) to the head of the channel.

Drain Classification and Authorizations

The Benner Duffy Drain is a class “F” drain for the entire length according to the Ontario Ministry of Agriculture, Food and Rural Affairs Mapping. The Pray Drain is also a class “F” drain for a distance of approx. 500 metres downstream from the outlet of the Benner Duffy Drain.

Class “F” drains are intermittent or ephemeral (dry for more than two consecutive months). The proposed work shall be carried out during low flows in the channel. The work area is to be maintained in a dry condition during construction by the Contractor.

A permit for these works is required by the St. Clair Conservations Authority.

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.

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.

Attention is also drawn to sections 80 and 82 of the Drainage Act, which refer to the removal of obstructions in a drain and damage caused to a drain.

Existing Private Drainage

All existing subsurface drainage encountered during construction of the culvert shall be extended downstream to the channel. Landowners shall be responsible to mark all subsurface drains from his property.

-6-

Maintenance

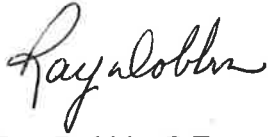
The open channel shall be maintained and repaired in accordance with the Specification of Work and Schedule of Maintenance contained within the Engineer's Report dated March 16, 1984.

The access culvert to part E1/2 Lot 17, Concession 5 (roll no. 30-01305) shall be maintained and repaired with 17% assessed to the Road Authority, 25% of the costs assessed to the E1/2 Lot 17, Concession 5 (roll no. 30-013), 25% of the costs assessed to pt.E1/2 Lot 17, Concession 5 (30-01305) and the remainder of the costs shall be assessed as an outlet to upstream properties pro rata with the equivalent hectares contained in the Schedule of Assessment. The road culvert under Courtright Line shall be maintained and repaired or replaced at the expense of the Road Authority having jurisdiction as per Section 26 of the Drainage Act. If the 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.

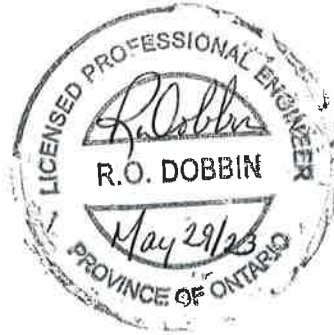
These above conditions will apply unless otherwise altered under provisions of the Drainage Act:

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P.Eng.



Benner Duffy Drain
Municipality of Brooke-Alvinston
May 29, 2023

ALLOWANCES

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

Conc.	Lot or part	Roll No.	Owner	Section 30 Damages	Total
5	pt.E1/2 L17	30-01305	A. Earl	100.00	100.00
	S1/4 L17	30-015	J. & P. Vaskor	455.00	455.00
TOTAL ALLOWANCES				\$555.00	\$555.00

Benner Duffy Drain
Municipality of Brooke-Alvinston
May 29, 2023

Estimate of Cost

To replace the access culvert to part E1/2 Lot 17, Concession 5.

	Quantity	Unit	Material	Labour	Total
Allowances					555.00
Culvert Removal	1	LS		960.00	960.00
Supply and Installation of 1800 mm dia. CSP	10	m	8,163.00	740.00	8,903.00
Supply Granular "B" Backfill	120	t	3,000.00	740.00	3,740.00
Supply Granular "A" Driveway	22	t	660.00	370.00	1,030.00
Concrete Block Endwalls	30	ea.	3,000.00	1,480.00	4,480.00
Traffic Control					1,000.00
Contingency					1,471.00
					<hr/>
					Sub Total
					22,139.00
					Engineering
					7,044.00
					Revise Schedule of Maintenance
					2,500.00
					Contract Admin.
					1,000.00
					SCRCA Fee
					400.00
					<hr/>
					Total Estimate
					\$33,083.00

SCHEDULE OF ASSESSMENT

To replace the access culvert to part E1/2 Lot 17, Concession 5 and update the drainage area.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Agricultural Lands								
4	S1/2 L16 & S1/4W1/2 L17	10.30	10-196	J. Luhovy		71.00	71.00	10.30
	N3/4W1/2 L17	30.86	10-199	J. & S. Vaskor		212.00	212.00	30.86
	E1/2 L17	40.66	10-200	J. Luhovy c/o Ken McKenzie		279.00	279.00	40.66
	Pt. W1/2 L18	40.65	10-201	J. & E. Kerrigan		279.00	279.00	40.65
5	Pt. W1/2 L 17	36.42	30-012	1152513 Ontario Ltd.		250.00	250.00	36.42
	E Pt. L17	37.96	30-013	D. MacKellar	7,295.00	2,038.00	9,333.00	37.96
	S1/4 L18	20.53	30-015	J. & P. Vaskor		1,102.00	1,102.00	20.53
	N1/2S1/2 L18	19.27	30-016	L. Lightfoot		1,035.00	1,035.00	19.27
	W1/2S1/2N1/2 L18	10.21	30-017	M. Podolinsky		548.00	548.00	10.21
	Ept.S1/2N1/2 L18	7.69	1-200	M. Podolinsky		413.00	413.00	7.69
	pt.Npt.E1/2 L18	0.86	1-221	D. Kucera		46.00	46.00	0.86
	pt.N1/2 L19	1.60	1-375	W. & T. Douglas		86.00	86.00	1.60
				Total Benefit	7,295.00	6,359.00	13,654.00	
				Total Outlet	6,359.00			
				Total - Agricultural Lands	13,654.00			

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands								
4	Pt. W1/2 L18	0.46	1-20101	C. Wilson		46.00	46.00	0.86
5	E Pt. L17	0.75	30-01305	A. Earl	7,295.00	62.00	7,357.00	1.15
	Pt. N1/2S1/2 L18	0.62	30-01601	R. & B. McKellar		55.00	55.00	1.02
	pt.E1/2 L18	2.32	1-280	Municipality of Brooke-Alvinston		146.00	146.00	2.72
	pt.E1/2 L18	7.26(5.80)	30-018	D. & B. Lightfoot		234.00	234.00	4.36
	pt.E1/2 L18	5.60(1.07)	1-210	D. & B. Lightfoot		294.00	294.00	5.47
	pt.E1/2 L18	0.14	1-256	R. Kinna		29.00	29.00	0.54
	pt.E1/2 L18	0.14	1-255	S. Shields		29.00	29.00	0.54
	pt.E1/2 L18	0.30	1-250	J. Baldwin		38.00	38.00	0.70
	pt.N1/4 L18	1.50	1-220	Hydro One Networks Inc.		102.00	102.00	1.90
	pt.N1/4 L19	0.77	1-400	D. Tait		63.00	63.00	1.17
	pt.N1/4 L19	0.26	1-403	S. Soulliere		35.00	35.00	0.66
	pt.N1/4 L19	0.24	1-402	J. Soulliere		34.00	34.00	0.64
	pt.N1/4 L19	0.25	1-401	Tricube Investment Group Ltd.		35.00	35.00	0.65
West side of Nauvoo Road								
5	pt.N1/4 L18	0.48	1-242	Kucera Farm Supply Limited		77.00	77.00	0.88
6	pt. L18	0.14	1-040	Kucera Farm Supply Limited		29.00	29.00	0.54
	pt. L18	0.14	1-039	A. Lampman		29.00	29.00	0.54
	pt. L18	0.23	1-038	E. Martin		34.00	34.00	0.63
	pt. L18	0.07	1-036	D. Cullen		25.00	25.00	0.47

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)								
South side of Railroad Street West								
5	pt. L18	0.11	1-22502	L. Johnston		27.00	27.00	0.51
	pt. L18	0.12	1-225	D. Kettlewell		28.00	28.00	0.52
	pt. L18	0.07	1-228	H. Van Den Berge		25.00	25.00	0.47
	pt. L18	0.16	1-229	A. Calvank		30.00	30.00	0.56
	pt. L18	0.15	1-231	R. Farley		30.00	30.00	0.55
	pt. L18	0.06	1-232	D. Kucera		25.00	25.00	0.46
	pt. L18	0.27	1-23201	M. Rumleski		36.00	36.00	0.67
	pt. L18	0.13	1-233	R. Durham		28.00	28.00	0.53
	pt. L18	0.12	1-237	L. Coates		28.00	28.00	0.52
	pt. L18	0.18	1-239	Kucera Farm Supply Limited		31.00	31.00	0.58
East side Nauvoo Road								
5	pt. L19	0.28	1-301	E. Loeffler		37.00	37.00	0.68
6	pt. L19	0.23	1-044	Kucera Farm Supply Limited		49.00	49.00	0.63
	pt. L19	0.35	1-045	Kucera Farm Supply Limited		75.00	75.00	0.75
South side of Mill Street								
5	pt. L19	0.07	1-305	E. Loeffler		25.00	25.00	0.47
	pt. L19	0.07	1-306	Municipality of Brooke-Alvinston		25.00	25.00	0.47
	pt. L19	0.24	1-310	Municipality of Brooke-Alvinston		34.00	34.00	0.64
	pt. L19	0.04	1-309	K. McKenzie		24.00	24.00	0.44

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)								
South side of Railroad Street East								
6	pt. L19	0.13	1-311	Kucera Farm Suply Limited		28.00	28.00	0.53
	pt. L19	0.08	1-313	P. Smolders		26.00	26.00	0.48
	pt. L19	0.10	1-315	D. Taylor		27.00	27.00	0.50
	pt. L19	0.08	1-316	D. Taylor		26.00	26.00	0.48
	pt. L19	0.10	1-317	J. Bryans		27.00	27.00	0.50
	pt. L19	0.13	1-318	E. Armstrong		28.00	28.00	0.53
	pt. L19	0.15	1-320	E. Armstrong		30.00	30.00	0.55
North side of Railroad Street East								
6	pt. L19	0.10	1-059	J. Hannon		27.00	27.00	0.50
	pt. L19	0.09	1-058	J. Hannon		26.00	26.00	0.49
	pt. L19	0.09	1-057	R. Benstead		26.00	26.00	0.49
	pt. L19	0.09	1-056	D. Shufflebotham		26.00	26.00	0.49
	pt. L19	0.17	1-061	R. Smith		31.00	31.00	0.57
	pt. L19	0.08	1-071	L. Anderson		26.00	26.00	0.48
	pt. L19	0.08	1-070	C. White		26.00	26.00	0.48
	pt. L19	0.16	1-073	Bell Canada		30.00	30.00	0.56
	pt. L19	0.07	1-089	L. Welch		25.00	25.00	0.47
	pt. L19	0.14	1-087	L. Welch		29.00	29.00	0.54
	pt. L19	0.15	1-085	K. Cadman		30.00	30.00	0.55

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
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Non Agricultural Lands (cont'd)

South side of Centre Street

6	pt. L19	0.24	1-050	Kucera Farm Supply Limited		35.00	35.00	0.64
	pt. L19	0.16	1-051	N. McCann		30.00	30.00	0.56
	pt. L19	0.09	1-052	J. MacDonald		26.00	26.00	0.49
	pt. L19	0.09	1-053	C. Wilson		26.00	26.00	0.49
	pt. L19	0.14	1-064	B. Dupuis		29.00	29.00	0.54
	pt. L19	0.11	1-066	L. Bettencourt		28.00	28.00	0.51
	pt. L19	0.08	1-067	S. Hinz		26.00	26.00	0.48
	pt. L19	0.08	1-076	J. MacDougall		26.00	26.00	0.48
	pt. L19	0.09	1-077	A. Spruyt		26.00	26.00	0.49
	pt. L19	0.12	1-078	K. Mitchell		28.00	28.00	0.52
	pt. L19	0.12	1-079	D. Fuciarelli		28.00	28.00	0.52

North side of Railroad Street West

6	pt. L19	0.13	1-020	C. Lightfoot		29.00	29.00	0.53
	pt. L19	0.06	1-022	M. Oke		25.00	25.00	0.46
	pt. L19	0.07	1-031	F. Ross		25.00	25.00	0.47
	pt. L19	0.15	1-042	S. Knight		30.00	30.00	0.55
	pt. L19	0.14	1-040	Kucera Farm Supply		29.00	29.00	0.54

Schedule of Assessment (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)								
West side of Lovell Street								
	pt. L19	0.10	1-055	M. Mellis		27.00	27.00	0.50
	pt. L19	0.10	1-054	R. Bressette		27.00	27.00	0.50
	pt. L19							
East side of Lovell Street								
6	pt. L19	0.17	1-062	R. Baverstock		31.00	31.00	0.57
West side of Henry Street								
6	pt. L19	0.09	1-069	E. Cumming		26.00	26.00	0.49
	pt. L19	0.09	1-068	J. McGivern		26.00	26.00	0.49
East side of Henry Street								
6	pt. L19	0.11	1-074	D. Shildrick		27.00	27.00	0.51
	pt. L19	0.10	1-075	J. MacDougall		27.00	27.00	0.50
West side of Walnut Street								
6	pt. L19	0.17	1-083	S. Lilley		31.00	31.00	0.57
	pt. L19	0.10	1-082	C. Vandebroek		27.00	27.00	0.50
	pt. L19	0.10	1-081	N. Humphrey		27.00	27.00	0.50

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)								
East side of Walnut Street								
6	pt. L19	0.21	1-090	B. Goss		33.00	33.00	0.61
	pt. L19	0.14	1-092	M. Tizzard		29.00	29.00	0.54
	pt. L19	0.15	1-094	C. Borrowman		30.00	30.00	0.55
South side of Millpond Avenue								
5	pt. L19	4.07	1-425	Tricube Investment Group Ltd.		240.00	240.00	4.47
	pt. L19	0.44	1-502	J. Searson		45.00	45.00	0.84
	pt. L19	0.29	1-516	W. Wilson		37.00	37.00	0.69
	pt. L19	0.06	1-520	R. Henderson		25.00	25.00	0.46
North side of Francis Street								
5	pt. L19	0.23	1-501	D. Searson		34.00	34.00	0.63
	pt. L19	0.22	1-508	J. Werden		33.00	33.00	0.62
	pt. L19	0.15	1-512	J. MacDonald		30.00	30.00	0.55
	pt. L19	0.2	1-530	R. Hathaway		30.00	30.00	0.55
	pt. L19	0.3	1-525	W. Wilson		37.00	37.00	0.69

Schedule of Assessment (cont'd)

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Special Benefit	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)									
East side of Broadway Street									
5	pt. L19	0.11	1-513	J. Wilhelm			27.00	27.00	0.51
	pt. L19	0.11	1-514	T. Poelstra			27.00	27.00	0.51
					Total Benefit	7,295.00	3,826.00	11,121.00	
					Total Outlet	3,826.00			
					Total - Non-Agricultural Lands		11,121.00		

Public Lands: Roads

Nauvoo Road	1.77	County of Lambton			380.00	380.00
Courtright Line	2.37	County of Lambton	1,400.00	4,960.00	509.00	6,869.00
Francis	0.61	Municipality of Brooke-Alvinston			131.00	131.00
Broadway Sttreet	0.23	Municipality of Brooke-Alvinston			49.00	49.00
Milpond Avenue	1.24	Municipality of Brooke-Alvinston			266.00	266.00
Mill Street	0.20	Municipality of Brooke-Alvinston			43.00	43.00
Railroad Line	1.54	Municipality of Brooke-Alvinston			331.00	331.00
Centre Street	0.49	Municipality of Brooke-Alvinston			105.00	105.00
Lovell Street	0.20	Municipality of Brooke-Alvinston			43.00	43.00
Henry Street	0.25	Municipality of Brooke-Alvinston			54.00	54.00

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Special Benefit	Benefit	Outlet	Total	Equivalent Ha
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Public Lands: Roads (cont'd)

	Walnut Street	0.17		Municipality of Brooke-Alvinston			37.00	37.00	
				Total Special Benefit	1,400.00	4,960.00	1,948.00	8,308.00	
				Total Benefit	4,960.00				
				Total Outlet			1,948.00		
				Total - Public Lands: Roads	8,308.00				
				Total - Non-Agricultural Lands	11,121.00				
				Total - Agricultural Lands	13,654.00				
				Total Assessment	\$33,083.00				

SCHEDULE OF MAINTENANCE

To maintain and repair the Benner Duffy Drain.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Agricultural Lands								
4	S1/2 L16 & S1/4W1/2 L17	10.30	10-196	J. Luhovy	50.00	30.00	80.00	10.30
	N3/4W1/2 L17	30.86	10-199	J. & S. Vaskor	2,325.00	610.00	2,935.00	30.86
	E1/2 L17	40.66	10-200	J. Luhovy c/o Ken McKenzie	5,270.00	610.00	5,880.00	40.66
5	Pt. W1/2 L 17	36.42	30-012	1152513 Ontario Ltd.	300.00	960.00	1,260.00	36.42
	E Pt. L17	37.96	30-013	D. MacKellar	6,460.00	1,455.00	7,915.00	37.96
	S1/4 L18	20.53	30-015	J. & P. Vaskor	1,615.00	695.00	2,310.00	20.53
	N1/2S1/2 L18	19.27	30-016	L. Lightfoot	1,615.00	785.00	2,400.00	19.27
	W1/2S1/2N1/2 L18	10.21	30-017	M. Podolinsky	808.00	450.00	1,258.00	10.21
	Ept.S1/2N1/2 L18	7.69	1-200	M. Podolinsky		385.00	385.00	7.69
	pt.Npt.E1/2 L18	0.86	1-221	D. Kucera		43.00	43.00	0.86
	pt.N1/2 L19	1.60	1-375	W. & T. Douglas		80.00	80.00	1.60
				Total Benefit	18,443.00	6,103.00	24,546.00	
				Total Outlet	6,103.00			
				Total - Agricultural Lands	24,546.00			

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands								
4	Pt. W1/2 L18	0.46	1-20101	C. Wilson		43.00	43.00	0.86
5	E Pt. L17	0.75	30-01305	A. Earl		58.00	58.00	1.15
	Pt. N1/2S1/2 L18	0.62	30-01601	R. & B. McKellar		51.00	51.00	1.02
	pt.E1/2 L18	2.32	1-280	Municipality of Brooke-Alvinston		136.00	136.00	2.72
	pt.E1/2 L18	7.26(5.80)	30-018	D. & B. Lightfoot	808.00	218.00	1,026.00	4.36
	pt.E1/2 L18	5.60(1.07)	1-210	D. & B. Lightfoot		274.00	274.00	5.47
	pt.E1/2 L18	0.14	1.256	R. Kinna		27.00	27.00	0.54
	pt.E1/2 L18	0.14	1-255	S. Shields		27.00	27.00	0.54
	pt.E1/2 L18	0.30	1-250	J. Baldwin		35.00	35.00	0.70
	pt.N1/4 L18	2.47	1-220	Hydro One Networks Inc.		144.00	144.00	2.87
	pt.N1/4 L19	0.77	1-400	D. Tait		59.00	59.00	1.17
	pt.N1/4 L19	0.26	1-403	S. Soulliere		33.00	33.00	0.66
	pt.N1/4 L19	0.24	1-402	J. Soulliere		32.00	32.00	0.64
	pt.N1/4 L19	0.25	1-401	Tricube Investment Group Ltd.		33.00	33.00	0.65
West side of Nauvoo Road								
5	pt.N1/4 L18	0.48	1-242	Kucera Farm Supply Limited		72.00	72.00	0.88
6	pt. L18	0.14	1-040	Kucera Farm Supply Limited		27.00	27.00	0.54
	pt. L18	0.14	1-039	A. Lampman		27.00	27.00	0.54
	pt. L18	0.23	1-038	E. Martin		32.00	32.00	0.63
	pt. L18	0.07	1-036	D. Cullen		25.00	25.00	0.47

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)								
South side of Railroad Street West								
5	pt. L18	0.11	1-22502	L. Johnston		26.00	26.00	0.51
	pt. L18	0.12	1-225	D. Kettlewell		26.00	26.00	0.52
	pt. L18	0.07	1-228	H. Van Den Berge		25.00	25.00	0.47
	pt. L18	0.16	1-229	A. Calvank		28.00	28.00	0.56
	pt. L18	0.15	1-231	R. Farley		28.00	28.00	0.55
	pt. L18	0.06	1-232	D. Kucera		25.00	25.00	0.46
	pt. L18	0.27	1-23201	M. Rumleski		34.00	34.00	0.67
	pt. L18	0.13	1-233	R. Durham		27.00	27.00	0.53
	pt. L18	0.12	1-237	L. Coates		26.00	26.00	0.52
	pt. L18	0.18	1-239	Kucera Farm Supply Limited		29.00	29.00	0.58
East side Nauvoo Road								
5	pt. L19	0.28	1-301	E. Loeffler		34.00	34.00	0.68
6	pt. L19	0.23	1-044	Kucera Farm Supply Limited		46.00	46.00	0.63
	pt. L19	0.35	1-045	Kucera Farm Supply Limited		70.00	70.00	0.75
South side of Mill Street								
5	pt. L19	0.07	1-305	E. Loeffler		25.00	25.00	0.47
	pt. L19	0.07	1-306	Municipality of Brooke-Alvinston		25.00	25.00	0.47
	pt. L19	0.24	1-310	Municipality of Brooke-Alvinston		32.00	32.00	0.64
	pt. L19	0.04	1-309	K. McKenzie		25.00	25.00	0.44

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
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Non Agricultural Lands (cont'd)

South side of Railroad Street East

6	pt. L19	0.13	1-311	Kucera Farm Suply Limited		27.00	27.00	0.53
	pt. L19	0.08	1-313	P. Smolders		25.00	25.00	0.48
	pt. L19	0.10	1-315	D. Taylor		25.00	25.00	0.50
	pt. L19	0.08	1-316	D. Taylor		25.00	25.00	0.48
	pt. L19	0.10	1-317	J. Bryans		25.00	25.00	0.50
	pt. L19	0.13	1-318	E. Armstrong		27.00	27.00	0.53
	pt. L19	0.15	1-320	E. Armstrong		28.00	28.00	0.55

North side of Railroad Street East

6	pt. L19	0.10	1-059	J. Hannon		25.00	25.00	0.50
	pt. L19	0.09	1-058	J. Hannon		25.00	25.00	0.49
	pt. L19	0.09	1-057	R. Benstead		25.00	25.00	0.49
	pt. L19	0.09	1-056	D. Shufflebotham		25.00	25.00	0.49
	pt. L19	0.17	1-061	R. Smith		29.00	29.00	0.57
	pt. L19	0.08	1-071	L. Anderson		25.00	25.00	0.48
	pt. L19	0.08	1-070	C. White		25.00	25.00	0.48
	pt. L19	0.16	1-073	Bell Canada		28.00	28.00	0.56
	pt. L19	0.07	1-089	L. Welch		25.00	25.00	0.47
	pt. L19	0.14	1-087	L. Welch		27.00	27.00	0.54
	pt. L19	0.15	1-085	K. Cadman		28.00	28.00	0.55

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
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Non Agricultural Lands (cont'd)

South side of Centre Street

6	pt. L19	0.24	1-050	Kucera Farm Supply Limited		32.00	32.00	0.64
	pt. L19	0.16	1-051	N. McCann		28.00	28.00	0.56
	pt. L19	0.09	1-052	J. MacDonald		25.00	25.00	0.49
	pt. L19	0.09	1-053	C. Wilson		25.00	25.00	0.49
	pt. L19	0.14	1-064	B. Dupuis		27.00	27.00	0.54
	pt. L19	0.11	1-066	L. Bettencourt		26.00	26.00	0.51
	pt. L19	0.08	1-067	S. Hinz		25.00	25.00	0.48
	pt. L19	0.08	1-076	J. MacDougall		30.00	30.00	0.48
	pt. L19	0.09	1-077	A. Spruyt		25.00	25.00	0.49
	pt. L19	0.12	1-078	K. Mitchell		26.00	26.00	0.52
	pt. L19	0.12	1-079	D. Fuciarelli		26.00	26.00	0.52

North side of Railroad Street West

6	pt. L19	0.13	1-020	C. Lightfoot		27.00	27.00	0.53
	pt. L19	0.06	1-022	M. Oke		25.00	25.00	0.46
	pt. L19	0.07	1-031	F. Ross		25.00	25.00	0.47
	pt. L19	0.15	1-042	S. Knight		28.00	28.00	0.55
	pt. L19	0.14	1-040	Kucera Farm Supply		27.00	27.00	0.54

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)								
West side of Lovell Street								
	pt. L19	0.10	1-055	M. Mellis		25.00	25.00	0.50
	pt. L19	0.10	1-054	R. Bressette		25.00	25.00	0.50
	pt. L19							
East side of Lovell Street								
6	pt. L19	0.17	1-062	R. Baverstock		29.00	29.00	0.57
West side of Henry Stret								
6	pt. L19	0.09	1-069	E. Cumming		25.00	25.00	0.49
	pt. L19	0.09	1-068	J. McGivern		25.00	25.00	0.49
East side of Henry Street								
6	pt. L19	0.11	1-074	D. Shildrick		26.00	26.00	0.51
	pt. L19	0.10	1-075	J. MacDougall		25.00	25.00	0.50
West side of Walnut Sttreet								
6	pt. L19	0.17	1-083	S. Lilley		29.00	29.00	0.57
	pt. L19	0.10	1-082	C. Vandebroek		25.00	25.00	0.50
	pt. L19	0.10	1-081	N. Humphrey		25.00	25.00	0.50

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
Non Agricultural Lands (cont'd)								
East side of Walnut Street								
6	pt. L19	0.21	1-090	B. Goss		31.00	31.00	0.61
	pt. L19	0.14	1-092	M. Tizzard		27.00	27.00	0.54
	pt. L19	0.15	1-094	C. Borrowman		28.00	28.00	0.55
South side of Millpond Avenue								
5	pt. L19	4.07	1-425	Tricube Investment Group Ltd.		407.00	407.00	4.47
	pt. L19	0.44	1-502	J. Searson		42.00	42.00	0.84
	pt. L19	0.29	1-516	W. Wilson		35.00	35.00	0.69
	pt. L19	0.06	1-520	R. Henderson		25.00	25.00	0.46
North side of Francis Street								
5	pt. L19	0.23	1-501	D. Searson		32.00	32.00	0.63
	pt. L19	0.22	1-508	J. Werden		31.00	31.00	0.62
	pt. L19	0.15	1-512	J. MacDonald		28.00	28.00	0.55
	pt. L19	0.2	1-530	R. Hathaway		30.00	30.00	0.55
	pt. L19	0.3	1-525	W. Wilson		35.00	35.00	0.69

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
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Non Agricultural Lands (cont'd)

East side of Broadway Street

5	pt. L19	0.11	1-513	J. Wilhelm		26.00	26.00	0.51
	pt. L19	0.11	1-514	T. Poelstra		26.00	26.00	0.51
Total Benefit					808.00	3,842.00	4,650.00	
Total Outlet					3,842.00			
Total - Non-Agricultural Lands					4,650.00			

Public Lands: Roads

Nauvoo Road	1.77	County of Lambton		354.00	354.00
Courtright Line	2.60	County of Lambton	1,950.00	440.00	2,390.00
Francis Street	0.61	Municipality of Brooke-Alvinston		134.00	134.00
Broadway Sttreet	0.23	Municipality of Brooke-Alvinston		46.00	46.00
Milpond Avenue	1.24	Municipality of Brooke-Alvinston		248.00	248.00
Mill Street	0.20	Municipality of Brooke-Alvinston		40.00	40.00
Railroad Line	1.54	Municipality of Brooke-Alvinston		308.00	308.00
Centre Street	0.49	Municipality of Brooke-Alvinston		98.00	98.00
Lovell Street	0.20	Municipality of Brooke-Alvinston		40.00	40.00
Henry Street	0.25	Municipality of Brooke-Alvinston		50.00	50.00

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit	Outlet	Total	Equivalent Ha
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Public Lands: Roads (cont'd)

	Walnut Street	0.17		Municipality of Brooke-Alvinston		34.00	34.00	
				Total Benefit	1,950.00	1,792.00	3,742.00	
				Total Outlet	<u>1,792.00</u>			
				Total - Public Lands: Roads	3,742.00			
				Total - Non-Agricultural Lands	4,650.00			
				Total - Agricultural Lands	<u>24,546.00</u>			
				Total Assessment	\$32,938.00			

Benner Duffy Drain
Municipality of Brooke-Alvinston
May 29, 2023

SPECIFICATION OF WORK

1. Scope of Work

The work to be included in this specification includes the replacement of an access culvert in the E1/2 Lot 17, Concession 5 on the Benner Duffy Drain in the Municipality of Brooke-Alvinston.

2. General

Each tenderer must inspect the site prior to submitting his tender and satisfy themselves by personal examination as to the local conditions that may be encountered during this project. They shall make allowance in his 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 and pipeline companies prior to the start of construction.

3. Access and Working Area

Access for culvert works and drain improvements shall be from Courtright Road using the existing access laneways. All works shall be restricted to the width of the culvert including 15 meters on each side. For channel improvements all works shall be restricted to east side of the drain measuring 15 meters from the top of the drain bank.

4. Plans and Specifications

These specifications shall apply and be part of the contract along with the General Specifications for Closed Drains and the General Specifications for Open Drains. 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.

-2-

Any reference to the landowner contained in these contract documents shall refer to the Municipality of Brooke-Alvinston or the engineer authorized by the Municipality to act on its behalf.

5. 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 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 non-compliance 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.

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

6. 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 signing of the Contract and updated every 60 days.

7. Notification of Utilities

The Contractor shall be responsible to notify any and all affected utilities and pipeline companies. This shall be done through Ontario One Call Locates. The contractor shall make available proof of locates if requested by the Municipality, Drainage Superintendent, or Engineer. The contractor shall carry out all work in the vicinity of any utility or pipeline at the direction of the Utility/Pipeline Supervisor.

-3-

8. Access Culvert Replacement

The existing access culvert to part E1/2 Lot 17, Concession 5 (Culvert no. 1) shall be replaced. The existing culvert and endwalls shall be removed in its entirety from the open channel and disposed offsite at the expense of the Contractor. Suitable backfill approved by the Drainage Superintendent, shall be stockpiled adjacent to the site for reuse during installation of the proposed culvert. Suitable backfill material shall not include any clay; it must be in granular form. Unsuitable material shall be disposed of offsite by the Contractor.

The contractor shall supply, install and backfill 10 metres of 1800 mm dia. aluminized corrugated steel pipe with a minimum wall thickness of 2.8mm and 125 x 25 mm corrugation profile.

Any existing tile outlets shall be extended downstream of the proposed culvert and shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate.

The culvert shall set with the invert 10% below the design channel bottom (minimum 150mm) and to grade shown on the culvert detail.

The bottom of the excavation shall be excavated to the required depth with any over excavation backfilled with drainage stone. It is expected that 100mm of bedding is placed under the pipe. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with drainage stone from the bottom of the excavation to the springline of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced.

The culvert shall be backfilled from the springline to finished grade with approved native granular backfill and granular B to within 150 mm of finished grade. The top 150 mm shall be backfilled with compacted approved granular "A" material to finished grade.

All backfill shall be free from deleterious material. All backfill material above the springline shall be mechanically compacted using appropriate compaction equipment.

Endwalls shall consist of concrete blocks with dimensions of approx. 600 mm x 600 mm x 1200 mm, 600 mm x 600 mm x 2400 mm or 300 mm x 600 mm x 1200 mm as required. The top of the culvert shall govern block elevation. The correct block shall be set with the top of the block equal to the top of the culvert. The blocks shall be set at each end of the culvert so that each row of blocks will be offset approx. 100 mm from the row below. The bottom row shall consist of one block placed parallel to the culvert. The blocks shall be imbedded a minimum of 300 mm into each bank.

-4-

The blocks shall be placed over a layer of filter fabric (Terrafix 270R or approved equal). The culvert shall be backfilled in conjunction with the placement of the blocks. It is recommended to install drainage stone behind the blocks until backfill is over the top of the pipe. All (4) gaps between the culvert and the blocks shall be filled with concrete cinder blocks/bricks and mortar to give the endwall a finished appearance.

The top row of blocks should be set to match existing grade and to the direction of the Drainage Superintendent. It may be required to sink a block into the bottom of the channel on each side of the culvert in order for the blocks to math the top of the culvert and be level across the top. At no time shall a block be set above the invert of the culvert.

If rip rap ends are to be used, the pipes shall be lengthened to accommodate the minimum travel width of 8 metres plus minimum 1.5:1 sideslopes. The rip rap shall consist of 100 mm to 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. Road Culvert

The road culvert under Courtright Line shall be replaced in the future with a minimum size of 2000 mm dia. aluminized corrugated steel pipe with a minimum wall thickness of 2.8mm and 125 x 25 mm corrugation profile. The length shall be 20.7 metres. The size and length shall be confirmed by the Road Authority having jurisdiction.

The culvert and endwalls shall be removed in its entirety from the open channel and disposed offsite at the expense of the Contractor. Suitable backfill approved by the Drainage Superintendent, shall be stockpiled adjacent to the site for reuse during installation of the proposed culvert. Suitable backfill material shall not include any clay; it must be in granular form. Unsuitable material shall be disposed of offsite by the Contractor.

The culvert shall set with the invert 10% below the design channel bottom (minimum 150mm) and to grade shown on the enclosed Profile.

The bottom of the excavation shall be excavated to the required depth with any over excavation backfilled with drainage stone. It is expected that 100mm of bedding is placed under the pipe. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with drainage stone from the bottom of the excavation to the springline of the pipe. Care shall be taken to ensure that the backfill on either side of the culvert does not differ by more than 300mm so that the pipe is not displaced.

-5-

The culvert shall be backfilled from the springline to finished grade with granular B to within 300 mm of underside of asphalt. The 300 mm shall be backfilled with compacted approved granular "A" material to the underside of asphalt.

All backfill shall be free from deleterious material. All backfill material above the springline shall be mechanically compacted using appropriate compaction equipment.

Endwall material may be concrete blocks, rip rap as per item no. 8 or other as designated by the Road Authority.

10. Silt Fence

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 be constructed in accordance with 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.

11. Disposal of Excavated Material

For future maintenance of the channel, the working area and the area for disposal of excavated material, shall be as follows:

- from the top of the east bank east for a distance of 15 metres in the E1/2 Lot 17, Concession 4, from the outlet to the south of Courtright Line
- for a distance of 15 metres north of the north bank along the cultivated field in the E1/2 Lot 17
- 15 metres east of the east bank in the S1/4 Lot 18 from the north side of Courtright Line north for approx. 200 metres (north side of severed lot)
- and 15 metres west of the west bank in the E1/2 Lot 17 from a point 200 metres north of Courtright Line (north side of severed lot) to the head of the channel.

12. Subsurface Drainage

The landowner shall be responsible to mark all existing subsurface drain tile and all tile mains. The Contractor shall be responsible to repair all marked tile that are damaged during excavation of the open channel.

The landowner is responsible for the outlet of surface water from the adjacent field to the open channel. Where a washout has occurred erosion protection consisting of rip rap and filter fabric shall be placed at the expense of the landowner.

-6-

13. Environmental Considerations

The following environmental considerations have been specified or are recommended to be included as part of this project to help mitigate any potential adverse impacts of the proposed drainage works on water quality.

- 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.
- Material shall not be stored in areas regulated by the Conservation Authority or Ministry of Natural Resources.
- 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.
- 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.
- Silt fence is to be installed downstream of the work area as per item no. 10 above.

-7-

- The Culvert BMP shall be followed for culvert replacements as outlined in the Guidance Document for Maintaining and Repairing Municipal Drains in Ontario.

14. Miscellaneous

The Contractor shall remove any cross fences necessary to carry out construction operations. Upon completion of the work, the fences shall be reconstructed using existing materials. If existing materials cannot be reused, new material shall be used at the expense of the landowner.

The landowner of each property shall be responsible to mark all of his tile outlets. The landowner shall repair any tile outlets that are not marked and are damaged during construction. The Contractor shall repair any tile outlets that are marked and damaged during construction.

15. Benchmarks

The benchmarks are based on geodetic elevations. Elevations are available at the locations shown on the Plan and Profile drawings. Where these elevations are on existing structures to be replaced, they shall be transferred by the Contractor prior to the removal of the culvert.

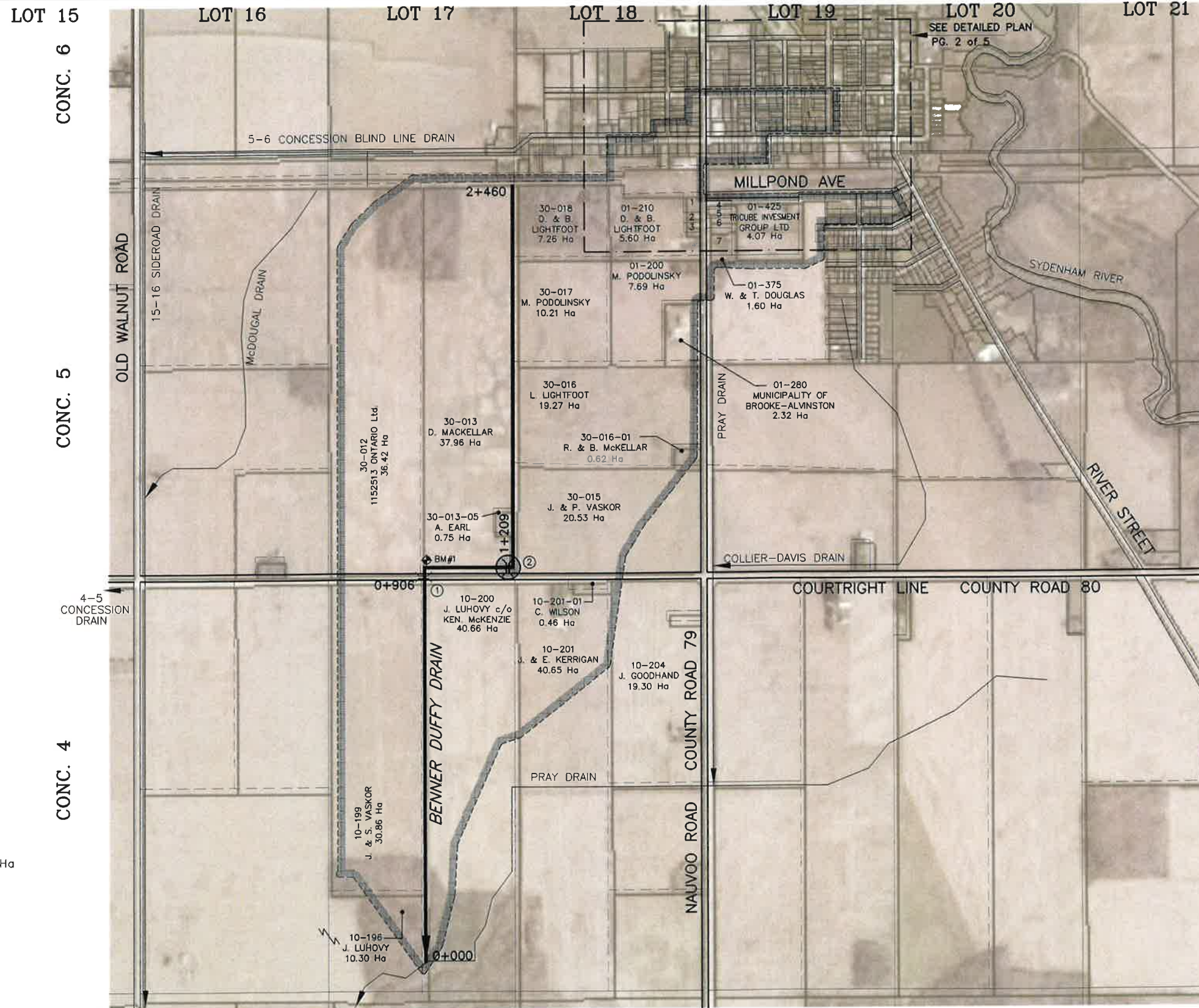


LEGEND

- DRAINAGE AREA
- BENNER DUFFY DRAIN
- MUNICIPAL DRAIN
- EXISTING CULVERT
- EXISTING CULVERT TO BE REPLACED
- CULVERT LOCATION

OWNER INDEX NUMBER

1. 01-250 J. BALDWIN 0.30 Ha
2. 01-255 S. SHIELDS 0.14 Ha
3. 01-256 R. KINNA 0.14 Ha
4. 01-401 TRICUBE INVESTMENT GROUP LTD 0.26 Ha
5. 01-402 S. SOULLIERE 0.24 Ha
6. 01-403 S. SOULLIERE 0.26 Ha
7. 01-400 D. TAIT Ltd. 0.77 Ha



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

DRAWING NAME:
 Benner Duffy Drain Plan

PROJECT No.
 2021-1333

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	MAY 29, 2023	CS
D. MOORES				
DRAWN				
C. SAUNDERS				

SCALE: 1:15,000

MUNICIPALITY of BROOKE-ALVINSTON

**BENNER DUFFY DRAIN
 PLAN**

**1
 OF 7**

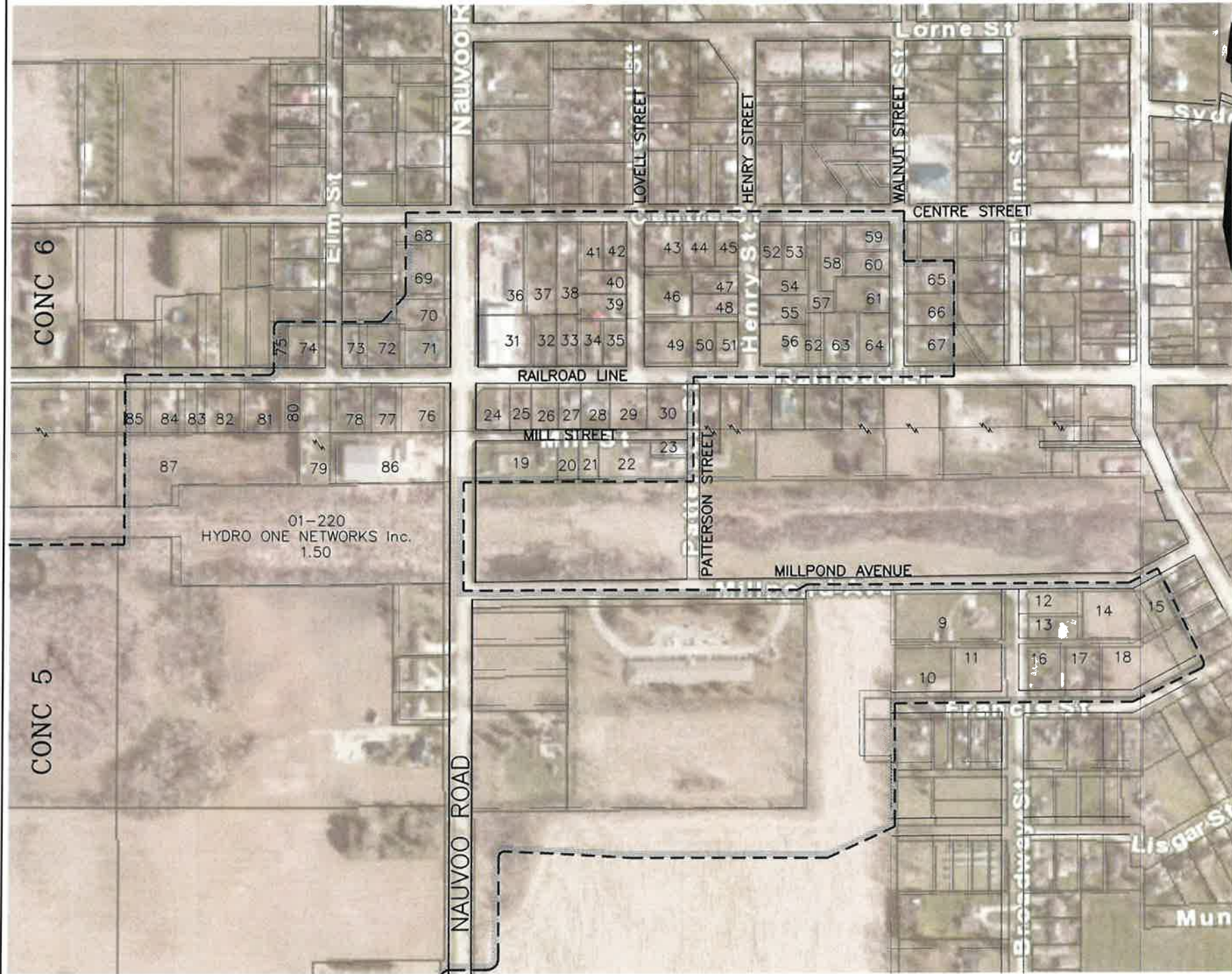
Last Updated: May 26, 2023

LOT 18

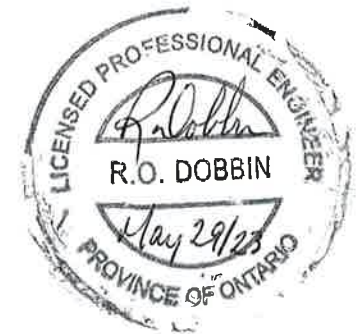
LOT 19

LOT 20

OWNER INDEX NUMBER



9.	01-502	J. SEARSON	0.43	Ha
10.	01-501	D. SEARSON	0.23	Ha
11.	01-508	J. WERDEN	0.22	Ha
12.	01-514	T. POELSTRA	0.11	Ha
13.	01-513	J. WILHELM	0.11	Ha
14.	01-516	W. WILSON	0.29	Ha
15.	01-520	R. HENDERSON	0.09	Ha
16.	01-512	J. MACDONALD	0.15	Ha
17.	01-530	R. HATHWAY	0.20	Ha
18.	01-525	W. WILSON	0.30	Ha
19.	01-301	E. LOEFFLER	0.28	Ha
20.	01-305	E. LOEFFLER	0.07	Ha
21.	01-306	MUNICIPALITY OF BROOKE ALVINSTON	0.06	Ha
22.	01-310	MUNICIPALITY OF BROOKE ALVINSTON	0.24	Ha
23.	01-309	K. MCKENZIE	0.04	Ha
24.	01-311	KUCERA FARM SUPPLY LIMITED	0.13	Ha
25.	01-313	P. SMOLDERS	0.08	Ha
26.	01-315	D. TAYLOR	0.10	Ha
27.	01-316	D. TAYLOR	0.07	Ha
28.	01-317	J. BRYANS	0.10	Ha
29.	01-318	E. ARMSTRONG	0.13	Ha
30.	01-320	E. ARMSTRONG	0.15	Ha
31.	01-044	KUCERA FARM SUPPLY LIMITED	0.23	Ha
32.	01-059	J. HANNON	0.10	Ha
33.	01-058	J. HANNON	0.09	Ha
34.	01-057	R. BENSTEAD	0.09	Ha
35.	01-056	D. SHUFFLEBOTHAM	0.09	Ha
36.	01-045	KUCERA FARM SUPPLY LIMITED	0.35	Ha
37.	01-050	KUCERA FARM SUPPLY LIMITED	0.24	Ha
38.	01-051	N. MCCANN	0.16	Ha
39.	01-055	M. MELLIS	0.10	Ha
40.	01-054	R. BRESSETTE	0.10	Ha
41.	01-052	J. MACDONALD	0.09	Ha
42.	01-053	C. WILSON	0.09	Ha
43.	01-064	B. DUPUIS	0.14	Ha
44.	01-066	L. BETTENCOURT	0.11	Ha
45.	01-067	S. HINZ	0.08	Ha
46.	01-062	R. BAVERSTOCK	0.17	Ha
47.	01-068	J. MCGIVERN	0.09	Ha
48.	01-069	E. CUMMING	0.09	Ha
49.	01-061	R. SMITH	0.17	Ha
50.	01-071	L. ANDERSON	0.08	Ha
51.	01-070	C. WHITE	0.08	Ha
52.	01-076	J. MACDOUGALL	0.08	Ha
53.	01-077	A. SPRUYT	0.09	Ha
54.	01-075	J. MACDOUGALL	0.10	Ha
55.	01-074	D. SHILDRICK	0.11	Ha
56.	01-073	BELL CANADA	0.16	Ha
57.	01-078	K. MITCHELL	0.12	Ha
58.	01-079	D. FUCIARELLI	0.12	Ha
59.	01-081	N. HUMPHREY	0.10	Ha
60.	01-082	C. VANDENBROEK	0.10	Ha
61.	01-083	S. LILLEY	0.17	Ha
62.	01-089	L. WELCH	0.07	Ha
63.	01-087	L. WELCH	0.14	Ha
64.	01-085	K. CADMAN	0.15	Ha
65.	01-094	C. BORROWMAN	0.15	Ha
66.	01-092	M. TIZZARD	0.14	Ha
67.	01-090	B. GOSS	0.21	Ha
68.	01-036	D. CULLEN	0.07	Ha
69.	01-038	E. MARTIN	0.23	Ha
70.	01-039	A. LAMPMAN	0.14	Ha
71.	01-040	KUCERA FARM SUPPLY LIMITED	0.14	Ha
72.	01-042	S. KNIGHT	0.15	Ha
73.	01-031	F. ROSS	0.07	Ha
74.	01-020	C. LIGHTFOOT	0.13	Ha
75.	01-022	M. OKE	0.06	Ha
76.	01-239	KUCERA FARM SUPPLY LIMITED	0.18	Ha
77.	01-237	L. COATES	0.12	Ha
78.	01-233	R. DURHAM	0.13	Ha
79.	01-23201	M. RUMLESKI	0.26	Ha
80.	01-232	D. KUCERA	0.06	Ha
81.	01-231	A. FARLEY	0.15	Ha
82.	01-229	S. CALVANK	0.16	Ha
83.	01-228	H. VAN DEN BERGE	0.07	Ha
84.	01-225	D. KETTLEWELL	0.12	Ha
85.	01-22502	L. JOHNSTON	0.11	Ha
86.	01-242	KUCERA FARM SUPPLY LIMITED	0.48	Ha
87.	01-221	D. KUCERA	0.86	Ha



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

DRAWING NAME:
 Benner Duffy Drain Detail Plan

PROJECT No.
 2021-1333

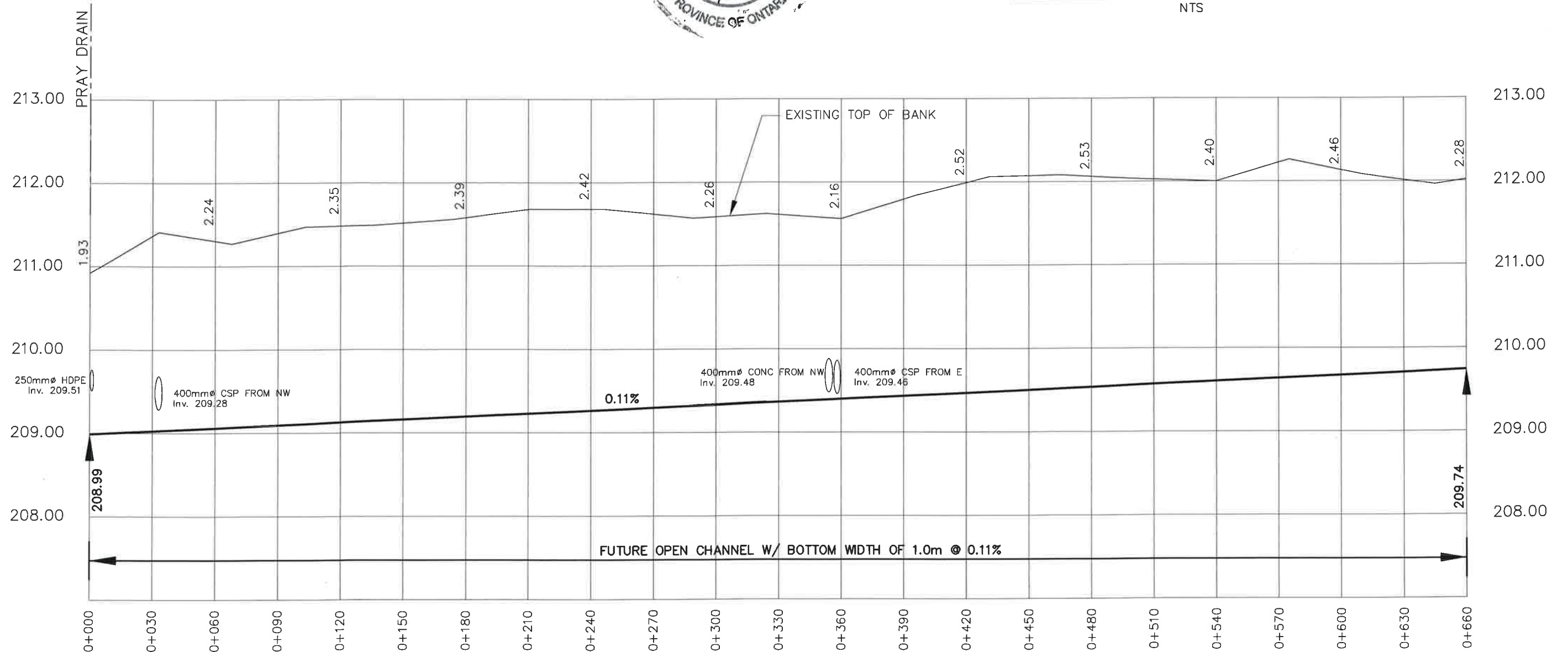
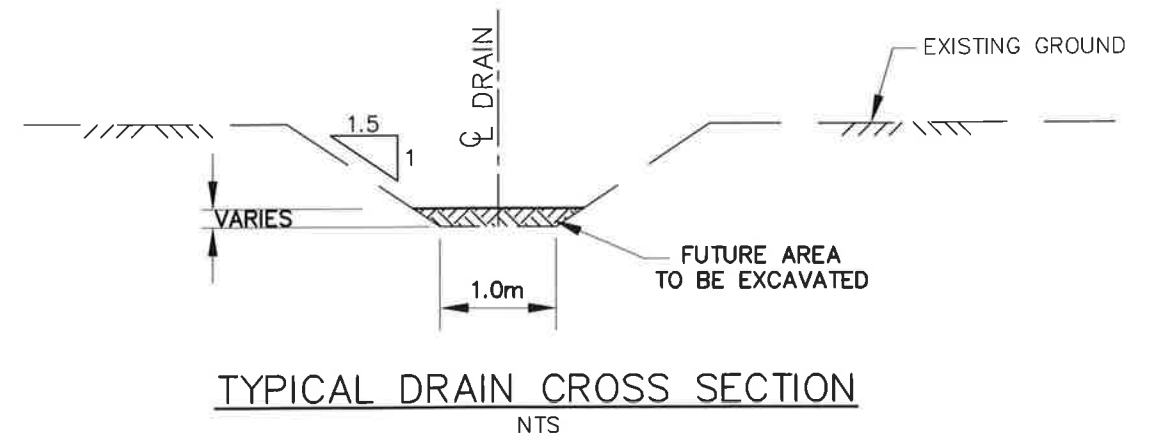
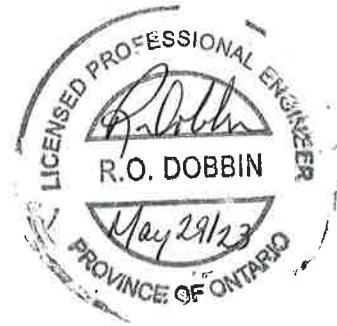
APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	MAY 29, 2023	CS
D. MOORES				
DRAWN	SCALE 1:5,000			
C. SAUNDERS	0 40 80 120m			

MUNICIPALITY of BROOKE-ALVINSTON
 BENNER DUFFY DRAIN
 DETAIL PLAN

2
 OF 7

GENERAL NOTES

- BENCHMARK No.1 ELEV. 211.677
TOP OF CONCRETE BOX CULVERT
ON THE NORTH SIDE OF COURTRIGHT LINE.
AT STATION 0+906
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



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

DRAWING NAME:
Benner Duffy Drain Profile 1

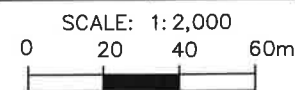
PROJECT No.
2021-1268

APPROVED
R. DOBBIN

CHECKED
R. DOBBIN

DRAWN
C. SAUNDERS

NO.	REVISIONS	DATE	BY
1	FINAL REPORT	MAY 29, 2023	CS

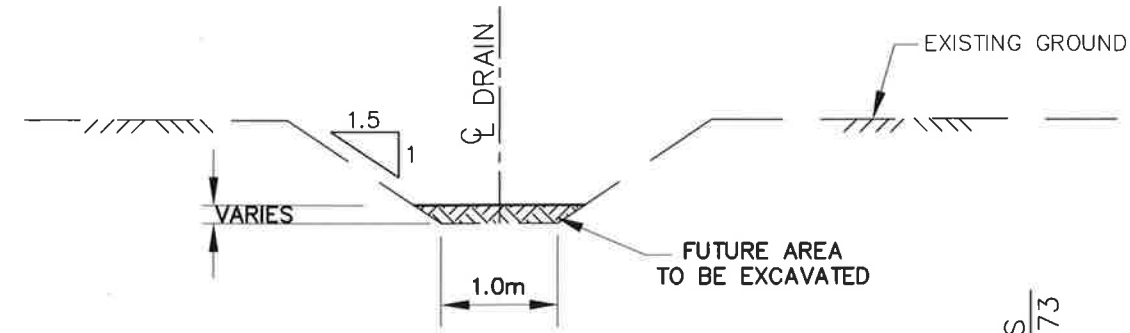


MUNICIPALITY of BROOKE-ALVINSTON
BENNER DUFFY DRAIN
PROFILE

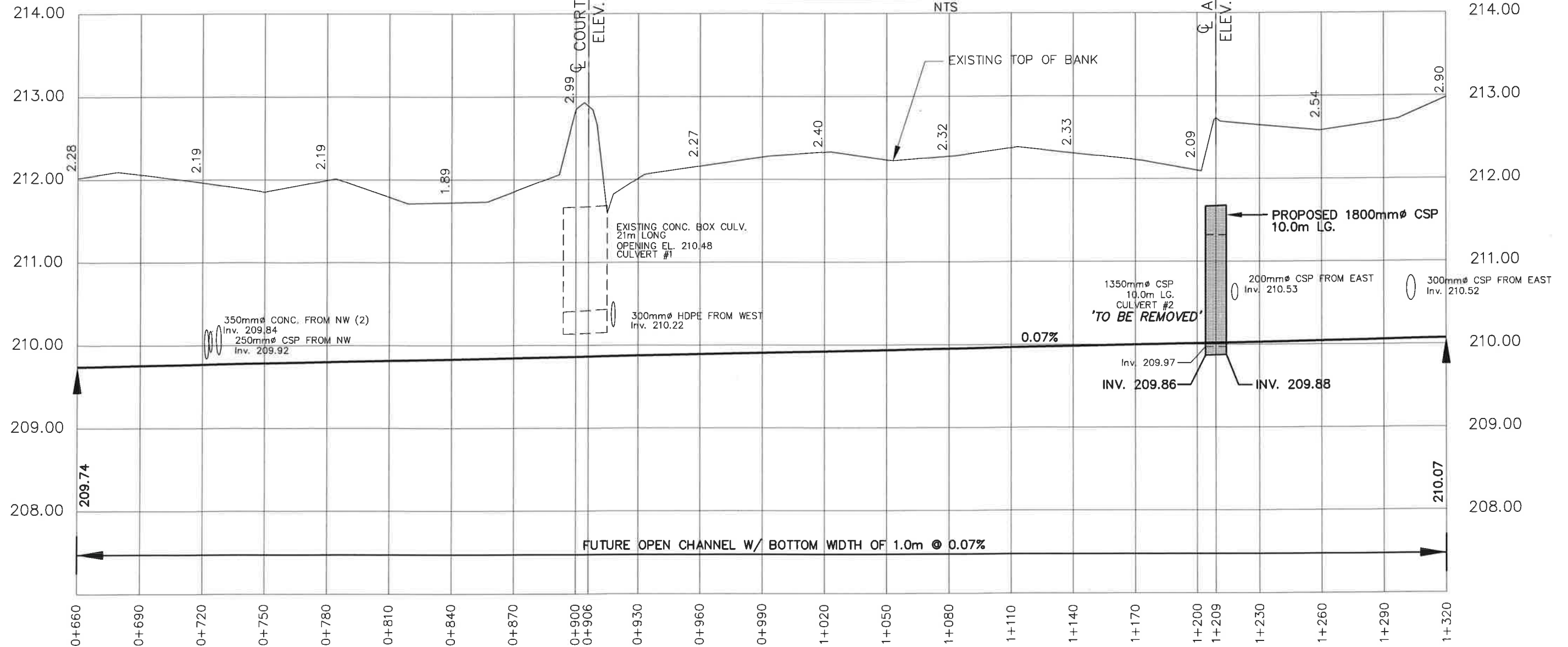
3
OF 7

GENERAL NOTES

1. BENCHMARK No.1 ELEV. 211.677
TOP OF CONCRETE BOX CULVERT
ON THE NORTH SIDE OF COURTRIGHT LINE,
AT STATION 0+906
2. UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION
NTS



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

DRAWING NAME:
Benner Duffy Drain Profile 2

PROJECT No.
2021-1268

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED R. DOBBIN	1	FINAL REPORT	MAY 29, 2023	CS
DRAWN C. SAUNDERS				

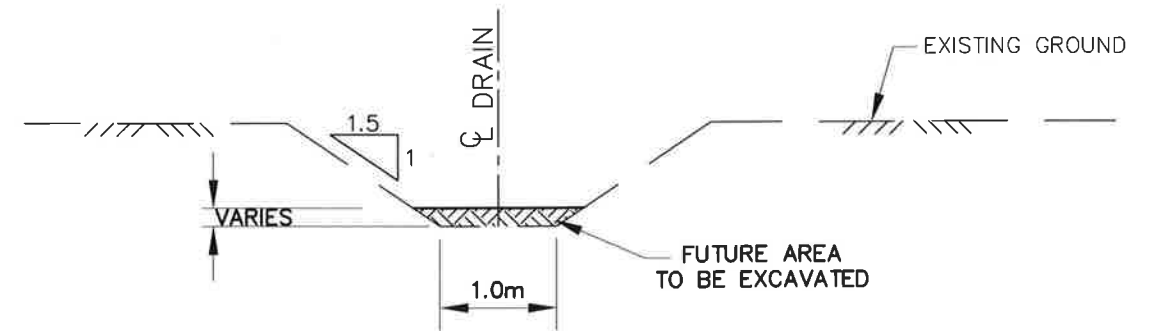
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MUNICIPALITY of BROOKE-ALVINSTON
BENNER DUFFY DRAIN
PROFILE

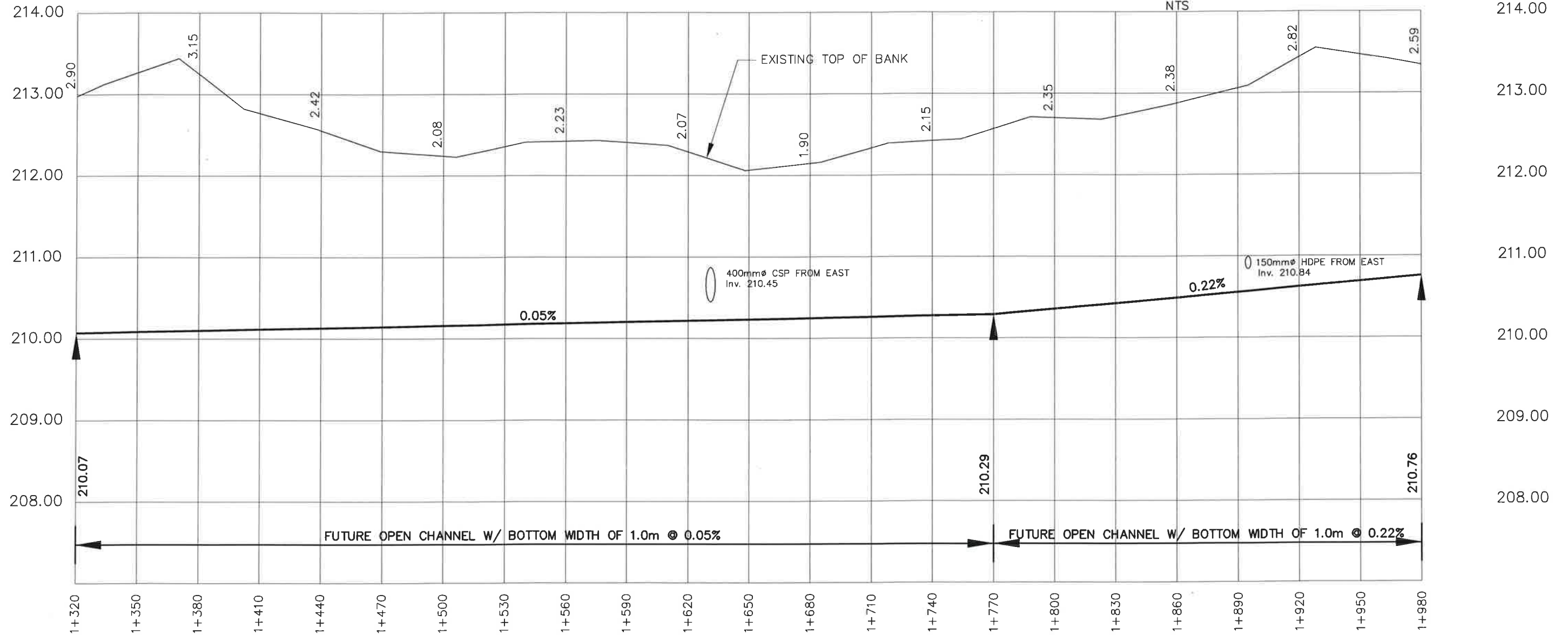
4
OF 7

GENERAL NOTES

- BENCHMARK No.1 ELEV. 211.677
TOP OF CONCRETE BOX CULVERT
ON THE NORTH SIDE OF COURTRIGHT LINE,
AT STATION 0+906
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION
NTS



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

DRAWING NAME:
Benner Duffy Drain Profile 3

PROJECT No.
2021-1268

APPROVED
R. DOBBIN

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R. DOBBIN

DRAWN
C. SAUNDERS

NO.	REVISIONS	DATE	BY
1	FINAL REPORT	MAY 29, 2023	CS

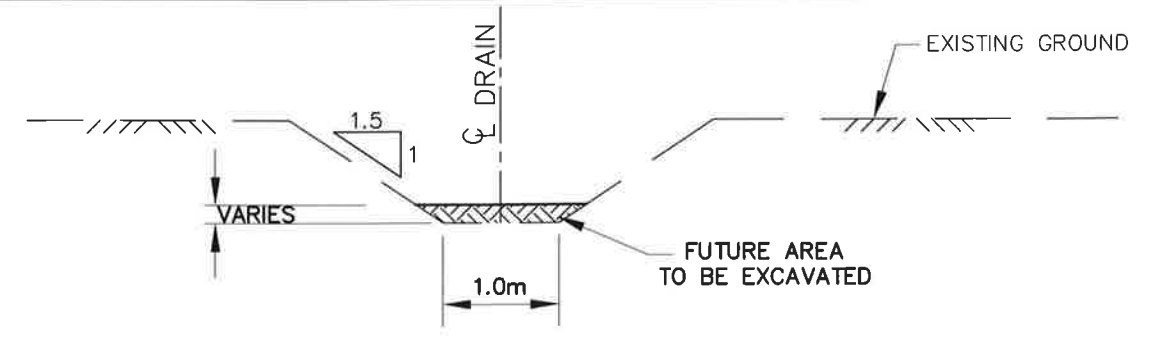


MUNICIPALITY of BROOKE-ALVINSTON
BENNER DUFFY DRAIN
PROFILE

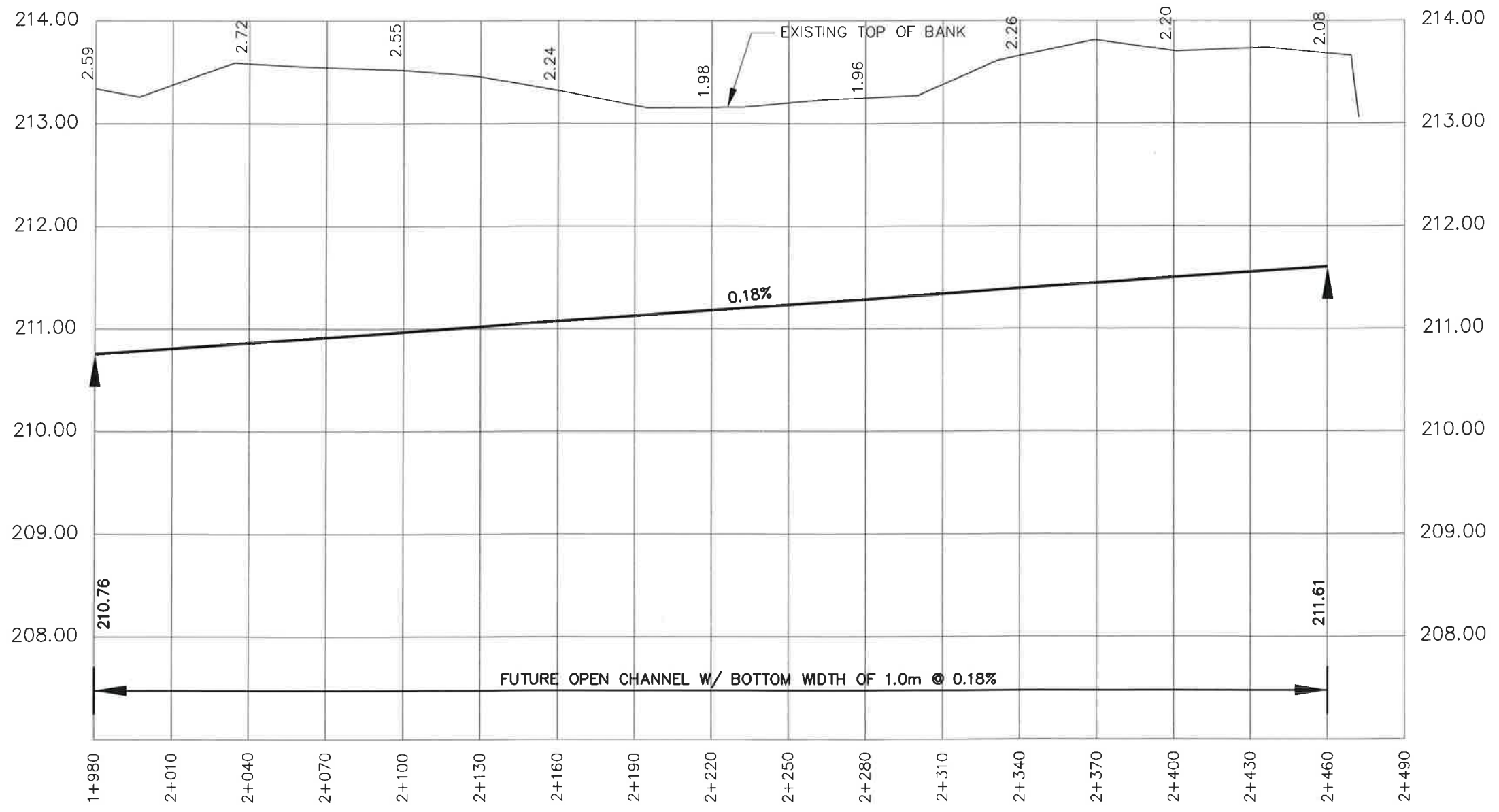
5
OF 7

GENERAL NOTES

- BENCHMARK No.1 ELEV. 211.677
TOP OF CONCRETE BOX CULVERT
ON THE NORTH SIDE OF COURTRIGHT LINE.
AT STATION 0+906
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION
NTS



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

DRAWING NAME:
Benner Duffy Drain Profile 4

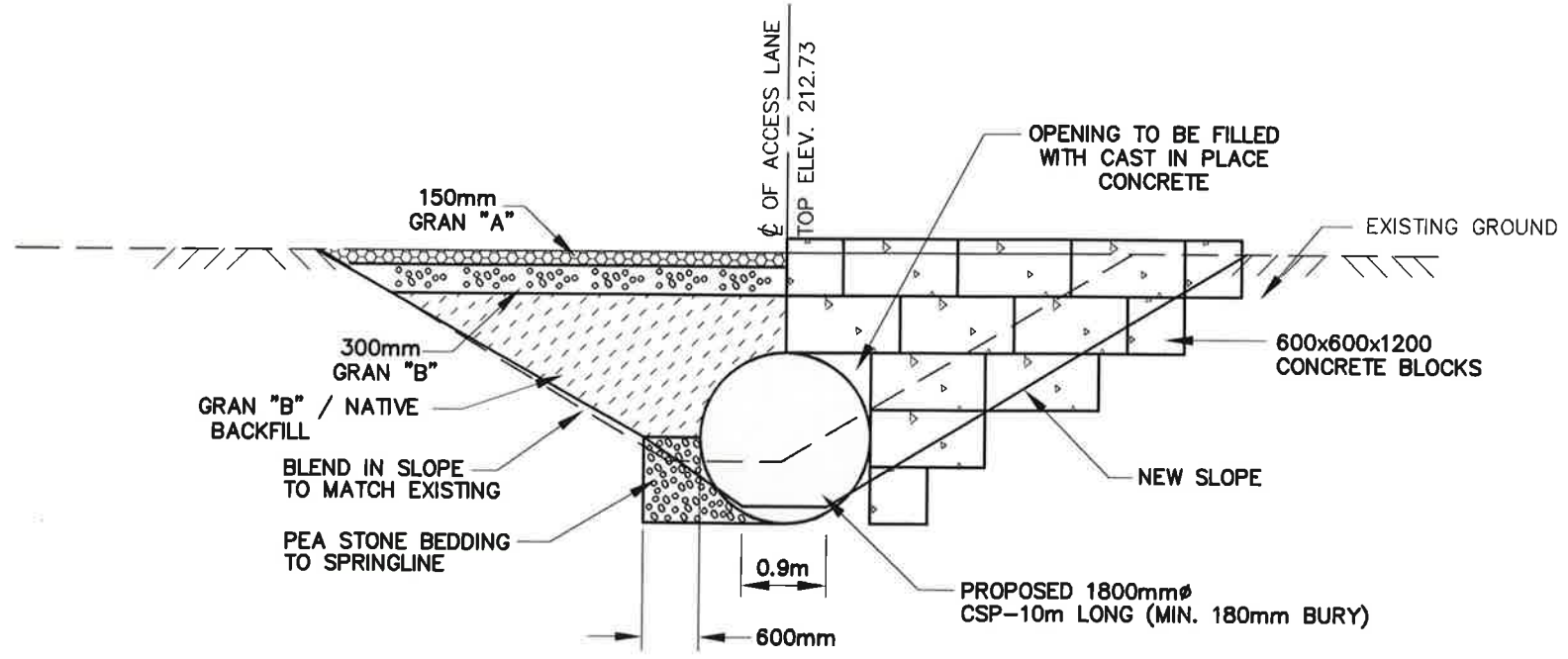
PROJECT No.
2021-1268

APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED R. DOBBIN	1	FINAL REPORT	MAY 29, 2023	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			
	0 20 40 60m			

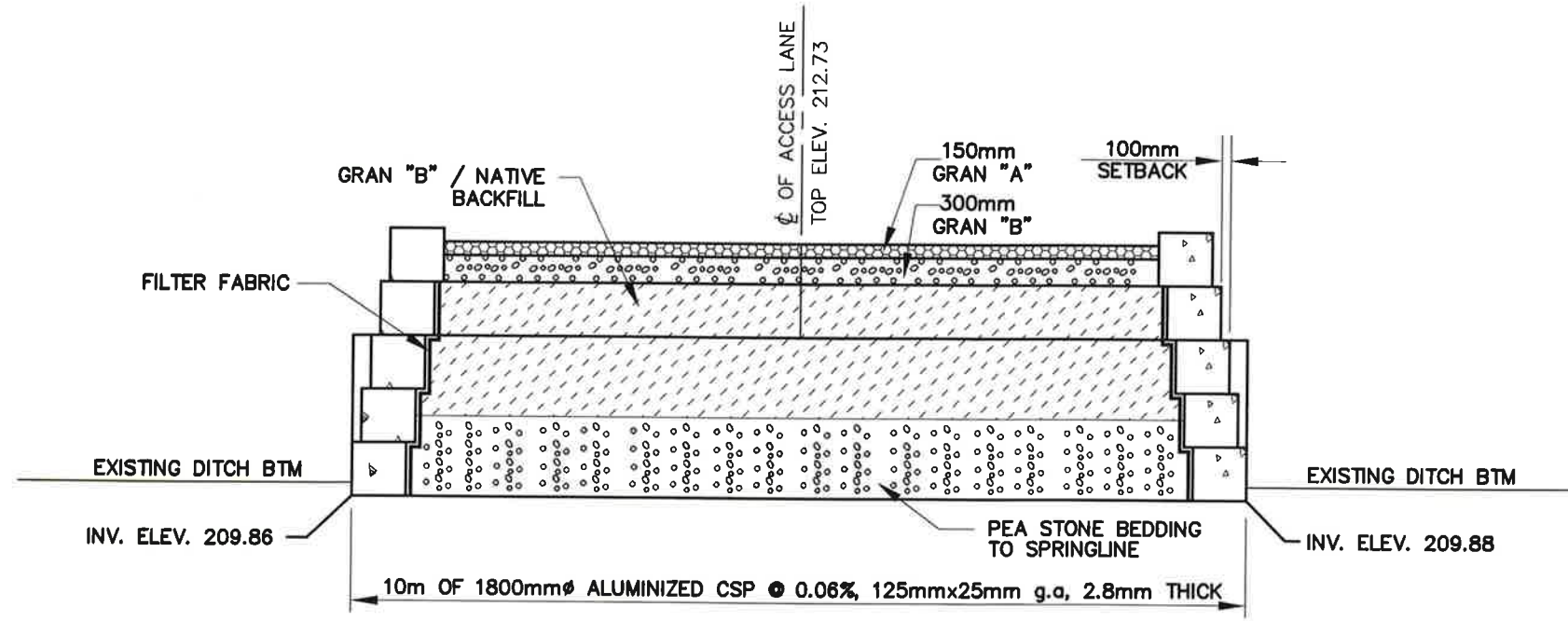
MUNICIPALITY of BROOKE-ALVINSTON
BENNER DUFFY DRAIN
PROFILE

6
OF 7

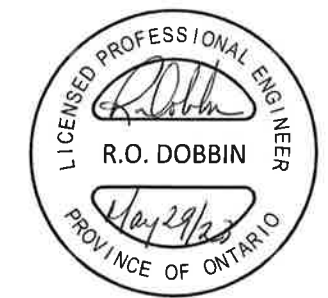
BM ELEV. 211.677
 TOP NORTH END OF EXISTING CONCRETE
 BOX CULVERT AT ST 0+906



**PROPOSED PIPE END SECTION
 CULVERT #2 - 1+209**



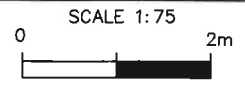
**PROPOSED CROSS-SECTION
 CULVERT #2 - 1+209**



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

PROJECT No.
 2021-1333

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	MAY 29, 2023	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				



MUNICIPALITY of BROOKE-ALVINSTON
 BENNER DUFFY DRAIN
 CULVERT DETAIL ST. 1+209 1800mmØ

**7
 OF 7**

ENCLOSURE

ESTIMATED NET ASSESSMENT

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
Agricultural Lands								
4	S1/2 L16 & S1/4W1/2 L17	10.30	10-196	J. Luhovy	71.00	23.67		47.33
	N3/4W1/2 L17	30.86	10-199	J. & S. Vaskor	212.00	70.67		141.33
	E1/2 L17	40.66	10-200	J. Luhovy c/o Ken McKenzie	279.00	93.00		186.00
	Pt. W1/2 L18	40.65	10-201	J. & E. Kerrigan	279.00	93.00		186.00
5	Pt. W1/2 L 17	36.42	30-012	1152513 Ontario Ltd.	250.00	83.33		166.67
	E Pt. L17	37.96	30-013	D. MacKellar	9,333.00	3,111.00		6,222.00
	S1/4 L18	20.53	30-015	J. & P. Vaskor	1,102.00	367.33	455.00	279.67
	N1/2S1/2 L18	19.27	30-016	L. Lightfoot	1,035.00	345.00		690.00
	W1/2S1/2N1/2 L18	10.21	30-017	M. Podolinsky	548.00	182.67		365.33
	Ept.S1/2N1/2 L18	7.69	1-200	M. Podolinsky	413.00	137.67		275.33
	pt.Npt.E1/2 L18	0.86	1-221	D. Kucera	46.00	15.33		30.67
	pt.N1/2 L19	1.60	1-375	W. Douglas	86.00	28.67		57.33
Non Agricultural Lands								
4	Pt. W1/2 L18	0.46	1-20101	C. Wilson	46.00			46.00
5	E Pt. L17	0.75	30-01305	A. Earl	7,357.00		100.00	7,257.00
	Pt. N1/2S1/2 L18	0.62	30-01601	R. & B. McKellar	55.00			55.00
	pt.E1/2 L18	2.32	1-280	Municipality of Brooke-Alvinston	146.00			146.00
	pt.E1/2 L18	7.26(5.80)	30-018	D. & B. Lightfoot	234.00			234.00
	pt.E1/2 L18	5.60(1.07)	1-210	D. & B. Lightfoot	294.00			294.00

Estimated Net Assessment (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
Non Agricultural Lands								
5	pt.E1/2 L18	0.14	1.256	R. Kinna	29.00			29.00
	pt.E1/2 L18	0.14	1-255	S. Shields	29.00			29.00
	pt.E1/2 L18	0.30	1-250	J. Baldwin	38.00			38.00
	pt.N1/4 L18	1.50	1-220	Hydro One Networks Inc.	102.00			102.00
	pt.N1/4 L19	0.77	1-400	D. Tait	63.00			63.00
	pt.N1/4 L19	0.26	1-403	S. Soulliere	35.00			35.00
	pt.N1/4 L19	0.24	1-402	J. Soulliere	34.00			34.00
	pt.N1/4 L19	0.25	1-401	Tricube Investment Group Ltd.	35.00			35.00
West side of Nauvoo Road								
5	pt.N1/4 L18	0.48	1-242	Kucera Farm Supply Limited	77.00			77.00
6	pt. L18	0.14	1-040	Kucera Farm Supply Limited	29.00			29.00
	pt. L18	0.14	1-039	A. Lampman	29.00			29.00
	pt. L18	0.23	1-038	E. Martin	34.00			34.00
	pt. L18	0.07	1-036	D. Cullen	25.00			25.00
South side of Railroad Street West								
5	pt. L18	0.11	1-22502	L. Johnston	27.00			27.00
	pt. L18	0.12	1-225	D. Kettlewell	28.00			28.00
	pt. L18	0.07	1-228	H. Van Den Berge	25.00			25.00
	pt. L18	0.16	1-229	A. Calvank	30.00			30.00
	pt. L18	0.15	1-231	R. Farley	30.00			30.00
	pt. L18	0.06	1-232	D. Kucera	25.00			25.00

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
South side of Railroad Street West (cont'd)								
5	pt. L18	0.27	1-23201	M. Rumleski	36.00			36.00
	pt. L18	0.13	1-233	R. Durham	28.00			28.00
	pt. L18	0.12	1-237	L. Coates	28.00			28.00
	pt. L18	0.18	1-239	Kucera Farm Supply Limited	31.00			31.00
East side Nauvoo Road								
5	pt. L19	0.28	1-301	E. Loeffler	37.00			37.00
6	pt. L19	0.23	1-044	Kucera Farm Supply Limited	49.00			49.00
	pt. L19	0.35	1-045	Kucera Farm Supply Limited	75.00			75.00
South side of Mill Street								
5	pt. L19	0.07	1-305	E. Loeffler	25.00			25.00
	pt. L19	0.07	1-306	Municipality of Brooke-Alvinston	25.00			25.00
	pt. L19	0.24	1-310	Municipality of Brooke-Alvinston	34.00			34.00
	pt. L19	0.04	1-309	K. McKenzie	24.00			24.00
South side of Railroad Street East								
6	pt. L19	0.13	1-311	Kucera Farm Suply Limited	28.00			28.00
	pt. L19	0.08	1-313	P. Smolders	26.00			26.00
	pt. L19	0.10	1-315	D. Taylor	27.00			27.00
	pt. L19	0.08	1-316	D. Taylor	26.00			26.00
	pt. L19	0.10	1-317	J. Bryans	27.00			27.00

Estimated Net Assessment (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
South side of Railroad Street East (cont'd)								
6	pt. L19	0.13	1-318	E. Armstrong	28.00			28.00
	pt. L19	0.15	1-320	E. Armstrong	30.00			30.00
North side of Railroad Street East								
6	pt. L19	0.10	1-059	J. Hannon	27.00			27.00
	pt. L19	0.09	1-058	J. Hannon	26.00			26.00
	pt. L19	0.09	1-057	R. Benstead	26.00			26.00
	pt. L19	0.09	1-056	D. Shufflebotham	26.00			26.00
	pt. L19	0.17	1-061	R. Smith	31.00			31.00
	pt. L19	0.08	1-071	L. Anderson	26.00			26.00
	pt. L19	0.08	1-070	C. White	26.00			26.00
	pt. L19	0.16	1-073	Bell Canada	30.00			30.00
	pt. L19	0.07	1-089	L. Welch	25.00			25.00
	pt. L19	0.14	1-087	L. Welch	29.00			29.00
	pt. L19	0.15	1-085	K. Cadman	30.00			30.00
South side of Centre Street								
6	pt. L19	0.24	1-050	Kucera Farm Supply Limited	35.00			35.00
	pt. L19	0.16	1-051	N. McCann	30.00			30.00
	pt. L19	0.09	1-052	J. MacDonald	26.00			26.00
	pt. L19	0.09	1-053	C. Wilson	26.00			26.00
	pt. L19	0.14	1-064	B. Dupuis	29.00			29.00
	pt. L19	0.11	1-066	L. Bettencourt	28.00			28.00

Estimated Net Assessment (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
South side of Centre Street (cont'd)								
6	pt. L19	0.08	1-067	S. Hinz	26.00			26.00
	pt. L19	0.08	1-076	J. MacDougall	26.00			26.00
	pt. L19	0.09	1-077	A. Spruyt	26.00			26.00
	pt. L19	0.12	1-078	K. Mitchell	28.00			28.00
	pt. L19	0.12	1-079	D. Fuciarelli	28.00			28.00
North side of Railroad Street West								
6	pt. L19	0.13	1-020	C. Lightfoot	29.00			29.00
	pt. L19	0.06	1-022	M. Oke	25.00			25.00
	pt. L19	0.07	1-031	F. Ross	25.00			25.00
	pt. L19	0.15	1-042	S. Knight	30.00			30.00
	pt. L19	0.14	1-040	Kucera Farm Supply	29.00			29.00
West side of Lovell Street								
	pt. L19	0.10	1-055	M. Mellis	27.00			27.00
	pt. L19	0.10	1-054	R. Bressette	27.00			27.00
	pt. L19							
East side of Lovell Street								
6	pt. L19	0.17	1-062	R. Baverstock	31.00			31.00

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
West side of Henry Street								
6	pt. L19	0.09	1-069	E. Cumming	26.00			26.00
	pt. L19	0.09	1-068	J. McGivern	26.00			26.00
East side of Henry Street								
6	pt. L19	0.11	1-074	D. Shildrick	27.00			27.00
	pt. L19	0.10	1-075	J. MacDougall	27.00			27.00
West side of Walnut Street								
6	pt. L19	0.17	1-083	S. Lilley	31.00			31.00
	pt. L19	0.10	1-082	C. Vandebroek	27.00			27.00
	pt. L19	0.10	1-081	N. Humphrey	27.00			27.00
East side of Walnut Street								
6	pt. L19	0.21	1-090	B. Goss	33.00			33.00
	pt. L19	0.14	1-092	M. Tizzard	29.00			29.00
	pt. L19	0.15	1-094	C. Borrowman	30.00			30.00
South side of Millpond Avenue								
5	pt. L19	4.07	1-425	Tricube Investment Group Ltd.	240.00			240.00
	pt. L19	0.44	1-502	J. Searson	45.00			45.00
	pt. L19	0.29	1-516	W. Wilson	37.00			37.00

Estimated Net Assessment (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
South side of Millpond Avenue (cont'd)								
5	pt. L19	0.06	1-520	R. Henderson	25.00			25.00
North side of Francis Street								
5	pt. L19	0.23	1-501	D. Searson	34.00			34.00
	pt. L19	0.22	1-508	J. Werden	33.00			33.00
	pt. L19	0.15	1-512	J. MacDonald	30.00			30.00
	pt. L19	0.2	1-530	R. Hathaway	30.00			30.00
	pt. L19	0.3	1-525	W. Wilson	37.00			37.00
East side of Broadway Street								
5	pt. L19	0.11	1-513	J. Wilhelm	27.00			27.00
	pt. L19	0.11	1-514	T. Poelstra	27.00			27.00
Public Lands: Roads								
	Nauvoo Road	1.77		County of Lambton	380.00			380.00
	Courtright Line	2.37		County of Lambton	6,869.00			6,869.00
	Francis	0.61		Municipality of Brooke-Alvinston	131.00			131.00
	Broadway Sttreet	0.23		Municipality of Brooke-Alvinston	49.00			49.00
	Milpond Avenue	1.24		Municipality of Brooke-Alvinston	266.00			266.00
	Mill Street	0.20		Municipality of Brooke-Alvinston	43.00			43.00
	Railroad Line	1.54		Municipality of Brooke-Alvinston	331.00			331.00
	Centre Street	0.49		Municipality of Brooke-Alvinston	105.00			105.00

Estimated Net Assessment (cont'd)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Total Assessment	Less Grant	Less Allowances	Net Assessment
Public Lands: Roads (cont'd)								
	Lovell Street	0.20		Municipality of Brooke-Alvinston	43.00			43.00
	Henry Street	0.25		Municipality of Brooke-Alvinston	54.00			54.00
	Walnut Street	0.17		Municipality of Brooke-Alvinston	37.00			37.00
					<u>\$33,083.00</u>	\$4,551.33	\$555.00	\$27,976.67



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

June 8, 2023

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

Gentlemen;

Re: Morwood Petition Drain

In accordance with your instructions, I have undertaken an examination with regards to establishing a drainage works in the west half of Lot 11 providing outlet for portions of Lot 11 and Lot 12, Concessions 1 and 2 in the Municipality of Brooke-Alvinston. The course of the work has been surveyed with elevations taken at stations of 30 metres or part thereof.

Authorization under the Drainage Act

This is an Engineers Report that has been prepared under section 4 of the Drainage Act as per a petition submitted by an interested Landowner.

A petition for the drainage, by means of a drainage works, of an area requiring drainage may be filed with the Municipality in which an area is situate by,

- a) the majority in number of the owners including the owners of any roads in the area.
- b) the owner or owners of lands in the area representing at least 60% of the hectarage in the area.
- c) where the drainage works is required for a road or part thereof.

The drainage area is the area that contributes surface and/or subsurface water to the drainage works. The area requiring drainage is defined as that area that is low lying or dish shaped where surface waters and/or subsurface waters collect and would benefit

-2-

from the improved drainage. The area requiring drainage lies within the west half of Lot 11, Concession 1. The Owner of the west half of Lot 11, Concession 1 has signed a petition for a drainage works that represents the majority of the land area in the area requiring drainage. This petition complies with section 4(1)(b) of the Drainage Act requiring the Owner or Owners representing the majority of the Owners in the area requiring drainage to sign the petition for drainage.

Description of Existing Drainage

There is currently a private tile main that extends from the centre of Lot 11, Concession 1 (east side of the W1/2 Lot 11) west to an outlet to Cherry Creek at the Lot 10/11 line. It provides outlet for surface and subsurface water from the E1/2 Lot 11 and surface water from Lot 12, concession 1, Lot 12, Concession 2 and the west side of Ebenezer Road.. There is currently a private catchbasin located at the head of the private tile drain.

Drain Classification

This is a new municipal drainage works. The existing private tile is not rated. Cherry Creek located downstream is rated as a class "E" drain according to the Ontario Ministry of Agriculture, Food and Rural Affairs Agricultural Information Atlas (AgMaps).

Class "E" drains generally have permanent flow and sensitive species may be present.

Onsite Meeting

An onsite meeting was held on October 5, 2022. A request has been made from the Owner of the W1/2 Lot 11, Concession 1 that a covered drain be extended from the east side of his property to and outlet to Cherry Creek on the west side of his property. There is an existing private tile main. A catchbasin and berm is requested at the top end of the drain. He suggested that he would install private drains on either side of the proposed municipal drain to collect subsurface waters from his property.

Concern was expressed with the condition of Cherry Creek and a separate request under section 4 of the Drainage Act for improvements to Cherry Creek was discussed and subsequently received by the Municipality.

-3-

Site Investigation and Survey

The drainage areas were generally calculated from aerial photography including lidar and discussions with Owners. There were no adverse soil conditions noted at the meeting.

Recommendations

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

1. A tile drain with sufficient capacity for surface and subsurface waters or surface waters from upstream properties shall be constructed from the approximately the centre of Lot 11, sta. 0+319 west to an outlet to Cherry Creek on the west side of the W1/2 Lot 11.
2. The catchbasin shall be replaced and the berm shall be improved at the centre of Lot 11, sta. 0+319 at the upstream end of the project.

Design

The proposed tile drain shall be designed with a capacity of 12 mm per 24 hours for subsurface water and 25 mm per 24 hours for surface water from contributing lands.

There has been no indication from Owners or from field observations of any adverse soil conditions. No formal soil investigation has been carried out.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and Profile that forms part of this Report. There has been prepared an Estimate of Cost in the amount of \$54,301.00 including engineering. A Plan has been prepared showing the location of the work and the approximate drainage areas.

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).

-4-

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, watercourse, may be assessed for outlet assessment. The assessment for outlet is based on the volume and rate of flow of the water artificially caused to flow into the drainage works. (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 shall be tendered separately with the actual cost plus a portion of the engineering (25% of the cost).

The cost of any approvals, permits or any extra work, beyond that specified in this report that is required by any utility, conservation authority, government ministry or organization (federal or provincial), or road authority shall be assessed to that organization requiring the permit, approval, or extra work.

The special benefit assessments are first established and deducted from the total cost. The remaining cost is then separated into benefit and outlet assessment. Outlet assessment is distributed to upstream lands based on equivalent hectares. Equivalent hectares are weighted hectares compared to cultivated agricultural lands with the factor depending on the amount of water caused to flow.

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

1. The outlet works has been assessed to upstream properties based on equivalent hectares.
2. The cost of constructing the covered drain has been assessed with approx. 33% of the cost assessed to the W1/2 Lot 11 as benefit assessment and the remainder of the cost has been assessed to upstream properties based on equivalent hectares.

-5-

3. The catchbasin replacement and berm improvement has been assessed with approx. 50% of the cost assessed to the W1/2 Lot 11 and the remainder of the cost has been assessed to upstream properties 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 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 for damage, if any, to ornamental trees, lawns, 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 29 of the Drainage Act for right of way and 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 \$20,000.00 per hectare (\$8,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1,000.00 for the second year (\$3,000.00 per hectare total).

The allowances under section 30 includes allowances for access to the construction area. Access routes shall be restricted to a width of 6 metres.

Access and Working Area

Access to the work site shall be from Aberfeldy Line along existing lanes and areas designated by the Engineer or Drainage Superintendent within the property.

The working area for the construction of the proposed tile drains shall be restricted to a width of 30 metres along the length of the drainage works normally centred on the proposed tile drain. This shall extend 20 metres upstream into the E1/2 Lot 11. Access routes to the work area shall be restricted to a width of 6 metres.

-6-

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.

Restrictions

No trees and shrubs shall be planted nor shall permanent structures be erected within 15 metres of either side of the proposed drain without prior written permission of Council.

Attention is also drawn to sections 80 and 82 of the Drainage Act, which refer to the removal of obstructions in a drain and damage caused to a drain.

Existing Private Drainage

It is intended that the existing subsurface drains in the W1/2 Lot 11 not be connected to the proposed drain but shall remain connected to the existing private tile main in the W1/2 Lot 11. The Owner intends to construct new tile mains on either side of the proposed drain to accommodate his subsurface drains.

Maintenance

Upon completion of the work, the drainage works shall be maintained and repaired as per the Schedule of Assessment, less any special benefit assessments, unless otherwise altered under provisions of the Drainage Act.

The catchbasin and berm at sta. 0+319 shall be maintained and repaired with 33% of the cost assessed to the downstream property and 67% of the cost assessed to the upstream properties based on equivalent hectares as contained in the Schedule of Assessment.

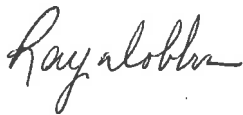
The outlets work including the outlet pipe and erosion protection shall be maintained and repaired at the expense of upstream owners based on equivalent hectares as contained in the Schedule of Assessment.

-7-

The maintenance and repair of the existing private tile main and any future tile mains constructed by the Owner of the W1/2 Lot 11 shall be the responsibility of the Owner of the W1/2 Lot 11.

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.
R. Dobbin Engineering Inc. .



Morwood Petition Drain
Municipality of Brooke-Alvinston
June 8, 2023

Allowances

Allowances have been made as per section 29 for right of way, section 30 for damages to lands and crops.

Conc.	Lot or pt. Lot	Roll No.	Owner	Section 29	Section 30	Total
1	W1/2 L11	110-031	E. Morwood	2,244.00	3,607.00	5,851.00
	E1/2 L11	10-03201	Premier Swine Genetics Ltd.		100.00	100.00
Total Allowances				\$2,244.00	\$3,707.00	\$5,951.00

Morwood Petition Drain
Municipality of Brooke-Alvinston
June 8, 2023

Estimate of Cost

To construct a covered drain from the east side of the W1/2 Lot 11 west to an outlet to Cherry Creek on the west side of the W1/2 Lot 11.

	Quantity	Unit	Material	Labour	Total
Allowances:					5,951.00
Supply and Install:					
400 mm dia. concrete tile	313	m	7,132.00	6,615.00	13,747.00
525 mm dia. concrete tile	61	m	2,673.00	2,102.00	4,775.00
525 mm dia. HDPE	6	m	720.00		720.00
Outlet Works		LS	1,600.00	1,740.00	3,340.00
DICB - 900 x 1200	1	each	2,000.00	580.00	2,580.00
JB - 900 x 900	1	each	2,000.00	580.00	2,580.00
Granular: Pea stone	15	t	450.00		450.00
Rip rap and filter fabric	12	t	720.00		720.00
Locate Existing Tile Drain		LS		1,040.00	1,040.00
Reconnect Existing Subsurface Drainage		LS		1,280.00	1,280.00
Removal of Existing CBs/Structures		LS		500.00	500.00
Abandon Existing Tile		LS		500.00	500.00
Connect Existing Tile Main	1	each	100.00	290.00	390.00
Seeding/Restoration			200.00		200.00
Miscellaneous			1,707.00		1,707.00
					<u>40,480.00</u>
					Engineering 10,521.00
					Inspection and Contract Administration 2,900.00
					SCRCA Fee <u>400.00</u>
					Total Main Branch \$54,301.00

Morwood Petition Drain
Municipality of Brooke-Alvinston
June 8, 2023

SCHEDULE OF ASSESSMENT

To construct a covered drain from the east side of the W1/2 Lot 11 west to an outlet to Cherry Creek on the west side of the W1/2 Lot 11.

Conc.	Lot or Part	Affect. Hect.	Roll No.	Owner	Special Benefit	Benefit	Outlet	Total	eq. ha.
Agricultural Lands:									
1	W1/2 L11	2.58*	10-031	E. Morwood	2,970.00	12,426.00	1,265.00	16,661.00	1.74
	Npt.E1/2 L11 & Npt.W1/2 L12	32.81	10-03201	Premier Swine Genetics Ltd.		2,980.00	23,855.00	26,835.00	32.81
	Npt.E1/2 L12	6.45*	10-033	G. Howes-Parkins			3,170.00	3,170.00	4.36
2	W1/2 L18	13.36*	10-089	R. Van Damme			6,566.00	6,566.00	9.03
Total Special Benefit					2,970.00	15,406.00	34,856.00	53,232.00	
* surface water only assessed at a lower rate					Total Benefit	15,406.00			
					Total Outlet	34,856.00			
Total Agricultural Lands					53,232.00				
Public Lands: Roads									
Ebenezer Road		0.49		Municipality of Brooke Alvinston			1,069.00	1,069.00	1.96
Total Benefit					0.00		1,069.00	1,069.00	
Total Outlet							1,069.00		
Total Public Lands: Roads					1,069.00				
Total Agricultural Lands					53,232.00				
Total Assessment					\$54,301.00				

Morwood Petition Drain
Municipality of Brooke-Alvinston
June 8, 2023

SPECIFICATION OF WORK

1. Scope of Work

The work to be included in this specification includes the construction of approx. 313 metres of 525 mm dia. and 400 mm dia. concrete tile, outlet works, junction box, catchbasin with berm improvements in the W1/2 Lot 11 and related work for the Morwood Petition Drain in the W1/2 Lot 11, Concession 1, 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 Tenderer shall make allowance in their 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 and pipeline companies prior to the start of construction.

3. Plans and Specifications

These specifications shall apply and be part of the contract along with the General Specifications for Closed Drains and the General Specifications for Open Drains. 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.

-2-

Any reference to the Owner contained in these contract documents shall refer to the Municipality of Brooke-Alvinston or the Engineer authorized by the Municipality to act on its behalf.

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.

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

5. Weather Conditions

Work shall be carried out under this Report and completed within the agreed upon schedule as permitted by weather. The Engineer or the Drainage Superintendent reserves the right to restrict construction and access to the site based on the weather and ground conditions.

-3-

6. Expose Existing Drain

The existing tile drain is to be excavated in several locations across the W1/2 Lot 11 to establish its location. The Drainage Superintendent shall confirm location of the proposed tile at the time of construction. Any tile broken during excavation shall be repaired with HDPE smooth wall pipe of the same capacity/size.

7. Installation of Tile

The Contractor shall supply, install, and backfill the specified sizes of tile and pipe to the depths and grades as shown on the drawings and as follows:

0+006 to 0+067 – 525 mm dia. concrete tile

0+067 to 0+319 – 400 mm dia. concrete tile

Concrete tile shall conform to ASTM C412, extra quality tile. Tile shall have a circular interior and exterior shape. HDPE smooth wall pipe shall be coupler joint (320 kPa).

It is intended that the proposed tile drain be located approx. 2 metres north of the existing tile main. The location of the existing tile main shall be confirmed by excavating and exposing the tile by the Contractor prior to construction. The final location of the tile shall be determined at the time of construction by the Drainage Superintendent.

The trenching and laying of the tile shall be done by wheel machine, except in areas of soil instability, unless approved by the Engineer. All tile joints shall be wrapped with a minimum 300 mm width of Drain Wrap (Terrafix 270R or approved equal). The filter fabric shall be overlapped by 450 mm at the top of the tile. The tile shall be laid in straight lines or on smooth gradual curves with a minimum radius or 25 metres. Where approved by the Engineer (or specified) the tile may be laid in tighter curves by sawcutting joints. The maximum deflection of one tile joint shall be 22 degrees. Turns of greater than 22 degrees shall require the use of manufactured bends (PE smooth wall).

Laser control shall be used to ensure proper grades. The grades calculated on the Profile are to the invert of the tile and pipe with allowances to be made by the Contractor for the wall thickness of the tile and pipe. The depths shown and figured are from ground level to the invert of the pipe along the line of the proposed drain. Should an error appear in the figured depth at any station or stations, the grade shall be made to correspond with that shown on the Profile without extra charge.

-4-

A trencher or an excavator may be used to excavate the trench. If an excavator is used, then the bottom is to be rounded with a shovel prior to the placement of the tile. Prior to backfilling, the tile shall be covered manually to a depth of approx. 100 mm over the pipe to ensure that the tile and pipe are not displaced by large clumps of earth. The trench shall be backfilled with excavated material free of stones, broken tile or other deleterious material. All stones larger than 100 mm in diameter evident immediately after construction shall be picked up by the Contractor and disposed offsite. The Owners are responsible for stones after that. The material shall be left windrowed over the trench to allow for settlement.

If the land level must be lowered in order to carry out trenching operations, then it is up to the Contractor to determine if it is necessary and include any extra cost involved. He shall first strip the topsoil to its full depth and stockpile it along one side of the working width and then grade the area to allow the trenching to be carried out. All excavated material shall be windrowed on the side opposite the trench that the topsoil is stockpiled. After trenching and backfilling operations are complete, the topsoil shall be spread to its original depth.

All areas disturbed by construction, except the material windrowed over the trench, shall be left in a condition suitable for cultivation. Final levelling or the removal of excess material shall be the responsibility of the property owner.

The Contractor shall not operate any trenching or backfill equipment, delivery trucks or equipment, pickup trucks or other vehicles along or over the trench during or after construction. The Contractor shall be responsible for any damage caused by any equipment or vehicles operated over the trench. If the Contractor must cross the trench, he will do so in one area.

The Landowners are also warned not to operate farm equipment over the trench or along the length of the trench in order to protect the tile.

8. Outlet Works

A 6 metre length of 525 mm HDPE smooth wall pipe shall be installed at the outlet of proposed tile drain (sta. 0+000 to 0+006). A manufactured rodent grate shall be installed at the end of the outlet pipe.

Erosion protection made up of rip rap and filter fabric shall be installed on the channel sideslope from the bottom of the channel to the top of the bank and for a distance of

-5-

1 metre on either side of the pipe. It shall extend to the water's edge or a minimum of 1 metre from the end of the pipe. The erosion protection is to extend east 1 metre past the existing outlet pipe which is to be removed.

Rip rap shall be made up of 150 mm to 300 mm quarry stone or approved equal. The area to receive the rip rap shall first be graded to allow the placement of the rip rap to a depth of 400 mm below finished grade. After grading, a layer of filter fabric (Terrafix 270R or approved equal) is to be placed with any joints overlapped a minimum of 600 mm. Rip rap shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

9. Ditch Inlet Catchbasin and Junction Box

The junction box and ditch inlet catchbasin shall be installed to the elevations and in the locations shown on the drawings as follows:

Structure	Sta.	Type	Top Inlet Elev.	Outlet Invert	Inlet Invert
JB#1	0+153	600 mm x 600 mm	198.40	197.31 (400)	197.31 (400)
DICB#2	0+319	900 mm x 1200 mm c/w grate	200.36	199.66 (400)	

The DICB shall be a 900 mm x 1200 mm square precast concrete structure with 2:1 top slope and birdcage type manufactured grate. The JB shall be a 600 mm x 600 mm square precast concrete structure with a flat top and concrete lid. The structures shall be made with the top sections separate from the base sections in order to allow riser sections to be installed or removed as necessary (i.e. the base section shall not extend for more than 150 mm above the top of the highest opening in the base section). The wall thickness of all structures shall be 115 mm and each shall have a 300 mm sump.

The DICB shall be set with the top elevation approx. 150 mm below the existing ground. The JB shall be set with the top of lid approx. 350 mm below existing ground elevation. The structures shall be set on a layer of pea stone or drainage stone. The pea stone or drainage stone shall be extended up to the springline of the inlet and outlet pipe connections.

The tile/pipe at the connection to the DICB and JB shall be concreted on both the inside and outside prior to backfilling. Any pipe or tile shall not protrude more than 50 mm

-6-

inside the wall. The joints between the proposed pipe and the existing pipe shall be wrapped with filter cloth as approved by the Drainage Superintendent.

10. Removals

The existing catchbasin at sta. 0+319 (upstream side of the berm) is to be removed and the material disposed offsite.

11. Brushing and Tree Removal

Trees and brush shall be removed from the outlet area for a distance of 10 metres in any direction. Trees shall be left on the bank of Cherry Creek as directed by the Drainage Superintendent. If any trees interfere with the performance of the covered drain they shall be removed. No trees shall be planted for a minimum distance of 20 metres on either side of the drainage works. The trees and brush shall be piled in one pile and burned onsite subject to local bylaws and guidelines of the Ministry of the Environment.

12. Subsurface Drainage

It is intended that the existing subsurface drains in the W1/2 Lot 11 **not** be connected to the proposed drain but shall be reconnected to the existing private tile main in the W1/2 Lot 11. The Owner intends to construct new tile mains on either side of the proposed drain to accommodate his subsurface drains.

13. Silt Fence

The Contractor shall construct a silt fence at the outlet to Cherry Creek prior to the construction. The silt fences shall consist of filter fabric approved for the purpose (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.

14. Environmental Considerations

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

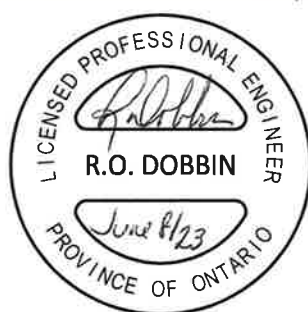
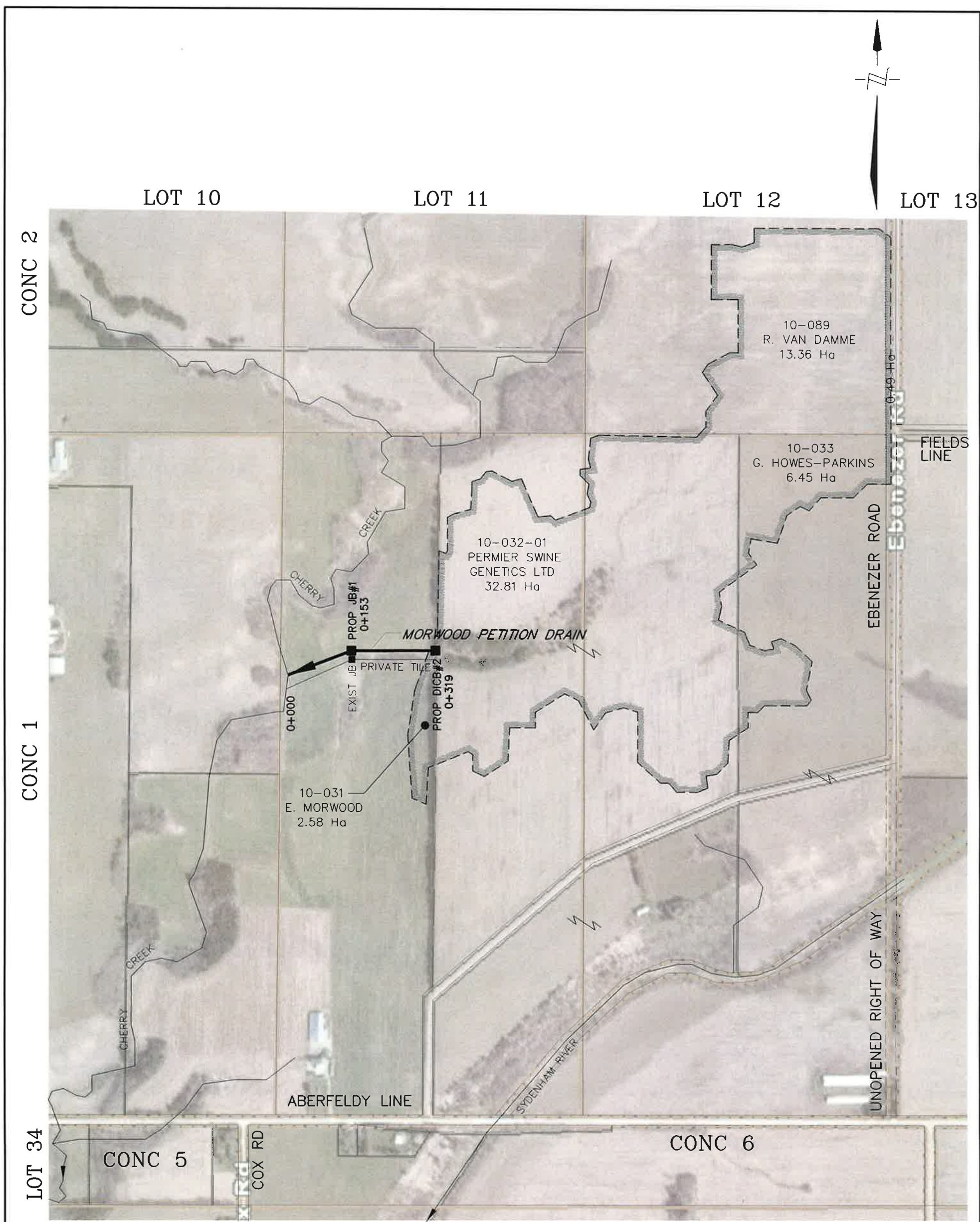
- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.

-7-

- 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.
- 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.

15. Miscellaneous

Pea stone shall be placed as bedding for the concrete tile where poor soil conditions are encountered, where existing channels are crossed or as directed by the Drainage Superintendent.



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

DRAWING NAME: Morwood Petition Drain Plan
 PROJECT No. 2022-1434

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	JUNE 8, 2023	CS
B. VAN RUITENBURG				
DRAWN	SCALE: 1:7500			
C. SAUNDERS	0 100 200 300m			

MUNICIPALITY of BROOKE - ALVINSTON

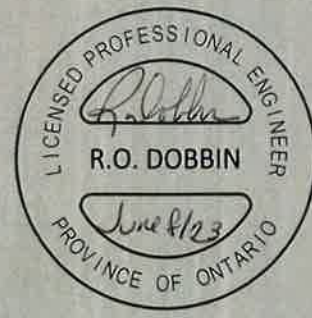
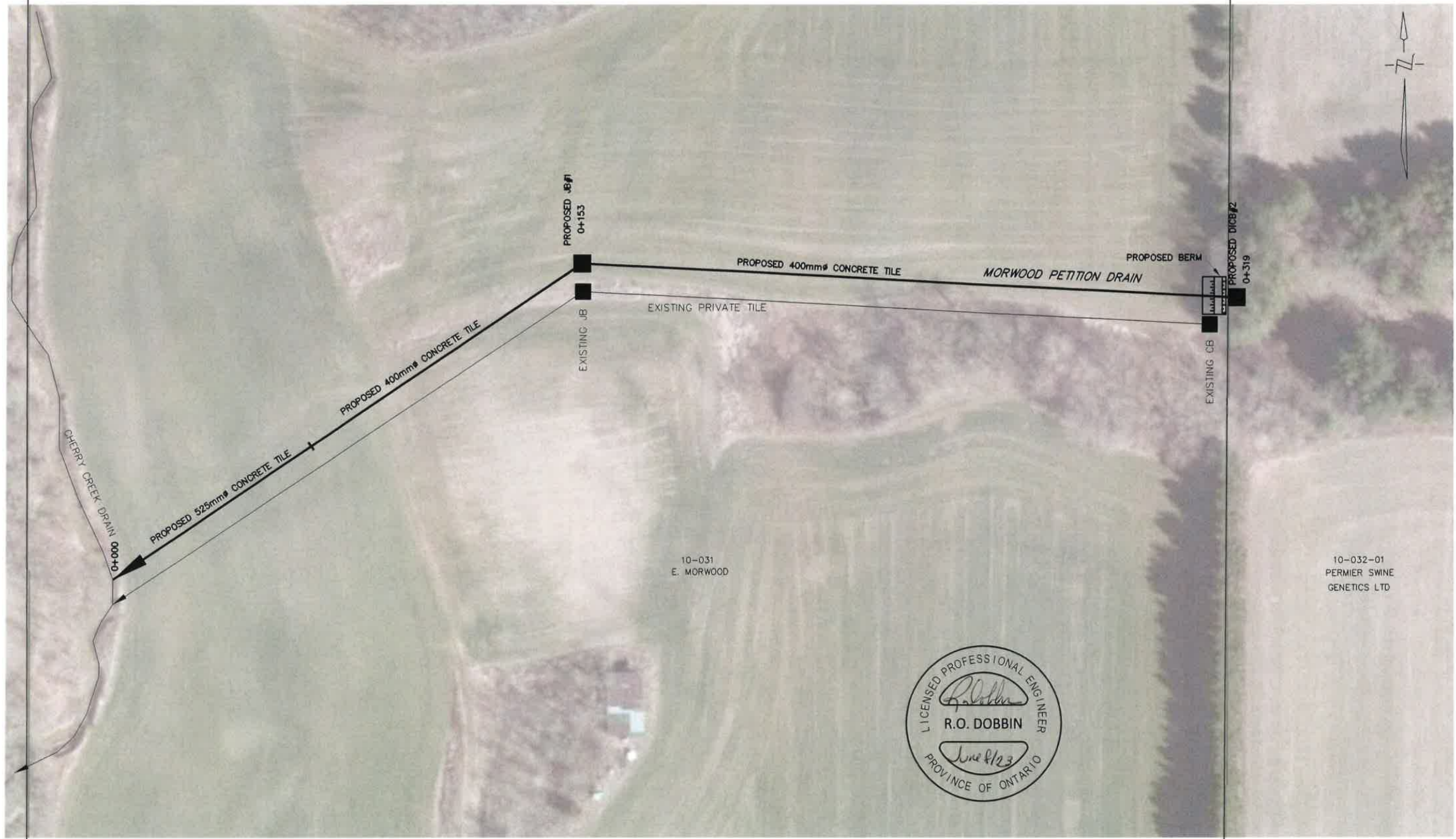
MORWOOD PETITION DRAIN PLAN

1 OF 3

LOT 11

LOT 12

CONC 1



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

DRAWING NAME:
 Morwood Petition Drain Detail Plan

PROJECT No.
 2022-1434

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	JUNE 8, 2023	CS
B. VAN RUITENBURG				
DRAWN	SCALE 1: 1000			
C. SAUNDERS	0 10 20 30m			

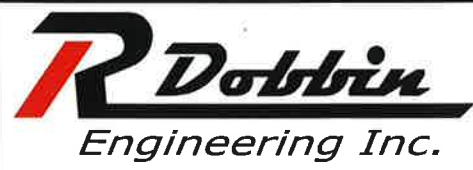
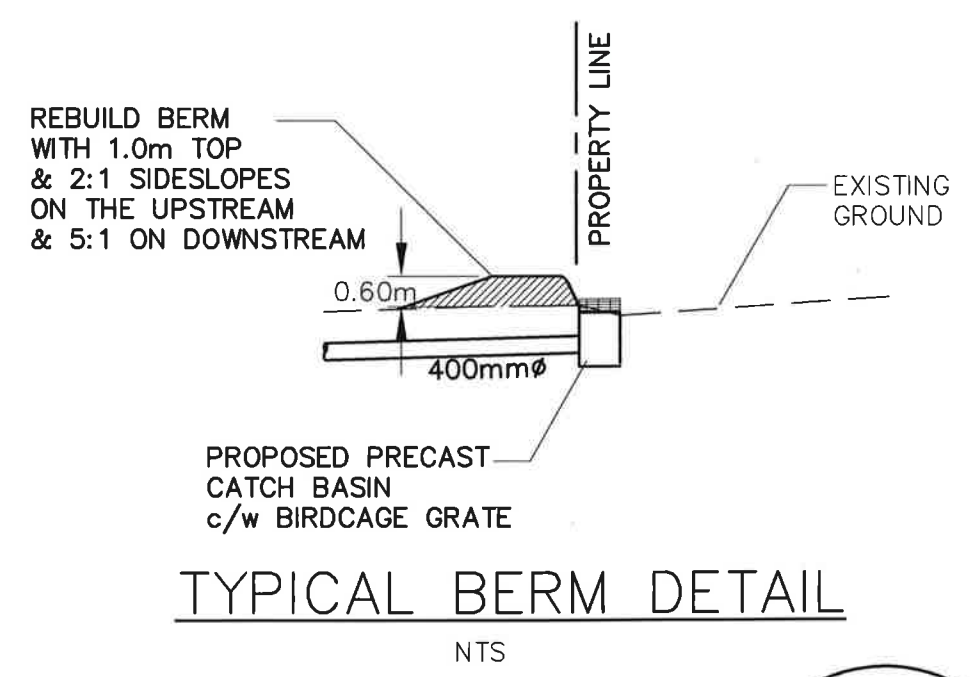
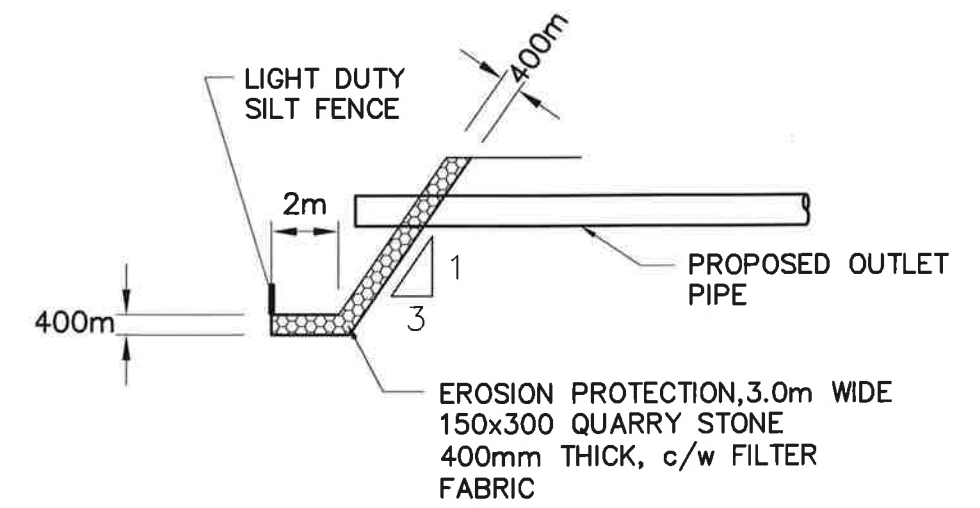
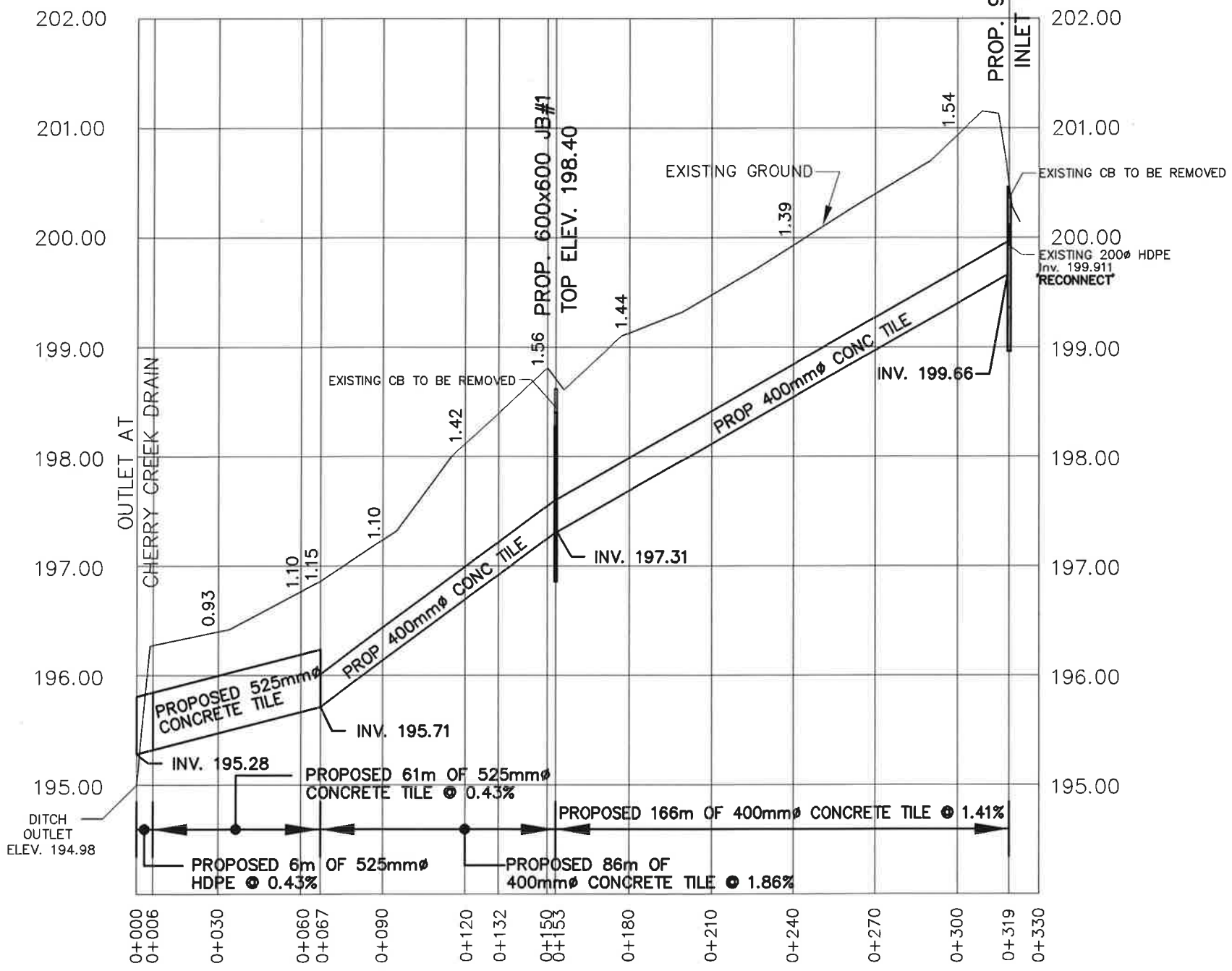
TOWNSHIP of BROOKE - ALVINSTON
MORWOOD PETITION DRAIN
DETAIL PLAN

2
OF 3

GENERAL NOTES

- 1. BENCHMARK No.1 ELEV. 200.36
TOP OF EXISTING CATCHBASIN
AT STATION 0+319
- BENCHMARK No.2 ELEV. 198.45
TOP OF EXISTING CATCHBASIN
AT STATION 0+153

- 2. UPPER NUMBERS ARE DEPTHS FROM
EXISTING GROUND TO INVERT OF PROPOSED TILE.



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

DRAWING NAME:
Morwood Petition Drain

PROJECT No.
2022-1434

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	JUNE 8, 2023	CS
B. VAN RUITENBURG				
DRAWN	SCALE: 1:2,000			
C. SAUNDERS	0 20 40 60m			

MUNICIPALITY of BROOKE-ALVINSTON
MORWOOD PETITION DRAIN
PROFILE

3
OF 3

ENCLOSURE

Morwood Petition Drain
Municipality of Brooke-Alvinston
June 8, 2023

Estimated Net Assessment

Conc.	Lot or Part	Roll No.	Owner	Total	Less Grant	Less Allow.	Net Assess
Agricultural Lands:							
1	W1/2 L11	10-031	E. Morwood	16,661.00	5,553.67	5,851.00	5,256.33
	Npt.E1/2 L11 & Npt.W1/2 L12	10-03201	Premier Swine Genetics Ltd.	26,835.00	8,945.00	100.00	17,790.00
	Npt.E1/2 L12	10-033	G. Howes-Parkins	3,170.00	1,056.67		2,113.33
2	W1/2 L18	10-089	R. Van Damme	6,566.00	2,188.67		4,377.33
Public Lands: Roads				1,069.00			1,069.00
Total				\$54,301.00	\$17,744.00	\$5,951.00	\$30,606.00



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2022 Audited Financial Statements
Meeting: Council - 10 Aug 2023
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That the Council of the Municipality of Brooke Alvinston approve the 2022 Consolidated Financial Statements for the municipality as presented by Baker Tilly Sarnia LLP and authorize the Treasurer to sign the Management letter.

Background:

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

Comments:

Our auditors are Baker Tilly LLP from Sarnia. They have prepared a short presentation reviewing the highlights of the 2022 Financial Statements and the audit.

Relationship to Strategic Plan:

The audit demonstrates that the financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2022 and the results of its financial activities, cash flows and change in net financial assets for the year then ended in accordance with Canadian Public Sector Accounting Standards.

ATTACHMENTS:

[Brooke- Alvinston - Financial statements 2022](#)
[2022 Municipality of Brooke-Alvinston Statement Presentation](#)

The Corporation of the Municipality of Brooke-Alvinston

Financial Information

December 31, 2022

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

Phone: 519.898.2173
Fax: 519.898.5653



Management's Responsibility for the Consolidated Financial Statements

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

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

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

Stephen Ikert
Treasurer

The Corporation of the Municipality of Brooke-Alvinston
Financial Statements
For The Year Ended December 31, 2022

Contents

Independent Auditor’s Report 1 - 2

Financial Statements

Statement of Financial Position 3
Statement of Operations and Accumulated Surplus 4
Statement of Change in Net Financial Assets 5
Statement of Cash Flows..... 6
Notes to the Financial Statements..... 7 - 21

Council

Mayor David Ferguson

Councillors Frank Nemcek
Don McCabe
Jenny Redick
Craig Sanders

Administration

Clerk / Administrator Janet Denkers
Treasurer Stephen Ikert
Treasury Assistant Dustin McNaughton
Financial Assistants Darlene Paolucci / Cheryl Beaugrand
Public Works Manager Jamie Butler

Independent Auditors' Report

**To The Members Of Council, Inhabitants and Ratepayers
Of The Corporation of the Municipality of Brooke-Alvinston***Opinion*

We have audited the financial statements of The Corporation of the Municipality of Brooke-Alvinston (the Municipality) which comprise the statement of financial position as at December 31, 2022 and the statements of operations and accumulated surplus, change in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Municipality as at December 31, 2022 and the results of its financial activities, cash flows and change in net financial assets for the year then ended in accordance with Canadian Public Sector Accounting Standards.

Basis for Opinion

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

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

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

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

**Independent
Auditor's Report cont'd...**

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

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

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



**Sarnia, Ontario
August 10, 2023**

**Chartered Professional Accountants
Licensed Public Accountants**

The Corporation of the Municipality of Brooke-Alvinston
Statement Of Financial Position
December 31, 2022

	2022	2021
Assets		
Financial Assets		
Cash and cash equivalents	\$ 2,421,812	\$ 2,047,318
Investments (note 11)	305,100	341,890
Taxes and interest receivable	319,107	227,361
Accounts receivable	989,555	1,573,672
Loans Receivable	291,684	207,365
Investment in Bluewater Power Corporation (note 3)	615,880	577,772
Total financial assets	<u>4,943,138</u>	<u>4,975,378</u>
Liabilities		
Accounts payable and accrued liabilities	339,897	846,378
Municipal debt (note 4)	1,720,831	1,896,788
Deferred revenue (note 5)	792,995	358,081
Funds held in trust (note 11)	217,855	214,415
Total liabilities	<u>3,071,578</u>	<u>3,315,662</u>
Net Financial Assets	<u>1,871,560</u>	<u>1,659,716</u>
Non-Financial Assets		
Tangible capital assets (note 6)	24,753,597	24,868,770
Prepaid expenses	27,307	65,066
Inventory	107,077	83,683
Total non-financial assets	<u>24,887,981</u>	<u>25,017,519</u>
Accumulated Surplus (note 7)	<u>\$ 26,759,541</u>	<u>\$ 26,677,235</u>

Contingencies (note 8)

On Behalf Of Council

Mayor

Treasurer

The accompanying notes are an integral part of this financial statement.

The Corporation of the Municipality of Brooke-Alvinston
Statement Of Operations and Accumulated Surplus
For the Year Ended December 31, 2022

	Budget 2022 (note 9)	Actual 2022	Actual 2021
Revenues			
Taxation	\$ 3,243,605	\$ 3,219,098	\$ 3,158,712
Fees and user charges	1,325,151	1,466,414	1,184,528
Fees and user charges - other municipalities	135,638	149,385	84,712
Grants	1,175,268	999,115	3,835,118
Other	114,283	267,120	447,718
Bluewater Power Corporation, change in equity	-	38,108	41,377
Total Revenues	<u>5,993,945</u>	<u>6,139,240</u>	<u>8,752,165</u>
Expenditures			
General government	581,935	583,586	522,305
Protection services	782,319	819,624	828,278
Transportation services	1,655,853	2,010,201	1,942,380
Environmental services	826,907	992,086	969,145
Health services	91,450	82,076	80,383
Recreation and cultural services	500,490	607,320	549,465
Planning and development	610,000	962,041	521,938
Total Expenditures	<u>5,048,954</u>	<u>6,056,934</u>	<u>5,413,894</u>
Annual Surplus of Revenues over Expenditures	944,991	82,306	3,338,271
Accumulated Surplus, Beginning Of Year	<u>26,667,235</u>	<u>26,677,235</u>	<u>23,338,964</u>
Accumulated Surplus, End Of Year	<u>\$ 27,612,226</u>	<u>\$ 26,759,541</u>	<u>\$ 26,677,235</u>

The accompanying notes are an integral part of this financial statement.

The Corporation of the Municipality of Brooke-Alvinston
Statement of Change in Net Financial Assets
December 31, 2022

	Budget 2022 (note 9)	Actual 2022	Actual 2021
Annual surplus	\$ 944,991	\$ 82,306	\$ 3,338,271
Amortization of tangible capital assets	1,074,087	1,120,709	1,074,087
Change in prepaid and inventory expenses	-	14,365	(22,667)
(Gain)/Loss on sale of tangible capital assets	-	(9,761)	31,979
Proceeds from sale of tangible assets	-	136,287	399,052
Acquisition of tangible capital assets	<u>(1,684,775)</u>	<u>(1,132,062)</u>	<u>(6,084,675)</u>
Net change in net financial assets	334,303	211,844	(1,263,953)
Net financial assets, beginning of year	<u>1,659,716</u>	<u>1,659,716</u>	<u>2,923,669</u>
Net financial assets, end of year	<u>\$ 1,994,019</u>	<u>\$ 1,871,560</u>	<u>\$ 1,659,716</u>

The accompanying notes are an integral part of this financial statement.

The Corporation of the Municipality of Brooke-Alvinston
Statement Of Cash Flows
For The Year Ended December 31, 2022

	2022	2021
Operating Activities		
Annual surplus	\$ 82,306	\$ 3,338,271
Items not requiring cash:		
Amortization of tangible capital assets	1,120,709	1,074,087
(Gain)/loss on sale of tangible capital assets	<u>(9,761)</u>	<u>31,979</u>
	1,193,254	4,444,337
Taxes and interest receivable	(91,746)	43,712
Accounts receivable	584,117	(667,338)
Loans receivable	(84,319)	35,017
Accounts payable and accrued liabilities	(506,481)	452,045
Inventories held for consumption	(23,394)	19,406
Deferred revenue	434,914	199,957
Prepaid expenses	37,759	(42,073)
Funds held in trust	<u>3,440</u>	<u>5,890</u>
	<u>1,547,544</u>	<u>4,490,953</u>
Capital Transactions		
Proceeds from sale of tangible assets	136,287	399,052
Acquisition of tangible capital assets	<u>(1,132,062)</u>	<u>(6,084,675)</u>
	<u>(995,775)</u>	<u>(5,685,623)</u>
Investing Transactions		
Purchase of Investments	36,790	(6,394)
Investment in Bluewater Power Corporation	<u>(38,108)</u>	<u>(41,377)</u>
	<u>(1,318)</u>	<u>(47,771)</u>
Financing Transactions		
Proceeds from long-term debt	40,200	650,000
Repayment of municipal debt	<u>(216,157)</u>	<u>(147,960)</u>
	<u>(175,957)</u>	<u>502,040</u>
Net change in cash and cash equivalents	374,494	(740,401)
Opening, cash and cash equivalents	<u>2,047,318</u>	<u>2,787,719</u>
Closing, cash and cash equivalents	<u><u>\$ 2,421,812</u></u>	<u><u>\$ 2,047,318</u></u>

The accompanying notes are an integral part of this financial statement.

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

1. Significant Accounting Policies

The Financial Statements of the Municipality of Brooke-Alvinston (the "Municipality" or "Corporation") are the representation of management prepared in accordance with local government accounting standards established by the Public Sector Accounting Board ("PSAB") of the Chartered Professional Accountants of Canada as prescribed by the Municipal Act, Municipal Affairs Act and related legislation. The Municipality is a lower tier municipality in the Province of Ontario, Canada.

Significant accounting policies adopted include:

(a) Basis of Reporting

(i) Reporting Entity

These financial statements reflect the financial assets, liabilities, reserves, surpluses/deficits, changes in investment in tangible capital assets and revenues and expenditures of all municipal organizations and committees which are controlled by Council.

(ii) Investment in Bluewater Power Corporation

The investment in Bluewater Power Corporation is accounted for on the modified equity basis which reflects the Municipality's investment in the enterprises and its share of net income since acquisition. Under the modified equity basis, the enterprise's accounting principles are not adjusted to conform with those of the municipality and inter-organizational transactions and balances are not eliminated. However, interorganizational gains and losses are eliminated on assets remaining with the government reporting entities at the reporting date. The Municipality recognizes its equity interest of the government business enterprises' income or loss in its Consolidated Statement of Operations and Accumulated Surplus with a corresponding increase or decrease in its investment account. All dividends received or receivable will be reflected as reductions in the investment account.

(iii) Accounting for County and School Board Transactions

The taxation, other revenues, expenditures, assets and liabilities with respect to the operations of the school boards and the County of Lambton are not reflected in the balances of these financial statements except to the extent that any amounts due to or from are reported on the Statement of Financial Position.

(iv) Trust Funds

Trust funds and their related operations administered by the Municipality are not consolidated, but are reported separately.

(iv) Government Transfers

Government transfer payments are recognized in the financial statements in the year in which the payment is authorized and the events giving rise to the transfer occur, performance criteria are met, and a reasonable estimate of the amount can be made. Funding that is supposed to be used for specific purposes is only recognized as revenue in the fiscal year that the related expenses are incurred or services preformed. If funding is received for which the related expenses have not yet been incurred or services preformed, these amounts are recorded as a liability at year end.

Notes continued on page 8....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

1. Significant Accounting Policies cont'd....

(b) Basis of Accounting

(i) Accrual Basis of Accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

(ii) Cash and Cash Equivalents

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

(iii) Non-Financial Assets

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

(iv) Tangible Capital Assets

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

Asset	Years
Land improvements	10 years
Buildings	50 years
Equipment, furniture and fixtures	5 years
Vehicles	5 to 15 years
Road infrastructure	7 to 100 years
Environmental infrastructure	50 to 75 years

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

(v) Intangible Assets

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

Notes continued on page 9....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

1. Significant Accounting Policies cont'd...

(b) Basis of Accounting cont'd...

(vi) Deferred Revenue

Revenue restricted by legislation, regulation or agreement and not available for general municipal purposes is reported as deferred revenue on the Statement of Financial Position. The revenue is reported on the Statement of Operations and Accumulated Surplus in the year in which it is used for the specified purpose.

(vii) Revenue Recognition

Property tax billings are prepared by the municipality based on assessment rolls issued by the Municipal Property Assessment Corporation ("MPAC"). Tax rates are established annually by Council, incorporating amounts to be raised for local services, the requisition made by the County of Lambton in respect of County services and amounts the Municipality is required to collect on behalf of the Province of Ontario in respect of education taxes. A normal part of the assessment process is the issue of supplementary assessment rolls which provide updated information with respect to changes in property assessment. Once a supplementary assessment roll is received, the Municipality determines the taxes applicable and sets up supplementary tax billings. Assessments and related property taxes are also subject to appeals, vacancy rebates and write-offs if applicable in the year. Each year management provides a best estimate of the affect of supplementary assessments and tax appeals on taxation revenue.

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

User fees and other revenues are recognized when related goods or services are provided and collectability is reasonably assured.

Investment income earned on surplus funds (other than obligatory reserve funds) is reported as revenue on the daily accrual basis. Investment income earned on obligatory reserve funds is recorded directly to each fund balance.

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

(viii) Use of Estimates

The preparation of financial statements in accordance with Canadian Public Sector Accounting Standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year. Due to the inherent uncertainty in making estimates, actual results could differ from management's best estimates as additional information becomes available in the future.

Notes continued on page 10...

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

2. Operations Of School Boards And The County Of Lambton

The Municipality collects property taxes and payments in lieu of property taxes on behalf of the County of Lambton and school boards operating within the Municipality and County of Lambton. These amounts are not included in the consolidated statement of operations and accumulated surplus. The amounts collected and remitted as of December 31, 2022 are as follows:

	School Boards	County	2022 Total	2021 Total
Taxation and user charges collected	\$ 1,088,631	\$ 1,830,374	\$ 2,919,005	\$ 2,855,045
Amounts transferred	<u>(1,088,631)</u>	<u>(1,830,374)</u>	<u>(2,919,005)</u>	<u>(2,855,045)</u>
Balance, end of year	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>	\$ <u>-</u>

3. Hydro Investments

In recognition of the requirements of Bill 35 (The Energy Competition Act, 1998) the Municipality, along with the City of Sarnia, Township of Warwick, Village of Point Edward, Village of Oil Springs and Town of Petrolia, effective October 31, 2000, merged all of their hydro-electrical operations and transferred all of their hydro-electrical assets and liabilities to Bluewater Power Corporation and its subsidiary.

Upon determination of the fair value of assets and liabilities transferred, each municipality received a promissory note from Bluewater Power Corporation's wholly owned subsidiary, Bluewater Power Distribution Corporation, and a proportionate share of the common shares of Bluewater Power Corporation. On the effective date of Bill 35, the assets of Alvinston Hydro Electric Commission were transferred to Bluewater Power Corporation. The Municipality of Brooke-Alvinston was the sole shareholder of Alvinston Electricity Holdings Inc, which received a 0.72% interest in Bluewater Power Corporation in consideration for the transfer of the Commission's assets. The investment is reported using the modified equity method of accounting

The investment is composed of the following:

	2022	2021
Promissory note	\$ 139,519	\$ 139,519
Alvinston Electricity Holdings Inc. common shares	129,831	129,831
Share of net income since acquisition, net of dividends received	<u>346,530</u>	<u>308,422</u>
	<u>\$ 615,880</u>	<u>\$ 577,772</u>

Notes continued on page 11....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

3. Hydro Investments cont'd...

Continuity of Investment

Balance, beginning of year	\$ <u>577,772</u>	\$ <u>536,395</u>
Share of net income for the year	52,983	54,433
Dividends received during the year	<u>14,875</u>	<u>13,056</u>
Net increase in equity during the year	<u>38,108</u>	<u>41,377</u>
Balance, end of year	\$ <u><u>615,880</u></u>	\$ <u><u>577,772</u></u>

The promissory note due from Bluewater Power Distribution Corporation, bears interest at 6.73%, is unsecured, subordinated and due eighteen months following demand for payment. During 2022, the Municipality of Brooke-Alvinston received \$9,771 (2021 - \$9,771) of interest income on the promissory note which is reported in the Statement of Operations and Accumulated Surplus.

The following tables provide condensed financial information from the municipality's government business enterprises.

Bluewater Power Corporation - Financial Position	2022	2021
Assets		
Current assets	\$ 31,702,654	\$ 31,147,750
Property, plant and equipment	95,027,706	89,339,408
Other assets	<u>8,396,653</u>	<u>8,040,772</u>
Total assets	135,127,013	128,527,930
Regulatory balances	<u>8,349,095</u>	<u>6,602,712</u>
Total Assets and Regulatory Balances	\$ <u><u>143,476,108</u></u>	\$ <u><u>135,130,642</u></u>
Liabilities		
Current liabilities	\$ 30,042,847	\$ 25,548,180
Long-term liabilities	<u>44,260,708</u>	<u>45,181,373</u>
Total liabilities	<u>74,303,555</u>	<u>70,729,553</u>
Equity		
Share capital	18,032,105	18,032,105
Retained earnings	48,112,287	45,404,161
Accumulated other comprehensive loss	<u>16,907</u>	<u>(2,567,698)</u>
Total equity	<u>66,161,299</u>	<u>60,868,568</u>
Total liabilities and equity	140,464,854	131,598,121
Regulatory balances	<u>3,011,254</u>	<u>3,532,521</u>
Total Liabilities, Equity and Regulatory Balances	\$ <u><u>143,476,108</u></u>	\$ <u><u>135,130,642</u></u>

Notes continued on page 12....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

3. Hydro Investments cont'd...

Bluewater Power Corporation - Results of Operations

Revenues	\$ 143,731,056	\$ 135,957,374
Expenditures	137,236,671	128,889,680
Income tax expense	<u>2,245,000</u>	<u>1,777,000</u>
Net income for the year	4,249,385	5,290,694
Net movement in regulatory balances, net of tax	2,026,650	1,206,002
Other comprehensive income (loss) for the year	<u>2,584,605</u>	<u>1,063,406</u>
Total comprehensive income for the year	\$ <u>8,860,640</u>	\$ <u>7,560,102</u>
Municipality of Brooke-Alvinston Share of Net Income @ 0.72%	\$ <u>52,983</u>	\$ <u>54,432</u>
Dividends	\$ <u>2,065,974</u>	\$ <u>1,813,284</u>
Municipality of Brooke-Alvinston, dividend @ 0.72%	\$ <u>14,875</u>	\$ <u>13,055</u>
Net Increase in Equity During the Year	\$ <u>38,108</u>	\$ <u>41,377</u>

Notes continued on page 13....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

4. Municipal Debt

(a) The balance of municipal debt reported on the statement of financial position is made up of the following:

	2022	2021
Infrastructure Ontario, Inwood storm sewer debenture, repayable in blended semi-annual instalments of \$31,126, including interest at a fixed rate of 2.52%, due December 2026.	\$ 258,158	\$ 318,757
Infrastructure Ontario, Inwood sewer system serial debenture, repayable in semi-annual principal instalments of \$17,775, plus interest at a fixed rate of 4.54%, due March 2030.	266,625	302,175
Infrastructure Ontario, Alvinston sewer upgrades serial debenture, repayable in semi-annual principal instalments of \$2,475 plus interest at a fixed rate of 4.54%, due March 2030.	37,125	42,075
Infrastructure Ontario, Shiloh Line Rehabilitation, serial debenture, repayable in semi-annual principal instalments of \$32,500 plus interest at a fixed rate of 2.06%, maturing 2031.	585,000	650,000
Infrastructure Ontario, waterline debenture, repayable in blended semi-annual instalments of \$19,659, including interest at a fixed rate of 2.54%, due July 2035.	<u>433,000</u>	<u>460,790</u>
	<u>1,579,908</u>	<u>1,773,797</u>
To Finance Municipal Services:		
OIPC sewer (Inwood Connections) serial debenture, repayable in semi-annual principal instalments of \$2,250, plus interest at a fixed rate of 4.54%, maturing 2030.	33,750	38,250
Tile drain loans, repayable in various blended annual payments, including interest at fixed rates of 6.00%, maturing 2022-2030.	<u>107,173</u>	<u>84,741</u>
	<u>140,923</u>	<u>122,991</u>
Total Municipal Debt	<u><u>\$ 1,720,831</u></u>	<u><u>\$ 1,896,788</u></u>

Notes continued on page 14....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

4. Municipal Debt cont'd....

(b) Principal repayments are as follows:

2023	\$	214,911
2024		218,072
2025		221,343
2026		222,772
2027		151,444
Thereafter		<u>692,289</u>
	\$	<u>1,720,831</u>

(c) Total interest charges for the year for municipal debt which is reported on the statement of financial position was \$54,169 (2021 - \$46,357). During the year, \$40,200 (2021 - \$650,000) of new loans were incurred. The Municipality has an operating loan facility with \$2,000,000 available.

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

5. Deferred Revenue **2022** **2021**

The deferred revenue is comprised of the following:

Deferred revenues	\$	<u>792,995</u>	\$	<u>358,081</u>
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The net change during the year in the deferred revenue balances is as follows:

Balance, beginning	\$	358,081	\$	158,124
Deferred revenue received		<u>474,217</u>		<u>312,813</u>
		832,298		470,937
Transfer to operations		<u>39,303</u>		<u>112,856</u>
Balance, ending	\$	<u>792,995</u>	\$	<u>358,081</u>

Restricted Use Funds

Federal - Canada Community-Building Fund (CCBF)	226,438	76,465
Federal - CCBF top-up	-	73,508
Interest on CCBF funds	5,655	751
Ontario Community Infrastructure Fund (OCIF)	273,665	-
Interest on OCIF Funds	<u>4,873</u>	<u>-</u>
	\$ <u>510,631</u>	\$ <u>150,724</u>

Notes continued on page 15....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

6. Tangible Capital Assets

Asset Cost 2022

	Land	Land Improvements	Buildings	Equipment	Vehicles	Infrastructure	Assets Under Construction	Total
Balance, beginning	\$ 129,786	\$ 967,286	\$ 6,646,543	\$ 4,994,524	\$ 1,998,700	\$ 32,434,744	\$ 27,553	\$ 47,199,136
Additions	-	18,346	209,941	310,904	2	293,645	502,310	1,335,148
Disposals	-	-	-	153,467	147,700	-	203,085	504,252
Balance, ending	\$ 129,786	\$ 985,632	\$ 6,856,484	\$ 5,151,961	\$ 1,851,002	\$ 32,728,389	\$ 326,778	\$ 48,030,032

Accumulated Amortization

Balance, beginning	\$ -	\$ 461,583	\$ 3,011,452	\$ 3,006,235	\$ 1,303,866	\$ 14,547,230	\$ -	\$ 22,330,366
Amortization	-	21,707	145,456	254,352	95,243	603,951	-	1,120,709
Disposals	-	-	-	26,940	147,700	-	-	174,640
Balance, ending	\$ -	\$ 483,290	\$ 3,156,908	\$ 3,233,647	\$ 1,251,409	\$ 15,151,181	\$ -	\$ 23,276,435

Net Book Value

Value	\$ 129,786	\$ 502,342	\$ 3,699,576	\$ 1,918,314	\$ 599,593	\$ 17,577,208	\$ 326,778	\$ 24,753,597
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Asset Cost 2021

	Land	Land Improvements	Buildings	Equipment	Vehicles	Infrastructure	Assets Under Construction	Total
Balance, beginning	\$ 129,786	\$ 961,131	\$ 6,177,001	\$ 4,535,430	\$ 2,029,580	\$ 27,633,978	\$ 330,143	\$ 41,797,049
Additions	-	3,992	451,134	953,454	177,919	4,800,766	-	6,387,265
Disposals	-	(2,163)	(18,408)	494,360	208,799	-	302,590	985,178
Class transfers, (to) from	-	-	-	-	-	-	-	-
Balance, ending	\$ 129,786	\$ 967,286	\$ 6,646,543	\$ 4,994,524	\$ 1,998,700	\$ 32,434,744	\$ 27,553	\$ 47,199,136

Accumulated Amortization

Balance, beginning	\$ -	\$ 437,051	\$ 2,848,648	\$ 3,001,638	\$ 1,224,255	\$ 13,996,244	\$ -	\$ 21,507,836
Amortization	-	22,369	144,396	261,092	95,244	550,986	-	1,074,087
Disposals	-	(2,163)	(18,408)	256,495	15,633	-	-	251,557
Balance, ending	\$ -	\$ 461,583	\$ 3,011,452	\$ 3,006,235	\$ 1,303,866	\$ 14,547,230	\$ -	\$ 22,330,366

Net Book Value

Value	\$ 129,786	\$ 505,703	\$ 3,635,091	\$ 1,988,289	\$ 694,834	\$ 17,887,514	\$ 27,553	\$ 24,868,770
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Assets Under Construction

Assets under construction having a value of \$326,778 (2021 - \$27,533) have not been amortized. Amortization of these assets will commence when the asset is put into service.

Works Of Art And Historical Treasures

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

Writedown Of Tangible Capital Assets

The writedown of tangible capital assets during the year was \$Nil (2021 - \$Nil).

Notes continued on page 16....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

7. Accumulated Surplus	2022	2021
Accumulated surplus consists of the following individual fund surplus and reserves as follows:		
Surplus		
Invested in tangible capital assets	\$ 24,753,597	\$ 24,868,770
Equity in Bluewater Power Corporation	615,880	577,772
General surplus	312,264	226,643
Alvinston special area	37,766	5,087
Inwood special area	15,995	7,641
Water operations	(150,273)	(102,224)
Sewer operations deficit	(128,652)	(45,998)
Inwood sewer operations	(220,004)	(188,458)
Canada Day committee	4,946	6,692
Cemetery	<u>119,210</u>	<u>170,958</u>
	25,360,729	25,526,883
Unfunded:		
Long-term debt used to finance tangible capital assets	<u>(1,579,908)</u>	<u>(1,773,797)</u>
Total Surplus	<u>23,780,821</u>	<u>23,753,086</u>
Reserves set aside for specific purposes by Council:		
Working Capital	1,349,612	1,349,611
Capital Reserve	741,471	579,283
Special Area	25,000	37,150
Fire	135,000	270,000
Budget Surplus Reserve	318,056	395,235
Alvinston Investment Revenue Reserve	<u>409,581</u>	<u>292,870</u>
Total Reserves	<u>2,978,720</u>	<u>2,924,149</u>
Accumulated Surplus	\$ <u>26,759,541</u>	\$ <u>26,677,235</u>

Notes continued on page 17...

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

8. Contingencies

The nature of municipal activities is such that there may be litigation pending or in prospect at any time. With respect to claims at December 31, 2022, the ultimate outcomes are indeterminable as litigation is still in progress. The Municipality's management is of the opinion that the Municipality has valid defences and adequate insurance coverage to offset the amount of any claims and related costs, if any. Consequently, no provision for potential loss, if any, is reflected in these financial statements.

9. Budget Data

The unaudited budget data presented in these financial statements is based upon the 2022 budget approved by Council. Budgets are not prepared on a basis consistent with that used to report actual results under Public Sector Accounting Standards which is allowable as per Ontario Regulation 284/09 of the Municipal Act. Budgets anticipate using surpluses (or deficits) accumulated in previous years to reduce current expenditures in excess of revenues to \$Nil. In addition the budget expensed all tangible capital assets rather than capitalizing them and recording amortization expense. The budget also expenses principal payments on debt and reserve transfers. As a result, the budget figures presented in the Statement of Operations and Accumulated Surplus represent the budget adopted by the Municipality's council with the following adjustments.

	2022
	Budget Amount
Budgeted surplus for the year	\$ 741,055
Adjustments to budgeted deficit:	
Debt principal repayments	198,388
Capital expenditures	1,684,775
Reserve transfers	(605,140)
Amortization	<u>(1,074,087)</u>
Annual adjusted budgeted surplus	<u>\$ 944,991</u>

10. Pension Agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund ("OMERS"), which is a multi-employer plan, on behalf of members of its employees. The plan is a contributory defined benefit plan which specifies the amount of the retirement benefit to be received by employees based on the length of service and rates of pay. Employers and employees contribute jointly to the plan.

Because OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of the Ontario Municipal organizations and their employees. As a result, the municipality does not recognize any share of the OMERS pension plan surplus or deficit. The amount contributed to "OMERS" for 2022 was \$59,092 (2021 - \$58,485) for current service. Employers contributions for current service are included as an expense in the consolidated Statement of Financial Activity.

Notes continued on page 18...

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

11. Investments and Trust Funds	2022	2021
Investments		
BMO Term Investments	\$ 214,446	\$ 208,550
BMO Mutual Fund Investments	<u>90,654</u>	<u>133,340</u>
	<u>\$ 305,100</u>	<u>\$ 341,890</u>

Investments include Trust funds administered by the Municipality amounting to \$217,855 (2021 - \$214,415) are held in trust for cemetery operations. These pertain to proceeds from cemetery lot sales. The interest on these investments is to be used for the care and maintenance of the cemetery. Legislation prohibits the use of the principal investment.

12. Comparative Figures

Certain prior year's figures have been reclassified to conform to the current year's presentation.

13. Expenses by Object

	Budget 2022	Actual 2022	Actual 2021
Materials and Services	\$ 1,263,188	\$ 1,194,976	\$ 996,272
Salaries and Benefits	1,422,360	1,323,727	1,287,543
Contracted Services	2,295,265	2,341,840	2,002,870
Interest expense	51,086	54,170	46,357
Other	17,055	21,513	6,765
Amortization	<u>-</u>	<u>1,120,709</u>	<u>1,074,087</u>
	<u>\$ 5,048,954</u>	<u>\$ 6,056,935</u>	<u>\$ 5,413,894</u>

There is no explicit provision for amortization in the budget.

14. Segmented Information

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

Notes continued on page 19...

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

14. Segmented Information cont'd....

The accounting policies of the segments are the same as those described in the summary of significant accounting policies.

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

General Government

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

Protection to Persons and Property

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

Transportation Services

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

Environmental Services

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

Health Services

Health services consists of contributions made to the area health services and the local cemetery operations.

Recreational and Cultural Services

This service provides services to improve health and development of the Municipality's inhabitants. This is accomplished by the municipality operating and maintaining parks, an arena, and a community centre. The Municipality also provides recreational programs and library facilities.

Planning and Development Services

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

Notes continued on page 20....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

14. Segmented Information cont'd...

For the Year Ended December 31, 2022	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Cultural	Planning Development	Total
Revenue								
Taxation	\$ 3,146,096	\$ -	\$ -	\$ 73,002	\$ -	\$ -	\$ -	\$ 3,219,098
Fees and User charges	17,717	43,213	9,410	626,137	17,180	206,039	546,718	1,466,414
Fees and User charges Other municipalities	-	85,432	-	-	-	-	63,953	149,385
Grants	537,519	85,000	24,989	-	-	87,438	264,169	999,115
Other	164,955	250	9,761	3,891	3,489	24,950	59,824	267,120
Bluewater Power	<u>38,108</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>38,108</u>
	<u>3,904,395</u>	<u>213,895</u>	<u>44,160</u>	<u>703,030</u>	<u>20,669</u>	<u>318,427</u>	<u>934,664</u>	<u>6,139,240</u>
Expenditures								
Salaries and benefits	390,694	156,536	452,833	28,525	55,429	238,960	750	1,323,727
Materials and supplies	142,284	102,476	408,758	241,822	16,988	233,577	49,071	1,194,976
Contracted services	26,360	468,940	558,132	386,315	-	8,963	893,130	2,341,840
Interest	-	-	13,053	36,033	-	-	5,084	54,170
Amortization and loss on disposal of assets	22,177	89,614	577,425	298,737	3,909	122,312	6,535	1,120,709
Other	<u>2,071</u>	<u>2,058</u>	<u>-</u>	<u>654</u>	<u>5,750</u>	<u>3,508</u>	<u>7,471</u>	<u>21,512</u>
	<u>583,586</u>	<u>819,624</u>	<u>2,010,201</u>	<u>992,086</u>	<u>82,076</u>	<u>607,320</u>	<u>962,041</u>	<u>6,056,934</u>
Annual Surplus (Deficit)	<u>\$ 3,320,809</u>	<u>\$ (605,729)</u>	<u>\$ (1,966,041)</u>	<u>\$ (289,056)</u>	<u>\$ (61,407)</u>	<u>\$ (288,893)</u>	<u>\$ (27,377)</u>	<u>\$ 82,306</u>

Notes continued on page 21....

The Corporation of the Municipality of Brooke-Alvinston
Notes To The Financial Statements
December 31, 2022

14. Segmented Information cont'd...

For the Year Ended December 31, 2021	General Government	Protection Services	Transportation Services	Environmental Services	Health Services	Recreation Cultural	Planning Development	Total
Revenue								
Taxation	\$ 3,083,447	\$ -	\$ -	\$ 75,265	\$ -	\$ -	\$ -	\$ 3,158,712
Fees and User charges	11,921	33,747	63,590	592,109	23,725	141,001	318,435	1,184,528
Fees and User charges Other municipalities	-	50,696	-	-	-	-	34,016	84,712
Grants	660,349	6,374	3,020,506	-	-	26,702	121,187	3,835,118
Other	136,150	315	(31,980)	7,403	28,210	235,581	72,039	447,718
Bluewater Power	<u>41,377</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>41,377</u>
	<u>3,933,244</u>	<u>91,132</u>	<u>3,052,116</u>	<u>674,777</u>	<u>51,935</u>	<u>403,284</u>	<u>545,677</u>	<u>8,752,165</u>
Expenditures								
Salaries and benefits	375,025	129,660	465,326	27,975	55,474	232,433	1,650	1,287,543
Materials and supplies	95,767	82,133	340,387	210,108	20,250	186,373	61,712	996,730
Contracted services	27,051	518,385	612,378	391,986	-	8,448	444,164	2,002,412
Interest	-	-	-	40,267	-	-	6,090	46,357
Amortization and loss on disposal of assets	22,487	96,110	524,289	296,759	3,909	122,211	8,322	1,074,087
Other	<u>1,975</u>	<u>1,990</u>	<u>-</u>	<u>2,050</u>	<u>750</u>	<u>-</u>	<u>-</u>	<u>6,765</u>
	<u>522,305</u>	<u>828,278</u>	<u>1,942,380</u>	<u>969,145</u>	<u>80,383</u>	<u>549,465</u>	<u>521,938</u>	<u>5,413,894</u>
Annual Surplus (Deficit)	<u>\$ 3,410,939</u>	<u>\$ (737,146)</u>	<u>\$ 1,109,736</u>	<u>\$ (294,368)</u>	<u>\$ (28,448)</u>	<u>\$ (146,181)</u>	<u>\$ 23,739</u>	<u>\$ 3,338,271</u>

Municipality of Brooke- Alvinston

2022 Financial Statement Presentation

PUBLIC SECTOR ACCOUNTING - PSAB

- Public Sector Accounting is an audit process that ensures completeness and accuracy through a series of checklists and tests to give the user assurance that the financial statements are free from material misstatements.
- Municipalities raise revenues to deliver services on behalf of the citizens they represent – must be financially responsible.
- Public sector entities prepare their financial reporting using an accounting framework, standards and guidance designed specifically for the public sector.

PUBLIC SECTOR ACCOUNTING - PSAB

- Public Sector Accounting provides guidelines for budgeting and financial reporting as a final framework.

The Financial Information Return (FIR) is prepared for the Province and made public record, which reports on financial and non-financial information.

- The key to financial sustainability is taking the necessary steps to manage **both** short and long-term organizational and financial risks.
- Adhering to the PSAB requirements, produces relevant financial information for accountability and informed decision-making for the Municipality of Brooke-Alvinston, as well as comparability with other municipalities.

GOVERNANCE

- Governance is the combination of processes and structures implemented by Council to inform, direct, manage and monitor the activities of the Municipality toward the achievement of its objective of financial sustainability.
- It also includes the overall accountability of the strategic planning and review of performance of the Village.
 - Review of financial statements
 - Reviewing budgets set and variance analysis

GOVERNANCE (cont.)

- The governance process is accomplished through:
 - Promoting appropriate ethics and values within the organization.
 - Ensuring effective organizational performance for management and accountability.
 - Communicating risk and control information to appropriate areas of the organization.
 - Coordinating the activities of and communicating information among Council, the external auditors, and management.

INTERNAL CONTROLS

- Internal control is a process put in place by Council, management and all levels of personnel in an organization to provide reasonable assurance that the organization's objectives will be achieved.
- Internal control includes all measures and practices that are used to mitigate exposures to risks.
- Internal control refers to the policies, procedures, and processes that provide an organization with operational checks and balances to help prevent and help detect error, fraud or theft and provide early warning of any problems. Controls operate continually at all times and at all levels within an organization.

INTERNAL CONTROLS (cont.)

- Our review of the control environment also looks at the efficiency and effectiveness of these controls and procedures, ensuring that there is no management override at any level and that processes maintain appropriate segregation of duties, documentation and authorization at each level required across each department.
- Our process is independent of the preparation of the policy guidelines and focuses on ensuring that the controls and the procedures in place protect the Municipality from potentially fraudulent activity with identifying steps that would prevent and detect any wrongdoing.

INDEPENDENCE

- Canadian Auditing Standards ("CAS") require that we communicate annually with you regarding all relationships between the municipality and us that, in our professional judgement, may effect our independence.

In determining which relationships to report, these standards require us to consider relevant rules and related interpretations prescribed by the Chartered Professional Accountants of Ontario and applicable legislation, covering such matters as:

- holding a financial interest, either directly or indirectly, in a client;
- holding a position, either directly or indirectly, that gives the right or responsibility to exert significant influence over the financial or accounting policies of a client;
- personal or business relationships of immediate family, close relatives, partners or retired partners, either directly or indirectly, with a client;
- economic dependence on a client; and
- provision of services in addition to the audit engagement.

OUR RESPONSIBILITIES AS AUDITOR

- As stated in the engagement letter, our responsibility as auditor of your municipality is to express an opinion on whether the financial statements present fairly, in all material respects, the financial position, results of operations and cash flows of the municipality in accordance with Canadian Public Sector Accounting Standards
- An audit is performed to obtain reasonable but not absolute assurance as to whether the financial statements are free of material misstatement. Due to the inherent limitations of an audit, there is an unavoidable risk that some misstatements of the financial statements will not be detected (particularly intentional misstatements concealed through collusion), even though the audit is properly planned and performed.

COUNCIL'S RESPONSIBILITIES

- Making known to the auditor any issues of disclosure, corporate governance, fraud or illegal acts, non-compliance with laws or regulatory requirements that are known to them, where such matters may impact the financial statements or Independent Auditor's Report.
- Providing guidance and direction to the auditor on any additional work the auditor feels should be undertaken in response to issues raised or concerns expressed.

COUNCIL'S RESPONSIBILITIES (cont.)

- Making such enquiries as appropriate into the findings of the auditor with respect to corporate governance, management conduct, cooperation, information flow and systems of internal controls.
- Reviewing the draft financial statements prepared by management, including the presentation, disclosures and supporting notes and schedules, for accuracy, completeness and appropriateness. If required, meeting with the auditor prior to release and approval of financial statements to review audit, disclosure and compliance issues.

RISK ASSESSMENT & THE AUDIT APPROACH

- The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. Risk is also assessed for specific balances and at times transactions to determine areas where audit testing should be increased.
- An audit also includes evaluating the appropriateness of accounting policies used, the reasonableness of accounting estimates made by management, and the overall presentation of the financial statements.
- For future audits, procedures will be reviewed, and controls will be tested throughout the year along with the year-end work performed.

AUDIT APPROACH HIGHLIGHTS

- Examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements including departmental budgets.
- Control and substantive testing along with analytical review will be utilized to attain the appropriate level of evidence for reasonable assurance as required.
- All PSAB accounting standards are to be met including 'accrual accounting' and that tangible capital assets to be setup on statement of financial position and amortized annually.
- Overall changes in net financial assets/debt reported based on annual surplus or deficits in operations, capital purchasing and changes to reserve balances.

CAS 315 – AUDIT IMPACT

Changes in the standard	What that meant for the audit
<p>How we identify and assess risks has changed. Inherent risks are now considered on a spectrum by assessing the likelihood of a risk occurring and the magnitude of the risk should it occur.</p>	<p>The addition of specific categories of risk factors required more extensive documentation of risks in our files, driven by our understanding of your business, strategies and objectives, any changes in operations, control environment and financial reporting considerations. Any additional assessment of risk based on the spectrum resulted in the need for additional audit procedures.</p>
<p>New and enhanced requirements for understanding the system of internal control.</p>	<p>There was an increased focus on understanding and assessing the entity's overall control environment, including the monitoring of controls by management, as well as financial statement preparation process and communication that takes place within management and the staff.</p>
<p>New and enhanced requirements for understanding of Information Technology as it relates to the audit.</p>	<p>More questions were asked, and a few additional procedures were performed to obtain greater detail on the various applications and systems relevant to financial reporting function.</p>
<p>Specific areas have been identified where controls must be assessed for whether they are designed appropriately and have been implemented.</p>	<p>Discussions with management about specific controls and their intended purpose assisted us in our assessment of the design of controls. We inquired about additional information to support our procedures in determining whether controls are implemented. We also observed some controls in operation during interim internal control work prior to the year-end audit.</p>

FINANCIAL STATEMENT HIGHLIGHTS

Page 41 of 47

- Independent Auditors Report (page 1-2)
- Statement of Financial Position (page 3)
- Statement of Financial Activities and Accumulated surplus (page 4)
- Investment in Bluewater Power (page 10)
- Municipal debt (page 13)
- Accumulated surplus (page 16)
- Tangible capital assets summary (page 15)

Page

STATEMENT OF FINANCIAL POSITION

	2022	2021
Assets		
Financial Assets		
Cash and cash equivalents	\$ 2,421,812	\$ 2,047,318
Investments (note 11)	305,100	341,890
Taxes and interest receivable	319,107	227,361
Accounts receivable	989,555	1,573,672
Loans Receivable	291,684	207,365
Investment in Bluewater Power Corporation (note 3)	<u>615,880</u>	<u>577,772</u>
Total financial assets	<u>4,943,138</u>	<u>4,975,378</u>
Liabilities		
Accounts payable and accrued liabilities	339,897	846,378
Municipal debt (note 4)	1,720,831	1,896,788
Deferred revenue (note 5)	792,995	358,081
Funds held in trust (note 11)	<u>217,855</u>	<u>214,415</u>
Total liabilities	<u>3,071,578</u>	<u>3,315,662</u>
Net Financial Assets	<u>1,871,560</u>	<u>1,659,716</u>
Non-Financial Assets		
Tangible capital assets (note 6)	24,753,597	24,868,770
Prepaid expenses	27,307	65,066
Inventory	<u>107,077</u>	<u>83,683</u>
Total non-financial assets	<u>24,887,981</u>	<u>25,017,519</u>
Accumulated Surplus (note 7)	<u>\$ 26,759,541</u>	<u>\$ 26,677,235</u>

STATEMENT OF CHANGE IN NET FINANCIAL ASSETS

	Budget 2022 (note 9)	Actual 2022	Actual 2021
Annual surplus	\$ 944,991	\$ 82,306	\$ 3,338,271
Amortization of tangible capital assets	1,074,087	1,120,709	1,074,087
Change in prepaid and inventory expenses	-	14,365	(22,667)
(Gain)/Loss on sale of tangible capital assets	-	(9,761)	31,979
Proceeds from sale of tangible assets	-	136,287	399,052
Acquisition of tangible capital assets	<u>(1,684,775)</u>	<u>(1,132,062)</u>	<u>(6,084,675)</u>
Net change in net financial assets	334,303	211,844	(1,263,953)
Net financial assets, beginning of year	<u>1,659,716</u>	<u>1,659,716</u>	<u>2,923,669</u>
Net financial assets, end of year	<u>\$ 1,994,019</u>	<u>\$ 1,871,560</u>	<u>\$ 1,659,716</u>

STATEMENT OF OPERATIONS & ACCUMULATED SURPLUS

	Budget 2022 (note 9)	Actual 2022	Actual 2021
Revenues			
Taxation	\$ 3,243,605	\$ 3,219,098	\$ 3,158,712
Fees and user charges	1,325,151	1,466,414	1,184,528
Fees and user charges - other municipalities	135,638	149,385	84,712
Grants	1,175,268	999,115	3,835,118
Other	114,283	267,120	447,718
Bluewater Power Corporation, change in equity	-	38,108	41,377
Total Revenues	<u>5,993,945</u>	<u>6,139,240</u>	<u>8,752,165</u>
Expenditures			
General government	581,935	583,586	522,305
Protection services	782,319	819,624	828,278
Transportation services	1,655,853	2,010,201	1,942,380
Environmental services	826,907	992,086	969,145
Health services	91,450	82,076	80,383
Recreation and cultural services	500,490	607,320	549,465
Planning and development	610,000	962,041	521,938
Total Expenditures	<u>5,048,954</u>	<u>6,056,934</u>	<u>5,413,894</u>
Annual Surplus of Revenues over Expenditures	944,991	82,306	3,338,271
Accumulated Surplus, Beginning Of Year	<u>26,667,235</u>	<u>26,677,235</u>	<u>23,338,964</u>
Accumulated Surplus, End Of Year	<u>\$ 27,612,226</u>	<u>\$ 26,759,541</u>	<u>\$ 26,677,235</u>

ACCUMULATED SURPLUS SUMMARY

	2022	2021
Surplus		
Invested in tangible capital assets	\$ 24,753,597	\$ 24,868,770
Equity in Bluewater Power Corporation	615,880	577,772
General surplus	312,264	226,643
Alvinston special area	37,766	5,087
Inwood special area	15,995	7,641
Water operations	(150,273)	(102,224)
Sewer operations deficit	(128,652)	(45,998)
Inwood sewer operations	(220,004)	(188,458)
Canada Day committee	4,946	6,692
Cemetery	<u>119,210</u>	<u>170,958</u>
	<u>25,360,729</u>	<u>25,526,883</u>
 Unfunded:		
Long-term debt used to finance tangible capital assets	<u>(1,579,908)</u>	<u>(1,773,797)</u>
 Total Surplus	<u>23,780,821</u>	<u>23,753,086</u>
 Reserves set aside for specific purposes by Council:		
Working Capital	1,349,612	1,349,611
Capital Reserve	741,471	579,283
Special Area	25,000	37,150
Fire	135,000	270,000
Budget Surplus Reserve	318,056	395,235
Alvinston Investment Revenue Reserve	<u>409,581</u>	<u>292,870</u>
 Total Reserves	<u>2,978,720</u>	<u>2,924,149</u>
 Accumulated Surplus	<u>\$ 26,759,541</u>	<u>\$ 26,677,235</u>

INVESTED IN CAPITAL ASSETS

6. Tangible Capital Assets

Asset Cost 2022

	Land	Land Improvements	Buildings	Equipment	Vehicles	Infrastructure	Assets Under Construction	Total
Balance, beginning	\$ 129,786	\$ 967,286	\$ 6,646,543	\$ 4,994,524	\$ 1,998,700	\$ 32,434,744	\$ 27,553	\$ 47,199,136
Additions	-	18,346	209,941	310,904	2	293,645	502,310	1,335,148
Disposals	-	-	-	153,467	147,700	-	203,085	504,252
Balance, ending	\$ 129,786	\$ 985,632	\$ 6,856,484	\$ 5,151,961	\$ 1,851,002	\$ 32,728,389	\$ 326,778	\$ 48,030,032

Accumulated Amortization

Balance, beginning	\$ -	\$ 461,583	\$ 3,011,452	\$ 3,006,235	\$ 1,303,866	\$ 14,547,230	\$ -	\$ 22,330,366
Amortization	-	21,707	145,456	254,352	95,243	603,951	-	1,120,709
Disposals	-	-	-	26,940	147,700	-	-	174,640
Balance, ending	\$ -	\$ 483,290	\$ 3,156,908	\$ 3,233,647	\$ 1,251,409	\$ 15,151,181	\$ -	\$ 23,276,435

Net Book Value	\$ 129,786	\$ 502,342	\$ 3,699,576	\$ 1,918,314	\$ 599,593	\$ 17,577,208	\$ 326,778	\$ 24,753,597
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Thank You – Questions?

Baker Tilly Sarnia – your trusted professional advisors.

**Now, for
tomorrow**



MINUTES

Fire Committee Meeting

4:30 PM - Tuesday, May 2, 2023
Fire Hall

The Fire Committee of the Brooke-Alvinston was called to order on Tuesday, May 2, 2023, at 4:30 PM, in the Fire Hall, with the following members present:

Council Present: Deputy Mayor Frank Nemcek, Councillor Jenny Redick, Fire Committee Member Martin Vink, and Fire Committee Member Alan Broad

Staff Present: Mayor David Ferguson, Clerk Administrator Janet Denkers, and Fire Chief Steve Knight

Regrets:

1 CALL TO ORDER

The Chair, Frank Nemcek called the meeting to order at 4:30 pm

2 MINUTES

a) Previous Meeting Minutes of January 24, 2023

RESOLUTION-2023-002

Fire Committee Member Alan Broad made a motion that the meeting minutes of January 24, 2023 be approved as presented without error or omissions. Councillor Jenny Redick seconded the motion.

Carried

3 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

4 STAFF REPORTS

a) Fire Chief's Report

Chief Knight reviewed his submitted report in which he highlighted:

-attendance has improved since COVID 19

-the legislated training is estimated at 60% -70%

-the new radio system with Sarnia Police and costs associated (built into the budget)

b) Other Business

Chief Knight noted that Lambton Rural Childcare may be using the BAICCC to provide childcare services while their centre is undergoing roof repairs; he is updating the Fire Safety Plan accordingly

Frank Nemcek inquired about the burn permitting system.

5 ADJOURNMENT

Clerk-Administrator

Mayor



File Number: ACS2023-FCS-FLT-0002

July 18, 2023

Colin Best,
 President of the Association of Municipalities (AMO)
 200 University Ave., Suite 801
 Toronto, Ontario, M5H 3C6
amopresident@amo.on.ca

By e-mail

Re: Donation of Decommissioned Ambulance to St. John Ambulance

Mr. Best,

On behalf of Ottawa City Council, I am writing to advise that the City of Ottawa has approved the attached report from the Finance and Corporate Services Committee to donate a decommissioned ambulance to St. John Ambulance.

Additionally, I would like to draw to your attention to a motion Ottawa City Council approved at the City Council meeting of June 14, 2023, to donate a decommissioned ambulance to the Embassy of Ukraine:

MOTION 2023 16-16

Moved by: Councillor R. Brockington

Seconded by: Mayor M. Sutcliffe

WHEREAS the City of Ottawa has previously donated surplus ambulances to specific causes or organizations, such as the Salvation Army Community and Emergency Response team, the Government of Nunavut as well as organizations doing work in Ghana and Ethiopia; and

WHEREAS the Embassy of Ukraine has expressed a need for a decommissioned ambulance to support their humanitarian efforts and provide medical aid in this growing emergency situations; and

WHEREAS the provision of an ambulance will pursue the goal of ensuring adequate conditions to provide urgent medical care and to further improve emergency response in the Ukraine; and

WHEREAS Section 41(4) of the City's Procurement By-law 2000-50, as amended, states that: "the sale of surplus furniture, vehicles, equipment, stock, supplies and other goods and material shall be made to the highest responsive bidder and the sale shall be made in accordance with the provisions of this by-law where applicable;" and

THEREFORE BE IT RESOLVED that Council waive Subsection 41(4) of By-law No. 2000-50, as amended, and approved the donation of one ambulance to the Embassy of Ukraine.

Should you have any questions regarding this these actions, please do not hesitate to contact me.

Sincerely,



M. Rick O'Connor
City Clerk, City of Ottawa

Encl (1)

:c: Municipalities of Ontario
amo@amo.on.ca



Municipality of Chatham-Kent

Corporate Services

Municipal Governance

315 King Street West, P.O. Box 640

Chatham ON N7M 5K8

July 5, 2023

Via Email: Kaleed.Rasheed@ontario.ca

Minister of Public and Business Service Delivery (MPBSD)

Honourable Rasheed:

**Re: Time for Change
Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on June 26, 2023 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-kefn.ca

Sincerely,

Judy Smith

Digitally signed by
Judy Smith
Date: 2023.07.05
10:48:27 -04'00'

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP
Dave Epp MP
Trevor Jones, MPP
Monte McNaughton, MPP
Information and Privacy Commissioner of Ontario
Association of Municipalities of Ontario
AMCTO Legislative and Policy Advisory Committee
Ontario municipalities



Legislative Services

July 26, 2023

Sent via email: premier@ontario.ca

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

Honourable and Dear Sir:

Re: Controls on Airbnb, VRBO and Others Which Affect Municipal Rentals

Please be advised the Municipal Council of the Town of Fort Erie at its meeting of July 24, 2023 passed the following resolution:

Whereas global technology platforms such as Airbnb or VRBO were created to improve global access to rental opportunities, particularly those available for vacation or shorter-term business purposes, and

Whereas the impact of these “disruptive technologies” on rental markets has raised the following concerns in the past decade:

- Concentration of ownership and proliferation of landlord corporations with minimal interest in or accountability to local communities
- Removal of housing stock from long-term rental markets with resulting increases in rents
- Lack of control over occupancy (e.g. families vs large groups of partygoers)
- Incidence of nuisance infractions (noise, garbage, parking), and

Whereas any reduction in the availability of long-term housing stock runs counter to the Province of Ontario’s goal of 1.5 million additional homes in the next 10 years, and

Whereas growth in short-term rental markets may also have a negative impact on housing affordability for the seasonal workers who service tourist destinations or farming communities, and

.../2

Mailing Address:

The Corporation of the Town of Fort Erie
1 Municipal Centre Drive, Fort Erie ON L2A 2S6

Office Hours 8:30 a.m. to 5:00 p.m. Phone: (905) 871-1600 FAX: (905) 871-4022

Web-site: www.forterie.ca

Whereas implementing local/municipal restrictions through municipal law enforcement tools (licensing) and municipal planning tools (zoning by-law restrictions) may push demand to other communities, and

Whereas some platforms (e.g. Airbnb) are already working toward providing notice to owners about municipal regulations and licensing through a license number field, and

Whereas some jurisdictions (e.g. Quebec, Scotland) have acknowledged the limitations of local authorities/municipalities in controlling the impact of global technologies and have developed comprehensive regulatory frameworks, and

Whereas a comprehensive, consistent regulatory approach is likely to prove more effective in Ontario,

Now, therefore, be it resolved,

That: Council requests the Government of Ontario to establish a regulatory framework requiring digital platforms such as Airbnb and VRBO to:

1. Require owners using the digital platforms to comply with municipal planning and licensing regulations, and
2. Prevent advertising of properties that are not registered with the relevant municipality, and
3. Provide a contact with the platform to ensure ongoing and effective communications for provincial and municipal officials and further

That: The Province of Ontario work with municipalities to address situations in which long-term housing stock has been lost to corporate ownership of short-term rental properties and further

That: A copy of the resolution be forwarded to the Premier of Ontario (Hon. Doug Ford), the Minister of Municipal Affairs and Housing (Hon. Steve Clarke), local MPPs, the Association of Municipalities of Ontario (AMO) and all municipalities in Ontario.

Thank you for your attention to this matter.

Kind regards,

Ashlea Carter, AMP

Deputy Clerk

acarter@forterie.ca

AC:dlk

Attach.

c.c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing minister.mah@ontario.ca
 Jennifer Stevens, MPP - St. Catharines JStevens-CO@ndp.on.ca
 Jeff Burch, MPP - Niagara Centre JBurch-QP@ndp.on.ca
 Wayne Gates, MPP - Niagara Falls wgates-co@ndp.on.ca
 Sam Oosterhoff, MPP - Niagara West-Glanbrook sam.oosterhoff@pc.ola.org
 The Association of Municipalities of Ontario amo@amo.on.ca
 All Ontario Municipalities



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Storm Update
Meeting: Council - 10 Aug 2023
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report on the 2023 summer storm be received and filed.

Background:

A severe summer storm occurred July 20th that left the Municipality with an enormous amount of damage including downed trees, limbs, power lines and other damage to municipal infrastructure and area homes.

Comments:

The Roads Crew and the Parks & Recreation Crew worked until Aug. 1st to get the first brush pick up across both (urban) communities. The piles are expected to continue as people work away at massive damage to trees in their yards.

Mike Oke (Oke's Auto) offered his lot to town residents to pile the brush that they were able to move off of their lots. The lot offer was greatly appreciated as this allowed more clearance for road and sidewalk traffic with the brush gone and gave more opportunity for piling at the garage.

Because of the magnitude of the brush pile at the garage, burning has taken place. This is not the preferable method of disposal but assisted with downsizing the massive pile. A mega chipper was secured for the week of August 7th to sit in the Oke lot and chip the pile away. Once the chipper is in, all future brush collection will need to go to the garage on Brooke Line and the Oke lot will no longer be used. The crew went to the agricultural areas after the urban areas to continue pushing trees further off the roadways and pick up limbs that have fallen off of municipal trees.

We anticipate a massive pile of wood chips once the mega chipper comes in and will offer them for free to residents. The goal is to return the car lot to Oke's and after one week of free distribution, we will stockpile the chips off site.

Damaged infrastructure status (to date):

- 1) Tree removed from leaning on water tower
- 2) Trees removed from fence at water plant
- 3) Inspection started on water tower
- 4) Antenna removed from fire hall roof
- 5) Awaiting quote approval on bee sign, salt shed, flag poles

6) Still need to move forward on Inwood welcome signs, repair Alvinston welcome signs, fencing and firehall roof.

Financial Considerations:

The mega chipper will cost roughly \$16k. These funds are not budgeted for. Once all costs have been tallied, we will explore provincial assistance.

Staff performed the majority of the cleanup during their regular work hours.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Repealing a Heritage Designation
Meeting: Council - 10 Aug 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report on Heritage Designation be received and filed.

Background:

At the July 27th regular session of Council, the following motion was made: That staff be directed to develop a policy for repealing a heritage designation asap in consultation with Lambton County Planning and Development services that includes the requirement of a Heritage Impact Assessment at the expense of the requesting party.”

Comments:

In consultation with the Heritage Branch of the Ministry of Citizenship, I was informed of Section 31 (1) of the Ontario Heritage Act which states:

“Where the Council of a municipality intends to repeal a by-law or part thereof designating property, it shall cause notice of intention to repeal the by-law or part thereof to be given by the clerk of the municipality in accordance with subsection (3)”

Council is required to consult with its municipal heritage committee, if one has been appointed, prior to repealing or amending a designation by-law.

The notice of intention to repeal a by-law must be:

- served on the owner of the property and on the Ontario Heritage Trust; and
- published in a newspaper having general circulation in the municipality

The notice of intention to repeal a by-law must include:

- an adequate description of the property;
- the reason for the proposed repealing by-law; and
- a statement that notice of objection to the repealing by-law may be served on the clerk within thirty days of the date of publication of the notice

If Council has approved removal or demolition of a heritage property, after consultation with the municipal heritage committee, it is required to amend or repeal the designation by-law if the approved changes to the property will affect, or remove, the cultural heritage value of the property as stated in the designation by-law.

The Municipality does not currently have a heritage committee in place.

The attached flow chart outlines to process to proceed to repeal the designation of a property.

A policy is not required if the prescribed process is followed.

A Heritage Designation Assessment is a study that evaluates the impact of a proposed development, building alteration or site alteration on a built heritage resource(s) or a cultural heritage landscape(s) and recommends mitigative measures or alternative development approaches to conserve the heritage values, attributes and integrity of cultural heritage resources are given full consideration in the land development process.

A Heritage Impact Assessment is required for certain applications or developments involving various types of properties as outlined in the Act. In addition, although the current municipal Official Plan does not specify when one is required, the draft Official Plan has a recommended addition of items 1 through 1.1.1.10 that addresses Heritage Impact Assessments as it relates to cultural heritage value.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[Flow Chart](#)

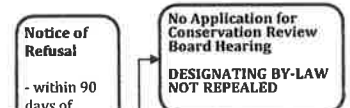
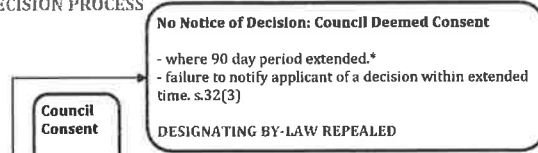
FLOW CHART 4: ONTARIO HERITAGE ACT PROCESS - CULTURAL HERITAGE (PART IV) - Repeal of Designation of a Property by a Municipality (Owner's Initiative) under s.32
 Owner may apply to Council to repeal a by-law or part thereof designating a property to be of cultural heritage value or interest. s.32(1)

APPLICATION / MUNICIPAL COUNCIL DECISION PROCESS

Page 3 of 3

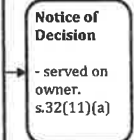
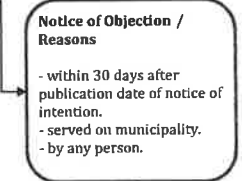
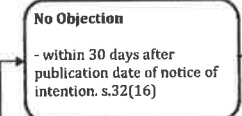
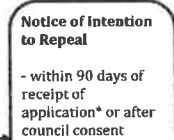
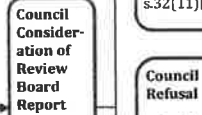


* The 90 day period may be extended by agreement of the applicant and council. s.32(3)

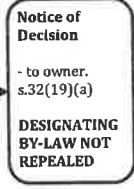
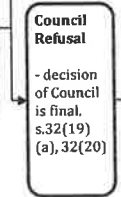
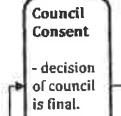
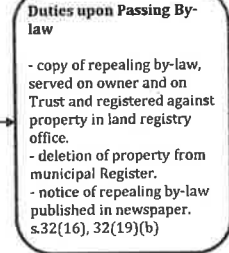
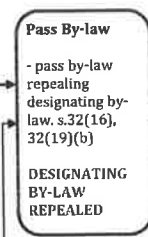


MUNICIPAL NOTICE OF INTENTION PROCESS

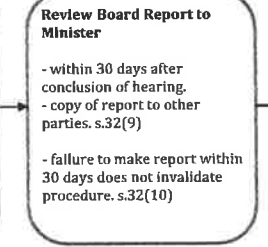
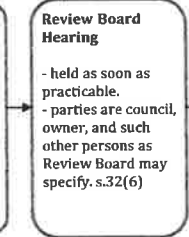
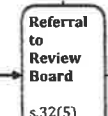
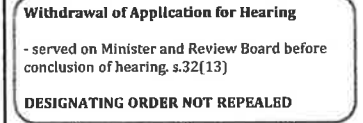
MUNICIPAL COUNCIL DECISION PROCESS



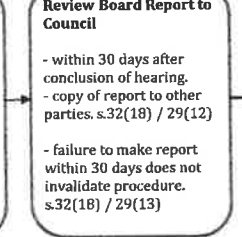
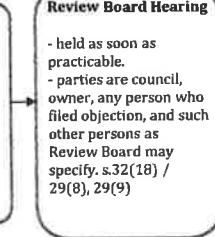
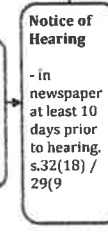
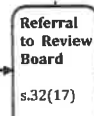
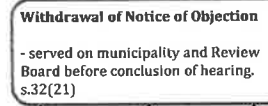
MUNICIPAL COUNCIL DECISION / REPEAL OF BY-LAW REPEAL PROCESS



CONSERVATION REVIEW BOARD PROCESS



CONSERVATION REVIEW BOARD PROCESS



Page 138 of 197



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Ice Allocation Policy
Meeting: Council - 10 Aug 2023
Department: Parks and Recreation
Staff Contact: Greg Thornicroft, Parks and Recreation Manager

Recommendation:

That Council review the attached policy on ice allocation and provide direction on any amendments to the policy prior to it being presented to the PARC Committee for further consultation.

Background:

At the July 13, 2023 session of Council, staff were requested to develop an ice allocation policy for Council consideration.

Comments:

An ice allocation policy is a document that staff can utilize in allocating ice to user groups. If adopted, the policy would be communicated to ice users as part of the allocation application process.

The attached policy is in DRAFT form only at this time and we would like comments from Council. Once reviewed by Council, we will make amendments and present to the PARC committee upon which, after reviewed by PARC, we will provide a final copy to Council for adoption and approval.

Financial Considerations:

There are none associated with this report.

ATTACHMENTS:

[First Draft - BAICCC Ice Allocation Policy - docx](#)



Ice Allocation Policy & Procedures



Ice Allocation Policy & Procedures

Table of Contents

INTRODUCTION.....3

ICE ALLOCATON RESPONSIBILITY.....3

ICE FACILITY OPERATIONS.....3

ICE ALLOCATION & DISTRIBUTION4

 Scheduling Priorities.....4

 Definitions of Groups4

ENTITLEMENT AND DISTRIBUTION6

 Weekly Entitlement Hours & Distribution6

 Seasonal Commitment.....7

 Time Period and Restrictions.....7

 Ice Time Requests Deadlines & Timing of Allocation.....7

 Conflict Resolution.....8

MANAGEMENT OF TOURNAMENTS & SPECIAL EVENTS8

MANAGEMENT OF ICE APPLICATIONS & CONTRACTS8

 Signed Contract8

 Changes to Signed Contract.....9

 Cancellations9

 Failure to notify the PRD may result in termination of the permit and cancellation of future bookings. .9

 Additional Ice9

 Transferred Ice & Ice Trades & Sub Leased Ice.....9

 Municipality of Brooke-Alvinston Ice Cancellations10

 Contract Cancellations by the Municipality of Brooke-Alvinston.....10

GENERAL ICE MANAGEMENT10

 Ice Flood Schedules & Dressing Rooms10

 Curfew Ice10

 Temporary Ice Cancellations & Redistribution11

 Closed Practices or Sessions.....11

 New Organization or Emerging Sport11

 Arena Operating Hours.....12

 Alcohol and Smoking12

GENERAL ADMINISTRATION.....12



Ice Allocation Policy & Procedures

Ice Allocation, Management Policy & Procedures Review12

Ice Request Application and Rejection Process.....12

Insurance Requirements12

Annual Affiliation User Group Updates13

Payments13

Payment Schedule13

Appendix A – Ice Allocation Standards13

Appendix B – Official Ice Schedule14

Appendix C – Municipal Program Dates.....15

Appendix D – Blackout Dates16

DRAFT



INTRODUCTION

The Municipality of Brooke-Alvinston Parks and Recreation Department wishes to promote maximum facility usage and to have age appropriate times available to all user groups.

The objective of this policy is to:

- Clearly define and communicate how ice will be managed, allocated, and distributed
- Serve as a guide for the ice allocation process
- Promote and encourage participation in ice sports to the overall benefit of the community
- Guide user groups through the process of booking ice time

The procedures within this policy are to clarify and establish the Municipality of Brooke-Alvinston's responsibility for ice allocation, facility administration, and its commitment to:

- Fair and equitable ice allocation to maximum facility usage
- Fiscally responsible ice facility operations
- Processing of tournament and special events
- Special event management
- Annual affiliation process reporting
- General administration requirements
- Facilitate opportunities for active and healthy lifestyle
- Safe and assessable services for all people

ICE ALLOCATION RESPONSIBILITY

In the Municipality of Brooke-Alvinston, the Parks and Recreation Department (PRD), has the responsibility to manage the allocation and distribution of ice on an annual basis to reflect population, registration, utilization, and participation patterns. The PRD is responsible for the implementation of the policies as outlined.

ICE FACILITY OPERATIONS

The Municipality of Brooke-Alvinston will responsibly manage its ice resources to ensure optimum usage and programming, to reflect the goals of the Municipality's Strategic Plan. The day to day operations of the Municipality's Recreation Facilities containing the ice pad will be the responsibility of the Arena Staff.

The policy will be reviewed annually in consultation with the PARC (Parks & Recreation Committee).

Municipal staff will update, as necessary, relevant portions of this document as approved by Council. The staff responsible for Ice Allocation and Ice Facility Operations will work in a cooperative manner in the implementation of this policy.



ICE ALLOCATION & DISTRIBUTION

Scheduling Priorities

Ice will be allocated utilizing the following order of priority:

First Priority:	Municipality of Brooke-Alvinston Programs and Services
Second Priority:	Affiliated Youth Organizations
Third Priority:	Affiliated Adult Organizations
Fourth Priority:	Annual Weekly Bookings
Fifth Priority:	Non-Affiliated Youth Organizations
Sixth Priority:	Non-Affiliated Adult Organizations
Seventh Priority:	Public Groups, Individuals, & Commercial Groups

Definitions of Groups

Municipality of Brooke-Alvinston Programs

Programs that are organized by Municipal staff or provided by contractors on behalf of the Municipality. Currently, this includes public skating, parent/tot, and drop-in skating. This list of programs could expand or contract as market conditions evolve or as the needs of Brooke-Alvinston residents and of the surrounding areas change.

Affiliated Youth Organizations

Affiliated Youth Organizations must be not-for-profit status. If an organization does not have not-for-profit status it will need to provide the following:

- Be non-profit and the membership is comprised of youth
- Hold general membership meetings annually and be able to provide upon request annual financial statements
- Guided by a constitution and by-laws
- The league and/or club executives are voted in by the general membership
- General membership is an open process
- Full financial disclosure is available to the league club membership and Municipal staff

Affiliated Youth Organizations have weekly practices and/or games at the BAICCC.

These organizations will get the Minor Sport Rate.

New Youth Organizations

- New Youth Sport Organizations will be seen as a non-affiliated youth sport organization where their ice can be switched annually at the Ice Allocation Meeting
- These organizations will not get the Minor Sport Rate until one year of booking is complete



Ice Allocation Policy & Procedures

Affiliated Adult Organizations

Affiliated Adult Organizations must hold general membership meetings annually and must be:

- Guided by a constitution and by-laws
- The league/ club executives are voted in by the general membership
- General membership is an open process
- Full financial disclosure is available to the league club membership and Municipal staff

Affiliated Adult Organizations have weekly practices and/or games at the BAICCC or have a tournament annually.

Annual Weekly Bookings

Annual Weekly Bookings are ice times that are booked for the same day and time, weekly for the entire year by an individual.

The individual organizes registration and pays the Municipality in full at the start of the year before the first skate.

Non-Affiliated Youth Organizations

Non-Affiliated Youth Organizations must be not-for-profit status. If an organization does not have not-for-profit status it will need to provide the following:

- Be non-profit and the membership is comprised of youth
- Hold general membership meetings annually and be able to provide upon request annual financial statements
- Guided by a constitution and by-laws
- The league/ club executives are voted in by the general membership
- General membership is an open process
- Full financial disclosure is available to the league club membership and Municipal staff

Non-Affiliated Youth Sport Organizations do not have weekly practices and/or games at the BAICCC or are under a probationary period to become an Affiliated Youth Organization

These organizations will not get the Minor Sport Rate

Non-Affiliated Adult Organizations

Non-Affiliated Adult Sport Organizations must hold general membership meetings annually and must be:

- Guided by a constitution and by-laws
- The league/ club executives are voted in by the general membership
- General membership is an open process
- Full financial disclosure is available to the league club membership and Municipal staff

Non-Affiliated Adult Sport Organizations do not have set weekly practices and/or games at the BAICCC or are under a probationary period to become an Affiliated Adult Organization



Public Groups, Individuals, and Commercial Groups

Public Groups and Individuals is anyone that books ice that does not fall under another category.

Commercial Groups are defined as organizations or individuals that use ice time with the intent of generating positive net income. At the Municipality's discretion, not-for-profit groups may be allowed to generate net income from the use of allocated ice time so long as the subject use aligns with the fundamental activities of the group.

Ice time will be distributed base on priority and will be divided up appropriately between each priority level. Historical ice times will be used to determine the ice schedule.

After the Affiliated Organizations have got their ice times, the rest of the ice will be open to the public on a first come, first served basis and can be revoked at any time if the ice is needed for a higher priority.

The Parks and Recreation Manager will make the final determination on all decisions and exceptions.

ENTITLEMENT AND DISTRIBUTION

Weekly Entitlement Hours & Distribution

On an annual basis, the Municipality's Affiliated Groups shall provide registration data for the previous year or for the upcoming year if this information is available. This information will be provided annually by the 31st of October. It should include municipal addresses of all registered players.

The ideal Ice Time Allocation for various age and competition levels for hockey and skating shall be considered and is the ultimate goal in the allocation of ice to the Affiliated Youth Groups. The recommended standards will include but may not be limited to Minor Hockey and Figure Skating clubs etc. and are outlined in Appendix A. This allocation will be the goal of this policy. This information will establish the ideal ice allocation to each organization and/or group. Until more ice time is available, only a part of this time may be initially achieved. Historical Ice Times will be used from year to year unless there is a high need of ice time for another organization. This will be decided by the PRD Manager.

Seasonal Commitment

All organizations in the top four priorities are required to commit to a minimum of 22 weeks to be completed between the second week of October and the end of March. Exceptions to the 22 week minimum may be made when the Municipality is unable to supply replacement ice for disruptions to regular ice time and emergency closures.

If a user can not commit to the required number of weeks, they will be considered an occasional user and will not be listed as one of the top four priorities.



Ice Allocation Policy & Procedures

Time Period and Restrictions

All Affiliated Youth Groups will receive an equitable distribution of prime and non-prime hours in accordance with Appendix A. Minor sport groups in the future may be required to have a minimum of 10% (minimum 1 hour) of ice time as non-prime ice.

All affiliated youth groups, regardless of gender, level of competition, and total hours of entitlement shall not receive relatively more or less prime time access than similar clients.

The Municipality retains the right to provide ice only at same or similar time. No ice time slot is guaranteed.

Exceptions may be granted where the requirements of youth and Municipal recreational users are being met where ice is available and not required by youth.

Prime Time	Monday – Friday	4:00pm – 12:00am
	Saturday	5:00am – 12:00am
	Sunday	12:00pm – 12:00am
Non-Prime Time	Monday – Saturday	5:00am – 4:00pm
Discounted Time	Sunday	5:00am – 12:00pm

Ice Time Requests Deadlines & Timing of Allocation

When forwarding ice time requests to the PRD, the following time frames are used. The date for final determination of ice time is also indicated. Allocation timing is a goal and may be subject to change by the Municipality.

Priority Category	Fall & Winter (Oct. – Mar.)	
	Request	Allocated
Municipality Programs and Services	August 1 st	September 1 st
Affiliated Minor Organizations	August 1 st	September 1 st
Affiliated Adult Organizations	August 1 st	September 1 st
Annual Weekly Bookings	August 1 st	September 1 st
Non-Affiliated Youth Organizations	August 1 st	September 1 st
Non-Affiliated Adult Organizations	August 1 st	September 1 st

Conflict Resolution

Ice time conflicts that arise will be highlighted by the PRD. The PRD will attempt to resolve the conflict in a manner consistent with the policy. Should a conflict remain, the groups involved in the conflict will be invited to attend a meeting chaired by the Parks and Recreation Manager. Each group will be asked to submit in writing the rationale for their requirement of the ice time in conflict. The following factors will guide the final decision.

- User group historical ice allocation
- The degree in which the user group ice time requests have been met, apart from the ice time



Ice Allocation Policy & Procedures

- request in conflict and number of participants affected
- The age of the user group as it relates to the ice time in conflict as well as residency
- The sport requirements of the group as per Appendix A

MANAGEMENT OF TOURNAMENTS & SPECIAL EVENTS

The Municipality is committed to achieving a balance between recreational and tournaments/special event use during the ice season. New tournaments will only be permitted where ice time permits in accordance with the terms outlined in this policy. The goal of the PRD is to minimize the impact of tournaments on regular programs and league play. The PRD Supervisor will consult all organizations that a new event/tournament would effect before determining if the new event/tournament takes place.

Ice Costs will be determined by the amount of list revenue due to hosting the special event or the facility costs for the event, whichever is greater.

Set-Up for special events and tournaments is to be done by the host committee. Any additional ice time for set-up will be added to the invoice.

Ceremonies will be included in the ice time total. Any additional ice time due to overtime, finals or any other reason will be added to the ice time total. Additional ice time shall not disrupt any other ice rentals.

MANAGEMENT OF ICE APPLICATIONS & CONTRACTS

Signed Contract

The PRD will provide to the user, a contract listing all ice time allocated to the user for the season.

The signed contract and copy of insurance is due to be returned before the first ice rental.

Changes to Signed Contract

The PRD will make every effort to accommodate ice allocation requests in accordance with this policy. Users with overdue accounts may, at the discretion of the PRD, have their ice time cancelled and/or lose their historical status. Overdue accounts will be subject to an interest penalty as per standard Municipal rate. Once the PRD has received the signed contract, the user agrees that all times listed in the contract will be paid before the due date on all invoices from the beginning of the ice season to the end of the ice season, with no right of cancellation except for the following:

- a) If the user refuses to use the facilities due to unsuitable ice surface conditions provided the Parks and Recreation Supervisor or staff on duty is in agreement
- b) If roads within the Municipality are closed or police are warning people to stay off roads within the Municipality as confirmed by the PRD
- c) If the Municipality cancels ice due to holidays, safety concerns, mechanical breakdowns, weather conditions or emergency closures
- d) If the Municipality cancels due to a significant or high profile event



Cancellations

Cancellations are allowed if they are given with 14 days' notice in writing to the Manager at gthornicroft@brookealvinston.com providing the reason for the cancellation. If cancellation is less than 14 days' notice the customer will still be billed for the ice unless that ice time can be re-booked by another customer. If a customer repeatedly cancels or repeatedly does not show up for scheduled ice times, they may lose ice time the following year as we are trying to maximize ice usage.

On March 15th annually, affiliated organizations may cancel ice with two days' notice. This is to allow for scheduling changes. However, the organization should make every effort to fill ice until March 31st.

If a contract is cancelled, postponed, or reschedule for any reason, the customer is responsible to pay all ice times as stated in their contract plus any additional ice times requested and/or used.

Failure to notify the PRD may result in termination of the permit and cancellation of future bookings.

The PRD Manager will make all final decisions.

Additional Ice

If a customer seeks additional ice, a written email to gthornicroft@brookealvinston.com is required with reasoning for the additional ice. This will be added to the monthly invoice.

If an organization requires ice after March 31st, the organization must notify the Manager in writing at gthornicroft@brookealvinston.com as soon as they gain that information to provide time for scheduling of employees and ice removal.

Transferred Ice & Ice Trades & Sub Leased Ice

The Municipality is the sole authority for all ice times. The practice of transferring, trading, or sub-leasing ice between contract holders is NOT allowed unless authorized by the PRD Manager. It is recognized that last-minute changes to the intended use of the ice may occur under infrequent and unforeseen circumstances. The Municipality must be aware of and be able to control the intended use of all ice permitted within its facilities at all times. The PRD must be notified by the contract holder, even after the occurrence, of any ice that was not used or was used by someone other than the contract holder. In this event, the PRD will make every effort to reallocate the cancelled ice time based on the priority outlined in this policy. If this available ice time is not booked to another user, the original contract holder will be responsible for payment of that ice time.

If a user is unable to fulfill their seasonal commitment and regularly cancels ice time requested, the Municipality reserves the right to make a permanent adjustment to the user's next year allocation.

Municipality of Brooke-Alvinston Ice Cancellations

In order to minimize user frustration, dissatisfaction and other negative impacts, the Municipality will not cancel Municipality programs and leisure skate times, with the exception of the following:

- a) Significant and high profile events as directed by Council
- b) Low registration in programs
- c) Emergency shut down situations or ice maintenance



Ice Allocation Policy & Procedures

- d) Municipal run or sponsored programs on special days (example P.D. days or family days)

Where such cancellations are necessary, the PRD will make reasonable efforts to notify users

Contract Cancellations by the Municipality of Brooke-Alvinston

The Municipality reserves the right to reasonably postpone, reschedule or cancel any permit due to various circumstances. The Municipality reserves the right to cancel a permit or portion of a permit without notice or refund should there be a breach of conditions or regulations or should the Municipality be of the opinion that the facilities are not being used for the purpose contained in the application or for a significant or high profile event as approved by Council.

GENERAL ICE MANAGEMENT

Ice Flood Schedules & Dressing Rooms

All ice booked consists of a 50 minute or 80 minute ice time with the final 10 minutes for resurfacing.

The Municipality requires that all ice users supply ice use schedules and flood requirements to the PRD Supervisor or at the start of the season and update that information if it changes.

The Municipality reserves the right to accept or modify ice flood requests to ensure operational efficiencies.

The Arena Staff reserves the right to allocate dressing rooms based on the number of participants and/or teams using the ice and other uses occurring in the facility.

Curfew Ice

The Municipality reserves the right to curfew any games, including tournament games to maintain the schedule submitted and will consider cancellation of any or all contracts if the user does not cooperate with implementation of this Ice Allocation Policy.

If a customer goes over their schedule ice time, they will be charged for the additional ice time.

Users are responsible to advise the PRD of any special requirements regarding curfews at the time the schedules are submitted.

Temporary Ice Cancellations & Redistribution

In the event of a multi-day facility closure, the PRD will redistribute ice times so that all ice users are impacted while certain types of ice use are protected from cancellation over others. The Municipality will employ the priorities and procedures identified in this policy in the redistribution. The decision of the Municipality shall be final.

New Organization or Emerging Sport

When reasonable, the Municipality will recognize a new ice organization or emerging ice sport and will make reasonable effort to allocate ice time to enable it to establish its programs and services in the Municipality. Recognition and ice allocation will occur once the conditions and criteria outlined in this



Ice Allocation Policy & Procedures

policy are met and if existing users will not be adversely impacted. New organizations or programs will be accommodated only to provide for unmet community needs.

Where possible, the development of new programs or the expansion of groups should be encouraged to be extensions of organizations already established (i.e. creating umbrella organizations).

All new ice organizations will be on a three month probationary period where they can be moved in the official ice schedule. The new ice organization must keep the same ice time for three years, unless it was changed due to another organization. After three years of probationary period they will be added to the official ice schedule.

Arena Operating Hours

Arena normal opening hours are 30 minutes before practice and 1 hour before a game for the first booking of the day and 1 hour after the last booking of the night. Additional charges will be added if the arena operating hours are adjusted due to a customer wanting in earlier or stay later.

The opening of arena facilities on statutory holidays when they are normally closed, or beyond established operating hours (as defined by the Ice Allocation Policy) will be considered only if the applicant agrees to pay for the full operational costs for such an opening and pending the availability of staff. Holiday rates will apply.

Application does not guarantee approval. All ice will be at minimum the prime time rate plus holiday rates.

Alcohol and Smoking

Alcohol is not permitted on the property including any dressing room, hallway, lobby, viewing area, or parking lot.

Smoking is not permitted on the Brooke-Alvinston-Inwood Community Centre Complex property. Any one that smokes must be 20 meters off the premises.

GENERAL ADMINISTRATION

Ice Allocation, Management Policy & Procedures Review

The Ice Allocation Policy will be reviewed on an annual basis.

All applicants and users must submit a booking request form for any additional bookings of the ice or halls which can be found at the Arena Office to be reviewed by the PRD Manager.

The Municipality reserves the right to reject application and requests from users who submit forms which are not complete or contain incorrect information.

Insurance Requirements

The organization shall, at all times during which it is allocated ice time in the Municipality



Ice Allocation Policy & Procedures

Recreational Facilities, arrange, pay for and keep in force and effect Comprehensive General Liability Insurance on an “occurrence” basis including personal injury, bodily injury and property damage protecting the Corporation of the Municipality of Brooke-Alvinston, its elected officials, its employees, agents and contractors (hereinafter “Released Persons”) and the organization against all claims for damage or injury including death to any person or persons, and for damage to any property of the Released Persons or any public or private property, howsoever caused including damage or loss by theft, breaking or malicious damage, or any other loss for which the Released persons or the organization may become liable resulting from the organization’s use of ice time in the Municipality’s facilities. Such policy shall be written with inclusive limits of not less than Two Million Dollars (\$2,000,000), shall contain a liability clause, a severability of interest clause, and shall be primary without calling into contribution any other insurance available to the Released persons as additional insured parties. The Corporation of the Municipality of Brooke-Alvinston shall be named as an additional insured.

The organization shall release each of the Released persons and waives any rights, including rights of subrogation; it may have against them for compensation for any loss or damage occasioned by organization or loss of use of property of the user.

The organization shall provide certificates of insurance showing the coverage as required above to the PRD prior to first ice time booking. The certificates shall include the obligation on the part of the issuer of the certificates to endeavor to provide 30 days written notice of cancellation to the users. Upon expiry, documents showing renewed coverage are again to be provided and the organization will make policies available to the Municipality for review from time to time and in the event of a claim.

Annual Affiliation User Group Updates

Affiliated organizations will be assumed to be returning for the following notice unless a notice of not returning as an affiliated organization is sent to gthronicroft@brookealvinston.com is sent and received by June 1st.

Payments

N.S.F. cheques may result in automatic cancellation of ice times booked and that the current fee of the Municipality for N.S.F. cheques will apply
At the discretion of the Municipality, no further ice time will be allowed until all outstanding accounts are paid to the Municipality

Additional fees will be charged for ice rentals that exceed their allocated time as outlined in the rental contract based on the hourly rate. This fee will be automatically added to the contract.

Payment Schedule

Priority Category	Payment Method
Affiliated Minor & Adult Organizations, & Annual Weekly Billings	Billed at the start of the month for the previous month. Paid by the end of the month
Unaffiliated Minor & Adult Organizations, Community	Payable at or before ice rental



Appendix A – Ice Allocation Standards

East Lambton Minor Hockey Association

REP LEVEL PER TEAM	
DIVISION	Hours of Ice Per Week Recommended

HOUSE LEAGUE LEVEL PER TEAM	
DIVISION	Hours of Ice Per Week Recommended

Lambton Attack Girls Hockey

REP LEVEL PER TEAM	
DIVISION	Hours of Ice Per Week Recommended

Brooke-Alvinston Skating Club

DIVISION	Hours of Ice Per Week Recommended



Appendix B – Official Ice Schedule

Appendix C – Municipal Program Dates

- 1) Parent and Tots –
- 2) Snow Day Drop in Skating – When applicable
- 3) Public Skating

Appendix D – Blackout Dates





Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Shiloh Line
Meeting: Council - 10 Aug 2023
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

That staff be authorized to change the checkerboard sign and refer the solar beacon discussion to the 2024 budget.

Background:

At the July 13, regular session of Council, Councillor Sanders requested staff report on the Shiloh Line curve at the Peak of Mosa and measures to prevent further accidents.

Comments:

In 2021 municipal insurance providers were requested to review the area to comment on improvements that could be made to increase safety in the area. As a result, the attached report was drafted and presented to Council.

In early Spring, the report was reviewed again by staff and it was noted that all recommendations were made. In additional talks with the insurance provider since then, two additional recommendations were presented:

- 1) larger and more reflective checkerboard sign
- 2) adding a solar powered warning lamp to the sign. The two options of flashing beacons are attached.

Financial Considerations:

The cost of the lamp and sign is outside of budgeted funds.

Checkerboard Sign	\$ 288.86
Option 1 Beacon on 24/7:	\$ 3,077.50
Option 2 with Detection:	\$ 6,037.50

ATTACHMENTS:

[Township of Brooke Alvinston Report 2022 01 04](#)
[Option 1 Beacon on 24 / 7](#)
[Option 2 with Detection](#)



Township of Brooke Alvinston

Shiloh Road Review

December 20, 2021

Shiloh Road Review

The Township asked Intact Public Entities to review road safety and signage on Shiloh Road at Peak of Mosa Road where the road enters a sharp reverse curve. On December 17th, 2021, the undersigned visited the site. Preliminary discussions with the Township Public Works Manager indicated that there has been run-off the road incidents at this bend. These incidents have not been frequent and to date have resulted in property damage incidents with fortunately no serious personnel injury reported. Residents in the area have asked the Township to do something at this curve, such as reduce the speed limit on the entire length of road from Nauvoo Road to the curve.

Definition

Reverse Curve - There are two basic curve configurations, the forward curve and the reverse curve. The forward curve is simply a curve or turn to the right or left, and the reverse curve doubles back, requiring the driver to turn first to the left and then to the right, or vice versa.

Superelevation – Is a construction method for roadway curves where the outer edge of the pavement along a horizontal curve is raised above the inner edge, often referred to as the banking of a roadway. This is done so motorists can safely and comfortably maneuver the curve at reasonable speeds. A steeper superelevation rate is required as speeds increase, or horizontal curves become tighter.

Description of the site

- There are 3 curves that are included in this review. For clarity, the curves are named as follows, Curve 1 is the first curve east of Nauvoo Road. Curve 2 begins just prior to the entrance to the A.W. Campbell Conservation Area and forms a reverse curve with Curve 1. Curve 3 begins on the unpaved portion of Shiloh Road east of the entrance to the Conservation Area.
- Shiloh Road is a 2-lane two-way paved road that was recently resurfaced.
- Shiloh Road intersects with Peak of Mosa road at Curve 1, then follows the alignment of Peak of Mosa Road to the A.W. Campbell Conservation Area where Curve 2 deviates the alignment from Peak of Mosa and Shiloh Road continues into The Township of Southwest Middlesex.
- Peak of Mosa Road is a boundary road with the Township of Southwest Middlesex.
- Shiloh Road provides access to the A.W. Campbell Conservation Area.
- Pavement is 9m wide providing 2, 3.5m wide lanes and 2, 1m wide paved shoulders.
- A solid yellow centerline and white edge lines are painted throughout the road section from Nauvoo Road to the end of the pavement.
- Traffic volume is approximately 375 ADT. Most vehicles during the peak camping/hiking season will be going to the A.W. Campbell Conservation Area. All other traffic will, for the most part, be local vehicles driven by people familiar with the area.
- Shiloh Road before the reverse curve at Peak of Mosa Road is straight and the longitudinal grade considered rolling.

- The pavement ends just beyond the entrance to the Conservation Area, where Curve 3 continues as an unpaved surface.
- Peak of Mosa Road intersection is at the mid point of Curve 1, has a paved approach and meets Shiloh road at an angle which permits good visibility in both directions for drivers stopped at the intersection.

Eastbound approach to the 3 curves

- Curves 1 and 2 form a reverse curve, first to the right and then left. Curve 3 is a forward curve to the left.
- The beginning of Curve 1 is approximately 2.75km east of Nauvoo Road just beyond the crest of a hill.
- At a point approximately 400m in advance of the beginning of the reverse curve a Wa-2R Sharp Curve Right sign is posted. The sign is continuously visible on the approach to the sign.
- Just east of #8382 Shiloh Road a hill begins approximately 320m before the beginning of the reverse curve
- At approximately 163m in advance of the beginning of the reverse curve a second Wa-2R Sharp Curve Right sign is posted with a Wa-7t 30km/h speed advisory. The sign is continuously visible on the approach to the sign.
- At approximately 148m in advance of the beginning of the reverse curve a Wa-8LR Checkboard sign becomes fully visible to a driver¹ over the crest of the hill.
- At approximately 95m in advance of the beginning of Curve 1 the curve itself becomes fully visible. NOTE: A vehicle travelling at 80km/h requires 90m± (a worse case scenario) to come to a complete stop, accounting for perception and reaction time and braking distance.
- The distance between Curve 1 and 2 is approximately 36m. Curve 2 ends near the entrance to the Conservation Area. Curve 3 begins approximately 60m from the end of Curve 2. The pavement ends approximately 20m beyond the end of Curve 2.
- Eastbound vehicles that have failed to negotiate Curve 1 leave the road onto a level recovery area as was the case in a recent incident. There is a line of trees in the recovery area which a vehicle could come into collision with.

Westbound Approach to the 3 Curves

- Curve 3 begins and ends on an unpaved surface.
- At approximately 90m in advance of the beginning of Curve 3 is a Wa-2R Sharp Curve Right sign with a Wa-7t 30km/h speed advisory. The sign is continuously visible on the approach to the sign.
- Before the entrance to the Conservation Area the pavement begins.
- Just prior to the beginning on the pavement a Wa-1R Turn Right sign is posted.

¹ This review was conducted driving a 2016 Jeep Cherokee. Use of other vehicle types may provide different results

- Curve 2 begins near the entrance of the Conservation Area.

The Need for a Speed Advisory

A ball-bank indicator test is one method and the most common method of determining an advisory speed limit. When mounted in a vehicle and driving along a curve, the ball-bank indicator provides a measure of the centrifugal force being applied to the vehicle. The curve advisory speed depends on the angle of the ball-bank indicator reading and the vehicle travel speed. Usually, several readings are taken at different speeds until a satisfactory speed-angle combination is obtained. The maximum reading on a ball bank indicator is indicative of speeds that do not cause driver discomfort while driving through the curve and are taken where the curvature is greatest. On a curve the maximum deflection of the ball bank indicator must not exceed 16 degrees for speeds of 30 km/h or less, 14 degrees for speeds of 40 to 50 km/h, and 12 degrees for speeds of 55km/h and higher. For this test, 3 passes were taken at 30km/h in both the eastbound and westbound directions and the maximum of the 3 tests recorded below. To confirm that a 30km/h speed advisory is correct 3 tests were completed at 40km/h.

Test Speed	Maximum deflection allowed at tested speed	Maximum eastbound deflection observed	Maximum westbound deflection observed	
30km/h	16	12	15	Curve 1
		10	7	Curve 2
40km/h	14	16	20	Curve 1
		17	10	Curve 2

The maximum recorded deflection determines the speed advisory for both directions. At 30km/h all tests were within the range for a 30km/h speed advisory. The superelevation (banking) of both Curve 1 and Curve 2 is found to be deficient. On a curve to the right such as the eastbound approach to Curve 1, a lower deflection is expected as the normal crossfall of the road continues through the curve in that direction. When travelling in the opposite direction and with the deficient superelevation, higher readings would be expected as is the case shown in the table.

Speed Limits

Lowering speed limits on Shiloh Road has been raised by area residents. The following commentary is provided if council is considering this option. Research and experience have shown that effective speed limits are those most motorists believe to be reasonable for the driving environment and naturally drive that speed. Raising or lowering speed limits doesn't substantially influence speed. Unreasonably low speed limits can significantly decrease driver compliance and give road users such as people not familiar with the roadway, as well as pedestrians, a false indication of actual traffic speeds and may increase collision risk for persons who attempt to comply with the lower speed limit and those who do not. Police rely on realistic speed limits to control the unreasonable speeder whose driving behaviour is clearly out of line from most of the

traffic flow. A reasonable speed limit offers an effective enforcement tool to the police by clearly separating the occasional violator from the reasonable majority.

In support of the above comments, a recent CTV article covering a report to Ottawa City Council on lower speed limits reported that “New statistics from the City of Ottawa show the average speed increased at four of 12 locations where reduced speed limits have been introduced over the past six years. And while drivers have slowed down at seven locations with lower speed limits, the average speed is still above the original speed limit.” For example: “On Hunt Club Road, between Cahill Drive and Conroy Road, the average speed has dropped to 82 km/h from 89 km/h since the speed limit was reduced from 80 km/h to 60 km/h. On Bearbrook Road in Blackburn Hamlet, speeds increased 4 km/h to 65 km/h since the speed limit was lowered to 40 km/h in 2016 from 60 km/h. City staff concluded: “In such cases where a posted speed limit is below operating speeds, most motorists will continue to drive at speeds they feel are reasonable and prudent unless continual police enforcement is present.”

Suggestions for the Township’s Consideration

The new pavement, centerline and edge line pavement markings have enhanced the visibility of the curve. However, there may be some modest improvements that the Township may want to consider.

1. On the eastbound approach to Curve 1 the location of the two Wa-2R signs is appropriate as the second sign provides a reminder of the curve ahead just as you crest the hill. The current signs could be exchanged for two (2) Wa-4R Sharp Reverse Curve signs. The 30km/h speed advisory tab sign Wa-7t could be added to the first sign which is 400m in advance of Curve 1 to reinforce the speed advisory.
2. The purpose of a Checkerboard Wa-8LR sign is to warn drivers of the termination or abrupt change in direction of a road. On the eastbound approach, the Wa-8LR would be visible first over the crest of the hill as compared to Wa-9 Chevron Alignment signs which are not mounted as high nor are they directly in line with the traffic lane therefore the Checkerboard sign should remain. The Ontario Traffic Manual (OTM) Book 6 does state: “Where the ADVISORY SPEED tab sign is used on sharp curves, sharp reverse curves or turns, CHEVRON ALIGNMENT signs must be used along the curves/turns and their approaches”. For both Curves 1 and 2 the chevron signs cannot be placed according to Table 7 in OTM Book 6 as the spacing of signs would be broken by the Peak of Mosa intersection and the entrance to the A.W. Campbell Conservation Area. However, even with one or two signs missing (due to the above restrictions) adding chevron signs to Curve 1 would provide a reinforcement of the curve to the right, which will improve a driver’s perception of the curve especially at night and may also satisfy the concerns of neighbours. Once a driver has successfully navigated Curve 1, they are driving at a speed which should allow for the successful navigation of Curve 2 or enter the Conservation Area without the chevron signs.
3. A row of trees lines the north property line of the Peak of Mosa. Any tree within the clear zone and has a caliper greater than 150mm is considered a fixed object hazard. As you get closer to the end of Curve 1 the trees come closer to the edge of the shoulder with the

closest and largest tree being 700mm in diameter and 3.6m from the edge of the shoulder. A driver who loses control eastbound on Curve 1 could come into collision with any of the trees. The Township should consider removal of the larger trees.

4. On the westbound approach to Curve 3 the 30km/h speed advisory may be too low. At 50km/h the maximum deflection westbound was 6 degrees and eastbound 12 degrees. At 60km/h eastbound the vehicle started to fishtail, speeds above 50km/h would only be appropriate when there is no loose gravel on the surface. Even then only after a ball bank test confirms an appropriate speed.
5. On the westbound approach, the Wa-1R Turn Right sign at Curve 2 should be replaced with a Wa-4R Sharp Reverse Curve sign. This sign should be moved to a location approximately 115m (Table 4 of OTM Book 6) in advance of the beginning of Curve 2. This assumes an initial speed advisory of 50km/h on Curve 3 that requires the vehicle to slow to 30km/h for Curve 2.

Respectfully submitted this 4th day of January 2022

Brian Anderson | Road Specialist | Intact Public Entities

Email brian.anderson@intactpublicentities.ca

Telephone 1-519-359-1143

Note: Brian Anderson is a Road Safety Audit Team Leader (RSATL), a global credential provided by the International Road Federation based on education and experience in road safety reviews.

R247-E

Solar-Powered 24-Hour Flashing Beacon



24-hour flashing beacons for warning and stop signs increase compliance and reduce blow-throughs.

- ✓ Highest intensity output in the industry
- ✓ MUTCD and Buy America compliant
- ✓ Compact and lightweight solar engine
- ✓ Energy Balance Report™ (EBR) prepared for every location to ensure battery longevity

Superior Design and Technology

The R247-E utilizes a self-contained solar engine integrating the Energy Management System (EMS) with an on-board user interface, housed in a compact enclosure together with the batteries and solar panel. MUTCD flash patterns, available ITE intensity, and multiple configurations enable the R247-E to handle all warning and stop sign applications.

Easy Installation

With its highly efficient and compact design, installation is quick and uncomplicated, dramatically reducing installation costs. Retrofitting can be done where existing sign bases are used to enhance existing signs in minutes, and new installations can be completed without the cost of larger poles, new bases, and trenching.

Advanced User Interface

The R247-E comes with an on-board user interface for quick configuration and status monitoring. It allows for simple in-the-field adjustment of flash pattern, duration, intensity, ambient auto adjust, night dimming, and many more. Optional manual override switch for local control.

Reliable

Designed with Carmanah's industry-leading solar modeling tools to provide dependable year-after-year operation. We prepare an Energy Balance Report (EBR) for every location.

Trusted for 20+ Years

With thousands of installations, Carmanah's systems are the benchmark in traffic applications and other transportation applications worldwide.



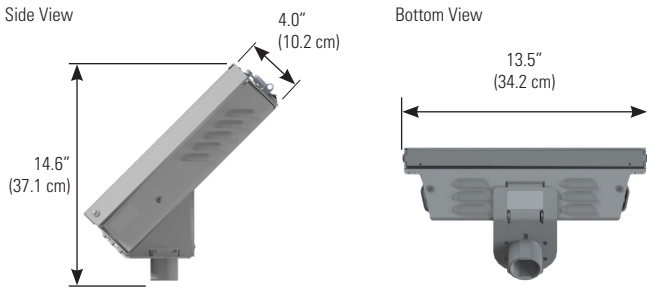
R247-E

Solar-Powered 24-Hour Flashing Beacon

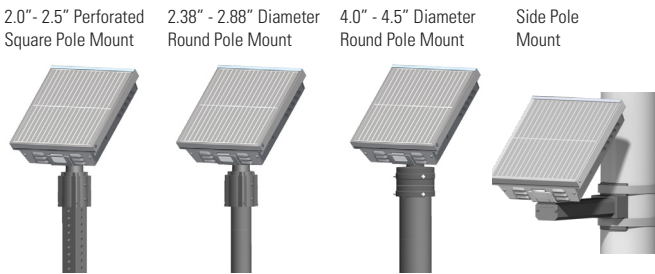
1.844.412.8395 | traffic@carmanah.com | carmanah.com



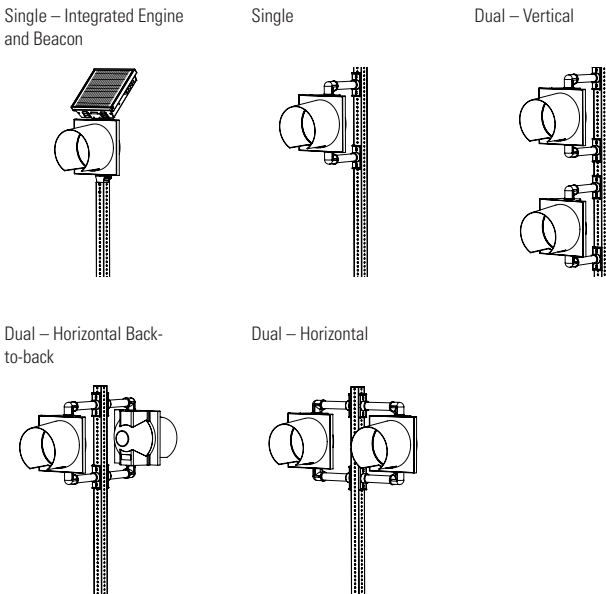
SOLAR ENGINE DIMENSIONS



SOLAR ENGINE MOUNTING



BEACON MOUNTING



BEACON SPECIFICATIONS

Optical	MUTCD compliant: 2009 MUTCD, Chapter 4L, Flashing Beacons, Manual on Uniform Traffic Control Devices (MUTCD)
	ITE VTCSH-LED Circular Signal Supplement compliant: meets ITE or 1.7x ITE intensity when used as recommended
	12 in (305 mm) or 8 in (203 mm) diameter LED modules, yellow or red
	High-power LEDs: +90% lumen maintenance (L90) based on IES LM-80
	Yellow, black, or green signal heads in UV-resistant polycarbonate or aluminum

SYSTEM SPECIFICATIONS

On-Board User Interface (OBU)	Adjustable system settings with auto-scrolling LED display on our latest EMS
	System test, status, and fault detection: battery, solar, button, beacon, radio, day/night
	Flash patterns: RFB (WW+S), RFB1 (WW+S legacy), RFB2 (WSDOT), 0.5 sec. alternating (MUTCD), 0.5 sec. unison (MUTCD), 0.5 sec. x3 alternating (MUTCD), 0.1 sec. unison, 0.25 sec. unison, 0.1 sec. x3 quick flashes unison, 0.1 sec. x3 quick flashes alternating, steady on
	Input: momentary for pushbutton activation, normally open switch, normally closed switch
	Flash duration: 5 sec. to 1 hr.
	Intensity setting: 20 to 1400 mA for multiple RFBs, circular beacons, or LED enhanced signs
	Nighttime dimming: 10 to 100% of daytime intensity
	Ambient Auto Adjust: increases intensity during bright daytime
	Automatic Light Control: reduces intensity if the battery is extremely low
	Temperature correction: yellow or red beacons
Beacon Communication	Calendar: internal time clock function
	Radio settings: enable/disable, selectable channel from 1 to 14
	Output: enabled when beacons flashing daytime and nighttime, or nighttime only
	Activation counts and data reporting via OBU or optional USB connection
	Optional encrypted, wireless radio with 2.4 GHz mesh technology
	Optional radio allows calendar program, manual override switch, or input device from one system to remotely control other systems
	User-selectable multiple channels to group different beacons and ensure a robust wireless signal
	Instantaneous wireless activation: <150 ms
	Wireless range: 1000 ft (305 m)
	Integrated, vandal-resistant antenna
Energy Collection	15 W high-efficiency photovoltaic solar panel
	45 deg tilt for optimal energy collection
Energy Storage	Maximum Power Point Tracking with Temperature Compensation (MPPT-TC) battery charger for optimal energy collection in all solar and battery conditions
	12 V 14 Ahr. battery system
	Replaceable, recyclable, sealed, maintenance-free, best-in-class AGM batteries offer the widest temperature range and longest life
Solar Engine Construction	Battery design life: +5 yrs.
	Tool-less battery change with quick connect terminals and strapping for easy installation
	Weatherproof, gasketed enclosure with vents for ambient air transfer (NEMA 3R)
	Lockable, hinged lid for access to on-board user interface and batteries
	Corrosion-resistant aluminum with stainless steel hardware
	Raw aluminum finish or yellow, black, or green powder coated
Environmental	Prewired to minimize installation time
	High-efficiency optics and EMS = the most compact, lightweight system
	19 lb (8.6 kg) including batteries, excluding beacons and pushbutton
Activation	-35 to 165° F (-37 to 74° C) system operating temperature
	-40 to 140° F (-40 to 60° C) battery operating temperature
Warranty	150 mph (241 kph) wind speed as per AASHTO LTS-6
	Standard operation is flashing 24 hrs./day
	Optional internal time clock for calendar programming
	Optional manual override switch allows local control of beacons
	Optional junction box: lockable, hinged door, corrosion-resistant aluminum enclosure allows easy calendar programming and access to manual override switch
	5-year limited warranty, excluding batteries



Specifications subject to local environmental conditions, and may be subject to change.

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Document: SPEC TRM R247-E Rev 1

Vehicle Detection Systems

Data Sheet



A smart vehicle detection system that leverages radar technology to trigger high-intensity flashing lights, increasing driver awareness of potential roadway hazards:

- ✓ Flashing light options include LED enhanced signs in various sizes or circular beacons
- ✓ Highest LED intensity output in the industry
- ✓ Configurable radar settings for detection speed, sensitivity and vehicle direction
- ✓ System mounts to standard poles
- ✓ Scalable design: multiple signs can be added with synchronized flashing
- ✓ Powered by solar or AC
- ✓ Solar Power Report™ (SPR) prepared for every location to ensure battery longevity

Superior Detection Technology

The system monitors roadways 24 hours a day for vehicles, without interfering with other traffic detection systems. When the radar unit detects a vehicle, the system activates the LEDs to warn the driver and make them aware of the oncoming hazard or warning sign.

Easy Solar Installation

With its highly efficient and compact solar design, installation is quick and uncomplicated, dramatically reducing installation costs. Existing signs can be retrofitted in minutes, and new installations can be completed without the cost of larger poles, new bases and trenching.

Advanced User Interface

The system comes with an on-board user interface for LED configuration and system status monitoring. It allows for simple, in-the-field adjustment of flash pattern, duration, intensity, ambient auto adjust, night dimming, and more. The radar is easily programmed using the included PC software, allowing for quick setting configuration for detection speed, sensitivity and more.

Reliable

Carmanah backs every system with a three-year limited warranty. Every solar-powered model is solar-sized by location to ensure year-after-year operation. Carmanah includes a Solar Power Report to prove sustainability over a 12-month period.



Curve warning ahead system with circular beacon

Intersection conflict system with LED enhanced sign



MUTCD compliant



Buy America compliant



3-year limited warranty



Solar-sized for every location

Vehicle Detection Systems

Data Sheet

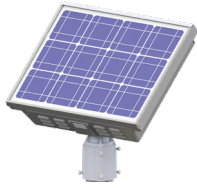
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SOLAR ENGINES



Compact, 15w integrated solar engine



Large, 30w integrated solar engine



Cabinet-based, 20w, 50w, and 80w solar and AC systems

SOLAR ENGINE MOUNTING

2.0" - 2.5" Perforated Square Pole Mount



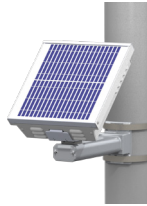
2.38" - 2.88" Diameter Round Pole Mount



3.5" - 4.5" Diameter Round Pole Mount



Side Pole Mount



SYSTEM SPECIFICATIONS

On-Board User Interface	Adjustable system settings with auto-scrolling LED display
	System test, status, and fault detection: battery, solar, beacon, day/night
	Intensity setting: 20 to 1400 mA for LED enhanced signs or circular beacons
	Radio settings: enable/disable, selectable channel from 1 to 14
	Nighttime dimming: 10 to 100% of daytime intensity
	Ambient Auto Adjust: increases intensity during bright daytime
Connectivity	Automatic Light Control: reduces intensity if the battery is extremely low
	Encrypted, wireless radio with 2.4 GHz mesh technology
	User-selectable multiple channels to group different signs and ensure a robust wireless signal
	Communicates with all nearby wireless beacon systems
	Instantaneous wireless activation: <150 ms
	Wireless range: 1000 ft (305 m)
Energy Collection	Integrated, vandal-proof antenna
	Solar or AC-powered
	45-degree solar panel tilt for optimal energy collection
Energy Storage	Maximum Power Point Tracking with Temperature Compensation (MPPT-TC) battery charger for optimal energy collection in all solar and battery conditions
	Replaceable, recyclable, sealed, maintenance-free, best-in-class AGM batteries offer the widest temperature range and longest life
	Battery design life: +5 yrs.
Solar Engine Construction	Tool-less battery change with quick connect terminals and strapping for easy installation
	Weatherproof, gasketed enclosure with vents for ambient air transfer (NEMA 3R)
	Lockable, hinged enclosure for access to on-board user interface and batteries
	Corrosion-resistant aluminum with stainless steel hardware
	Raw aluminum finish or powder coated in yellow or black
Environmental	Prewired to minimize installation time
	High-efficiency optics and EMS = the most compact, lightweight system
Warranty	-40 to 165° F (-40 to 74° C) system operating temperature
	-40 to 140° F (-40 to 60° C) battery operating temperature

APPLICATION OPTIONS

Curve Ahead Warning



Intersection Conflict



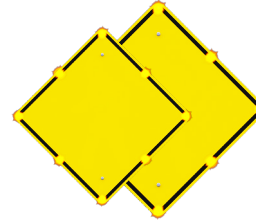
Hazard Ahead Warning



[See our wrong-way driving detection and warning system data sheet.](#)

FLASHING LIGHT OPTIONS

LED Enhanced Sign



Circular Beacon



* Many sign shapes, colors and sizes are available. Contact Carmanah for more options.

DETECTOR SPECIFICATIONS

Radar Unit	24 GHz radar unit detects vehicles
	Radar technology for accurate detection at night and in adverse weather conditions
	Adjustable radar parameters, such as detection speed, sensitivity, trigger event settings and duration, and others
	3rd-party tested radar detection range to 1000 ft
	Universal bracket mounts to pole with standard banding, through bolts, U-bolts, band clamps, and more

WARNING LIGHT SPECIFICATIONS

LED Enhanced Sign	MUTCD compliant: 2009 MUTCD, Chapter 2B Signs
	High-power LEDs in waterproof housings
Circular Beacon	Aluminum channels protect wiring; includes junction box
	MUTCD compliant: 2009 MUTCD, Chapter 4L, Flashing Beacons, Manual on Uniform Traffic Control Devices (MUTCD)
	ITE VTCSH-LED Circular Signal Supplement compliant: meets ITE or 1.7x ITE intensity when used as recommended
	12" (305 mm) or 8" (203 mm) diameter LED modules, yellow or red
	High-power LEDs: +90% lumen maintenance (L90) based on IES LM-80
	Yellow, black, or green signal heads in UV-resistant polycarbonate or aluminum

Specifications subject to local environmental conditions, and may be subject to change.

All Carmanah products are manufactured in facilities that are certified to ISO quality standards.

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Document: DATA_TRA_Vehicle Detection Systems Rev 4



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

August 2, 2023

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

Re: 12th Concession Road Drain

Five (5) sealed tenders for the 12th Concession Road Drain were received and opened on August 2, 2023 at the Municipality of Brooke-Alvinston Municipal Office.

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

- | | |
|-------------------------|-------------|
| • Bruce Poland and Sons | \$24,570.72 |
| • BF Environmental | \$26,896.06 |
| • JLH Excavating | \$28,037.56 |
| • GM Construction | \$29,070.38 |
| • VanBree Drainage | \$31,636.16 |

Based on this review, the bid from Bruce Poland and Sons in the amount of \$24,570.72 (including HST) for the drainage work is the lowest price tendered and meets all of the requirements stipulated in tender documents. This tender price is 3% lower than the Drainage Superintendent's estimate of \$25,500.00 (including HST).

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

Regards,

A handwritten signature in black ink, appearing to read 'D. Moores'.

David Moores
 Drainage Superintendent – R. Dobbin Engineering Inc.



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

August 2, 2023

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

Re: Stewart Drain & 6-7 Concession Drain

Five (5) sealed tenders for the Stewart Drain & 6-7 Concession Drain were received and opened on August 2, 2023 at the Municipality of Brooke-Alvinston Municipal Office.

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

- | | |
|-------------------------|-------------|
| • Bruce Poland and Sons | \$38,254.18 |
| • BF Environmental | \$41,720.55 |
| • VanBree Drainage | \$48,743.34 |
| • Brandon Crow | \$49,518.97 |
| • GM Construction | \$56,728.49 |

Based on this review, the bid from Bruce Poland and Sons in the amount of \$38,254.18 (including HST) for the drainage work is the lowest price tendered and meets all of the requirements stipulated in tender documents. This tender price is 23% lower than the Drainage Superintendent's estimate of \$57,000.00 (including HST).

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

Regards,

A handwritten signature in black ink that reads 'D. Moores'.

David Moores
 Drainage Superintendent – R. Dobbin Engineering Inc.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Community Improvement Plan
Meeting: Council - 10 Aug 2023
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council approve the Grant Application from Tracey Poelstra for façade improvements to 3229 River Street, Alvinston and enter into an agreement to provide Tracey Poelstra with the grant(s) as provided under program on condition that Tracey Poelstra complies with the requirements of the program.

Background:

In 2011 the municipality developed a Community Improvement Plan for the “Downtown” commercial corridors of Alvinston and Inwood. The purpose of the plan is to:

1. Encourage the restoration and rehabilitation of buildings and properties in the specified areas;
2. Maintain and enhance the architectural heritage and character of the specified areas;
3. Encourage investment in Alvinston and Inwood to improve the pedestrian and shopper attractiveness and economic viability of the area and to contribute to the broader community’s economic viability.

To facilitate the above objectives, the plan includes:

1. A Façade Improvement Grant Program comprised of:
 - a grant of up to 50% of the cost of front façade renewal to a maximum of \$2,500;
 - a grant of up to 50% for side and back facades up to a maximum of \$2,000;
 - a grant of up to 50% to replace façade signs & street awnings up to a max of \$2,000.
2. A Tax Incentive Increment Grant Program comprised of:
 - tax relief from the municipal portion of taxes resulting from an increased assessment from redevelopment initiatives;
 - the grant reduces the owner’s municipal tax requirements as a result of the redevelopment so that the increased municipal tax is phased in over 5 years.

Comments:

The Municipality has received an application from Tracey Poelstra (Bake Shop) for the front Façade Improvement Grant Program to consider (eligibility requirements):

1. The property lies within the area covered by the Community Improvement Plan.
2. Tracey Poelstra is the registered owner of the property.
3. The property is not in tax arrears, etc.
4. Tracey Poelstra intends to carry out façade and building improvements.
5. It is the Council’s prerogative whether or not to fund any particular project.
6. There is currently \$5,000 budgeted for the program for the for the current year.

7. The maximum Tracey Poelstra would be eligible for is 50% of the cost of improvements to the front façade to a maximum of \$2,500.

Financial Considerations:

There is \$5,000 budgeted for the Community Improvement Plan Grant for 2023. Any grant approved here would limit the availability of funding for other grant applications for 2023, should any be received.

Relationship to Strategic Plan:

Supports Improvements to the downtown core.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Accounts Payable Listing - July 2023
Meeting: Council - 10 Aug 2023
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file the Accounts Payable Listing for July 2023.

Background:

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

ATTACHMENTS:

[Posted Accounts Payable List - July 2023](#)

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
ASSETS & LIABILITIES					
01-0000-0020	003544 MERREDITH LAST	0083916 REFUND OF WATER DEPOSIT	07/04/2023	07/04/2023	130.30
01-0000-0498	003500 RWAM INSURANCE ADMINISTRATORS INC	JULY2023 RWAM BENEFITS	07/01/2023	07/01/2023	2.68
01-0000-0610	003545 MARY LYNN TRIEST	JULY2023 REFUND	07/12/2023	07/12/2023	90.70
01-0000-2291	002708 RECEIVER GENERAL-DEDUCTIONS	JUNE2023 DEDUCTIONS	07/04/2023	07/04/2023	31,887.03
01-0000-2292	000090 WORKERS SAFETY & INSURANCE BOARD	JUNE2023 WSIB PREMIUM	07/04/2023	07/04/2023	4,835.48
01-0000-2292	000370 MINISTER OF FINANCE -EHT	JUNE2023 EMPLOYER HEALTH TAX	07/04/2023	07/04/2023	2,298.87
		Account Total			7,134.35
01-0000-2426	000018 CLOVER MART	0041 FOOD BANK PURCHASES	07/06/2023	07/06/2023	265.41
01-0000-2426	000018 CLOVER MART	45 FOOD BANK PURCHASES	07/20/2023	07/20/2023	214.35
01-0000-2426	000185 DON MCGUGAN	JULY2023 FOOD BANK PURCHASES	07/04/2023	07/04/2023	1,375.57
		Account Total			1,855.33
		Department Total			41,100.39
LICENCES, PERMITS, RENTS					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	-425.00
		Department Total			-425.00
GOVERNANCE					
01-0240-7303	002598 DAVID FERGUSON	JULY2023 PHONE	07/31/2023	07/31/2023	60.00
01-0240-7306	002598 DAVID FERGUSON	JULY2023 TRAVEL FOR WOOD CHIPPER	07/31/2023	07/31/2023	64.80
01-0240-7325	000279 BMO BANK OF MONTREAL	0502677-2307 AM0 CONFERENCE-D MCCABE	07/06/2023	07/06/2023	966.15
01-0240-7420	003542 AIRD & BERLIS LLP	1345297 INTEGRITY COMMISSIONER	07/19/2023	07/19/2023	11,125.42
		Department Total			12,216.37
COUNCIL SUPPORT					

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	JULY2023 RWAM BENEFITS	07/01/2023	07/01/2023	305.07
01-0241-7117	003503	GREEN SHIELD CANADA	JULY2023 GROUP HEALTH & DENTAL	07/01/2023	07/01/2023	910.96
Account Total						1,216.03
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	60.88
01-0241-7325	000279	BMO BANK OF MONTREAL	0502677-2307 AMCTO CONFERENCE EXPENSES	07/06/2023	07/06/2023	26.07
01-0241-7325	000279	BMO BANK OF MONTREAL	0502677-2307 AMCTO HOTEL	07/06/2023	07/06/2023	638.73
Account Total						664.80
01-0241-7399	000279	BMO BANK OF MONTREAL	0502677-2307 OTHER CHARGES	07/06/2023	07/06/2023	64.34
Department Total						2,006.05
CORPORATE MANAGEMENT						
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	JULY2023 RWAM BENEFITS	07/01/2023	07/01/2023	512.83
01-0250-7117	003503	GREEN SHIELD CANADA	JULY2023 GROUP HEALTH & DENTAL	07/01/2023	07/01/2023	1,111.84
Account Total						1,624.67
01-0250-7301	000018	CLOVER MART	0034 OFFICE SUPPLIES	07/06/2023	07/06/2023	2.99
01-0250-7301	000018	CLOVER MART	0039 OFFICE SUPPLIES	07/06/2023	07/06/2023	6.76
01-0250-7301	000165	MANLEY'S BASICS	1140325 OFFICE SUPPLIES	07/11/2023	07/11/2023	208.45
01-0250-7301	000165	MANLEY'S BASICS	1140819 OFFICE SUPPLIES	07/27/2023	07/27/2023	27.54
01-0250-7301	000100	MCNAUGHTON HOME HARDWARE CENTRE	413541 WATER	07/18/2023	07/18/2023	11.07
Account Total						256.81
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	53.11
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	156.75
01-0250-7303	003464	FIBERNETICS CORPORATION	644979 PHONE CHARGES	07/04/2023	07/04/2023	62.15
Account Total						272.01

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR349015 PHOTOCOPIER MAINTENANCE CONTRA	07/06/2023	07/06/2023	92.03
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	446737-1 POSTAGE - OMAFRA	07/14/2023	07/14/2023	14.24
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	456407 OFFICE POSTAGE	07/27/2023	07/27/2023	519.80
		Account Total			534.04
01-0250-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAP	0084349 WATER & SEWER	07/04/2023	07/04/2023	169.70
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20853 IT SUPPORT	07/06/2023	07/06/2023	176.57
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20887 IT LICENCING & SUPPORT	07/11/2023	07/11/2023	511.16
01-0250-7310	003264 REDCHAIR	4235 WEBSITE HOSTING	07/06/2023	07/06/2023	169.50
		Account Total			857.23
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	105503 MATS	07/06/2023	07/06/2023	49.15
01-0250-7340	000112 NUTECH PEST SERVICES	11245 PEST CONTROL	07/04/2023	07/04/2023	47.46
		Account Total			96.61
		Department Total			3,903.10

FIRE STATION - ALVINSTON

01-0411-7120	003125 TALBOT UNIFORMS	326261 STATION WEAR	07/11/2023	07/11/2023	1,043.71
01-0411-7120	003125 TALBOT UNIFORMS	329753 UNIFORMS	07/14/2023	07/14/2023	114.88
01-0411-7120	003125 TALBOT UNIFORMS	330852 UNIFORMS	07/31/2023	07/31/2023	108.17
01-0411-7120	002873 UNIFORM UNIFORMS / 835090 ONTATIO LTD	53594 UNIFORMS	07/06/2023	07/06/2023	310.75
		Account Total			1,577.51
01-0411-7150	002127 SCOTT AUTO WRECKERS	2582 TRAINING EXPENSES	07/31/2023	07/31/2023	339.00
01-0411-7150	000163 STEVE KNIGHT	JULY2023 EXPENSES	07/04/2023	07/04/2023	124.73
01-0411-7150	000163 STEVE KNIGHT	JULY2023 EXPENSES	07/04/2023	07/04/2023	15.35
01-0411-7150	000163 STEVE KNIGHT	JULY2023 EXPENSES	07/04/2023	07/04/2023	14.90
		Account Total			493.98

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0411-7175	000279 BMO BANK OF MONTREAL	0502677-2307 BFR APPRECIATION PIZZA	07/06/2023	07/06/2023	284.52
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	53.11
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	60.66
Account Total					113.77
01-0411-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0084256 WATER & SEWER	07/04/2023	07/04/2023	169.70
01-0411-7340	003364 R & C CLEANING	06-2023 FIREHALL CLEANING	07/20/2023	07/20/2023	140.00
01-0411-7345	003232 CANADIAN IPG CORPORATION	00538038 BI ANNUAL SERVICE	07/31/2023	07/31/2023	791.00
01-0411-7345	003232 CANADIAN IPG CORPORATION	CORSE-00535964 SBICA COMPRESSOR & FILL STATION	07/04/2023	07/04/2023	328.83
01-0411-7345	003232 CANADIAN IPG CORPORATION	CORSE-00536052 SBA COMPRESSOR & FILL STATION	07/04/2023	07/04/2023	300.58
01-0411-7345	003232 CANADIAN IPG CORPORATION	CORSE-00536648 COMPRESSOR MAINTENANCE SUPP	07/27/2023	07/27/2023	298.32
Account Total					1,718.73
Department Total					4,498.21
POLICE					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2404 MONTHLY POLICING	07/01/2023	07/01/2023	32,575.07
Department Total					32,575.07
PROTECTIVE INSPECTION & CONTROL					
01-0440-7470	002223 COUNTY OF LAMBTON	37657 BUILDING PERMITS	07/13/2023	07/13/2023	2,470.00
01-0440-7470	002223 COUNTY OF LAMBTON	37657 BUILDING PERMITS	07/13/2023	07/13/2023	233.40
Account Total					2,703.40
01-0440-7472	003467 J.S.G. ANIMAL REMOVAL	23391 ANIMAL CONTROL	07/06/2023	07/06/2023	452.00
Department Total					3,155.40
EMERGENCY MEASURES					
01-0450-7331	002223 COUNTY OF LAMBTON	37719 911 SIGNS	07/31/2023	07/31/2023	58.00
Department Total					58.00

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
RUP - GRAVEL PATCH						
01-0516-7401	000152	MCKENZIE & HENDERSON LTD.	0000042010 MAINTENANCE DOLOMITE	07/27/2023	07/27/2023	60,258.47
01-0516-7401	000152	MCKENZIE & HENDERSON LTD.	0000042011 MAINTENANCE DOLOMITE	07/27/2023	07/27/2023	76,158.86
01-0516-7401	000152	MCKENZIE & HENDERSON LTD.	0000042012 MAINTENANCE DOLOMITE	07/27/2023	07/27/2023	71,391.50
01-0516-7401	000152	MCKENZIE & HENDERSON LTD.	0000042013 MAINTENANCE DOLOMITE	07/27/2023	07/27/2023	19,209.58
Account Total						227,018.41
Department Total						227,018.41
RUP - DUST CONTROL						
01-0518-7401	003022	LAMBTON SCIENTIFIC	39169 DUST CONTROL TESTING	07/19/2023	07/19/2023	350.30
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336095 DUST FIGHTER	07/20/2023	07/20/2023	3,039.01
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336096 DUST FIGHTER	07/20/2023	07/20/2023	3,036.04
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336097 DUST FIGHTER	07/20/2023	07/20/2023	3,036.04
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336098 DUST FIGHTER	07/20/2023	07/20/2023	3,036.04
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336099 DUST FIGHTER-BRINE	07/19/2023	07/19/2023	6,075.05
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336100 DUST FIGHTER	07/27/2023	07/27/2023	3,036.04
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336101 DUST FIGHTER	07/19/2023	07/19/2023	6,075.05
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336102 DUST FIGHTER	07/19/2023	07/19/2023	6,075.05
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336103 DUST FIGHTER	07/19/2023	07/19/2023	6,075.05
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336104 DUST FIGHTER	07/19/2023	07/19/2023	6,075.05
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336105 DUST FIGHTER	07/19/2023	07/19/2023	6,072.08
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336501 DUST FIGHTER	07/20/2023	07/20/2023	3,036.04
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336502 DUST FIGHTER	07/20/2023	07/20/2023	3,036.04
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336503 DUST FIGHTER	07/20/2023	07/20/2023	3,036.04
01-0518-7401	002463	DEN-MAR BRINES LIMITED	D0336504 DUST FIGHTER	07/20/2023	07/20/2023	3,036.04

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0518-7401	002463 DEN-MAR BRINES LIMITED	D0336505 DUST FIGHTER	07/27/2023	07/27/2023	3,036.04
01-0518-7401	002463 DEN-MAR BRINES LIMITED	D0337035 DUST FIGHTER	07/27/2023	07/27/2023	2,952.78
01-0518-7401	002463 DEN-MAR BRINES LIMITED	D0337036 DUST FIGHTER	07/27/2023	07/27/2023	3,015.22
01-0518-7401	002463 DEN-MAR BRINES LIMITED	D0337037 DUST FIGHTER	07/27/2023	07/27/2023	3,036.04
01-0518-7401	002463 DEN-MAR BRINES LIMITED	D0337041 DUST FIGHTER	07/27/2023	07/27/2023	3,036.04
01-0518-7401	002463 DEN-MAR BRINES LIMITED	D0337042 DUST FIGHTER	07/27/2023	07/27/2023	3,036.04
01-0518-7401	002463 DEN-MAR BRINES LIMITED	D0337123 DUST FIGHTER	07/27/2023	07/27/2023	2,370.98
				Account Total	84,608.10
				Department Total	84,608.10

RT&M - SIGNS

01-0550-7301	000191 CEDAR SIGNS	INV2023/2448 ROAD SIGNS FOR LASALLE	07/04/2023	07/04/2023	320.58
01-0550-7401	002838 ADVANTAGE DATA COLLECTION	2142 SIGN TESTING	07/27/2023	07/27/2023	4,237.50
				Department Total	4,558.08

RT&M - INTERSECTION LIGHTING

01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0723 HYDRO	07/04/2023	07/04/2023	21.13
				Department Total	21.13

OVERHEAD

01-0560-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	JULY2023 RWAM BENEFITS	07/01/2023	07/01/2023	917.10
01-0560-7117	003503 GREEN SHIELD CANADA	JULY2023 GROUP HEALTH & DENTAL	07/01/2023	07/01/2023	1,312.72
				Account Total	2,229.82
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	105505 COVERALLS	07/06/2023	07/06/2023	210.18
01-0560-7125	003458 CARTER COVEMAERKER	6357840 WORKBOOTS	07/04/2023	07/04/2023	200.00
				Account Total	410.18
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	219.07

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	125.58
		Account Total			344.65
01-0560-7304	000279 BMO BANK OF MONTREAL	0502677-2307 VEHICLE PHONE HOLDER	07/06/2023	07/06/2023	60.66
01-0560-7304	000279 BMO BANK OF MONTREAL	0502677-2307 TRADE SHOW LUNCH	07/06/2023	07/06/2023	155.75
01-0560-7304	000112 NUTECH PEST SERVICES	11247 PEST CONTROL	07/06/2023	07/06/2023	47.46
01-0560-7304	003136 NAPA GLENCOE	130-531042 HYDRALIC OIL FOR MACHINES	07/27/2023	07/27/2023	1,016.99
01-0560-7304	003052 CHERYL BEAUGRAND	JULY2023 VEHICLE INSPECTION BOOKS	07/31/2023	07/31/2023	112.89
		Account Total			1,393.75
01-0560-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0083998 WATER	07/04/2023	07/04/2023	103.46
01-0560-7307	002734 THE INDEPENDENT	12847 ADVERTISING	07/27/2023	07/27/2023	113.00
01-0560-7310	000131 BEARCOM CANADA CORP	5579815 GPS	07/06/2023	07/06/2023	335.61
01-0560-7398	000074 MACKENZIE OIL LIMITED	R 1045 FUEL	07/12/2023	07/12/2023	3,219.14
		Department Total			8,149.61
21 Dodge RAM 4 x 4 pickup					
01-0621-7370	000074 MACKENZIE OIL LIMITED	R1442 FUEL	07/19/2023	07/19/2023	434.80
		Department Total			434.80
19 FORD 4x4 PICKUP					
01-0622-7370	000074 MACKENZIE OIL LIMITED	R1442 FUEL	07/19/2023	07/19/2023	434.80
		Department Total			434.80
MASSEY LOADER 50C					
01-0632-7370	000074 MACKENZIE OIL LIMITED	0137202 FUEL	07/19/2023	07/19/2023	100.00
		Department Total			100.00
KUBOTA TRACTOR					
01-0633-7370	000074 MACKENZIE OIL LIMITED	0137202 FUEL	07/19/2023	07/19/2023	150.00

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
Department Total						150.00
STREET LIGHTING - INWOOD						
01-0752-7306	000014	HYDRO ONE NETWORKS INC.	6752-0723 HYDRO	07/04/2023	07/04/2023	585.57
01-0752-7345	002991	BLUEWATER POWER SERVICES CORP	90065841 STREET LIGHT REPAIR	07/27/2023	07/27/2023	703.17
Department Total						1,288.74
SANITARY SEWER SYSTEM						
01-0810-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	149.28
01-0810-7432	003076	DOWLER KARN	1631371 PROPANE FOR GENERATOR	07/25/2023	07/25/2023	1,222.80
01-0810-7455	000124	ONTARIO CLEAN WATER AGENCY - EFT	INV00000033157 OPERATION CONTRACT	07/11/2023	07/11/2023	9,354.39
Department Total						10,726.47
INWOOD SEWER SYSTEM						
01-0811-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	49.76
Department Total						49.76
WATERWORKS SYSTEM						
01-0830-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	49.76
01-0830-7432	003270	WOLSELEY CANADA INC	3476685 FAIRBOARDS WATER METER	07/06/2023	07/06/2023	1,156.84
01-0830-7432	002823	KT EXCAVATING	INV-0631 WATER MAIN REPAIRS	07/25/2023	07/25/2023	2,226.10
Account Total						3,382.94
01-0830-7455	000124	ONTARIO CLEAN WATER AGENCY - EFT	INV00000033157 OPERATION CONTRACT	07/11/2023	07/11/2023	8,337.11
Department Total						11,769.81
WASTE COLLECTION						
01-0840-7480	000026	BLUEWATER RECYCLING ASSOC.	27048 JULY WASTE COLLECTION	07/06/2023	07/06/2023	7,121.76
Department Total						7,121.76
RECYCLING						

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0860-7480	000026 BLUEWATER RECYCLING ASSOC.	27091 Q3 RECYCLING	07/07/2023	07/07/2023	21,102.27
Department Total					21,102.27
HOSPITALS					
01-1020-7683	002574 CENTRAL LAMBTON RECRUITMENT COMMITTEE	JULY2023 DOCTOR RECRUITMENT DONATION	07/27/2023	07/27/2023	300.00
Department Total					300.00
CEMETERIES					
01-1040-7683	000328 ST. JAMES CEMETERY	JULY2023 CEMETERY DONATION	07/06/2023	07/06/2023	150.00
01-1040-7683	002270 MOUNT CARMEL CEMETERY BOARD	JULY2023 YEARLY GRANT	07/06/2023	07/06/2023	150.00
01-1040-7683	002351 SAUNDERS CEMETERY	JULY2023 YEARLY GRANT	07/06/2023	07/06/2023	150.00
Account Total					450.00
Department Total					450.00
ALVINSTON COMMUNITY CENTRE					
01-1635-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	JULY2023 RWAM BENEFITS	07/01/2023	07/01/2023	610.48
01-1635-7117	003503 GREEN SHIELD CANADA	JULY2023 GROUP HEALTH & DENTAL	07/01/2023	07/01/2023	1,366.44
Account Total					1,976.92
01-1635-7125	003136 NAPA GLENCOE	130-530055 SAFETY GLASSES/HEARING PROTECT	07/19/2023	07/19/2023	122.93
01-1635-7301	000279 BMO BANK OF MONTREAL	0502677-2307 BUSINESS CARDS	07/06/2023	07/06/2023	37.28
01-1635-7301	000279 BMO BANK OF MONTREAL	0502677-2307 ANNUAL FEE	07/06/2023	07/06/2023	25.00
Account Total					62.28
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	65.36
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0723 PHONE & INTERNET SERVICE	07/06/2023	07/06/2023	79.66
01-1635-7303	003464 FIBERNETICS CORPORATION	644979 PHONE CHARGES	07/04/2023	07/04/2023	33.84
Account Total					178.86
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0084423 WATER & SEWER	07/04/2023	07/04/2023	685.87

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1635-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0084424 WATER & SEWER	07/04/2023	07/04/2023	330.12
		Account Total			1,015.99
01-1635-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20853 IT SUPPORT	07/06/2023	07/06/2023	423.74
01-1635-7330	000100 MCNAUGHTON HOME HARDWARE CENTRE	411817 SUPPLIES	07/19/2023	07/19/2023	72.30
01-1635-7340	002357 SOUTHWEST DOORS & HARDWARE	00103962 REPAIRS TO AUTO DOOR OPENERS	07/19/2023	07/19/2023	4,808.15
01-1635-7340	000112 NUTECH PEST SERVICES	11246 PEST CONTROL	07/19/2023	07/19/2023	47.46
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	14287 WASTE DISPOSAL	07/19/2023	07/19/2023	295.00
01-1635-7340	002599 SPRIET ASSOCIATES	23-0297 ARENA STRUCTURAL INSPECTION	07/27/2023	07/27/2023	3,496.62
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	381685 DISHWASHER SOAP/SHOP TOOLS	07/20/2023	07/20/2023	362.68
01-1635-7340	000167 BLACK & MCDONALD LIMITED	43-1503592 REPAIR BRINE TEMP ISSUE	07/27/2023	07/27/2023	338.84
		Account Total			9,348.75
01-1635-7341	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT58433C LINE CREDIT	07/06/2023	07/06/2023	-29.30
01-1635-7343	000074 MACKENZIE OIL LIMITED	0137202 FUEL	07/19/2023	07/19/2023	120.02
01-1635-7343	000104 JOHNSTON BROS. (BOTHWELL) LTD.	189946 CHIPS/DUST FOR BALL DIAMONDS	07/27/2023	07/27/2023	464.01
		Account Total			584.03
01-1635-7372	003546 SOS SMALL ENGINES/SOUTHERN ONTARIO S	11841 CORD TRIMMER HEADS	07/27/2023	07/27/2023	138.82
01-1635-7372	000170 HAYTER PLUMBING & HEATING LTD	254689-32591 REPAIR UPPER HALL STOVE	07/27/2023	07/27/2023	383.93
01-1635-7372	000074 MACKENZIE OIL LIMITED	329714 REPLACE FUEL NOZZLE	07/12/2023	07/12/2023	191.89
01-1635-7372	000168 WATFORD AUTO PARTS	5329-270071 OIL FILTER FOR KUBOTA	07/20/2023	07/20/2023	39.71
01-1635-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER EC	IR26609 LAWNMOWER BLADES	07/19/2023	07/19/2023	110.41
01-1635-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER EC	IR26621 KUBOTA PARTS	07/31/2023	07/31/2023	43.09
01-1635-7372	003210 SOUTHPOINT EQUIPMENT/CL BENNINGER EC	IR26896 KUBOTA PARTS	07/31/2023	07/31/2023	81.26

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
				Account Total	989.11
01-1635-7381	002322 CANADIAN IPG CORPORATION	CORUN-00536947 CUPS/MISC BAR SUPPLIES	07/27/2023	07/27/2023	427.76
01-1635-7383	002841 KERN WATER SYSTEMS INC.	158752 ICE	07/19/2023	07/19/2023	185.50
01-1635-7383	002841 KERN WATER SYSTEMS INC.	159360 ICE	07/27/2023	07/27/2023	94.50
01-1635-7383	002841 KERN WATER SYSTEMS INC.	159496 ICE	07/27/2023	07/27/2023	367.50
				Account Total	647.50
01-1635-7384	000100 MCNAUGHTON HOME HARDWARE CENTRE	415098 DISHWASHER SOAP	07/27/2023	07/27/2023	58.74
				Department Total	15,879.61
INWOOD COMMUNITY CENTER					
01-1639-7399	002214 GERBER ELECTRIC LTD	00027231 PLUMBING INWOOD BOOTH	07/27/2023	07/27/2023	323.33
01-1639-7399	000018 CLOVER MART	0040 LIGHTS-INWOOD PAVILION	07/06/2023	07/06/2023	20.27
				Account Total	343.60
				Department Total	343.60
ALVINSTON LIBRARY					
01-1641-7306	000125 MUNICIPALITY OF BROOKE-ALVINSTON - PAF	0084355 WATER & SEWER	07/04/2023	07/04/2023	169.70
01-1641-7340	003364 R & C CLEANING	JUN-2023 LIBRARY CLEANING	07/18/2023	07/18/2023	700.00
				Department Total	869.70
CANADA DAY					
01-1645-7307	002734 THE INDEPENDENT	12847 ADVERTISING	07/27/2023	07/27/2023	226.00
				Department Total	226.00
PLANNING & ZONING					
01-1810-7101	003114 CHRISTA SAWYER	JULY2023 COA	07/11/2023	07/11/2023	100.00
01-1810-7101	003427 SIMON LEE	JULY2023 COA	07/11/2023	07/11/2023	100.00
01-1810-7101	003520 KEN MCGUGAN	JULY2023 COA	07/11/2023	07/11/2023	100.00
				Account Total	300.00

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-1810-7307	002734 THE INDEPENDENT	12847 ADVERTISING	07/27/2023	07/27/2023	113.00
			Department Total		413.00
COMMERCIAL & INDUSTRIAL					
01-1820-7399	003063 ACE COUNTRY & GARDEN / 1040721 ONTARIO	170259 FERTILIZER FOR FLOWER BASKETS	07/19/2023	07/19/2023	146.89
			Department Total		146.89
TILE DRAINAGE					
01-1850-7210	000279 BMO BANK OF MONTREAL	0502677-2307 TILE LOAN INTEREST	07/06/2023	07/06/2023	29.40
			Department Total		29.40
BROOKE FIRE - ALVINSTON STATION					
20-0411-8002	000021 M & L SUPPLY / 3635112 CANADA INC.	017512 SCBA CYLINDERS	07/20/2023	07/20/2023	16,713.15
			Department Total		16,713.15
MAJOR CULVERT REPLACEMENTS					
20-0513-7431	000101 B.M. ROSS AND ASSOCIATES LIMITED	24733 FOREST & LASALLE #60 CULVERT	07/04/2023	07/04/2023	11,990.09
			Department Total		11,990.09
SEWERS - INWOOD					
20-0810-7402	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000251904 CAPITAL WORK	07/19/2023	07/19/2023	874.62
			Department Total		874.62
SEWAGE TREATMENT PLANT					
20-0811-8050	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000251166 SEWAGE UPGRADES-CAPITAL WORK	07/06/2023	07/06/2023	5,199.13
			Department Total		5,199.13
COMMUNITY CENTRE					
20-1635-8012	003419 MSA SAFETY SALES	963349067 CO DETECTORS	07/27/2023	07/27/2023	5,647.74
20-1635-8020	000041 DELTA POWER EQUIPMENT	42374 NEW HUSTLER LAWNMOWER	07/19/2023	07/19/2023	22,826.00
			Department Total		28,473.74
MUNICIPAL DRAINS - CONSTRUCTION					
20-2800-7401	000113 R DOBBIN ENGINEERING INC	117.23 THOMPSON DRAIN N & S	07/06/2023	07/06/2023	3,135.75

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
20-2800-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	874 MCEACHERN DRAIN	07/04/2023	07/04/2023	71,679.22
Account Total					74,814.97
Department Total					74,814.97
<u>MUNICIPAL DRAINS - MAINTENANCE</u>					
20-2900-7401	002840 JLH EXCAVATING INC.	E11938 PARKER LUCAS HB	07/21/2023	07/21/2023	35.92
20-2900-7401	002840 JLH EXCAVATING INC.	E13343 HUSTLER DRAIN HB	07/21/2023	07/21/2023	1,645.71
20-2900-7401	002823 KT EXCAVATING	INV-0590 TAIT/SWARTZ DRAIN	07/12/2023	07/12/2023	412.45
20-2900-7401	002823 KT EXCAVATING	INV-0622 TAIT/SWARTZ DRAIN	07/12/2023	07/12/2023	1,472.39
20-2900-7401	002823 KT EXCAVATING	INV-0627 CHANYI DRAIN	07/12/2023	07/12/2023	3,393.28
Account Total					6,959.75
Department Total					6,959.75
Total Paid Invoices					640,334.28
Total Unpaid Invoices					-29.30
Total Invoices					640,304.98

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

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

01-0000	ASSETS & LIABILITIES	41,100.39
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	12,216.37
01-0241	COUNCIL SUPPORT	2,006.05
01-0250	CORPORATE MANAGEMENT	3,903.10
01-0411	FIRE STATION - ALVINSTON	4,498.21
01-0420	POLICE	32,575.07
01-0440	PROTECTIVE INSPECTION & CONTROL	3,155.40
01-0450	EMERGENCY MEASURES	58.00
01-0516	RUP - GRAVEL PATCH	227,018.41
01-0518	RUP - DUST CONTROL	84,608.10
01-0550	RT&M - SIGNS	4,558.08
01-0551	RT&M - INTERSECTION LIGHTING	21.13
01-0560	OVERHEAD	8,149.61
01-0621	21 Dodge RAM 4 x 4 pickup	434.80
01-0622	19 FORD 4x4 PICKUP	434.80
01-0632	MASSEY LOADER 50C	100.00
01-0633	KUBOTA TRACTOR	150.00
01-0752	STREET LIGHTING - INWOOD	1,288.74
01-0810	SANITARY SEWER SYSTEM	10,726.47
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	11,769.81
01-0840	WASTE COLLECTION	7,121.76
01-0860	RECYCLING	21,102.27
01-1020	HOSPITALS	300.00
01-1040	CEMETERIES	450.00
01-1635	ALVINSTON COMMUNITY CENTRE	15,879.61
01-1639	INWOOD COMMUNITY CENTER	343.60
01-1641	ALVINSTON LIBRARY	869.70
01-1645	CANADA DAY	226.00
01-1810	PLANNING & ZONING	413.00
01-1820	COMMERCIAL & INDUSTRIAL	146.89
01-1850	TILE DRAINAGE	29.40
20-0411	BROOKE FIRE - ALVINSTON STATION	16,713.15
20-0513	MAJOR CULVERT REPLACEMENTS	11,990.09
20-0810	SEWERS - INWOOD	874.62
20-0811	SEWAGE TREATMENT PLANT	5,199.13
20-1635	COMMUNITY CENTRE	28,473.74
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	74,814.97
20-2900	MUNICIPAL DRAINS - MAINTENANCE	6,959.75

Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 07/01/2023 to 07/31/2023 Paid Invoices Cheque Date 07/01/2023 to 07/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
				Report Total	640,304.98



Council Staff Report

To: Mayor Ferguson and Council
Subject: Fire Chiefs Quarterly Report
Meeting: Council - 10 Aug 2023
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation:

Fire Chiefs Quarterly Report - Receive and file

Background:

Quarterly Brooke Fire Rescue activity report

Comments:

**Brooke Fire Rescue – Council Report – Thursday August 10, 2023
 Period from May 3 – July 19, 2023**

1. Emergency Responses - January 21 – July 19, 2023 Appendix 1

19 responses

- fire 4
- alarm 5
- medical 7
- MVC 1
- mutual aid 1
- other 1

Response Locations

- Warwick 1
- Enniskillen 0
- BA 16
- DE 2
- SWM 1

2. Training

- BFR training
 - In- station training focus remains on firefighting fundamentals
 - Attendance level is satisfactory with 80% of members above the minimum standard.
 - Pump Operators Training in preparation for the new pumper is being conducted at the regular apparatus and equipment checks through July, August, and September.
- Specialty Training

- NFPA 1002 Pump Operators course – BFR is hosted the Lambton Regional Training Centre course the last 2 weeks in April. One BFR firefighter attended and was successful.
- New Firefighter training course continues as scheduled, one Thursday evening and one Saturday per month. Attendance has been very good.
- NFPA 1072 Hazardous Materials Awareness and NFPA 1072 Hazardous Materials Operations testing results from the OFMEM were received. 12 candidates from BFR attended and 10 were successful in both knowledge and skills. The 2 unsuccessful candidates are permitted to attempt the knowledge tests with the next course in January 2024.
- Lambton EMS conducted 2 training session with 19 Firefighters in attendance. Remaining 12 will complete the training in September / October as scheduled.

3. Personnel

- Attendance at training and truck checks are still good, at 80%
- Brooke Fire at Alvinston Station status is 32 firefighters, includes 1 PT Fire Chief, 1 Station Chief, 1 Training/Safety Officer, 20 Firefighters (including 4 Probationary), 3 Auxiliary and 3 Student Firefighters.

4. Radio System

- [Changes to the radio dispatch centre for the fire services in Lambton County are moving ahead](#) and will likely take effect in September 2023

5. Fire Prevention and Public Education / Inspections

- Public Educator Rachel Bryans attended the 2-day Operation Safer conference in Vaughn promoting Fire Safety in Ontario.
- Upcoming events are planned for the Alvinston and Inwood Library in July and August, the “test your smoke alarm” day on September 28th and other events planned for Fire Prevention week including an Open House at the Alvinston Fire Hall on October 7th.
- Assisted the Lambton Rural Child Care with their Fire Safety Plan for use of the BAICC while repairs to the roof at Brooke Central School are completed over the summer.

6. Pumper 3 Replacement

- Anticipated delivery in late August 2023.
- A ‘push in’ ceremony will be held in October during the Fire Prevention Week Open House.

7. Equipment

- Annual SCBA bench testing scheduled for August 31st
- Additional 10 SCBA cylinders have arrived and are in service

8. Fire Committee Meeting

- The Fire Committee met at the Alvinston Fire Station on Tuesday July 25th.
- This report was presented to the committee, and the focus was the Fire Chiefs report on changes to the Fire Service Agreement previously presented to Brooke-Alvinston Council. The council had no objections to the recommendations in the revised bylaw.

- An edited version of the amendments was provided to Dawn-Euphemia and Southwest Middlesex for review prior to the meeting on July 19th and is included in Appendix 2.
- Neither representatives from Dawn Euphemia or Southwest Middlesex had comments on the changes to the Bylaw changes at the meeting. Each municipality will report to their council on the changes suggested in the agreement as stated in the bylaw and are to return with comments, concerns, or additional changes, and Brooke-Alvinston staff will follow up with each municipality.

9. Financial Considerations

•Brooke Fire Rescue – Council Report – Thursday August 10, 2023

Period from May 3 – July 19, 2023

1. Emergency Responses - January 21 – July 19, 2023 Appendix 1

19 responses

- fire 4
- alarm 5
- medical 7
- MVC 1
- mutual aid 1
- other 1

Response Locations

- Warwick 1
- Enniskillen 0
- BA 16
- DE 2
- SWM 1

2. Training

BFR training

- In- station training focus remains on firefighting fundamentals
- Attendance level is satisfactory with 80% of members above the minimum standard.
- Pump Operators Training in preparation for the new pumper is being conducted at the regular apparatus and equipment checks through July, August, and September.
-

Specialty Training

- NFPA 1002 Pump Operators course – BFR is hosted the Lambton Regional Training Centre course the last 2 weeks in April. One BFR firefighter attended and was successful.
- New Firefighter training course continues as scheduled, one Thursday evening and one Saturday per month. Attendance has been very good.
- NFPA 1072 Hazardous Materials Awareness and NFPA 1072 Hazardous Materials Operations testing results from the OFMEM were received. 12 candidates from BFR attended and 10 were successful in both knowledge and skills. The 2 unsuccessful candidates are permitted to attempt the knowledge tests with the next course in January 2024.
- Lambton EMS conducted 2 training session with 19 Firefighters in attendance. Remaining 12 will complete the training in September / October as scheduled.

3. Personnel

- Attendance at training and truck checks are still good, at 80%
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9. Financial Considerations

- All purchasing through budgeted funds.

Financial Considerations:

All purchasing through budgeted funds.

Relationship to Strategic Plan:

In accordance with th BFR Startegic Operating Plan

ATTACHMENTS:

[Aug 10 Council - Appendix 1](#)

Appendix 1 – Call Data – April 1 – July 19, 2023

BFR Response Data 2023 - April - July												
firepro response number	date	BFR file number	address	type of response	fire area	former dept sub area	time of day	number of responders	chute time	response time	distance from fire hall (km)*	total response time
23-011	apr 1	23-017	1601 cairo rd	medical assist	DE	DE	16:21	12	2:54	8:55	9 min (13.1 km)	11:49
23-012	apr 4	23-018	7989 Brooke line	alarm	BA	Alvinston	20:06	9	2:00	3:00	3 min (3 km)	5:00
23-013	apr 12	23-019	8241 gardner trail	medical assist	BA	Alvinston	9:11	9	3:20	5:43	6 min (5.1 km)	9:03
23-014	apr 16	23-020	8467 shiloh line	MVC	BA	Alvinston	01:48	14	4:28	4:27	4 min (3.7 km)	8:55
23-015	apr 16	23-021	5768 nauvoor rd	mutual aid	warwick	watford	22:04	17	1:34	9:53	13 min (17.4 km)	11:07
23-016	apr 16	23-022	7485 shiloh line	field fire	BA	Alvinston	13:41	18	4:17	3:13	3 min (4 km)	7:30
23-017	apr 26	23-023	2839 cameron rd	medical assist	BA	Alvinston	18:20	13	2:59	3:56	4 min (3.9 km)	6:55
23-018	may 9	23-024	7989 Brooke line	wash down	BA	Alvinston	13:08	4	4:31	3:33	3 min (3 km)	8:04
23-019	may 18	23-025	7989 Brooke line	alarm	BA	Alvinston	17:57	12	3:14	2:10	3 min (3 km)	5:24
23-020	may 30	23-026	3247 river st	medical assist	BA	Alvinston	01:58	8	5:32	2:10	2 min (1 km)	7:42
23-021	may 30	23-027	3247 river st	medical assist	BA	Alvinston	16:10	7	2:29	2:40	2 min (1 km)	5:09
23-022	may 31	23-028	3232 park st	transformer fire	BA	Inwood	14:32	9	3:12	9:34	9 min (11.4 km)	12:46
23-023	june 4	23-029	3247 river st	alarm	BA	Alvinston	19:25	15	4:12	1:50	2 min (1 km)	6:02
23-024	june 17	23-030	3115 river st	alarm	BA	Alvinston	10:36	14	1:59	3:04	3 min (1.9 km)	5:03
23-025	june 23	23-031	3247 river st	medical assist	BA	Alvinston	17:59	8	3:49	1:16	2 min (1 km)	5:05
23-026	july 1	23-032	8477 shiloh line	alarm	SWM	Alvinston	21:54	6	2:31	8:16	4 min (4 km)	10:47
23-027	july 4	23-033	1601 cairo rd	vehicle fire	DE	Alvinston	01:32	14	4:29	7:22	9 min (13.1 km)	11:51
23-028	july 15	23-034	8241 gardner trail	medical assist	BA	Alvinston	07:27	13	6:52	4:49	6 min (5.1 km)	11:41
23-029	july 19	23-035	7113 petroila line	field fire	BA	Inwood	15:32	10	8:50	4:23	8 min (11.3 km)	13:13
* from Google maps			19 responses		fire area							
			fire	4	Warwick	1						
			alarm	5	Ennis Killen	0						
			medical	7	BA	16						
			MVC	1	DE	2						
			mutual aid	1	SWM	1						
			other	1								



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Requests from the Brooke-Alvinston Ag Society
Meeting: Council - 10 Aug 2023
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston declares the Brooke-Alvinston-Watford Fall Fair being held September 29-October 1, 2023 as an event of municipal significance and acknowledges that the Brooke-Alvinston Agricultural Society will be applying for a Special Occasion Permit (SOP) for the Brooke-Alvinston-Inwood Community Centre Complex / Pavilion / Grounds at 3310 Walnut Street; and that

The Council of the Municipality of Brooke-Alvinston waive section 3.9 of By-law 37 of 2021 to allow noise to extend to 2 a.m. during the 2023 Fall Fair weekend.

And that the Brooke-Alvinston Ag Society be allowed to use an off road vehicle on the BAICCC grounds during the Fall Fair weekend and for fair purposes only; and that it be noted that the Fair Entertainment will be on the grounds from Sept. 28-2023 to Oct. 2, 2023

Background:

The Brooke-Alvinston-Watford Fall Fair will be held in the regular fall weekend of September 29 - October 2, 2023. A special occasion permit is required and the Fall Fair has routinely been declared an event of municipal significance due to the nature of the event.

Comments:

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

Financial Considerations:

There are no financial considerations associated with this report.

ATTACHMENTS:

[Fair Notification 2023 municipality](#)

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

Attention: Janet Denkers

The Brooke & Alvinston Agricultural Society in conjunction with the Brooke, Alvinston, and Watford Fall Fair will be holding a dance at the Brooke Alvinston Inwood Community Centre on Saturday September 30, 2023 from 8p.m. to 2a.m. As well we will operate a refreshment area outdoors / indoors on Friday September 29, 2023 from 3p.m. to 2a.m. and on Sunday, October 1, 2023 from 12:00 noon to 8p.m.

We would also ask permission to wave the Noise bylaw, Camping bylaw, ATV and Golf cart bylaw for the Community Centre grounds from September 28, 2023 to October 2, 2023.

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

If more information on these events is required please contact Burton McKinlay at 519-847-1111 or John Bryans at 519-898-5374

Respectfully Yours

Burton McKinlay

Burton McKinlay
President
Brooke-Alvinston Agricultural Society

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

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

BY-LAW NUMBER xx of 2023

**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 “Benner Duffy Drain” 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. and a copy of the report dated May 29, 2023 is attached hereto and forms part of this by-law;

AND WHEREAS the estimated cost of constructing the drainage works is \$33,083.00;

AND WHEREAS \$1,239.00 is the amount to be contributed by the Municipality for construction of the drainage works;

AND WHEREAS \$33,083.00 is being assessed in the Municipality of Brooke-Alvinston in the County of Lambton

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 May 29, 2023 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 \$33,083.00, 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 \$1,239.00 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 "Benner Duffy Drain By-law".

FIRST READING _____, 2023

SECOND READING _____, 2023

Provisionally adopted this _____ day of _____, 2023.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

THIRD READING _____, 2023.

Enacted this _____ day of _____, 2023.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

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

BY-LAW NUMBER xx of 2023

**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 “Morwood Petition Drain” 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. and a copy of the report dated June 8, 2023 is attached hereto and forms part of this by-law;

AND WHEREAS the estimated cost of constructing the drainage works is \$54,301.00;

AND WHEREAS \$1,069.00 is the amount to be contributed by the Municipality for construction of the drainage works;

AND WHEREAS \$54,301.00 is being assessed in the Municipality of Brooke-Alvinston in the County of Lambton

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 June 8, 2023 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 \$54,301.00, 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 \$1,069.00 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 "Morwood Petition Drain By-law".

FIRST READING _____, 2023

SECOND READING _____, 2023

Provisionally adopted this _____ day of _____, 2023.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

THIRD READING _____, 2023.

Enacted this _____ day of _____, 2023.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator