



# AGENDA

## Council Meeting

4:30 PM - Thursday, September 14, 2023  
Municipal Office

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## 9. NEW BUSINESS

9.1.	Notice of Motion - Councillor Nemcek  That Brooke-Alvinston request the St. Clair Region Conservation Authority take demolition of 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. This should include: 1) clarification of the legislative and financial accountability for the maintenance and restoration of Campbell House (any pending MOU between 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 to complete most urgent repairs to Campbell House, as well as a ten-year plan for full restoration and ongoing maintenance.	
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**10. CLOSED SESSION**

**11. RISE AND REPORT**

**12. BY-LAW CONFIRMING PROCEEDINGS**

- 12.1. By-law 44 of 2023 - Confirming By-law

**13. ADJOURNMENT**



# MINUTES

## Council Meeting

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

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, August 10, 2023, at 4:30 PM, in the Municipal Office, with the following members present:

- Council Present:** Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Don McCabe, and Councillor Jenny Redick
- Staff Present:** Clerk Administrator Janet Denkers, Treasurer Stephen Ikert, Fire Chief Steve Knight, Parks and Recreation Manager Greg Thornicroft, and Engineer Ray Dobbin
- Regrets:** Councillor Craig Sanders and Public Works Superintendent Jamie Butler

### 1 CALL TO ORDER

The meeting was called to order at 4:30 pm

### 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 27, 2023

#### **RESOLUTION-2023-271**

Councillor Jenny Redick made a motion that the meeting minutes of July 27, 2023 be approved as amended. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

### 4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

### 5 DELEGATIONS & TIMED EVENTS

- a) Consideration of the Benner Duffy Drain

Members of the public assessed on the drain were: David Dell and Dave McKellar

#### **RESOLUTION-2023-272**

Councillor Jenny Redick made a motion that Council discuss the Benner Duffy Drain report. Councillor Don McCabe seconded the motion.

**Carried**

#### **RESOLUTION-2023-273**

Deputy Mayor Frank Nemcek made a motion that the report on the Benner Duffy Drain be adopted. Councillor Jenny Redick seconded the motion.

**Carried**



b) Consideration of the Morwood Petition Drain

Members of the public present that are assessed on the drain were: Earl Morwood. Randy Molzan and Bob Van Damme provided comments in advance.

**RESOLUTION-2023-274**

Councillor Jenny Redick made a motion that Council discuss the Morwod Petition Drain report. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**RESOLUTION-2023-275**

Councillor Jenny Redick made a motion that the report on the Morwood Petition Drain be adopted. Councillor Don McCabe seconded the motion.

**Carried**

c) Bakertilly - Presentation of the 2022 Audited Financial Statements

**RESOLUTION-2023-276**

Councillor Don McCabe made a motion 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. Councillor Jenny Redick seconded the motion.

**Carried**

The letters submitted were reviewed and it was noted that the assessed costs would be discussed at the Court of Revision.

Earl Morwood advised that he would like to keep his name on the petition.

d) Brooke-Alvinston-Watford Fall Fair Ambassador Ashley Podolinsky

Amabassador Ashley provided a review of her tenure as Ambassador, the benefits of the program and her participation in the 2023 CNE competition.

## 6 CORRESPONDENCE

a) General Correspondence

**RESOLUTION-2023-277**

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

**Carried**

b) Correspondence from the City of Ottawa

**RESOLUTION-2023-278**

Councillor Don McCabe made a motion that the request from the City of Ottawa Re: Donation of decommissioned Ambulance to St. John Ambulance be received and filed. Councillor Jenny Redick seconded the motion.

**Carried**

c) Correspondence from the Municipality of Chatham-Kent

**RESOLUTION-2023-279**

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston support the motion from the Municipality of Chatham-Kent to

request the Ministry of Government and Consumer Services to review the MFIPPA and consider the forwarded recommendations. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) Correspondence from the Town of Fort Erie

**RESOLUTION-2023-280**

Deputy Mayor Frank Nemcek made a motion that the request for support from the Town of Fort Erie Re; Controls on Airbnb, VRBO and others which affect municipal rentals be received and filed. Councillor Jenny Redick seconded the motion.

**Carried**

## 7 STAFF REPORTS

- a) **Clerk Administrator's Report:** Storm Update

**RESOLUTION-2023-281**

Councillor Don McCabe made a motion that the report on the 2023 summer storm be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- b) **Clerk Administrator's Report-**Repealing a Heritage Designation

**RESOLUTION-2023-282**

Councillor Jenny Redick made a motion that the report on Heritage Designation be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- c) **Parks & Recreation Manager's Report:** Draft Ice Allocation Policy

Councillor Redick requested that all ice users receive the draft policy if a rep is not on the PARC committee.

**RESOLUTION-2023-283**

Councillor Jenny Redick made a motion 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. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- d) **Public Works Superintendent's Report:** Shiloh Line

**RESOLUTION-2023-284**

Deputy Mayor Frank Nemcek made a motion that staff be authorized in advance of the 2024 budget to change the checkerboard sign and install the solar powered lamp with detection along Shiloh Line near the Peak of Mosa. Councillor Jenny Redick seconded the motion.

**Carried**

- e) **Drainage Superintendent's Report:** Tender Results: 12th Concession Road Drain & Stewart Drain & 6-7 Concession Drain

**RESOLUTION-2023-285**

Deputy Mayor Frank Nemcek made a motion that Bruce Poland and Sons be awarded the tender on the 12th Concession Road Drain for the tendered price of \$24,570.72 (including HST) Councillor Don McCabe seconded the motion.

**Carried**

**RESOLUTION-2023-286**

Councillor Jenny Redick made a motion that Bruce Poland & Sons be awarded the tender for the Stewart Drain & 6-7 Concession Drain in the amount of \$38,254.18. Councillor Don McCabe seconded the motion.

**Carried**

- f) **Treasurer's Report:** Community Improvement Plan

**RESOLUTION-2023-287**

Councillor Jenny Redick made a motion 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. Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

- g) **Treasurer's Report:** Accounts Payable Listing - July 2023

**RESOLUTION-2023-288**

Councillor Jenny Redick made a motion that Council receive and file the Accounts Payable Listing for July 2023. Councillor Don McCabe seconded the motion.

**Carried**

- h) **Fire Chiefs Quarterly Report**

**RESOLUTION-2023-289**

Councillor Jenny Redick made a motion that the Fire Chief's report be received and filed. Councillor Don McCabe seconded the motion.

**Carried**

- i) **Clerk Administrator's Report:** Requests from the Brooke-Alvinston Ag Society

**RESOLUTION-2023-290**

Councillor Jenny Redick made a motion 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 Deputy Mayor Frank Nemcek seconded the motion.

**Carried**

**8 BY-LAWS**

- a) By-law to authorize First & Second Reading of the Benner Duffy Drain

**RESOLUTION-2023-291**

Councillor Don McCabe made a motion that By-law 39 of 2023 be read a first and second time. Councillor Jenny Redick seconded the motion.

**Carried**

- b) By-law to authorize First & Second Reading of the Morwood Petition Drain

**RESOLUTION-2023-292**

Councillor Jenny Redick made a motion that By-law 40 of 2023 be read a first and second time. Councillor Don McCabe seconded the motion.

**Carried****9 NEW BUSINESS**

- a) Public Meeting in November to discuss the 2024 Budget

Council noted a public meeting (perhaps scheduled with the Official Plan adoption) be arranged for the end of November.

- b) The Fire Chief noted that the pumper truck is planned to be delivered the end of September.
- c) The Mayor noted that himself and Councillor McCabe have received a delegation at the AMO conference.
- d) The Mayor noted that the Legion will be celebrating their 90th anniversary on Sunday and the Ladies Auxiliary their 75th in conjunction with their new building kickoff
- e) Jenny Redick noted the overwhelming success of the 3rd annual Tanner Redick Memorial Tournament with \$50,595 raised for local charities and organizations.
- f) Councillor Nemcek requested that the tabled motion from July 27th be brought to the table for the next meeting of Council.

**10 CLOSED SESSION**

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

**RESOLUTION-2023-293**

Councillor Jenny Redick made a motion that Council move into a closed session to discuss personal matters about an identifiable individual including employees. Councillor Don McCabe seconded the motion.

**Carried****11 RISE AND REPORT**

The Clerk did the rise and report and noted permission was granted to adopt the new Parks & Recreation organization chart to include 1 new FT Labourer position.

**12 BY-LAW CONFIRMING PROCEEDINGS**

- a) By-law 41 of 2023 - Confirming By-law

**RESOLUTION-2023-294**

Councillor Jenny Redick made a motion that the confirming by-law be read a first, second and third time and finally passed this 10th day of August 2023. Councillor Don McCabe seconded the motion.

**Carried****13 ADJOURNMENT**

Jenny Redick made a motion to adjourn the meeting at 6:29 p.m..

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Clerk-Administrator

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Mayor



# PUBLIC NOTICE

## MINOR VARIANCE APPLICATION

### COMMITTEE OF ADJUSTMENT

APPLICATION NUMBER: A-004/23  
(Daniel MacRae)

LOCATION OF PROPERTY: 7523 Petrolia Line  
BROOKE CON 10 PT LOT 14

PURPOSE OF APPLICATION:

Relief is requested from the Brooke-Alvinston Zoning By-law 9 of 2013, which requires a new dwelling to be located no closer than 300 metres or the calculated Minimum Distance Separation (MDS) from a livestock facility, whichever is greater. The following two (2) variances have been requested to locate a proposed single-detached dwelling approximately:

- 1) 268 metres from a livestock facility with a required MDS of 418 metres; and
- 2) 153 metres from a livestock facility with a required MDS of 300 metres.

**TAKE NOTICE** that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed **Wednesday, September 6, 2023, at 9:00 a.m.** for the purpose of a public hearing into this matter.

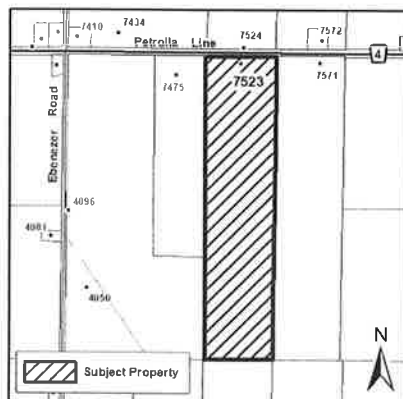
Signed, written submissions regarding the application will be accepted by the Secretary-Treasurer, at the address listed below, prior to the hearing. If you wish to submit written comments or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on September 5, 2023. The public hearing will be held in person at the Municipal Office, located at 3236 River Street in Alvinston, Ontario N0N 1A0.

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

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

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

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



Janet Denkers  
Secretary-Treasurer  
Committee of Adjustment

Email: [idenkers@brookealvinston.com](mailto:idenkers@brookealvinston.com)  
Phone: 519-898-2173  
Fax: 519-898-5653  
Dated: August 21, 2023

3236 River St. P.O. Box 28  
Alvinston, ON N0N 1A0  
Phone: 519.898.2173  
Fax: 519.898.5653



**NOTICE OF MAINTENANCE SITE MEETING  
on the  
Smith Patterson Drain, Annett Drain, Patterson Bell &  
6-7 Concession/Watt Drain**

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

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent will be available for a maintenance site meeting for the **above drains** in accordance with Section 74 of the Drainage Act.

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

The Council of the Municipality of Brooke-Alvinston has scheduled an on-site meeting for the:

**Smith Patterson Drain, Annett Drain, Patterson Bell Drain &  
6-7 Concession/Watt Drain**

on

**Wednesday, September 6, 2023**

**10:00 a.m.**

**Meeting Location: 7213 Shiloh Line  
Outlet of the 6-7 Concession Drain / Watt Drain to the  
Smith Patterson Drain**

Dated the 22nd day of August, 2023

Janet Denkers  
Clerk-Administrator

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

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

Phone: 519.898.2173  
Fax: 519.898.5653



## NOTICE OF MAINTENANCE SITE MEETING on the **McKinlay Drain**

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

Dear Sir/Madam:

You are hereby notified that the Drainage Superintendent will be available for a maintenance site meeting for the **McKinlay Drain** in accordance with Section 74 of the Drainage Act.

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

The Council of the Municipality of Brooke-Alvinston has scheduled an on-site meeting for the:

**McKinlay Drain**  
on  
**Wednesday, September 6, 2023**  
**11:00 a.m.**

**Meeting Location: Intersection of Nauvoo Road and Oil Springs Line**

Dated the 23rd day of August, 2023

Janet Denkers  
Clerk-Administrator

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





## PUBLIC NOTICE SECOND OPEN HOUSE OFFICIAL PLAN UPDATE

### THE PURPOSE OF THE OPEN HOUSE

The Municipality of Brooke-Alvinston will hold an Open House, pursuant to Section 17(16) of the *Planning Act*, R.S.O., 1990, as amended, for the purpose of providing an opportunity for the public to offer comments and ask questions regarding the revisions that are being proposed as part of the update to the Municipality's Official Plan.

The Open House will be held as follows:

**WEDNESDAY SEPTEMBER 27<sup>TH</sup>, 2023**  
**4:00 P.M. – 6:00 P.M.**  
**ALVINSTON FIRE STATION**  
**3267 NAUVOO ROAD**  
**ALVINSTON, ON N0N 1A0**

### BACKGROUND ON THE OFFICIAL PLAN REVIEW

The Municipality of Brooke Alvinston Official Plan outlines the Municipality's goals, objectives, and policies primarily used to support growth, economic development, and building Brooke-Alvinston's future. The Plan also establishes a framework for managing the effects of growth on the social, economic, and natural environment of the Municipality.

The *Planning Act* requires that an Official Plan be updated to ensure that it: conforms with Provincial Plans or does not conflict with them; has regard to matters of Provincial Interest; is consistent with Provincial Policy Statements; and addresses recent legislative changes. Considering the timing of the approval of the current Official Plan, the introduction of a 2020 Provincial Policy Statement and amendments to the *Planning Act*, R.S.O., 1990, as well as, a new Lambton County Official Plan, the Municipality has initiated a comprehensive update to its Official Plan.

### SUBJECT LANDS

The update to the Official Plan will affect all lands within the municipal boundary of the Municipality of Brooke-Alvinston. Accordingly, no key map is provided.

### DRAFT OFFICIAL PLAN AMENDMENT NO. 6

The Municipality of Brooke-Alvinston, the County of Lambton, and NPG Planning Solutions Inc. have completed a 5-year review of the Official Plan for the Municipality. The draft Official Plan Amendment (OPA) No. 6 is intended to shape policy and land-use across Brooke-Alvinston up to the year 2046, with public input gathered throughout the process, which is critical in identifying priorities such as housing, economy, natural heritage and more. The Municipality's draft Official Plan Amendment and the associated mapping and supporting documents may be viewed on the Municipality's Website at [www.brookealvinston.com](http://www.brookealvinston.com).

### YOUR INPUT IS IMPORTANT

Any person may attend the Open House. If you are unable to attend, you may provide written comments to the Clerk-Administrator at [idenkers@brookealvinston.com](mailto:idenkers@brookealvinston.com) or by submitting them to the below address:

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

### NOTICE OF COLLECTION

Personal information collected as a result of this public meeting is collected under the authority of the *Municipal Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Planning Act*, and all other relevant legislation, and will be used to assist in making a decision on this matter. All personal information (as defined by MFIPPA), including (but not limited to) names, addresses, opinions and comments collected will be made available for public disclosure to members of the public, at the meeting, through requests, and through the website of the Municipality of Brooke Alvinston. Questions regarding the collection, use, and disclosure of this personal information may be directed to the Clerk, Municipality of Brooke Alvinston; 3236 River Street; P.O. Box 28, Alvinston, ON N0N 1A0.

This notice published on September 8, 2023.

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

Phone: 519.898.2173  
Fax: 519.898.5653



September 6, 2023

## **NOTICE OF COURT OF REVISION Benner Duffy Drain**

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Please be advised that the Brooke-Alvinston Council has set aside  
**Thursday, September 28<sup>th</sup>, 2023 at 4:30 p.m.**  
for the Court of Revision for Benner Duffy drain

A copy of the Engineer's report was mailed to you on July 12, 2023. A first and second reading of By-law 39 of 2023 was done on August 10, 2023, at the meeting to consider the report. A copy is available upon request.

The Court of Revision is set in order that any owner of land who has assessment complaints can appeal to the Court of Revision. Any appeal should be in writing to the undersigned, in advance of the Court of Revision.

Janet Denkers  
Clerk Administrator

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

Phone: 519.898.2173  
Fax: 519.898.5653



September 6, 2023

## **NOTICE OF COURT OF REVISION Morwood Petition Drain**

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Please be advised that the Brooke-Alvinston Council has set aside  
**Thursday, September 28<sup>th</sup>, 2023 at 4:30 p.m.**  
for the Court of Revision for the Morwood Petition Drain

A copy of the Engineer's report was mailed to you on July 12, 2023. A first and second reading of By-law 40 of 2023 was done on August 10, 2023, at the meeting to consider the report. A copy is available upon request.

The Court of Revision is set in order that any owner of land who has assessment complaints can appeal to the Court of Revision. Any appeal should be in writing to the undersigned, in advance of the Court of Revision.

**Janet Denkers  
Clerk Administrator**

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

Phone: 519.898.2173  
Fax: 519.898.5653



September 6, 2023

**NOTICE OF CONSIDERATION OF DRAINAGE WORKS  
Edgar Podolinsky Drain Extension**

Dear Sir and/or Madam:

You are hereby notified that the Engineer appointed by the Council of the Municipality of Brooke-Alvinston under the *Drainage Act, 1990*, did, file at our office a report on the Edgar Podolinsky Drain Extension.

This report will be considered at the **Brooke-Alvinston Municipal Office** on:

**Thursday, September 28, 2023 at 4:30 p.m.**

Attached is a copy of the Engineer's Report for the proposed drainage work for your perusal prior to the meeting. Please bring your copy of the report to the meeting.

If you wish to object to the report, please submit your written objections to the undersigned prior to the meeting.

**APPEALS AGAINST ASSESSMENT ARE NOT CONSIDERED AT THIS MEETING.**

If the report is adopted, you will receive a copy of the provisionally adopted by-law indicating the assessments and notifying you of the date of the first sitting of the Court of Revision. You are hereby requested to take notice that the proposed work included in the report will be commenced after all appeals have been finally resolved.

Janet Denkers  
Clerk Administrator

# LAMBTON GROUP POLICE SERVICES BOARD MEETING MINUTES

Location: OPP Headquarters, Petrolia

Date: Wednesday, June 21, 2023

Time: **3:00 pm**

Session: **#3/2023**



LAMBTON GROUP  
POLICE SERVICES  
BOARD

## **Present:**

Doug Cook, Member (Vice Chair) – Municipal Partner

Pat Brown, Member – Municipal Partner

Shirley Durance, Member – Provincial Appointee

John McCharles, Member – Provincial Appointee

Greg Nemcek, Member – Community Member at Large

## Non Voting Members:

Inspector Chris Avery, O.P.P Representative

Staff Sgt. Erica VanRoyboys, O.P.P Representative

A/Staff Sgt. Rick Mathieson, O.P.P Representative

Mandi Pearson, Secretary

## **Regrets:**

## **Guests:**

- None

## **Members of the Public:**

Mayor Gary Atkinson, Plympton-Wyoming

Terry Bridge, Sarnia Observer

1. Call to Order
  - Greg Nemcek, Chair called the meeting to order at 3:00 pm.
2. Declaration of Conflict of Interest
  - None Declared
3. Adoption of the Agenda
  - Session #3, 2023

Moved By: John McCharles

Seconded By: Doug Cook

*THAT the agenda for Session 3/2023 dated June 21, 2023 be adopted as presented.*

Carried

4. Minutes of Previous Meeting
  - Session 2, April 2023

Moved By: John McCharles

Seconded By: Doug Cook

*THAT the minutes of Session 2/2023 dated April 2023 be adopted as circulated.*

Carried

5. Business Arising from Minutes
  - None
6. Detachment Report

**a)** Staff Sgt. Rick Matheson reviewed the March and April 2023 policing report:

**Major Crime**

- Violent Crime: -6.5% (Mar) -9.3% (April)
- Property Crime: + 1.1% (Mar) -6.0% (April)
- Drug Crime: +20% (Mar) +12.5% (April) more proactive charges laid

**MVC's**

- 77 in March, 45 in April
- Majority being PD, weather or animal related

Session:

#2/2023

Page 2 of 6

**CSO/MEDIA**

- A total of 39 media releases were distributed for the month of March.
- A total of 18 media releases were distributed for the month of April.
- The month of March is designated as Fraud Prevention month and, as such, a social media post was added about home reno frauds.
- The CSO attended Farm Safety Day on March 25th at Podolinsky Farm
- Equipment dealership to speak about cycling, boating and ATV safety.
- The CSO has conducted detachment tours for local cubs/beavers/scouts
- groups in both Petrolia and Corunna.
- The CSO attended Walpole Island Elementary school for a Kids Safety event on April 26th
- The CSO assisted with a well-attended recruiting seminar in Petrolia on Mar 23rd held at the YMCA.

**Crime Unit****March**

- Crime Unit members involved in grandparent scam with over \$100 000 lost. Investigation continuing. Grandparent Schemes seem to be ongoing.
- Crime members and OPP Criminal Investigations Branch still investigating Andrew CHUTE homicide at the Marthaville Conservation Area.
- Crime members and CIB actively investigating an unsolved homicide of David Oliver on the Kettle & Stoney Point First Nation.
- Nine non-suspicious death investigations completed.
- Three reported sexual assaults cases investigated.

**April**

- Six sexual assaults cases investigated.
- Four sudden deaths investigated, one being a suspected drug overdose death.
- Crime Unit is involved in a multi-jurisdictional homicide. Case files being disclosed to the crown attorney through multiple rounds.
- Crime Unit continues to investigate missing female, Deana Timms.

**Traffic**

- 117 total charges during the recent seat belt campaign
- 854 self generated occurrences, resulting in 562 total charges and 633 warnings
- 19 impaired driving charges laid in Mar/Apr

Moved By: Pat Brown

Seconded By: Shirley Durance

*THAT S/Sgt. Matheson's detachment report be adopted as presented.*

Carried

Session:

#2/2023

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

## 7. Member's Report

- Members Brown, Durance and McCharles provided an update on the recently attended OAPSB conference

Moved By: Pat Brown

Seconded By: Shirley Durance

***THAT the board recommend that for future conferences the Inspector or a delegate from Lambton OPP attend.***

Carried

Moved By: John McCharles

Seconded By: Pat Brown

***THAT the board request that the Board Secretary look into the possibility of having key note speaker Michael Bach at a possible fundraising event in conjunction with LGPSB, OPP and other community agencies.***

Carried

- Mandi Pearson, Secretary updated the following information.
  - i. EFT forms
  - ii. Up to June 2023 expense reports
  - iii. Intact Insurance - liability abuse coverage

Moved By: Doug Cook

Seconded By: John McCharles



***THAT the board direct to not to proceed with the requested liability insurance from Intact, with a request Tony Commisso attend a future board meeting for further explanation.***

Carried

#### 8. Correspondence

- *CIBC – Interest Allocation Report Apr/May 2023*
- *OAPSB – Zone 6 meeting information*
- *Lambton OPP media releases May 2023*

Moved By: John McCharles

Seconded By: Shirley Durance

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

Carried

#### 9. Accounts/Finance

##### a) Accounts

Moved By: Doug Cook

Seconded By: Pat Brown

***THAT the accounts as listed be approved for payment.***

Carried

- ##### b) Detachment revenue Jan - March 2023 report from OPP Finance Unit and County Finance

Moved By: Doug Cook

Seconded By: John McCharles

***THAT the Detachment revenue Jan - March 2023 report from OPP Finance Unit and County Finance be received and filed.***

Carried

Session:

#2/2023

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10. Public Input

- None

11. Other Business

Member Doug Cook:

- expressed his gratitude for the additional officers in Grand Bend during the busy summer season.

12. Adjournment

Moved By: Doug Cook

Seconded By: John McCharles

*THAT Session #3 of 2023 be adjourned until the next scheduled meeting on August 23, 2023 or at call of the Chair.*

Carried

Meeting adjourned at: 4:30 pm

**Next Regular Meeting: Wednesday, August 23, 2023 at 3:00 p.m.**

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Chair  
Greg Nemcek

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Secretary  
Mandi Pearson

# LAMBTON GROUP POLICE SERVICES BOARD



LAMBTON GROUP  
POLICE SERVICES  
BOARD

**Mailing Address:**

PO BOX 273 | Petrolia, Ontario | N0N 1R0

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

**e-mail:** [info@lgpsb.ca](mailto:info@lgpsb.ca)

## MEETING HIGHLIGHTS of August 2023

1. Inspector Chris Avery summarized activities including the May and June 2023 policing report:  
*Additional/statistical information available in OPP Monthly Report (forwarded electronically to municipal partners and posted to LGPSB website).*
2. The Board adopted the 2022 Financial Statements as prepared by BDO and the 2022 Year End reports as prepared by the County of Lambton finance team.
3. The Board received a presentation from Tony Commisso of Intact Insurance, with a motion adopted not to proceed with the requested liability insurance and to remove the property liability coverage from the board account, as neither coverage is applicable to the board function.
4. Member Pat Brown brought forward concern on behalf of his Council in St. Clair Township with the recent vandalism concerns occurring in CAP Park.

**Next Regular Meeting: Wednesday, October 18, 2023 at 3:00 p.m**

**Contact:**

Greg Nemcek

Chair

[lgpsb.chair@gmail.com](mailto:lgpsb.chair@gmail.com)

# LAMBTON GROUP POLICE SERVICES BOARD MEETING AGENDA

Location: Lambton OPP Headquarters  
 Date: Wednesday, August 23, 2023  
 Time: **3:00 pm**  
 Session: **#4/2023**



LAMBTON GROUP  
POLICE SERVICES  
BOARD

1. Call to Order
2. Declaration of Conflict of Interest
3. Adoption of the Agenda
4. Minutes of Previous Meeting
  - a) Session 3/2023, June 2023
5. Business Arising from Minutes
6. Detachment Report
  - a. May/June 2023
7. Member's Report
  - a) Greg Nemcek, Chair
  - b) Mandi Pearson, Secretary
    - i. Update on inquiry for Michael Bach
  - c) Other members
8. Correspondence
  - a) *OPP News Release*
    - i. DRIVER ARRESTED AFTER SINGLE VEHICLE COLLISION
    - ii. DISQUALIFIED DRIVER ARRESTED AND CHARGED
    - iii. DRIVER ARRESTED DURING RIDE CHECKPOINT
    - iv. OPP Cadet Program is Hiring Province Wide!
    - v. -UPDATE #3-HOMICIDE INVESTIGATION IN LAMBTON COUNTY
    - vi. SEXTORTION' SCAM IN LAMBTON COUNTY
    - vii. TRAFFIC STOP RESULTS IN IMPAIRED CHARGE

- viii. RIDE PROGRAM RESULTS IN IMPAIRED CHARGE
- ix. INTIMATE PARTNER VIOLENCE INVESTIGATION RESULTS IN CHARGE
- x. INDIVIDUAL FACING POSSESS STOLEN PROPERTY CHARGE
- xi. LAMBTON OPP WELCOMES NEW FOUR-LEGGED ADDITION
- xii. INDIVIDUAL ARRESTED AFTER SUSPICIOUS FIRES
- xiii. DRIVER ARRESTED AFTER FLEEING FROM POLICE

9. Accounts/Finance

a) Accounts Paid - June & July 2023



Accounts/Finance  
August 2023 - Session 4

GENERAL

Paid to:	Description	Amount	Note
EASTLINK	Forest Internet - June	\$ 283.86	
EASTLINK	Forest Internet - July	\$ 290.12	
MINE & YOURS	June cleaning	\$ 2,088.24	
MINE & YOURS	July Cleaning	\$ 2,040.78	
MINISTER OF FINANCE	monthly policing	\$ 754,241.53	
MINISTER OF FINANCE	monthly policing	\$ 771,403.00	
COUNTY OF LAMBTON	monthly fee	\$ 1,475.23	
Township of St.Clair	Corunna montly lease	\$ 25,288.00	
Board Member	Jan-Jun mileage	\$ 102.60	
Board Member	Jan-Jun mileage	\$ 108.00	
Board Member	2022 uncashed stipened and Jan - Jun mileage	\$ 900.42	
Board Member	Conference re-imbusement	\$ 840.42	
Board Member	Conference re-imbusement	\$ 1,148.47	
Board Member	2022 uncashed stipened and Jan - Jun mileage	\$ 852.30	
Board Member	Jan-Jun mileage	\$ 172.20	
		\$ 1,561,235.17	

GRANT

CMHA	Salary	\$ 4,015.53	
Petrolia Taxi		\$ 135.00	
Petrolia Taxi		\$ 110.00	
Minister of Finance	refund of unused grant dollars 2022	32645.62	
		\$ 36,906.15	

- b) CIBC Interest Allocation Report – June 2023
- c) 2022 Year End reports
  - a. Prepared by County of Lambton Finance
- d) 2022 Financial Statement
  - a. Prepared by BDO, Sarnia

**10. Public Input**

**11. Other Business**

a. Intact Insurance

- Mr. Tony Commisso, Regional Manager | Liability Abuse Coverage and any other insurance inquiry

**12. Adjournment**

**Next Regular Meeting: Wednesday, October 18, 2023 at 3:00 p.m.**



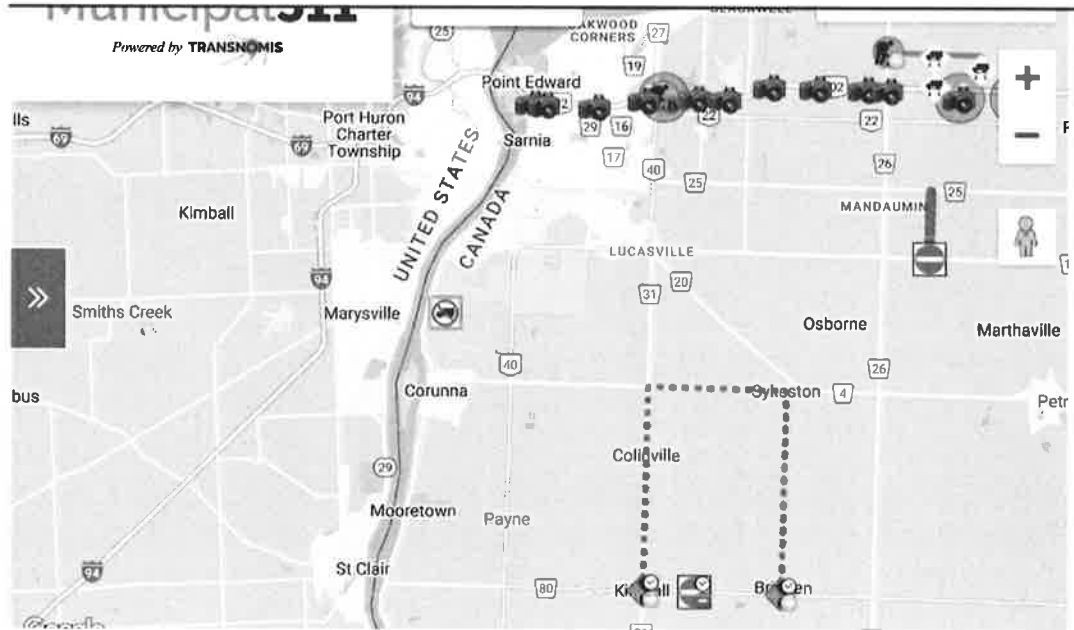
August 24<sup>th</sup>, 2023 @ 7:00 pm  
Sombra Museum, 3470 St Clair Pkwy, Sombra, ON N0P 2H0



*Speakers: Kailyn – a 10 – 15 min presentation on the Village of Port Lambton and Dan Caron on his novel Thorneycroft Community.*

*Please allow extra time to get to meeting due to road constructions. **See map below** for areas of construction.*

*This map below was checked and printed on Aug. 11, so it may need updating.*







## Lambton County Historical Society Meeting Minutes

June 22<sup>nd</sup>, 2023

Warwick Hall, 7074 Egremont Rd., Warwick Village

- Opening by President; Ron Urry
- Thank You to Host; Jen Dewitt and Joe Manning
- Review minutes of the previous Minutes.
  - Motion to accept with change by Marjorie Cumming and seconded by Dan Caron.
- Speaker was Paul and Mary Janes on Warwick History. He discussed the book and showed the first 15 min of film pictures.
  - PDF available online - <https://www.lambtonmuseums.ca/en/lambton-county-archives/resources/Archives-Blog/Virtual-Books/The-Township-of-Warwick-A-Story-Through-Time---Sized.pdf>
- Treasurer Meeting Report:
  - Total Balance: \$9055.64
  - Motion to accept by Ron McLean and seconded by Elsie Urry
- Secretary Report: Motion to accept by Deb Narr and seconded by Florence Hall
- Unfinished Business:
  - There is only 1 outstanding badge to be picked up. New badges can be ordered through Marjorie Cumming.
  - Ron did not receive a response to the cruise, so we decided to go to Watford Museum followed by Arkona Museum. Motion was voted on for trip.
  - A table is to be set up by Jen Dewitt in Watford to sell books at Watford 150 and Gord Perry is setting up a table at the Oil Museum Festival.
- New Business:
  - Motion to create a digital committee was made by Don McCabe and seconded by Jen Dewitt. It was voted on and passed.
- Committees:
- Upcoming County Happenings:
  - Eniskillen – Sept. 8<sup>th</sup>, 9<sup>th</sup> and 10<sup>th</sup>.
  - Dawn-Euphemia – Book, \$20. – See Marie Stephenson
- Attendance: 17 + 6 Guests
- Next meeting: Dawn-Euphemia
- Closing by President: Motion to close was made by Ron McLean and seconded by Ray Lloyd.

### **Dates for 2023 Upcomming Meetings:**

- August 24<sup>th</sup>; St. Claire South – Sombra Museum - 3470 St Clair Pkwy, Sombra, ON N0P 2H0
- September 28<sup>th</sup>; Dawn-Euphemia - Dawn-Euphemia Fire Hall - 4596 Lambton Line, Dresden, ON N0P 1M0
- October 27<sup>th</sup>; Point Edward - Point Edward Optimist Hall at 210 Monk Street, Point Edward

## Agenda

August 24<sup>th</sup>, 2023 @ 7:00 pm  
Sombra Museum, 3470 St Clair Pkwy, Sombra, ON N0P 2H0

- Welcome to Host. Sombra
- Thank you to Host for arrangements.
- Special speakers or features
- Review and/or reading and adoption of the minutes of the previous meeting.
- Treasurer Report:
  - General Account \$ \_\_\_\_\_
  - Publishing Account \$ \_\_\_\_\_
  - Bursary Account \$ \_\_\_\_\_
  - Total Bank Account \$ \_\_\_\_\_
  - Secretary Report – Correspondence
- Unfinished Business
  - Results for the book sales results.
- New Business
  - Special presentation will be made.
- Committee Updates: Membership, Constitution and Policy, Public Relations, and Bursary
- Upcoming County Happenings:
 

Brooke-Alvinston	Petrolia	Warwick
Dawn-Euphemia	Plympton-Wyoming	Enniskillen
Sarnia	Oil Springs	St. Clair North
St. Clair South	Point Edward	
- Attendance – 22 members and 4 guests.
- Next meeting – June 22, at Warwick Hall, 7074 Egremont Rd., Warwick Village
- Motion to Close by Elsie Urry and seconded by Marjorie Cumming

ONTARIO ENERGY BOARD NOTICE

**Enbridge Gas Inc. has applied for approval to construct natural gas pipelines in the Municipality of Brooke-Alvinston and the Township of Warwick**

**Learn more. Have you say.**

Enbridge Gas Inc. has applied to the Ontario Energy Board for approval to construct approximately 15.3 kilometres of Nominal Pipe Size (NPS) 6-inch steel pipeline, in the Municipality of Brooke-Alvinston and the Township of Warwick, in Lambton County, Ontario.

The proposed pipeline will transport renewable natural gas (RNG) produced at Waste Management of Canada Corporation's new RNG facility at the existing Twin Creeks Environmental Centre in the Township of Warwick and connect to Enbridge Gas Inc.'s existing natural gas system in the Municipality of Brooke-Alvinston. Enbridge Gas Inc. also plans to construct a renewable natural gas injection station at the Twin Creeks Environmental Centre.

Enbridge Gas Inc. states that Waste Management of Canada Corporation plans to construct and operate RNG gathering, upgrading and compression facilities at the Twin Creeks Environmental Centre which is a waste disposal, diversion and recycling facility. The new RNG facility will produce and convert landfill gas into RNG, suitable for injection into Enbridge Gas Inc.'s system. Enbridge Gas Inc. states that Waste Management of Canada Corporation will pay for the project and that it will have no cost impact on existing ratepayers.

Enbridge Gas Inc. has also applied for approval of the forms of agreements that it has offered or will offer to landowners affected by the routing or location of the proposed pipeline.

Enbridge Gas Inc. has also requested approval of a new certificate of public convenience and necessity for the Township of Warwick.

The location of the proposed project is shown on the map.

**THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING**

The Ontario Energy Board (OEB) will hold a public hearing to consider Enbridge Gas's application. During the hearing, we will question Enbridge Gas on the case. We will also hear questions and arguments from individual consumers, municipalities and others whose interests would be affected. At the end of this hearing, the OEB will decide whether to approve the application.

As part of its review of this application, the OEB will assess Enbridge Gas's compliance with the OEB's Environmental Guidelines for the Location, Construction and Operation of Hydrocarbon Pipelines and Facilities in Ontario.

The OEB will also assess whether the duty to consult with Indigenous Communities potentially affected by the proposed pipeline has been discharged with respect to the application.

More information on the types of issues that the OEB may consider are provided on the OEB's website in the form of a standard issues list: <https://www.oeb.ca/sites/default/files/issues-list-LTC-natural-gas.pdf>

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

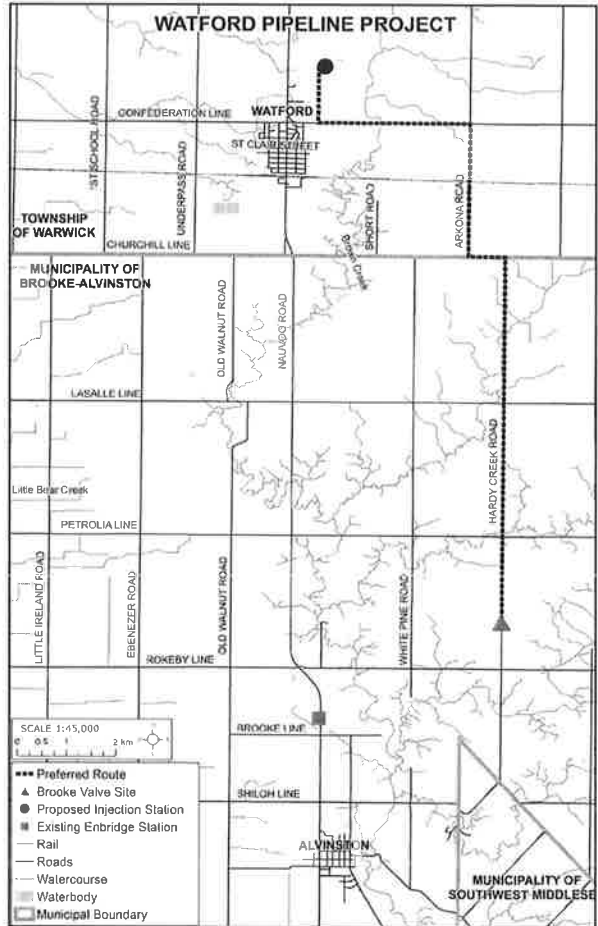
**BE INFORMED AND HAVE YOUR SAY**

You have the right to information regarding this application and to be involved in the process.

- You can review the application filed by Enbridge Gas on the OEB's website now
- You can find information on the OEB's website at [www.oeb.ca/applications/how-file-application/application-process](http://www.oeb.ca/applications/how-file-application/application-process)
- You can find information on the **duty to consult with Indigenous peoples** on the OEB's website at [www.oeb.ca/stakeholder-engagement/consultation-indigenous-peoples](http://www.oeb.ca/stakeholder-engagement/consultation-indigenous-peoples)
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor you can ask questions about Enbridge Gas's application and make arguments on whether the OEB should approve Enbridge Gas's request. Apply by **September 18, 2023** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

**LEARN MORE**

Our file number for this case is **EB-2023-0175**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please search the file number **EB-2023-0175** from the [www.oeb.ca/noticelctc](http://www.oeb.ca/noticelctc) on the OEB website. You can also phone our Public Information Centre at 1-877-632-2727 with any questions.



**TYPE OF HEARING**

There are three types of OEB hearings – oral, electronic and written. Enbridge has applied for a written hearing. The OEB is considering this request. If you have a preference with respect to the format of the hearing, you can explain why by **September 18, 2023**.

**PRIVACY**

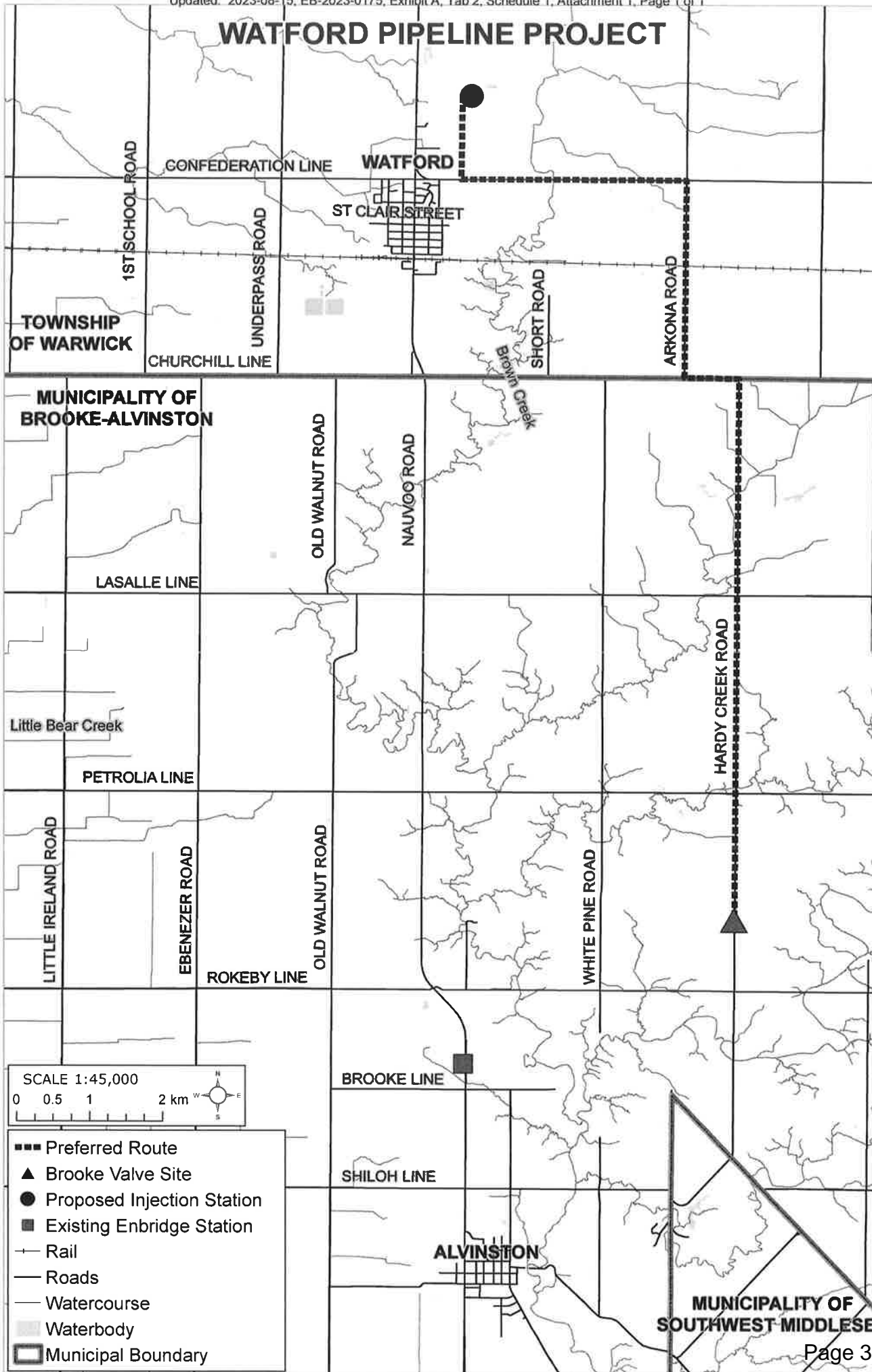
If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

*This hearing will be held under section 90(1) and 97 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15, Schedule B and under section 8 of the Municipal Franchises Act, R.S.O. 1990, c. M.55.*

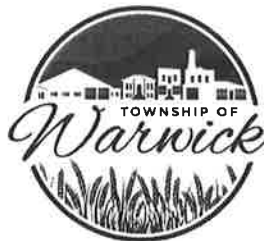
Ontario Energy Board  
 P.O. Box 2319, 27th Floor  
 2300 Yonge Street  
 Toronto ON M4P 1E4  
 Attention: Registrar  
 Filings: <https://p-pes.ontarioenergyboard.ca/PivotalUX/>  
 E-mail: [registrar@oeb.ca](mailto:registrar@oeb.ca)



Ontario Energy Board | Commission de l'énergie de l'Ontario



# News Release



**Warwick Township**  
 5280 Nauvoo Road,  
 P.O. Box 10  
 Watford, Ontario, N0M 2S0  
 Phone: 226-848-3926  
[www.warwicktownship.ca](http://www.warwicktownship.ca)

**For Immediate Release**

**September 1, 2023**

## Warwick Township Terminates State of Emergency Declaration

**WATFORD, ON** – As a result of extensive flooding from an extreme rainfall event, Mayor Todd Case declared an emergency for the Township of Warwick on August 24, 2023.

Since that time, Warwick officials have been coordinating the emergency response and working to repair roadways to make them safe for travel. As of August 30, 2023, all roadways have been reopened for regular use, except a portion of Zion Line between Bethesda Road and London Line. An engineering and geotechnical assessment on this portion of road and bridge structure has been completed and more extensive repairs are required prior to this section of road being reopened. Warwick is working to coordinate the completion of repairs as soon as possible; however, it is anticipated that this section of road will remain closed for some time.

Mayor Todd Case emphasized the impacts of the flooding on both public and private property and outlined the municipality's reasoning for terminating the emergency at this time.

"The impact of the August 23<sup>rd</sup> flooding was widespread. Many Warwick residents experienced basement flooding as a result of the 1 in 100-year storm and there was significant damage on municipal roadways" Mayor Case said. "After continued efforts to repair roads and make them safe, all but one section of road is reopened, and we know the steps needed to repair this section. While recovery from the emergency will continue, at this time Warwick Township Council feels that ending the state of emergency is appropriate given that most roads have returned to normal use."

Warwick Township Council will continue to work through recovery from the flooding, including seeking Provincial funding for costs associated with the damage through the Municipal Disaster Recovery Assistance (MDRA) program. Warwick is also working with the Province to receive an assessment under the Disaster Recovery Assistance for Ontarians (DRAO) program, which may be able to provide some financial relief to residents who experienced flooding and meet the Province's eligibility criteria. More information on the Province's DRAO program is available at <https://www.ontario.ca/document/guidelines-apply-disaster-recovery-assistance-ontarians-drao>.

Residents will continue to be kept informed on up-to-date information on the Township's website and Facebook page.

Contact:

**Amanda Gubbels, CAO**  
 Township of Warwick  
 Phone: 226-848-3926  
[agubbels@warwicktownship.ca](mailto:agubbels@warwicktownship.ca)

**Mayor, Todd Case**  
 Township of Warwick  
 Phone: 519-490-4533  
[tcase@warwicktownship.ca](mailto:tcase@warwicktownship.ca)



**St. Clair Region Conservation Authority  
Meeting Highlights – June 22, 2023**

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

**Disposition of Highland Glen and C.J. McEwen Conservation Areas:** The SCRCA Board of Directors approved the draft purchase agreements and conservation easements for the disposition of the Highland Glen and C.J. McEwen Conservation Areas to the Municipality of Plympton-Wyoming. In addition, the Board approved the initiation of the 45-day public consultation period required under Section 21(4) of the *Conservation Authorities Act* for the disposition of land. Comments will be received until August 25, 2023. For more details, visit <https://www.scrca.on.ca/scrca-seeking-public-comment-on-disposition-of-highland-glen-and-c-j-mcewen-conservation-areas/>.

**McKeough Upstream Land Permitted Uses and Signage:** The SCRCA continues to implement the Authority's Risk Management and Land Classification Guidelines. While no permitted uses are identified for the McKeough lands, staff recommended installing signage indicating no public access due to lack of available facilities/infrastructure and concerns over compatibility with other existing uses (agriculture, hunting, etc.). With the exception of the properties listed below, all McKeough Upstream Lands will be posted with No Public Access signage.

McKeough Upstream Lands with Permitted Public Access:

1. Property 56 (Nicol's Memorial)
2. Property 55 (Boat Launch)
3. Property 2 and 3 (McKeough Dam parking lot and public area)

**Water and Erosion Control Infrastructure (WECI) Projects 2023-2024:** The SCRCA submitted seven projects for the 2023-2024 intake of the WECI program. Applications were reviewed by a committee of Provincial and Conservation Authority staff representatives and the SCRCA was successful in receiving WECI funding, totaling \$885,000, for five projects. Projects include shoreline repair and restoration along the St. Clair River and Lake Huron shorelines, drainage and fence improvements/repairs at the W. Darcy McKeough Floodway, and walkway decommissioning at the A.W. Campbell Conservation Area.

**Planning and Regulations Activity:** Between April 1 and May 31, 2023, staff issued 36 permits and responded to 113 inquiries under O. Reg 171/06 *Development, Interference of Wetlands, and Alterations to Shorelines and Watercourses*. Additionally, 20 permits were issued during the same timeframe under the *Drainage Act* and Section 28 Regulations Team (DART) protocol. Planning activity between April 1<sup>st</sup> and May 31<sup>st</sup> included the review and comment on 63 municipal plan input and review files, 5 environmental assessments, and 12 legal inquiries.

**Tomorrow's Greener Schools Today - Lambton:** The SCRCA and Lambton Public Health were excited to revive the Tomorrow's Greener Schools Today-Lambton program this spring, which sees Authority and Health Unit staff and students from County elementary schools plant trees to increase greenspace and shade in their schoolyards. Throughout the month of May, 59 trees were planted at six school yards in Petrolia, Sarnia, Bright's Grove, Forest, and Corunna. Over 110 students participated in the 2023 initiative which included an educational component that introduces students to the benefits of trees from both a health (e.g., sun protection) and environmental (e.g., wildlife habitat) perspective.

**Conservation Education:**

Spring conservation education programs continue to be in high demand with 2,500 students scheduled to participate in field trips at the Lorne C. Henderson Conservation Area in Petrolia. Additionally, and resulting from challenges associated with bussing, staff are also offering "Nature in Your Neighbourhood" schoolyard programs and expect to see almost 500 students by the end of the school year. St. Clair Education staff continue to run monthly webinars funded by the school boards. Over 5,000 students between the grades FDK and Grade 12 have participated.

**Management of Contaminated Sediment in the St. Clair River:**

The Ontario Ministry of the Environment, Conservation, and Parks (MECP), with assistance from Environment and Climate Change Canada (ECCC), will take the lead on outreach activities associated with the implementation phase of the St. Clair River Contaminated Sediment project. Outreach will commence once timing for implementation has been confirmed. Dow Canada will be leading the implementation work and covering costs associated with it. The completion of this project is a key action outlined to address two Beneficial Use Impairments (BUIs) in the St. Clair River Area of Concern.

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

**Ministry of the Environment,  
Conservation and Parks**

Environmental Assessment  
Modernization Branch

135 St. Clair Avenue West  
4th Floor  
Toronto ON M4V 1P5

**Ministère de l'Environnement, de  
la Protection de la nature et des Parcs**

Direction de la modernisation des processus  
d'évaluation environnementale

135, avenue St. Clair Ouest  
4<sup>e</sup> étage  
Toronto ON M4V 1P5



August 9, 2023

Greetings,

Today, I am writing to provide you with an update on recent decisions made by the province to modernize Ontario's environmental assessment (EA) program.

### **Moving to a Project List under the *Environmental Assessment Act***

A key element of the EA modernization initiative is identifying projects that should be subject to EA requirements in a regulation. The move to a project list approach is a shift from the current framework where environmental assessment requirements are based mainly on who is undertaking the project.

In November 2021, the ministry began consultation on a proposal for the projects that would require a comprehensive EA and related actions, and the ministry is now proceeding with certain policy elements from the 2021 proposal. Specifically, the ministry has made amendments to three regulations and updated two related guides, as further described below. The changes will simplify processes and provide new exemptions. The remaining elements of comprehensive EA projects regulation proposal and related actions are under consideration.

In March 2023, the ministry updated the Moving to a Project List Environmental Registry posting with a revised proposal. The revisions to the proposal do not relate to the policy elements discussed within this update.

### **Amendments to Certain Regulations under the *Environmental Assessment Act***

Amendments to three regulations under the *Environmental Assessment Act* have been approved, and related actions have been taken, implementing certain policy elements of the proposal [Moving to a project list approach under the Environmental Assessment Act](#):

- The Waste Management Projects Regulation (Ontario Regulation 101/07) was amended to change the environmental assessment requirements for certain landfill expansion projects and to make the minister the decision-maker for a request to elevate a waste management project following the streamlined environmental assessment process to an individual environmental assessment



- The Transit Projects and Metrolinx Undertakings (Ontario Regulation 231/08) was amended to authorize the minister to amend or revoke conditions previously imposed in a notice given by the minister to allow the proponent to proceed with a transit project.
- The General Regulation (Ontario Regulation 334) was amended to expand the current exemption for Crown undertakings (activities) related to land claim settlements to include those Crown undertakings related to any settlement of the Algonquins of Ontario Land Claim.
  - The Algonquin Land Claim Declaration Order was also amended to align with the exemption in the regulation.

### **Updated Guide to Environmental Assessment Requirements for Waste Management Projects**

The Guide to Environmental Assessment Requirements for Waste Management Projects ([Waste Guide](#)) has been updated to reflect amendments to the environmental assessment requirements set out in Ontario Regulation 101/07, and to make other administrative updates. The changes include:

- Updating the EA requirements for certain landfill expansion projects.
- Making the minister the decision-maker in relation to elevation requests.
- Updating the regulatory terminology and description of EA requirements in light of recent amendments to the Regulation related to thermal treatment, to include advanced recycling and the resulting recovery of materials, and identifying information to be included when undertaking the Environmental Screening Process for an advanced recycling (thermal treatment) project.
- Administrative updates recognizing the Guide was last updated in 2007.

### **Updated Guide to Environmental Assessment Requirements for Electricity Projects**

The Guide to Environmental Assessment Requirements for Electricity Projects ([Electricity Guide](#)) has been updated to change the decision-making authority for elevation requests for electricity projects and make other administrative updates to reflect changes since the guide was last updated. The changes include:

- Adding information to Section A.6.2.3 (Consultation with Indigenous Communities) of the guide to align with the Waste Guide, including in relation to the Crown's duty to consult, contacting the ministry for a list of Indigenous communities for consultation, and documenting the consultation process.
- Updating the ministry's name to "Ministry of the Environment, Conservation and Parks".
- Updating the thresholds for transmission line projects that determine the type of environmental assessment process required.

The regulations were filed and came into force on August 8, 2023 and the updated guides are in effect (posted to the Environmental Registry website on August 8, 2023).

Further details of the amendments to the three regulations and related actions and copies of the updated guides are available on the Environmental Registry of Ontario ([ERO 019-4219](#)). Details about the regulatory amendments made with respect to advanced recycling are available here ([ERO 019-4867](#)). More information on our other efforts to modernize the EA program can also be found at: [Modernizing Ontario's environmental assessment program](#).

Please do not hesitate to contact my team at [EAModernization.mecp@ontario.ca](mailto:EAModernization.mecp@ontario.ca) if you have any comments or questions.

Sincerely,



Annamaria Cross  
Director, Environmental Assessment Modernization  
Ministry of the Environment, Conservation and Parks

**Ministry of Infrastructure**

Infrastructure Programs and Projects  
Division

777 Bay Street, 4<sup>th</sup> Floor, Suite 425  
Toronto, Ontario M5G 2E5

**Ministère de l'Infrastructure**

Division des programmes et des projets  
d'infrastructure

777, rue Bay, 4 étage, Suite 425  
Toronto (Ontario) M5G 2E5



**MEMORANDUM TO:** Municipal CAOs

**FROM:** Jill Vienneau  
Assistant Deputy Minister  
Infrastructure Program and Projects Division

**DATE:** August 14, 2023

**SUBJECT:** Red Tape Reduction for Designated Broadband Projects

---

I am pleased to write to you today to provide an update on our efforts to expand high-speed internet access across the province.

In Spring 2023, Ontario introduced the *Less Red Tape, Stronger Economy Act, 2023* to help build on the government's efforts to reduce burden for businesses, not-for-profit organizations, municipalities and other provincially regulated entities. The Ministry of Infrastructure would like to highlight two measures related to this initiative:

1. Amendments to the *Building Broadband Faster Act, 2021* (BBFA) to address barriers to timely municipal permit approvals and efficient infrastructure data collection.
2. Updated guidance to broadband stakeholders through a new version of the *Building Broadband Faster in Ontario Guideline*.

**BBFA Amendments**

The *Less Red Tape, Stronger Economy Act, 2023* (formerly Bill 91) received Royal Assent on June 8, 2023, amending the *Building Broadband Faster Act, 2021* (BBFA) to remove further barriers or delays to designated broadband project construction and to support a streamlined approach to the deployment of high-speed internet infrastructure in the province.

The amendments to the BBFA provided the Minister of Infrastructure with authority to set out certain new regulatory requirements related to infrastructure data collection and conditions for municipal permitting. Effective July 1, 2023, O. Reg. 436/22 Definitions

and Prescribed Provisions under the BBFA was amended, by way of a Minister's amending regulation, to set out the following:

1. **For infrastructure data collection under s. 20.1 of the BBFA:** Upon request from the Minister of Infrastructure, certain persons or entities who own or operate utility infrastructure within 100 metres of a designated broadband project must submit the requested data in the form required by the Minister within 15 business days of receiving the request.
  
2. **For municipal permitting under s. 10.1 of the BBFA:** Municipalities may not require proponents to execute a legal agreement in advance of providing access to municipal rights-of-way under s. 10.1 of the BBFA. However, municipalities may require internet service providers (ISPs) to agree in writing to take steps to negotiate such agreements in good faith as soon as reasonably possible as a condition for providing access to their rights-of-way.

These changes are intended to advance broadband projects and ensure mechanisms are in place to protect the interests of municipalities. The Ministry of Infrastructure is developing resources to support municipalities with cost recovery related to designated broadband projects and will ensure that appropriate measures are in place to protect data that is shared.

### **Building Broadband Faster in Ontario Guideline (Version 3.0)**

The Ministry of Infrastructure and Infrastructure Ontario has also updated the Building Broadband Faster in Ontario Guideline (Version 3.0). This Guideline was first released in April 2021 with input from municipalities, ministries, and other partners as a tool to expedite the delivery of designated high-speed internet projects. It was updated in August 2022 as well as in August 2023, to reflect new regulatory requirements that came into effect after its original release.

Guideline 3.0 provides additional clarity and best practices for completing work for designated broadband projects in compliance with legislative and regulatory requirements under the BBFA, the *Ontario Underground Infrastructure Notification System Act, 2012* (One Call Act) and the *Ontario Energy Board Act, 1998* (OEBA).

Key updates to the Guideline include:

- Information on new regulatory measures, including those under the BBFA mentioned above in addition to amendments to the OEBA and One Call Act regulations.

- A new process to help resolve disputes between parties and work with sectors to ensure that they comply with the laws and regulations that are helping to build broadband faster.
- Clarity on the Ministry of Transportation's efforts to speed up their permit process for provincially funded broadband projects.
- Additional guidance on cost sharing for using electric infrastructure to build these projects.

To review the updated Guideline, please visit [Building Broadband Faster in Ontario](#).

### **Support Tools**

Infrastructure Ontario has tools in place that will provide assistance to municipalities, proponents of designated broadband projects and other stakeholders related to new requirements under the legislation and the overall implementation of these projects across the province. These include the Technical Assistance Team (TAT) and the use of an online platform called the Broadband One Window (BOW). The TAT plays a key role in supporting permit applications and facilitating resolutions between stakeholders if disputes arise. BOW will help stakeholders work collaboratively to review and approve permitting applications, share data, and provide progress updates on project milestones.

To get in touch with TAT for assistance, you can e-mail [TAT@infrastructureontario.ca](mailto:TAT@infrastructureontario.ca), or submit a TAT support request through the BOW platform. I also welcome you to contact [broadband@ontario.ca](mailto:broadband@ontario.ca) if you have general questions about the government's work and wish to speak with a ministry official.

### **Next Steps**

In the coming weeks, the Ministry of Infrastructure will engage the Association of Municipalities of Ontario to co-develop resources intended to support municipalities with timely permit approvals while ensuring they can appropriately control access to their rights-of-way. There is still considerable work underway to bring access to high-speed internet to every community in Ontario by the end of 2025. We appreciate your continued partnership in helping us achieve this important goal.

**Ministry of  
Municipal Affairs  
and Housing**

Office of the Minister

777 Bay Street, 17th Floor  
Toronto ON M7A 2J3  
Tel.: 416 585-7000

**Ministère des  
Affaires municipales  
et du Logement**

Bureau du ministre

777, rue Bay, 17e étage  
Toronto (Ontario) M7A 2J3  
Tél. : 416 585-7000



234-2023-4205

August 22, 2023

Dear Head of Council,

**Subject: Building Faster Fund**

The housing supply crisis affects all of Ontario – from rural communities to large, urban centres. Our government is committed to building at least 1.5 million homes by 2031, with municipalities across the province as our key partners.

On August 21, 2023, Premier Ford announced the new Building Faster Fund, a new three-year-\$1.2 billion program to help municipalities meet or exceed their share of the province's 1.5 million homes goal.

**As announced by Premier Ford, 10% of the overall funding will be set aside for small, rural and northern communities that have not been assigned a housing target by the province, in order to address their unique needs in supporting growth in housing supply.**

Ontario will be consulting with the Association of Municipalities of Ontario and the Housing Supply Action Plan Implementation Team on program design details of the Building Faster Fund, including how the funds can best support small, rural and northern communities, and I look forward to sharing more information with you in the future. As Ontario grows, we need to build more homes. I look forward to your support in ensuring that everyone – newcomers, young families and seniors – can afford a place to call home.

Sincerely,

A handwritten signature in black ink that reads 'Steve Clark'. The signature is written in a cursive, flowing style.

Steve Clark  
Minister

c: Hon. Nina Tangri, Associate Minister of Housing  
Ryan Amato, Chief of Staff, Minister's Office  
Martha Greenberg, Deputy Minister  
Joshua Paul, Assistant Deputy Minister, Market Housing Division  
Sean Fraser, Assistant Deputy Minister, Planning and Growth Division  
Caspar Hall, Assistant Deputy Minister, Local Government Division

Ministry of Natural Resources and  
Forestry

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

Ministère des Richesses Naturelles et  
des Forêts

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



**RE: Streamlining of Approvals under the Aggregate Resources Act and Supporting Policy**

Greetings,

Further to my letter dated May 29<sup>th</sup>, I am writing to inform you that after reviewing and considering the feedback received in response to the ministry's proposal (ERO # [019-6767](#)), a decision has been made to move forward with the expanded list of changes that can be made to existing pit or quarry site plans in Ontario without ministry approval (provided specific conditions and eligibility criteria are met).

These changes will add five additional activities to the existing list of routine site plan amendments that may be self-filed by authorized pit and quarry operators in Ontario. It's important to note that only those site plan amendments which satisfy all conditions and criteria set out in the updated regulation are eligible for submission under the self-filing process. All other amendments will continue to be subject to review and authorization by the ministry under the formal amendment process.

For complete details of these changes please refer to amended section 7.2 of [Ontario Regulation 244/97](#).

In addition to these changes, we have made administrative updates to the Technical Reports and Information Standards document, as well as the Amendment Without Approval and Objection forms. You can access the latest versions of these documents through our website, at [ontario.ca/aggregates](http://ontario.ca/aggregates).

No decision has been made yet with respect to the proposed amendments policy that was consulted on as part of the same proposal. The ministry continues to review and consider the feedback received in response to the proposed policy and will communicate the outcome once a decision has been reached, including a decision notice on Environmental Registry.

In the meantime, if you have any questions about these changes or should you require a French version of this letter, please contact us by email at [aggregates@ontario.ca](mailto:aggregates@ontario.ca).

Sincerely,

Jennifer Keyes,  
Director, Resources Planning and Development Policy Branch



**Ministry of Natural Resources and Forestry**

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

**Ministère des Richesses naturelles et des Forêts**

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

September 1, 2023

**Subject:** Proposed *Oil, Gas and Salt Resources Act* regulation changes for special projects and well security

---

Hello,

We are writing today to share information about regulation changes being proposed under the *Oil, Gas and Salt Resources Act* that would:

- Establish the processes and requirements that would enable projects to test or demonstrate new or innovative activities in Ontario to pursue authorization under the *Oil, Gas and Salt Resources Act*, including measures to support the protection of people and the environment and provide for local and Indigenous community engagement and consultation, where appropriate, on applications for licences and permits.
- Remove well security exemptions and caps, going forward, for all wells under this Act, when
  - wells are newly drilled, deepened or converted to another use, or
  - a well licence is transferred.
- Increase security caps when companies amalgamate (i.e., no longer allow for security to be refunded to operators on the basis of a security cap when companies amalgamate).

If approved, the proposed changes would come into effect on January 1, 2024.

If approved, the proposed changes to well security exemptions and caps would also apply to operators who make requests for transfers, new well licences, conversions, deepening, or consents to adjust security due to amalgamations, that are received by the ministry after the date these proposed changes were posted to the environmental and regulatory registries.



More details on the proposed changes can be viewed in the proposal notice on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-7507>. Feedback on the proposed changes can be provided directly to the ministry or through the environmental registry.

The decision notice for changes to the *Oil, Gas and Salt Resources Act* to support the regulation of special projects and to enhance measures to safeguard people and the environment that were proposed last spring through *Bill 91, Less Red Tape, Stronger Economy Act, 2023* (<https://www.ola.org/en/legislative-business/bills/parliament-43/session-1/bill-91>) has now been posted and can be viewed here: <https://ero.ontario.ca/notice/019-6752>.

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

Sincerely,



Jennifer Keyes  
Director, Resources Planning and Development Policy Branch

Good afternoon,

I am writing to you today about action the Ontario government is taking to build Ontario by modernizing its permissions process while continuing to provide appropriate environmental oversight.

Today, the ministry posted four related proposals to the Environmental and Regulatory Registries to seek input on how to expand and improve our permit-by-rule (self-registration) framework and to consult on proposed regulations and regulatory changes that would move more activities to Environmental Activity and Sector Registry (EASR) or exemptions under the existing framework.

Ontario is proposing to expand and improve its permit-by-rule framework to reduce burden on business and allow them to proceed once they self-register their activities while still ensuring environmental protection. We are inviting you to provide your input on [this proposal](#), which was posted today on the Environmental and Regulatory Registries for a 60-day public comment period from August 31, 2023, to October 30, 2023. The improved framework would introduce a single enabling regulation that would allow a range of ways to govern permit-by-rule activities while we continue to move more activities to permit-by-rule. More activities would be eligible to register for an assessed EASR, where it can be shown that established environmental outcomes can be met as confirmed by an assessment from a qualified person (professional engineer or scientist). We would also continue to move some activities to permit by rule where prescribed rules for specific sectors are followed. Existing permit-by-rule (“EASR”) regulations would be consolidated in the single regulation. A single regulation governing all eligible activities will increase transparency and make it easier for regulated entities to understand and comply with requirements.

Changes to the framework would also allow for rules to be established outside of regulation in “codes of practice” that would allow the ministry to develop and update rules and move more activities to permit-by-rule faster.

We will use the feedback on the proposed concept for changes to the permit-by-rule framework to inform a more detailed proposal. The ministry is planning to consult again with stakeholders on this more detailed proposal.

As part of our ongoing work to expand the use of the permit-by-rule framework we are also proposing new rules for activities that currently require ministry-reviewed permissions that will allow them to register on the ministry’s Environmental Activity and Sector Registry (EASR) or exempt them from requirements. We are seeking your input on the following proposed EASRs and exemptions that have also been posted today on Environmental and Regulatory Registries for a 60-day public comment period:

- [Commercial, institutional and light industrial stormwater](#)
- [Waste management systems \(expansion of current EASR\)](#)
- [Water takings \(expansion of current EASR\)](#)

The changes to environmental permissions resulting from these proposals and decisions are expected to significantly reduce timelines and reduce burden by allowing more projects to start operating immediately without the need for ministry review. The changes support development and economic growth while maintaining protection of the environment.

As part of the engagement on this initiative, we will be hosting a series of webinars in the coming weeks to discuss the proposals. Webinar sessions are listed below. Please let us know if you are able to attend by clicking on the links below and registering for the session(s).

1. [Environmental Permissions Modernization - general session on the four proposals](#)
2. [Streamlining Permissions for Water Taking and Stormwater Management](#)
3. [Waste Management System Self-Registration](#)

If you have any questions about the proposal or decision posting, please send an email to: [permissions.modernization@ontario.ca](mailto:permissions.modernization@ontario.ca).

Thank you.

Heather Malcolmson  
Director, Client Services and Permissions Branch  
Ministry of the Environment, Conservation and Parks

Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Municipal Policing Bureau**  
**Bureau des services policiers des municipalités**

777 Memorial Ave.  
Orillia ON L3V 7V3

777, avenue Memorial  
Orillia ON L3V 7V3

Tel: 705 329-6140  
Fax: 705 330-4191

Tél. : 705 329-6140  
Télééc.: 705 330-4191

File Reference:

612-10

September 6, 2023

To All OPP-policed Municipalities

Re: Distribution of Police Record Check Revenue to Municipalities

In June 2022, the Ontario Provincial Police (OPP) centralized the police record check process by transferring the responsibility for the process from detachment staff to an Online Police Record Check Unit (OPRCU). The centralization of the police record check process eliminates the need for detachment staff to perform duties associated with the police record checks, with the exception of fingerprinting. This OPRCU has been staffed by reinvesting numerous administrative detachment positions from across the province. The change in staffing at OPP detachment locations will be captured in the overall municipal policing cost-recovery in accordance with the terms set out in *Police Services Act*, Ontario Regulation 267/14.

Historically, the revenue generated from detachment staff completing record checks for municipal residents has been credited back to the applicable municipalities. With the reassignment of the police record check workload to the OPRCU, there will be a gradual reduction of the revenue provided to municipalities, except for the revenue for fingerprinting. Fingerprinting remains a detachment responsibility and, therefore, the revenue for conducting fingerprint services at the detachments will continue to be allocated to municipalities. The gradual reduction of police record check revenue (not related to fingerprinting) will be accompanied by the introduction of some cost savings for municipalities resulting from the impact of reinvesting some detachment positions into the OPRCU. This will provide municipalities with an extended period of time to make appropriate adjustments to any impacted financial plans.

**OPP-policed municipalities will continue to receive police record check revenue in 2023 and 2024.** Commencing in 2025, the revenue will be reduced by 25% per year. In 2028, OPP-policed municipalities will cease to receive police record check revenue associated with police record checks processed by the OPRCU. Municipalities will continue to receive revenue for fingerprinting services provided at the detachment.

Page 1 of 2

The OPP will continue to deliver adequate and effective policing services while focusing on meeting the municipalities' unique policing needs.

Should you have any questions, please email the OPP Municipal Policing Bureau Financial Services Unit at [OPP.Financial.Services.Unit@opp.ca](mailto:OPP.Financial.Services.Unit@opp.ca).

Respectfully,



Phil Whitton Superintendent  
Commander,  
Municipal Policing Bureau

cc OPP Deputy Commissioner Chris Harkins  
OPP Provincial Commander Mary Silverthorn  
A/Inspector Kirsten Buligan, Community Safety Services  
OPP Detachment Commanders

# Canada



Ontario

August 28, 2023

Janet Denkers  
 Clerk-Administrator  
 Municipality of Brooke-Alvinston  
 jdenkers@brookealvinston.com

Dear Ms. Denkers:

We are pleased to announce that the governments of Canada and Ontario are investing up to \$1.5 million over two years to help improve the removal, handling, and disposal of deadstock across the province. The Increasing Deadstock Capacity Initiative application intake will be open from September 21, 2023, to February 1, 2024. All approved projects must be completed by February 1, 2025. You can find additional information, including how to apply, on the Agricultural Adaptation Council Website at [info@adaptcouncil.org](mailto:info@adaptcouncil.org).

This program is being offered through the Sustainable Canadian Agricultural Partnership (Sustainable CAP). The cost-share funding initiative will help address some of the gaps identified in a Livestock Research Innovation Corporation (LRIC) report released this year and will provide opportunities for the deadstock industry to streamline operations and improve accessibility by increasing capacities and establishing new service standards.

Please note that expenses, where applicable, must meet regulatory requirements, including [Ontario Regulation 105/09](#) under the Food Safety and Quality Act, 2001 (FSQA), and [Ontario Regulation 106/09](#) under the Nutrient Management Act, 2002 (NMA), (or any applicable requirements under the Safe Food for Canadians Act for federally registered plants), and be suitable for use. The undertaking of these activities for cost-share funding may still be subject to regulatory approvals.

Our governments are committed to supporting the agri-food sector and rural communities in Ontario.

.../2

We encourage you to take advantage of this funding opportunity and submit an application. Together, we can ensure that Ontario's agricultural communities can continue to operate sustainably and without interruption.

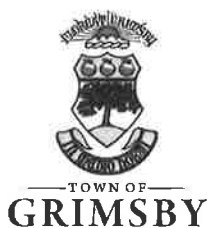
Sincerely,



Lawrence MacAulay  
Minister of Agriculture  
and Agri-Food



Lisa M. Thompson  
Minister of Agriculture, Food  
and Rural Affairs



**The Corporation of the Town of Grimsby  
Administration**

Office of the Town Clerk  
160 Livingston Avenue, Grimsby, ON L3M 0J5  
**Phone:** 905-945-9634 Ext. 2171 | **Fax:** 905-945-5010  
**Email:** [bdunk@grimsby.ca](mailto:bdunk@grimsby.ca)

September 8, 2023

SENT VIA E-MAIL

Office of the Prime Minister  
80 Wellington St.  
Ottawa, ON, K1A

Attention: The Right Honourable Justin Trudeau

**RE: Establishing a Guaranteed Livable Income**

Please be advised that the Council of the Corporation of the Town of Grimsby at its meeting held on September 5, 2023 passed the following resolution:

Moved by: Councillor Korstanje

Seconded by: Councillor Freake

Whereas the Canadian livable wage for Niagara Region, two years ago was determined to be \$19.80. This was \$6000 below the annual income of a minimum wage employee; and

Whereas our residents on programs such as Ontario Works, receive targeted fixed monthly incomes of \$733, and ODSP recipients receive \$1376; and

Whereas at the current Ontario minimum wage rate, a person working 37.5 hours per week will earn approximately \$2,500 monthly (before tax); and

Whereas the median rent for one bedroom in Grimsby as of August 2023 is now \$2000 a month; and

Whereas rent is considered affordable, when it is less than 30% of income. In Niagara west, rent is approximately 272% of Ontario Works, 145% of Ontario Disability Support Services, 75% of minimum wage full-time, and 150% of minimum wage part time; and



Whereas an annual 2.5% allowable rent increase can be combined with an additional 3-6.5% capital investment increase, raising the cost of rental housing another minimum of \$110 monthly; and

Whereas there are no housing units under Niagara Regional Housing for single adults or families with dependents, including 2,3,4 or five bedrooms in our community; and

Whereas the Grimsby Benevolent Fund reported that in 2022:

- 70+ households received monthly rental supplement totaling \$237,744
- \$79,500 was invested into one time emergency housing support as of June 7, 2023
- 78 households are receiving monthly financial benefits to make rental housing more affordable; and

Whereas food inflation was 8.3% and groceries rose by 9.1%; and

Whereas the Grimsby Food Bank numbers from June 2023 reported:

- 19 new households
- 447 served households
- 1055 served individuals
- 7 emergency visits; and

Whereas the Grimsby Economic Strategic Plan identified the general high cost of living and housing affordability as primary obstacles in our workforce attraction.

Therefore be it resolved that The Corporation of the Town of Grimsby circulate correspondence to Ontario municipalities encouraging them not only to collect data of their housing and poverty statistics, but also to examine their pending economic vulnerability as a result.

Be it further resolved that The Corporation of the Town of Grimsby encourage these same municipalities to join us in advocating on behalf of our communities with this data, and by writing a letter to the Prime Minister, Premier, and local politicians calling for a united effort in establishing a Guaranteed Livable Income program.

Be it further resolved the Town of Grimsby Clerks Department circulates this resolution to Niagara West MP Dean Allison and Niagara West MPP Sam Oosterhoff, requesting a response on this matter within 30 days of receipt.

Be it further resolved that The Corporation of the Town of Grimsby, through its Finance and Human Resources departments, undertake a comprehensive assessment to explore the feasibility and implementation of a living wage policy for all Town of Grimsby employees, with the aim of ensuring that all municipal workers receive fair compensation that aligns with the principles of a living wage and that staff be directed to explore becoming a living wage employer.

If you require any additional information, please let me know.

Regards,



Bonnie Nistico-Dunk  
Town Clerk

cc. Hon. Doug Ford, Premier of Ontario  
Ontario Municipalities  
Dean Allison, MP Niagara West  
Sam Oosterhoff, MPP Niagara West



## The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: [www.emo.ca](http://www.emo.ca)  
E-mail: [township@emo.ca](mailto:township@emo.ca)

Phone: 807-482-2378  
Fax: 807-482-2741

August 14, 2023

Via email only

Premier's Office  
Room 281  
Legislative Building  
Queen's Park  
Toronto, ON  
M7A 1A1

Dear Honourable Doug Ford,

**Re: Black Ash Tree Classification as "endangered" under the Endangered Species Act**

Please be advised that the Council of the Municipality of Emo, at its meeting held on Wednesday, June 14, 2023 passed the following resolution.

**Resolution June 14, 2023 No. 16**

WHEREAS the Ministry of Environment, Conservation and Parks listed the Black Ash Tree as endangered in the Province of Ontario as a result of the Emerald Ash Borer infestation in eastern and southern Ontario;

WHEREAS this classification was given even though the Emerald Ash Borer is not known to be widespread in Northwestern Ontario;

WHEREAS the Black Ash Tree is assumed to remain abundant on the landscape of Northwestern Ontario;

WHEREAS the Species at Risk in Ontario (SARO) classification of "endangered" under the Endangered Species Act (ESA) prohibits killing (Harvesting), harming, harassing, possessing, transporting, trading, and selling of live or dead Black Ash, and damaging or destroying its habitat on both Crown and Private Land;



## The Corporation of the Township of Emo

P.O. Box 520, Emo, Ontario, P0W 1E0

Website: [www.emo.ca](http://www.emo.ca)  
E-mail: [township@emo.ca](mailto:township@emo.ca)

Phone: 807-482-2378  
Fax: 807-482-2741

WHEREAS the Species at Risk in Ontario (SARO) classification of “endangered”, for the Black Ash Tree, came into effect on January 26, 2022;

WHEREAS the Ontario Black Ash Recovery Strategy is proposed to come into enforcement in January 2024;

WHEREAS the strategy is not expected to change the 50-99% destruction of Black Ash by the Emerald Ash Borer;

WHEREAS the strategy contains 170 references to possibilities that “may” be or are “poorly understood”, including 80-year climate change models;

WHEREAS one of these unknown factors is the Rainy River forests of Northwestern Ontario;

WHEREAS the Rainy River forests, while having features of Great Lakes – St. Lawrence, also include Boreal and Prairie habitats following a continuum from northern Minnesota rather than from Southern Ontario;

WHEREAS the strategy, if applied, will certainly have severe impact on the economy, agriculture, forestry, tourism, recreation, First Nations and residential landowners of the Rainy River District;

WHEREAS it would be impossible to fully comply with the strategy and continue living in much of the Rainy River District;

WHEREAS consultation on the Black Ash and Emerald Ash Borer did not include the majority of Northwestern Ontario.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Emo urges the Provincial Government to:

- a) Rescind the Ontario Black Ash Recovery Strategy at least as it concerns the Rainy River District and Northwestern Ontario;
- b) Seek further understanding of the health of the Black Ash in the Rainy River District and Northwestern Ontario.
- c) Complete a provincial study regarding socio-economic impact on this part of Northwestern Ontario

in consultation with stakeholders BEFORE any policies are passed and enacted upon.

Should you have any questions, please do not hesitate to contact this office.

Regards,



Crystal Gray

CAO/Clerk-Deputy Treasurer

Acting Treasurer

Township of Emo

E: [cao@emo.ca](mailto:cao@emo.ca)

P: (807) 482-2378

- cc. Thunder Bay – Superior North MP, Marcus Powlowski  
 Premier Doug Ford  
 Kenora-Rainy River MPP, Greg Rickford  
 Ministry of Agriculture, Food, and Rural Affairs  
 Ministry of Northern Development, Mines, Natural Resources and Forestry  
 The Association of Municipalities of Ontario (AMO)  
 The Federation of Northern Ontario Municipalities (FONOM)  
 Northwestern Ontario Municipal Association (NOMA)  
 Rural Ontario Municipal Association (ROMA)  
 The Federation of Agriculture  
 Ontario Federation of Agriculture  
 Office of the Ontario Regional Chief – Chiefs of Ontario  
 Northwestern Ontario First Nations  
 Rainy River District Municipal Association (RRDMA)  
 Rainy River District Clerks & CAO's



Administration Office 1024 Hurlwood Lane, Severn  
 Mailing address PO Box 159, Orillia, Ontario L3V 6J3  
 Email info@severn.ca  
 Phone 705-325-2315

August 11, 2023

Climate Emergency Unit  
 c/o The David Suzuki Institute  
 201 Pringle Farm Rd  
 Saltspring Island, BC  
 V8K 2Y2

Dear Erin Blondeau, Director of Communications

Re: Climate Emergency Just Transition Transfer (JTT)

Please be advised that the Council for the Township of Severn received correspondence respecting the Just Transition Transfer (JTT) at their recent August 9<sup>th</sup>, 2023 Council meeting.

Following discussion Motion C2023-042 was passed:

**Moved by Councillor - Ward 3 Phil Brennan**

**Seconded by Deputy Mayor Judith Cox**

**WHEREAS Canada's greenhouse gas (GHG) emissions are slowly starting to trend downward, but the reduction trajectory remains incongruent with what science and justice demands;**

**WHEREAS Canada must spend what it takes to confront the climate emergency, and there is an urgent need for Canada to spend more on climate infrastructure that would drive down GHGs and hasten the transition off fossil fuels;**

**WHEREAS Canada needs to make an audacious and hopeful offer to those workers and communities whose employment and economic security is currently tied to the fossil fuel industry (and to a lesser extent the auto, steel, concrete, and agriculture industries, etc., all of which face substantial transition challenges), and to Indigenous communities on the frontlines of fossil fuel extraction;**

**WHEREAS** the federal government has introduced a *Sustainable Jobs Act*, but this Act needs to be paired with and backed-up by a substantial investment in the jobs of the future;

**WHEREAS** much of the climate infrastructure needed will come under provincial, municipal and Indigenous jurisdiction (renewable energy, grid upgrades, public transit, zero-emission housing, etc.), and training comes under provincial jurisdiction, but it is the federal government that has the greatest capacity to pay;

**WHEREAS** a new federal Climate Emergency Just Transition Transfer (JTT) specifically linked to funding climate infrastructure projects that would create hundreds of thousands of jobs, along with training and apprenticeships programs for workers and those leaving the oil and gas industry -- would be a transformative program that signals that Canada is indeed entering emergency mode;

**WHEREAS** the JTT would be an annual transfer of approximately \$25 billion from the federal government to provincial/territorial, municipal and Indigenous governments, purpose-built to meet the climate emergency imperative to decarbonize our society, ensuring communities can fund the infrastructure and training needed to transition off fossil fuels, while creating thousands of sustainable jobs in a way that is specific to their needs and locale;

**WHEREAS** the JTT's distribution would be based on a formula linked to recent GHG emissions in each province (but fixed from that point onward, so as not to perversely incentivize continued high GHGs), recognizing that some jurisdictions face a more challenging task to transition their local economies;

**WHEREAS** the JTT would transfer federal funds to newly established just transition agencies in each province and territory -- jointly governed by the federal government, provincial/territorial governments, municipal governments, and local Indigenous nations -- and in some case directly to Indigenous nations, ensuring the transfer money is not simply absorbed into provincial or municipal budgets or used to displace other infrastructure or

**training funds, but rather, ensuring the money is used for its intended purpose, and that funds are allocated in a manner sensitive to local climate action plans, the unique GHG profiles of each region, and to local labour market/training needs;**

**WHEREAS a JTT could provide significant, stable, multi-year funding for the climate infrastructure and training/employment needs of municipalities, Indigenous communities, energy utilities, public transit authorities and public housing authorities;**

**WHEREAS the federal government is welcome to title such a new transfer as they see fit (e.g. a Sustainable Jobs Transfer or a Climate Infrastructure Transfer);**

**NOW THEREFORE BE IT RESOLVED, that the Township of Severn formally endorses the call for a new Just Transition Transfer; and**

**THAT the Township of Severn urges the federal government to establish a new Just Transition Transfer, starting with a major financial commitment in the next federal budget; and will write to the federal ministers concerned expressing this support;**

**AND THAT this resolution be circulated to all municipalities.**

**Carried**

Should you have any questions or concerns, please feel free to contact me at (705) 325-2315 x 232 or by email at [agray@severn.ca](mailto:agray@severn.ca)



Regards,

*Alison Gray*

Alison Gray, BAH, CMO, AOMC  
Clerk

Cc Ontario Municipalities



	<b>PLANNING AND DEVELOPMENT SERVICES REPORT</b>	
<b>REPORT TO:</b>	<b>BROOKE-ALVINSTON COUNCIL</b>	
<b>PREPARED BY: (COUNTY)</b>	<b>Maria Cossa-Rossi, MA, RPP, MCIP Senior Planner</b>	
<b>APPROVED BY: (MUNICIPALITY)</b>	<b>Janet Denkers Clerk-Administrator</b>	
<b>REPORT DATE:</b>	<b>September 11, 2023</b>	
<b>MEETING DATE:</b>	<b>September 14, 2023</b>	
<b>IN CAMERA:</b>	<b>Open Session</b>	
<b>SUBJECT:</b>	<b>Site Plan Amendment Agreement 3312 Nauvoo Road, Alvinston PLAN 15 PART LOTS 27-35 &amp; 37 Applicant/Owner: Kucera Farm Supply Ltd</b>	

### **EXECUTIVE SUMMARY:**

The applicant has applied to amend their registered site plan and site plan agreement dated, June 20, 2022, for the demolition of offices and installation of a canopy, located on the west side of the building, fronting along Nauvoo Road..

Per the Site Plan Delegation By-law, staff approved the site plan amendment (Attachment 2) with the following conditions:

1. Site Plan Amendment Agreement be approved by Council.
2. Site Plan Amendment Agreement be registered onto the title of the subject property prior to any construction, site alteration or any other activities on the site.
3. Registration of Site Plan Amendment Agreement to the satisfaction of the Municipality and at the sole expense of the Owner.

### **RECOMMENDATION:**

That Council for the Municipality of Brooke-Alvinston **APPROVE** the attached Site Plan Amendment Agreement (Attachment 3).

### **REASONS FOR RECOMMENDATION:**

The proposed demolition of office and installation of a canopy comply with the Highway Commercial (C2) zone regulations.

### **BACKGROUND/SITE CONTEXT:**

The subject property, approximately half an acre, is located within the Municipality's Highway Commercial area at the corners of Nauvoo Road and Railroad Line. Nauvoo Road is a County road and the subject property is also located within the St. Clair

Region Conservation Authority’s regulated area. It contains an agricultural implement sales and service establishment, which is adjacent to a residential area to the east and to the south.

The Applicant proposes to demolish the offices currently located on the west side of the building, fronting along Nauvoo Road, and install a canopy to be constructed over the entrance of the existing building.

The property was the subject of a minor variance application, which was conditionally approved on July 11, 2023. Conditional approval was granted by the Committee to reduce the front yard setback from 7.5 metres to 4.5 metres to facilitate the construction and installation of the proposed canopy, subject to the Applicant completing the following:

- Site Plan Amendment process to obtain approval and register an amended Site Plan Agreement onto the title of the property, prior to any construction, site alteration or any other activities on the site.

The proposed demolition of the offices and the installation of a canopy comply with the C2 zone regulations.

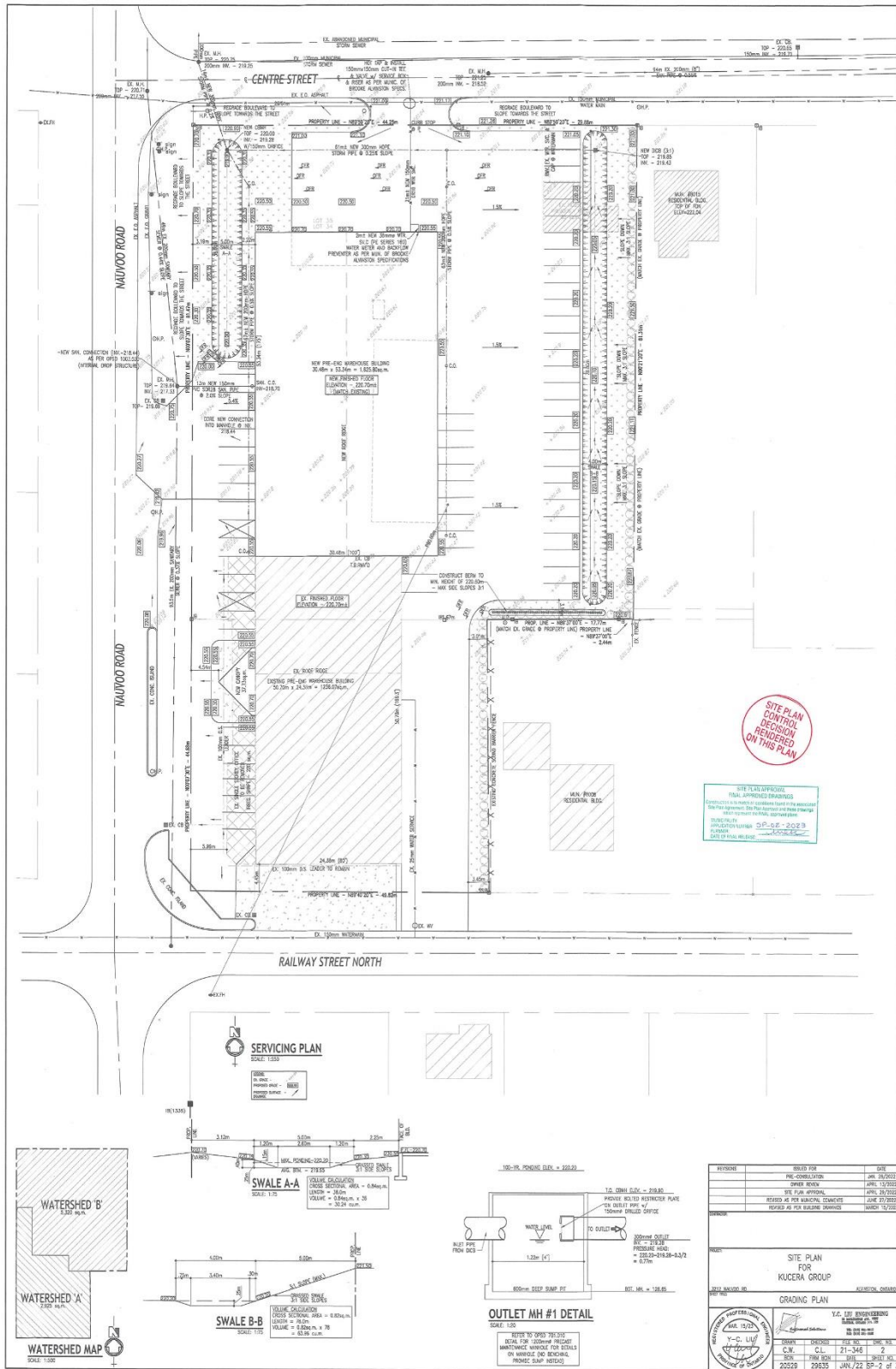
**DEPARTMENT AND AGENCY COMMENTS:**

Brooke-Alvinston Public Works County of Lambton Public Works County of Lambton Building Services St. Clair Region Conservation Authority	No Concerns
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**ATTACHMENT(S):**

- Attachment 1 – Site Plan Amendment Approval with Conditions
- Attachment 2 – Site Plan Amendment Drawing
- Attachment 3 – Site Plan Amendment Agreement and Execution By-law

# ATTACHMENT 1 - SITE PLAN AMENDMENT DRAWING



**ATTACHMENT 2 – SITE PLAN AMENDMENT APPROVAL WITH CONDITIONS**

**ATTACHMENT 3 – SITE PLAN AMENDMENT AGREEMENT & EXECUTION BY-LAW**



**THE MUNICIPALITY OF BROOKE-ALVINSTON**  
**SITE PLAN AMENDMENT AGREEMENT**

**THIS AGREEMENT** made in triplicate this 14<sup>th</sup> day of September, 2023.

**BETWEEN**

KUCERA FARM SUPPLY LIMITED

Hereinafter called the "Owner")

Of the First Part

-and-

The Corporation of the Municipality of Brooke-Alvinston

(Hereinafter called the "Municipality")

Of the Second Part

**WHEREAS** the Municipality has enacted a Site Plan Control Area By-law pursuant to the provisions of Section 41 of the Planning Act, R.S.O. 1990;

**AND WHEREAS** Section 41 of the *Planning Act* requires the Owner to:

- a) submit development plans to the Municipality for approval under Section 41(4) of the Act, and
- b) authorizes the Municipality to require the Owner to enter into an Agreement respecting the provision of the services and the approval of the plans and drawings under Section 41(7) of the *Planning Act*;

**AND WHEREAS** the Owner represents and warrants that it intends to develop lands described in Schedule 'A' to this Agreement (hereinafter called the "Said lands");

**AND WHEREAS** the Owner of the Said lands has submitted plans to the Municipality for approval in accordance with subsection (4) of the said Section 41;

**AND WHEREAS** By-law 38 of 2022 of the Corporation of the Municipality of Brooke-Alvinston authorized the execution of a Site Plan Agreement between the Corporation of the Municipality of Brooke-Alvinston and Owner, of Kucera Farm Supply Limited, respecting development on the Said lands;

**AND WHEREAS** the Owner and the Municipality entered into a site plan agreement on the 20th day of June, 2022;

**AND WHEREAS** the Owner wishes to amend the said Agreement to include a revised site plan;

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that the parties hereto agree as follows:

1. The attached Schedule "B", showing revised site plan, is hereby declared to replace Schedule "B" to the Site Plan/Development Agreement dated June 20, 2022, and shall form part of that Agreement.

- 2. The attached Schedule "B", showing revised site plan, applies to the west side of the building, fronting along Nauvoo Road. A previously executed site plan agreement continues to remain in effect for the balance of the property.
- 3. The Owner hereby agrees that the development shall be carried out and completed in accordance with the attached Schedule "B". Any item or feature which is not specifically shown on Schedule "B" or described in this agreement shall be deemed to be prohibited and will only be permitted through an amendment to this agreement.
- 4. All other provisions of the June 20, 2022, Agreement shall remain in force and effect.

**NOW THEREFORE** the parties hereto agree as follows:

- 1. The following Schedules are hereby declared to form part of this Agreement and are attached hereto:

<u>Schedule</u>	<u>Description</u>
"A"	- being a legal description of the lands affected (the Said lands).
"B"	- being the Site Plan drawing, to include the addition of four (4) additional grain storage structures on the property.

- 2. The attached Schedules are approved by the Municipality subject, to the following conditions:

**Demolition of Offices and Installation of Canopy**

- i) The approval of Schedule "B" applies to the demolition of offices and installation of a canopy at the entrance to the building, located on the west side of the building, fronting along Nauvoo Road.
- 3. The Owner hereby agrees to maintain to the satisfaction of the Municipality and at the sole risk and expense of the Owner those facilities, works or matters required to be provided under Section 2 herein.
- 4. The approval of the attached Schedules by the Municipality shall lapse if development of the Said lands is not carried out and completed in accordance with the said Schedules within two (2) years of the date of execution of this Agreement.
- 5. The Owner hereby acknowledges and agrees that:
  - a. Pursuant to subsection (10) of Section 41 of the *Planning Act*, 1990, the Municipality will require the registration of this Agreement against the Said lands to which it applies, and the Municipality is entitled to enforce the provisions hereof against the Owner, and subject to the provisions of the *Registry Act and the Land Titles Act*, and any and all subsequent Owners of the land.
  - b. Pursuant to subsection (11) of Section 41 of the *Planning Act*, 1990, Section 427 of the *Municipal Act* applies to any requirements made under all the subclauses of clause 2 hereof and to any other requirements made under this Agreement.

- 6. Notwithstanding any of the provisions of this Agreement, the Owner shall be subject to all the by-laws of the Municipality and shall construct all the work in accordance with the requirements of and the approvals and permits from the Municipality, the County of Lambton, and the Province of Ontario.
- 7. The Owner agrees to pay all costs, legal or otherwise, of the registration of this Agreement on title.
- 8. This Agreement may be amended at any time with the consent, in writing, of the Municipality and the registered Owner of the Said lands.
- 9. The provisions hereof shall ensure to the benefit of the parties hereof and their heirs, executors, administrators, successors, and assigns.

**IN WITNESS WHEREOF** the parties hereto have affixed their signatures and Corporate Seals attested to by the hands of their proper officers, duly authorized in that behalf.

**SIGNED, SEALED AND DELIVERED**

---

**Owner, Kucera Farm Supply**

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

---

**Mayor,  
Dave Ferguson**

---

**Clerk Administrator,  
Janet Denkers**



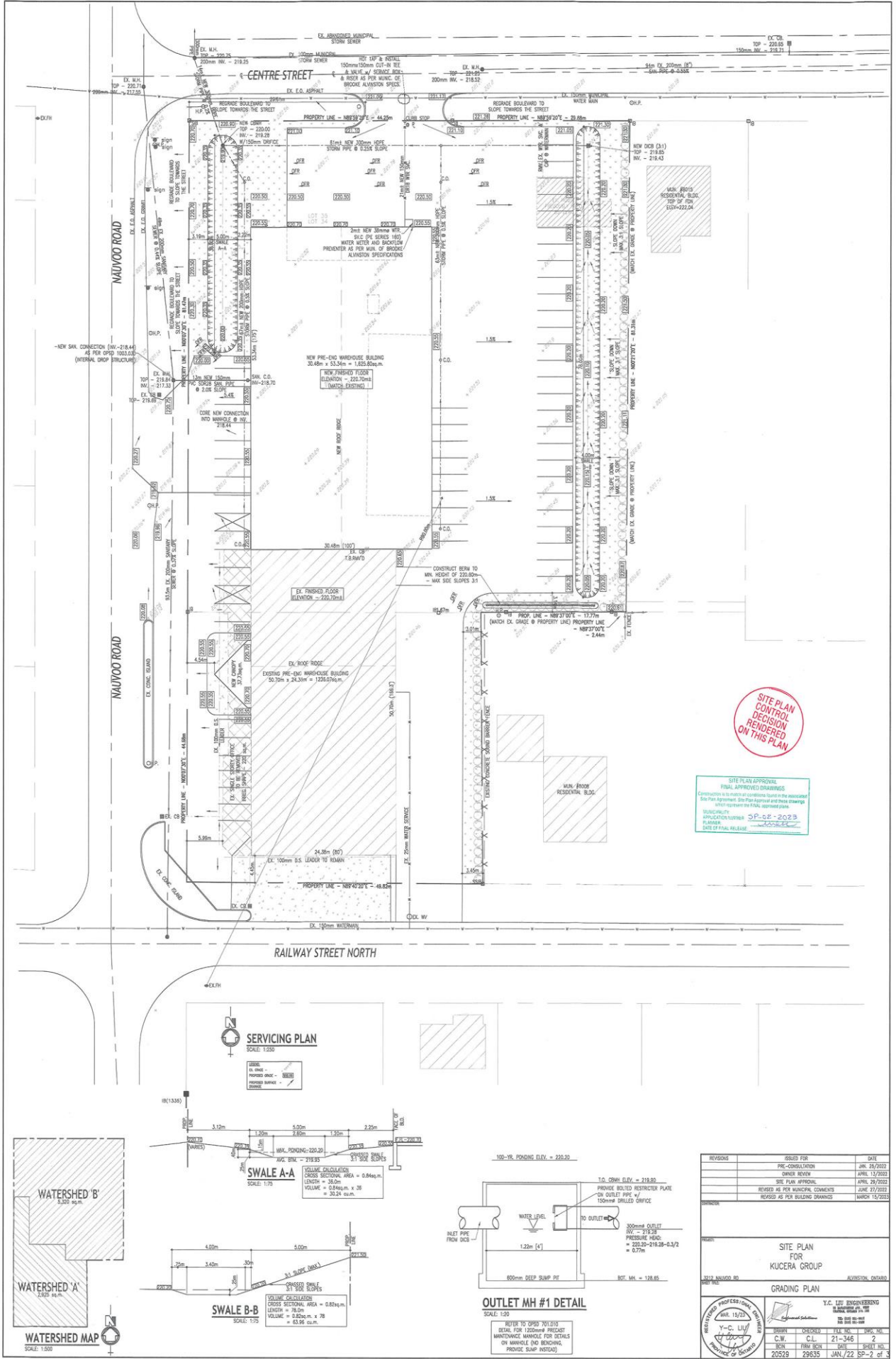
**SCHEDULE "A"****LEGAL DESCRIPTION OF THE LANDS AFFECTED BY THIS AGREEMENT**

**ALL AND SINGULAR** that certain parcel or tract of land and premises situate, lying and being in the Municipality of Brooke-Alvinston, in the County of Lambton, and the Province of Ontario, and being composed of:

- PLAN 15 PART LOTS 27-35 & 37
- Known municipally as 3212 Nauvoo Road, Alvinston.

# SCHEDULE "B"

## SITE PLAN (Original on file)



**SITE PLAN CONTROL DECISION RENDERED ON THIS PLAN**

**SITE PLAN APPROVAL**  
 FINAL APPROVED DRAWINGS  
 Construction to be done as indicated on the associated Site Plan Approval and these drawings which represent the final approval plan.  
 MUNICIPALITY: APPLICATION NUMBER: SP-02-2023  
 PLANNER: [Signature]  
 DATE OF FINAL RELEASE: [Signature]

**SERVICING PLAN**  
 SCALE: 1:250

100%  
 75%  
 50%  
 25%  
 0%  
 100%  
 75%  
 50%  
 25%  
 0%  
 100%  
 75%  
 50%  
 25%  
 0%

**SWALE A-A**  
 SCALE: 1:75

VOLUME CALCULATION  
 CROSS SECTIONAL AREA = 0.84m<sup>2</sup>  
 LENGTH = 36m  
 VOLUME = 0.84m<sup>2</sup> x 36  
 = 30.24 cu.m.

**SWALE B-B**  
 SCALE: 1:75

VOLUME CALCULATION  
 CROSS SECTIONAL AREA = 0.87m<sup>2</sup>  
 LENGTH = 78.0m  
 VOLUME = 0.87m<sup>2</sup> x 78  
 = 67.86 cu.m.

**OUTLET MH #1 DETAIL**  
 SCALE: 1:20

REFER TO OPB7 701.210  
 SCALE FOR 100mmH PRECAST  
 MAINTENANCE MANHOLE FOR DETAILS  
 ON MANHOLE END VIEWING,  
 PROVIDE SLUMP (INSTEAD)

REVISIONS	ISSUED FOR	DATE
	PRE-CONSULTATION	JAN. 26/2022
	OWNER REVIEW	APRIL 13/2022
	SITE PLAN APPROVAL	APRIL 29/2022
	REVISED AS PER MUNICIPAL COMMENTS	JUNE 27/2022
	REVISED AS PER BUILDING DRAWINGS	MARCH 15/2023

<b>SITE PLAN FOR KUCERA GROUP</b>	
3072 NAUVOO DR.	ALVINGTON, ONTARIO
<b>GRADING PLAN</b>	
Y.C. LIU PROFESSIONAL ENGINEER No. 15123	Y.C. LIU ENGINEERING 1000 HWY 7 UNIT 10 SCARBOROUGH, ONTARIO M1B 5K4 TEL: 416-291-8888 FAX: 416-291-8889 WWW.YC-LIU.COM
DESIGN: C.W. CHECKED: P.B.W. DATE: 2022.9	DRAWN: C.L. DATE: 2022.9
SHEET NO. 21-346 OF 2	SHEET NO. 21-346 OF 2



Municipality of Brooke-Alvinston  
 3236 River Street  
 Alvinston ON N0N 1A0  
 T: (519) 898-2173


**APPLICATION FOR SITE PLAN CONTROL  
 NOTICE OF DECISION  
 MUNICIPALITY OF BROOKE-ALVINSTON**

Application Number: SP-02-2023  
 Municipal Address: 3212 Nauvoo Road, Alvinston ON N0N 1R0  
 Legal Description: PLAN 15 PART LOTS 27-35 & 37  
 Proposed development: Agricultural Implement Sales Establishment  
 Applicant: Kucera Farm Supply Ltd

The proposed development and associated Site Plan are approved subject to the conditions and full compliance with the approved plans bearing the stamp of approval and the above site plan application number.

The present owner and any subsequent owner of the described land must comply with all the attached conditions.

The undersigned is authorized, pursuant to **By-law 38 of 2022**, to render a decision on Site Plan applications, and bind the Corporation to conditions imposed as attached in Schedule A to this document.

Signature of delegated Approval Authority Janet Denkers Clerk-Administrator	SIGNATURE 
Decision:	<b>APPROVAL WITH CONDITIONS</b>
Decision date:	September 11, 2023
Planner Assigned to file and contact:	Maria Cossa-Rossi 519-45-0801

**THIS IS NOT A BUILDING PERMIT**

In addition to site plan approval, a Building Permit may be required prior to any work commencing. For further information, please contact the County of Lambton - Building Services Department at 519-845-5420 or at 789 Broadway Avenue, Wyoming, Ontario, during office hours.

**WARNING**

**This site plan approval does not relieve the owner or the owner's authorized agent from full compliance with requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or lands.**



**Municipality of Brooke-Alvinston**  
 3236 River Street  
 Alvinston ON N0N 1A0  
 T: (519) 898-2173

### **Schedule A – Conditions of Approval**

**Application Number: SP-02-2023**

1. The applicant is required to enter into a Site Plan Amendment agreement with the Municipality which include, but is not limited to site servicing, site grading, payment of any fees and providing any updated plans that will form the final “for construction” drawings.
2. At the applicant’s sole expense, the Municipality of Brooke-Alvinston shall register the Site Plan agreement required in Condition 1 with Land Registry and provide the applicant written confirmation of the registration on the subject lands.
3. The applicant shall provide all deposits, if applicable, in the Site Plan Amendment agreement in the form and value shown in the agreement, to the satisfaction of the Municipality.
4. The last day for appealing said decision to the Ontario Land Tribunal is October 1, 2023. Written notice of an appeal setting out the reasons for the appeal and accompanied by a certified cheque or money order in the amount of \$1,100.00 made payable to the **Minister of Finance** must be filed with the Town of Petrolia on or before appeal date.
5. This Site Plan Control Approval is valid for a period of up to 2 years from the Date of Decision noted on the Council of Brooke-Alvinston Notice of Decision.

### **WARNING**

**This site plan approval does not relieve the owner or the owner’s authorized agent from full compliance with requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or lands.**



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

August 16, 2023

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

Attention: Mayor and Council

**Re: Proposal to Amend the McEachren Drain Engineer's Report**

Circumstances have arisen that requires the McEachren Drain Report, that has received final reading, to be amended under Section 84.1 of the Drainage Act. This letter sets out the reasons for such amendments and the criteria and process to finalize the amendments under Section 9 and 10 of O.Reg.500/21. The proposed amended report is attached in Appendix 1 and has the proposed changes in "italics" and "red" font.

**Background**

The McEachren Drain dated April 20, 2022 was submitted to Council. A Meeting to Consider and a Court of Revision were held. In the Report, Culvert no. 7 located in the E1/2 Lot 4, Concession 11 (roll no. 40-045) was to be removed as it was no longer required and Culvert no. 5 located in the E3/4 Lot 3, Concession 11 (roll no. 40-042) was to be replaced in the future. During construction, it was realized that Culvert no. 7 was necessary for access to the north side of the channel and could not be removed. Culvert no. 5 was no longer required. Both culverts are located on lands with the same Owner (Griffith Seeds Inc. and J. & C. Griffith).

Since the report has received final reading, the report requires to be amended.

**Criteria for Amending the Engineer's Report**

In order to amend an adopted Engineer's Report, Section 9 of O.Reg.500/21 requires that the engineer prepare a supporting document that addresses four (4) criteria. As part of this supporting document, the criteria with the explanation as to how each has been met is as follows:

9.1.i. the design changes to the drainage works are necessary due to unforeseen circumstances encountered during the construction of the drainage works,

It is required that Culvert no. 7 remain in place as the Owner requires access to lands north of the channel. It is required that Culvert no. 5 be removed from the channel as it is in fair to poor condition and the Owner does not use this access and has an alternative access to lands north of the channel from Inwood Road.

9.1.ii. the existing approvals for the drainage works allow for the design change to be made without requiring amendment to the approval,

The change does not affect the approvals for this drainage works.

9.1.iii. the design changes will not increase the cost of the total project by more than 133 per cent,

There will be no increase in cost to the drainage works. The cost of removing Culvert no. 7 will be applied to Culvert no. 5 and the future replacement cost of Culvert no. 5 will be applied to Culvert no. 7.

9.1.iv. the design changes will not impact the existing drainage capacity.

The design changes will not affect the capacity of the drainage works.

Since R. Dobbin Engineering is of the opinion that the requirements of 9.1 are met, we have proceeded to satisfy 9.2 and 9.3 as per O.Reg.500/21, as below:

9.2. The engineer will prepare a revised design of the drainage works that sets out the changes that are being made to the design.

9.3. As soon as reasonably possible and before the passing of the by-law that contains the final price, the engineer shall submit the supporting document and the revised design to the council of the municipality in which the drainage works is located.

The amended report is located in Appendix 1 of this document.

### **Next Steps**

O.Reg.500/21 outlines the process to approve the amendments to the Engineer's Report under section 10, as below:

10. Upon receipt of a revised design and supporting document, the council of the municipality shall,

- (a) approve the revised design as an addendum to the by-law;
- (b) assess any additional fees or expenditures of the engineer in accordance with the assessment schedule; and
- (c) provide notice of the addendum to the by-law to all persons who own property that may be affected by the drainage works.

Should you have any questions feel free to contact the under signed at 519-882-0032, ext.209.

Yours truly,

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

APPENDIX 1  
AMENDED McEACHREN DRAIN REPORT





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

August 16, 2023

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

Gentlemen & Mesdames:

**Re: McEachren Drain**

In accordance with your instructions, we have undertaken an examination of the McEachren Drain with regards to the replacement of the access culvert in the west part NW1/4 Lot 11, Concession 10 and investigating the condition of the other access culverts and replacing those as required based on their current condition. The drainage works is generally located in Lots 10 to 14, Concessions 10 and 11 in the Municipality of Brooke Alvinston.

Authorization under the Drainage Act

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

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

### Existing Drainage

The McEachren Drain consists of a channel that outlets to the 10th Concession Drain in the W1/4 Lot 1, Concession 11 just north of Petrolia Line and just east of Forest Road. It extends in a northeast direction to the east side of lot 1, thence east to the east side of Little Ireland Road, a total distance of approx. 5,662 metres.

The drainage works provides outlet for the Watson Drain at the centre of Lot 2, Concession 11 and the Edgar Drain No. 2 on the east side of Little Ireland Road.

The drainage works was last improved under an engineer's report dated October 12, 1971 at which time the channel was deepened and improved upstream from the line between Lots 1 and 2. Several bridges were replaced with culverts.

### Onsite Meeting

An onsite meeting was held on November 17, 2020. It was requested that the access culvert in the E1/2 Lot 2, Concession 11 be replaced as it is in poor shape. Because of its poor condition, permission was granted to replace it under emergency conditions. The other access culverts along the drainage works are to be investigated and any found in poor shape are to be replaced. Specifications for future replacement would be included for those culverts still in reasonable shape.

### Investigation

Culvert No. 4 has been replaced under Emergency Designation. Several of the crossings were found to be constructed of concrete footings, abutment and deck and to be in poor shape. *Access culvert no. 5 shall be removed from the drainage works.* Access Culvert no. 8 is to remain at the request of the owner in order to cross with small vehicles. It is not suitable for large farm equipment. It shall not form part of the drainage works (i.e. it shall become a private crossing) and shall be the responsibility of the owner. Access culverts no. 11, 12 and 13 are to be replaced due to their poor condition and after discussions with the Owner.

### Emergency Designation

Due to the poor condition of Culvert No. 4 located in the E1/2 Lot 2, Concession 11, it was replaced under an emergency designation within Section 124 of the Drainage Act.

### Recommendations

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

1. Access culvert no. 4 (E1/2 Lot 2) is to be incorporated as part of the drainage works and the costs assessed accordingly.
2. *Access culvert no. 5 (E1/2 Lot 4) is to be removed from the channel as it is no longer required.*
3. Access culvert no. 8 (W1/2 Lot 5) shall remain but shall be abandoned as part of the drainage works and maintenance and repair or removal shall become the responsibility of the Owner.
4. Access culverts no. 11 (E1/2 Lot 7), 12 (W1/2 Lot 8) and 13 (E1/2 Lot 8) shall be removed and replaced as they are in poor shape.
5. A Schedule of Maintenance and specifications shall be developed for maintenance and repair of the access culverts located along the drainage works.
6. The Schedule of Maintenance for the channel is to be revised to reflect current conditions.

### Design

Major agricultural and residential culverts are usually designed to provide outlet for a 1 in 2 year storm. Municipal road culverts are usually designed to provide outlet for a 1 in 10 year storm.

### Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the Profile, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$129,245.00, including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area.

### Assessment

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

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

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

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

A Schedule of Assessment for lands and roads affected by the work and therefore liable for the cost thereof has been prepared as per the Drainage Act. Any affected public utility or road authority shall be assessed, as per section 26 of the Drainage Act, any increased costs for the removal or relocation of any of its facilities and plant that may be necessitated by construction or future maintenance and repair work. The cost of any fees for permits or approvals or any extra work required by any affected utility, road authority, conservation authority, ministry, government agency, etc., federal or provincial, shall be assessed to that organization requiring the permit, approval, or extra work.

The cost of the access culvert replacements and removals consisting of round pipe has been assessed with approximately 50% of the cost applied as benefit assessment to the owner of the property and the remaining cost has been assessed applied as outlet assessment to upstream lands and roads based on equivalent hectares. The cost of the access culvert replacements and removals consisting of pipe aches has been assessed with approximately 40% of the cost applied as benefit assessment to the owner of the property and the remaining cost has been assessed applied as outlet assessment to upstream lands and roads based on equivalent hectares.

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

### Allowances

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

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

Allowances have been made, where appropriate, as per section 29 of the Drainage Act for right of way (buffer strips) 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 \$1,500.00 per hectare for the first year and \$750.00 for the second year (\$2,250.00 per hectare total).

Allowances have been made under section 30 for damages to lands and crops occasioned by the operation of excavation equipment to replace the culverts.

#### Access and Working Area

The working area at each culvert shall extend 10 metres from the bank on the south side of the channel and for 10 metres along the channel on either side of the culvert.

Access for installation of the access culverts and also for any future maintenance and repair shall be from Petrolia Line through each property. The access shall follow existing lanes, follow the property limits or as approved by the Owner. The width of the access shall be restricted to 6 metres.

Access for future maintenance and repair of the channel shall generally be from Petrolia Line. The working area shall extend from the top of the south bank of the channel south for a distance of 15 metres for the length of the drainage works.

#### Drain Classification

The McEachren Drain is not classified according to the Ontario Ministry of Agriculture, Food and Rural Affairs' Agricultural Information Atlas.

Class "F" drains are intermittent or ephemeral (dry for more than two consecutive months). Authorization is not required if work is done in the dry.

Type "C" drains have permanent water flow, possess warm water flow, and have a fish community composed of baitfish. Authorized activities in a type C drain include brushing of side slopes, bottom cleanout, debris cleanout, and full cleanout. Specific terms and conditions of a class authorization include vegetation removal allowed on either bank but

must be replanted, bends in the channel must be stabilized, specific timing restrictions, sediment control, and work in water only when flows are not elevated.

The proposed culvert construction will have very little effect on the drainage works if carried out during low flows in the channel. The work area is to be maintained in a dry condition during construction by the Contractor.

#### Restrictions

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

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

#### Agricultural Grant

It is recommended that application for subsidy be made for eligible agricultural properties. Any assessments against non agricultural properties are shown separately in the Schedule of Assessment.

#### Maintenance

The channel portion of the McEachren Drain shall be maintained and repaired in accordance with the enclosed Schedule of Maintenance.

The access culverts consisting of round pipes located along the length of the drainage works shall be maintained and repaired with 50% of the costs assessed to the benefiting property and the remainder of the costs shall be assessed to upstream properties pro rata with the equivalent hectares contained in the Schedule of Maintenance. The access culverts consisting of pipe arch pipes located along the length of the drainage works shall be maintained and repaired with 40% of the costs assessed to the benefiting property and the remainder of the costs shall be assessed to upstream properties pro rata with the equivalent hectares contained in the Schedule of Maintenance.

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

drain with any second culvert on the property maintained and repaired 100% by the owner.

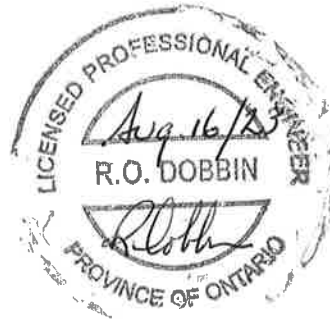
These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.



McEachren Drain  
Municipality of Brooke Alvinston  
August 16, 2023

**ALLOWANCES**

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

Conc.	Lot or pt. Lot	Roll No.	Owner	Section 30	Total
11	E1/2 L2	40-040	G. & H. Straatman	864.00	864.00
	E1/2 L4	40-045	Griffith Seeds Inc.	823.00	823.00
	E1/2 L7	40-052	W. Milliken	933.00	933.00
	W1/2 L8	40-053	E. Lucas & W. Milliken	731.00	731.00
	E1/2 L8	40-055	D. & P. Milliken	868.00	868.00
Total Allowances					\$4,219.00



McEachren Drain  
Municipality of Brooke Alvinston  
August 16, 2023

1 of 2

### Estimate of Cost

Incorporate the access culvert in the E1/2 Lot 2, remove the access in Lot 4 and replace the access culverts in the E1/2 L7, W1/2 L8 and the E1/2 L8 on the McEachren Drain.

Allowances:

4,219.00

Quantity	Unit	Material	Labour
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Culvert No. 4 (E1/2 L2)

R. & D. of Existing Structure		LS		2,235.00	
S. & I. 3650 x 2280 mm. CSP Arch	10	m	13,120.00	1,600.00	
S. & I. bedding material	24	tonne	600.00	0.00	
S. & I. Granular "B"/Backfill	169	tonne	3,068.00	800.00	
S. & I. Granular "A"	22	tonne		0.00	
S. & I. block endwalls	40	tonne	3,000.00	1,600.00	
			19,788.00	6,235.00	26,023.00

Culvert No. 7 (W1/2 L4)

R. & D. of Existing Structure		LS		2,235.00	
			0.00	2,235.00	2,235.00

Culvert No. 11 (E1/2 L7)

R. & D. of Existing Structure		LS		1,200.00	
S. & I. 1800 mm. dia. CSP	10	m	9,680.00	1,600.00	
S. & I. bedding material	22	tonne	682.00	0.00	
S. & I. Granular "B"/Backfill	88	tonne	1,672.00	800.00	
S. & I. Granular "A"	20	tonne	500.00	0.00	
S. & I. block endwalls	32	tonne	3,200.00	1,600.00	
			15,734.00	5,200.00	20,934.00

## Estimate of Cost (cont'd)

2 of 2

	<u>Quantity</u>	<u>Unit</u>	<u>Material</u>	<u>Labour</u>	
Culvert No. 12 (W1/2 L8)					
R. & D. of Existing Structure		LS		2,235.00	
S. & I. 1800 mm. dia. CSP	10	m	9,680.00	1,600.00	
S. & I. bedding material	22	tonne	682.00	0.00	
S. & I. Granular "B"/Backfill	88	tonne	1,672.00	800.00	
S. & I. Granular "A"	20	tonne	500.00	0.00	
S. & I. block endwalls	32	tonne	3,200.00	1,600.00	
			15,734.00	6,235.00	21,969.00
Culvert No. 12 (E1/2 L8)					
R. & D. of Existing Structure		LS		1,200.00	
S. & I. 1600 mm. dia. CSP	10	m	8,690.00	1,600.00	
S. & I. bedding material	20	tonne	620.00	200.00	
S. & I. Granular "B"/Backfill	88	tonne	1,672.00	800.00	
S. & I. Granular "A"	20	tonne	500.00	200.00	
S. & I. block endwalls	32	tonne	3,200.00	1,600.00	
			14,682.00	5,600.00	20,282.00
Silt Fence	3	each	270.00		810.00
Miscellaneous					<u>4,592.00</u>
			Sub Total		101,064.00
			Engineering		22,861.00
			Revise Schedule		1,500.00
			Inspection		3,420.00
			SCRCA Fee		<u>400.00</u>
			Total Estimate		\$129,245.00

**SCHEDULE OF ASSESSMENT**

Incorporate the access culvert 1n the E1/2 Lot 2, remove the access in Lot 4 and replace the access culverts in the E1/2 L7, W1/2 L8 and the E1/2 L8 on the McEachren Drain.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
Agricultural Land							
11	E1/2W1/2 L1	14.84	40-036	J. Sawyer		18.00	18.00
	E1/2 L1	18.22	40-037	Sleepy Hollow Farms Ltd.		23.00	23.00
	W1/2 L2	31.22	40-038	Sleepy Hollow Farms Ltd.		39.00	39.00
	E1/2 L2	28.34	40-040	G. & H. Straatman	14,587.00	1,185.00	15,772.00
	W1/4 L3	14.17	40-041	Griffith Seeds Inc.		593.00	593.00
	E3/4 L3	40.48	40-042	J. & C. Griffith	2,188.00	1,693.00	3,881.00
	SW1/4 L4	7.31	40-04201	Art Griffith Farms Inc.		306.00	306.00
	NW1/4 L4	20.24(7.73)	40-044	K. & A. Campbell		685.00	685.00
	E1/2 L4	26.32(1.74)	40-045	Griffith Seeds Inc.		1,213.00	1,213.00
	W1/2 L5	26.32(4.26)	40-046	K. & A. Campbell		1,153.00	1,153.00
	E1/2 L5 & SW1/4 L6	32.39(2.95)	40-047	R. & S. Peaslee		1,474.00	1,474.00
	N1/2 L6	40.48(5.54)	40-049	T. Campbell		1,798.00	1,798.00
	SE1/4 L6	10.12	40-050	D. & P. Milliken		482.00	482.00
	W1/2 L7	26.32	40-051	W. Milliken		1,255.00	1,255.00
	E1/2 L7	26.32	40-052	W. Milliken	14,587.00	3,098.00	17,685.00
	W1/2 L8	26.32(1.61)	40-053	E. Lucas & W. Milliken	14,587.00	5,286.00	19,873.00

## Schedule of Assessment (cont'd)

2 of 4

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
Agricultural Land (cont'd)							
11	E1/2 L8	26.32	40-055	D. & P. Milliken	14,587.00	7,666.00	22,253.00
	S1/2 L9	6.07	40-057	J. & V. Lucas		1,768.00	1,768.00
	S1/2N1/2 L9	20.24(1.54)	40-056	Art Griffith Farms Inc.		5,671.00	5,671.00
	N1/4 L9	20.24	40-058	C. Holbrook		1,200.00	1,200.00
	W1/2 L10	20.24	40-059	L. Podolinsky		5,895.00	5,895.00
	E1/2 L10	20.24(4.45)	40-060	1432234 Ontario Ltd.		5,249.00	5,249.00
	pt.W1/2 L11 S.of Railway	15.73(2.57)	40-061	R. & S. Edgar		4,209.00	4,209.00
	pt.W1/2 L11 N.of Railway & E1/2 L11	17.23	40-062	H. & E. Boere		5,018.00	5,018.00
	N1/2 L12	16.19	40-065	L. Minten		677.00	677.00
12	W3/4 L2	3.77	40-075	B. McKay		10.00	10.00
	E1/4 L2	3.24(3.24)	40-076	M. & I. Shamblaw		10.00	10.00
	S1/2 L3	27.53	40-077	TJ Straatman Enterprises		34.00	34.00
	W1/2 L4	20.24	40-08001	L. & M. Shamblaw		25.00	25.00
	W1/2E1/2 L4	10.12(4.94)	40-080	T. Straatman		10.00	10.00
	E1/4 L4 & W1/2 L5	30.36(3.79)	40-081	W. & L. McPhail		35.00	35.00
	E1/2 L5	20.24(7.15)	40-082	H. & G. Straatman		21.00	21.00
	S1/4 L6	20.24(2.16)	40-085	B. Bygrove		23.00	23.00
	N1/2S1/2 L6	14.17	40-084	G. Edwards		18.00	18.00
	W1/2 L7	40.48	40-086	E. & M. Thorne		50.00	50.00
	E1/2 L7 & E1/4 L8	60.72	40-087	E. & M. Thorne		75.00	75.00
	E3/4 L8	60.70(3.34)	40-088	A. & L. Copley		73.00	73.00
	W1/2 L9	40.48(1.05)	40-08901	A. & L. Copley		50.00	50.00

Schedule of Assessment (cont'd)

3 of 4

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
<b>Agricultural Land (cont'd)</b>							
12	W1/2E1/2 L9	20.24	40-089	J. & L. McPhail		25.00	25.00
	E1/4 L9	20.24	40-08801	J. & L. McPhail		25.00	25.00
	W1/2 L10	40.48(5.47)	40-090	R. Holbrook		47.00	47.00
	E1/2 L10	40.48	40-091	Buurma Farms Inc.		50.00	50.00
	W1/2 L11	40.48	40-092	A. & J. Straatman		50.00	50.00
	E1/2 L11	40.48	40-093	K. & J. Van Den Ouweland		50.00	50.00
	L12	80.96	40-094	Ron Van Damme Ltd.		3,036.00	3,036.00
	W1/2 L13	28.34	40-095	Minten Family Farms Ltd.		3,559.00	3,559.00
				Total Benefit	60,536.00	64,930.00	125,466.00
				Total Outlet	64,930.00		
				Total - Agricultural	125,466.00		
<b>Non Agricultural Land</b>							
11	SWpt.E1/2 L1	2.09	40-03701	K. & P. Weese		87.00	87.00
	pt.W1/2 L7	0.86	40-05101	R. & M. Tamminga		53.00	53.00
				Total Benefit		140.00	140.00
				Total Outlet	140.00		
				Total - Non Agricultural	140.00		

Schedule of Assessment (cont'd)

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Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total
Public Lands: Roads							
	Inwood Road	2.91		Municipality of Brooke Alvinston		354.00	354.00
	Sutorville Road	4.07		Municipality of Brooke Alvinston		567.00	567.00
	Little Ireland Road	4.05		Municipality of Brooke Alvinston		1,331.00	1,331.00
	Ebenezer Road	3.10		Municipality of Brooke Alvinston		1,377.00	1,377.00
	LaSalle Line	2.10		Municipality of Brooke Alvinston		10.00	10.00
				Total Benefit		3,639.00	3,639.00
				Total Outlet	<u>3,639.00</u>		
				Total - Public Lands: Roads	3,639.00		
				Total - Non Agricultural	140.00		
				Total - Agricultural	<u>125,466.00</u>		
				Total Assessment	\$129,245.00		

**SCHEDULE OF MAINTENANCE**

To maintain and repair the McEachren Drain .

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	equiv. ha.
Agricultural Land								
11	E1/2W1/2 L1	14.84	40-036	J. Sawyer	150.00	4.00	154.00	3.65
	E1/2 L1	18.22	40-037	Sleepy Hollow Farms Ltd.	238.00	14.00	252.00	13.67
	W1/2 L2	31.22	40-038	Sleepy Hollow Farms Ltd.	300.00	29.00	329.00	28.79
	E1/2 L2	28.34	40-040	G. & H. Straatman	300.00	34.00	334.00	34.33
	W1/4 L3	14.17	40-041	Griffith Seeds Inc.	150.00	21.00	171.00	20.72
	E3/4 L3	40.48	40-042	J. & C. Griffith	450.00	67.00	517.00	66.91
	SW1/4 L4	7.31	40-04201	Art Griffith Farms Inc.	150.00	16.00	166.00	15.87
	NW1/4 L4	20.24(7.73)	40-044	K. & A. Campbell	150.00	34.00	184.00	33.56
	E1/2 L4	26.32(1.74)	40-045	Griffith Seeds Inc.	300.00	54.00	354.00	53.86
	W1/2 L5	26.32(4.26)	40-046	K. & A. Campbell	300.00	59.00	359.00	59.08
	E1/2 L5 & SW1/4 L6	32.39(2.95)	40-047	R. & S. Peaslee	450.00	86.00	536.00	86.01
	N1/2 L6	40.48(5.54)	40-049	T. Campbell	300.00	118.00	418.00	118.41
	SE1/4 L6	10.12	40-050	D. & P. Milliken	150.00	36.00	186.00	35.67
	W1/2 L7	26.32	40-051	W. Milliken	300.00	110.00	410.00	109.80
	E1/2 L7	26.32	40-052	W. Milliken	300.00	121.00	421.00	120.98
	W1/2 L8	26.32(1.61)	40-053	E. Lucas & W. Milliken	300.00	133.00	433.00	132.92

## Schedule of Maintenance (cont'd)

2 of 4

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	equiv. ha.
Agricultural Land (cont'd)								
11	E1/2 L8	26.32	40-055	D. & P. Milliken	300.00	145.00	445.00	145.43
	S1/2 L9	6.07	40-057	J. & V. Lucas	150.00	37.00	187.00	36.64
	S1/2N1/2 L9	20.24(1.54)	40-056	Art Griffith Farms Inc.	300.00	118.00	418.00	117.53
	N1/4 L9	20.24	40-058	C. Holbrook		35.00	35.00	35.04
	W1/2 L10	20.24	40-059	L. Podolinsky		133.00	133.00	132.77
	E1/2 L10	20.24(4.45)	40-060	1432234 Ontario Ltd.		118.00	118.00	118.21
	pt.W1/2 L11 S.of Railway	15.73(2.57)	40-061	R. & S. Edgar		95.00	95.00	94.79
	pt.W1/2 L11 N.of Railway & E1/2 L11	17.23	40-062	H. & E. Boere		113.00	113.00	113.02
	N1/2 L12	16.19	40-065	L. Minten		106.00	106.00	106.20
12	W3/4 L2	3.77	40-075	B. McKay		3.00	3.00	3.48
	E1/4 L2	3.24(3.24)	40-076	M. & I. Shamblaw		2.00	2.00	1.49
	S1/2 L3	27.53	40-077	TJ Straatman Enterprises		25.00	25.00	25.39
	W1/2 L4	20.24	40-08001	L. & M. Shamblaw		19.00	19.00	18.66
	W1/2E1/2 L4	10.12(4.94)	40-080	T. Straatman		7.00	7.00	7.05
	E1/4 L4 & W1/2 L5	30.36(3.79)	40-081	W. & L. McPhail		26.00	26.00	26.25
	E1/2 L5	20.24(7.15)	40-082	H. & G. Straatman		15.00	15.00	15.37
	S1/4 L6	20.24(2.16)	40-085	B. Bygrove		18.00	18.00	17.67
	N1/2S1/2 L6	14.17	40-084	G. Edwards		13.00	13.00	13.07
	W1/2 L7	40.48	40-086	E. & M. Thorne		37.00	37.00	37.33
	E1/2 L7 & E1/4 L8	60.72	40-087	E. & M. Thorne		56.00	56.00	55.99
	E3/4 L8	60.70(3.34)	40-088	A. & L. Copley		54.00	54.00	54.43
	W1/2 L9	40.48(1.05)	40-08901	A. & L. Copley		37.00	37.00	36.85



Schedule of Maintenance (cont'd)

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Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	equiv. ha.
Agricultural Land (cont'd)								
12	W1/2E1/2 L9	20.24	40-089	J. & L. McPhail		19.00	19.00	18.66
	E1/4 L9	20.24	40-08801	J. & L. McPhail		19.00	19.00	18.66
	W1/2 L10	40.48(5.47)	40-090	R. Holbrook		248.00	248.00	247.63
	E1/2 L10	40.48	40-091	Buurma Farms Inc.		266.00	266.00	265.54
	W1/2 L11	40.48	40-092	A. & J. Straatman		266.00	266.00	265.54
	E1/2 L11	40.48	40-093	K. & J. Van Den Ouweland		266.00	266.00	265.54
	L12	80.96	40-094	Ron Van Damme Ltd.		531.00	531.00	531.08
	W1/2 L13	28.34	40-095	Minten Family Farms Ltd.		186.00	186.00	185.90
				Total Benefit	5,038.00	3,949.00	8,987.00	
				Total Outlet	<u>3,949.00</u>			
				Total - Agricultural	8,987.00			
Non Agricultural Land								
11	SWpt.E1/2 L1	2.09	40-03701	K. & P. Weese	62.00	2.00	64.00	1.87
	pt.W1/2 L7	0.86	40-05101	R. & M. Tamminga		5.00	5.00	5.26
				Total Benefit	62.00	7.00	69.00	
				Total Outlet	<u>7.00</u>			
				Total - Non Agricultural	69.00			

Schedule of Maintenance (cont'd)

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Benefit	Outlet	Total	equiv. ha.
Public Lands: Roads								
	Inwood Road	2.91		Municipality of Brooke Alvinston	40.00	15.00	55.00	15.26
	Sutorville Road	4.07		Municipality of Brooke Alvinston	40.00	46.00	86.00	46.03
	Little Ireland Road	4.05		Municipality of Brooke Alvinston	40.00	24.00	64.00	23.82
	Ebenezer Road	3.10		Municipality of Brooke Alvinston		27.00	27.00	27.29
	LaSalle Line	1.05		Municipality of Brooke Alvinston		28.00	28.00	27.55
				Total Benefit		140.00	260.00	4,092.52
				Total Outlet	<u>140.00</u>			
				Total - Public Lands: Roads	140.00			
				Total - Non Agricultural	69.00			
				Total - Agricultural	<u>8,987.00</u>			
				Total Assessment	\$9,196.00			

McEachern Drain  
Municipality of Brooke Alvinston  
August 16, 2023

## **SPECIFICATION OF WORK**

### **1. Scope of Work**

The work includes the incorporation of 1 access culvert in the E1/2 Lot 2, *the removal of 1 concrete access bridge in the E3/4 Lot 3* and the replacement of 3 access culverts in the E1/2 L7, W1/2 L8 and the E1/2 L8 in Concession 11 in the Municipality of Brooke Alvinston.

### **2. General**

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

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

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

### **3. Plans and Specifications**

These specifications shall apply and be part of the contract along with 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.

Any reference to the owner contained in these contract documents shall refer to the Municipality of Brooke Alvinston or the Engineer authorized by the Township 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. Workplace Safety and Insurance Board**

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

#### **6. Removal of Existing Access Culverts**

The existing access culverts shall be removed in its entirety from the open channel. The steel culverts or concrete bridges, excess material and the concrete rubble shall be disposed offsite at the expense of the Contractor. Suitable backfill may be stockpiled adjacent to the site for reuse during installation of the proposed culvert if directed by the Drainage Superintendent.

## 7. Installation of Access Culverts

This item shall apply to the proposed access culvert replacements along the length of the drainage works:

### CULVERTS REPLACED UNDER EMERGENCY DESIGNATION

Pipe No. 4 – E1/2 Lot 2 (roll no. 40-040) consists of 10 metres of 3650 mm x 2280 mm corrugated steel pipe arch with concrete block endwalls. It shall be incorporated as part of the drainage works under this report.

### CULVERTS TO BE REMOVED:

*Pipe No. 5 – E3/4 Lot 3 (roll no. 40-041) consists of 6 metres of 2743 mm x 2007 mm corrugated steel pipe arch with cast in place concrete endwalls. The pipe is in fair to poor condition and is to be removed from the drainage works as it is no longer required.*

### CULVERTS TO BE REPLACED UNDER THIS REPORT

Pipe No. 11 – E1/2 Lot 7 (roll no. 40-052) consists of 10 metres of 1800 mm diameter corrugated steel pipe. The endwalls are in poor shape (falling off) with the endwalls falling off. The pipe is to be replaced under this report with 10 metres of 1800 mm diameter corrugated steel pipe with concrete block endwalls.

Pipe No. 12 – W1/2 Lot 8 (roll no. 40-053) consists of a concrete structure with a 4.89 metre width and a 1.8 metre span. The pipe is in poor condition.. The pipe is to be replaced under this report with 10 metres of 1800 mm diameter corrugated steel pipe with concrete block endwalls.

Pipe No. 13 – NE1/4 Lot 10 (roll no. 40-055) consists of 6 metres of 1800 mm diameter corrugated steel pipe and boiler shell with cast in place endwalls. The pipe is in fair condition. The pipe is to be replaced under this report with 10 metres of 1600 mm diameter corrugated steel pipe with concrete block endwalls.

### CULVERTS TO BE REPLACED IN THE FUTURE:

Pipe No. 1 – E1/2W1/2 Lot 1 (roll no. 40-036) consists of a concrete structure with a 4.88 metre width and a 4.45 metre span. It is in fair condition. The pipe is to be replaced in the future with 10 metres of 3890 mm x 2690 mm corrugated steel pipe arch.

Pipe No. 2 – E1/2 Lot 1 (roll no. 40-037) consists of a concrete structure with a 4.85 metre width and a 4.27 metre span. It is in fair condition. The pipe is to be replaced in the future with 10 metres of 3890 mm x 2690 mm corrugated steel pipe arch.

Pipe No. 3 – W1/2 Lot 2 (roll no. 40-038) consists of 6 metres of 3910 mm x 2616 mm corrugated steel pipe arch with cast in place concrete endwalls. The pipe is in fair condition. The pipe is to be replaced in the future with 10 metres of 3890 mm x 2690 mm corrugated steel pipe arch.

*Pipe No. 7 – E1/2 Lot 4 (roll no. 40-041) consists of a concrete structure with a 4.88 metre width and a 4.45 metre span. The structure is in poor condition. The pipe is to be replaced in the future with 10 metres of 2230 mm x 1700 mm corrugated steel pipe arch.*

Pipe No. 8 – W1/2 Lot 5 (roll no. 40-046) consists of a concrete structure with a 4.91 metre width and a 4.45 metre span. The pipe is in poor condition. It is abandoned as part of the drainage works and the maintenance and repair or removal shall be the responsibility of the Owner. If the pipe is to be replaced in the future, it shall be replaced with 10 metres of 2300 mm x 1700 mm diameter corrugated steel pipe arch with concrete block endwalls and shall become part of the drainage works and the cost shall be assessed as per the Maintenance Provisions.

Pipe No. 9 – E1/2 Lot 5 (roll no. 40-047) consists of 6 metres of 2644 mm x 1727 mm corrugated steel pipe arch with cast in place endwalls with cast in lace endwalls. The pipe is in fair condition. The pipe is to be replaced in the future with 10 metres of 2230 mm x 1700 mm corrugated steel pipe arch.

For access culverts less than or equal to 900 mm dia., the pipe shall be HDPE smooth wall pipe with manufactured couplings. All other pipe shall be aluminized corrugated steel pipe with a minimum wall thickness of 2.8 mm in all cases. All corrugation profiles shall be of helical lockseam manufacture using 68 x 13 mm corrugations for 1600mm dia. pipe and smaller and 125 x 25 mm corrugations for 1800 mm dia. pipe and larger. Pipe with 125 x 25 mm corrugations shall be used if 68 x 13 mm corrugations are not available. Future culvert replacements shall be to the same specifications.

The proposed access culverts shall be installed in the same general location as the existing access culverts. The culvert shall be installed with the invert 10% (minimum 150mm) below the proposed channel bottom elevation and to grade shown on the Profile.

If an owner requests a longer culvert than that specified above, please refer to the report. The culvert lengths are based on using concrete block walls. If rip rap ends are to be

utilized in the future, the culverts may be lengthened to accommodate the sloped ends (1.5:1.0).

The culvert may be moved upstream or downstream as necessary to avoid existing tile outlets. If they cannot be avoided the pipes shall be extended upstream or downstream of the proposed culvert and shall be done with non-perforated PE agricultural tubing with a manufactured coupling, elbow and rodent grate. Any tile outlets extended as a result of extra length requested by an owner shall be extended at the owner's expense. The culvert shall be installed with the invert set 10% below the design channel bottom (minimum 150mm) and to grade shown on the Profile.

The bottom of the excavation shall be excavated to the required depth with any over excavation backfilled with granular material or drainage stone. When the pipe has been installed to the proper grade and depth, the excavation shall be backfilled with granular or 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 300 mm so that the pipe is not displaced. The access culverts shall be backfilled from the springline to finished grade with granular material to within 100mm of finished grade. The top 100mm for access culverts and 200mm for road culverts shall be backfilled with compacted granular "A" material to finished grade which shall extend from endwall to endwall.

All backfill shall be free from deleterious material. All granular bedding material shall be mechanically compacted to 95% modified standard proctor density. All backfill material above the springline shall be mechanically compacted using appropriate compaction equipment. The Contractor shall supply any extra backfill material required above the springline.

End protection shall consist of concrete blocks with dimensions of approx. 600mm x 600mm x 1200mm, 600mm x 600mm x 2400mm or 300mm x 600mm x 1200mm as required. The top of the culvert 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. 100mm 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 300mm into each bank and shall extend into the drain bottom to match the pipe invert or below.

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. The gaps between the culvert and the blocks shall be filled with concrete cinder blocks/bricks and mortar to give the endwall a finished appearance.

If rip rap ends are to be used, the pipes shall be lengthened to accommodate the travel width plus minimum 1.5:1 sideslopes. The rip rap shall consist of 100 mm x 250 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.

## **8. Road Culverts**

This item shall apply to the proposed road culvert replacements along the length of the drainage works:

### CULVERTS TO BE REPLACED IN THE FUTURE:

Pipe No. 6 – Inwood Road consists of 18.28 metres of 3650 mm x 2280 mm corrugated steel pipe arch. It is in good condition. The pipe is to be replaced in the future with 18.28 metres of 3650 mm x 2280 mm corrugated steel pipe arch.

Pipe No. 10 – Sutorville Road consists of a concrete structure with a 15.24 metre width and a 3.05 metre span. It is in good condition. The pipe is to be replaced in the future with 15.24 metres of 3650 mm x 2280 mm corrugated steel pipe arch.

Pipe No. 14 – Little Ireland Road consists of 15.24 metres of 2200 mm dia. corrugated steel pipe. It is in good condition. The pipe is to be replaced in the future with 15.24 metres of 2200 mm dia. corrugated steel pipe.

Installation shall generally follow the specifications contained in item no. 9 above. Backfill shall be granular “B” to within 300 mm of finished grade compacted to 95% modified proctor density. The top 300 mm shall be backfilled with granular “A” compacted to 98% modified proctor density.

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



### **10. Excavation of Open Channel (future maintenance)**

The open channel shall be excavated and maintained to the depths and grades as per the profile and drawings as contained in this engineer's report. The channel shall be excavated to the proper depth using a laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

For future maintenance and repair, the excavated material shall be cast on private lands adjacent to the channel at least 1.5 metres clear of the bank. Generally, it is placed on the same side as per previous cleanouts. The individual owner may designate which side of the channel that he wants the excavated material levelled.

Excavated material shall not be placed in low runs or swales outletting surface water to the channel. The excavated material shall be levelled to a maximum depth of 100mm and left in a condition suitable for cultivation. All high spots above grade shall be removed. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing sideslopes.

### **11. Brushing (future maintenance)**

All brush, trees, woody vegetation, etc. shall be removed from the sideslopes of the existing channel within 1.5 metres of the top of the bank. Other brush and trees may be removed from the side the equipment is operating to allow access for the equipment. Trees and brush in the channel bottom shall be removed in their entirety including stumps and disposed offsite. Trees and brush on the sideslopes shall be close cut. A stump killer pesticide manufactured for the purpose shall be applied to stumps according to manufacturer's specifications.

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

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

## 12. 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.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- Material shall not be 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.

### **13. Benchmarks**

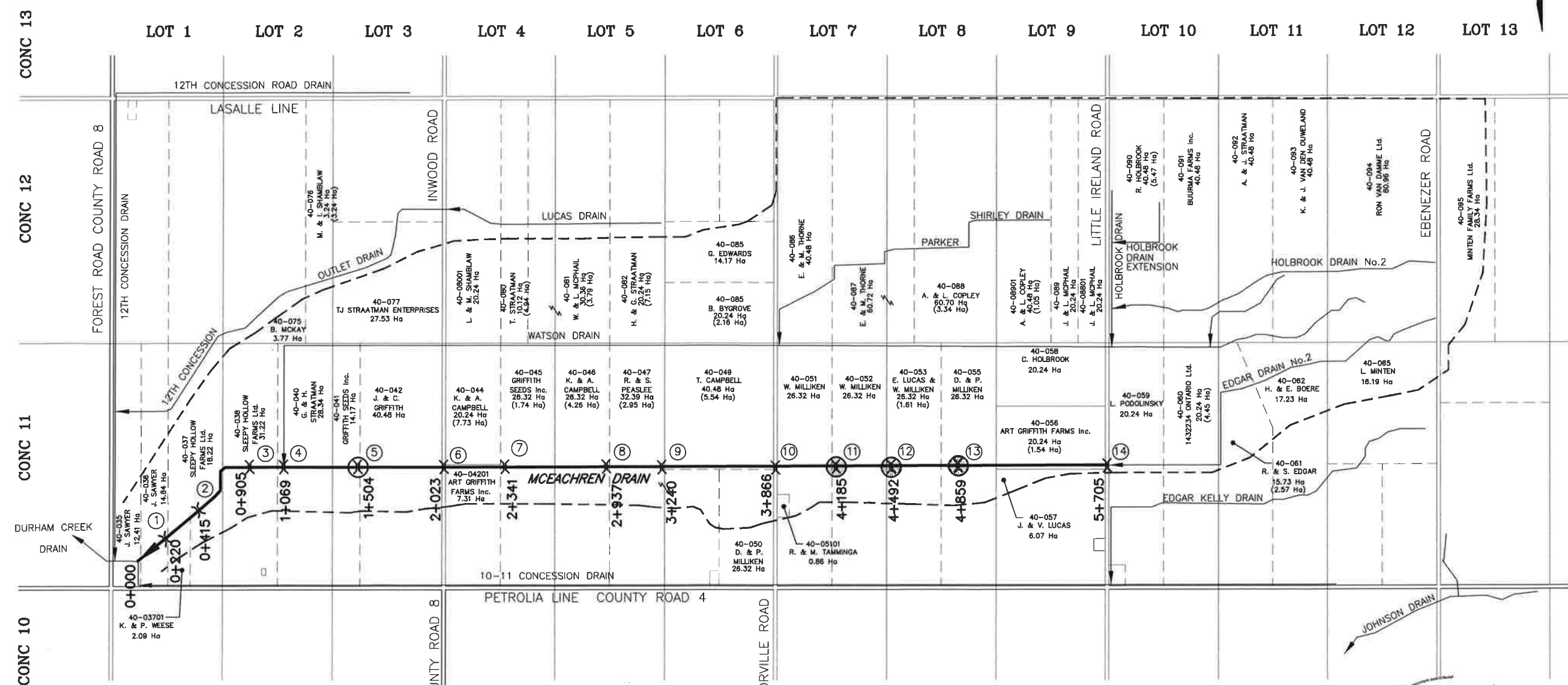
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts.

### **14. Miscellaneous**

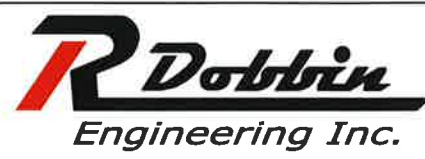
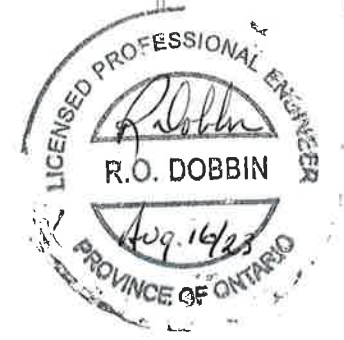
Any subsurface drains encountered upstream of the culvert that conflict with the proposed culvert shall be extended to an outlet to the open channel to the approval of the Drainage Superintendent.

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

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

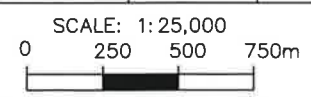


- LEGEND**
- DRAINAGE AREA
  - MceACHREN DRAIN
  - MUNICIPAL DRAIN
  - EXISTING CULVERT
  - CULVERT TO BE REPLACED
  - CULVERT TO BE REMOVED
  - CULVERT NUMBER



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

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED B. VAN RUITENBURG	1	SITE MEETING	AUG. 16, 2023	CS
DRAWN C. SAUNDERS				



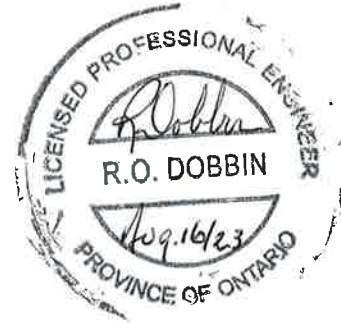
# MUNICIPALITY of BROOKE-ALVINSTON

## MCEACHREN DRAIN PLAN

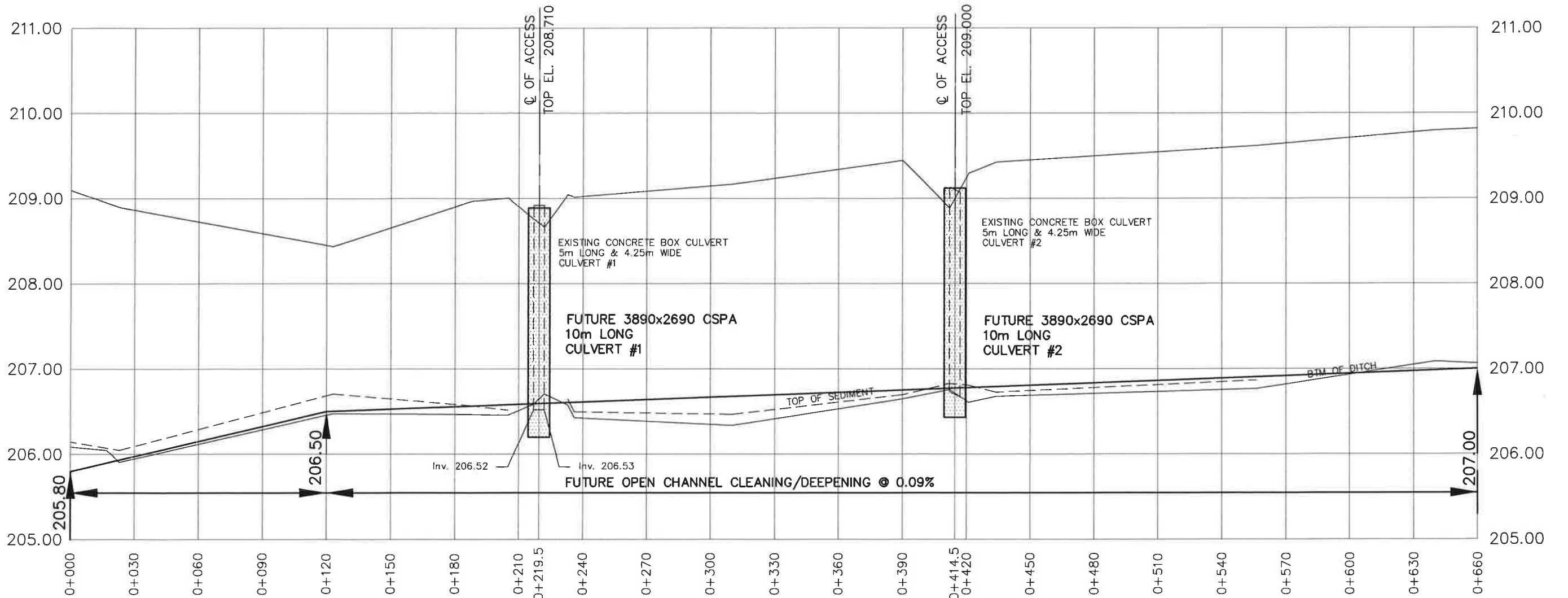
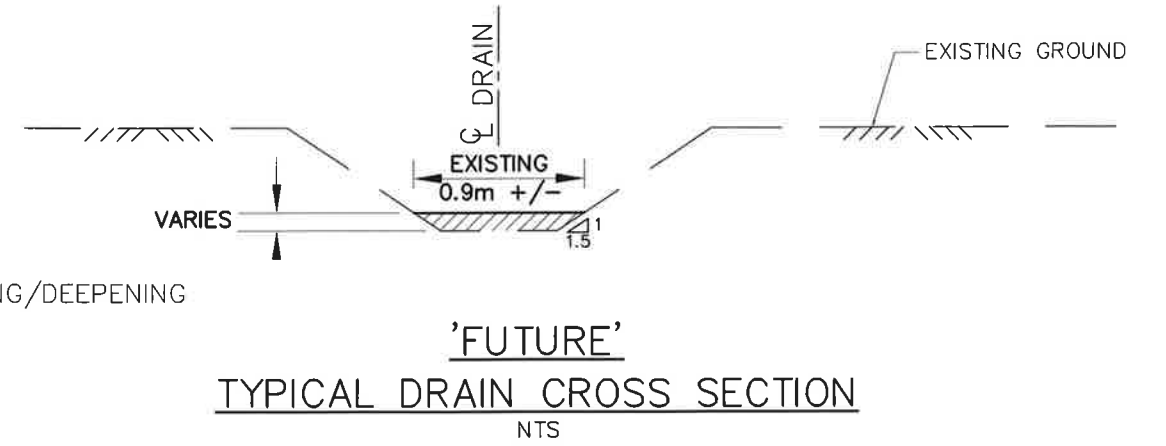
1  
of 11

**GENERAL NOTES**

- 1. BENCHMARK No.1 ELEV. 208.902  
TOP NORTHWEST CONCRETE HEADWALL  
AT CULVERT #1 ST. 0+219.5



DRAIN CLEANING/DEEPENING



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

DRAWING NAME:  
McEachren Drain Profile 1

PROJECT No.  
2020-1220

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	AUG. 16, 2023	CS
B. VAN RUITENBURG				
DRAWN	SCALE: 1:2,000			
C. SAUNDERS	0 20 40 60m			

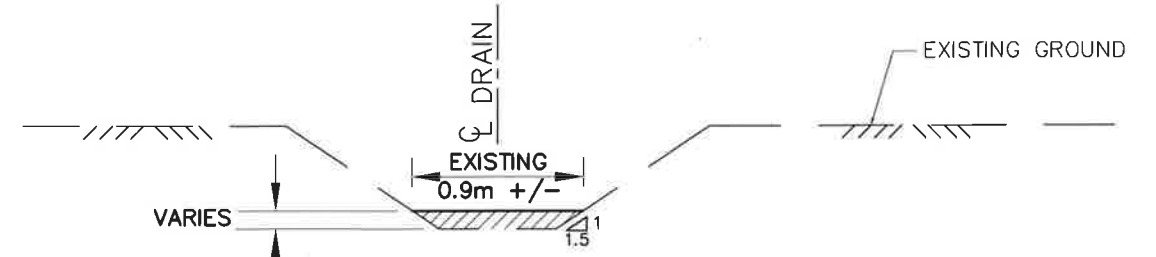
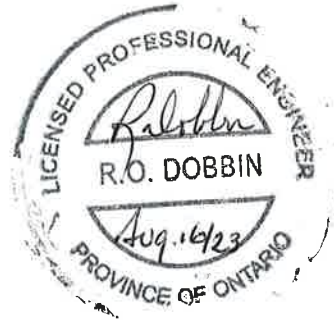
**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN**  
**PROFILE**

**2**  
**OF 11**

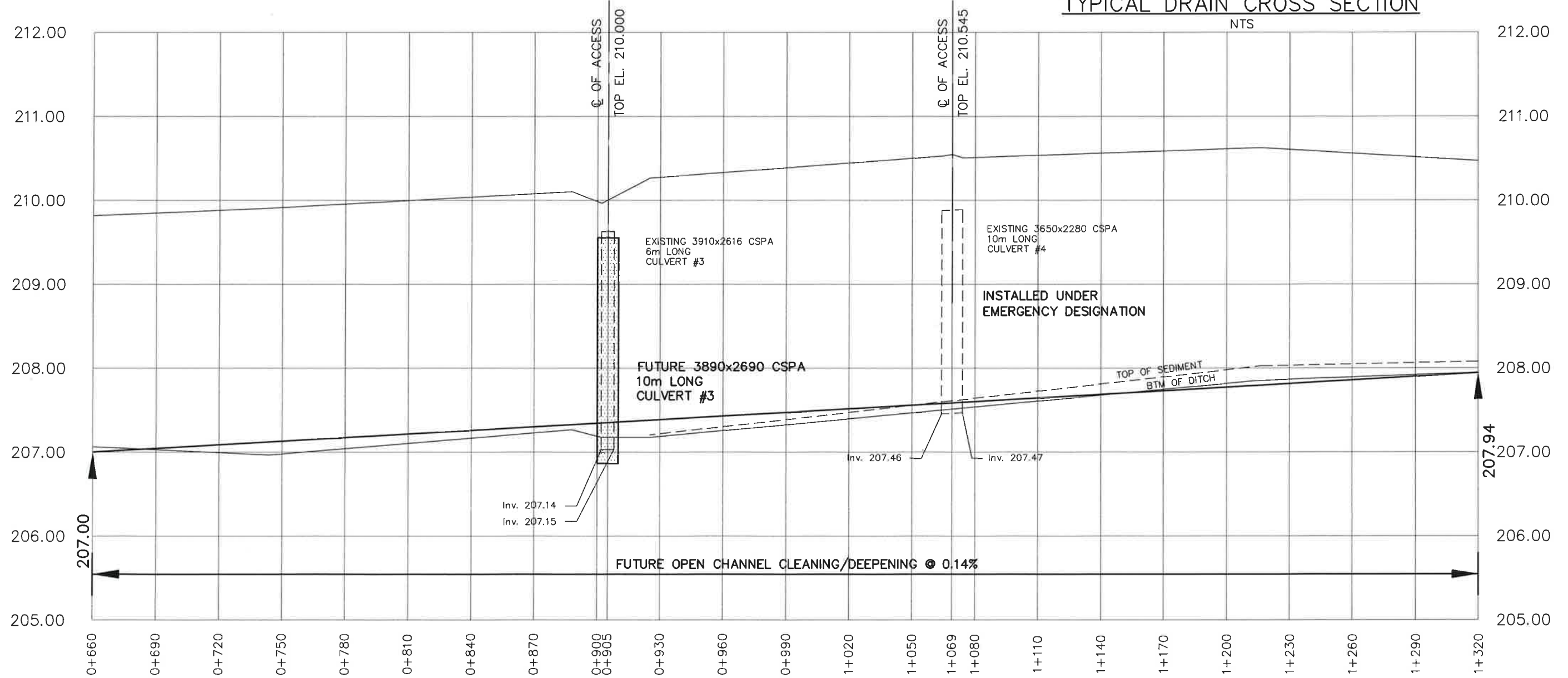


**GENERAL NOTES**

- BENCHMARK No.1 ELEV. 208.902  
TOP NORTHWEST CONCRETE HEADWALL  
AT CULVERT #1 ST. 0+219.5



**'FUTURE'  
TYPICAL DRAIN CROSS SECTION**  
NTS



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

DRAWING NAME:  
McEachren Drain Profile 2

PROJECT No.  
2020-1220

NO.	REVISIONS	DATE	BY
1	FINAL REPORT	AUG. 16, 2023	CS

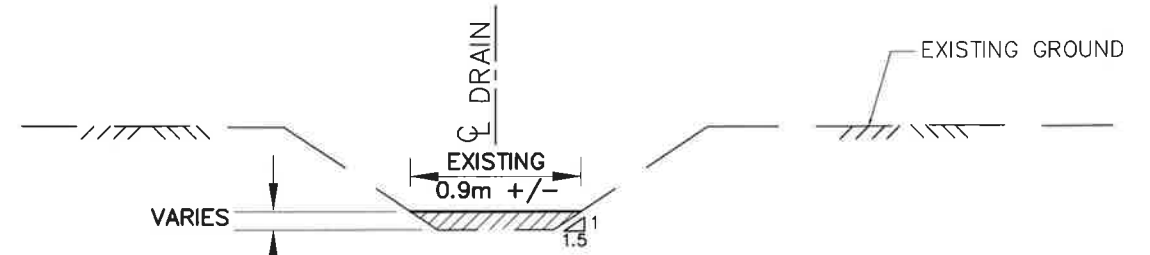
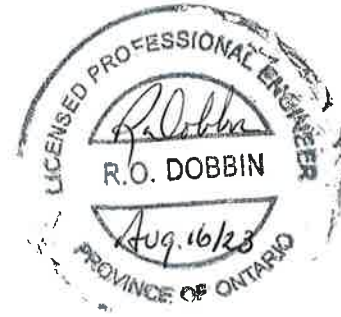
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**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN  
PROFILE**

**3  
OF 11**

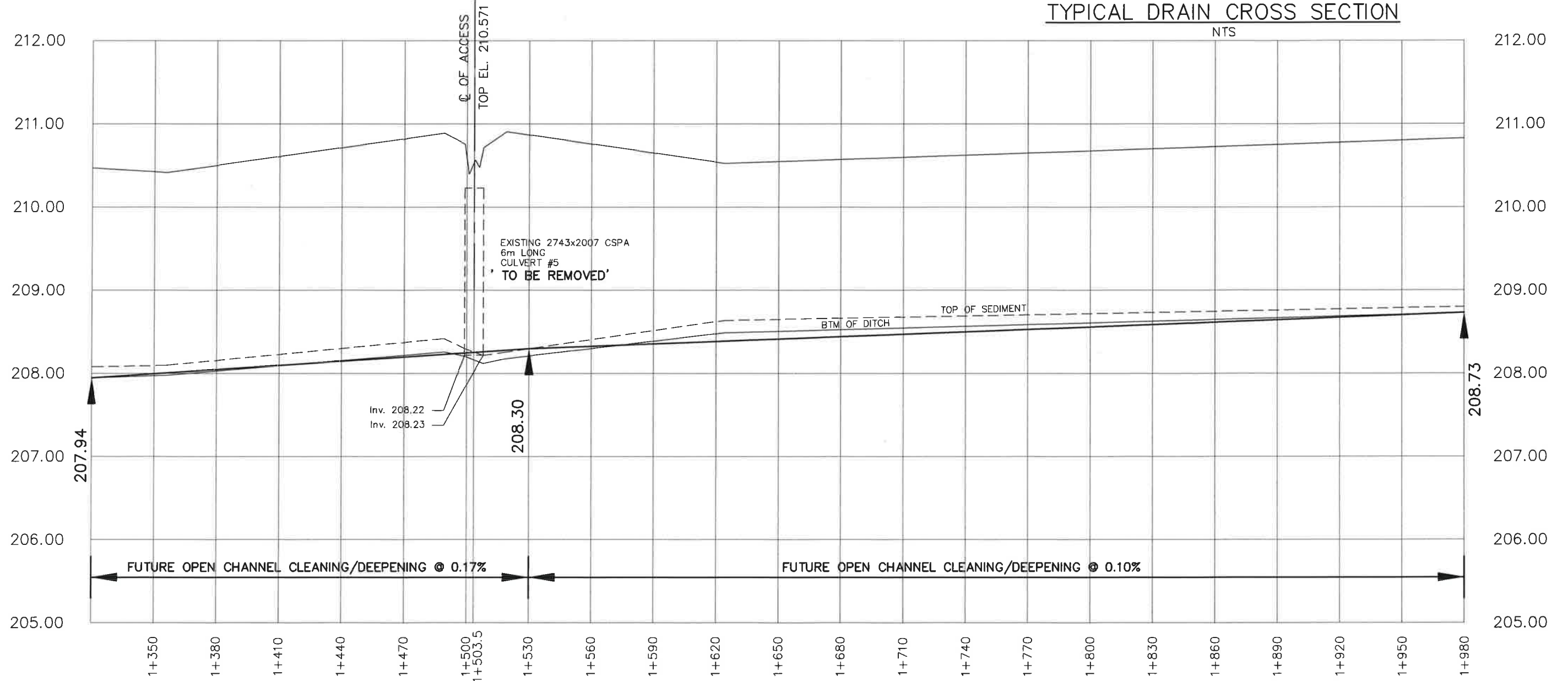
**GENERAL NOTES**

- 1. BENCHMARK No.2 ELEV. 210.795  
TOP WEST END OF 3700Ø CSP  
CROSSING INWOOD ROAD.



DRAIN CLEANING/DEEPENING

**'FUTURE'**  
**TYPICAL DRAIN CROSS SECTION**  
NTS



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DRAWING NAME:  
McEachren Drain Profile 3

PROJECT No.  
2020-1220

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
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B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

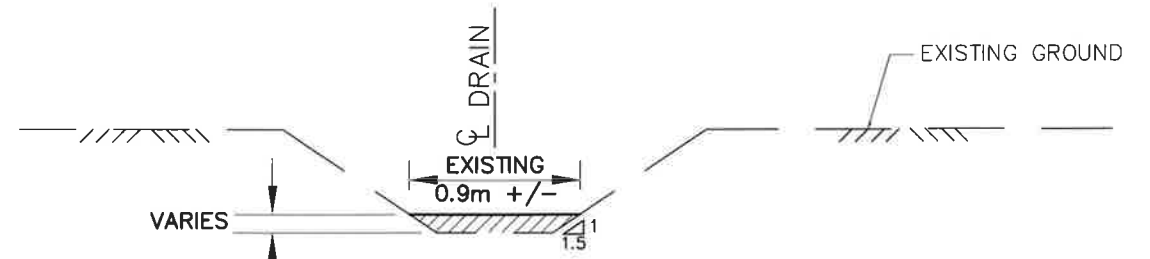
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**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN**  
**PROFILE**

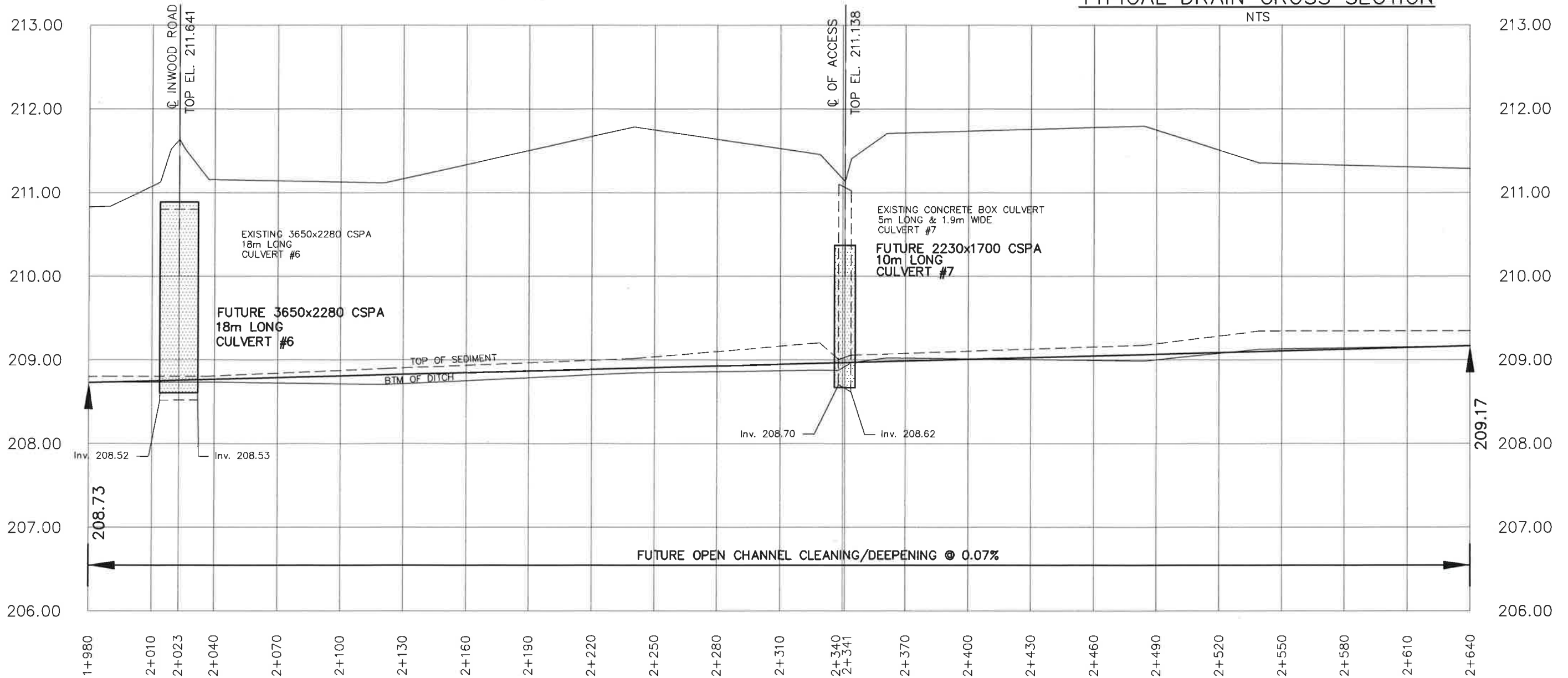
**4**  
**OF 11**

**GENERAL NOTES**

- 1. BENCHMARK No.2 ELEV. 210.795  
TOP WEST END OF 3700Ø CSP  
CROSSING INWOOD ROAD.



**'FUTURE'  
TYPICAL DRAIN CROSS SECTION**  
NTS



4218 Oil Heritage Road  
Petrolia Ontario, N0N 1R0  
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DRAWING NAME:  
McEachren Drain Profile 4

PROJECT No.  
2020-1220

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	AUG. 16, 2023	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

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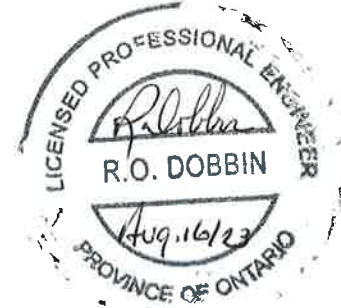
**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN**  
**PROFILE**

**5**  
**OF 11**

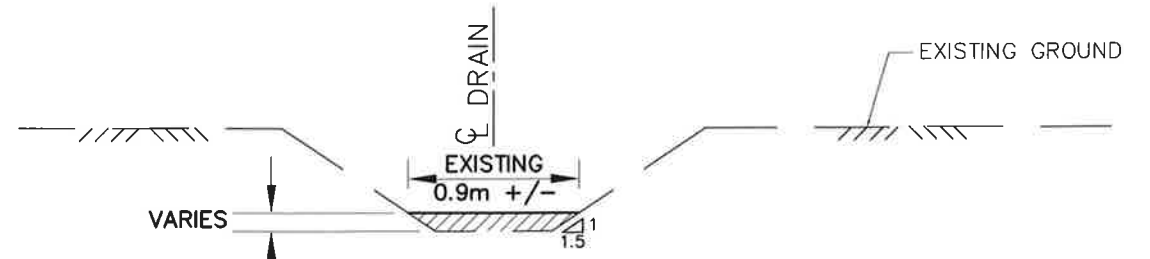


**GENERAL NOTES**

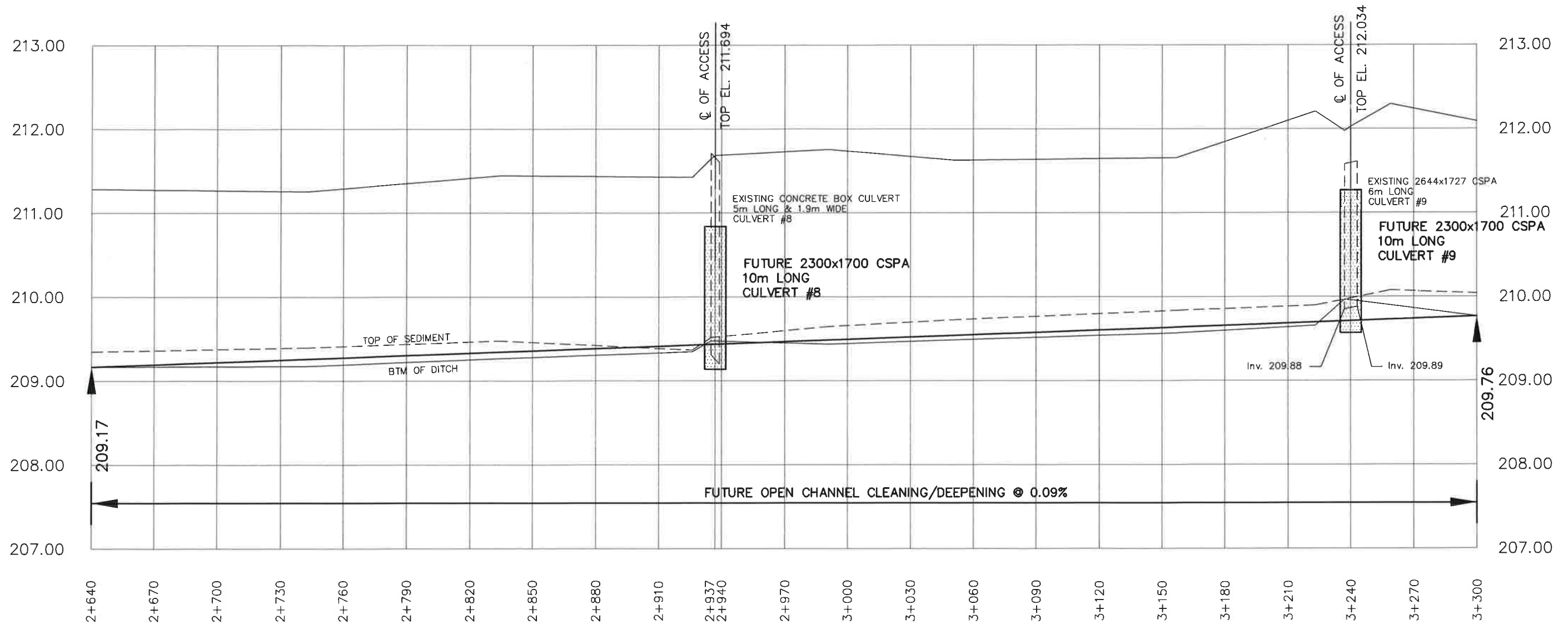
- BENCHMARK No.2 ELEV. 210.795  
TOP WEST END OF 3700Ø CSP  
CROSSING INWOOD ROAD.



 DRAIN CLEANING/DEEPENING



**'FUTURE'**  
**TYPICAL DRAIN CROSS SECTION**  
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DRAWING NAME:  
McEachren Drain Profile 5

PROJECT No.  
2020-1220

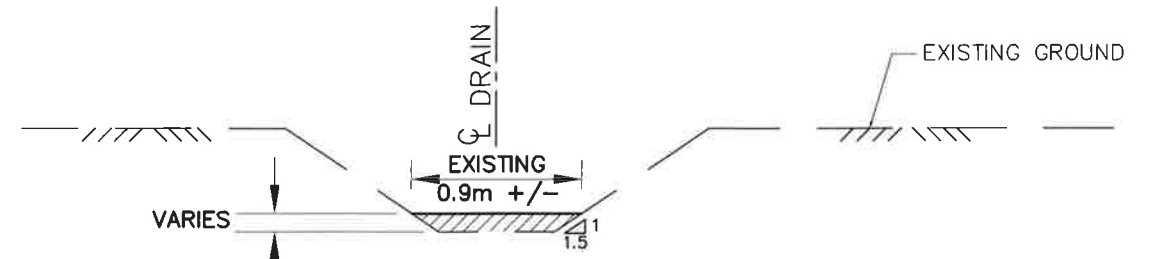
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R. DOBBIN				
CHECKED	1	FINAL REPORT	AUG. 16, 2023	CS
B. VAN RUITENBURG				
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C. SAUNDERS	0 20 40 60m			

**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN**  
**PROFILE**

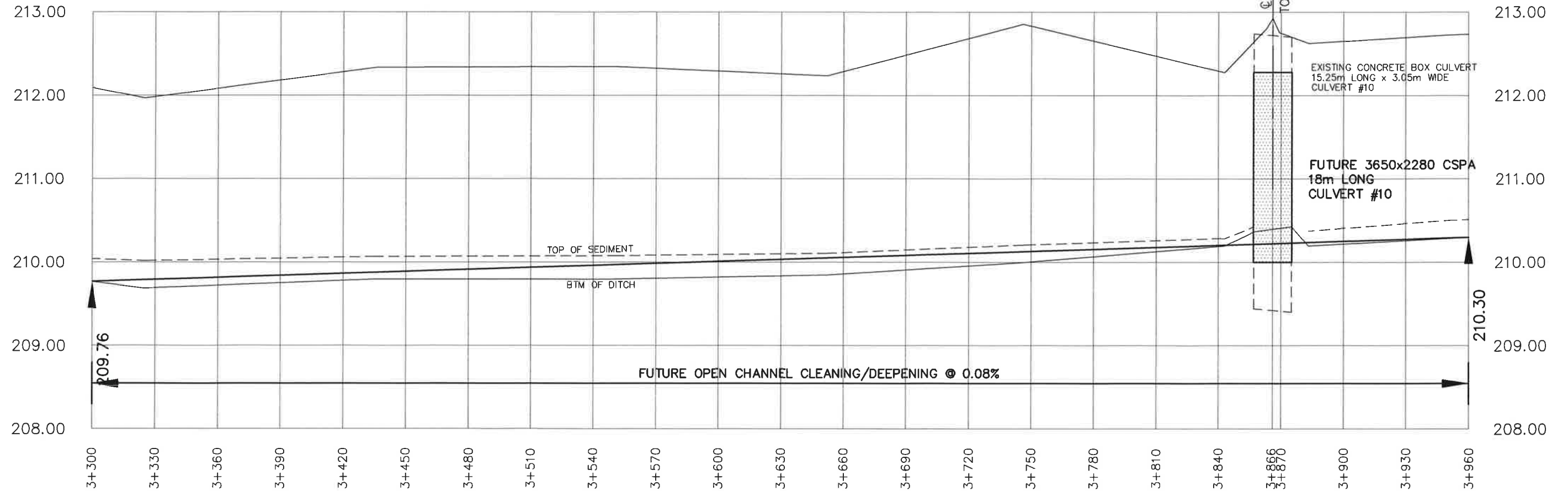
**6**  
**OF 11**

**GENERAL NOTES**

- BENCHMARK No.3 ELEV. 212.736  
TOP NORTHWEST END OF CONCRETE CULVERT  
CROSSING SUTTORVILLE ROAD.



**'FUTURE'  
TYPICAL DRAIN CROSS SECTION**  
NTS



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Phone: (519) 882-0032 Fax: (519) 882-2233

DRAWING NAME:  
McEachren Drain Profile 6

PROJECT No.  
2020-1220

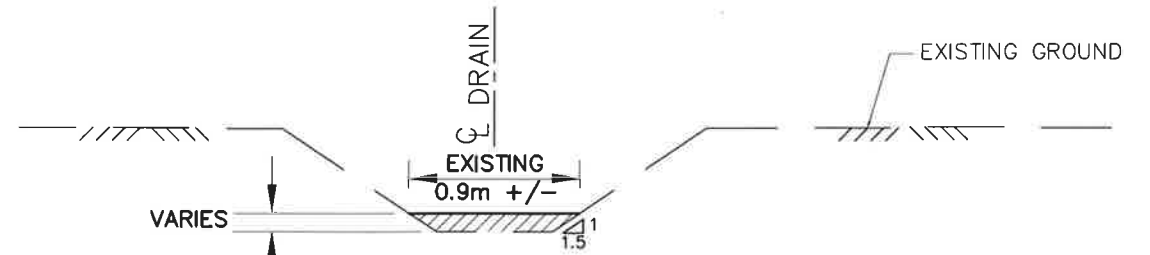
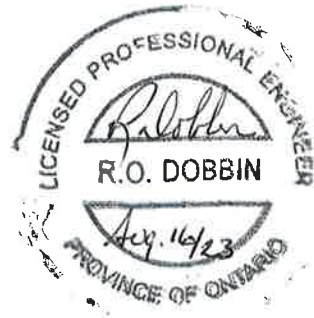
APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	AUG. 16, 2023	CS
B. VAN RUITENBURG				
DRAWN	SCALE: 1:2,000			
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**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN**  
**PROFILE**

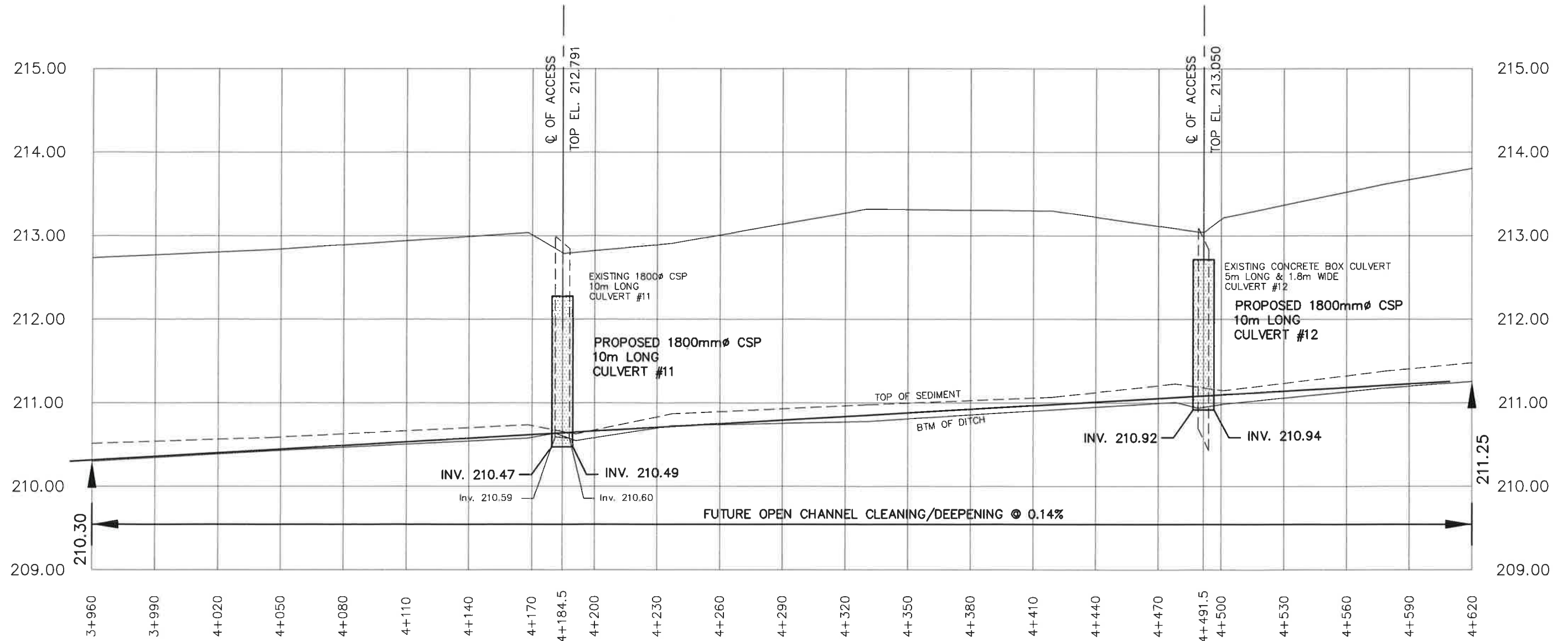
**7**  
**OF 11**

**GENERAL NOTES**

- 1. BENCHMARK No.3 ELEV. 212.736  
TOP NORTHWEST END OF CONCRETE CULVERT  
CROSSING SUTTORVILLE ROAD.



**'FUTURE'  
TYPICAL DRAIN CROSS SECTION**  
NTS



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

DRAWING NAME:  
McEachren Drain Profile 7

PROJECT No.  
2020-1220

APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	AUG. 16, 2023	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m				

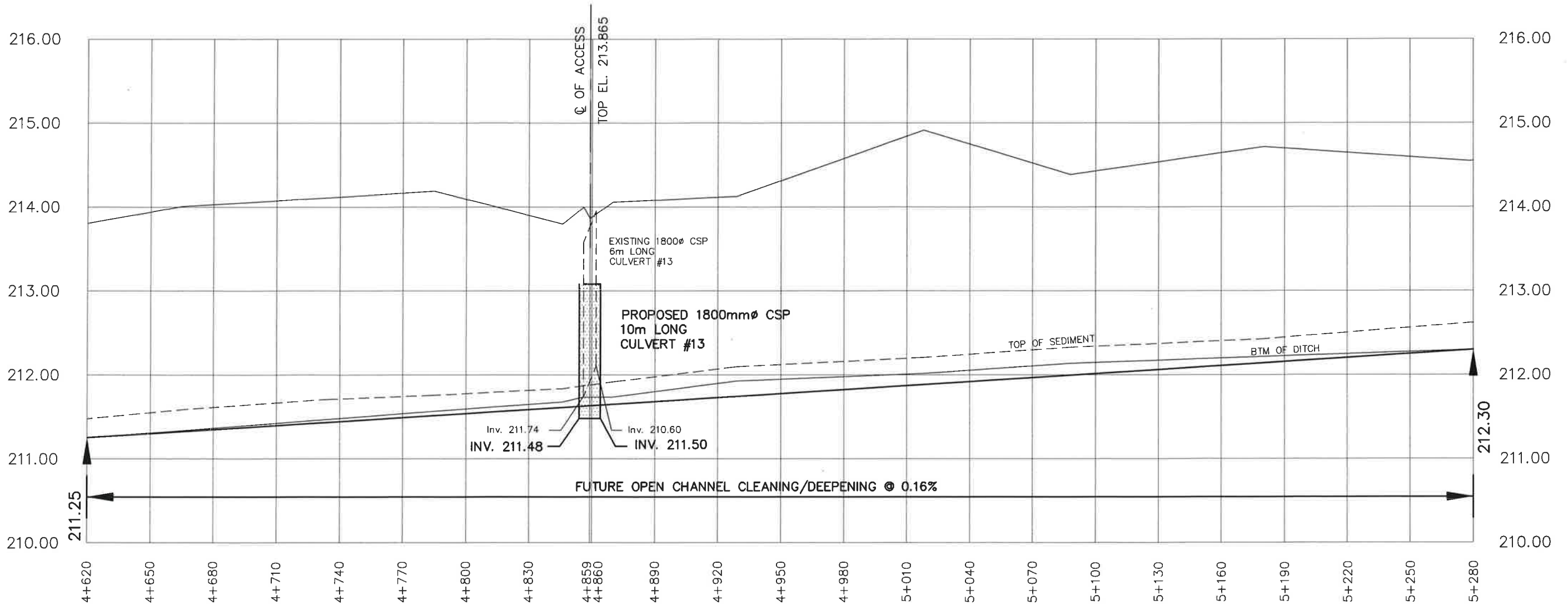
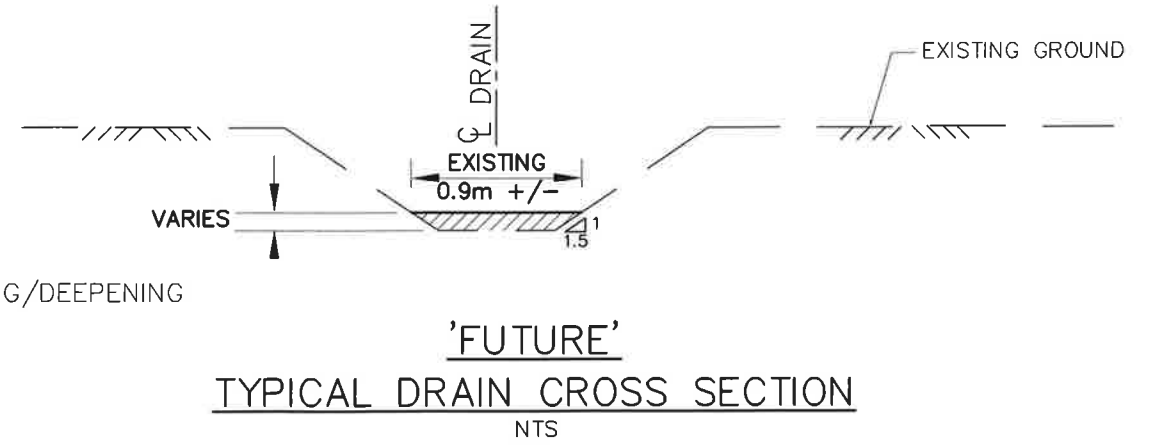
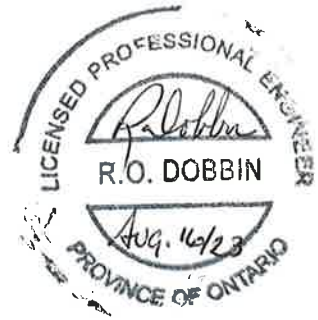
**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN  
PROFILE**

**8  
OF 11**



**GENERAL NOTES**

- BENCHMARK No.3 ELEV. 212.736  
TOP NORTHWEST END OF CONCRETE CULVERT  
CROSSING SUTTORVILLE ROAD.



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

DRAWING NAME:  
McEachren Drain Profile B

PROJECT No.  
2020-1220

APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	AUG. 16, 2023	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			
	0 20 40 60m			

**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN**  
**PROFILE**

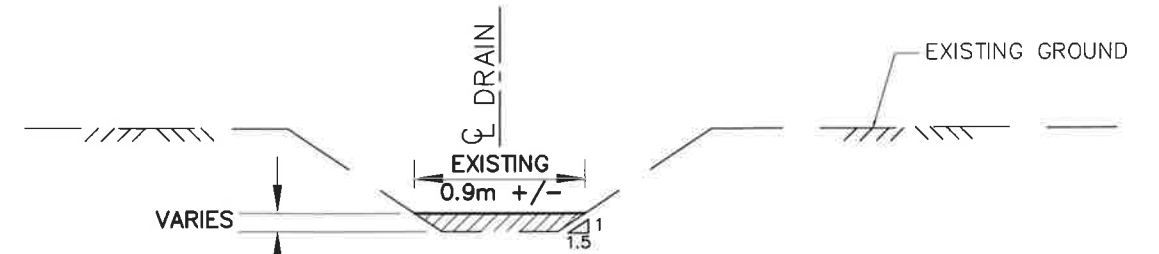
**9**  
**OF 11**

**GENERAL NOTES**

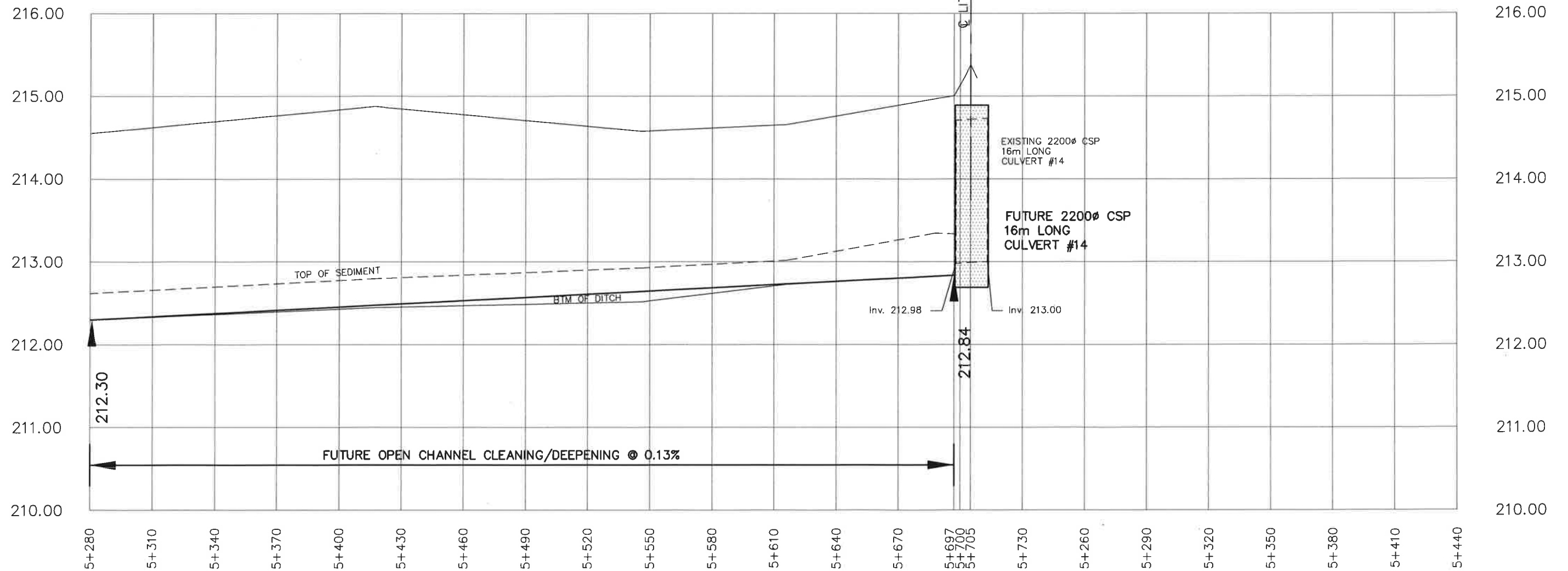
- BENCHMARK No.4 ELEV. 214.705  
TOP WEST END OF 2200Ø CSP  
CROSSING LITTLE IRELAND ROAD



DRAIN CLEANING/DEEPENING



**'FUTURE'**  
**TYPICAL DRAIN CROSS SECTION**  
NTS



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

DRAWING NAME:  
McEachren Drain Profile 9

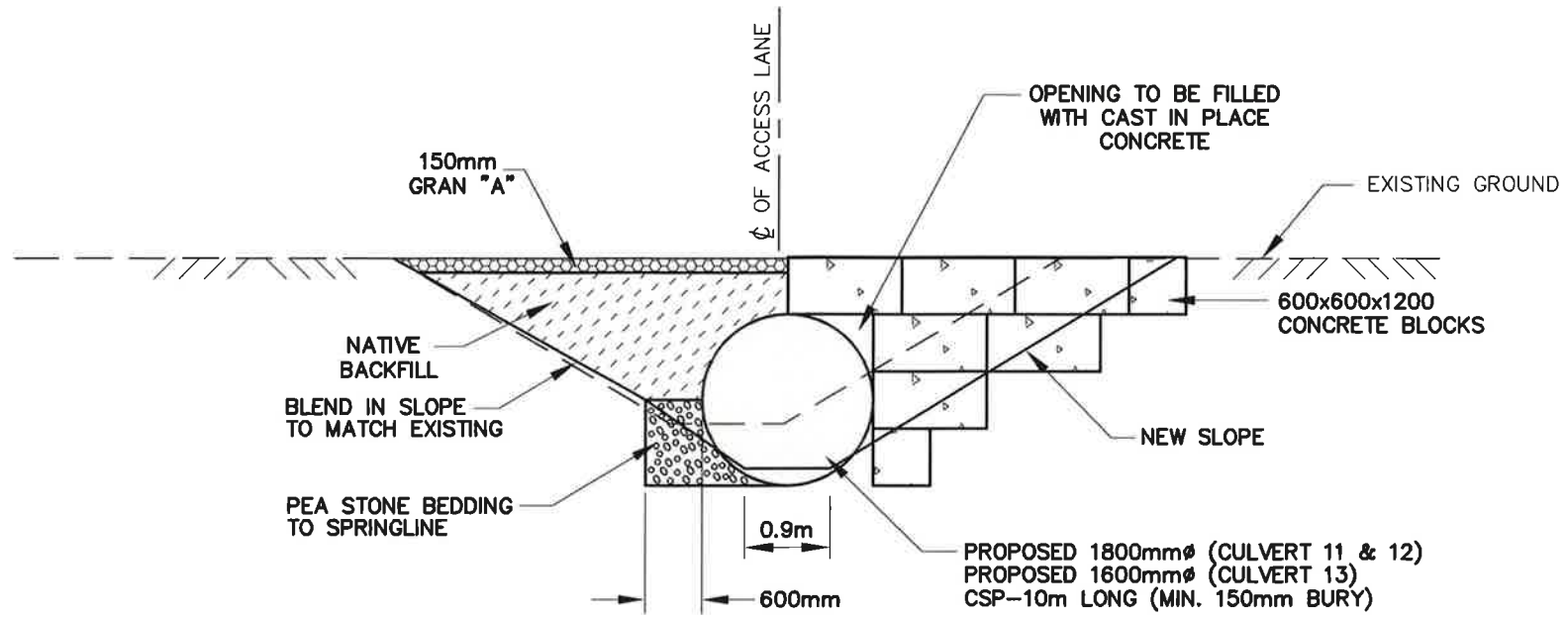
PROJECT No.  
2020-1220

NO.	REVISIONS	DATE	BY
1	FINAL REPORT	AUG. 16, 2023	CS

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

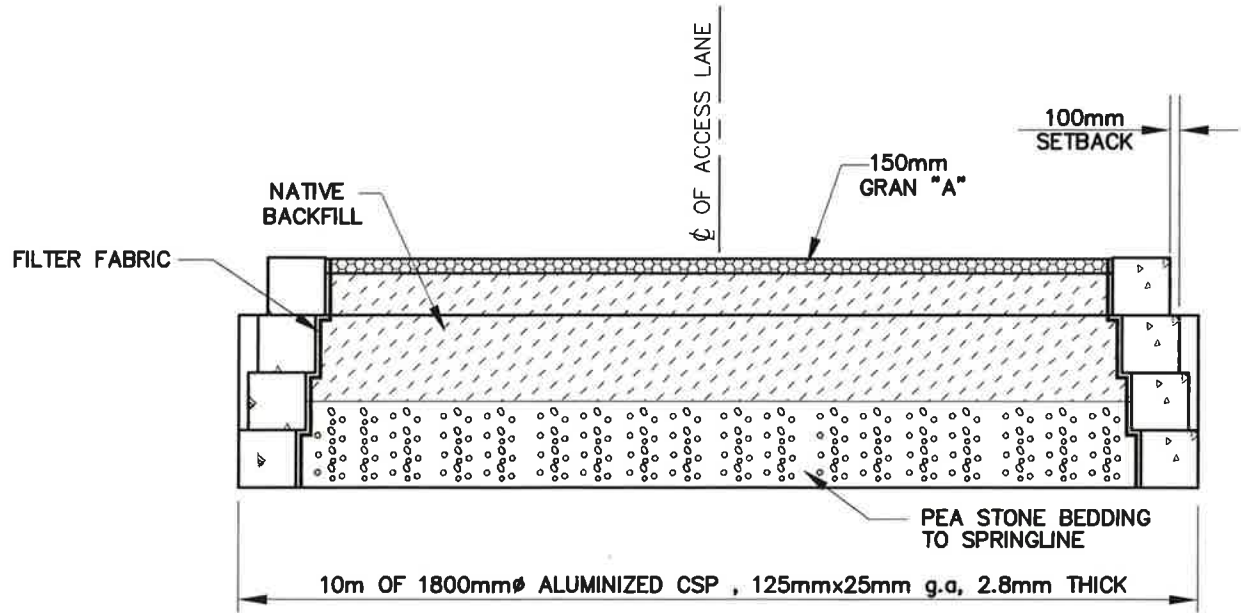
**MUNICIPALITY of BROOKE - ALVINSTON**  
**McEACHREN DRAIN**  
**PROFILE**

**10**  
**OF 11**

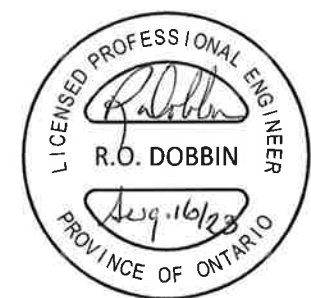


**PROPOSED PIPE END SECTION**

**BM ELEV. 212.736**  
 TOP NORTHWEST END OF CONCRETE  
 CULVERT CROSSING SUTTORVILLE ROAD



**PROPOSED CROSS-SECTION**



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

PROJECT No.  
 2020-1220

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	AUG. 16, 2023	CS
B. VAN RUITENBURG				
DRAWN				
C. SAUNDERS				

SCALE 1:75

**TOWNSHIP of BROOKE-ALVINSTON**  
**McEACHREN DRAIN**  
**TYPICAL CULVERT DETAIL**

**11**  
**OF 11**

**ENCLOSURE**

**ESTIMATED NET ASSESSMENT**

Conc.	Lot or Part	Roll No.	Owner	Total	Less Grant	Less Allow.	Est. Net Assess.
Agricultural Land							
11	E1/2W1/2 L1	40-036	J. Sawyer	18.00	6.00		12.00
	E1/2 L1	40-037	Sleepy Hollow Farms Ltd.	23.00	7.67		15.33
	W1/2 L2	40-038	Sleepy Hollow Farms Ltd.	39.00	13.00		26.00
	E1/2 L2	40-040	G. & H. Straatman	15,772.00	5,257.33	868.00	9,646.67
	W1/4 L3	40-041	Griffith Seeds Inc.	593.00	197.67		395.33
	E3/4 L3	40-042	J. & C. Griffith	3,881.00	1,293.67		2,587.33
	SW1/4 L4	40-04201	Art Griffith Farms Inc.	306.00	102.00		204.00
	NW1/4 L4	40-044	K. & A. Campbell	685.00	228.33		456.67
	E1/2 L4	40-045	Griffith Seeds Inc.	1,213.00	404.33		808.67
	W1/2 L5	40-046	K. & A. Campbell	1,153.00	384.33		768.67
	E1/2 L5 & SW1/4 L6	40-047	R. & S. Peaslee	1,474.00	491.33		982.67
	N1/2 L6	40-049	T. Campbell	1,798.00	599.33		1,198.67
	SE1/4 L6	40-050	D. & P. Milliken	482.00	160.67		321.33
	W1/2 L7	40-051	W. Milliken	1,255.00	418.33		836.67
	E1/2 L7	40-052	W. Milliken	17,685.00	5,895.00		11,790.00
	W1/2 L8	40-053	E. Lucas & W. Milliken	19,873.00	6,624.33		13,248.67
	E1/2 L8	40-055	D. & P. Milliken	22,253.00	7,417.67		14,835.33
	S1/2 L9	40-057	J. & V. Lucas	1,768.00	589.33		1,178.67



Estimated Net Assessment

3 of 3

Conc.	Lot or Part	Roll No.	Owner	Total	Less Grant	Less Allow.	Est. Net Assess.
<b>Agricultural Land (cont'd)</b>							
12	W1/2 L10	40-090	R. Holbrook	47.00	15.67		31.33
	E1/2 L10	40-091	Buurma Farms Inc.	50.00	16.67		33.33
	W1/2 L11	40-092	A. & J. Straatman	50.00	16.67		33.33
	E1/2 L11	40-093	K. & J. Van Den Ouweland	50.00	16.67		33.33
	L12	40-094	Ron Van Damme Ltd.	3,036.00	1,012.00		2,024.00
	W1/2 L13	40-095	Minten Family Farms Ltd.	3,559.00	1,186.33		2,372.67
<b>Non Agricultural Land</b>							
11	SWpt.E1/2 L1	40-03701	K. & P. Weese	87.00			87.00
	pt.W1/2 L7	40-05101	R. & M. Tamminga	53.00			53.00
<b>Public Lands: Roads</b>							
	Inwood Road		Municipality of Brooke Alvinston	354.00			354.00
	Sutorville Road		Municipality of Brooke Alvinston	567.00			567.00
	Little Ireland Road		Municipality of Brooke Alvinston	1,331.00			1,331.00
	Ebenezer Road		Municipality of Brooke Alvinston	1,377.00			1,377.00
	LaSalle Line		Municipality of Brooke Alvinston	10.00			10.00
			<b>Total</b>	<b>\$129,245.00</b>	<b>\$41,822.00</b>	<b>\$868.00</b>	<b>\$86,555.00</b>



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

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

Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

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

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

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

The following work is required:

CULVERTS LOWERING AND REPAIRS COMPLETED AND PAID FOR IN 2018

PER DAVID MOORE NO PERMIT WAS ISSUED TO CLEAN - DITCH NEEDS CLEANED

Property Description: Lot 19 Concession 5 S Roll Number 3815120030021000000

911 address 8082 COURTRIGHT LINE

Dated at the Municipality of Brooke-Alvinston this 24 day of AUG, 2023

DAVID KUCERA

Name-please print

Name-please print

Signature

Signature

Telephone#

Home

cell

Email address:

Additional Comments if any:

WAS MY UNDERSTNDING THAT DITCH WOULD HAVE BEEN CLEANED AFTER CULVERT LOWERING

PROJECT 2015-564 AS REFERENCE



E-MAILED  
D. Moores  
08/31/23  
4P

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

RECEIVED  
AUG 30 2023

I hereby give notice that the Dolbear-McKeller Drain is out of repair and request that:

- Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.
- The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:
  - \_\_\_ Section 76, (Update the Schedule of Maintenance for the Drain)
  - \_\_\_ Section 78, (New Engineer's Report for the Drain)

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

The following work is required:

Repair to municipal drain collapse on three marked locations on west half of lot 19, Con 2. A backhoe can enter the field on a base south of the drain. The field is wheat stubble.

Property Description: Lot 19 Concession 2 Roll Number 3815/2001010100 000.0

911 address none

Dated at the Municipality of Brooke-Alvinston this 29 day of August, 2023

BURTON MCKINZAY

Name-please print

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

Burton McKinlay  
Signature

\_\_\_\_\_  
Signature

Telephone [Redacted]

Cell [Redacted]

Email address: [Redacted] BRKTEL.ON.CA

Additional Comments if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**RECEIVED**  
SEP 06 2023



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

I hereby give notice that the GRAY #1 Drain is out of repair and request that:

Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

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

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

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

The following work is required:

BRUSH REMOVED & DITCH BOTTOM CLEANED OUT

Property Description: Lot 19 Concession CONC Roll Number 3815 120 010 16000

911 address 8072 OILSPRINGS LINE

Dated at the Municipality of Brooke-Alvinston this 6<sup>th</sup> day of SEPT., 2023

LARRY LEARBASS

Name-please print

\_\_\_\_\_

Name-please print

Larry Learbass

Signature

\_\_\_\_\_

Signature

Telephone



home

857 5013

Cell

Email address:



@brktelion.ca

Additional Comments if any:

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

RECEIVED  
SEP 06 2023



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

I hereby give notice that the GRAY-DOLBEAR Drain is out of repair and request that:

Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

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

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

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

The following work is required:

look after brush in ditch along ditch banks  
in drainage ditch north side of OIL SPRINGS L.

Property Description: Lot 19 Concession 3 Roll Number 3815 120 010 16000

911 address 8072 OIL SPRINGS LINE

Dated at the Municipality of Brooke-Alvinston this 6<sup>th</sup> day of SEPT, 2023

LARRY LEHRBASS

Name-please print

Name-please print

Larry Lehrbass

Signature

Signature

Telephone#

Home

Ce

Email address: larrylehrbass@brktel.on.ca

Additional Com





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

I hereby give notice that the MOFFATT LUCAS Drain is out of repair and request that:

Maintenance (preservation of a drainage works) or repair (restoration of a drainage works to its original condition) be performed under the provisions of Section 74 of the Drainage Act, R.S.O 1990, Chapter D.17.

The drain be improved (modification of or an addition to a drainage works intended to increase the effectiveness of the system) under the provisions of:

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

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

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

The following work is required:

Rotary grind the tree stumps along the ditch parallel to courtright line. The farm to the north of former Joe Lucan Senior now Jim Lucans?

Property Description: Lot 10 Concession 5 Roll Number 120-020-03300

911 address 3060 Little Ireland Road 7140 Courtright Line.

Dated at the Municipality of Brooke-Alvinston this 1 day of SEPT., 2023

MIKE CYALUPKA.

Name-please print

Name-please print

[Signature]

Signature

Signature

Telephone#

[Redacted] 04

Home

Cell

Email address: [Redacted]@brktel.on.ca

Additional Comments if any:

the trees were chopped and burned but need to grind as suckers have re-established the trees and the roots get into the tile drainage.



## MUNICIPALITY OF BROOKE-ALVINSTON

### DRAINAGE SUPERINTENDENT STAFF REPORT

---

**To:** Brooke-Alvinston Mayor, Clerk, and Council

**From:** David Moores, Drainage Superintendent  
R. Dobbin Engineering Inc.

**Date:** September 2023

**RE:** Stewart Drain

Maintenance of the Stewart Drain has just been completed by Bruce Poland and Sons under a tender award which included brushing and bottom cleanout. There was a total of seven farm culverts on the drain. The maintenance work included removing three culverts as they had failed and the landowners no longer required them. Two were located on the Chapman Farms in Lot 7, Concession 8 and one on the Podolinsky Farm in Lot 9, Concession 8.

The sediment was removed from the remaining culverts during the bottom cleanout work. At that time, the steel portion from the bottom of the culverts was removed with the sediment. The remaining four culverts have completely failed and are no longer passable. Pictures below show the state of the culvert bottoms.



At the time of the Maintenance Onsite Meeting no culvert replacements were requested. The current report is from 1962, therefore this work cannot be completed under Maintenance and will require a new engineer's report.

Due to the time it takes to complete a report, these culverts need to be replaced prior to harvest of this year's crops. Therefore, I will be making an application to the Minister for emergency designation to replace the culverts ahead of the report. I have spoken to each landowner on the drain and all have requested that the culverts be replaced as soon as possible.

The culverts have been sized by R. Dobbin Engineering. The scope of work will include replacement of the culvert for J. Douglas; replacement of the culvert for L. Douglas and M. Podolinsky as a shared culvert; and replacement of a culvert for Piggy Bank Farms.

Therefore, I ask Council to pass the following recommendation:

- (1) Approve that Bruce Poland and Sons complete the work for culvert replacements based on time and material rates; and
- (2) Appoint R. Dobbin Engineering under section 78 of the Drainage Act to complete a new report on the Stewart Drain for culvert replacements.

David Moores  
Drainage Superintendent





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Arena Sound System  
**Meeting:** Council - 14 Sep 2023  
**Department:** Parks and Recreation  
**Staff Contact:** Greg Thornicroft, Parks and Recreation Manager

### Recommendation:

**That the quote from Music City in the amount of \$14,342.49 (including tax) (plus additional \$1300 estimate) be approved for improvements to the arena sound system.**

### Background:

A donation in the amount of \$10,000 was received with the intent that the monies be directed to improvements to the sound system at the arena.

### Comments:

Quotes were received from two companies that are able to perform the work. The quotes received were from:

Music City	\$14,342.49 (including tax)
Strings N Things	\$18,733.05 (including tax)

In addition to a lower price, Music City has the equipment in stock and is available to install prior to ice installation. The Killer Bees have agreed to supply the lift for the installation.

UPDATE: Since the above was informally approved it has been realized that the amplifier intended for installation is no longer available; the new option is 2 smaller ones which alternatively changes the price. The overage was noted to the Killer Bees representative who agreed they would continue to pay the overages.

### Financial Considerations:

The overage has been addressed in the attached letter. UPDATE: additional overage is approximately \$1,300.

### ATTACHMENTS:

[Killer Bees -overage of costs](#)  
[Additional overage](#)



**Alvinston Killer Bees  
Hockey Club**

August 23, 2023

Janet Denkers & Greg Thornicroft:

Regarding the sound system upgrade at the Alvinston Arena, we fully support the decision to enhance the quality and volume capabilities of the sound system. We will ensure any costs greater than the \$10,000.00 allocated for this much needed improvement will be taken care of by our Club - up to \$5000.00. We will collaborate with the other user groups to help recover the costs, taking collection costs away from the Municipality as it will be our responsibility.

Our goal is to see the upgrades completed prior to our first home game, Oct. 14th.

Sincerely,

A handwritten signature in black ink, appearing to read 'D Cumming'. The signature is fluid and cursive, with a large initial 'D' and a long, sweeping tail.

Dan Cumming

President,

Alvinston Killer Bees Hockey Club

Cell 519-328-4944

**Janet Denkers**

---

**From:** Alvinston Killer Bees <alvinstonkillerbees.info@gmail.com>  
**Sent:** Sunday, September 10, 2023 11:36 AM  
**To:** Janet Denkers  
**Cc:** Greg Thornicroft  
**Subject:** Arena Sound System

**Follow Up Flag:** Flag for follow up  
**Flag Status:** Flagged

Janet, this is to confirm that the Alvinston Killer Bees Hockey Club will be responsible for the quoted amount and amended amount over the \$10,000.00 allocated from \_\_\_\_\_ for the arena sound system upgrade. We will also provide the lift for the installation.

We have discussed getting reimbursed by Minor Hockey and Figure Skating for the additional costs to be split between us. This will not be the responsibility of the Municipality, as we have agreed to manage this cost. Please send us the total amount for the over costs beyond the \$10,000.00 and we will pay for it immediately.

Thanks,  
Dan Cumming  
President - Alvinston Killer Bees Hockey Club



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Budgeted Donation to Hospital Foundation(s)  
**Meeting:** Council - 14 Sep 2023  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That Council provide direction on where to direct the budgeted donation of \$5,000 towards one or more local Hospital Foundations.**

### Background:

The Municipality of Brooke-Alvinston does not have a hospital within its municipal boundary. Our residents are served by local hospitals in Petrolia (Charlotte Eleanor Englehart Hospital), Newbury (Four Counties Health Services) or Strathroy (Strathroy Middlesex General) for regular health services. Some residents may also travel to Sarnia, London, Chatham or beyond.

The Provincial Government is tasked with funding the operating costs of hospitals. But for capital purchases or expansion needs, most hospitals look to donors for support.

In the past number of years, we have received requests by delegation to donate to Four Counties Health Services Foundation (Newbury Hospital) for their various capital projects. We have never had delegations requesting support from other hospital foundations.

### Comments:

The Municipality has donated a total of \$15,000 (\$5,000 in each of 2018, 2019 and 2022) to Four Counties Health Services Foundation for different capital campaigns. We have never (in recent history) donated to any other Hospital Foundation.

During budget deliberations, it was suggested that perhaps our budgeted donation should be directed towards the Petrolia Hospital Foundation since some of our residents use health services there.

### Financial Considerations:

\$5,000 budgeted funds.



## Council Staff Report

---

**To:** Mayor Ferguson and Members of Council  
**Subject:** Accounts Payable Listing - August 2023  
**Meeting:** Council - 14 Sep 2023  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### **Recommendation:**

**That Council receive and file the Accounts Payable Listing for August 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 - August 2023](#)

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2023 to 08/31/2023 Paid Invoices Cheque Date 08/01/2023 to 08/31/2023

Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>ASSETS &amp; LIABILITIES</b>					
01-0000-0020	000330 DON VANDAMME	AUG2023 REFUND ON RENTAL	08/24/2023	08/24/2023	26.41
01-0000-0020	003555 RACHEL VANDAMME	AUG2023 REFUND ON RENTAL	08/24/2023	08/24/2023	59.28
01-0000-0020	003556 KARI ERSKINE	AUG2023 REFUND ON RENTAL	08/24/2023	08/24/2023	25.28
01-0000-0020	003557 JOY DAWDY	AUG2023 REFUND ON RENTAL	08/24/2023	08/24/2023	85.88
01-0000-0020	003547 E & B HYDROSEED	JULY2023 REFUND	08/03/2023	08/03/2023	96.50
			Account Total		293.35
01-0000-0498	003500 RWAM INSURANCE ADMINISTRATORS INC	AUG2023 RWAM	08/01/2023	08/01/2023	2.68
01-0000-2271	000286 ROBINSON FARM DRAINAGE LTD.	4196 STEADMAN DRAIN HOLDBACK	08/24/2023	08/24/2023	6,214.55
01-0000-2426	000018 CLOVER MART	0046 FOOD BANK PURCHASES	08/03/2023	08/03/2023	155.70
01-0000-2426	000018 CLOVER MART	0047 FOODBANK PURCHASES	08/16/2023	08/16/2023	123.76
01-0000-2426	003517 NATURALLY GRAZED INC.	91 FOOD BANK PURCHASES	08/17/2023	08/17/2023	978.25
			Account Total		1,257.71
			Department Total		7,768.29
<b>LICENCES, PERMITS, RENTS</b>					
01-0050-1435	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	-425.00
			Department Total		-425.00
<b>GOVERNANCE</b>					
01-0240-7320	000279 BMO BANK OF MONTREAL	0502677-2308 WARDENS BBQ	08/09/2023	08/09/2023	150.00
01-0240-7399	002882 LIANA RUSSWURM	SEP2023 BLOG WRITING	08/16/2023	08/16/2023	750.00
01-0240-7420	003542 AIRD & BERLIS LLP	1338220 TRAINING SESSION	08/18/2023	08/18/2023	2,983.20
01-0240-7420	003542 AIRD & BERLIS LLP	1350045 INTEGRITY COMMISSIONER	08/30/2023	08/30/2023	2,734.60
			Account Total		5,717.80
			Department Total		6,617.80

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2023 to 08/31/2023 Paid Invoices Cheque Date 08/01/2023 to 08/31/2023

Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>COUNCIL SUPPORT</b>						
01-0241-7117	003503	GREEN SHIELD CANADA	14637942 GREENSHIELD	08/01/2023	08/01/2023	910.96
01-0241-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	AUG2023 RWAM	08/01/2023	08/01/2023	305.07
						Account Total
						1,216.03
01-0241-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	60.88
01-0241-7399	000279	BMO BANK OF MONTREAL	0502677-2308 STORM LUNCH	08/09/2023	08/09/2023	84.49
01-0241-7399	000279	BMO BANK OF MONTREAL	0502677-2308 SUMMER STUDENT	08/09/2023	08/09/2023	50.00
01-0241-7399	000279	BMO BANK OF MONTREAL	0502677-2308 CREDIT CHARGES	08/09/2023	08/09/2023	-64.34
						Account Total
						70.15
						Department Total
						1,347.06
<b>CORPORATE MANAGEMENT</b>						
01-0250-7117	003503	GREEN SHIELD CANADA	14637942 GREENSHIELD	08/01/2023	08/01/2023	1,111.84
01-0250-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	AUG2023 RWAM	08/01/2023	08/01/2023	512.83
						Account Total
						1,624.67
01-0250-7301	000279	BMO BANK OF MONTREAL	0502677-2308 OFFICE SUPPLIES	08/09/2023	08/09/2023	12.99
01-0250-7301	000165	MANLEY'S BASICS	1141228 OFFICE SUPPLIES	08/03/2023	08/03/2023	8.45
01-0250-7301	000165	MANLEY'S BASICS	1141610 OFFICE SUPPLIES	08/14/2023	08/14/2023	61.14
01-0250-7301	000100	MCNAUGHTON HOME HARDWARE CENTRE	416756 WATER	08/09/2023	08/09/2023	7.38
01-0250-7301	003052	CHERYL BEAUGRAND	AUG2023 SUPPLIES	08/09/2023	08/09/2023	15.81
						Account Total
						105.77
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	53.11
01-0250-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	159.31
01-0250-7303	003464	FIBERNETICS CORPORATION	649271 PHONE CHARGES	08/03/2023	08/03/2023	62.15
						Account Total
						274.57

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0250-7304	002187 INTEGRATED DIGITAL SOLUTIONS	AR350778 PHOTOCOPIER MAINTENANCE CONT	08/03/2023	08/03/2023	136.73
01-0250-7305	003217 MUN OF BROOKE-ALVINSTON - EFT	463852 OFFICE POSTAGE-OVERSIZE	08/09/2023	08/09/2023	204.69
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20943 IT SUPPORT	08/03/2023	08/03/2023	141.25
01-0250-7310	002215 KEYSTONE TECHNOLOGIES LTD.	20969 IT LICENCING	08/03/2023	08/03/2023	511.16
		Account Total			652.41
01-0250-7340	000036 VIVIAN UNIFORM RENTAL LTD.	104599 MATS	08/09/2023	08/09/2023	55.79
01-0250-7340	000112 NUTECH PEST SERVICES	11300 PEST CONTROL	08/03/2023	08/03/2023	47.46
		Account Total			103.25
		Department Total			3,102.09

**FIRE STATION - ALVINSTON**

01-0411-7150	003246 HARKES INDUSTRIES INC.	218630 TRAINING EXPENSE-SMOKE MACHINE	08/24/2023	08/24/2023	1,746.98
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	53.11
01-0411-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	60.66
		Account Total			113.77
01-0411-7310	003196 HENRY RECKER	JULY2023 FF MEDICAL	08/03/2023	08/03/2023	180.00
01-0411-7310	003144 BRENTLY SHEPLEY	JUN2023 MEDICAL FEE	08/24/2023	08/24/2023	180.00
		Account Total			360.00
01-0411-7330	000163 STEVE KNIGHT	AUG2023 MCNAUGHTONS-DRAW PRIZE-INWOOD	08/18/2023	08/18/2023	33.89
01-0411-7330	000163 STEVE KNIGHT	AUG2023 TIM HORTONS-INWOOD PUB ED	08/18/2023	08/18/2023	32.58
		Account Total			66.47
01-0411-7340	002250 CPE SERVICES	22374 GENERAC SERVICE	08/09/2023	08/09/2023	390.42
01-0411-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	417813 FLAGS FOR FIREHALL	08/18/2023	08/18/2023	232.73
01-0411-7340	003364 R & C CLEANING	JULY-2023 FIREHALL CLEANING	08/09/2023	08/09/2023	140.00



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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
				Account Total	763.15
01-0411-7351	000163 STEVE KNIGHT	AUG2023 LAMBTON FIRE CHIEFS MEETING	08/18/2023	08/18/2023	50.00
01-0411-7360	000163 STEVE KNIGHT	AUG2023 AED PATCH CORD	08/18/2023	08/18/2023	153.68
01-0411-7373	003465 DYNAMIC DIESEL REPAIR INC	1939 ANNUAL INSPECTION	08/09/2023	08/09/2023	1,895.82
				Department Total	5,149.87
<b>POLICE</b>					
01-0420-7460	000055 LAMBTON GROUP POLICE SERVICES BOARD	2413 MONTHLY POLICING	08/03/2023	08/03/2023	32,575.07
				Department Total	32,575.07
<b>PROTECTIVE INSPECTION &amp; CONTROL</b>					
01-0440-7470	002223 COUNTY OF LAMBTON	37774 BUILDING PERMITS	08/16/2023	08/16/2023	3,150.00
01-0440-7470	002223 COUNTY OF LAMBTON	37774 BUILDING PERMITS	08/16/2023	08/16/2023	151.38
				Account Total	3,301.38
01-0440-7472	003467 J.S.G. ANIMAL REMOVAL	23482 ANIMAL CONTROL	08/09/2023	08/09/2023	452.00
01-0440-7472	003502 SARNIA AND DISTRICT HUMANE SOCIETY	QUARTER 1 & 2,2023 ANIMAL CONTROL	08/14/2023	08/14/2023	150.00
				Account Total	602.00
01-0440-7476	002223 COUNTY OF LAMBTON	37775 PROPERTY STANDARDS	08/16/2023	08/16/2023	105.00
01-0440-7476	002223 COUNTY OF LAMBTON	37775 PROPERTY STANDARDS	08/16/2023	08/16/2023	41.76
				Account Total	146.76
01-0440-7630	002370 SCOTT MCKELLAR	AUG2023 LIVESTOCK VALUATION	08/10/2023	08/10/2023	100.00
				Department Total	4,150.14
<b>RT&amp;M - BRUSHING/TREE REMOVAL</b>					
01-0547-7401	003559 SITTLER GRINDING INC.	155883 STORM CLEAN UP-CHIPPER	08/24/2023	08/24/2023	18,633.70
				Department Total	18,633.70
<b>RT&amp;M - LITTER/GARBAGE PICKUP</b>					

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0549-7401	000066 WASTE MANAGEMENT OF CANADA CORP.	0431420-0676-6 BIN RENTAL	08/09/2023	08/09/2023	197.02
Department Total					197.02
<b>RT&amp;M - SIGNS</b>					
01-0550-7301	000191 CEDAR SIGNS	INV/2023/3489 STOLEN STOP SIGNS	08/30/2023	08/30/2023	912.77
Department Total					912.77
<b>RT&amp;M - INTERSECTION LIGHTING</b>					
01-0551-7306	000014 HYDRO ONE NETWORKS INC.	4674-0823 HYDRO	08/03/2023	08/03/2023	20.80
Department Total					20.80
<b>OVERHEAD</b>					
01-0560-7117	003503 GREEN SHIELD CANADA	14637942 GREENSHIELD	08/01/2023	08/01/2023	1,312.72
01-0560-7117	003500 RWAM INSURANCE ADMINISTRATORS INC	AUG2023 RWAM	08/01/2023	08/01/2023	917.10
Account Total					2,229.82
01-0560-7125	000279 BMO BANK OF MONTREAL	0502677-2308 WORK CLOTHING	08/09/2023	08/09/2023	199.11
01-0560-7125	000036 VIVIAN UNIFORM RENTAL LTD.	104601 COVERALLS	08/14/2023	08/14/2023	210.18
Account Total					409.29
01-0560-7302	003549 ARKONA APPLIANCES	42822 REPLACE FRIDGE	08/09/2023	08/09/2023	790.99
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	224.64
01-0560-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	125.58
Account Total					350.22
01-0560-7304	000112 NUTECH PEST SERVICES	11302 PEST CONTROL	08/09/2023	08/09/2023	47.46
01-0560-7304	000112 NUTECH PEST SERVICES	11350 PEST CONTROL	08/30/2023	08/30/2023	47.46
01-0560-7304	000136 PODOLINSKY EQUIPMENT LTD	345387 BAR OIL	08/09/2023	08/09/2023	22.59
Account Total					117.51
01-0560-7306	000014 HYDRO ONE NETWORKS INC.	2206-0823 HYDRO	08/10/2023	08/10/2023	399.31

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
01-0560-7310	000131 BEARCOM CANADA CORP	5594381 GPS	08/03/2023	08/03/2023	335.61
01-0560-7340	003550 GREAT LAKES PAINTING	1789 MTO PAINTING	08/14/2023	08/14/2023	6,780.00
01-0560-7398	000074 MACKENZIE OIL LIMITED	1046 FUEL	08/14/2023	08/14/2023	708.80
01-0560-7398	000074 MACKENZIE OIL LIMITED	1441 FUEL	08/14/2023	08/14/2023	2,597.14
01-0560-7398	000074 MACKENZIE OIL LIMITED	1852 FUEL	08/14/2023	08/14/2023	2,514.65
Account Total					5,820.59
Department Total					17,233.34
<b>06 STERLING PSD</b>					
01-0601-7372	003465 DYNAMIC DIESEL REPAIR INC	1980 COOLANT LINE REPAIR	08/09/2023	08/09/2023	1,486.72
01-0601-7372	003465 DYNAMIC DIESEL REPAIR INC	2003 BRAKES REPAIR	08/17/2023	08/17/2023	293.61
Account Total					1,780.33
Department Total					1,780.33
<b>21 Dodge RAM 4 x 4 pickup</b>					
01-0621-7372	000068 KAL TIRE	873128490 TIRE REPLACEMENT	08/30/2023	08/30/2023	1,400.08
Department Total					1,400.08
<b>DEERE TRACTOR LOADER</b>					
01-0630-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	R078261 HYDRAULIC REPAIR	08/09/2023	08/09/2023	136.40
Department Total					136.40
<b>CAT BACKHOE</b>					
01-0631-7372	000062 KUCERA UTILITY & FARM SUPPLY LTD.	CT69653 HYDRAULIC REPAIRS	08/09/2023	08/09/2023	178.13
Department Total					178.13
<b>SMALL ENGINE EQUIPMENT</b>					
01-0634-7372	003425 WALTER TADGELL & SONS LTD.	53511 CHAIN SAW REPAIR	08/24/2023	08/24/2023	225.98
Department Total					225.98
<b>STREET LIGHTING - INWOOD</b>					
01-0752-7306	000014 HYDRO ONE NETWORKS INC.	6752-0823 HYDRO	08/03/2023	08/03/2023	578.45

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Account	Vendor Number	Vendor Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
<b>Department Total</b>						<b>578.45</b>
<b>SANITARY SEWER SYSTEM</b>						
01-0810-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	149.28
01-0810-7432	000047	CHEMTRADE CHEMICALS CANADA LTD	93579074 SEWER PLANT CHEMICALS	08/09/2023	08/09/2023	2,234.73
01-0810-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000033958 OPERATIONS CONTRACT	08/09/2023	08/09/2023	9,354.39
<b>Department Total</b>						<b>11,738.40</b>
<b>INWOOD SEWER SYSTEM</b>						
01-0811-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	49.76
<b>Department Total</b>						<b>49.76</b>
<b>WATERWORKS SYSTEM</b>						
01-0830-7303	000003	BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	49.76
01-0830-7312	000289	LAMBTON AREA WATER SUPPLY SYSTEM	1169 WATER USAGE (FROM 04-06/23)	08/03/2023	08/03/2023	31,269.42
01-0830-7432	002214	GERBER ELECTRIC LTD	00027259 WATER METER- PRO RODEO	08/09/2023	08/09/2023	276.85
01-0830-7432	002959	WYOMING TREE SERVICE	15732 STORM TREE REMOVAL-WATER TOWER	08/03/2023	08/03/2023	3,729.00
01-0830-7432	002959	WYOMING TREE SERVICE	15737 STORM TREE REMOVAL-WATER PLANT	08/03/2023	08/03/2023	1,864.50
<b>Account Total</b>						<b>5,870.35</b>
01-0830-7455	003240	ONTARIO CLEAN WATER AGENCY - PAP	INV00000033958 OPERATIONS CONTRACT	08/09/2023	08/09/2023	8,337.11
<b>Department Total</b>						<b>45,526.64</b>
<b>WASTE COLLECTION</b>						
01-0840-7480	000026	BLUEWATER RECYCLING ASSOC.	27118 AUGUST WASTE COLLECTION	08/09/2023	08/09/2023	7,121.76
<b>Department Total</b>						<b>7,121.76</b>
<b>ALVINSTON COMMUNITY CENTRE</b>						
01-1635-7117	003503	GREEN SHIELD CANADA	14637942 GREENSHIELD	08/01/2023	08/01/2023	910.96
01-1635-7117	003500	RWAM INSURANCE ADMINISTRATORS INC	AUG2023 RWAM	08/01/2023	08/01/2023	610.48

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Account	Vendor Number Name	Invoice Number Item Description	Invoice Date	Entry Date	Item Amount
			Account Total		1,521.44
01-1635-7125	000279 BMO BANK OF MONTREAL	0502677-2308 WORK CLOTHING	08/09/2023	08/09/2023	3,796.44
01-1635-7125	003554 RILEY PAVEY	AUG2023 WORKBOOT\$	08/24/2023	08/24/2023	169.49
01-1635-7125	003558 CARMEN MCKELLAR	AUG2023 WORKBOOT\$	08/24/2023	08/24/2023	200.00
			Account Total		4,165.93
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	79.05
01-1635-7303	000003 BROOKE TELECOM CO-OPERATIVE	10605820-0823 PHONE & INTERNET SERVICE	08/03/2023	08/03/2023	79.66
01-1635-7303	003464 FIBERNETICS CORPORATION	649271 PHONE CHARGES	08/03/2023	08/03/2023	33.84
			Account Total		192.55
01-1635-7330	003029 MEGA-LAB	168126 PUTTY EPOXY STICKS-ARENA FLOOR	08/17/2023	08/17/2023	348.61
01-1635-7340	000112 NUTECH PEST SERVICES	11301 PEST CONTROL	08/03/2023	08/03/2023	47.46
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	13608 GARBAGE DISPOSAL	08/03/2023	08/03/2023	295.00
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	13932 GARBAGE DISPOSAL	08/03/2023	08/03/2023	295.00
01-1635-7340	003017 MARCOTTE DISPOSAL INC.	14601 GARBAGE	08/09/2023	08/09/2023	295.00
01-1635-7340	000132 A-1 SECURITY SYSTEMS	180289 ALARM CHANGES	08/25/2023	08/25/2023	110.74
01-1635-7340	000132 A-1 SECURITY SYSTEMS	180290 CAMERA CHANGES	08/25/2023	08/25/2023	110.74
01-1635-7340	000048 WATFORD HOME HARDWARE / CARIS HARDV	20670 PAINT/SUPPLIES FOR ARENA	08/25/2023	08/25/2023	236.92
01-1635-7340	003353 BETTY MCKELLAR	32370 CABINET FOR STORAGE	08/17/2023	08/17/2023	44.92
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	417984 SUPPLIES	08/25/2023	08/25/2023	67.19
01-1635-7340	000100 MCNAUGHTON HOME HARDWARE CENTRE	418469 SAWZALL SCRAPERS FOR FLOOR	08/25/2023	08/25/2023	66.66
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	605683 ARENA SUPPLIES	08/09/2023	08/09/2023	835.16
01-1635-7340	003344 HOLLAND CLEANING SOLUTIONS LTD.	607754 RETURN SUPPLIES	08/25/2023	08/25/2023	-299.81
01-1635-7340	003232 CANADIAN IPG CORPORATION	CORUN-00540350 PAPER PRODUCTS	08/25/2023	08/25/2023	5,013.81

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Account Total						7,118.79
01-1635-7372	000100	MCNAUGHTON HOME HARDWARE CENTRE	415696 CHAINSAW CHAIN	08/03/2023	08/03/2023	28.80
01-1635-7372	000042	ADVANTAGE FARM EQUIPMENT LTD.	Z19364 MASSEY TRACTOR REPAIRS	08/09/2023	08/09/2023	2,940.47
Account Total						2,969.27
01-1635-7383	002841	KERN WATER SYSTEMS INC.	159676 ICE STOCK-REDICK TOURNAMENT	08/09/2023	08/09/2023	171.50
01-1635-7384	000279	BMO BANK OF MONTREAL	0502677-2308 NEW WATER JUGS	08/09/2023	08/09/2023	135.33
Department Total						16,623.42
<b>INWOOD COMMUNITY CENTER</b>						
01-1639-7399	002734	THE INDEPENDENT	12873 INWOOD 150 ADVERTISING	08/10/2023	08/10/2023	257.64
01-1639-7399	003531	DONNA WATSON	JULY2023 INWOOD 150 CANVAS PRINTS	08/10/2023	08/10/2023	128.13
Account Total						385.77
Department Total						385.77
<b>ALVINSTON LIBRARY</b>						
01-1641-7340	003364	R & C CLEANING	07-2023 LIBRARY CLEANING	08/09/2023	08/09/2023	700.00
Department Total						700.00
<b>COMMERCIAL &amp; INDUSTRIAL</b>						
01-1820-7691	003551	TRACEY POELSTRA	AUG2023 CIP FACADE IMPROVEMENTS	08/16/2023	08/16/2023	1,438.07
Department Total						1,438.07
<b>AGRICULTURE &amp; REFORESTATION</b>						
01-1840-7455	000113	R DOBBIN ENGINEERING INC	134.23 DRAINAGE SUPERINTENDENT	08/14/2023	08/14/2023	1,891.06
Department Total						1,891.06
<b>ASSETS &amp; LIABILITIES</b>						
20-0000-0865	003548	DEL JOHNSON	AUG2023 TILE LOAN 2023-08	08/09/2023	08/09/2023	32,100.00
Department Total						32,100.00
<b>ADMINISTRATION</b>						
20-0250-8070	003514	PUBLIC SECTOR PARTNERS FOR PROGRESS	1389 ASSET MANAGEMANT UPDATE	08/10/2023	08/10/2023	29,425.20

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<b>Department Total</b>					29,425.20
<b><u>BROOKE FIRE - ALVINSTON STATION</u></b>					
20-0411-8040	002823 KT EXCAVATING	INV-0671 PART 1 OF DRAINAGE REPAIRS	08/17/2023	08/17/2023	6,565.30
<b>Department Total</b>					6,565.30
<b><u>SEWAGE TREATMENT PLANT</u></b>					
20-0811-8050	000034 CENTRAL SANITATION / 2696235 ONTARIO LIM	0000253613 SEWAGE UPGRADES	08/17/2023	08/17/2023	12,487.63
<b>Department Total</b>					12,487.63
<b><u>COMMUNITY CENTRE</u></b>					
20-1635-8012	003560 MUSIC CITY	1482 SOUND SYSTEM DEPOSIT	08/30/2023	08/30/2023	7,171.25
20-1635-8021	002599 SPRIET ASSOCIATES	23-0370 ENGINEERING SERVICES	08/25/2023	08/25/2023	6,695.51
<b>Department Total</b>					13,866.76
<b><u>MUNICIPAL DRAINS - CONSTRUCTION</u></b>					
20-2800-7401	000113 R DOBBIN ENGINEERING INC	136.23 EDGAR PODOLINSKY DRAIN EXTENSI	08/03/2023	08/03/2023	6,384.50
20-2800-7401	002478 BRUCE POLAND & SONS TRUCKING INC.	889 MACDOUGALL DRAIN	08/16/2023	08/16/2023	1,718.22
<b>Account Total</b>					8,102.72
<b>Department Total</b>					8,102.72
<b><u>MUNICIPAL DRAINS - MAINTENANCE</u></b>					
20-2900-7401	003552 KTD EXCAVATING	00000099 WEIDMAN DRAIN	08/16/2023	08/16/2023	282.50
<b>Account Total</b>					282.50
<b>Department Total</b>					282.50
<b>Total Paid Invoices</b>					290,187.12
<b>Total Unpaid Invoices</b>					-299.81
<b>Total Invoices</b>					289,887.31

# Accounts Payable

Posted Invoice Payment Approval List By Account

Vendor 000000 Through 999999

Invoice Entry Date 08/01/2023 to 08/31/2023 Paid Invoices Cheque Date 08/01/2023 to 08/31/2023

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

01-0000	ASSETS & LIABILITIES	7,768.29
01-0050	LICENCES, PERMITS, RENTS	-425.00
01-0240	GOVERNANCE	6,617.80
01-0241	COUNCIL SUPPORT	1,347.06
01-0250	CORPORATE MANAGEMENT	3,102.09
01-0411	FIRE STATION - ALVINSTON	5,149.87
01-0420	POLICE	32,575.07
01-0440	PROTECTIVE INSPECTION & CONTROL	4,150.14
01-0547	RT&M - BRUSHING/TREE REMOVAL	18,633.70
01-0549	RT&M - LITTER/GARBAGE PICKUP	197.02
01-0550	RT&M - SIGNS	912.77
01-0551	RT&M - INTERSECTION LIGHTING	20.80
01-0560	OVERHEAD	17,233.34
01-0601	06 STERLING PSD	1,780.33
01-0621	21 Dodge RAM 4 x 4 pickup	1,400.08
01-0630	DEERE TRACTOR LOADER	136.40
01-0631	CAT BACKHOE	178.13
01-0634	SMALL ENGINE EQUIPMENT	225.98
01-0752	STREET LIGHTING - INWOOD	578.45
01-0810	SANITARY SEWER SYSTEM	11,738.40
01-0811	INWOOD SEWER SYSTEM	49.76
01-0830	WATERWORKS SYSTEM	45,526.64
01-0840	WASTE COLLECTION	7,121.76
01-1635	ALVINSTON COMMUNITY CENTRE	16,623.42
01-1639	INWOOD COMMUNITY CENTER	385.77
01-1641	ALVINSTON LIBRARY	700.00
01-1820	COMMERCIAL & INDUSTRIAL	1,438.07
01-1840	AGRICULTURE & REFORESTATION	1,891.06
20-0000	ASSETS & LIABILITIES	32,100.00
20-0250	ADMINISTRATION	29,425.20
20-0411	BROOKE FIRE - ALVINSTON STATION	6,565.30
20-0811	SEWAGE TREATMENT PLANT	12,487.63
20-1635	COMMUNITY CENTRE	13,866.76
20-2800	MUNICIPAL DRAINS - CONSTRUCTION	8,102.72
20-2900	MUNICIPAL DRAINS - MAINTENANCE	282.50
Report Total		289,887.31





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Surplus Dwelling-LaSalle Line  
**Meeting:** Council - 14 Sep 2023  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

That the Council of the Municipality of Brooke-Alvinston approve the use of the existing dwelling at 7830 LaSalle Line by Cindy & Daniel Minten for a 6 month period beginning October 1, 2023 while a new dwelling is being constructed; and that a security deposit of \$500 be remitted to the Municipal Office prior to the issue of the building permit; and that the security deposit be held by the Municipality until the construction is complete, the demolition permit obtained and occupancy issued.

### Background:

A request has been submitted by Cindy & Daniel Minten to request permission to live in the current home while a new home is constructed on the same property.

### Comments:

In accordance with the municipal zoning by-law, in the agricultural area, only one home is permitted per lot. The Municipality has provided temporary permissions such as this in the past without incident. If a subsequent extension is needed, Council can revisit the request at that time.

### Financial Considerations:

A \$500 deposit is requested and upon the demolition permit being obtained for the old dwelling and a final occupancy issued for the new dwelling, the deposit of \$500 would be returned.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Optimist Project - Dressing Room  
**Meeting:** Council - 14 Sep 2023  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That staff be directed to prepare an agreement between the Municipality and the Alvinston & District Optimist Club for the Optimist Club Dressing Room Project (approved drawings from July 7, 2023) and present to Council and the Optimist Club for consideration.**

### Background:

The Alvinston Optimist Club proposed a new project to Council, the dressing room addition at the BAICCC. Brooke-Alvinston staff were appointed to discuss the proposal with Engineers and provide them with access to the facility and drawings so plans could be developed. Once the plans were received, the PARC Committee in addition to representatives from ELMHA and Lambton Attack reviewed the plans and made some adjustments. The adjustments were forwarded to the Engineer for modification and on July 27, 2023 the plans were approved by Council.

The plans are now complete and "sitting on the shelf". The Optimist Club (via Building Chair Jamie Armstrong) have noted that they will fundraise for the project that is estimated by the engineers at: \$946,090 + HST. Notice of Council approval was sent to the Building Committee Chair for acknowledgement by the club.

### Comments:

Since the Optimist project is an addition to Municipal owned property (the BAICCC), it will become the Municipality's property/project once the funds are raised. That is: the tendering and construction processes will have to follow municipal policies, and once completed, it will be municipal property - it is only an Optimist Project to the extent that they are the initiators and fundraisers. Staff are requesting that Council formalize the conditions in order to show a clear and outlined path as to how the Optimist Dressing Room Project will move to fruition and to streamline the process during the Optimist Club's fundraising.

Items to be included in the draft agreement would include:

1) the amount of funds to be raised prior to any tendering of the project being done - this amount to include moderate increases to account for inflation;

2) the requirement that the funds be raised within a specified time period (e.g. 5 years) and if not raised within that time, that, with consultation from the club, fundraising be continued or funds raised to-date be used to fund some other project by mutual agreement between the Optimists and the Municipality.

3) the timing of when the project construction can occur to eliminate down time of the facility for users during times of ice use.

**Financial Considerations:**

In 2021, the Alvinston Optimist Club solicited support from several user and supporters in pledges and support. It is unknown what amount has or is to be raised by the Club but it would be anticipated that when the final 5% of projected funds are raised, that Council be advised and begin preparations for tendering.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Alvinston Optimist / Killer Bee Request  
**Meeting:** Council - 14 Sep 2023  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That approval be granted to allow the Alvinston Optimist Club to permit liquor sales in the BAICCC for the Alvinston Killer Bees games and other Alvinston Optimist Club functions provided they adhere to all current Liquor License and Control Act of Ontario regulations and municipal insurance requirements to be outlined in an operating agreement.**

### Background:

The Alvinston Optimist Club has submitted a request for Council consideration to allow liquor beverage sales in the entire BAICCC. See attached letter.

### Comments:

Administration has consulted with AGCO and they have no objections to the submitted request. They have further reviewed the Municipal Alcohol Policy (MAP) and advised of some revisions since the 2021 update.

Insurance also reviewed the submitted request and under the advice of the municipal insurance providers, it is strongly recommended that an operating agreement be drawn that includes indemnification obligations for the Optimist Club in favour of the Municipality as well as insurance requirements.

There may at times be bookings for the auditorium that coincide with Killer Bees games. The Alvinston Optimist Club will be made aware of these bookings when they arise. It is preferred that the bookings take precedent over the bar area for revenue purposes. It should also be clear that the auditorium portion that is opened for the bar use and access to washrooms, should be cordoned off and for this use only and not allowed to be an open space for congregation (children or adults). The Optimist Club should monitor this and not staff.

### Financial Considerations:

A new fee is proposed for the bar area. \$50 / game. The fee acknowledges the extra washroom cleaning with the expanded area being open. The fee is considered modest.

### ATTACHMENTS:

[Optimist Club Request](#)



August 7, 2023

Brooke-Alvinston Council:

The Alvinston Districts Optimist Club along with the Alvinston Killer Bees Hockey Club are very thankful that Council gave permission to host the bar at the ice surface level & in the East side of the stands last winter, it was an overwhelming success. Both organizations do anticipate that the 2023-24 season will see even larger crowds and are planning now, before the season begins Oct. 14. We were proud to introduce to many spectators their first taste of coolers/mead from Munro Honey, as well as 'Buzz Light Beer', crafted in Plympton-Wyoming.

After many discussions with volunteer bar tenders, arena staff and both the Alvinston Districts Optimist Club bar convenor John Koolen along with the Alvinston Killer Bees executive including President, Dan Cumming, it is all our desire to enable alcoholic beverage sales in the whole arena, not just 25% of the area.

We have concluded that there were no issues or complaints, besides congestion when the arena exceeded 400 spectators in our designated bar area. Therefore, we are requesting to relocate the bar away from the corners of the arena and allow spectators to enjoy their beverages in a larger area which will improve safety and eliminate the possible restrictions that may be implemented should another COVID-19 type policy come into affect.

More importantly the larger licensed area (like the baseball tournaments) gives our club more control with outside alcohol coming in and allows our spectators a more enjoyable experience. An increased size bar will allow our community to be more competitive and welcoming to more spectators. Greater profits from our bar, allows both clubs to be more viable, while returning ALL funds back into our community through much needed programs and projects.

Since the auditorium doors needed to be open to allow access to more washrooms on high attendance nights (the arena men's washroom only has one urinal and one toilet for example), our new bar area we propose would be in a small area just inside the auditorium on the North side near the stage. This arrangement would still allow for emergency access for all patrons as the stairs would not be blocked and it should alleviate the crowding along the East end.

After discussions with the liquor inspector there is no requirement any longer to have a 19+ area for the consumption of alcohol in Ontario. For example, families can go to restaurants and order alcohol with their kids present or attend most sporting events in Ontario and enjoy an alcoholic drink. Alcohol has been allowed to be consumed for minor hockey games in the PASA arena in Sarnia, OHL games etc. for years, without issue. This spectator improvement would also put us on par with other successful JR. & SR. hockey clubs trying to make the experience as safe & enjoyable as possible, all while raising more funds.

From the first season of the bar as well as last year all empty beer can clean up will the responsibility of the Optimist Club and everything collected will be recycled and taken off site after each game.

We look forward to your response.

Yours in Optimism,

A handwritten signature in black ink, appearing to read 'Chad Hayter', written over a horizontal line.

Chad Hayter

Director/ President Elect

519-490-5393



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** 2023 Alvinston Christmas Celebration  
**Meeting:** Council - 14 Sep 2023  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That with gratitude, the Council of the Municipality of Brooke-Alvinston grant permissions to the Alvinston Optimist Club to host the 2023 Alvinston Christmas Celebration on December 2, 2023 on the proposed route provided;**

**And that the Alvinston Optimist Club be allowed to use an off road vehicle(s) in the urban areas specified during the event and for parade purposes only;**

**And that the public be alerted to the road closures and detours with assistance from the Municipality (website, bee sign and signage);**

**And that a copy of the clubs insurance naming the municipality as additionally insured be provided prior to the event.**

### Background:

The attached letter was received to request some permissions from Council as the 2023 Christmas Celebrations are planned.

### Comments:

The attached was circulated to Intact Insurance and all Managers for comments. A map of the proposed route is also attached.

Concerns are:

1. Access / egress for residents who live on the affected roadways
2. Parking controls to ensure no residents are blocked in and emergency access is provided in addition to compensation of narrower roads due to snow pile up *should* a snow event occur.

There are no concerns with requests for ATV vehicle use in the urban areas for the event and the use of municipal signage if available.

The Alvinston Optimist Club and Committee undergo great efforts to make this event a tourist like attraction and should be commended on their efforts.

### Financial Considerations:

None associated with this request / report.

**ATTACHMENTS:**

[Request letter](#)

[Proposed Route](#)

[Risk Management Considerations for Municipal Street Fairs](#)





July 27, 2023

Brooke-Alvinston Council:

As the co-chairperson for the 2023 Alvinston Christmas Celebration our volunteer group wishes to change the annual Santa Claus Parade once again to a 'walk by format' primarily along the main business section of River St. As a group we wanted to move away from the drive by format that we have used for the previous 3 years but are hesitant to return to a full traditional style parade as 7 of the 9 bands that participate will only perform if it's a stationary parade.

We are requesting to block River St. from Lorne St. to Railroad line, Railroad line to Elgin St., Elgin St to Centre and Centre St. back to River St. We may not need the road closure of Railroad, Elgin or Centre, but would like to ask permission.

The area will have floats, bands, performers, hands on experiences, possibly a carnival ride and vendors will also be set up in the parking areas on both sides of the street. Pedestrians will walk where the traffic normally flows for the two hours of the event, which is scheduled to take place on Sat. Dec. from 6:00 PM to 8:00 PM. We also plan on having horse & carriage and wagon rides to and from the arena and River St. with the possibility of other locations where cars can park.

We are requesting the permission to use side by sides and 4 wheelers to use during set up and after the event for clean up as well as during the two hours for emergency use if required.

We will ensure emergency access to and from Church St. and the above areas mentioned should an emergency arise.

It is our hope that once again barricades and no parking signs can be provided, so our committee can place them in the proper area mid-afternoon Saturday, (to allow vendors/ entrants to set up) until take down ending at 9:30 PM.

Any access from a community owned facility for washrooms would also be beneficial, as we will also require portable washrooms to accommodate everyone's needs.

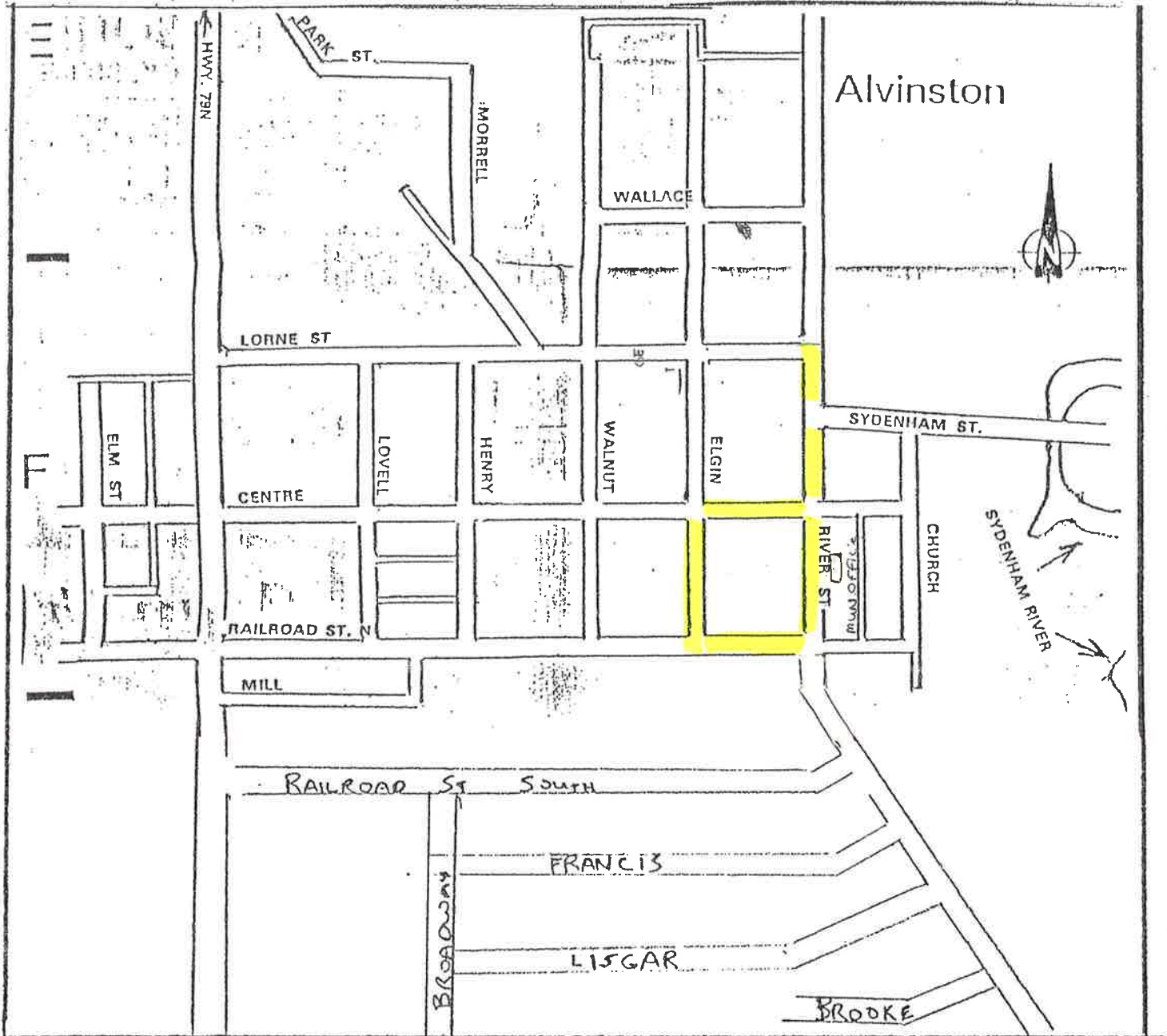
Please let me know if there are any issues or concerns with our plans.

Yours in Optimism,

Chad Hayter, 519-490-5393

Director/ President Elect, Alvinston Christmas Celebration Co-chair

# Christmas Celebration 2023 Proposed Rd. Closure



# Risk Management Considerations for Municipal Street Fairs

**A** street fair was planned in a small town. The City works crew, on the day before the fair, went out to inspect the road where the fair was to be held. They marked trip hazards for future maintenance. However, the crew didn't know about the street fair the following day – they were just following their regular maintenance routine. A patron attending the fair tripped over one of the hazards and injured herself. Be sure to communicate public events to relevant departments within your organization.

## Road Closures

Closing the roads so that the streets are free of vehicles and safe for pedestrians is probably the most important safety aspect that is your responsibility as a municipality. Consult with the organizing group to see which roads need blocked off and when they need to be closed. Post notices around the community specifying which roads will be closed at what time and the length they will be closed for. Be sure to include detour routes so that motorists can plan their alternate route.

Once you have closed the necessary roads, make sure you can barricade the route so cars are not able to get through. Consider placing authorities at each barricade to ensure motorists are obeying the road blocks.

## Inspections

It is your duty as a municipality to thoroughly inspect the area where the street fair will be held to confirm that it is safe. All the streets must be clear of debris such as fallen trees, glass shards etc. The physical condition of the roads must be acceptable; no potholes or large surface cracks. Inspect the roads before and after the event. Keep a record of when these inspections were done and what was found for future reference.

## Overnight Security

Many street fairs run over two days or more. If this is the case, think about overnight security to prevent theft and vandalism. Consider contracting out this risk exposure by hiring a professional security service.

- Check your provinces private security and investigators act for rules and regulations regarding licencing. Every security guard must hold a valid licence. Proof of their licence should be a condition of employment.
- Ask for and check references.
- See a valid Certificate of Insurance from the security company.

- Have a written contract with the security firm, including an indemnification clause against liability due to any negligence from the security company.
- Check with the chambers of commerce and better business bureaus to see if there have been any complaints about the security company.

## Insurance/Permits

The organizers need to have valid insurance policies. Stipulate that your municipality be named as an additional insured on the organizer's policy. Also ask them to include a hold harmless clause on the contract that will release you from any liability caused by negligence on their part. Obtain a copy of all insurance policies for your records. The organizer should also apply for a special events permit from your municipality. This will allow you to have details about the event and its particulars before you make the decision to grant permission for the event to be held.

## Serving Alcohol

If the organizer is serving alcohol, they should consider these points:

- Bartender(s) should be liquor service trained and certified.
- Proof of certification should be provided to the municipality.
- The event sponsor should support the Designated Driver program by clearly identifying designated drivers and:
  - Provide free non-alcoholic beverages.
  - Provide alternative transportation (taxis, for example).
  - Advertise that a Designated Driver program is in effect.
- The event sponsor should provide an adequate supply of food and non-alcoholic beverages.

- The individual who signs the special occasion permit application and the rental agreement must be in attendance.
- The event sponsor must also be comfortable making decisions that affect the operation of the event.
- The renter should monitor the premises and ensure the physical setting is safe at all times.
- The municipality should obtain proof of insurance coverage from both the event sponsor and independent bartender using your facility. The municipality should be added as an additional insured to the coverage provided.
- The individual who signs the special occasion permit application and the rental agreement must be in attendance.
- The event sponsor must also be comfortable making decisions that affect the operation of the event.
- The renter should monitor the premises and ensure the physical setting is safe at all times.

The municipality should obtain proof of insurance coverage from both the event sponsor and independent bartender using your facility. The municipality should be added as an additional insured to the coverage provided.





## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Draft Animal Services Contract  
**Meeting:** Council - 14 Sep 2023  
**Department:** Clerks  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the Council of the Municipality of Brooke-Alvinston approve in principle, entering into an Animal Services Contract with the Sarnia Humane Society.**

### Background:

Under By-law 52 of 2022, the Municipality has an agreement with Jeff Dewhurst for Animal Control Services.

Under By-law 51 of 2022, the Municipality has an agreement with the Sarnia Humane Society for Pound Services.

The County of Lambton Building Services Department provides the administration and enforcement services for Animal Control along with Lambton Public Health and OPP as required.

### Comments:

A conversation was had between the County of Lambton and six area municipalities to streamline services for animal/pound control. A draft agreement is attached using the "County" as an example for consideration.

This report is intended to provide interest from Council in pursuing this cost savings agreement. If supported, a formal agreement will be presented to Council for further review and approval.

### Financial Considerations:

By entering into this agreement, there is potential for cost savings. We currently pay a monthly fee for JSG services despite the number of calls. The average call volume is low. With the new agreement, if no dogs are picked up, there is no fee.

The proposed is for cost savings only. JSG has provided excellent service since entering into the agreement with them.

### ATTACHMENTS:

[Animal Services Contract Lambton County](#)

SARNIA & DISTRICT  
HUMANE SOCIETY

Animal Service Agreement

BETWEEN:

COUNTY OF LAMBTON

“Municipality”

- and-

SARNIA AND DISTRICT HUMANE SOCIETY

“SDHS”

1. To provide a method of picking up and accepting domestic animals requested by the County’s By-law Enforcement Service and emergency personnel 24 hours per day. The SDHS shall provide the County with after-hours emergency contact information.

*Humane society staff, including contracted Animal Control Officers, are trained to recognize distress in animals and are aware of when animals require additional care or examination by a veterinarian. The SDHS maintains a robust animal care policy to ensure that animals are treated humanely and receive the necessary care, based on their needs.*

*With officers on call 24-hours per day, they will respond to animals in distress at any time. Regardless of the time of day, animals in distress will be taken to a veterinarian and/or humanely euthanized, as soon as possible. The mandate of our humane society is to prevent suffering; as such, the welfare of animals is of utmost importance.*

2. To provide intake and release services to the public in the County of Lambton between the hours of 10am to 6pm, Monday to Friday and 10am to 4pm, Saturdays and Sundays. **No pound service requirements on statutory holidays are required.**

3. To provide appropriate, clean, and safe facilities and take the appropriate action required for the proper safekeeping and wellbeing of impounded animals. Pound keeping services does not include veterinary services over and above initial veterinary care when animals are admitted to the Pound unless previously agreed to by the Municipality.

Should an animal require immediate veterinary care, up to and including humane euthanasia during the four (4) day municipal impoundment, all such costs will be billed to the County from the Sarnia & District Humane Society.

4. To provide adequately sized cages to allow the animal to extend its legs to their full extend, stand, or sit, turn around or lie down in a fully extended position.

5. To hold a valid license to operate an animal pound keeping facility.

6. To operate and make available to the residents of the Municipality a program of humane animal impoundment services according to the standards established by the *Animals for Research Act*, the *Pounds Act*, the *Dog Owners Liability Act*, and any other applicable legislation. ***This applies only to those Municipalities who have a pound agreement with the Sarnia & District Humane Society.***

8. To provide shelter, care and attention for any animal impounded by the County Medical Officer of Health for the purpose of observation and control of rabies to the extent that the current isolation facilities provided by the Society permit.

9. Maintain complete records of all animals received, collected, impounded, and euthanized. Information to include details of the animal, where the animal was found and the name and contact detail of the person who brought in the animal. (The contract only covers the financial costs of animals found or surrendered within County limits).

10. Maintain complete records of all euthanized or dead animals disposed of; records to be made available to the County on request.

11. The SDHS shall pay for all associated maintenance and operating expenses associated with operating a pound keeping service, including to the care, feeding, kenneling, and quarantining of all animals placed in its care and the payment of supplies for the provision of such care and feeding.

12. To provide the County with a certificate of insurance, showing a minimum coverage of \$2,000.000 per incident, and showing the County as an additional insurer.

13. To indemnify and save harmless the County with respect to all claims arising out of contracted pick-up services.

14. The SDHS shall not release an impounded animal unless the owner of the animal: choose one (1)

A.) holds a valid and current license for the animal, if applicable, and where such release would not lead to an immediate breach of any provision of a Municipal By-law, or other applicable law, including restricted animal provisions, a muzzle

order, or other order for a dog deemed to be dangerous by the Municipality/County or Provincial Law.

- B.) shows receipt of payment to the Municipality/County for all and any fines/licensing requirements due, and where such release would not lead to an immediate breach of any provision of a Municipal/County By-law, or other applicable law, including restricted animal provisions, a muzzle order, or other order for a dog deemed to be dangerous by the Municipality/County or Provincial Law.

15. The SDHS shall maintain full and complete financial records, books of accounts, receipts, invoices, statements, and other documents and will provide the County annually with an audited statement of operating revenue and expenditure.

Either party hereto may give to the other ninety (90) days written notice of an intention terminate this Agreement at any time, without penalty or payment.

Where amendments to the agreement are considered, such amendment(s) shall be subject to the negotiation and the mutual agreement between the parties.

SARNIA & DISTRICT HUMANE SOCIETY

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Donna Pyette,  
Executive Director, Sarnia & District Humane Society

COUNTY OF LAMBTON

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Corrine Nauta. Dipl. M.A., Dipl. M.M., CBCO Chief Building Official,  
Manager, Building Services  
The Corporation of the County of Lambton



**Sarnia & District Humane Society Business Hours**

Monday thru Friday	7:00am – 6:00pm
Saturday and Sunday	8:00am – 4:00pm
Statutory Holidays – Only Animal Care staff are on site 8:00am – 4:00pm	

**Fees for Service**

Once a call is received, the following charges will apply.

Pick up of animal/s between regular business hours (not including statutory holidays)

\$50.00/hour plus .65 per kilometer

Pick up of animals outside of regular business hours (not including statutory holidays)

\$75.00/hour plus .65 per kilometer

Pick up of animals on Statutory Holidays – time and one half shall be added to hourly rates.

***Additional charges will apply for assistance with large removals, where multiple staff and vehicles are required.***



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Truth & Reconciliation Day / Floating Holiday  
**Meeting:** Council - 14 Sep 2023  
**Department:** Administration  
**Staff Contact:** Janet Denkers, Clerk Administrator

### Recommendation:

**That the Municipality approve the addition of a floating holiday for FT employees that can be used throughout the year including National Truth & Reconciliation Day (Sept. 30) and that this revision be effective to the HR Policy January 1, 2024.**

### Background:

National Truth & Reconciliation Day (Sept. 30th) is observed by about half of the municipalities in Lambton County. A report on this inclusion was presented to Council prior to the 2022 election and was tabled for new Council consideration. An entire revamp of the policy is underway and is anticipated to be presented to Council for review before the end of the year.

### Comments:

The September 30th federal holiday is not a day that is feasible for the entire workforce of Brooke-Alvinston. The Fall Fair is typically held in that timeframe where the Parks & Recreation staff are required to assist with the event. The September 30th date in most cases would result in time and a half for those employees that would be called to work.

In a survey of local municipalities in Lambton, the following observe that day as a statutory holiday with offices closed: Petrolia, Enniskillen, Warwick, Lambton Shores and St. Clair.

Dawn-Euphemia, Oil Springs, Sarnia, Plympton Wyoming and Point Edward offices are open on this day.

The County of Lambton currently includes a floater holiday whereby staff can (with approval) take September 30th off in observance of Truth & Reconciliation Day or another day.

In discussing with staff, it has been suggested that a floating holiday be incorporated into the HR policy (currently being reviewed) whereby those employees who wish to observe September 30th as a day of quiet reflection or participation in a community event can request the day off or they could use the day on another occasion that would not typically fall under our policy. These days could reflect a personal religious day or a US holiday for example.

A draft policy is attached for review.

The current statutory holidays observed by the Municipality are:


New Year's Day  
Family Day  
Good Friday  
Easter Monday

Victoria Day  
Canada Day  
Civic Holiday  
Labour Day

Thanksgiving Day  
Remembrance Day  
Christmas Day  
Boxing Day

**ATTACHMENTS:**

[Floating Holiday Policy](#)

	<b>THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON POLICY MANUAL</b>		
	<b>Subject:</b>	<b>Floating Holiday</b>	<b>Section</b> <b>Policy</b>
	<b>Effective Date:</b>	January 1, 2024	<b>Approved By:</b>
	<b>Revision Date:</b>		

**PURPOSE**

To allow employees the opportunity to observe a holiday that may not be part of the standard statutory days allowed.

**POLICY**

**Full-Time Employees**

In addition to the statutory holidays allowed, full-time employees will be allowed one (1) Floating Holiday to be taken at a mutually agreeable time between the employee and the supervisor within each calendar year. The Floating Holiday cannot be carried over from one year to the next. A floating Holiday should not be attached to a vacation week if at all possible.



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Lasalle Line rebuild  
**Meeting:** Council - 14 Sep 2023  
**Department:** Public Works  
**Staff Contact:** Jamie Butler, Public Works Superintendent

### Recommendation:

**That Council authorize Administration to work with the low tender of McKenzie & Henderson to haul crushed gravel to the Municipality for stockpiling purposes and delay the LaSalle Line (west of Nauvoo Road) road base rebuilding to 2024.**

### Background:

Council approved the Capital work on LaSalle in the 2023 budget

### Comments:

Construction on LaSalle Line - West of Nauvoo Road (rebuilding road base) was budgeted in 2023 and planned to begin in July of this year. With delays, the project was pushed a few weeks back to the end of July. The wind storm (July 20th) pushed all planned work of the public works department back at least 4 weeks as cleanup in the Municipality took precedence.

With anticipation of a bit further delay, gravel tenders were sent out mid August and closed on August 30th.

The tenders were opened with the following results:

Clarence Carter & Sons:	\$468,510.00
Lavis Contracting Co.:	\$640,710.00
Johnston Bros.:	\$491,190.00
Chris Regier Trucking:	\$536,772.60
McKenzie & Henderson:	\$456,327.90

Due to the rain storm on August 23rd, the time required to repair damaged roads and culverts further delayed the planned start date of the work. In finalizing the work plan, it is quite possible that the weather may become an issue as the project may progress into November or even December. The work to be done on LaSalle includes 18 culvert replacements prior to the road construction; grinding would take approximately 2 days and gravel an additional 15 days. It is feared the snow will fly prior to the sufficient finishing of the road.

In discussing a potential delay with the project with some gravel suppliers and haulers, we have been advised that the main supplier has undertaken the process of crushing the gravel in anticipation of this

project. We would like to maintain our good relationships and think it's feasible to purchase the crushed gravel and stockpile it for the spring summer 2024 work on LaSalle Line.

**Financial Considerations:**

We are anticipating that with the purchasing of gravel now, a cost savings will be realized since prices tend to go up each year with inflation. However, this savings will be offset with extra handling and hauling costs.



**THE MUNICIPALITY OF BROOKE-ALVINSTON**

**BY-LAW NUMBER 42 OF 2023**

**Being a By-law to authorize the execution of an Agreement between the Corporation of the Municipality of Brooke-Alvinston And Kucera Farm Supply Limited.**

**WHEREAS** the Corporation of the Municipality of Brooke-Alvinston has in effect an Official Plan for the Municipality of Brooke-Alvinston designating all the lands within the Municipality as a site plan control area:

**AND WHEREAS** the Corporation of the Municipality of Brooke-Alvinston has enacted a Site Plan control By-Law pursuant to the provisions of Section 41 of the *Planning Act*, RSO 1990;

**AND WHEREAS** the owner and Municipality entered into a Site Plan Agreement on the 14<sup>th</sup> day of September 2023 relating to the development of certain lands;

**AND WHEREAS** the Owner wishes to amend the said agreement to include a revised site plan;

**NOW THEREFORE** the Council of the Corporation of the Municipality of Brooke-Alvinston enacts as follows:

1. That the Council of the Municipality of Brooke-Alvinston ratifies the site plan agreement amendment between the Corporation of the Municipality of Brooke-Alvinston and Kucera Farm Supply Limited.
2. That the Mayor and Clerk Administrator are authorized and directed to execute the site plan agreement amendment between the Corporation of the Municipality of Brooke-Alvinston and Kucera Farm Supply Limited.
3. That the site plan agreement amendment shall form part of the By-law and be attached as Schedule "A" hereto.
4. This By-law shall come into force and take effect on the final passing thereof.

BY-LAW read a first, second and third time and finally passed this 14<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Mayor, Dave Ferguson

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

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

**BY-LAW NUMBER 43 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 “McEachren 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 amended report dated April 20, 2022 under By-law 30 of 2022;

AND WHEREAS circumstances have arisen that requires the McEachren Drain report to be amended under Section 84.1 of the Drainage Act;

AND WHEREAS the estimated cost of constructing the drainage works is \$129,245.00;

AND WHEREAS \$3,639.00 is the amount to be contributed by the Municipality for construction of the drainage works;

AND WHEREAS \$129,245.00 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 amended report dated August 16, 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 \$129,245.00, 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 \$129,245.00 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 \$1,000.00 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 “McEachren Drain By-law”.

By-law read a first, second and third time and finally passed this 14<sup>th</sup> day of September 2023.

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David Ferguson, Mayor

---

Janet Denkers, Clerk-Administrator

**Member  
Municipalities**

September 7, 2023

 Township of  
Adelaide-Metcalf

 Municipality of  
Brooke-Alvinston

 Municipality of  
Chatham-Kent

 Township of  
Dawn-Euphemia

 Township of  
Enniskillen

 Municipality of  
Lambton Shores

 Municipality of  
Middlesex Centre

 Village of  
Newbury

 Village of  
Oil Springs

 Town of  
Petrolia

 Town of  
Plympton-Wyoming

 Village of  
Point Edward

 City of  
Sarnia

 Municipality of  
Southwest Middlesex

 Township of  
St. Clair

 Municipality of  
Strathroy-Caradoc

 Township of  
Warwick

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

To the Mayor and Council of Brooke-Alvinston,

**RE: Demolition permit for the A.W. Campbell house**

On behalf of the St. Clair Region Conservation Authority (SCRCA) Board of Directors, I am requesting council's consideration and issuance of a demolition permit for the A.W. Campbell house located at the A.W. Campbell Conservation Area (8477 Shiloh Line).

The A.W. Campbell House was opened as a museum in the early 1970's and was operated a few days a week. In the 1980's the hours of operation were reduced and eventually the house was only open for one weekend a year during the SCRCA's annual maple syrup festival. The A.W. Campbell house has not operated since 2001. The Authority has no plans to reopen the building for public access.

The condition of the building is poor and unsafe for public use. In 2021, County of Lambton building officials inspected the building and the SCRCA retained VDP Engineering to complete a structural assessment of the building (report attached). The inspection and assessment resulted in the identification of many deficiencies and recommendations that leaving the building "in its current condition is not an option" and that "the complete and substantial restoration of house structure may eventually prove to be difficult, even maybe impossible, and if it is possible, it may prove to be financially not viable."

The Authority's request for a demolition permit is due to the safety risk the house currently poses to visitors at the Conservation Area, the inability of the SCRCA to cover the costs associated with restoring or rebuilding the structure, and the lack of future use for the building. The SCRCA's request falls under Section 34 of the *Ontario Heritage Act*, which requires the approval of the local council for demolition of any heritage attributes located within their jurisdiction.

As clarified in the will of A.W. Campbell and the attached solicitor's reporting letter, demolition of the structure will not infringe on the wishes and/or conditions of the donation which specifies that the "the lands shall be used in perpetuity for a park, a recreational area, or for reforestation."

The SCRCA understands and appreciates the importance the A.W. Campbell House has with members of the local community and as such, in August 2023, SCRCA staff met with officials from the Lambton Heritage Museum to discuss the building and the artifacts retained in it. The SCRCA would work with the County of Lambton's Cultural Service Division to ensure components of the A.W. Campbell House would be retained due to its historical values prior to and after demolition. A summary of the meeting and recommended actions is listed below:

- Staff with the Cultural Services Division with the County of Lambton have reviewed the property and its contents and have identified several **items of local historical significance that can be transferred** to the collection of the Lambton Heritage Museum collection to ensure that they are safeguarded, preserved, and remain accessible to the public for future generations.
- Although the home has been determined to be unsafe and cannot be restored, there are several **architectural elements within the home that could potentially be salvaged and repurposed** to support restoration efforts related to historic buildings located at the Lambton Heritage Museum site. There are several period-appropriate elements that could potentially be incorporated into such projects as the restoration of the Canatara Cabin, for example, with appropriate recognition to identify these architectural elements as once belonged to the A. W. Campbell House.
- The Cultural Services Division has offered to support the SCRCA and the local advocacy group with the research and **development of an interpretive historical plaque to mark the former site of the A. W. Campbell House**, and an online exhibit to be featured on the SCRCA website to showcase the important history of the A. W. Campbell family, the home, and the property.
- The Cultural Services Division invited the SCRCA to collaborate with the local advocacy group in submitting an application for potential **financial support for such recognition through the Creative County Grant Program**, which has provided 50% financial support toward the cost of several historical plaque projects that have been completed over the past 10 years in other municipalities throughout the County.

Thank you for the consideration of our request and please do not hesitate to contact me if you have any questions.

Sincerely,

Ken Phillips  
 General Manager  
 St. Clair Region Conservation Authority

cc. Don McCabe, Andrew Meyer

encl. VDP Engineers report  
Purchase Agreement

*R. Jeffrey Flinn, B.A., LL.B.*  
*Barrister and Solicitor*

*Telephone 434-3208*

*Offices Richmond Building*  
*371 Richmond Street*  
*P.O. Box 3173*  
*London, Canada*

April 25th, 1967.

Sydenham Valley Conservation Authority,  
 c/o Mr. Charles J. McEwen,  
 WYOMING, Ontario.

Re: S.V.C.A. purchase from  
Archie Campbell Estate

Dear Mr. McEwen:

In accordance with the instructions of the Authority, we have now finally completed the purchase of that property known as the Campbell property situate in the Township of Brooke and in the Township of Mosa.

There was no agreement of purchase submitted to us but our instructions were that the Authority was exercising the option granted to the Authority in accordance with the Will of Archibald Campbell made the 28th day of June 1963 by virtue of which the lands would be offered for sale to the Sydenham Valley Conservation Authority, the price to be received being the sum of \$15,000.00. The option was granted on the condition only, that the said lands be used in perpetuity for a park, a recreational area or for reforestation.

Accordingly, we proceeded to close the transaction on the basis of those instructions. There was considerable delay in completing this transaction, firstly because of our inability to ascertain that persons might have a lease interest in the lands, secondly, because of the illness of the solicitor for the estate but ultimately the matter was completed by agreement as of January 1st, 1967 in order that there would be no adjustment with respect to taxes or rentals.

DEED:

A deed dated July 15th, 1966 from Harold Campbell

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Alderman, John Harkness and Richard John Growder, Executors in the estate of Archibald Campbell to Sydenham Valley Conservation Authority of lands in the Township of Brooke, in the County of Lambton and being composed of Lot 23, in the 6th Concession, in the Township of Mosa in the County of Middlesex and being the north half of Lot 2, in the 11th Concession, containing 100 acres and the east half of the south 100 acres of Lot 3 in the 11th Concession containing 50 acres, save and except the Railway right-of-way, part of Lot 3, in the 11th Concession of the Township of Mosa to the north of the south 100 acres containing 53 acres more or less; and part of Lot 4, in the 11th Concession, lying to the north of the Railway right-of-way, was granted to Sydenham Valley Conservation Authority and this deed was registered as required, in the Registry Office for the Registry Division of West Middlesex on the 22nd day of March 1967 as Instrument No. 42562 and subsequently, in the Registry Office for the Registry Division of the County of Lambton on the 13th day of April 1967 as Instrument No. 237250.

At the time the deed was registered, we paid registration fees of \$7.50 and land transfer tax of 1/5 of 1% of the purchase price to the Registrar of West Middlesex and a similar registration fee to the Registrar for the County of Lambton.

TITLE:

We made what investigations of title we considered necessary in the circumstances and upon your instructions we did not obtain a survey. Accordingly, we cannot accurately advise you as to the acreage involved, or whether or not the fences are located in such a way as to infringe on the acreage granted by the deed.

For purposes of our investigation of title, we relied solely on the abstract of title documents of the County of Lambton registry office and of the West Middlesex registry office and the documents therein.

In our opinion, upon the registration of the deed subject to any possessory titles which might be shown by a survey, a good and marketable title to the lands was vested in Sydenham Valley Conservation Authority, free and clear of all encumbrances.

EXECUTIONS:

We searched for executions against Archibald W. Campbell in view of the length of time he had owned the lands, and found that there were none.

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TAXES:

We ascertained that taxes were paid in full in the Township of Mosa and in the Township of Brooke to December 31st, 1966. The entire taxes for both Townships will be for the account of the Authority for the year 1967.

POSSESSION:

The Authority was entitled to possession upon registration of the deed, although we understand that you took possession of the lands some months ago.

ADJUSTMENTS:

As it was agreed between the solicitors for the estate and the writer, closing was arranged as of December 31st, 1966 and accordingly, there was no adjustments for taxes or rentals and the balance due on closing of \$15,000.00 was delivered to the solicitor for the executors of the estate of Archibald W. Campbell and the closing documents were received.

TENANTS:

We finally ascertained the names of the tenants and obtained an acknowledgement from them that their tenancies had expired as of November 1966. We were therefore not involved in the assignment of any leases or the adjustment of any rentals.

As that completes the matter, we are closing our file and rendering our account which we trust you will find to be in order.

We have the following closures which we are submitting to you.

1. duplicate deed registered Middlesex 42562 and Lambton 237250;
2. photo-copies of the receipted tax notices from the Township of Brooke and Township of Mosa;
3. sheriff's certificate showing no writs of executions against the lands and tenements of Archibald W. Campbell in the County of Lambton; and a similar certificate from the County of Middlesex;
4. copy of the statement of adjustments;

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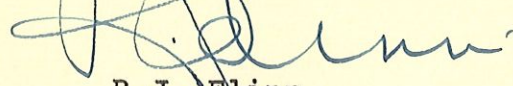
... 4 ...

5. acknowledgement of tenancies from James Donald Ferguson, Donald Gray, Kenneth Leach, and Gordon Ferguson;
6. declaration of possession of Harold Alderman of the village of Glencoe;
7. several estate tax consents to the transfer of the property of Archibald Campbell, (the succession duty consents have of course been filed in the respective registry offices as referred to in the deed);
8. our certificate of title in triplicate;
9. our account in triplicate.

We are also enclosing file copies of correspondence which were sent to us by the Secretary-Treasurer of the Authority.

We note in reviewing the correspondence that we were advised that there was a fifth tenant, one John McAlpine whom were told also had his lease terminated as of November 1966. There was an amount of rent owing to the estate, but the estate intends to collect it.

Yours very truly,



R.J. Flinn.

RJF/pn  
encls.



## VDP ENGINEERING

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1768 Ennismore Crescent  
 London ON N6G 5N2  
 (519) 473 - 2850  
 (519) 473 - 6846  
 vdpengineering@rogers.com

October 12, 2022  
 File: 22 - 02152

St. Clair Region Conservation Authority (S.C.R.C.A.)  
 205 Mill Pond Crescent  
 Strathroy, ON N7G 3P9

**Attention: Mr. Greg Wilcox, Manager of Conservation Areas**

Dear Sir,

**Regarding: A.W. Campbell House at 8477 Shiloh Line, Alviston - Condition Evaluation (Structural)**

### Background and Scope

In July 2022 VDP Engineering was retained to provide a visual structural assessment of the house located at the captioned address. The house and the surrounding property were designated as Heritage Property (under the Ontario Heritage Act) by the Corporation of the Township of Brooke in May of 1991 (By-Law Number 17). The purpose of the assessment is to determine whether there are any immediate as well as, medium-to-long term concerns regarding the safety, serviceability, stability and durability of the house structural system.

From the provided material information, we understood that the house was built in, or about, 1867 (Canada's year of Confederation) by Neil W. Campbell, the father of A.W. (Archie) Campbell. A.W. Campbell was born in this house in 1888. Upon his death in 1965, the right to purchase the 308 acres farm property, incl. the house and surrounding barn and barn buildings was willed to the Sydenham Valley Conservation Authority (now S.C.R.C.A.). The Conservation Authority took over the property in 1966 and converted the house, complete with the period furnishing of the Campbell's and local citizens, into museum. We understood that It operated as a museum until about 20 years ago when, due to the lack of maintenance and worsening of the condition of the house it was closed for public viewing. It has stayed closed ever since with very little maintenance and repairs completed in this period.

We understood that since 1980's the Conservation Authority made numerous repairs and improvements to the house:

- New concrete block and clay brick foundation walls (1980's),
- New cedar shingles, new board and batten exterior siding and new interior flooring (1990's), and
- Replacement of missing cedar shingles (2022).

We also understood that Building Inspector and Property Standards Officer with the Lambton County visited the house in, either 2021 or early 2022 and upon visual inspection noted numerous deficiencies associated with the safety, serviceability, stability and durability of the house. As result, the County issued a list of deficiencies that the Conservation Authority need to address in order the house either, remain available for *exterior observation only* or be *used as a museum again*. In either case, the County requested assessment of the condition of the house structural system to be conducted by a professional engineer licensed to practice in Province of Ontario.

Typical situations when structural assessment becomes necessary include change of use of the building, damage and/or deterioration, and when the safety of the structure is a concern because of known or potential defects.

### **Material Information Review**

For the purpose of this assessment S.C.R.C.A. provided us with the following information:

- Measured Floor Plans (both floors) and exterior photographs of the farmhouse prepared by Thor Dingman B. Architectural Sc. Inc., member of CAHP (Canadian Association of Heritage Professionals),
- A.W. Campbell's Last Will & Testament dated June 28<sup>th</sup>, 1963,
- Purchase of the Property Agreement between the Campbell's Estate and Sydenham Valley Conservation Authority, dated April 25<sup>th</sup>, 1967,
- By-Law No. 17 of May 23<sup>rd</sup>, 1991 issued by the Corporation of Township of Brooke, and
- Letter from V.N. Styrmo, Museum Adviser to John F. King with Department of Public Records & Archives dated September 19<sup>th</sup>, 1967 or 1968.
- Two photos taken during the replacement of the foundation walls in 1980's.

Due to the age and construction practices at the time, probably there are no any original construction drawings of the house. These drawings would reflect the engineering knowledge, building code requirements (if any) and material and construction advances at the time and place of the construction of the house.

Noted *By-Law* designates the house and surrounding property as a heritage site of architectural or historic value or interest. Once the property has been designated under the *Heritage Act*, a property owner must apply to the local municipality for permit to undertake alterations to any of the identified heritage elements of the property or to demolish any buildings or structures on the property. The *Heritage Act* also contains provisions which enable the municipalities to enact *by-laws* requiring the owners of these

designated buildings to maintain the structures and their heritage elements. Such *by-laws* are intended to prevent so called '*demolition by neglect*'. These demolitions by neglect situations arise in cases when the owner allows the building or structure to deteriorate to the point that *demolition becomes necessary or restoration becomes unreasonable*.

The September 19<sup>th</sup>, 1967/8 letter by the Museum Advisor indicates that the house interior and exterior were found to greatly suffer from lack of maintenance. Namely, interior plaster was found loosen as result of water leakage through the roof and the exterior siding was found extensively weather-beaten and in need of immediate painting. The letter concludes that even though the house 'is not beyond redemption, it will take a great deal of repair, paint and plaster to catch up on all the years of deterioration which may bring the cost of restoring to be almost prohibitive without some voluntary assistance, either financial or physical'.

The Advisor also found that the barn and attached buildings located near the house were in poor shape with foundation crumbling and beams rotting. These buildings were likely later demolished since they do not appear on the site any longer. They can be partially seen on older photographs of the house.

### **Site Observations**

For that purpose of this assessment we conducted a site review of the farmhouse on September 22<sup>nd</sup>. The review was visual, non-destructive in nature and was performed from outside and inside the house. The documentation of the observations is supported by digital photographs and field notes.

The house is comprised of 21 ft. 6 in. long by 30 ft. wide two-story main building and 19 ft. 3 in. long by 16 ft. wide one-story outer kitchen or annex. The kitchen is attached to the south-west wall of the main building. The main building houses the dining room, parlor and one bedroom on the ground floor and three bedrooms and a centrally located hallway on the second floor. Single flight of stair, located along the south-west wall of the dining room, connects the floors. The one-story annex (outer kitchen) is connected to the main building with a single man door. The house main entrance door is located on the north-east wall, off the dining room. The outer kitchen has two other entrance doors, one on the south-west wall and another on the south-east wall.

Each room has at least one window. They appear to be original windows. The glass on majority of these windows was found broken.

The house is sided with board and batten type wood siding. Our understanding is that this siding was installed in 1990's and that it replaced the original construction siding. Most of the outside walls of the house were observed not to be completely plum. They have visible sideways, inward and/or outward type of deflection. The deflections seem to run from the bottom to the top of the walls and are permanent in nature. This type of deflection is usually indication of loss of lateral support of the wall due to construction deficiency and wind exposure. The south-east wall of the main building has the most prominent visible deflection from all of the walls. The siding is extremely weather-beaten and is rotting along the bottom. The bottom of the siding is almost touching the surrounding ground.

The roof is pitched type on both, the main building and the outer kitchen but, the pitches run in different directions. The roofs do not have any type of eave throughs and downspouts so, the rain and snow melt water freely flow from them to the surrounding soil. The roof attic space is not naturally ventilated. The roofing is made of cedar shakes nailed to plank type wood sheathing. The roof structure underneath consisting of wood ceiling joists and roof rafters. There are no collar ties on the roof rafters. The roof insulation consists of batt type insulation, which was likely added during one of the renovations of the house. Beside the cedar shakes & insulation, the roof structure appears to date from the original construction of the house. By the stains observed on the ceiling plaster, the roof on the main building has been leaking significantly on numerous locations. The biggest leak is located near the fireplace chimney resulting in disintegration of the plaster and a big hole on this area of the ceiling.

There is one brick fireplace located on the north-west wall of the dining room and two brick chimneys, one along the south-east wall (serving the ground and second floor bedrooms and the ground floor parlor) and another along the south-west wall of the kitchen. The bricks of the chimneys of the fireplace and the kitchen were generally visually found in fair condition (with signs of past repairs and spot brick replacements) while, the bricks of the chimney at the south-east wall were found in bed shape and in need of repair.

The rubble stone strip foundation walls from the original construction of the house were mostly replaced in 1980's by about five feet deep concrete block and clay brick strip walls. From the provided photos it is not clear whether the new foundation walls are supported by strip footings or not and how the building wood structure was connected to the new foundation wall. The original rubble stone strip foundation wall is still visible along the north-west wall of the outer kitchen, near the junction with the main building.

The kitchen wood structure does not sit on the foundation wall at that location i.e. there is visible gap between them. With exception of the north-west foundation walls of the main house the rest of the foundation walls are mainly flush with the surrounding soil, with the bottom of the board and batten wood siding almost touching the ground.

The soil grading around the house is mainly flat with shallow natural slope in south-west to north-east direction. With fairly shallow slope, to direct the ground water away from the house, it mainly sits around the house until it naturally percolates into the surrounding soil. On some locations the surface water is even directed towards the house. Lack of eave throughs and downspouts as well as splash pads to direct the roof water away from the house makes the situation even worse.

Visual review inside the house was mainly focused on the condition of the roof, ceilings, floors, stair and the walls. Condition of the fireplace chimney inside the house was also observed through the hole in the second-floor ceiling. The house was also reviewed for visual signs of mold.

The roof structure (decking, rafters, ceiling joists and plaster) was generally visually found in fair to bad condition. The prolonged and sustained exposure to water leakage combined with the shear age of the wood and deficiencies associated with the original construction significantly affects the condition of the roof structure. The second-floor ceiling was generally found loosen and susceptible to further disintegration and formation of holes. The plank type wood sheathing is in need of complete replacement.

The floors and stair structures were generally visually found in fair condition with no signs of significant loss of structural integrity, stability or excessive deflection or permanent deformation. The ground floor ceiling was generally found in fair condition for the age.

Even though it cannot be confirmed, it seems that the walls are likely of balloon-type framing/construction. Balloon type framing involves the erection of the full height walls (two floors in this case) around the building interior prior of the construction of the floors. The floor joists are then supported on ribbons let into the walls of the building. Three out of four walls of the main building have lost their stability i.e., their initial geometrical configuration due to so called *lean over or raking failure* as result of the horizontal and uplifting wind forces. The main reason for this type of failure is the roof-to-wall and roof sheathing-to-rafter connections within the first 3 ft. of the roof edges. The loss of stability is not only affecting the serviceability of the walls like, door frames separated from the wall framing but, also is affecting their strength i.e., ability to resist the loads to which they are exposed. This can cause serious structural damage, even destruction of part of the building in right circumstances.

There are no signs of any sliding of the structure off its foundations which, indicates adequate anchorage of the wood floors and walls to the foundation walls underneath. There are signs of presence of black mold along the edges on some of the bedrooms of the second floor. Mold are microscopic fungi that develop and grow in presence of food (wood, cellulose) and presents of prolonged and sustained moisture in secluded parts of the buildings like, attics, walls and floor cavities. The mold causes material durability issues associated with development of rot and therefore, premature degradation and eventual destruction of the wood structural elements like, wall studs and floor/ceiling joists. Handful of these molds are also detrimental to the human health.

The house does not contain any electrical or plumbing/sewage systems and facilities. Our understanding is that there is an electrical panel with switch located inside the house (under the stair) but, it only serves the picnic area located across the house, but not the house. We do not know whether there is permit to install this panel inside the house.

## **Conclusion and Recommendations**

Structures and their constituent elements generally deteriorate and exhaust their useful life over period of time known as normal life expectancy. Construction practices and materials used as well as, the engineering knowledge and building codes and standards prevalent at the time and place of the construction greatly influence the life expectancy. Regular and preventive maintenance combined with timely repairs and spot replacements help the structure to achieve, and even prolong, the life expectancy. If left unattended, or sporadically and inadequately maintained and repaired, the structures and their elements would gradually deteriorate to the point when their strength, integrity and stability and therefore, their ability to perform their intended use is progressively compromised. When that time is reached, they either need to be substantially repaired/restored, provided it is physically possible and financially viable, or to be demolished and re-build in order to continue to fulfil their intended purpose.

Despite the lack of compliance with the modern codes, if properly interconnected and timely repaired, the structural systems of many older buildings have generally performed satisfactorily over the years without distress or failure. In these cases, when careful site review revealed that there was no evidence of any significant damage, distress and deterioration and there have been no changes in the loading and intended use of the structure in the last, at least 30 years, the structural assessment is usually based on premise of *satisfactory past performance*.

Based on the observations during our site review, we concluded that the structural system of the A.W. Campbell house at the present time does not have the required *strength, stability and durability* to continue to fulfil its intended use and be able to adequately resist all the loads to which is exposed unless the observed deficiencies and defects are eliminated in the near future. The ability of the system to absorb any local failures without potential widespread collapse of the system has also been significantly reduced.

Leaving the house in the current condition is not an option. It will inevitably lead to further gradual deterioration and eventual collapse of the structure. The collapse, partial or overall, will likely happen abruptly and without a warning once the remaining residual strength, or the integrity, or the stability of the system are exhausted.

The fact that this house survived for over 150 years, more than twice as long as the life expectancy of any contemporary house of this period, with only sporadic maintenance and repairs/replacements over the years, speaks about the resiliency of these older houses and their structural systems.

In order to eliminate the observed deficiencies and defects and extend the life expectancy, significant parts of the structural system like, *foundation walls* and *roof structure* need to be completely replaced while, other parts like, *walls* and *floors* need to be repaired and strengthen. The existing *exterior* and *interior* finishes have to be completely removed before the existing walls' and floors' structural elements can be exposed, examined in detail and based on that determine whether they can be repaired and strengthen or need to be replaced as well. If they can be saved, mold remediation will likely be needed as well.

In conjunction with foundation walls, the grading in immediate vicinity of the house has to be lowered and slope adequately so, the rain and snowmelt water can run away from the house. Introduction of eave throughs and downspouts, even though optional, would also greatly improve the situation with surface water around the house.

The complete and substantially restoration of the house structural system may eventually prove to be difficult, even maybe impossible, and if it is possible, it may prove to be financially not viable.

More realistic and likely financially more viable long-term option/solution for the Conservation Authority would probably be to demolish the ex. house and re-build replica structure on the same location. The choice of materials, texture and color of the new exterior and interior finishes and roofing can closely resemble the original finishes which, combined with the original furnishing and artifacts inside the house will make the house a great museum again. That way the original condition of the A.W. (Archie) Campbell will, as described in the noted By-Law, that the house stays available to general public, will be preserved.

It should be noted that cost estimate and life-cost analysis of any of the two options were not part of this assignment and need to be further explored by the Authority.

The situation with demolition and re-building of the house/museum is further complicated by the fact that the house is designated as a Heritage Property. Since the Heritage Act is

complex piece of legislation we recommend that the Authority retain a lawyer who will advise and guide the Authority through this process. We trust that this report meets your current needs. However, if you have any questions or concerns, please, feel free to contact the undersigned.

Sincerely,

**VDP Engineering**

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Dejan Popovic P.Eng.  
Senior Structural Engineer



**Alvinston Killer Bees  
Hockey Club**

September 5, 2023

Mayor and Councillors of Brooke-Alvinston:

As you are aware the Alvinston Killer Bees have greatly increased the revenue generated from signage on the arena wall, rink boards and 'in ice logos. Like many arenas the major hockey team generates revenue from sponsorships, it's simply not possible to operate without them. For the past year we have generated sponsorship packages and revenue for both our team and the municipality for the rental of the ad space.

Instead of the Municipalities staff contacting, collecting and promoting the company without the possibility of getting paid the Alvinston Killer Bees Hockey Club would be proposing to look after all the advertising inside the Arena. We understand that some companies are grandfathered in, and we would be willing to take over these contracts as is and pay the municipality BEFORE the season begins. If you accept our proposal the Killer Bees Hockey Club would manage the administration and be responsible for the collection of the arena advertising revenue allowing Municipality employees to focus on other more important areas.

Upon speaking to other teams who have similar arrangements with their arenas we have learned that per sign we are paying substantially higher rates than others for arena advertising. However, we are happy to help our community and would like to manage advertising on the wall, rink boards, glass, in ice as well as the clock for a total of \$10,000.00 per year, paid in advance, plus the existing revenue generated from the Clock, wall and rink ads that currently have a contract with the municipality. As these contracts end the \$10,000.00 rate would not change, however if we can agree to a 5-year term we would be willing to add a 3% inflation increase each year for the term.



This agreement would result in one invoice per year from The Municipality to the Alvinston Killer Bees Hockey Club and it would be paid immediately, before the skating season begins.

Moving forward all potential advertisers will be reviewed with staff prior to the printing of the ads.

For more information or details please reach out to me, Chad Hayter or President Dan Cumming.

Thank you for your consideration,

Chad Hayter

Sponsorship Chair,

Alvinston Killer Bees Hockey Club

Cell 519-490-5393

Dan Cumming

President,

Alvinston Killer Bees Hockey Club

Cell 519-328-4944



## Council Staff Report

**To:** Mayor Ferguson and Members of Council  
**Subject:** Community Improvement Plan  
**Meeting:** Council - 14 Sep 2023  
**Department:** Treasury  
**Staff Contact:** Stephen Ikert, Treasurer

### Recommendation:

**That Council approve the Grant Application from Cooper Local Properties Inc. for façade improvements to 3221 River Street, Alvinston and agree to provide Cooper Local Properties Inc. with the grant(s) as provided under program (total amount available of \$3,704.97, as per below) since Cooper Local Properties Inc. 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 Cooper Local Properties for the front and side Façade Improvement Grant Program to consider (eligibility requirements):

1. The property lies within the area covered by the Community Improvement Plan.
2. Cooper Local Properties Inc. is the registered owner of the property.
3. The property is not in tax arrears, etc.
4. Cooper Local Properties Inc. intends to carry out façade and building improvements.
5. It is Council's prerogative whether or not to fund any particular project.

6. The maximum Cooper Local Properties Inc. would be eligible for is 50% of the cost of improvements to the front façade and side to a maximum of \$2,500 for the front and \$2,000 for the sides - total \$4,500.

**Financial Considerations:**

There is \$5,000 budgeted for the Community Improvement Plan Grant for 2023. Council has already approved a grant of \$1,295.03 to another applicant. That leaves \$3,704.97 in budgeted funds available for this or other grant applications.

**Relationship to Strategic Plan:**

Supports Improvements to the downtown core.