



AGENDA

Council Meeting

8:00 AM - Thursday, March 28, 2024
Municipal Office

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1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
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- 7.4. **Clerk Administrator's Report:** Mutual Assistance Agreement 104 - 107
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- 7.5. **Public Works Superintendent's Report:** Railroad Street Drain-Road Reconstruction 108 - 110
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- 7.6. **Parks & Recreation Manager's Report:** 4H Gardening Club 111
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- 7.7. **Fire Chief's Report:** Quarterly Report report 112 - 114
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- 7.8. **Clerk Administrator's Report:** Stag and Doe events at the BAICCC 115 - 116
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8. BY-LAWS

- 8.1. By-law 15 of 2024 - Mutual Assistance Agreement (Emergency Preparedness)
- 8.2. By-law 16 of 2024 - First & Second Reading - Carpenter Drain
- 8.3. By-law 17 of 2024 - First & Second Reading - Lucas Drain
- 8.4. By-law 18 of 2024 - First & Second Reading - Wilcox Drain

9. NEW BUSINESS

- 9.1. Administrator / Fire Chief: Verbal Report on CVFS Membership Status
- 9.2. Parks & Recreation Manager Verbal Report - Replacement toilets at BAICCC

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

- 12.1. By-law 19 of 2024 - Confirming By-law

13. ADJOURNMENT



MINUTES

Council Meeting

4:30 PM - Thursday, March 14, 2024
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, March 14, 2024, at 4:30 PM, in the Municipal Office, with the following members present:

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

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

Regrets: Mayor David Ferguson

1 CALL TO ORDER

The meeting was called to order at 4:30 p.m.. In the absence of Mayor Ferguson, Deputy Mayor Frank Nemcek presided over the meeting.

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of February 22, 2024

RESOLUTION-2024-079

Councillor Jenny Redick made a motion that the minutes of February 22, 2024 be approved as presented without error or omissions. Councillor Craig Sanders seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

There was no business arising from the minutes.

5 DELEGATIONS & TIMED EVENTS

6 CORRESPONDENCE

a) Municipal Correspondence

Jenny Redick questioned the Community Emergency Preparedness Grant Program Application and asked the Clerk Administrator to speak on it. She was advised of the approval of two emergency signage trailers for road closures in the amount of \$17,616.88.

RESOLUTION-2024-080

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

Carried

RESOLUTION-2024-081

Councillor Craig Sanders made a motion that Marjorie Cummings and Ray Lloyd be nominated as Heritage Champions for Lambton County. Councillor Jenny Redick seconded the motion.

Carried

RESOLUTION-2024-082

Councillor Craig Sanders made a motion that Jeannette Douglas and Janice Phillips be nominated for the Women of Excellence Award on behalf of the Municipality of Brooke-Alvinston. Councillor Don McCabe seconded the motion.

Carried

RESOLUTION-2024-083

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston support the County of Lambton's comments on the Environmental Compliance Approval (ECA) amendment application (ERO number 019-8205) and associated documentation submitted by York 1 Environmental Waste Solutions. Councillor Don McCabe seconded the motion.

Carried

b) Correspondence Requiring Action

RESOLUTION-2024-084

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston support the correspondence sent from the Town of Plympton Wyoming supporting rural and small urban municipalities - affordability and wastewater systems. Councillor Craig Sanders seconded the motion.

Carried

RESOLUTION-2024-085

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston support the Township of Dawn-Euphemia's letter to the MPP of Lambton-Kent-Middlesex to overturn the Ontario Energy Board (OEB) rate rebasing decision from December 21, 2023. Councillor Jenny Redick seconded the motion.

Carried

RESOLUTION-2024-086

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston support the County of Lambton's resolution requesting the Province to upload from local municipalities the responsibility of and costs associated with the continued construction, operation, and maintenance of major municipally-owned highways throughout the Province to the Ministry of Tourism or alternatively, appropriately increase the OCIF to municipalities so as to fairly and equitably allocate resources to Ontario municipalities. Councillor Jenny Redick seconded the motion.

Carried

RESOLUTION-2024-087

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the requested support of the resolution from the City of Clarence Rockland dated Feb. 14, 2024. Deputy Mayor Frank Nemcek seconded the motion.

Carried

RESOLUTION-2024-088

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the request for support from the Town of Lincoln in regards to urgent need for increased funding to Libraries and Museums in Ontario. Councillor Don McCabe seconded the motion.

Carried**RESOLUTION-2024-089**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston support the motion from the Township of Perry to amend Blue Box regulations for ineligible sources. Councillor Don McCabe seconded the motion.

Carried**RESOLUTION-2024-090**

Councillor Don McCabe made a motion that the Council of the Municipality of Brighton receive and file the submitted request for support for ride sharing services in the community. Councillor Jenny Redick seconded the motion.

Carried**RESOLUTION-2024-091**

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston support the motion received from the Town of Aurora requesting for amenity sharing MOU with school boards for evening / weekend gymnasium use. Councillor Craig Sanders seconded the motion.

Carried**RESOLUTION-2024-092**

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the request from the Town of Cobourg for amendments to the Ontario Heritage Act. Councillor Craig Sanders seconded the motion.

Carried**RESOLUTION-2024-093**

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston receive and file request from the Township of Amaranth for support. Councillor Jenny Redick seconded the motion.

Carried**7 STAFF REPORTS**

- a) **Public Works Superintendent's Report:** Alvinston Schedule 22 Summary Report 2023

RESOLUTION-2024-094

Councillor Craig Sanders made a motion that Council review the water system annual reports as required by O. Reg. 170/03 and that Alvinston Schedule 22 Summary Report be received and filed and Council acknowledge reading. Councillor Jenny Redick seconded the motion.

Carried

- b) **Drainage Superintendent's Report** - Drain Maintenance Requests

RESOLUTION-2024-095

Councillor Don McCabe made a motion that the requests for maintenance on the Tait McKinlay Drain be forwarded to the Drainage Superintendent with the power to act. Councillor Craig Sanders seconded the motion.

Carried

- c) **Clerk Administrator's Report:** Canada Day - SOP Request (Optimist Club)

RESOLUTION-2024-096

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston has no objections to the Alvinston Optimist Club obtaining a Special Occasion Permit for the Canada Day 2024 events (June 30-July 1, 2024) as the event is deemed an event of municipal significance to the community. Councillor Craig Sanders seconded the motion.

Carried

- d) **Clerk Administrator's Report:** Ag Society Request(s) - Pro Rodeo 2024

RESOLUTION-2024-097

Councillor Jenny Redick made a motion that the Council of the Municipality of Brooke-Alvinston declares the Alvinston Pro Rodeo being held June 14, 15 & 16, 2024 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 2024 Alvinston Pro Rodeo;

And that the Brooke-Alvinston Ag Society be allowed to use an off road vehicle on the BAICCC grounds during the Alvinston Pro Rodeo event only.

AND that it be acknowledged the rodeo staff and performers be allowed to stay on the grounds to oversee the livestock. Councillor Don McCabe seconded the motion.

Carried

- e) **Clerk Administrator's Report:** Inwood welcome signs

Councillor Sanders declared a Conflict of Interest as he is a part owner of SJ Garden Sheds and did not participate in the discussion.

RESOLUTION-2024-098

Councillor Don McCabe made a motion that SJ Garden Sheds be approved to complete the refurbishment of the Inwood Welcome Signs following the July 2023 Windstorm. Councillor Jenny Redick seconded the motion.

Carried

- f) **Clerk Administrator's Report:** 2023 Windstorm Costs

RESOLUTION-2024-099

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

Carried

- g) **Clerk Administrator's Report:** Mutual Assistance Agreement

RESOLUTION-2024-100

Councillor Craig Sanders made a motion that staff proceed with amendments to By-law 10 of 2007 to formally include the Village of Oil Springs in a mutual

assistance agreement. Councillor Jenny Redick seconded the motion.

Carried

- h) **Clerk Administrator's Report:** My Mainstreet Community Activator Grant

RESOLUTION-2024-101

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

Carried

- i) **Parks & Recreation Manager's Report:** Ball Fence Advertising

RESOLUTION-2024-102

Councillor Craig Sanders made a motion that the fees by-law be amended to include ball fence advertising for large fence advertising at \$500 / season and smaller sign advertising at \$250 / season Councillor Jenny Redick seconded the motion.

Carried

- j) **Treasurer's Report:** Accounts Payable Listing - February 2024

RESOLUTION-2024-103

Councillor Jenny Redick made a motion that Council receive and file the Accounts Payable Listing for February 2024 Councillor Don McCabe seconded the motion.

Carried

8 BY-LAWS

9 NEW BUSINESS

- a) Verbal Report from the Parks & Recreation Manager - rentals at the BAICCC

RESOLUTION-2024-104

Councillor Don McCabe made a motion that staff be directed to prepare a report from consideration and discussion on future stag and doe rentals to include deposit rates, rental rates, security deposits, non resident rentals and consequences when vandalism occurs. Councillor Jenny Redick seconded the motion.

Carried

- b) The Clerk Administrator noted that the Leader of the Official Opposition, Marit Stiles plans to attend the Maple Syrup Festival on the weekend.
- c) Councillor Redick noted she was asked to assist in planning some events in Inwood (sports & activities) and commented on the events they have planned for the coming months
- d) Deputy Mayor thanked all of those involved in the Hockeyville competition held recently and Councillor Redick echoed the same comments.
- e) Councillor Redick noted Elvin Stojko will be at the BAICCC March 15th and is sponsored by the Skating Club.
- f) Councillor McCabe noted the events of the Lambton Farm Safety in Wyoming on March 27th with more details to come.
- g) There was discussion on signage and artifacts from the Campbell House.

10 CLOSED SESSION

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

RESOLUTION-2024-105

Councillor Jenny Redick made a motion that Council move into Closed Session to discuss personnel matters about an identifiable individuals including employees. Councillor Craig Sanders seconded the motion.

Carried

11 RISE AND REPORT

The Clerk Administrator noted a closed session meeting was held to discuss personal matters about an identifiable individual including employees. It was noted the closed session meeting minutes of January 11, 2024 were approved and the Senior of the Year nomination was made.

12 BY-LAW CONFIRMING PROCEEDINGS

a) Confirming By-law

RESOLUTION-2024-106

Councillor Jenny Redick made a motion that the Confirming By-law be read a first and second time and finally passed this 14th day of March 2024. Councillor Craig Sanders seconded the motion.

Carried

13 ADJOURNMENT

Councillor Sanders made a motion to adjourn the meeting at 5:31 p.m..

Clerk-Administrator

Mayor



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

February 16, 2024

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

Gentlemen & Mesdames:

Re: Carpenter Drain

In accordance with your instructions, I have undertaken an examination of the Carpenter Drain with regards to making drainage improvements in Lot 1 & 2, Concession 2 in the Municipality of Brooke-Alvinston. The work will include the replacement of three farm culverts. The course of the work has been surveyed with elevations taken as necessary.

Authorization under the Drainage Act

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

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

The landowner in the E1/2 Lot 1 Concession 2 requested that the farm culvert be replaced.

Existing Drainage

The Carpenter Drain is an open channel drain located in Lots 1 and 2, Concession 2. The drain outlets into the Brook Enniskillen Dawn Townline Drain on the east side of Forest Road. The drain was last improved under an engineer's report dated February 20, 1967 by J.A. Montieth, P.Eng. At that time, the drain was cleaned out for its entire length and all culverts were replaced.

Onsite Meeting

An onsite meeting was held on April 26, 2023. At this meeting, those in attendance were informed that a request for a culvert replacement was received. Discussion was held that the channel required maintenance including brushing and cleanout and that all culverts were too narrow and failing. It was decided that the drain would be maintained and a new report for culvert replacements would be completed. There were no objections with the proposed work.

Investigation

Maintenance of the open channel was completed in the summer of 2023. There are three (3) access culverts along the length of the drainage works. These culverts were inspected after maintenance and all have met their life expectancy and are too narrow for modern farm equipment. A summary of the findings is included in the Specification of Work.

Recommendations

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

1. Culvert No.1 at Station 0+149 shall be removed and replaced.
2. Culvert No.2 at Station 0+601 shall be removed and replaced.
3. Culvert No.3 at Station 0+764 shall be removed and replaced.
4. Maintenance provisions for future drainage works shall be prepared.

Design

Major agricultural and residential culverts are usually designed to provide outlet for a 1 in 2-year storm event.

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 \$77,830.00 including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area. An estimate for tendering, inspections, and contract administration has been provided.

Assessment

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

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

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

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

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

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

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

1. Culverts No.1, No.2, and No.3 have generally been assessed with 50% of the cost applied as a benefit assessment to the owner of the property and 50% of the cost has been assessed as outlet assessment to upstream lands based on equivalent hectares including the benefiting owner.
2. The cost to develop the maintenance schedules have been assessed as 100% outlet assessment to upstream lands and roads based on equivalent hectares.

Allowances

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

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

Allowances have been made, where appropriate, as per section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$37,000.00 per hectare (\$15,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1000.00 for the second year (\$3,000.00 per hectare total).

In this report, allowances have been made under section 30 for damages to lands and crops occasioned by the operation of excavation equipment to replace the culverts and for access to culverts. A width of 6 meters has been provided for access to the culverts.

Access and Working Area

Access to the drain for installation of the farm culverts and future maintenance of the open channel shall be from either Forest Road or Oil Springs Line, using existing laneways and along the length of the drainage works.

The working area for future maintenance shall extend 15 metres from the top of drain bank that the machine is working from. If a landowner owns both sides of the drain, then work can be done from either side.

The working area at each culvert to be replaced, maintained, or repaired either under this Report or in the future shall extend 10 metres on either side of the culvert within the same property.

Drain Classification

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

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

The proposed improvements and culvert replacements 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 open channel shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out using Maintenance Schedule No.1.

The access culverts located along the length of the drain shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out with 50% of the cost applied as a benefit assessment to the owner of the

property and 50% of the cost has been assessed as outlet assessment to upstream lands based on equivalent hectares including the benefiting owner.

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

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.

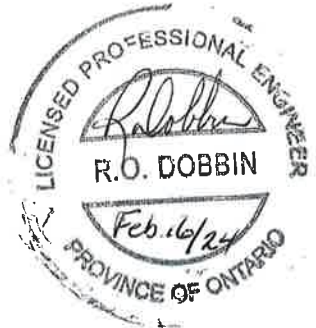
These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.



Carpenter Drain
Municipality of Brooke-Alvinston
February 16, 2024

ALLOWANCES

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

Conc.	Lot or part	Roll No.	Owner	Section 30	Total
2	W1/2 Lot 1	10-060	G. Martin	1,800.00	1,800.00
	E1/2 Lot 1	10-061	Lassaline Farms 2014 Inc.	1,800.00	1,800.00
	W1/2 Lot 2	10-063	D. McCabe	1,800.00	1,800.00
TOTAL ALLOWANCES				\$5,400.00	\$5,400.00

Carpenter Drain
Municipality of Brooke-Alvinston
February 16, 2024

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Estimate of Cost

To replace three farm culverts in Lot 1 & Lot 2, Concession 1 and provide maintenance provisions for future drainage works.

Allowances 5,400.00

	Quantity	Unit	Unit Cost	Total
Culvert No. 1 - Station 0+149				
Culvert Removal	1	LS	1,000.00	1,000.00
Supply and Installation of 1200mmø CSP	10	m	800.00	8,000.00
Supply Drain Stone Bedding	22	t	40.00	880.00
Supply Granular "B" Backfill	90	t	35.00	3,150.00
Supply Granular "A" Driveway	22	t	40.00	880.00
Concrete Block Endwalls	36	Ea	130.00	4,680.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				18,740.00
Culvert No. 2 - Station 0+601				
Culvert Removal	1	LS	1,000.00	1,000.00
Supply and Installation of 900mmø HDPE	10	m	600.00	6,000.00
Supply Drain Stone Bedding	22	t	40.00	880.00
Supply Granular "B" Backfill	90	t	35.00	3,150.00
Supply Granular "A" Driveway	22	t	40.00	880.00
Concrete Block Endwalls	36	Ea	130.00	4,680.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				16,740.00
Culvert No. 3 - Station 0+764				
Culvert Removal	1	LS	1,000.00	1,000.00
Supply and Installation of 750mmø HDPE	10	m	450.00	4,500.00
Supply Drain Stone Bedding	22	t	40.00	880.00
Supply Granular "B" Backfill	90	t	35.00	3,150.00
Supply Granular "A" Driveway	22	t	40.00	880.00
Concrete Block Endwalls	36	Ea	130.00	4,680.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				15,240.00

Estimate of Cost (Continued)

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	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>
Contingency				<u>5,200.00</u>
Sub Total				61,320.00
Engineering				8,700.00
Future Maintenance Schedule				1,000.00
Tendering, Inspection & Contract Admin.				5,000.00
SCRCA Fees (Permit)				<u>570.00</u>
Total Estimate excluding HST				76,590.00
Non-Recoverable HST (1.76%)				<u>1,240.00</u>
Total Estimate				\$77,830.00

SCHEDULE OF ASSESSMENT

To replace three farm culverts in Lot 1 & Lot 2, Concession 1 and provide maintenance provisions for future drainage works.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts		Channel		Total	Equiv. Ha
					Benefit	Outlet	Benefit	Outlet		
Agricultural Lands										
2	W1/2 Lot 1	18.21	10-060	G. Martin	12,805.00	1,425.00	-	200.00	14,430.00	18.21
	E1/2 Lot 1	32.37	10-061	Lassaline Farms 2014 Inc.	12,805.00	4,764.00	-	335.00	17,904.00	30.43
	W1/2 Lot 2	32.37	10-063	D. McCabe	12,805.00	19,861.00	-	317.00	32,983.00	28.81
	W1/2 E1/2 Lot 2	14.16	10-064	692696 Ontario Inc.	-	12,365.00	-	148.00	12,513.00	13.45
				Total Agricultural Lands	38,415.00	38,415.00	-	1,000.00	77,830.00	90.90
		97.11		Total Assessment	38,415.00	38,415.00	-	1,000.00	77,830.00	90.90

SCHEDULE OF MAINTENANCE NO. 1

To maintain the open channel.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
2	W1/2 Lot 1	18.21	10-060	G. Martin	736.00	231.00	967.00	18.21
	E1/2 Lot 1	32.37	10-061	Lassaline Farms 2014 Inc.	736.00	387.00	1,123.00	30.43
	W1/2 Lot 2	32.37	10-063	D. McCabe	736.00	366.00	1,102.00	28.81
	W1/2 E1/2 Lot 2	14.16	10-064	692696 Ontario Inc.	137.00	171.00	308.00	13.45
	Total Area	97.11			2,345.00	1,155.00	3,500.00	90.90
				Total Benefit	2,345.00			
				Total Outlet		1,155.00		
				Total Maintenance Assessment	3,500.00			

Carpenter Drain
Municipality of Brooke-Alvinston
February 16, 2024

SPECIFICATION OF WORK

1. Scope of Work

The work includes the replacement of three (3) access culverts in Lots 1 and 2, Concession 2 in the Municipality of Brooke-Alvinston.

2. General

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

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

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

3. Plans and Specifications

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

4. Health and Safety

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

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

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

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

5. Workplace Safety and Insurance Board

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

6. Weather Conditions

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

7. Removal of Access Culverts

Access culverts set for replacement shall be removed in their entirety from the open channel. The steel culverts and the concrete rubble shall be disposed offsite at the expense of the Contractor. Any native granular backfill can be stockpiled and reused in the installation of the new culverts. All other material shall be disposed offsite at the expense of the Contractor in accordance with all provincial laws and legislation.

8. Access Culverts

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

ACCESS CULVERTS TO BE REPLACED:

Culvert No. 1 (Station 0+149) – W1/2 Lot 1, Concession 2 (roll no. 10-060) consists of 7.0 metres of 1000 mm diameter corrugated steel pipe with no endwalls. The pipe is in poor condition. The pipe shall be replaced with 10.0 metres of 1200 mm diameter CSP pipe with concrete block endwalls.

Culvert No. 2 (Station 0+601) – E1/2 Lot 1, Concession 2 (roll no. 10-061) consists of 7.0 metres of 900 mm diameter corrugated steel pipe with no endwalls. The pipe is in poor condition. The pipe shall be replaced with 10.0 metres of 900 mm diameter HDPE pipe with concrete block endwalls.

Culvert No. 3 (Station 0+764) – W1/2 Lot 2, Concession 2 (roll no. 10-063) consists of 7.0 metres of 700 mm diameter corrugated steel pipe with no endwalls. The pipe is in poor condition. The pipe shall be replaced with 10.0 metres of 750 mm diameter HDPE pipe with concrete block endwalls.

CSP pipe shall be aluminized with a minimum wall thickness of 2.8mm and corrugations of 68mm x 13mm or 125mm x 25mm. CSP pipe shall come in one section of 10 meters. HDPE pipe shall be smooth wall pipe (320 kPa) CSA approved with manufactured couplings.

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 HDPE 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 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 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 150mm of finished grade with granular "B" to within 150mm of finished grade. The top 150mm for access culverts shall be backfilled with compacted granular "A" material to finished grade.

All backfill shall be free from deleterious material. Any excess granular material shall be placed at the surface on the travel portion of the access culvert. 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.

The culverts shall be installed as per manufacture recommendations with a minimum cover to be 1/6 of the diameter of the pipe measured from the top of the culvert to finished grade. It shall be the responsibility of the contractor to ensure the culvert has no traffic on it until the minimum cover is met.

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. Rip rap shall be placed on the drain banks along the edge of the concrete blocks from the bottom to the top for a width to not exceed 0.60 meters.

If rip rap ends are to be used, the pipes shall be lengthened to accommodate the travel width plus minimum 1.5:1 sideslopes. The rip rap shall consist of 150 mm x 300 mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth

of 400mm below finished grade. Filter fabric (Terrafix 250R or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

9. Open Channel Excavation (Future)

The open channel shall be excavated to the grade line and elevations shown on the attached profile. A laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

The excavated material shall be cast at least 1.5 metres clear of the top of the bank within the working area on private lands as described in the working corridor. The excavated material shall be spread back and levelled to a maximum depth of 150 mm along agricultural lands and trucked away from any grassed or residential area. Excavated material shall not be placed in low runs or swales outletting surface water to the channel. Stones and large branches shall be removed and disposed offsite and shall not be buried when the excavated material is spread.

For future maintenance and repair, the open channel upstream shall be maintained in the to the depths and grades as per the profile and drawings enclosed with this Report using the specifications described above. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing sideslopes.

10. Brushing (Future)

All brush, trees, woody vegetation, cattails, phragmites, 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 landowners shall be removed by the landowners with all resulting brush and branches cleaned up prior to the start of construction. If the Contractor agrees to remove any trees and set them aside for a landowner, the landowner will be responsible for any cleanup as above.

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

11. 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.

Silt fences are generally to be installed downstream of the working area or as directed by the Drainage Superintendent.

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.
- 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

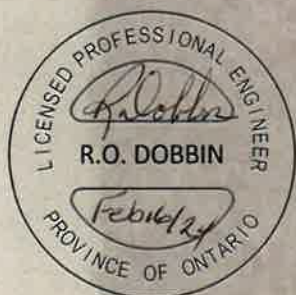
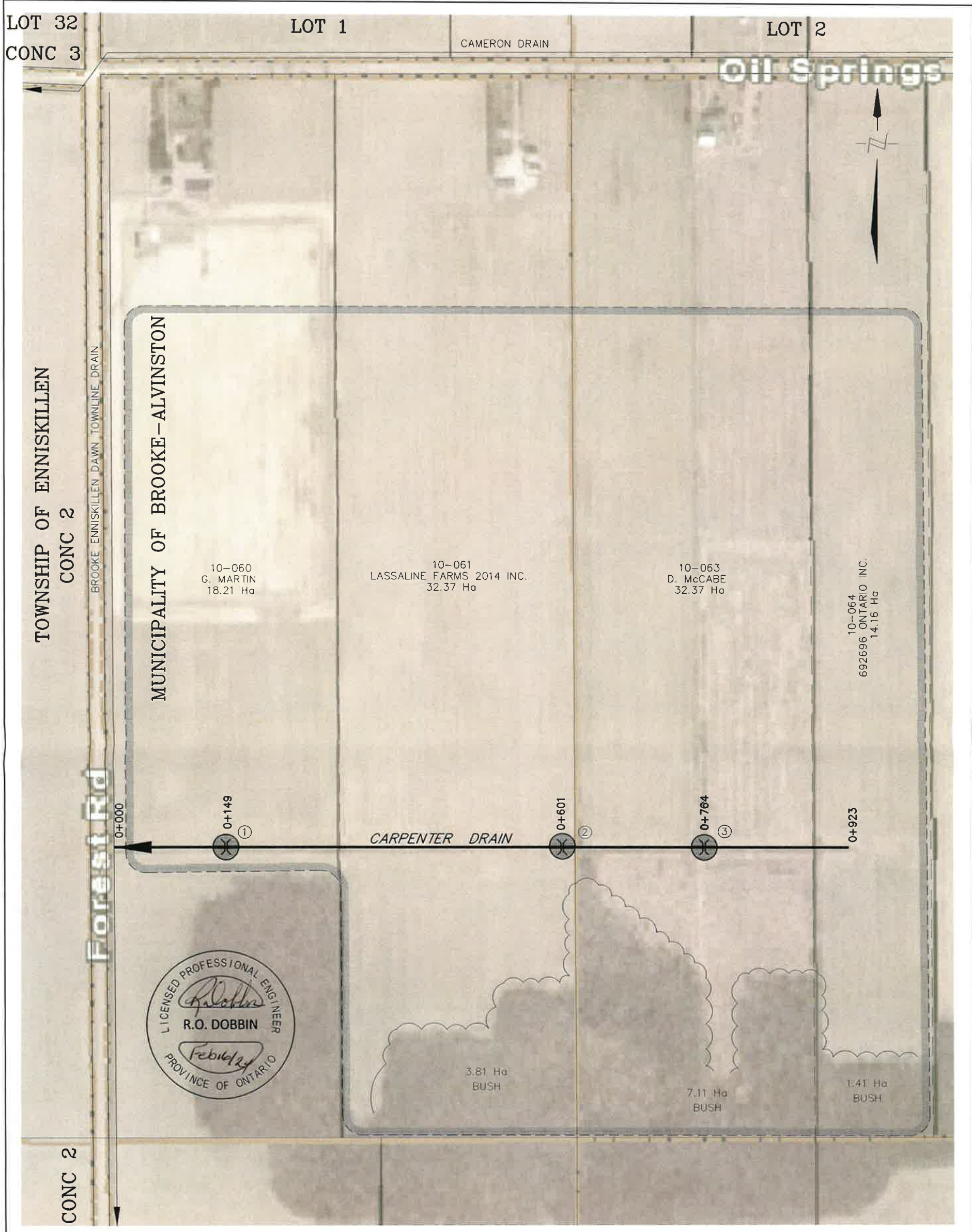
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform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

14. Miscellaneous

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

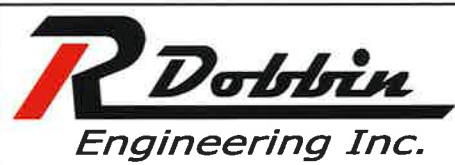
Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

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



LEGEND

- DRAINAGE AREA
- CARPENTER DRAIN
- MUNICIPAL DRAIN
- EXISTING CULVERT
- CULVERT NUMBER
- EXISTING CULVERT TO BE REPLACED



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

DRAWING NAME:
 Carpenter Drain Plan

PROJECT No.
 2023-1486

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	FEB. 16, 2024	CS
D. MOORES				
DRAWN	SCALE 1:5,000			
C. SAUNDERS				

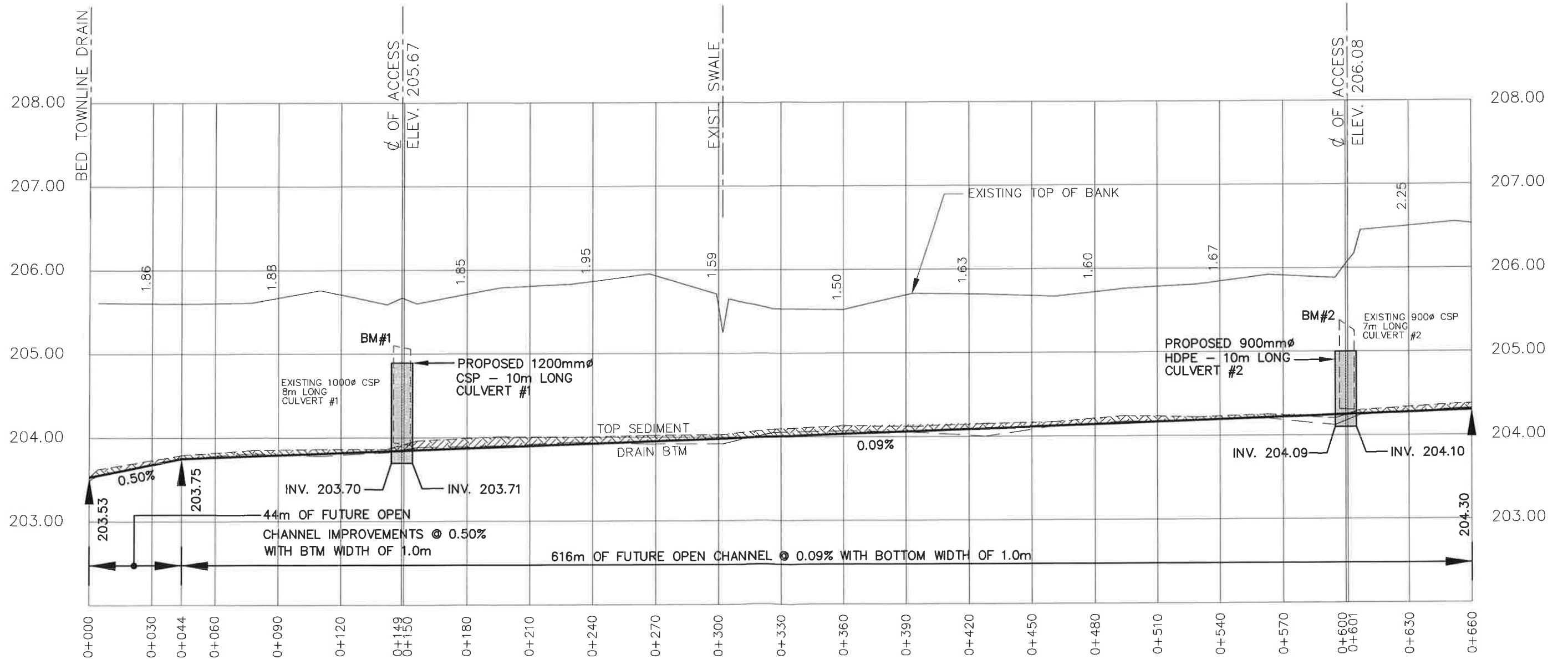
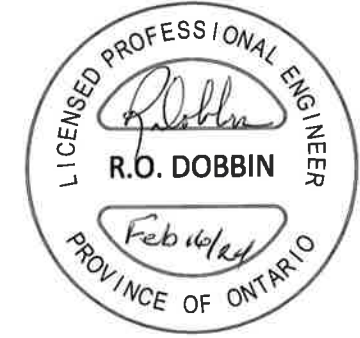
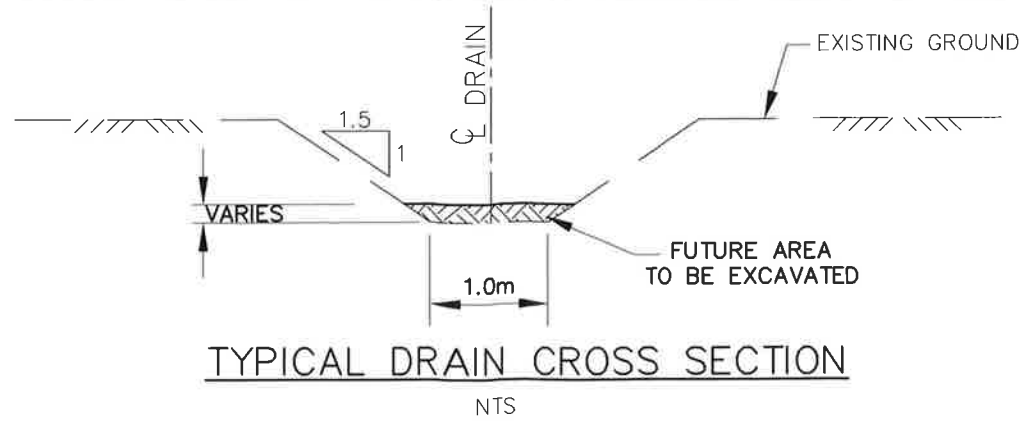
MUNICIPALITY of BROOKE - ALVINSTON
CARPENTER DRAIN
PLAN

1
OF 3

Last Updated: February 16, 2024

GENERAL NOTES

- BENCHMARK No.1 ELEV. 205.10**
TOP OF WEST END FOF 1100Ø CSP
AT STATION 0+149
- BENCHMARK No.2 ELEV. 205.37**
TOP OF WEST END FOF 1100Ø CSP
AT STATION 0+601
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



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

DRAWING NAME:
Carpenter Drain Profile

PROJECT No.
2023-1486

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	FEB. 16, 2024	DM
D. MOORES				
DRAWN				
C. SAUNDERS				

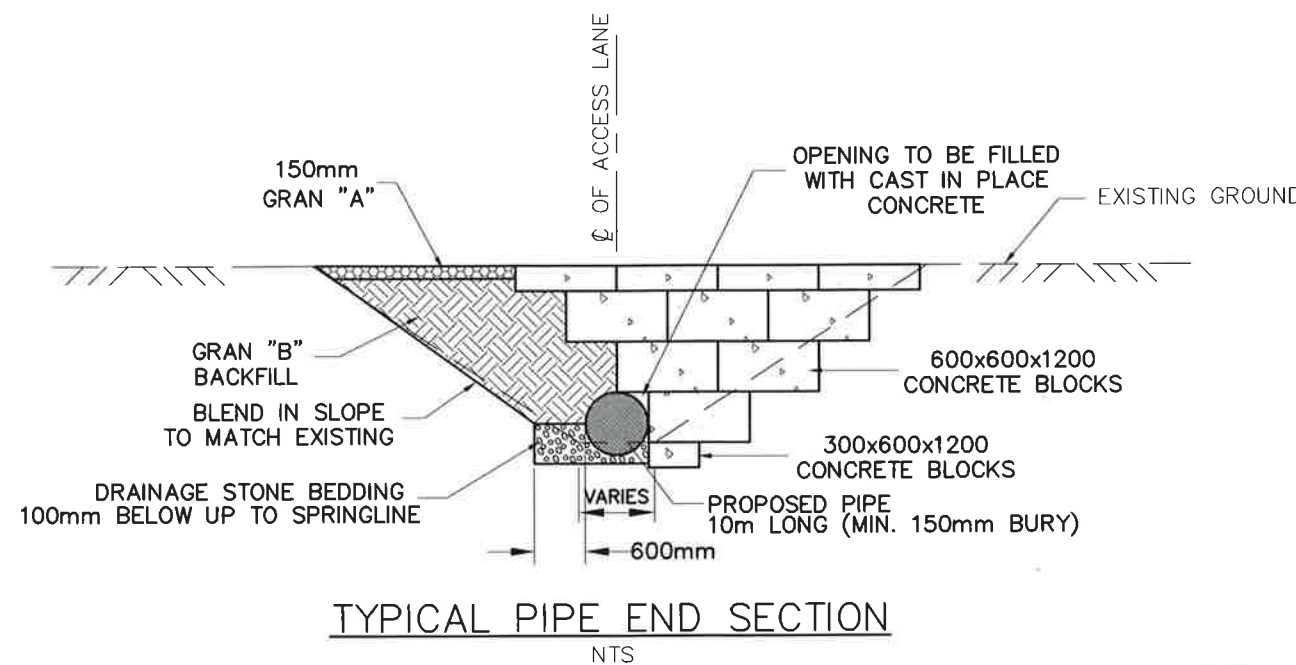
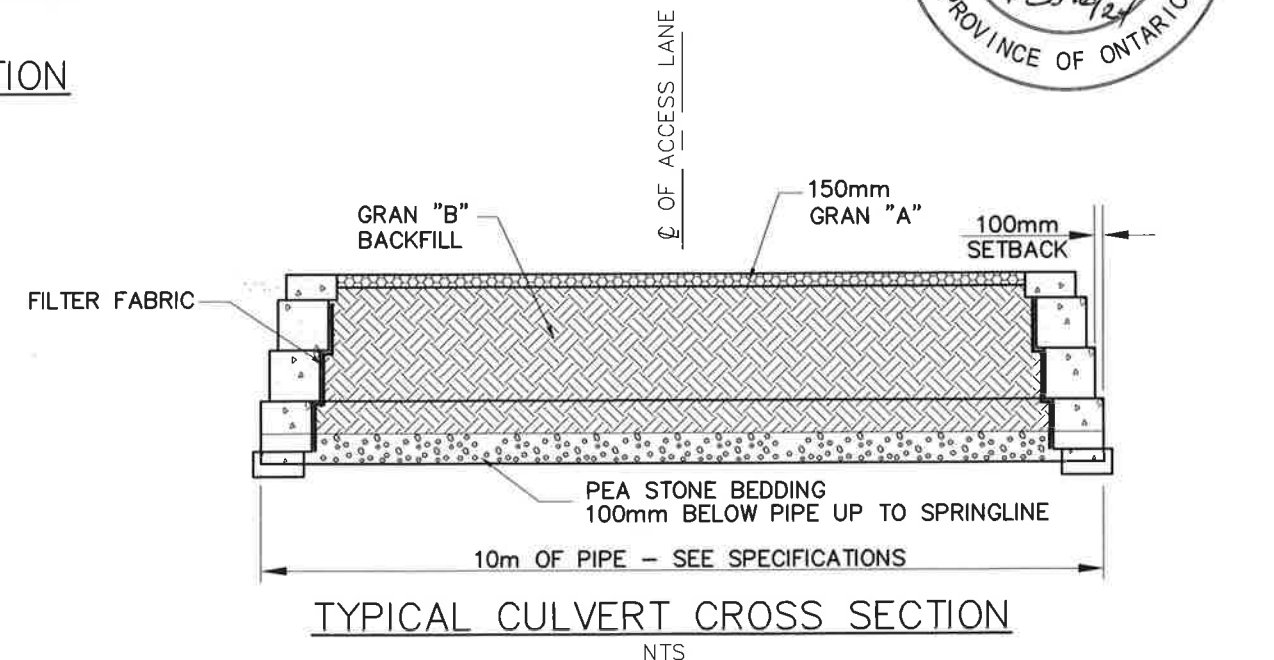
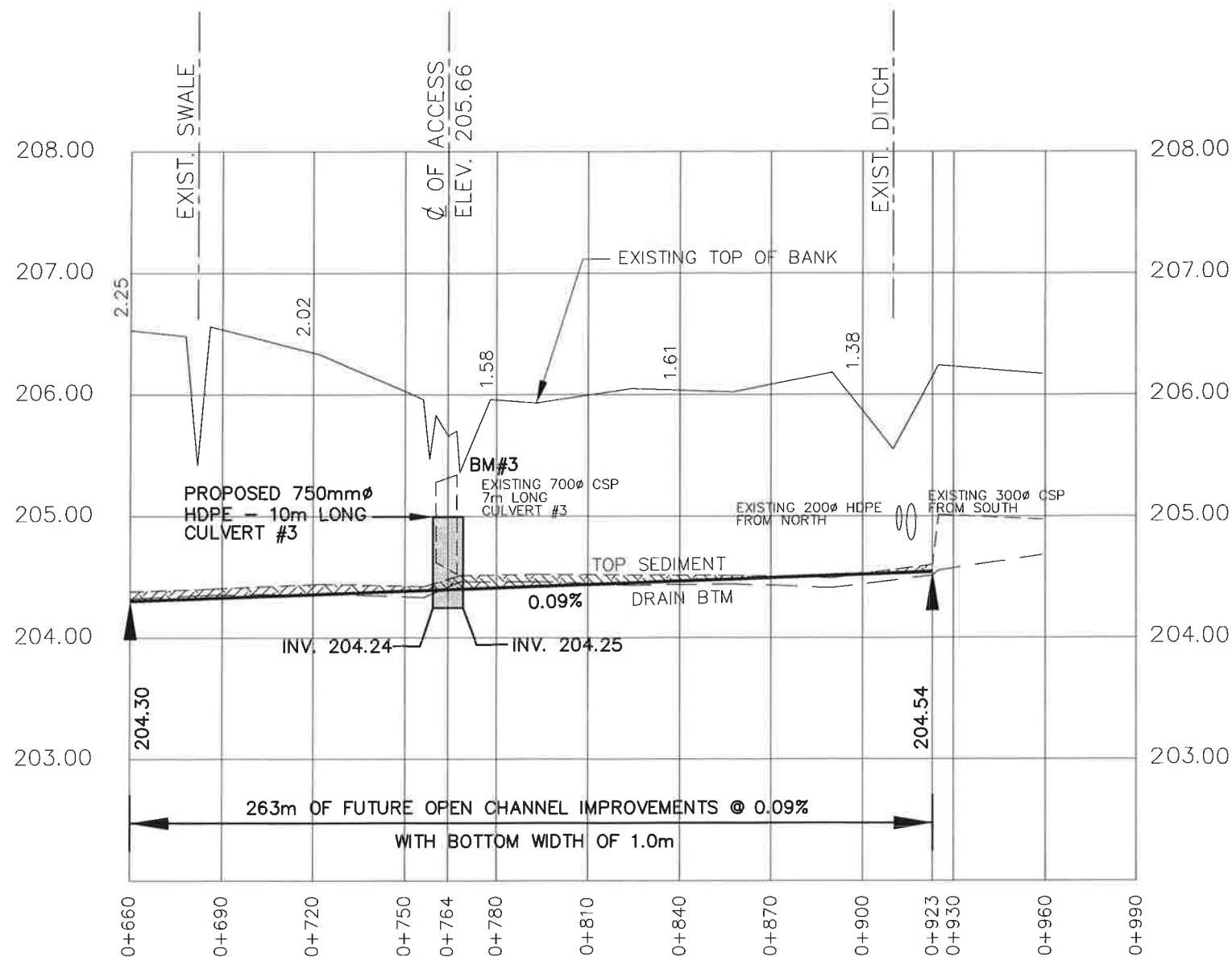
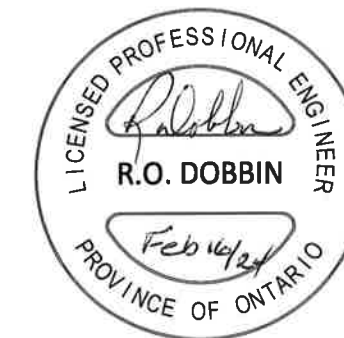
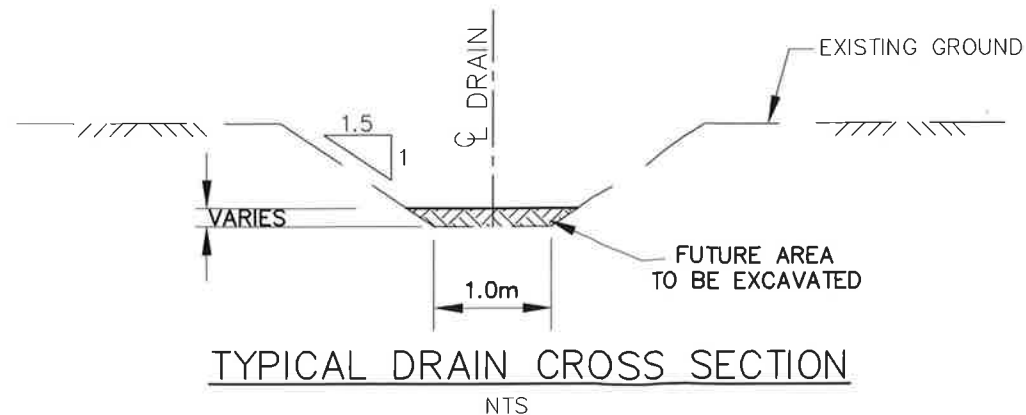
SCALE: 1:2,000
0 20 40 60m

MUNICIPALITY of BROOKE-ALVINSTON
CARPENTER DRAIN
PROFILE

2
OF 3

GENERAL NOTES

- BENCHMARK No.3 ELEV. 205.34
TOP OF EAST END FOR 700Ø CSP
AT STATION 0+764
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



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

DRAWING NAME:
Carpenter Drain Profile & Culvert Details

PROJECT No.
2023-1486

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	FEB. 16, 2024	DM
D. MOORES				
DRAWN				
C. SAUNDERS				

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

MUNICIPALITY of BROOKE-ALVINSTON

CARPENTER DRAIN
PROFILE & CULVERT DETAILS

3
OF 3

ENCLOSURE

Carpenter Drain
Municipality of Brooke-Alvinston
February 16, 2024

ESTIMATED NET ASSESSMENT

To replace three farm culverts in Lot 1 & Lot 2, Concession 1 and provide maintenance provisions for future drainage works.

Conc.	Lot or Part	Roll No.	Owner	Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Agricultural Lands							
2	W1/2 Lot 1	10-060	G. Martin	14,430.00	4,810.00	1,800.00	7,820.00
	E1/2 Lot 1	10-061	Lassaline Farms 2014	17,904.00	5,968.00	1,800.00	10,136.00
	W1/2 Lot 2	10-063	D. McCabe	32,983.00	10,994.00	1,800.00	20,189.00
	W1/2 E1/2 Lot 2	10-064	692696 Ontario Inc.	12,513.00	4,171.00	-	8,342.00
Total Assessment				\$77,830.00	\$25,943.00	\$5,400.00	\$46,487.00



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

February 10, 2024

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

Mayor and Council,

Re: Lucas Drain

In accordance with your instructions, R. Dobbin Engineering Inc. has undertaken an investigation with regards to incorporating a section of tiled municipal drain that was relocated in the north part Lot 21, Concession 14 (roll no. 50-126) in the Municipality of Brooke-Alvinston.

Authorization Under the Drainage Act

This Engineer's Report has been prepared under section 78(5) of the Drainage Act – minor improvements to a drainage works.

Under section 78 of the Drainage Act, the municipality may undertake and complete a drainage project in accordance with the report of an engineer without a petition required under section 4. The process to improve a drain requires extensive consultation with all property owners in a watershed. Changes to the Drainage Act in 2021, allowed for projects to be completed through either a major improvement process or a minor improvement process. The major improvement process deals with all affected landowners in the watershed, while the minor improvement process is used to address a specific need on one property.

The minor improvement criteria are as follows:

- The project is initiated by the owner of the individual property or two or more adjacent properties that are owned by the same individual or related properties;
- The initiating property owner is paying for all costs of the project;
- The property does not require access from neighbouring properties.
- The project will not result in any changes as to how future repair and maintenance costs are allocated to other properties in the watershed;

- The project will not change the drainage capacity or erosion potential;
- The project will not result in a drainage works being enclosed; and
- The project will not take place in any wetlands.

The property owner of roll no. 50-126 has requested that a section of the tiled municipal drain be relocated on their property for the construction of a new building. Based on all criteria listed above, the project meets the requirements of the minor improvement process.

Recommendations

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

1. A section of the Lucas Drain is to be relocated in the north part Lot 21, Concession 14 and the existing section of tile is to be abandoned.

Design

The pipe was designed to accommodate a drainage coefficient of 37mm/24 hours in accordance with the Drainage Guide of Ontario, Publication 29.

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 \$4,270.00 including the cost of engineering the report, surveying, and inspection.

A Plan has been prepared showing the location of the work and the approximate drainage area.

Assessment

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

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

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

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

A Schedule of Assessment for the lands and roads affected by the work and therefore liable for the cost thereof will be prepared as per the Drainage Act. Also, assessments may be made against any public utility or road authority, as per Section 26 of the Drainage Act, for any increased cost for the removal or relocation of any of its facilities and plant that may be necessitated by the construction or maintenance of the drainage works. Items not included in the estimate, that may arise during construction as a result of a public utility, shall be assessed under Section 26 with the actual cost plus a portion of the engineering.

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

1. The cost of the report and inspection has been assessed 100% benefit to the Npt. Lot 21, Concession 14 (roll no. 50-126).

Access and Working Area

Access to the work site shall be gained from Churchill Line. The working area for the installation of the new tile and any future maintenance shall be 10 metres center on the tile.

Drain Classification

The Lucas Drain is currently a tiled drain that is unclassified.

No authorizations are required.

Maintenance

Upon completion of the work, the drainage works shall be maintained and repaired as follows:

1. Any maintenance or repair to the Lucas Drain shall be in accordance with the previous engineer's report dated October 30, 2013.

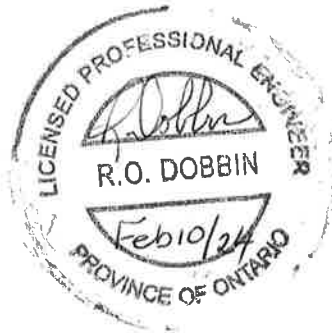
These above conditions will apply unless otherwise altered under the provisions of the Drainage Act.

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.



Lucas Drain
Municipality of Brooke-Alvinston
February 10, 2024

Estimate of Cost

To incorporate the relocation of a portion of the Lucas Drain in Lot 20, Concession 14.

	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>
Engineers Report under Section 78(5)	1	LS	2,000.00	2,000.00
Survey & Inspection	1	LS	2,200.00	<u>2,200.00</u>
			Total Estimate excluding HST	4,200.00
			Non-Recoverable HST (1.76%)	<u>70.00</u>
			Total Estimate	\$4,270.00

Lucas Drain
Municipality of Brooke-Alvinston
February 10, 2024

Schedule of Assessment

To incorporate the relocation of a portion of the Lucas Drain in Lot 20, Concession 14.

Conc.	Lot or Part	Roll No.	Owner	Benefit	Outlet	Total
Non Agricultural Lands						
14	Npt. L20	50-126	1838107 Ontario Ltd.	4,270.00	0.00	4,270.00
			Total Benefit	4,270.00	0.00	4,270.00
			Total Outlet	0.00		
			Total Assessment	\$4,270.00		

Lucas Drain
Municipality of Brooke-Alvinston
February 10, 2024

SPECIFICATION OF WORK

1. Scope

The work to be carried out under this Specification includes incorporating the relocation of a section of the Lucas Drain in the Npt. Lot 21, Concession 14 (roll no. 50-126) 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. They shall make allowance in their tender for any difficulties which they may encounter. Quantities or any information supplied by the Engineer is not guaranteed and is for reference only.

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

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

3. Access and Working Area

Access to the work site shall be gained from Churchill Line. The working area for the installation of the new tile and any future maintenance shall be 10 metres center on the tile.

4. Plans and Specifications

These specifications shall apply 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 landowner contained in these contract documents shall refer to the Township of Enniskillen or the engineer authorized by the Municipality to act on its behalf.

5. Health and Safety

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

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

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

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

6. Workplace Safety and Insurance Board

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

7. Utilities

All existing utilities shall be daylighted prior to construction and elevations confirmed.

The Contractor shall be responsible to notify any and all affected utilities and pipeline companies. This shall be done through Ontario One Call Locates. The contractor shall

make available proof of locates if requested by the Municipality, Drainage Superintendent, or Engineer. The contractor shall carry out all work in the vicinity of any utility or pipeline at the direction of the Utility/Pipeline Supervisor.

8. Tile Drain

This item shall apply to the proposed relocated section of tile drain as shown on the attached plan and profile.

The existing tile drain shall be spot located at two locations where the new drain is intended to be connected. Elevation shots shall be taken at the inverts. This will determine the overall grade of the new tile drain. The existing tile shall be plugged with concrete and abandoned.

The new tile shall be relocated for a distance of approx. 167 metres both east and south of the existing tile drain as shown on the attached plan. Exact location to be determined in the field at time of construction.

The tile drain shall be 250mm diameter HDPE bell and spigot pipe, CSA approved 320Kpa.

The topsoil in the area of the new tile drain shall be stripped. The pipe shall be installed by excavator. The pipe shall have a minimum of 100mm drainage stone bedding installed up to spring line of the pipe. The rest of the pipe shall be backfilled with native excavated material. Once the drain is installed and backfilled it shall be compacted with the excavator tracks. The topsoil shall be placed back on the trench and levelled out to match the existing ground conditions.

Connections to the existing pipe shall be with approved HDPE couplers, wrapped in filter cloth and covered with drainage stone. Station 0+313 shall consist of two (2) HDPE 45-degree bends.

9. Environmental Considerations

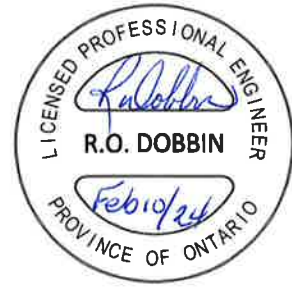
The Contractor shall take care to adhere to the following considerations:

- All excavated and stockpiled material shall be placed a minimum of 1.5 metres from the top of the bank of the existing municipal drain. Material shall not be placed in surface water runs or open inlets that enter the channel.

- All granular and erosion control materials shall be stockpiled a minimum of 3.0 metres from the top of the bank of the existing road ditch. 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.
- All construction shall be carried out during periods of low flow.
- A silt fence shall be installed downstream of the work site for the duration of the construction.

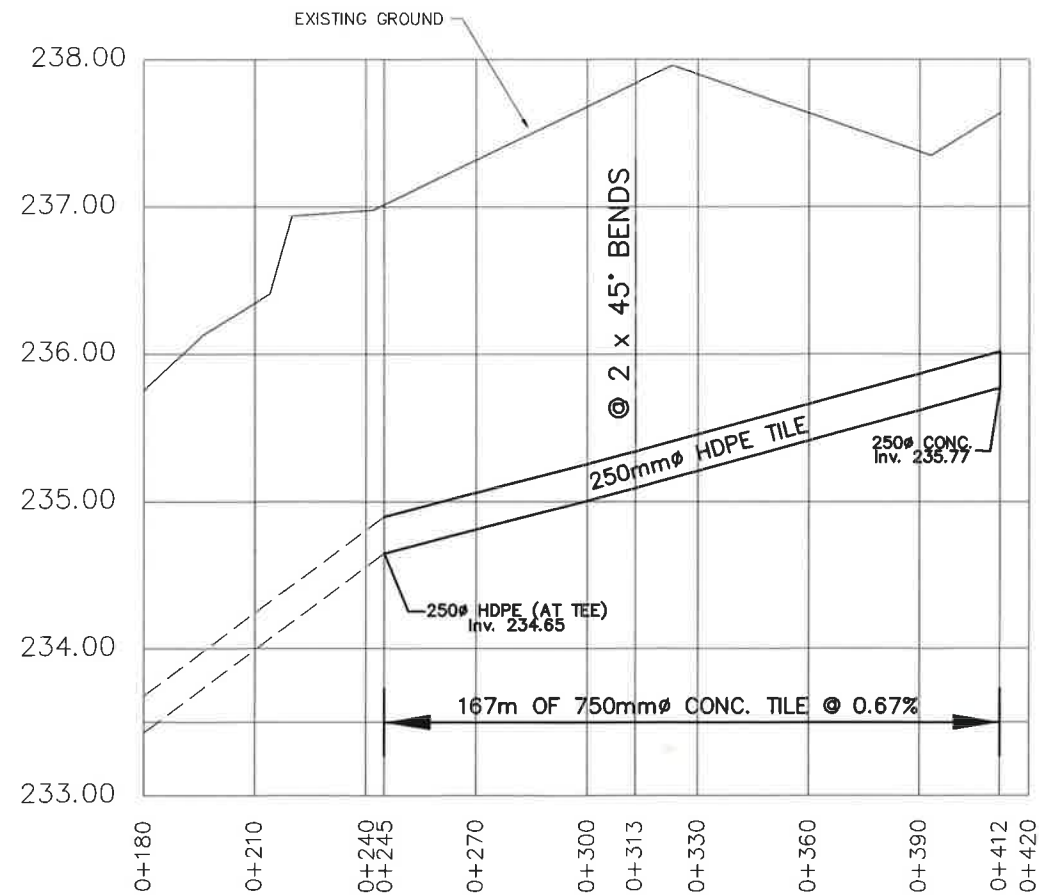
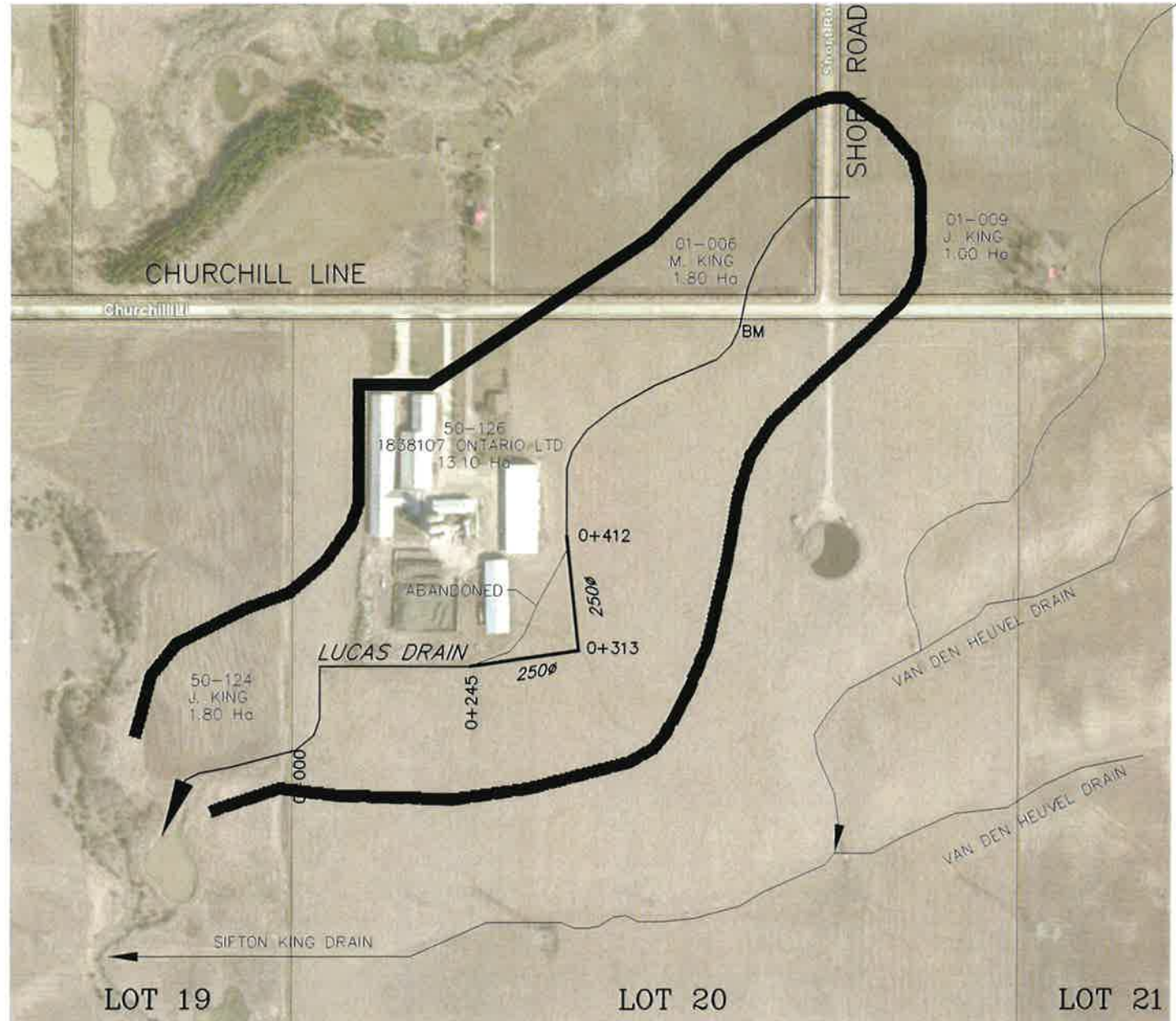
GENERAL NOTES

- BENCHMARK No.1 ELEV. 241.13m
TOP OF EXISTING LOCATED DICB ON
SOUTH SIDE CHURCHILL LINE. (HIGH SIDE)
- UPPER NUMBERS ARE DEPTH FROM
GROUND TO INVERT OF CONCRETE TILE.



TOWNSHIP OF WARWICK
CONC 6

MUNICIPALITY OF BROOKE-ALVINSTON
CONC 14



PROFILE

DRAINAGE PLAN

LEGEND

- DRAINAGE AREA
- LUCAS DRAIN
- MUNICIPAL DRAIN



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

DRAWING NAME:
Lucas Drain Plan & Profile

PROJECT No.
2023-1528

APPROVED	R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED	D. MOORES	1	FINAL REPORT	FEB. 10, 2024	CS
DRAWN	C. SAUNDERS	SCALE: 1:2,000			

MUNICIPALITY of BROOKE - ALVINSTON

**LUCAS DRAIN
PLAN & PROFILE**

**1
OF 1**



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

February 16, 2024

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

Gentlemen & Mesdames:

Re: Wilcox Drain

In accordance with your instructions, I have undertaken an examination of the Wilcox Drain with regards to making drainage improvements in Lot 1, Concession 13 in the Municipality of Brooke-Alvinston. The work will include incorporating an access culvert in the C. pt. Lot 1, Concession 13 that was replaced under an emergency designation, one culvert replacement, open channel improvements, and drainage area modifications. The course of the work has been surveyed with elevations taken as necessary.

Authorization under the Drainage Act

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

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

The access culvert located in C. pt. Lot 1, Concession 13 was replaced under Section 124 of the Drainage Act. Under Section 124, the Minister declares that an emergency exists and the Council of the local municipality authorizes the work to be completed before obtaining and adopting an engineer's report.

Existing Drainage

The Wilcox Drain is an open channel drain along the east side of Forest Road in Lot 1, Concession 13. The original drain from 1903 extended south approximately 3400 feet from an outlet into the Sisson Parker Drain in Lot 1. At the present time, since the creation of the 13th Concession Drain and 12th Concession Road Drain portions of Wilcox Drain now outlets to each, thus splitting the drain up into three sections.

Onsite Meeting

An onsite meeting was held on August 3, 2023. At this meeting, discussion was held with those in attendance that a culvert in the C. pt. of Lot 1 was replaced under emergency designation and that a new engineer's report was required to incorporate the culvert work into the drain. It was outlined at the meeting that the channel required improvements and that all culverts would be inspected and replaced if required. There were no objections at the meeting.

Investigation

There are three (3) access culverts along the length of the drainage works. One was replaced in 2023 under emergency designation and the other two are in poor shape and above the grade line of the drain. A summary of the findings is included in the Specification of Work. The survey identified that the drain had three sections with two open channels outletting to the 13th Concession Drain and one open channel outletting to the 12th Concession Road Drain.

Recommendations

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

1. The Wilcox Drain shall be split into three branches based on existing conditions. Station 0+000 to Station 0+240 shall be known as Br. No.1, Station 0+240 to 0+550 shall be known as Br. No.2, and Station 0+550 to Station 1+242 shall be known as Br. No.3.

2. Culvert No.1 at Station 0+480 replaced under emergency designation shall be incorporated into the drainage works.
3. Existing culvert at Station 0+610 shall be abandoned from the drain.
4. Culvert No.2 at Station 1+018 shall be removed and replaced.
5. The channel from Station 0+000 to 1+242 shall be improved.
6. Maintenance provisions for future drainage works shall be prepared.

Design

Major agricultural and residential culverts are usually designed to provide outlet for a 1 in 5-year storm which matched the existing culvert sizes in the drain.

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 \$73,996.00 including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area. An estimate for tendering, inspections, and contract administration has been provided.

Assessment

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

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

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

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

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

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

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

1. The channel improvements have been generally assessed as 2/3 benefit assessment and 1/3 outlet assessment. From the 2/3 benefit assessment this was generally divided equally between the road and the lands directly touching the drain.
2. Culverts No.1 and No.2 have generally been assessed with 50% of the cost applied as a benefit assessment to the owner of the property, 17% of the cost assessed against the road authority, and 33% of the cost has been assessed as outlet assessment to upstream lands based on equivalent hectares including the benefiting owner.
3. Trucking of excavated material has been assessed directly to the property that the material is removed from.
4. The maintenance schedule revisions have been assessed as 100% outlet assessment to upstream lands and roads based on equivalent hectares.

Allowances

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

Under section 30 of the Drainage Act, the Engineer shall determine the amount to be paid to persons entitled thereto to damage, if any, to ornamental trees, fences, land, and crops

occasioned by the disposal of material removed from a drainage works. This shall be considered an allowance for damages.

Allowances have been made, where appropriate, as per section 30 of the Drainage Act for damages to lands and crops. Allowances for right of way are based on a land value of \$37,000.00 per hectare (\$15,000.00 per acre). Allowances for crop loss are based on \$2,000.00 per hectare for the first year and \$1000.00 for the second year (\$3,000.00 per hectare total).

In this report, allowances have been made under section 30 for damages to lands and crops occasioned by the operation of excavation equipment to replace the culverts and for access to culverts. A width of 6 meters has been provided for access to the culverts.

Access and Working Area

Access to the drain for installation of the access culverts or for any future maintenance and repair of the channel shall be from either Forest Road, using existing laneways and along the length of the drainage works.

The working area for the channel improvements and future maintenance shall extend 15 metres from the top of drain bank. If a landowner owns both sides of the drain, then work can be done from either side. Generally, the working area is as follows:

Station 0+000 to 0+240 – East Side

Station 0+240 to 0+610 – East Side and West Side (40-105-05)

Station 0+610 to 1+242 – East Side and West Side (40-105-05)

The working area at each culvert to be replaced, maintained, or repaired either under this Report or in the future shall extend 10 metres on either side of the culvert within the same property.

Drain Classification

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

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

The proposed improvements and culvert replacements 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 open channel shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out using the appropriate open channel maintenance schedule for each Branch Drain.

The access culverts located along the length of the drain shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out with 50% of the cost applied as a benefit assessment to the owner of the property, 17% of the cost assessed against the road authority, and 33% of the cost has been assessed as outlet assessment to upstream lands based on equivalent hectares including the benefiting owner.

When the existing culvert located at Station 0+610 is required to be replaced, it shall be removed from the drain and the area shall be backfilled to create a berm with gravel driveway to match the existing width. The cost of this work shall be split equally between the Road Authority and the benefiting owner.

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

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.



Wilcox Drain
Municipality of Brooke-Alvinston
February 16, 2024

ALLOWANCES

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

Conc.	Lot or part	Roll No.	Owner	Section 30	Total
13	N. pt Lot 1	40-103	Griffith Seeds Inc.	1,080.00	1,080.00
	C. pt Lot 1	40-104	C. Sawyer	1,530.00	1,530.00
	S. pt Lot 1	40-105	R. & P. Hall	2,730.00	2,730.00
TOTAL ALLOWANCES				\$5,340.00	\$5,340.00

Wilcox Drain
Municipality of Brooke-Alvinston
February 16, 2024

1 of 1

Estimate of Cost

To incorporate one access culvert replaced under Emergency Designation in the N. pt. Lot 1, Concession 13, Replace one access culvert in Lot 1, Concession 13, and carry out improvements to the open channel.

Allowances 5,340.00

	Quantity	Unit	Unit Cost	Total
Branch No.1 - Station 0+000 to 0+240				
Brushing	240	m	4.00	960.00
Excavation of Open Channel	240	m	5.00	1,200.00
Level Excavated Material	240	m	2.00	480.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				2,790.00
Branch No.2 - Station 0+240 to 0+610				
Brushing	370	m	4.00	1,480.00
Excavation of Open Channel	370	m	5.00	1,850.00
Level Excavated Material	340	m	2.00	680.00
Truck Excavated Material	30	m	10.00	300.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				4,460.00
Branch No.3 - Station 0+610 to 1+242				
Brushing	632	m	4.00	2,528.00
Excavation of Open Channel	632	m	5.00	3,160.00
Level Excavated Material	602	m	2.00	1,204.00
Truck Excavated Material	30	m	10.00	300.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				7,342.00
Culvert No. 1 - Station 0+480 (Emergency Designation)				
Culvert Removal	1	LS	900.00	900.00
Supply and Installation of 750mmø HDPE	10	m	450.00	4,500.00
Supply Drain Stone Bedding	22	t	34.00	748.00
Supply Granular "B" Backfill	90	t	29.00	2,610.00
Supply Granular "A" Driveway	22	t	32.00	704.00
Concrete Block Endwalls	36	Ea	125.00	4,500.00
Supply Rip Rap along Endwalls	10	t	100.00	1,000.00
				14,962.00

	Quantity	Unit	Unit Cost	Total
Culvert No. 2 - Station 0+480				
Culvert Removal	1	LS	900.00	900.00
Supply and Installation of 900mmø HDPE	10	m	600.00	6,000.00
Supply Drain Stone Bedding	22	t	34.00	748.00
Supply Granular "B" Backfill	90	t	29.00	2,610.00
Supply Granular "A" Driveway	22	t	32.00	704.00
Concrete Block Endwalls	36	Ea	125.00	4,500.00
Supply Rip Rap along Endwalls	10	t	100.00	1,000.00
				<u>16,462.00</u>
Contingency				<u>4,800.00</u>
				56,156.00
				8,800.00
				2,000.00
				5,000.00
				<u>870.00</u>
				72,826.00
				<u>1,170.00</u>
				\$73,996.00

SCHEDULE OF ASSESSMENT

To incorporate one access culvert replaced under Emergency Designation in the N. pt. Lot 1, Concession 13, Replace one access culvert in Lot 1, Concession 13, and carry out improvements to the open channel.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts			Channel		Total	Equiv. Ha
					Special Benefit	Benefit	Outlet	Benefit	Outlet		
Agricultural Lands											
13	N. pt. Lot 1	19.8	40-103	Griffith Seeds Inc.	-	-	-	1,911.00	2,300.00	4,211.00	19.80
	C. pt. Lot 1	20.23	40-104	C. Sawyer	-	11,084.00	5,971.00	2,402.00	2,884.00	22,341.00	20.23
	S. pt. Lot 1	22.10	40-105	R. & P. Hall	-	11,084.00	5,444.00	4,140.00	4,075.00	24,743.00	18.79
Total Agricultural Lands					-	22,168.00	11,415.00	8,453.00	9,259.00	51,295.00	58.82
Non-Agricultural Lands											
13	pt. Lot 1	0.44	40-105-05	K. Gallaway	780.00	-	606.00	418.00	158.00	1,962.00	0.88
Total Non-Agricultural Lands					780.00	-	606.00	418.00	158.00	1,962.00	0.88
Municipal Lands											
	Forest Road	2.55		County of Lambton	-	7,537.00	2,609.00	8,871.00	1,722.00	20,739.00	10.20
Total Municipal Lands					-	7,537.00	2,609.00	8,871.00	1,722.00	20,739.00	10.20
Total Agricultural Lands									51,295.00		
Total Non-Agricultural Lands									1,962.00		
Total Municipal Lands									20,739.00		
		65.12		Total Assessment					73,996.00		69.90

SCHEDULE OF MAINTENANCE NO. 1

To maintain the open channel for Br. No.1 (Station 0+000 to 0+240).

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
13	N. pt. Lot 1	19.80	40-103	Griffith Seeds Inc.	450.00	291.00	741.00	19.80
Municipal Lands								
	Forest Road	0.67		County of Lambton	220.00	39.00	259.00	2.68
	Total Area	20.47			670.00	330.00	1,000.00	22.48
				Total Benefit	670.00			
				Total Outlet	330.00			
				Total Maintenance Assessment	1,000.00			

SCHEDULE OF MAINTENANCE NO. 2

To maintain the open channel for Br. No.2 (Station 0+240 to 0+610).

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
13	C. pt. Lot 1	20.23	40-104	C. Sawyer	414.00	283.00	697.00	20.23
Non-Agricultural Lands								
13	pt. Lot 1	0.22	40-105-05	K. Gallaway	37.00	6.00	43.00	0.44
Municipal Lands								
	Forest Road	0.74		County of Lambton	220.00	41.00	261.00	2.96
	Total Area	21.19			671.00	330.00	1,001.00	23.63
				Total Benefit	671.00			
				Total Outlet	330.00			
				Total Maintenance Assessment	1,001.00			

SCHEDULE OF MAINTENANCE NO. 3

To maintain the open channel for Br. No.3 (Station 0+610 to 1+242).

Conc.	Lot or Part	Affected Hecatares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
13	S. pt. Lot 1	22.10	40-105	R. & P. Hall	1,072.00	652.00	1,724.00	18.79
Non-Agricultural Lands								
13	pt. Lot 1	0.22	40-105-05	K. Gallaway	53.00	15.00	68.00	0.44
Municipal Lands								
	Forest Road	1.14		County of Lambton	550.00	158.00	708.00	4.56
	Total Area	23.46			1,675.00	825.00	2,500.00	23.79
				Total Benefit	1,675.00			
				Total Outlet		825.00		
				Total Maintenance Assessment	2,500.00			

Wilcox Drain
Municipality of Brook-Alvinston
February 16, 2024

SPECIFICATION OF WORK

1. Scope of Work

The work includes incorporating one (1) access culvert that was replaced under emergency designation, the replacement of one (1) access culvert, and open channel improvements in Lot 1 Concession 13 in the Municipality of Brooke Alvinston.

2. General

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

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

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

3. Plans and Specifications

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

4. Health and Safety

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

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

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

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

5. Workplace Safety and Insurance Board

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

6. Weather Conditions

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

7. Removal of Access Culverts

Access culverts set for replacement shall be removed in their entirety from the open channel. The steel culverts and the concrete rubble shall be disposed offsite at the expense of the Contractor. Any native granular backfill can be stockpiled and reused in the installation of the new culverts. All other material shall be disposed offsite at the expense of the Contractor in accordance with all provincial laws and legislation.

8. Access Culverts

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

ACCESS CULVERT TO BE INCORPORATED:

Culvert No. 1 (Station 0+480) – C. pt. Lot 1, Concession 13 (roll no. 40-104) consists of 10.0 metres of 750 mm diameter HDPE pipe with concrete block endwalls. The pipe was replaced under emergency designation in 2023.

ACCESS CULVERT TO BE REPLACED:

Culvert No. 2 (Station 1+018) – S.pt Lot 1, Concession 13 (roll no. 40-105) consists of 12.0 metres of 900 mm diameter corrugated steel pipe with no endwalls. The pipe shall be replaced with 10.0 metres of 900 mm diameter HDPE pipe with concrete block endwalls.

HDPE pipe shall be smooth wall pipe (320 kPa) CSA approved with manufactured couplings.

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 HDPE 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 existing culvert, endwall materials, and excess material shall be removed and disposed of off site by the contractor. Any native granular material shall be stockpiled for reuse.

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 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 150mm of finished grade with granular "B" to within 150mm of finished grade. The top 150mm for access culverts shall be backfilled with compacted granular "A" material to finished grade.

All backfill shall be free from deleterious material. Any excess granular material shall be placed at the surface on the travel portion of the access culvert. 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.

The culverts shall be installed as per manufacture recommendations with a minimum cover of 600mm measured from the top of the culvert to finished grade. It shall be the responsibility of the contractor to ensure the culvert has no traffic on it until the minimum cover is met.

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. Rip rap shall be placed on the drain banks along the edge of the concrete blocks from the bottom to the top for a width to not exceed 0.60 meters.

If rip rap ends are to be used, the pipes shall be lengthened to accommodate the travel width plus minimum 1.5:1 sideslopes. The rip rap shall consist of 150 mm x 300 mm

quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below finished grade. Filter fabric (Terrafix 250R or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

ACCESS CULVERT TO BE ABANDONED (FUTURE):

Existing culvert Station 0+610 – pt. Lot 1, Concession 13 (roll no. 40-105-05) consists of 11.0 metres of 900 mm diameter corrugated steel pipe with concrete block endwalls.

In the future, when this culvert fails or is deemed impassable it shall be removed from the drain. No future culvert is required at this location. Instead of a culvert, a berm shall be constructed complete with a 300mm gravel driveway to match the existing driveway. The area shall be backfilled with native material from the culvert. If additional material is required it shall be granular B or approved native material. The sideslopes from the top of the drive to the drain bottom shall be sloped to 1.5:1, 100mm of topsoil placed on the slope, seeded and covered with S150 double straw erosion control matting.

9. Open Channel Excavation

The open channel shall be excavated to the grade line and elevations shown on the attached profile. A laser or similar approved device with a labourer onsite to ensure correctness of grade and to confirm location of tile ends.

The excavated material shall be cast at least 1.5 metres clear of the top of the bank within the working area on private lands as described in the working corridor. The excavated material shall be spread back and levelled to a maximum depth of 150 mm along agricultural lands and trucked away from any grassed or residential area. Excavated material shall not be placed in low runs or swales outletting surface water to the channel. Stones and large branches shall be removed and disposed offsite and shall not be buried when the excavated material is spread.

For future maintenance and repair, the open channel upstream shall be maintained in the to the depths and grades as per the profile and drawings enclosed with this Report using the specifications described above. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing sideslopes.

10. Brushing

All brush, trees, woody vegetation, cattails, phragmites, 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 landowners shall be removed by the landowners with all resulting brush and branches cleaned up prior to the start of construction. If the Contractor agrees to remove any trees and set them aside for an landowner, the landowner will be responsible for any cleanup as above.

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

11. 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.

Silt fences are generally to be installed downstream of the working area or as directed by the Drainage Superintendent.

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.
- 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

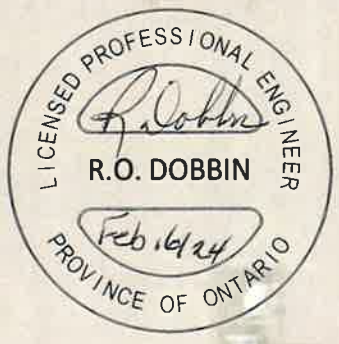
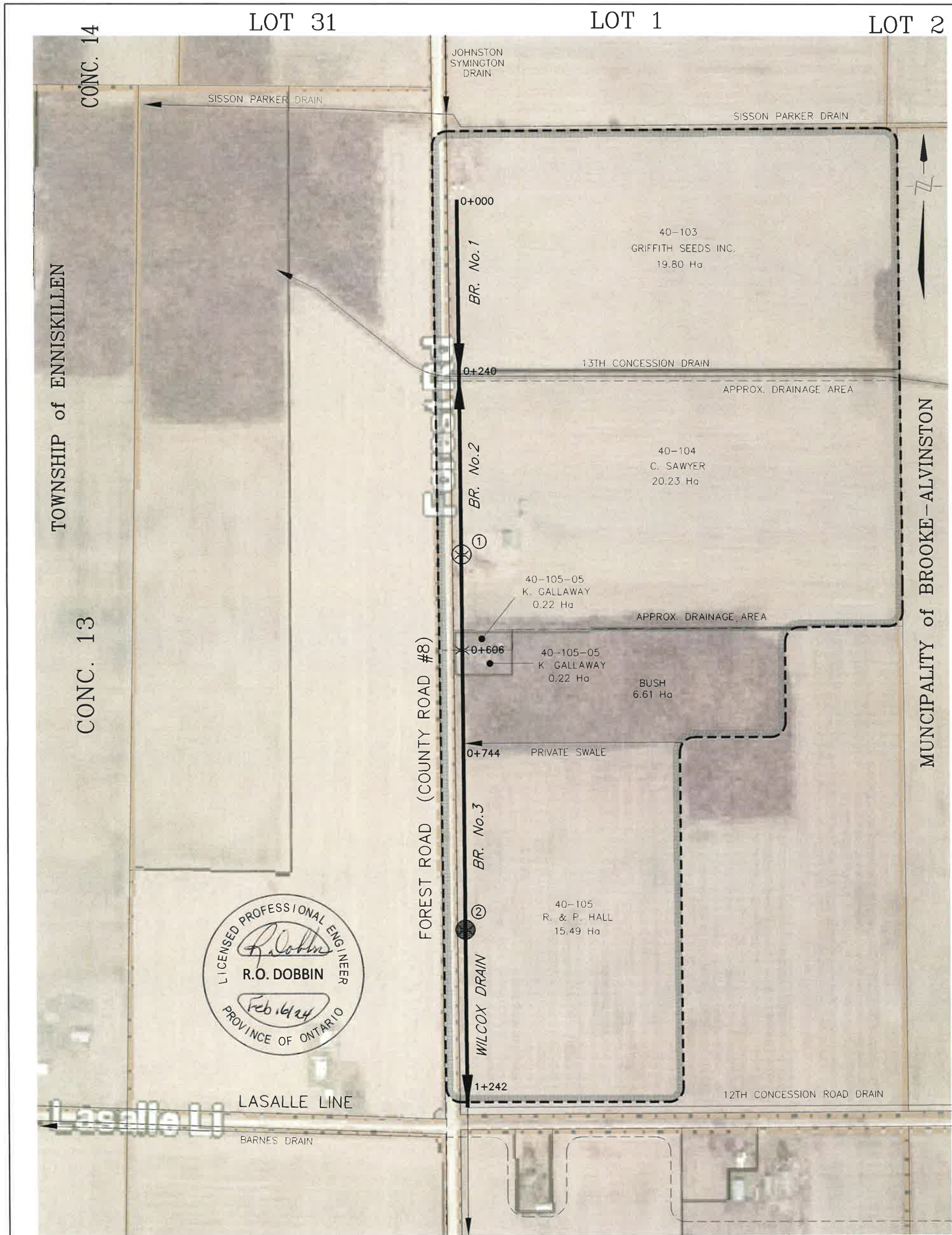
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform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

14. Miscellaneous

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

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

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



LEGEND

- WILCOX DRAIN
- MUNICIPAL DRAIN
- DRAINAGE AREA
- PROPOSED CULVERT
- CULVERT INCORPORATED
- EXISTING CULVERT



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

DRAWING NAME:
 Wilcox Drain Plan

PROJECT No.
 2023-1501

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	FEB. 16, 2024	CS
D. MOORES				
DRAWN	SCALE: 1:5000			
C. SAUNDERS	0 50 100 150m			

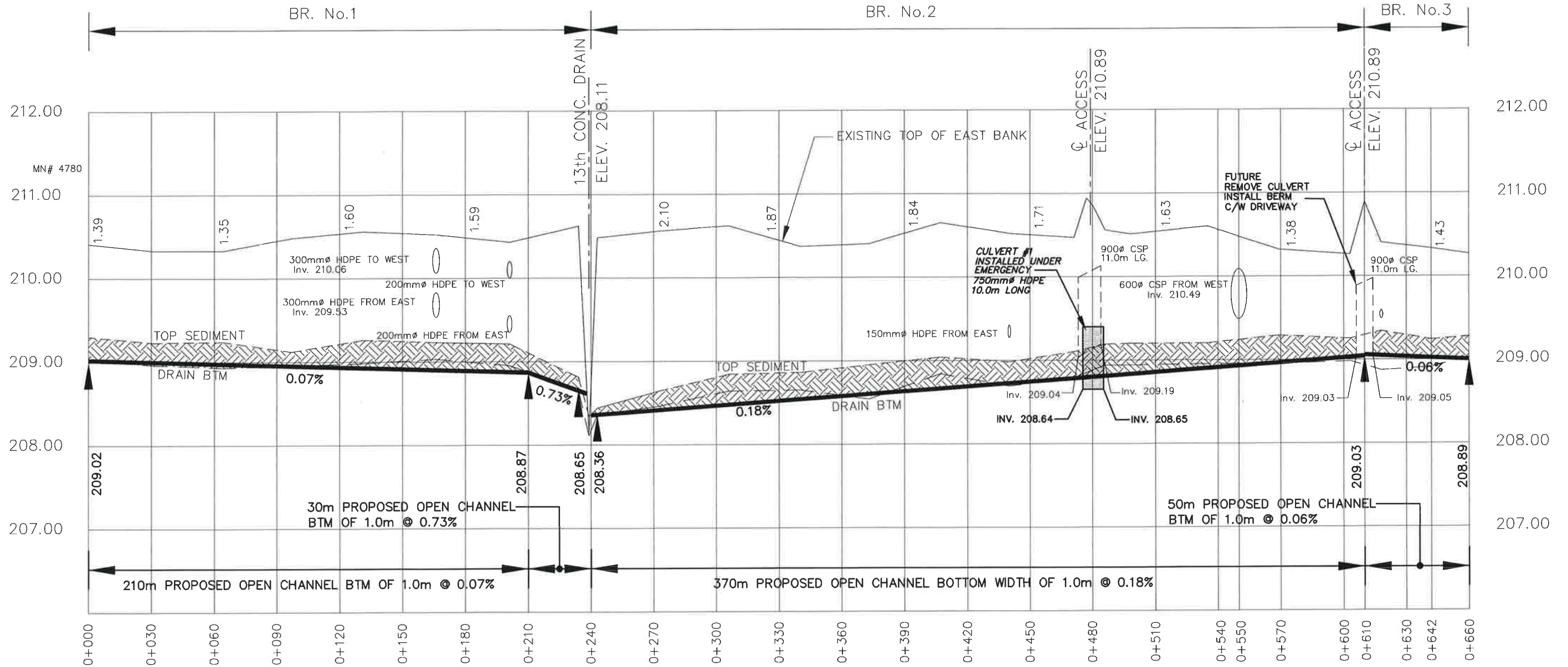
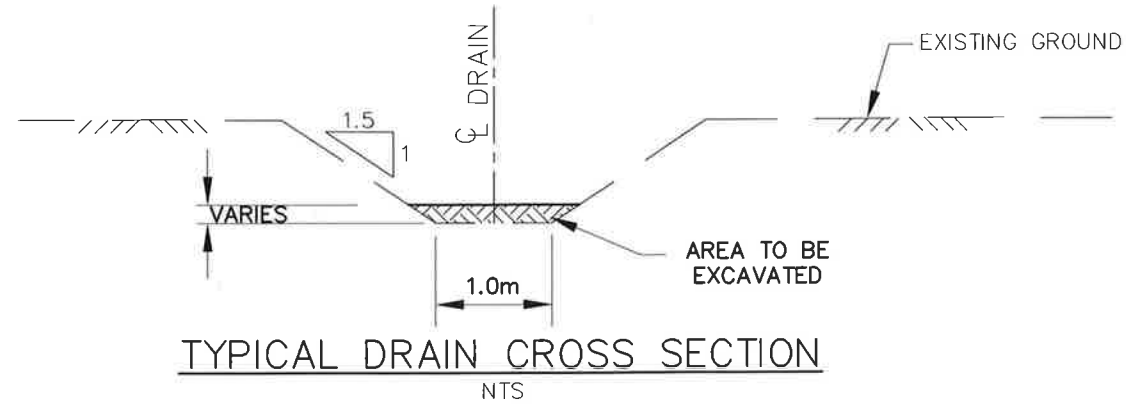
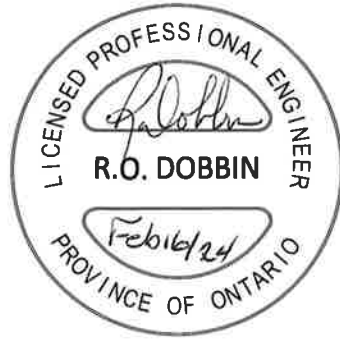
MUNICIPALITY of BROOKE - ALVINSTON
WILCOX DRAIN
PLAN

1
OF 4

Last Updated: February 14, 2024

GENERAL NOTES

- BENCHMARK No.1 ELEV. 211.68
TOP OF NORTHWEST CORNER OF
CONCRETE BOX CULVERT CROSSING
LASALLE LINE
- BENCHMARK No.2 ELEV. 210.62
TOP NAIL SET IN HP NEAR
CULVERT No.1
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



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

DRAWING NAME:
Wilcox Drain Profile 1

PROJECT No.
2023-1501

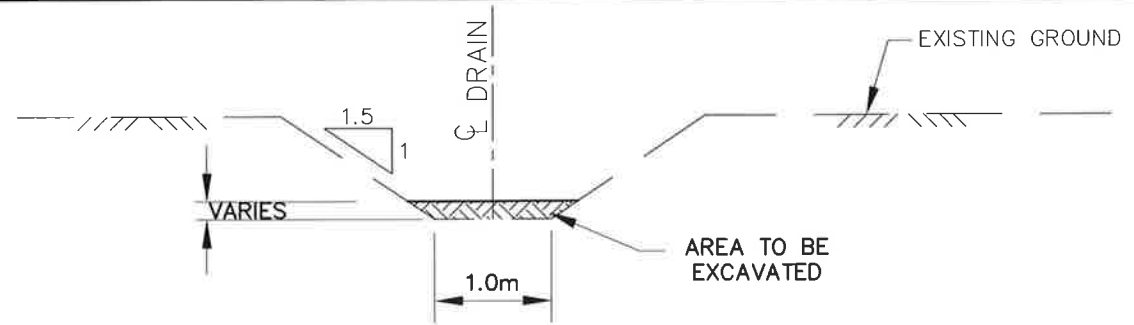
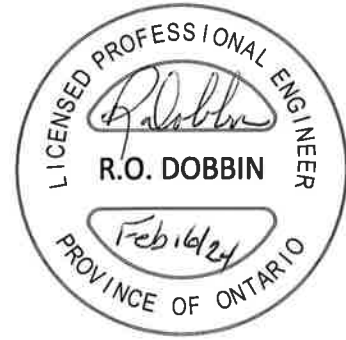
APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED D. MOORES	1	FINAL REPORT	FEB. 16, 2024	DM
DRAWN C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m				

MUNICIPALITY of BROOKE-ALVINSTON
WILCOX DRAIN
PROFILE

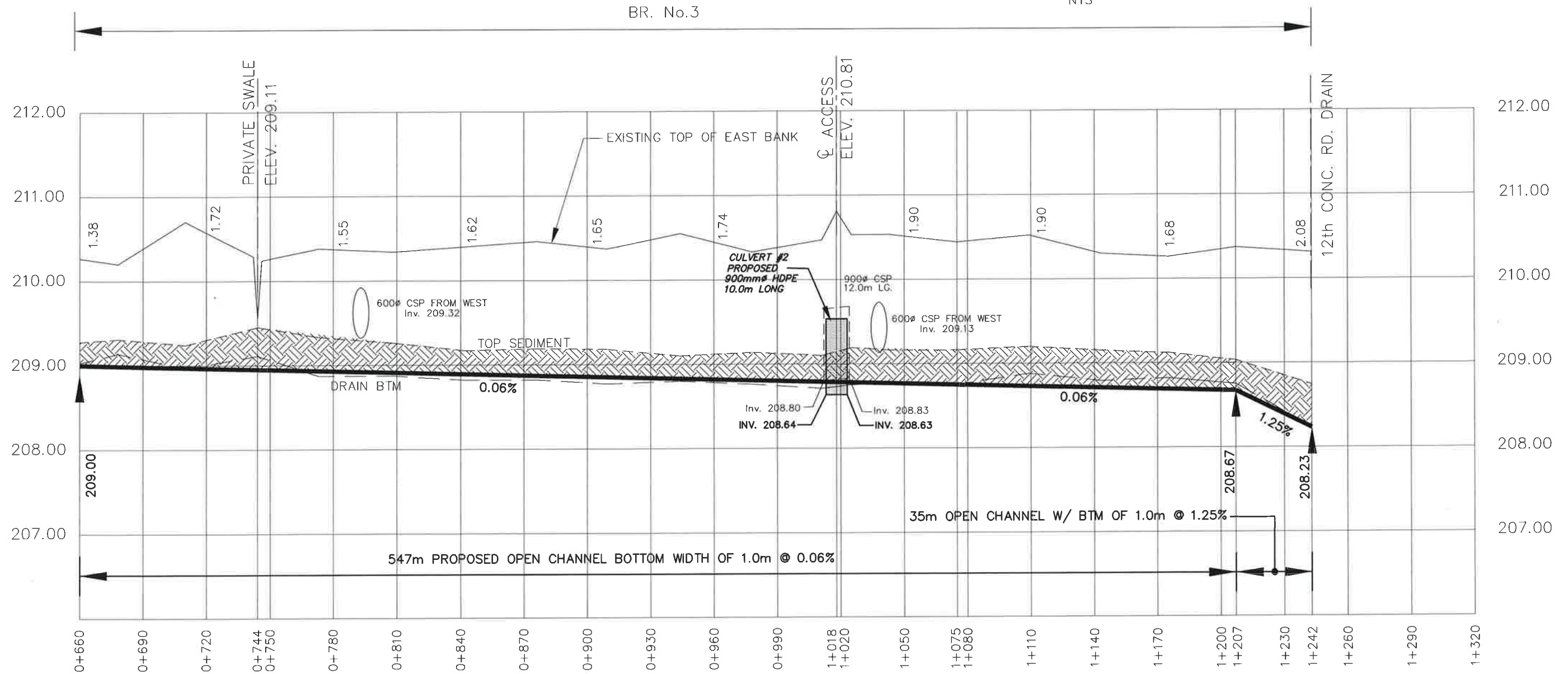
2
OF 4

GENERAL NOTES

- BENCHMARK No.1 ELEV. 211.68
TOP OF NORTHWEST CORNER OF
CONCRETE BOX CULVERT CROSSING
LASALLE LINE
- UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION
NTS



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

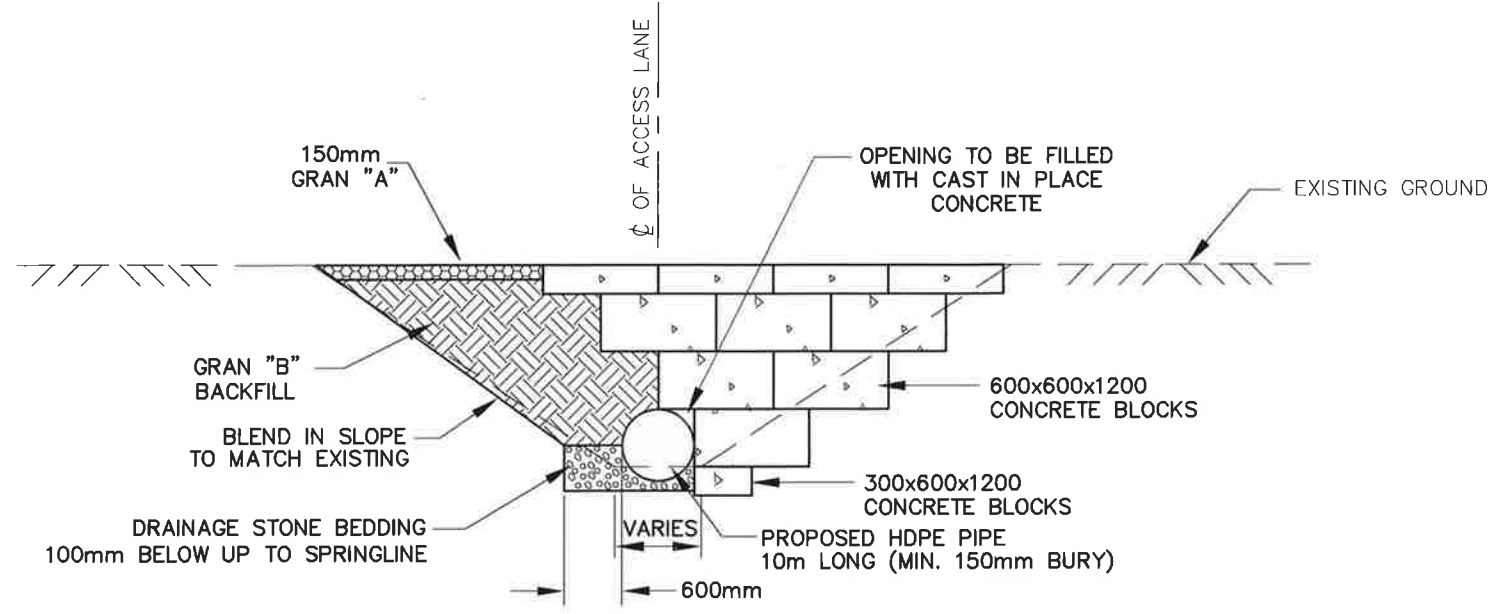
DRAWING NAME:
Wilcox Drain Profile 2

PROJECT No.
2023-1501

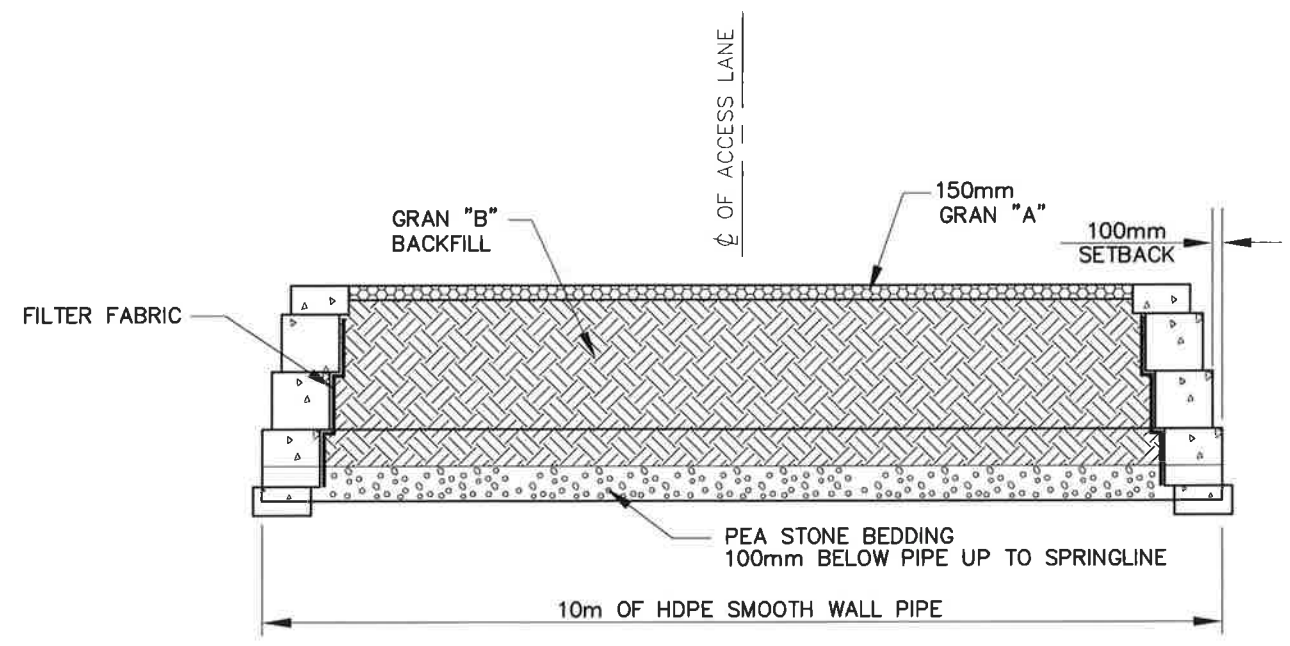
APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED D. MOORES	1	FINAL REPORT	FEB. 16, 2024	DM
DRAWN C. SAUNDERS	SCALE: 1:2,000 0 20 40 60m			

MUNICIPALITY of BROOKE-ALVINSTON
WILCOX DRAIN
PROFILE

3
OF 4



PROPOSED PIPE END SECTION



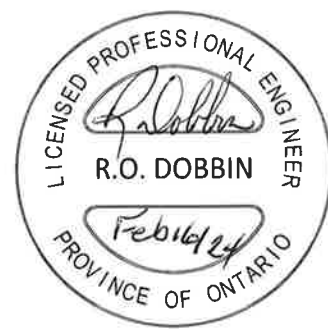
PROPOSED CROSS-SECTION

BM #1 ELEV. 211.68m
 TOP NORTHWEST CORNER OF EXISTING
 CONCRETE BOX CULVERT UNDER
 LASALLE LINE.
 STATION 1+242

BM #2 ELEV. 210.62m
 PK NAIL SET IN HP NEAR CULVERT No.1
 STATION 0+475

GENERAL NOTES:

1. ALL CULVERTS SHALL BE HDPE PIPE CSA APPROVED 320KPA.
2. REFER TO SPECIFICATIONS FOR CULVERT SIZES AND LENGTHS.
3. BACKFILL MATERIAL TO BE GRANULAR MATERIAL UNLESS OTHERWISE SPECIFIED.
4. CONCRETE BLOCK ENDWALLS TO MATCH EXISTING GROUND.
5. CONCRETE BLOCKS ARE TO BE SET TO BOTTOM OF PIPE OR EMBEDDED TO ALLOW BLOCKS TO SIT LEVEL WITH THE TOP OF PIPE.



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

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	FEB. 16, 2024	DM
C. SAUNDERS				
DRAWN				
D. MOORES				

SCALE 1: 75

MUNICIPALITY of BROOKE-ALVINSTON
WILCOX DRAIN
TYPICAL CULVERT DETAIL

4
OF 4

ENCLOSURE

Wilcox Drain
Municipality of Brooke-Alvinston
February 16, 2024

ESTIMATED NET ASSESSMENT

To incorporate one access culvert replaced under Emergency Designation in the N. pt. Lot 1, Concession 13, Replace one access culvert in Lot 1, Concession 13, and carry out improvements to the open channel.

Conc.	Lot or Part	Roll No.	Owner	Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Agricultural Lands							
13	N. pt. Lot 1	40-103	Griffith Seeds Inc.	4,211.00	1,404.00	1,080.00	1,727.00
	C. pt. Lot 1	40-104	C. Sawyer	22,341.00	7,447.00	1,530.00	13,364.00
	S. pt. Lot 1	40-105	R. & P. Hall	24,743.00	8,248.00	2,730.00	13,765.00
Non-Agricultural Lands							
13	pt. Lot 1	40-105-05	K. Galloway	1,962.00	-	-	1,962.00
Municipal Lands							
	Forest Road		County of Lambton	20,739.00	-	-	20,739.00
Total Assessment				\$73,996.00	\$17,099.00	\$5,340.00	\$51,557.00

The Sarnia-Lambton Economic Partnership

Presented by:

Matthew Slotwinski

Interim CEO

&

Chantelle Core

Economic Development Officer

WHAT WE DO

Vision Chemistry That Knows No Bounds

Attract New Business, Workforce, and Investment

Expand Assist Business in Expansion
Opportunities

Retain Entrepreneurship and Business
Support

ECONOMIC DEVELOPMENT STRATEGY 2023



6 CORE ELEMENTS STRATEGIC SNAPSHOT



WE'VE GOT CHEMISTRY

Services We Provide

Economic Development Services:

- Investment attraction/readiness
- Site selection and permitting assistance
- Foreign direct investment activity
- Support navigating municipal, provincial, and federal government agencies
- Provide demographic information, mapping, and statistics



Services We Provide

Economic Development Services:

- Support existing business growth and retention
- Connect to local workforce and attract talent
- Downtown Revitalization
- Marketing and promotion of our region



KEY SECTORS

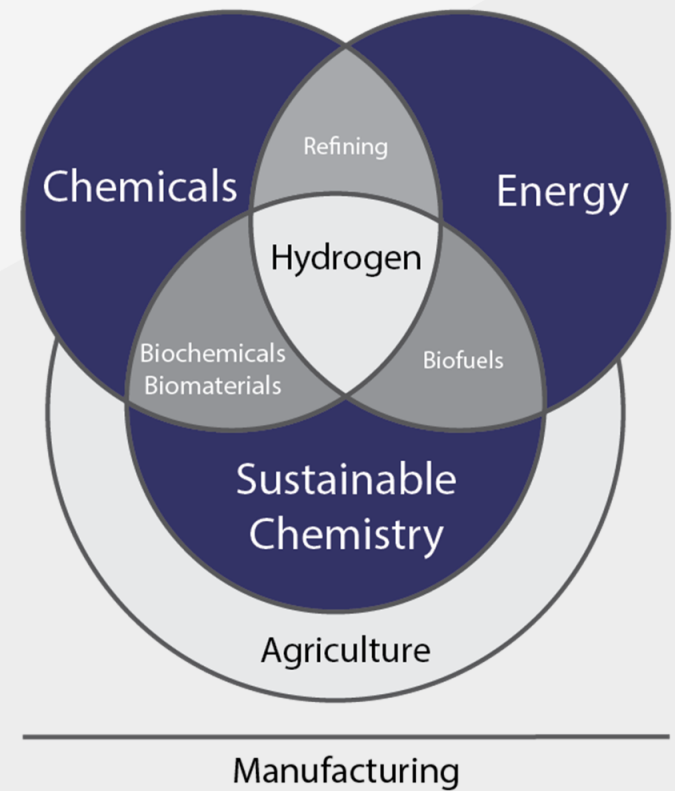
Chemistry, Energy & Hydrogen

Sustainable Chemistry / Hybrid Chemistry

Value-Added Agriculture & Food

EV Battery Supply Chain

Advanced Manufacturing



LOCAL PARTNERSHIPS AND PARTICIPATION

Sarnia-Lambton Energy & Chemistry Committee	Ontario's Hydrogen Hub Working Group	Petrochem Canada Conference & Webinar Series	Hybrid Chemistry Cluster Working Group	Sarnia-Lambton Industrial Alliance	Oversized Load Corridor Committee
Fermentation Working Group	Sarnia-Lambton Workforce Development Board	RAIL Committee	Sarnia-Lambton Energy Symposium	Chambers of Commerce	Sarnia-Lambton Immigration Taskforce
Western Sarnia-Lambton Research Park Advisory Committee	Carbon Capture & Sequestration Working Group	Tourism Sarnia-Lambton	Local Immigration Partnership	Intelligent Community Forum	Municipalities

For almost everything else we do, SLEP is a community partner and we rarely work alone

SMALL BUSINESS ENTERPRISE CENTRE

Summer
Company

STARTER
COMPANY PLUS



**Alison
Minato**



**Kaila
Bourne**

5.4.

SMALL BUSINESS ENTERPRISE CENTRE

**Business Support
&
Counselling**
STARTER COMPANY PLUS

One-on-One Counselling for new and existing businesses.

Workshops, business help, and consultations. Connecting with grants, training, and community services.

Grant and Mentoring program to help local businesses start or grow their business.

**DIGITAL
MAIN ST.**

Program to help local businesses navigate the online business world and leverage digital technologies.

Grants and One-On-One help are provided by our Digital Service Squad.

**Summer
Company**

Program to help students aged 15-29 start their own business.

WORKFORCE ATTRACTION

**JOB
 FAIRS**


LIVE MORE *for less*
 in Sarnia-Lambton


 Sarnia-Lambton
NEWCOMER
 connection

Sarnia-Lambton

Apprentice Job Match

Training Today for our Future Leaders

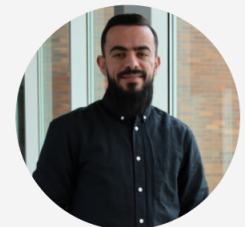

EXPLORE TALENT
 SARNIA-LAMBTON



**Cari
 Meloche**



**Dorian
 Noble**



**Yaz
 Al-Kayyali** 5.4.

WORKFORCE ATTRACTION



New Resident Attraction Campaign working to grow the workforce targeting individuals looking to relocate to Sarnia-Lambton.

Sarnia-Lambton

Apprentice Job Match

Training Today for our Future Leaders

Apprenticeship Job Match Tool matches apprentices with local employers. Targeting apprentices from all over Ontario to relocate.



The Newcomer Connection Program aims to support the readiness of welcoming newcomers, create employment connections, and increase local employer's capacity to hire and recruit.

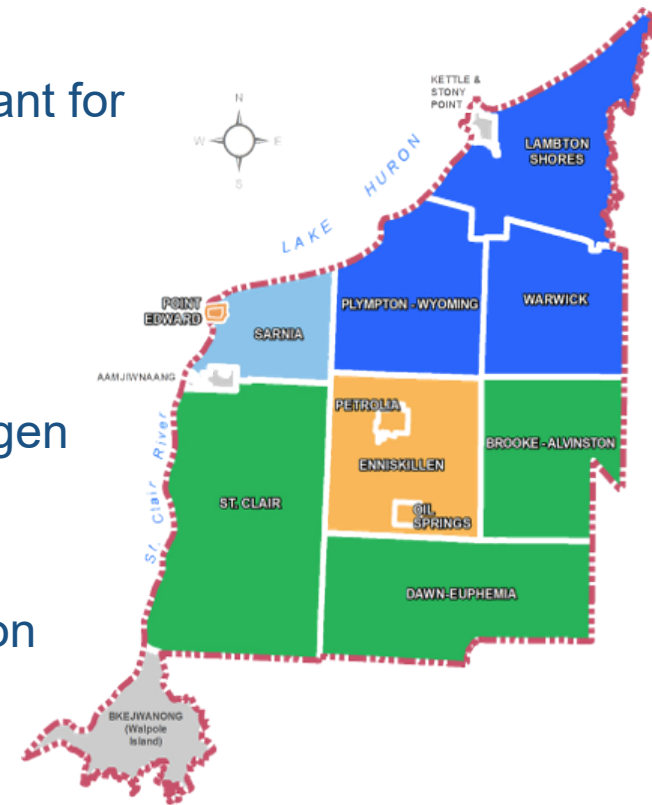


A video-resume platform to assist employers recruiting global talent.

Working with Municipalities

Recent Work With Municipalities:

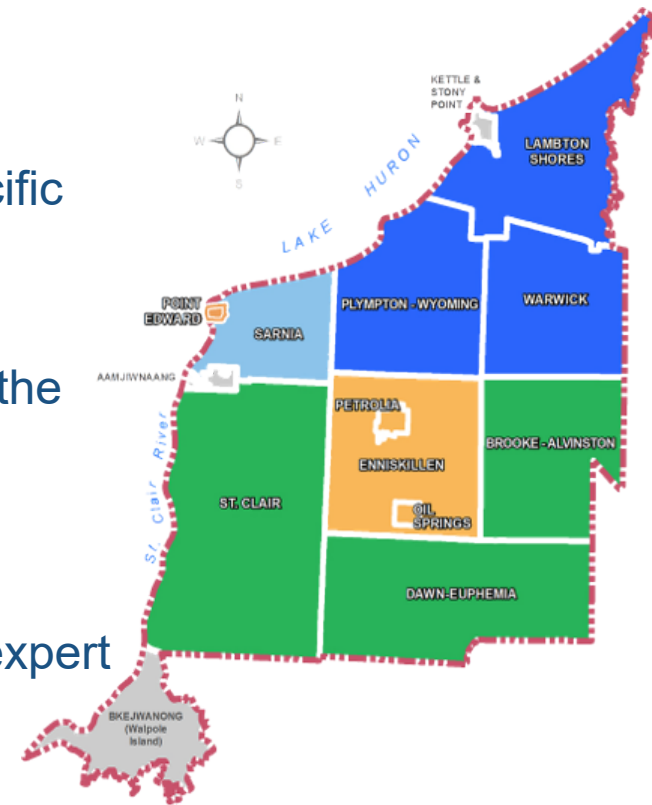
- Downtown Revitalization funded through RED grant for Lambton Shores and Petrolia
- Wastewater expansion in St. Clair Township
- Ontario's Hydrogen Hub Working Group – Hydrogen Hub Strategy
- BCFoods - Supported new storage and distribution facility in Watford



Working with Municipalities

Uniqueness of Municipalities:

- Each municipality is unique and has varying specific needs
- We are here to lead, assist, and collaborate with the municipality of Brooke-Alvinston
- We will continue our support by maintaining communication, exchanging referrals, providing expert guidance, etc.



Working History with Brooke-Alvinston

What Have We Done In the Past?

- Assisted with grant applications
- Provided Digital Main Street support for businesses
- Successfully introduced local businesses/residents to Hands to Table, Summer Company, and Starter Company Plus
- Offered consultation services to several local businesses
- Conducted Business Retention and Expansion visits



Current Relationship with Brooke-Alvinston

What Does the Present Look Like?

- Supporting grant applications
- Planning BR&E Outreach

We are at your service!

- How would you like to work together?
- What are your key priorities and timing?



Thank you for your time

Any Questions?

www.sarnialambton.on.ca



Planning & Development Services Department
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3817

NOTICE OF DECISION

With respect to an Official Plan Amendment
Subsection 17(34) of the *Planning Act*

OFFICIAL PLAN AMENDMENT NO. 6 TO THE MUNICIPALITY OF BROOKE-ALVINSTON OFFICIAL PLAN

DATE OF DECISION: March 14, 2024
DATE OF NOTICE: March 14, 2024
LAST DATE OF APPEAL: April 3, 2024

This Official Plan Amendment was adopted by the Council of the Municipality of Brooke-Alvinston on the 23rd day of November, 2023 via By-Law 53 of 2023.

PURPOSE AND EFFECT OF THE AMENDMENT:

The purpose and effect of Official Plan Amendment No. 6 is to complete the five-year Review of the Official Plan for the Municipality of Brooke-Alvinston. Requirements for conformity to the Provincial Policy Statement, the County of Lambton Official Plan, and Provincial legislative changes were included.

WHEN AND HOW TO FILE AN APPEAL

Any appeal to the Ontario Land Tribunal must be filed with the County of Lambton, c/o the Manager of Planning & Development Services, 20 days from the date of this notice, as shown above as the last date of appeal. The appeal must:

- 1) set out the specific part of the Official Plan Amendment to which the appeal applies;
- 2) set out the reasons for the appeal;
- 3) be accompanied by the fee prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 payable by certified cheque to the Minister of Finance, Province of Ontario.

WHO CAN FILE AN APPEAL

Only individuals, corporations or public bodies may appeal a decision of the County of Lambton to the Ontario Land Tribunal. A notice of appeal may not be made by an unincorporated association or group. However, a notice of appeal may be made in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the amendment was adopted, the person or public body made oral submissions

at a public meeting or written submissions to the council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

WHEN THE DECISION IS FINAL

The decision of the County of Lambton is final if a Notice of Appeal is not received on or before the last day for filing a notice of appeal.

GETTING ADDITIONAL INFORMATION

Information in respect of the Official Plan Amendment and the decision will be made available to the public for inspection at the offices of the Planning and Development Services Department, County of Lambton, 789 Broadway Street, Wyoming, ON N0N 1T0, Tel: (519) 845-0801 between the hours of 8:30 a.m. and 4:30 p.m.

ADDRESS FOR FILING A NOTICE OF APPEAL

County of Lambton
Planning and Development Services Department
P.O. Box 3000
Wyoming, ON N0N 1T0
Tel: (519) 845-0809 ext. 5342

DECISION

With respect to an Official Plan Amendment Subsection 17(34) of the Planning Act

I considered all of the comments that were provided regarding the Official Plan Amendment, the effect of which led me to make an informed decision to approve the Amendment with the noted amendment below.

I hereby approve Amendment No. 6 to the Municipality of Brooke-Alvinston Official Plan adopted via By-Law 53 of 2023, subject to the following amendment:

1. Part E, Section 10, Policy 10.6.3, is hereby modified to remove the words, "All changes will be adopted by Council."

Dated at the Town of Plympton-Wyoming, in the County of Lambton, this 14th day of March, 2024.



Jason Cole, P.Eng.
General Manager, Infrastructure & Development Services Division
County of Lambton
(Authority Granted by By-law 20 of 2020)

List of those to be notified of the decision:

Janet Denkers, Clerk-Administrator
Municipality of Brooke-Alvinston
3236 River Street
Alvinston, ON N0N 1A0
(sent via e-mail:
jdenkers@brookealvinston.com)

Gabriel Kim
Municipal Services Office - West
Ministry of Municipal Affairs
2nd Floor, 659 Exeter Road
London, ON N6E 1L3
(sent via e-mail: Gabriel.Kim@ontario.ca)



Planning & Development Services Department
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3817

NOTICE OF DECISION

With respect to an Official Plan Amendment
Subsection 17(34) of the *Planning Act*

OFFICIAL PLAN AMENDMENT NO. 7 TO THE MUNICIPALITY OF BROOKE-ALVINSTON OFFICIAL PLAN

DATE OF DECISION: March 14, 2024
DATE OF NOTICE: March 14, 2024
LAST DATE OF APPEAL: April 3, 2024

This Official Plan Amendment was adopted by the Council of the Municipality of Brooke-Alvinston on the 8th day of February 8, 2024 via By-Law 10 of 2024.

PURPOSE AND EFFECT OF THE AMENDMENT:

The purpose of this site-specific amendment is to change the land use designation from "Industrial" to "Mixed Commercial/Industrial" on lands described as a Brooke CON 6 PT Lot 18.

An accompanying site-specific Zoning By-Law Amendment (Municipality of Brooke-Alvinston By-Law No. 9 of 2024) was passed by the Council of the Municipality of Brooke-Alvinston on February 8, 2024.

WHEN AND HOW TO FILE AN APPEAL

Any appeal to the Ontario Land Tribunal must be filed with the County of Lambton, c/o the Manager of Planning & Development Services, 20 days from the date of this notice, as shown above as the last date of appeal. The appeal must:

- 1) set out the specific part of the Official Plan Amendment to which the appeal applies;
- 2) set out the reasons for the appeal;
- 3) be accompanied by the fee prescribed under the Ontario Land Tribunal Act in the amount of \$1,100.00 payable by certified cheque to the Minister of Finance, Province of Ontario.

WHO CAN FILE AN APPEAL

Only individuals, corporations or public bodies may appeal a decision of the County of Lambton to the Ontario Land Tribunal. A notice of appeal may not be made by an unincorporated association or group. However, a notice of appeal may be made in the name of an individual who is a member of the association or the group on its behalf.

No person or public body shall be added as a party to the hearing of the appeal unless, before the amendment was adopted, the person or public body made oral submissions

at a public meeting or written submissions to the council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

WHEN THE DECISION IS FINAL

The decision of the County of Lambton is final if a Notice of Appeal is not received on or before the last day for filing a notice of appeal.

GETTING ADDITIONAL INFORMATION

Information in respect of the Official Plan Amendment and the decision will be made available to the public for inspection at the offices of the Planning and Development Services Department, County of Lambton, 789 Broadway Street, Wyoming, ON N0N 1T0, Tel: (519) 845-0801 between the hours of 8:30 a.m. and 4:30 p.m.

ADDRESS FOR FILING A NOTICE OF APPEAL

County of Lambton
Planning and Development Services Department
P.O. Box 3000
Wyoming, ON N0N 1T0
Tel: (519) 845-0809 ext. 5342

DECISION

**With respect to an Official Plan Amendment
Subsection 17(34) of the Planning Act**

I considered all of the comments that were provided regarding the Official Plan Amendment, the effect of which led me to make an informed decision to approve the Amendment as adopted.

I hereby approve Amendment No. 7 to the Municipality of Brooke-Alvinston Official Plan adopted via By-Law 10 of 2024.

Dated at the Town of Plympton-Wyoming, in the County of Lambton, this 14th day of March, 2024.



Jason Cole, P.Eng.
General Manager, Infrastructure and Development Services Division
County of Lambton
(Authority Granted by By-law 20 of 2020)

**List of those to be notified of the
decision:**

Janet Denkers, Clerk-Administrator
Municipality of Brooke-Alvinston
3236 River Street
Alvinston, ON N0N 1A0
(sent via e-mail:
jdenkers@brookealvinston.com)

Chad Hayter, Applicant
3323 Rivers St. Box 211
Alvinston, ON N0N 1A0
(sent via e-mail: chad@hayters.net)

Gabriel Kim
Municipal Services Office - West
Ministry of Municipal Affairs
2nd Floor, 659 Exeter Road
London, ON N6E 1L3
(sent via e-mail: Gabriel.Kim@ontario.ca)



Our Annual Meeting is being held at the Brooke-Alvinston-Inwood Community Centre Complex

March 28, 2024

3310 Walnut St, Alvinston, ON N0N 1A0

6:30 pm – Pot luck dinner before meeting

NOTE: Earlier time start!



Pot Luck Dinner and Annual Meeting

- Please, bring your favorite pot luck dish or salad, or dessert and your plates and utensils. Coffee, tea and water will be provided.
- Dues are \$25. And can be paid before or after meeting.
- This is our Annual Meeting *and we are looking for a volunteer to run for Secretary in the executive position.*
- We also require people to run for Standing committees. These include: Membership, Constitution, Bursary, Public Relations and Book Sales & Inventory committees. For each committee we would like to have a minimum 2 up to 4 people max. *Please consider running for one of these roles.*
- Committee Year End Reports are to be submitted on 8 ½ * 11 paper. Please submit year end reports to the secretary after giving your report at the Annual Meeting.
- *Social and Dues: 6:15– 6:30 pm, Dinner: 6:30 pm, Annual Meeting: When Dinner completed. Approximately 7:30*



Minutes from 2023 Annual Meeting (for review)

March 23rd, 2023

Oil Springs United Church
Oil Springs, ON N0N 1P0
Annual Meeting @ 7:00

- Opening by President; Ron Urry
- Thank You to Host; Oil Springs United Church
- Review minutes of the previous Annual Minutes.
 - With Corrections; motion to accept by Margaret Perry and seconded by Elsie Urry
- Treasurer Annual and Regular Meeting Report:

Publishing Record	\$4584.30	Total Balance	\$8829.70
Bursary Record	\$1999.20		

 Motion to accept made by Carol Thompson and seconded by Ron McLean
- Secretary Report: Motion to accept by Deb Narr and seconded by Gord Perry
- Committees:
 - Membership: Marjorie-Jean Cumming
 - Bursary: Gord Perry, Marjorie & Ray Lloyd
 - Constitution and Policy: Margaret Perry
 - Public Relations: Laura Greaves, Gord Perry
- **Election Of Officers:**
 - Vice-President: 2023 – 2025; Douglas Craig was only runner. Motion to accept was made by Margaret Perry and seconded by Ray Lloyd. Douglas Craig was voted new Vice-President.
 - Treasurer: 2023-2026; Nomination for Bill Moran, Motion was made by Margaret Perry and seconded by Dan Caron. Nomination for Ron McLean was made by Marjorie Cumming and seconded by Connie McFadden. Ron McLean was voted new Treasurer by secret ballot.
 - Motion made by Don Caron to destroy ballots and was seconded by Ron Mclean.
- Committee Annual Reports: Membership, Constitution and Policy, Public Relations Committee, Bursary Committee, Book Sales and Inventory.
- Election of Auditors for next year; is Margaret Perry and Marie Stevenson.
- Unfinished Business
 - Constitution – Has been digitalized. Review changes.
 - Digital constitution was accepted with no changes to digital copy.
- Motion to close Annual Meeting was made by Ron McLean and seconded by Dan Caron.

Lambton County Historical Meeting



Minutes from October 27th, 2023

Meeting was held at the Point Edward Optimist Hall

Ron opened the meeting by thanking Point Edward for arranging the meeting. He then introduced our guest speaker Steve Arnold, who discussed projects by students who investigated history of individual veterinarians from war, where they lived and the importance of our history.

The minutes were reviewed and accepted. Motion to accept was made by Gord Perry and 2nd by Margaret Perry. Motion was passed.

The Financial Report was presented by Carol Thompson with a bank balance of \$8414.09. The Bursary has a balance of \$1999.20 and Publishing has a balance of \$2917.30. Ron Urry moved to accept the Financial Report which was seconded by Elsie Urry. Motion was passed.

Secretary Report was presented by Deb Narr. Update on bringing Corporation into compliance. Ontario Historical Society is now in Compliance, Service Ontario Business Number is now updated and in compliance. We are starting to work on Revenue Canada Taxes.

Unfinished Business:

- Canada West Books have been delivered to each school library.
- Don McCabe and Jen Dewitt are working on our digital imprint, and checking on options.
- Gord Perry gave an update on the book sales.

New Business

- Motion to move \$50.00 to bursary fund in memory of Jack McKenna (\$25,00) and Jeanne True (\$25.00.) Motion made by Dan Caron and seconded by Marie Stevenson.
- Motion to give executive rights to grant Executive till March 2024, to pay any monetary expenses related to bringing Corporation into compliance, re: tax returns. Motion made by Don McCabe and seconded by Elsie Urry. Voted on and passed

Elsie Urry made a motion to adjourn the meeting which was seconded by Jim Burns.

Lambton County Historical Society
Annual Meeting Agenda

March 28th, 2024

Brooke-Alvinston-Inwood Community Centre Complex
3310 Walnut St, Alvinston, ON N0N 1A0
Meeting @ 7:30

- Opening by President
- Thank You to Host
- Host Comments
- Review minutes of the previous Annual Minutes.
 - Errors or Omissions
- Election Of Officers:
 - Secretary – 2024 - 2027
- Election Of Committees:
 - Membership: Marjorie-Jean Cumming
 - Bursary: Gord Perry, Marjorie Jean Cumming & Ray Lloyd
 - Constitution and Policy: Margaret Perry
 - Public Relations: Laura Greaves, Gord Perry
- Treasurer Report:

Publishing Record \$ _____	Total Balance \$ _____
Bursary Record \$ _____	Annual Balance \$ _____
- Secretary Report:
- Committee Annual Reports: Membership, Constitution and Policy, Public Relations Committee, Bursary Committee, Book Sales and Inventory
- New Business
 - Constitution – Amendment to LCHS - Bursary.
 - In accordance with Article 9 and 11.0 of the constitution
 - New: One Bursary Award of \$500.00 to be awarded annually to successful applicant.
 - Old: One bursary of \$300.00 to be awarded annually.
 - Motion to accept or to accept with changes.

Continue with Regular Meeting

- Review of last regular meeting minutes.
 - Errors or Omissions
- Unfinished business:
 - Update on LCHS Income tax returns.
- New Business
 - Discussion and update on 175th Anniversary of Lambton County "Doors Open Project."
- Upcoming County Happenings:

Brooke-Alvinston	Petrolia	Warwick
Dawn-Euphemia	Plympton-Wyoming	Lambton Shores
Enniskillen	Sarnia	
Oil Springs	St. Clair North	St. Clair South
- Attendance
- Next meeting: Enniskillen Municipal Building, 4465 Rokeby Line RR 1, Petrolia, ON N0N 1R0
- Closing by President

Dates for 2024 Meetings:

- April 25th; Enniskillen Municipal Building, 4465 Rokeby Line RR 1, Petrolia, ON N0N 1R0
- May 23rd; St. Clair North - Township of St. Clair Civic Centre, 1155 Emily Street Mooretown ON
- June 27th; Lambton Heritage Museum - 10035 Museum Rd, Grand Bend, ON N0M 1T0
- August 22nd; Lambton County Archives - 787 Broadway St, Wyoming, ON N0N 1T0
- September 26th; The Town of Plympton-Wyoming's Municipal Office, 546 Niagara Street, Wyoming, ON N0N 1T0
- October 2^{4th}; Petrolia Victoria Hall - Petrolia Municipal Office, 411 Greenfield St, Petrolia, ON N0N 1R0

Member	Date: March 11, 2024
Municipalities	To: Township of Brooke-Alvinston, Township of Dawn-Euphemia, Township of Enniskillen, Village of Oil Springs, Town of Petrolia, Town of Plympton-Wyoming, Village of Point Edward, City of Sarnia, St. Clair Township, Township of Warwick-Watford, Township of Adelaide-Metcalf, Municipality of Strathroy-Caradoc and Lambton County
Township of Adelaide-Metcalf	Re: Legislative and Regulatory Changes Affecting Conservation Authority Development Permitting (Effective April 1, 2024)
Municipality of Brooke-Alvinston	On February 16, 2024, a new Minister's regulation (Ontario Regulation 41/24: Prohibited Activities, Exemptions and Permits) under the <i>Conservation Authorities Act</i> was approved by the Province. This regulation will replace individual regulations held by each Conservation Authority. Moving forward, O. Reg. 41/24 will be used by all Conservation Authorities (CA). The regulation's effective date is April 1, 2024. The enactment of O. Reg. 41/24 will also coincide with the proclamation of associated sections within the <i>Conservation Authorities Act</i> .
Municipality of Chatham-Kent	
Township of Dawn-Euphemia	While O. Reg. 41/24 represents a single regulation for all CAs, much of the CA regulatory process remains the same. The administration of O. Reg. 41/24 is a Mandatory Program and Service of the Conservation Authorities as per Section 21.1.1 of the <i>Conservation Authorities Act</i> and as stipulated in <u>O. Reg. 686/21: Mandatory Programs and Services</u> . Under section 8 of O. Reg. 686/21, Conservation Authorities shall provide programs and services to ensure that the Authority carries out its duties, functions and responsibilities to administer and enforce the provisions of Parts VI and VII of the Act and any regulations made under those Parts.
Township of Enniskillen	
Municipality of Lambton Shores	CAs will continue to require applications for a permit to undertake otherwise prohibited development or alteration activities in regulated areas as defined under the <i>Conservation Authorities Act</i> and in O. Reg. 41/24.
Municipality of Middlesex Centre	For those applications submitted prior to the enactment of O. Reg. 41/24, the current permitting process will be followed. New permit applications submitted on or after April 1, 2024 will follow the processes outlined in the updated Section 28 of the <i>Conservation Authorities Act</i> and O. Reg. 41/24. Conservation Authorities will be working closely with member municipalities to coordinate communication and update policies and procedures to ensure a smooth transition to April 1, 2024.
Village of Newbury	Key Changes While much of the CA regulatory process remains the same, key changes of interest for our municipal partners include: <ul style="list-style-type: none"> • The definition of a "watercourse" has been amended from "<i>an identifiable depression in the ground in which a flow of water regularly or continuously occurs</i>" to "<i>a defined channel, having a bed and banks or sides, in which a flow of water regularly or continuously occurs</i>". • The regulated area around wetlands ("other areas") will be consistent at 30 m, including around provincially significant wetlands. It was previously 120m. • Exceptions for certain low-risk activities (see Attachment One for further details). <p>These changes will require CAs to review and update their associated policies and procedures, and regulatory mapping (as appropriate) to reflect the new regulatory requirements. Municipalities are advised that CA regulatory mapping which has been shared for screening purposes will require updates, and in the interim, CA staff may need to undertake site visits to confirm regulated features and areas.</p>

In addition, section 5 of O. Reg. 41/24 provides a list of activities or works where a CA permit is no longer required, where works are carried out in accordance with the regulation. Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work. CAs will work to provide implementation support materials to municipalities and the public.

Of note to member municipalities is that section 5e) states that a permit is not required for the maintenance or repair of municipal drains if the works are conducted in accordance with mitigation requirements set out in the Drainage Act and Section 28 Regulations Team (DART) protocol. However, member municipalities/drainage superintendents are reminded to continue to notify their local conservation authority of proposed drainage works. This will provide an opportunity for conservation authority staff to identify between works that follow the DART protocol and are exempt, and those works that will still require a conservation authority permit. It is also a reminder that OMAFRA still requires conservation authority input on drains.

Plan Review Services

There are no changes to CA planning services at this time. Conservation Authorities **continue to provide mandatory, or Category 1 programs or services related to reviewing and commenting on applications and other matters (e.g., planning document updates) under the *Planning Act*, and for proposals under Acts referred to in Section 6 (2) of Ontario Regulation 686/21: Mandatory Programs and Services.** Municipalities must continue to circulate planning applications and other matters, including technical reports to CAs so that we may review and comment on natural hazards and wetland matters per Ontario Regulation 686/21. Comments provided will reflect a watershed-based approach to the provision of mandatory programs and services.

We look forward to continuing our strong working relationship and providing you with exemplary services. We will continue to be in contact as we work to transition to this new legislative and regulatory framework.

In order to streamline communication, where multiple CAs share jurisdiction in one municipality, the CA with the largest jurisdiction in that municipality is taking the lead in communication and is sending this letter on behalf of all CAs. Individual CAs will be updating their respective boards on the new regulation changes and passing motions on interim and transitional policies at board meetings in the coming weeks.

Further communication with links to interim and transitional policies will follow. In the meantime, if you or your staff have any questions or concerns regarding the new regulation, please contact the undersigned or individual CA staff. If required, CAs are happy to coordinate information sessions for your staff and councils.

Sincerely,



Ken Phillips
General Manager/Secretary Treasurer

Attachments:

1. *S.5 O.Reg.41/24 - Exceptions*

Attachment One

Excerpt from O. Reg. 41/24: Prohibited Activities, Exemptions and Permits as of April 1, 2024

Note: Applicants are encouraged to confirm exceptions with the CA prior to carrying out the work.

5. Paragraph 2 of subsection 28 (1) of the Act does not apply to,

- (a) the construction, reconstruction, erection or placement of,
 - i. a seasonal or floating dock that,
 - A. is 10 square metres or less,
 - B. does not require permanent support structures, and
 - C. can be removed in the event of flooding,
 - ii. a rail, chain-link or panelled fence with a minimum of 75 millimetres of width between panels, that is not within a wetland or watercourse,
 - iii. agricultural in-field erosion control structures that are not within and that do not have any outlet of water directed or connected to a watercourse, wetland or river or stream valley,
 - iv. a non-habitable accessory building or structure that,
 - A. is incidental or subordinate to the principal building or structure,
 - B. is 15 square metres or less, and
 - C. is not within a wetland or watercourse, or
 - v. an unenclosed detached deck or patio that is 15 square metres or less, is not placed within a watercourse or wetland and does not utilize any method of cantilevering;
- (b) the installation of new tile drains that are not within a wetland or watercourse, within 30 metres of a wetland or within 15 metres of a watercourse, and that have an outlet of water that is not directed or connected to a watercourse, wetland or river or stream valley, or the maintenance or repair of existing tile drains;
- (c) the installation, maintenance or repair of a pond for watering livestock that is not connected to or within a watercourse or wetland, within 15 metres of a wetland or a watercourse, and where no excavated material is deposited within an area where subsection 28 (1) of the Act applies;
- (d) the maintenance or repair of a driveway or private lane that is outside of a wetland or the

maintenance or repair of a public road, provided that the driveway or road is not extended or widened and the elevation, bedding materials and existing culverts are not altered;

- (e) the maintenance or repair of municipal drains as described in, and conducted in accordance with the mitigation requirements set out in the Drainage Act and the Conservation Authorities Act Protocol, approved by the Minister and available on a government of Ontario website, as it may be amended from time to time; and



374028 6TH LINE • AMARANTH ON • L9W 0M6

March 12, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing

Sent by email to: Paul.Calandra@pc.ola.org

Re: Operational Budget Funding

At its regular meeting of Council held on March 6, 2024, the Township of Amaranth Council passed the following resolution.

Resolution #: 4

Moved by: G Little

Seconded by: A. Stirk

Whereas all Ontario municipalities are prohibited from running budget deficits for operating purposes, and;

Whereas all Ontario municipalities have similar pressures with respect to aging infrastructure and operating costs for policing, and;

Whereas the City of Toronto has recently received Provincial funding to cover a \$1.2 billion dollar operating shortfall and approximately \$12 million in Federal and Provincial funding for their Police operating budget, and;

Whereas the City of Toronto has the lowest tax rates in the Province, approximately 40% less than the average Dufferin rural municipal tax rate.

Be it Resolved That the Township of Amaranth call on the Province of Ontario to treat all municipalities fairly and provide equivalent representative operational budget funding amounts to all Ontario municipalities.

CARRIED

Please do not hesitate to contact the office if you require any further information on this matter.

Yours truly,

Nicole Martin, Dipl. M.A.

CAO/Clerk

C: Premier of Ontario; AMO; Ontario Municipalities



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

sent to David →



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

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

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

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

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

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

The following work is required:

cleaned, brushed put on grade

Property Description: Lot _____ Concession _____ Roll Number _____

911 address N/E CORNER OIL SPRINGS & FOREST

Dated at the Municipality of Brooke-Alvinston this _____ day of _____, 20__

Dave Munro

Name-please print

Name-please print

Dave



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

RECEIVED
MAR 13 2024

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

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

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

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

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

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

The following work is required:

cleared out and brushed & put on grade

Property Description: Lot _____ Concession _____ Roll Number _____

911 address N/E CORNER OIL SPRINGS + FOREST RD

Dated at the Municipality of Brooke-Alvinston this _____ day of _____, 20__

DAVE MUNRO

Name-please print

Name-please print

Dave

Signature

Signature



Council Staff Report

To: Brooke-Alvinston Council
Subject: Municipal Authorization - West Nile Virus Larvicide
Meeting: Council - 28 Mar 2024
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Municipality of Brooke-Alvinston supports local action by Lambton Public Health to reduce the risk of the West Nile Virus and authorizes any permit application for West Nile Virus control submitted to the Ministry of the Environment, Conservation and Parks from an appropriately licensed exterminator to apply a larvicide into catch basins or surface water located within and owned by Brooke-Alvinston and located on private land that drain into the storm drain system or waterways located in Brooke-Alvinston.

Background:

It is soon West Nile Virus season and Lambton Public Health will be working to reduce the incidence of this disease in Lambton County.

Comments:

Lambton Public Health requests a letter of authorization for the use of larvicide in the Municipality. This process is routine over the years and is completed by the Health Unit.

Financial Considerations:

No impact

Relationship to Strategic Plan:

N/A



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Emergency Preparedness Week - 2024
Meeting: Council - 28 Mar 2024
Department: Emergency Management
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That May 5-11, 2024 be declared Emergency Preparedness Week in the Municipality.

Background:

Emergency Preparedness Week is a federal-provincial-territorial initiative to promote emergency preparedness across Canada. It is an opportunity to encourage Canadians to take concrete actions to be better prepared to protect themselves and their families during emergencies.

Comments:

To promote the recent release of the Ontario Provincial Emergency Management Strategy and Action Plan (PEMSAP), the province's theme for 2024 will be "**Plan for Every Season.**" Our theme will be distinct from the national theme released by Public Safety Canada, reflecting the unique opportunities and challenges facing Ontario. Messaging based on our theme will be at the centre of our EP Week programming.

The Municipality will include this messaging on the Bee sign and social media. We will use the material provided by the Province as best we can to promote the province's theme.

Financial Considerations:

None associated with this report.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Mutual Assistance Agreement
Meeting: Council - 28 Mar 2024
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council approve By-law 15 of 2024 as presented.

Background:

At the March 14, 2024 regular session of Council, direction was given to proceed with amending the current Mutual Assistance Agreement in reference to Emergency Preparedness to formally include the Village of Oil Springs.

Comments:

The Emergency Plan had previously indicated the Inwood Fire Hall as an alternate reception centre as needed. The Municipality has a formal agreement with the Township of Dawn-Euphemia to use their community centre if the need arose. In addition to Dawn-Euphemia, informal agreements exist amongst Lambton County including Oil Springs. With the absence of the Inwood Fire Hall as a location, it is best to formalize the agreement with Oil Springs.

The Shiloh Inwood United Church had submitted a request for Council consideration of having the Church listed as a designated reception centre in Inwood. The offer was accepted by the Emergency Management Program Committee and recommended to Council for approval. The offer from the Church is useful for small emergencies that are temporary in nature but not for longer than a few hours as the Church does not have a generator or other needed amenities for long term / over night stays. It is the understanding that the Church is still discussing this option internally.

The attached by-law has been presented to Dawn-Euphemia and Oil Springs for review and will be presented for approval to their respective Councils.

Financial Considerations:

None associated with this report.

ATTACHMENTS:

[By-law xx of 2024 - Mutual Assistance](#)

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

BY-LAW NUMBER XX of 2024

Being a by-law to authorize an agreement between
The Corporation of the Municipality of Brooke-Alvinston
and
The Corporation of the Township of Dawn-Euphemia
and the Village of Oil Springs

to establish a Mutual Assistance Agreement

WHEREAS pursuant to Sections 2.1 of the *Emergency Management and Civil Protection Act*, every municipality shall develop and implement an emergency management program, including an emergency plan as required by Section 3 of the Act;

AND WHEREAS pursuant to Section 13.3 of the Act, the Council of a municipality may enter into agreements with other municipalities for the provision of any personnel, service, equipment or material during an emergency;

AND WHEREAS the Council of the Municipality of Brooke-Alvinston deems it necessary and desirable to enter into an agreement with the Township of Dawn-Euphemia and the Village of Oil Springs for the provision of mutual assistance.

NOW THEREFORE the Council of the Municipality of Brooke-Alvinston enacts as follows:

1. That the Council of the Municipality of Brooke-Alvinston enter into an agreement with the Township of Dawn-Euphemia and Village of Oil Springs, attached hereto as Schedule "A" to this by-law.
2. That the Mayor(s) and Clerk(s) are hereby authorized and directed to execute all documents necessary to enter into the aforementioned agreement and to affix the seal of the Municipality of Brooke-Alvinston thereto.
3. That the provision of this by-law shall come into force and effect on April 30, 2024 and that any previous by-laws be repealed thereafter

Read a first, second and third time and finally passed this xx day of xxxx, 2024.

MAYOR

CLERK

Schedule A to By-law xx of 2024

Mutual Assistance Agreement
(Brooke-Alvinston, Dawn-Euphemia, Oil Springs)

An Agreement to establish a Mutual Assistance Agreement with the Municipality of Brooke-Alvinston. For purposes of this agreement, Mutual Aid (Fire) is excluded.

This Agreement made effective this 30th day of April, 2024 between:

The Municipality of Brooke-Alvinston,
Township of Dawn-Euphemia and
Village of Oil Springs

WHEREAS pursuant to Section 2.1 of the Emergency Management and Civil Protection Act, every municipality shall develop and implement an emergency management program including an emergency plan as required by Section 3 of the Act

AND WHEREAS pursuant to Section 13.1(3) of the Act, the Council of a municipality may enter into agreements with other municipalities for the provision of any personnel, service, equipment or material during an emergency

AND WHEREAS pursuant to Sections 2.1 and 13 of the Act, the Municipality of Brooke-Alvinston, on the necessity and desirability of entering into an agreement for the provision of mutual assistance to deal with emergencies;

AND WHEREAS pursuant to Section 2.1 and 13 of the Act, each of the above municipalities agree to establish their respective Emergency Management Organizations and enter into agreements to establish a mutual assistance area;

Now therefore the indenture witnesseth that:

1. Each participating Municipality shall develop its own Municipal Emergency Management Group and emergency plan and shall enter into this mutual assistance agreement;
2. Upon receipt of a call for mutual assistance, each municipality may provide assistance at its own discretion taking into account its own local situation and legal obligations at the time;
3. Any costs incurred in connection with the mobilization, movement and deployment of mutual assistance resources as may be rendered under the terms of this Agreement shall be borne by the Municipality providing such aid unless:
 - a) An alternate agreement is reached between the parties for payment of services provided
 - b) If an emergency is declared by the party requiring assistance and provincial / federal funding becomes available to offset costs
4. A request for assistance shall, in the case of a municipality, be made by or on behalf of the head of Council or alternate
5. The municipality affected or threatened by the emergency and requesting mutual assistance shall have implemented its emergency plan for the duration of the operations, assume direction and control over equipment and human resources contributed by other local authorities

This agreement comes into force and effect on the day, and year listed above and will be reviewed yearly thereafter. At the time of the review, changes or additions may be introduced by way of a rider which shall become part of the agreement upon ratification by all parties

Any one of the signatories may withdraw from this agreement by giving thirty (30) days notice of termination to all other signatories. After the withdrawal of

any party, the agreement shall continue to be in force with the remaining parties.

- i. Indemnification: Each party to the agreement shall defend, indemnify and save harmless the other party, its elected officials, officers, employees and agents from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury, sickness, disease or death or to damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service, arising out of allegedly attributable to the negligence, acts, errors, omissions, misfeasance, nonfeasance, fraud or willful misconduct of their respective Municipality, its directors, officers, employees, agents or any of them in conjunction with or in any way related to the delivery or performance of this Agreement. This indemnity shall be in addition to and not in lieu of any insurance to be provided by both parties in accordance with this agreement and shall survive this Agreement

Each party to the agreement agrees to defend, indemnify and save harmless the other party from and against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs) , interest or damages of every nature and kind whatsoever arising out of or related to either party to the agreement's status with WSIB. This indemnity shall be in addition to and not in lieu of any proof of WSIB status and compliance to be provided by both parties in accordance with this Agreement, and shall survive this Agreement.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Railroad Street Drain-Road Reconstruction
Meeting: Council - 28 Mar 2024
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

That the low bid submitted by Birnam Excavating in the amount of \$707,756.70 (excluding HST) for the Railroad Line Storm & Street Project be accepted.

Background:

At the February 22, 2024 regular Council meeting Council, in advance of the 2024 budget being approved, Council provided directed and to proceed with the tendering of the Railroad Line Storm & Street project.

The project consists of the installation of storm sewers, maintenance holes and catch basins in addition to road resurfacing.

Comments:

On March 21, 2024 at 12:01pm, engineer Ken Graham and Staff opened 9 tenders with the following results (excluding HST):

Birnam Excavating	\$707,756.70
Henry Heyink Construction	\$726,159.25
Cope Construction	\$726,823.20
Gillier Construction	\$745,000.00
Van Bree Drainage	\$755,860.72
All Season Excavating	\$762,855.50
Schouten Excavating	\$771,172.33
McNally Excavating	\$787,600.00
Murray Mills Excavating	\$892,390.60

After a complete review of the tenders and in discussion with Ken Graham, he is confident in recommending the low tender of Birman Excavating for the job. Birnam is able to start the job immediately.

Upon approval of the tender by Council, the attached letter would be circulated to residents affected by the construction to notify the of the work.

Financial Considerations:

The project is under budget. The remaining funds that were budgeted in 2024 could be directed to the 2025 budget reserves for: final top asphalt coat, gravel shouldering and any extra remediation costs.

ATTACHMENTS:

[Draft notice letter](#)

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



April 2024

Dear Residents of Elm St, Railroad St, and Center Street:

We are writing to inform you about an upcoming project that will impact your area.

In the coming months, there will be road and storm drain reconstruction taking place on Elm St, Railroad St, and Center Street. This project is necessary to ensure the safety and functionality of the roads and drainage systems. XXXX has been awarded the contract.

We understand that construction projects can be inconvenient, but please know that this work is essential for the long-term improvement of our community. During the construction period, there may be temporary disruptions such as detours, noise, and restricted access to certain areas. We kindly ask for your patience and cooperation during this time.

Every effort will be made to minimize inconvenience and complete the project as efficiently as possible. If you have any questions regarding the road and storm drain reconstruction project, please do not hesitate to contact us at the numbers listed below:

Thank you for your understanding and cooperation as we work to enhance our neighborhood infrastructure.

Jamie Butler
Public Works Superintendent
(519) 847-5568
Email: jbutler@brookealvinston.com



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 4H Gardening Club
Meeting: Council - 28 Mar 2024
Department: Parks and Recreation
Staff Contact: Greg Thornicroft, Parks & Recreation Manager

Recommendation:

That the Community Park flower beds be available to the local 4H group to utilize for their project area in 2024.

Background:

A 4H gardening group has formed locally and a request was made to use some municipal grounds as a project area for the kids involved. The struggle is to find an area that is accessible to water. In the area of the Community Park, when flower baskets are watered, the beds can be watered as well.

Comments:

The Community Park has 3 beds that can serve as a blank canvass for the group. The Department will work with the 4H Club with their project.

At a recent PARC meeting, it was suggested the Municipality form a relationship with others to assist with the flowerbeds. We anticipate this to be a positive arrangement.

Financial Considerations:

None associated with this report.



Council Staff Report

To: Mayor Ferguson and Council
Subject: Fire Chiefs Quarterly Report report
Meeting: Council - 28 Mar 2024
Department: Fire Department
Staff Contact: Steve Knight, Fire Chief

Recommendation: To Receive and File

Background:

Brooke Fire Rescue Activity report

Comments:

[Emergency Responses](#) – January 1 – March 22, 2024.

9 responses – appendix 1

- Fires 1
 - Structure – grease fire 1
- alarm 1
- medical 2
- MVC 4
- Other 1

Response Locations

- SWM 0
- BA 7
- DE 2

Training

- BFR training
 - Focus remained on firefighting fundamentals in line with the requirements of Firefighter Certification legislation.
 - Firefighter Certification was enacted on July 1, 2022
 - Currently training is following the Ontario seal certification level as regular training plan
 - New Firefighter Training continues, certification and testing dates have been applied for May 2024 with Academic Standards and Evaluations unit (AS+E) of the Office of the Fire Marshal
 - Specialty Training
 - First Responder medical training was completed in January and February – 15 Firefighters were certified/recertified

- Emergency and Standard First Aid certification/recertification completed for 13 MBA staff
- Low angle rope rescue day 1 was completed in February
- Officer development Training for Ontario Seal certification is tentatively scheduled for August, course dates pending from AS + E.

Administration / Personnel

- Policies and Operating Guidelines being developed.
- F Podolinsky donation – truck mounted monitor has been delivered and will be installed final valve arrives.

Fire Hall Renovations - 2 project areas

- Fire Hall interior – currently obtaining prices for material and developing a completion schedule for multiple areas.
- Training Centre –Lambton County Planning Department contacted and there are no issues with developing the facility.
- obtaining prices for material and developing a completion schedule.
- Due to the multiple small renovations to be completed, all work will be completed in-house as needed.

Financial Considerations

- All purchasing through budgeted funds.

Appendix 1 – BFR Response Data – first quarter 2024

Financial Considerations:

All purchasing through budgeted funds.

Relationship to Strategic Plan:

In line with the Strategic Plan

ATTACHMENTS:

[2024 Q1 call data REV1](#)

BFR Response Data 2024										
Firepro response number	date	address	type of response	fire area	time of day	number of responders	chute time	response time	total response time	distance from fire hall (km)** from Google maps
24-001	Jan 12	7522 Aberfeldy Line	greasefire	BA	5:32	14	2:47	8:48	11:35	7 min (9.7km)
24-002	jan 16	8241 Gardner trail	medical-lift assist	BA	2:20	9	5:49	6:19	12:08	6 min (5.3 km)
24-003	jan 17	2178 Cairo Road	MVA	DE	8:24	6	2:37	8:24	11:01	6 min (9.1 km)
24-004	feb 15	river st + courtright line	MVA	BA	12:13	6	5:17	3:32	8:49	3 min (3.5 km)
24-005	feb 20	nauvoo rd + courtright line	MVA	BA	9:21	9	3:18	1:24	4:43	2 min (2.4 km)
24-006	feb 24	8241 Gardner trail	medical-VSA	BA	14:20	15	3:47	4:10	7:57	6 min (5.3 km)
24-007	mar 4	2193 cox rd	alarm	DE	3:25	12	5:07	8:38	13:45	9 min (12 km)
24-008	mar 9	3316 forest rd	electrical	BA	21:01	15	4:41	10:57	15:38	9 min (12.4 km)
24-009	mar 11	inwood rd + rokeby line	MVA	BA	7:50	11	3:41	6:47	10:28	9 min (12.5 km)



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Stag and Doe events at the BAICCC
Meeting: Council - 28 Mar 2024
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That effective immediately, all wedding and stag and doe bookings be paid for in full and in advance of the event; and that the damage deposit for any newly booked stag and does be adjusted to \$1,000 and the rental fee adjusted to \$xxx.

Background:

The current practice is to take a booking deposit for an event and bill the remainder after the event. In most circumstances, there are no issues however we have experienced a trend in chasing down payments for non residents after the event. The final bill generally consists of the remainder of the rental and any bar supplies used.

Staff were directed to report on the impact of increased costs for stag and does including deposits, security on hand, banning persons responsible for damage and requesting help from the province should costs need to be transferred to other municipalities for delinquent accounts.

Comments:

The current damage deposit collected is \$500. Effective April 1, 2024, the damage deposit for stag and does will be increased to \$650. The rental rate (effective April 1, 2024) is \$605.

Prior to discussing increases in fees, Council should decide if stag and does should continue or be discontinued. Offering stag and does to our community is a benefit in helping couples raise some money prior to the wedding. Stag and does are generally seen as celebrations and a community event which draws many in the community and outside the community to attend.

The cleanup after a stag and doe can encompass a full day for staff depending on the severity. Many local municipalities have discontinued the rental of their halls for stag and does as considerable damages were done to the venues and the time taken to clean up. Extreme wear and tear is evident on the floors and drywall with the excess of liquid spilled and kicks or punches to the drywall. In some cases, the inside is not the only area that gets cleaned - the parking lot and flower beds are often found to have cups, cans and other debris littered and scattered.

The following are additional recommendations that can be added to stag and doe rentals:

- 1) Increase insurance to \$5 million (with Municipality additionally insured)
- 2) Make it mandatory that each event have paid security on site
- 3) Remind renters that no games of chance are allowed as indicated through AGCO regulations

Financial Considerations:

Deposits are returned if there are no damages done to the arena