



AGENDA

Council Meeting

4:30 PM - Thursday, April 25, 2024
Municipal Office

	Page
1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. MINUTES	
3.1. Regular Council Meeting Minutes of April 11, 2024 Council - 11 Apr 2024 - Minutes - Pdf	3 - 6
4. BUSINESS ARISING FROM THE MINUTES	
5. DELEGATIONS & TIMED EVENTS	
5.1. Carpenter Drain - Court of Revision Carpenter Drain Report	7 - 29
5.2. 6-7 Concession Drain Lots 1-3 - Meeting to Consider 6-7 Concession Drain (Lots 1-3) Report	30 - 59
5.3. Wilcox Drain - Meeting to Reconsider Wilcox Drain Amended Report	60 - 89
5.4. Alvinston Optimist Club letter to council	90
6. CORRESPONDENCE	
6.1. Municipal Information Dolbear Tizzard Notice Municipal Information - April 25, 2024	91 - 111
6.2. Correspondence Requiring Action City of Peterborough - Ombudsman Municipality of Huron Shores - Assessment Cycle Municipality of St. Charles - Fire Fighting Strategy Municipality of St. Charles - Household Food Insecurity Municipality of West Perth - Conservation Authorities Act WOWC - Support for Small Business Enterprise Centres Town of Goderich - Well Water Testing	112 - 138
7. STAFF REPORTS	
7.1. Drainage Superintendent's Report - Drain Maintenance Request Logan Drain Logan Drain Memo	139 - 140

7.2.	<u>Clerk Administrator's Report:</u> 6-7 Concession Drain / Watt Drain 6-7 Concession Drain / Watt Drain - Pdf	141
7.3.	<u>Clerk Administrator's Report:</u> Canada Day 2024 Canada Day 2024 - Pdf	142
7.4.	<u>Clerk Administrator's Report:</u> 2024 Road Race 2024 Road Race - Pdf	143 - 145
7.5.	<u>Clerk Administrator's Report:</u> OPP - Current Enhancement Positions OPP - Current Enhancement Positions - Pdf	146 - 182
7.6.	<u>Fire Chief's Report:</u> Recommended change to By-law 1 of 2023 By-Law to Authorize an Automatic Aid Agreement between the Municipality of Brooke-Alvinston, Village of Oil S - Pdf	183 - 188

8. BY-LAWS

- 8.1. By-law 22 of 2024 - By-law to authorize agreement for additional police services
- 8.2. By-law 17 of 2024 - Lucas Drain (third & final reading)
- 8.3. By-law 21 of 2024 - 6-7 Concession Drain Lots 1-3(first & second reading)
- 8.4. By-law 20 of 2024 - Wilcox Drain Reconsideration (first & second reading)

9. NEW BUSINESS

10. CLOSED SESSION

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

- 12.1. Confirming By-law

13. ADJOURNMENT



MINUTES

Council Meeting

4:30 PM - Thursday, April 11, 2024
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, April 11, 2024, at 4:30 PM, in the Municipal Office, with the following members present:

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

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

Regrets:

1 CALL TO ORDER

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

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of March 28, 2024

RESOLUTION-2024-130

Deputy Mayor Frank Nemcek made a motion that the regular Council meeting minutes of March 28, 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

RESOLUTION-2024-131

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

Carried

b) Request for support: The Township of Adelaide Metcalfe

RESOLUTION-2024-132

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston supports the resolution from the Township of Adelaide Metcalfe that the Province, through the Ministry of Agriculture, Food and Rural

Affairs consider increasing the maximum annual Tile Loan limit to a minimum of \$100,000. Councillor Don McCabe seconded the motion.

Carried

- c) Request for Support- Alvinston-Watford Road Race.

RESOLUTION-2024-133

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston support the Road Race with use of the facility for warm up and the bronze sponsorship. Councillor Jenny Redick seconded the motion.

Carried

- d) Request for Support: Prince Edward County

RESOLUTION-2024-134

Councillor Craig Sanders made a motion that the Council of the Municipality of Brooke-Alvinston receive and file the request from Prince Edward County. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- e) Request for Support - Clearview Township

RESOLUTION-2024-135

Deputy Mayor Frank Nemcek made a motion that the Council of the Municipality of Brooke-Alvinston support the request from Clearview Township endorsing Bill C-63 in the House of Commons. Councillor Craig Sanders seconded the motion.

Carried

7 STAFF REPORTS

- a) Treasurer's Report: Year-to-Date (to March 31) Budget to Actual Comparisons

RESOLUTION-2024-136

Councillor Don McCabe made a motion that Council receive and file Year-to-date (to March 31) Budget to Actual Comparisons. Councillor Jenny Redick seconded the motion.

Carried

- b) Treasurer's Report: Accounts Payable Listing - March 2024

RESOLUTION-2024-137

Deputy Mayor Frank Nemcek made a motion that Council receive and file the Accounts Payable Listing for March 2024 Councillor Jenny Redick seconded the motion.

Carried

- c) Clerk Administrator's Report: Toilet Replacement (BAICCC)

RESOLUTION-2024-138

Councillor Craig Sanders made a motion that the report be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- d) Parks & Recreation Manager's Report: Condenser

RESOLUTION-2024-139

Councillor Jenny Redick made a motion that Black and MacDonald be

approved to supply and install the condenser as approved in the 2024 budget. Councillor Craig Sanders seconded the motion.

Carried

- e) **Public Works Superintendent's Report:** Half Load By-Law

Councillor Sanders declared a conflict of interest as it relates to his property.

RESOLUTION-2024-140

Deputy Mayor Frank Nemcek made a motion that Council approve the request submitted with conditions as listed. Councillor Jenny Redick seconded the motion.

Carried

- f) **Public Works Superintendent's Report:** Future Road Projects

RESOLUTION-2024-141

Councillor Jenny Redick made a motion that Council authorize the Public Works Superintendent to move forward with preliminary engineering for the reconstruction of Walnut Street, resurfacing on River Street and rebuild on Morrell Street; and that Black Creek Engineering be utilized as we have worked with them in the past and they are aware of the area and its underground infrastructure. Councillor Craig Sanders seconded the motion.

Carried

8 BY-LAWS

9 NEW BUSINESS

- a) **Parks & Recreation Manager's Report:** Request - Repointing of South ball diamond at BAICCC

RESOLUTION-2024-142

Councillor Craig Sanders made a motion that Council approve the repointing of the south ball diamond at the municipal expense. Deputy Mayor Frank Nemcek seconded the motion.

Carried

- b) **Clerk Administrator's Report:** Memorial Event

RESOLUTION-2024-143

Councillor Jenny Redick made a motion that staff work with the event organizer to assist in getting all required documents including insurance, contracts etc and a report be brought back at the next meeting.. Councillor Craig Sanders seconded the motion.

Carried

- c) **Public Works Superintendent's Report:** Elm Street Sewer Extension

RESOLUTION-2024-144

Councillor Jenny Redick made a motion that Council approve a proposed sewer extension provided the owner is acceptable of the costs. Councillor Craig Sanders seconded the motion.

Carried

- d) Councillor Nemcek noted the playoff game between the Alvinston Killer Bees and Tillsonburg this coming weekend in addition to the Optimist Trivia night.
- e) The Mayor congratulated the new business opening of "Let's Go Play" that is in the former funeral home building. He additionally noted the Spaghetti fundraiser being held April 24th; the Municipal Banquet he recently attended

which had an informative presentation on the County's 175th.

- f) The Clerk Administrator reminded Councillors of the Rural Banquet and requested they let her know if they would like a ticket.
- g) Councillor McCabe noted the April 18th Safety Day be held at Podolinsky's.
- h) The Public Works Superintendent informed Council of the posting of the PT Operator position in the works department

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

RESOLUTION-2024-145

Councillor Don McCabe made a motion that By-law 19 of 2024 be read a first, second and third time and finally passed this 11th day of April, 2024. Councillor Craig Sanders seconded the motion.

Carried

13 ADJOURNMENT

Councillor Nemcek made a motion to adjourn the meeting at 5:20 p.m..

Clerk-Administrator

Mayor



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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

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)

Page 2 of 2

	<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

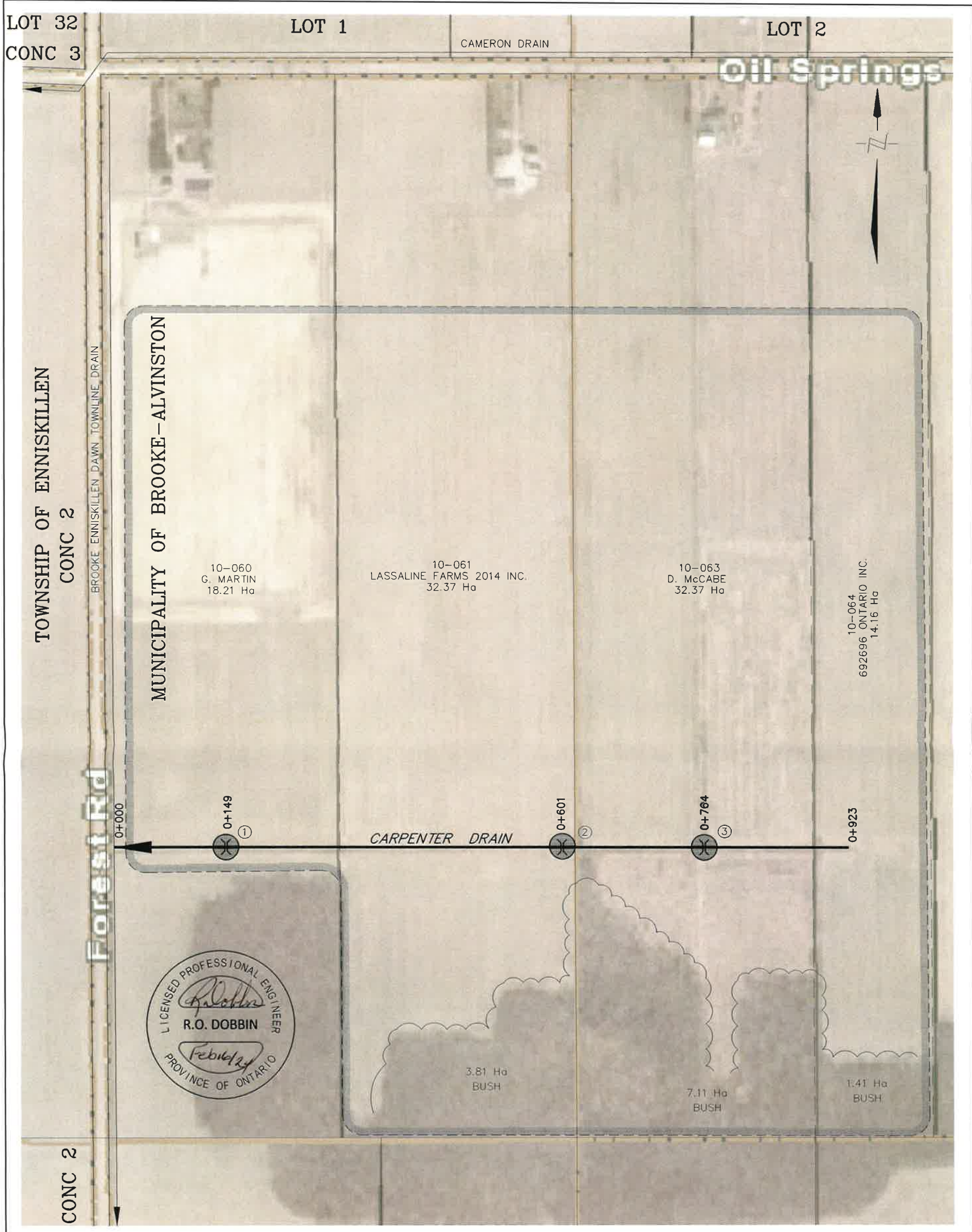
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform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

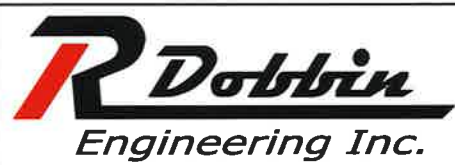
Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

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	0 40 80 120m			

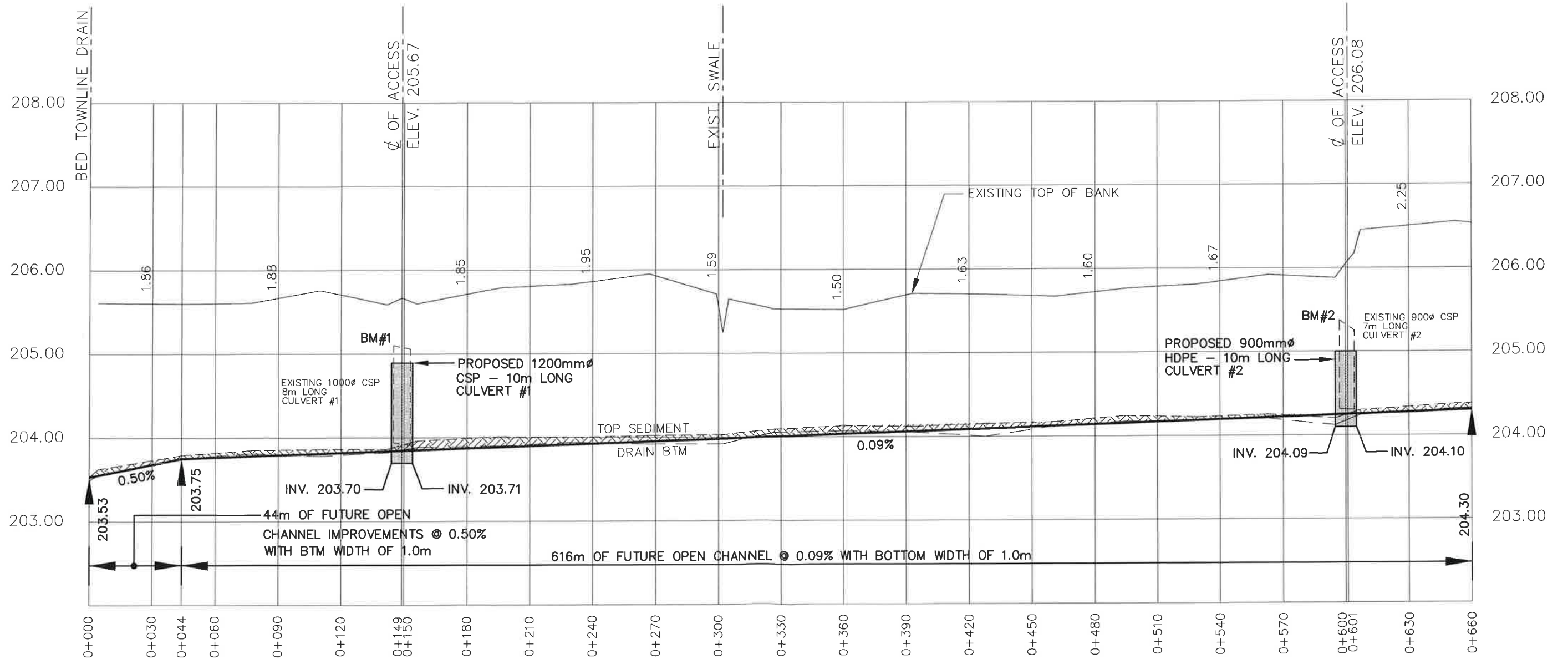
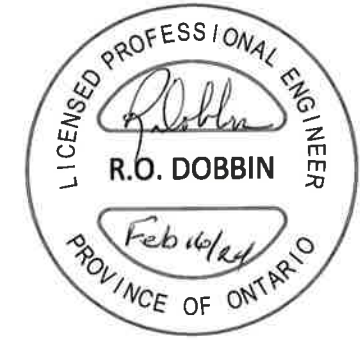
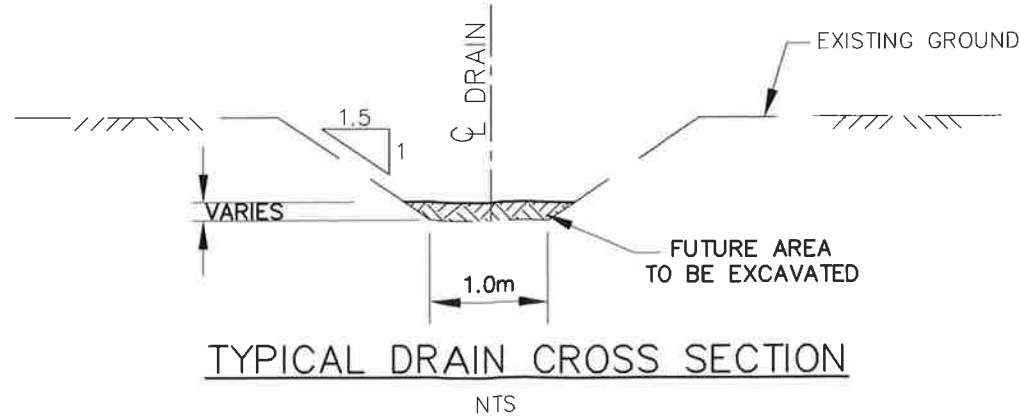
MUNICIPALITY of BROOKE - ALVINSTON
CARPENTER DRAIN PLAN

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

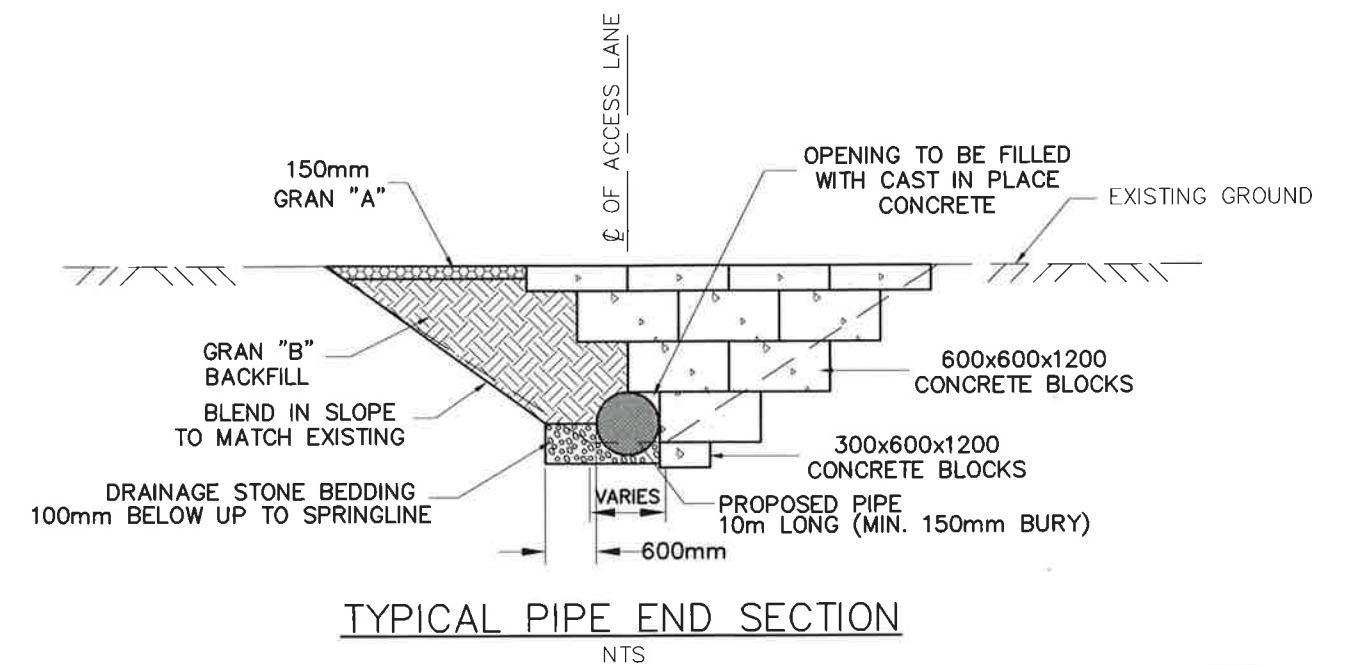
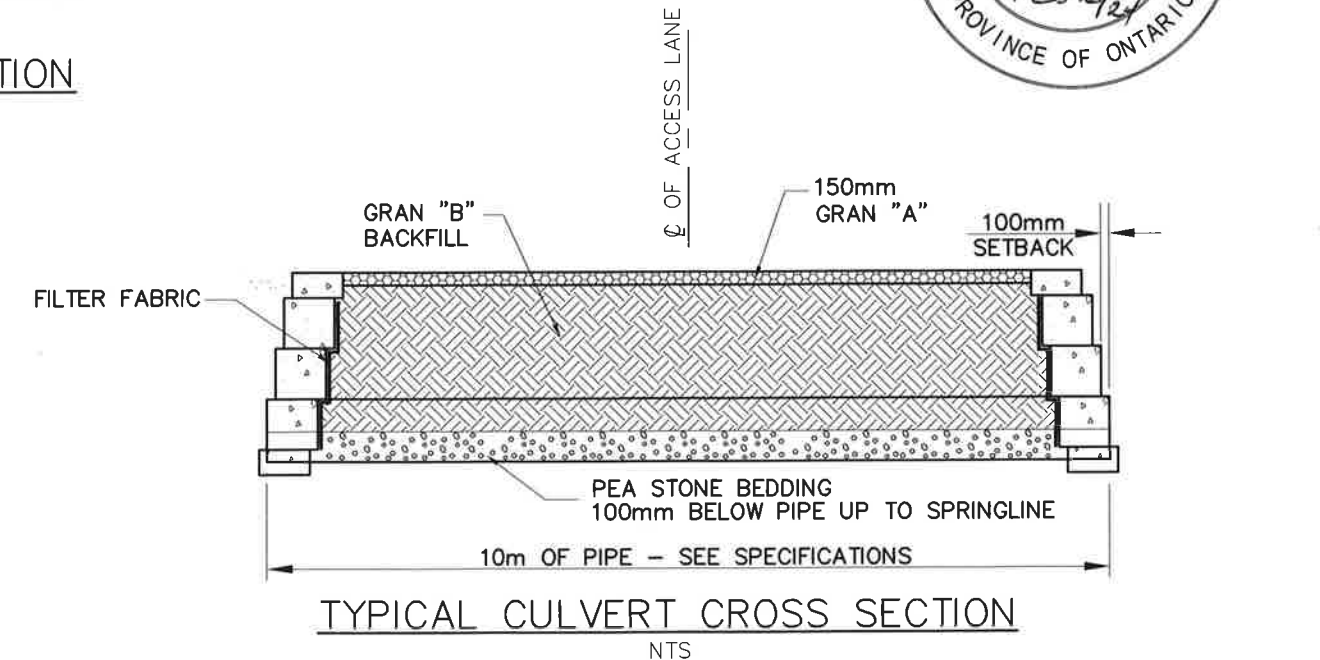
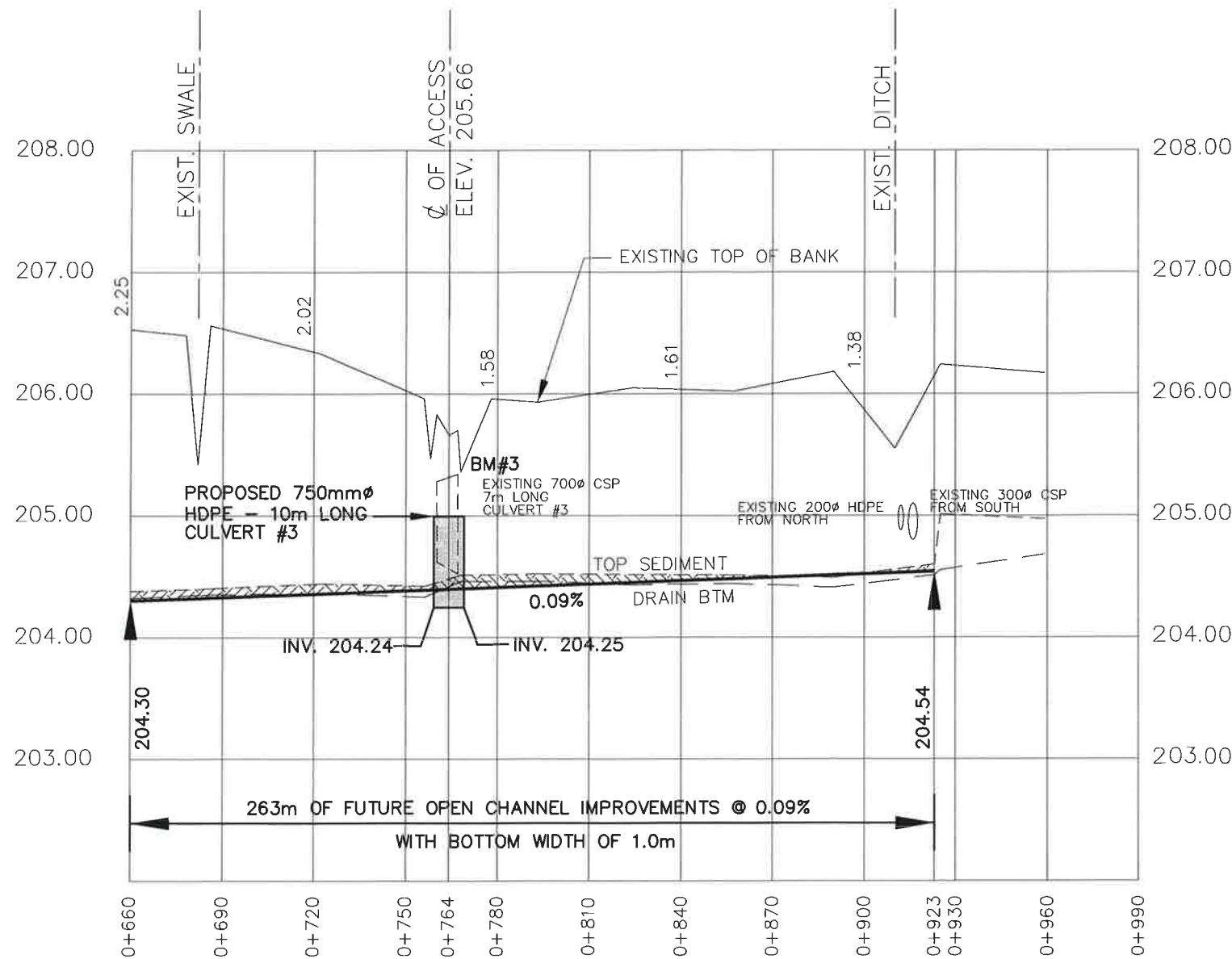
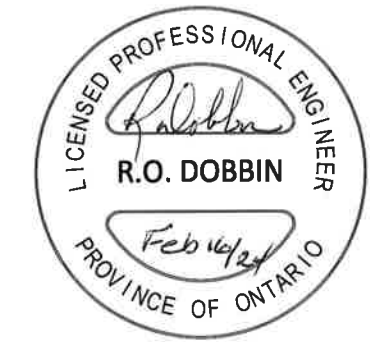
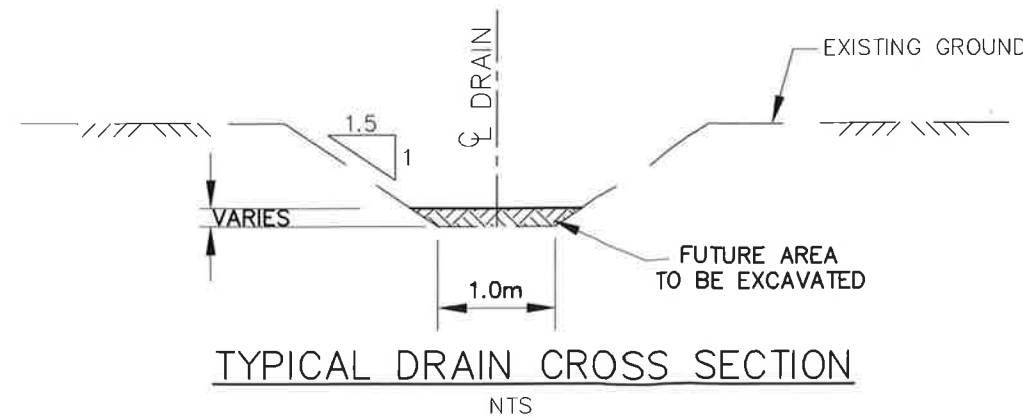
APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED D. MOORES	1	FINAL REPORT	FEB. 16, 2024	DM
DRAWN C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m				

MUNICIPALITY of BROOKE-ALVINSTON
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

March 12, 2024

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

Gentlemen & Mesdames:

Re: 6-7 Concession Drain (Lots 1-3)

In accordance with your instructions, I have undertaken an examination of the 6-7 Concession Drain with regards to making drainage improvements in Lots 1-3, Concession 7 in the Municipality of Brooke-Alvinston. The work will include incorporating an access culvert in the E1/2 Lot 2, Concession 7 that was replaced under an emergency designation; the installation of a new access culvert in the E1/2 Lot 3, Concession 7; and open channel improvements. 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 the E1/2 Lot 2, Concession 7 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 6-7 Concession Drain is an open channel along the north side of Shiloh Line in Lots 1-3, Concession 7 outletting into the Weidman Drain.

The drain was originally constructed under an engineer's report dated February 14, 1914 by A.S. Code, OLS, CE as an open channel drain along the north side of Shiloh Line in Lots 1-3, Concession 7. A report submitted by J.C. Monteith, P.Eng. dated February 24, 1954 only improved the drain across Lots 2 & 3 and included the work across Lot 1 with the Piper Johnston Drain.

A report dated April 29, 1976 by A.J. DeVos, P.Eng. incorporated the entire drain across Lots 1, 2, and 3 as part of the 6-7 Concession Drain as originally designed in 1914. At this time, the drain was deepened and improved along with culvert extensions.

A report dated July 27, 2012 on the Piper Johnston Drain by Ray Dobbin, P.Eng. updated the watershed and replaced all culverts. This report outlined that the Piper Johnston Drain drained along Shiloh Line for approximately 600 meters to the Weidman Drain.

When the severance in the W1/2 Lot 1, Concession 7 was completed, the culvert to the properties was replaced without the report of an engineer under the Drainage Act. This culvert was created as a shared culvert for both the residential property (roll no. 20-071-01) and the farm property (roll no. 20-071).

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 E1/2 of Lot 2, Concession 7 was replaced under emergency designation and that a new engineer's report was required to incorporate the culvert work into the drain. At this meeting, a request for a new culvert was submitted for the E1/2 Lot 3, Concession 7. 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 four (4) access culverts along the length of the drainage works. One was replaced in 2023 under emergency designation. The culvert in Lot 1 is in good shape and does not require replacement at this time. The other two culverts could not be properly inspected due to the amount of sediment in the drain. Therefore, after the channel is improved the culverts shall be inspected. 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. The open channel located on the north side of Shiloh Line across Lots 1-3, Concession 7 the outlets to the Weidman Drain shall be incorporated and shall be known as 6-7 Concession Drain (Lots 1-3).
2. Culvert No.1 at Station 0+270 shall be incorporated into the drainage works and shall be a shared culvert for roll no. 20-071 and roll no. 20-071-01.
3. Culvert No.3 at Station 1+200 replaced under emergency designation shall be incorporated into the drainage works.
4. Culvert No.4 at Station 1+520 shall be installed as part of the drainage works.
5. The channel from Station 0+000 to 1+806 shall be improved along the entire length.
6. A revised watershed plan and updated maintenance schedule for the Piper Johnston Drain shall be prepared.
7. 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.

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 \$92,509.00 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 assessed with 10% as cutoff benefit to properties on the south side of Shiloh Line, and the remainder divided equally between the road and the lands directly touching the drain.
2. Culverts No.3 and No.4 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 and roads 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 10% cutoff benefit assessment to properties on the south side of Shiloh Line and the 90% outlet assessment to upstream lands and roads based on equivalent hectares.

Allowances

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

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

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

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

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 Shiloh Line.

The working area for the channel improvements and future maintenance shall extend 15 metres from the top of drain bank that the machine is working from. Generally, the working area shall be the north side of the drain unless work is taking place along a residential property. At that point, work shall be from the road side of the drain and material shall be trucked away.

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 6-7 Concession Drain (Lots 1-3) 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 Schedule of Maintenance.

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 as follows using the appropriate Schedule of Maintenance:

Culvert Number	Benefiting Lands	Road	Upstream Lands and Roads based on Equivalent Ha.
1	50% (split 20-071 & 20-071-01)	17%	33%
2	50% (20-072)	17%	33%
3	50% (20-073)	17%	33%
4	50% (20-074)	17%	33%
5	66% (20-075)	34%	0%

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

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

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

All of the above is submitted for your consideration.

Yours truly,



Ray Dobbin, P. Eng.



6-7 Concession Drain (Lots 1-3)
 Municipality of Brooke-Alvinston
 March 12, 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
7	Lot 1	20-071	5001702 Ontario Limited	2,060.00	2,060.00
	W1/2 Lot 2 pt.E1/2 Lot 2	20-072	Garnet Moore Farms Limited	1,550.00	1,550.00
	E1/2 Lot 2 W1.2 Lot 3	20-073	A. Johnson	1,880.00	1,880.00
	E1/2 Lot 3	20-074	5001702 Ontario Limited	2,250.00	2,250.00
TOTAL ALLOWANCES				\$7,740.00	\$7,740.00

6-7 Concession Drain (Lots 1-3)
Municipality of Brooke-Alvinston
March 12, 2024

Page 1 of 2

Estimate of Cost

To incorporate one access culvert replaced under Emergency Designation in the E1/2 Lot 2, Concession 8, Install a new access culvert in E1/2 Lot 3, Concession 8, and carry out improvements to the open channel.

Allowances 7,740.00

	Quantity	Unit	Unit Cost	Total
Channel Work: Station 0+000 to 0+600				
Brushing	600	m	3.00	1,800.00
Excavation of Open Channel	600	m	4.00	2,400.00
Level Excavated Material	545	m	2.00	1,090.00
Truck Excavated Material	55	m	10.00	550.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				5,990.00
Channel Work: Station 0+600 to 1+806				
Brushing	1131	m	3.00	3,393.00
Excavation of Open Channel	1131	m	4.00	4,524.00
Level Excavated Material	1131	m	2.00	2,262.00
Truck Excavated Material	75	m	10.00	750.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				11,079.00
Culvert No. 3 - Station 1+200 (Emergency Designation)				
Culvert Removal	1	LS	1,000.00	1,000.00
Supply and Installation of 900mmø HDPE	12	m	850.00	10,200.00
Supply Drain Stone Bedding	22	t	40.00	880.00
Supply Granular "B" Backfill	110	t	30.00	3,300.00
Supply Granular "A" Driveway	22	t	40.00	880.00
Concrete Block Endwalls	36	Ea	125.00	4,500.00
				20,760.00

Estimate of Cost (Continued)

Page 2 of 2

	Quantity	Unit	Unit Cost	Total
Culvert No. 4 - Station 1+520 (New Culvert)				
Supply and Installation of 900mmø HDPE	12	m	850.00	10,200.00
Supply Drain Stone Bedding	22	t	40.00	880.00
Supply Granular "B" Backfill	110	t	30.00	3,300.00
Supply Granular "A" Driveway	22	t	40.00	880.00
Concrete Block Endwalls	36	Ea	125.00	4,500.00
				<u>19,760.00</u>
Contingency				<u>5,800.00</u>
				<u>71,129.00</u>
Sub Total				71,129.00
Engineering				10,560.00
Future Maintenance Schedule				2,000.00
Future Culverts				1,500.00
Tendering, Inspection & Contract Admin.				5,000.00
SCRCA Fees (Permit & SCR)				<u>870.00</u>
				<u>91,059.00</u>
Total Estimate excluding HST				91,059.00
Non-Recoverable HST (1.76%)				<u>1,450.00</u>
				<u>\$92,509.00</u>

SCHEDULE OF ASSESSMENT

To incorporate one access culvert replaced under Emergency Designation in the E1/2 Lot 2, Concession 8, Install a new access culvert in E1/2 Lot 3, Concession 8, and carry out improvements to the open channel.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts			Channel		Total
					Sp. Benefit	Benefit	Outlet	Benefit	Outlet	
Agricultural Lands										
6	W1/2 Lot 1	cutoff	20-037	R. Lloyd	-	-	-	904.00	-	904.00
	E1/2 Lot 1	cutoff	20-038	M. Lloyd	-	-	-	904.00	-	904.00
	W1/2 Lot 2	cutoff	20-039-01	D. Dudley	-	-	-	380.00	-	380.00
	E1/2 Lot 2	cutoff	20-040	V. Dobbin	-	-	-	380.00	-	380.00
	W1/2 Lot 3	cutoff	20-043	D. McNally	-	-	-	380.00	-	380.00
	E1/2 Lot 3	cutoff	20-043-10	D. McNally	-	-	-	380.00	-	380.00
7	Lot 1	16.64	20-071	5001702 Ontario Limited	-	-	12.00	2,665.00	395.00	3,072.00
	W1/2 Lot 2 & pt. E1/2 Lot 2	45.89	20-072	Garnet Moore Farms Limited	-	250.00	42.00	1,948.00	2,431.00	4,671.00
	pt. E1/2 Lot 2 & W1/2 Lot 3	56.50	20-073	A. Johnson	-	13,968.00	4,303.00	2,368.00	4,475.00	25,114.00
	pt. E1/2 Lot 3	34.10	20-074	5001702 Ontario Limited	-	13,968.00	11,404.00	1,038.00	2,357.00	28,767.00
	N. pt. Lot 3	16.19	20-076	D. Van Den Ouweland	-	-	11.00	-	365.00	376.00
8	S. pt. Lot 3	30.36	20-101	J. Johnson	-	-	20.00	-	657.00	677.00
	N. pt. Lot 3	20.25	20-100	Deschamps Farms Inc.	-	-	13.00	-	449.00	462.00
Total Agricultural Lands					-	28,186.00	15,805.00	11,347.00	11,129.00	66,467.00

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts			Channel		Total
					Sp. Benefit	Benefit	Outlet	Benefit	Outlet	
Non-Agricultural Lands										
6	pt. Lot 2	0.42	20-040-05	D. White	-	-	1.00	118.00	93.00	212.00
7	pt. Lot 1	0.88	20-071-01	J. Podolinsky	800.00	250.00	1.00	269.00	42.00	1,362.00
	pt. Lot 3	0.75	20-075	E. Quiambao	1,050.00	250.00	1,075.00	354.00	165.00	2,894.00
Total Non-Agricultural Lands					1,850.00	500.00	1,077.00	741.00	300.00	4,468.00
Municipal Lands										
	Shiloh Line	3.64		Municipality of Brooke-Alvinston	-	9,753.00	2,049.00	8,761.00	1,011.00	21,574.00
Total Municipal Lands					-	9,753.00	2,049.00	8,761.00	1,011.00	21,574.00
Total Agricultural Lands					66,467.00					
Total Non-Agricultural Lands					4,468.00					
Total Municipal Lands					21,574.00					
		225.62		Total Assessment	92,509.00					

SCHEDULE OF MAINTENANCE NO. 1

To maintain the open channel from the outlet to the Piper Johnston Drain (STA 0+000 to 0+600)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
6	W1/2 Lot 1	cutoff	20-037	R. Lloyd	140.00	-	140.00	0.00
	E1/2 Lot 1	cutoff	20-038	M. Lloyd	140.00	-	140.00	0.00
7	Lot 1	16.64	20-071	5001702 Ontario Limited	1,083.00	89.00	1,172.00	16.64
	W1/2 Lot 2 & pt. E1/2 Lot 2	45.89	20-072	Garnet Moore Farms Limited	-	238.00	238.00	44.55
	pt. E1/2 Lot 2 & W1/2 Lot 3	56.50	20-073	A. Johnson	-	302.00	302.00	56.50
	pt. E1/2 Lot 3	34.10	20-074	5001702 Ontario Limited	-	182.00	182.00	34.10
	N. pt. Lot 3	16.19	20-076	D. Van Den Ouweland	-	82.00	82.00	15.37
8	S. pt. Lot 3	30.36	20-101	J. Johnson	-	148.00	148.00	27.70
	N. pt. Lot 3	20.25	20-100	Deschamps Farms Inc.	-	101.00	101.00	18.91
Total Agricultural Lands					1,363.00	1,142.00	2,505.00	213.77
Non-Agricultural Lands								
6	pt. Lot 2	0.42	20-040-05	D. White	-	4.00	4.00	0.84
7	pt. Lot 1	0.88	20-071-01	J. Podolinsky	109.00	9.00	118.00	1.76
	pt. Lot 3	0.75	20-075	E. Quiambao	-	8.00	8.00	1.50
Total Non-Agricultural Lands					109.00	17.00	126.00	3.26
Municipal Lands								
	Shiloh Line	1.28		Municipality of Brooke-Alvinston	842.00	27.00	869.00	5.12
Total Municipal Lands					842.00	27.00	869.00	5.12
Total Area		223.26			2,314.00	1,186.00	3,500.00	222.15
Total Benefit					2,314.00			
Total Outlet					1,186.00			
Total Maintenance Assessment					3,500.00			

SCHEDULE OF MAINTENANCE NO. 2

To maintain the open channel from the Piper Johnston Drain to the top end (STA 0+600 to 1+806)

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
6	W1/2 Lot 2	cutoff	20-039-01	D. Dudley	200.00	-	200.00	0.00
	E1/2 Lot 2	cutoff	20-040	V. Dobbin	200.00	-	200.00	0.00
	W1/2 Lot 3	cutoff	20-043	D. McNally	200.00	-	200.00	0.00
	E1/2 Lot 3	cutoff	20-043-10	D. McNally	200.00	-	200.00	0.00
7	W1/2 Lot 2 & pt. E1/2 Lot 2	15.89	20-072	Garnet Moore Farms Limited	1,137.00	681.00	1,818.00	15.43
	pt. E1/2 Lot 2 & W1/2 Lot 3	36.25	20-073	A. Johnson	1,382.00	1,600.00	2,982.00	36.25
	pt. E1/2 Lot 3	17.91	20-074	5001702 Ontario Limited	606.00	790.00	1,396.00	17.91
Total Agricultural Lands					3,925.00	3,071.00	6,996.00	69.59
Non-Agricultural Lands								
6	pt. Lot 2	0.42	20-040-05	D. White	69.00	37.00	106.00	0.84
7	pt. Lot 3	0.75	20-075	E. Quiambao	206.00	66.00	272.00	1.50
Total Non-Agricultural Lands					275.00	103.00	378.00	1.50
Municipal Lands								
	Shiloh Line	1.28		Municipality of Brooke-Alvinston	2,400.00	226.00	2,626.00	5.12
Total Municipal Lands					2,400.00	226.00	2,626.00	5.12
Total Area		72.50			6,600.00	3,400.00	10,000.00	76.21
Total Benefit					6,600.00			
Total Outlet					3,400.00			
Total Maintenance Assessment					10,000.00			

6-7 Concession Drain (Lots 1-3)
Municipality of Brook-Alvinston
March 12, 2024

SPECIFICATION OF WORK

1. Scope of Work

The work includes the incorporation of two (2) access culverts – one that was replaced under emergency designation, the installation of one (1) access culvert, and open channel improvements in Lots 1-3, Concession 7 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 (Future)

Access culverts replaced in the future 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 INCORPORATED UNDER THIS REPORT:

Culvert No. 1 (Station 0+270) – pt. Lot 1, Concession 8 (roll no. 20-071-01) and E1/2 Lot 1, Concession 7 (roll no. 20-071) consists of 12.0 meters of 1500 mm diameter CSP pipe with concrete block endwalls. The pipe was replaced when the property was severed in 2012 and is considered in good condition. This culvert is a shared culvert and shall be replaced in the future with 15 meters of 1800mm diameter CSP pipe with concrete block endwalls.

Culvert No. 3 (Station 1+200) – E1/2 Lot 2, Concession 7 (roll no. 20-073) consists of 12.0 meters of 900 mm diameter HDPE pipe with concrete block endwalls. The pipe was replaced under emergency designation in 2023.

ACCESS CULVERTS TO BE INSTALL UNDER THIS REPORT:

Culvert No. 4 (Station 1+500) – W1/2 Lot 3, Concession 7 (roll no. 20-074) shall be installed with 12.0 meters of 900 mm diameter HDPE pipe with concrete block endwalls.

ACCESS CULVERTS TO BE REPLACED IN THE FUTURE:

Culvert No. 2 (Station 0+900) – W1/2 Lot 2, Concession 7 (roll no. 20-072) consists of 8.0 meters of 1200 mm diameter pipe half boiler shell and half corrugated steel pipe with one concrete block endwall and one concrete jute bag endwall. The pipe is narrow for modern farm equipment, but due to the amount of sediment in the drain the culvert could not be inspected properly to determine if replacement is required at this time. The pipe shall be replaced with 10.0 meters of 1400 mm diameter CSP pipe with concrete block endwalls.

Culvert No. 5 (Station 1+806) – pt Lot 3, Concession 7 (roll no. 20-075) consists of 8.0 meters of 800 mm diameter corrugated steel pipe with rip rap endwalls and an asphalt drive. Due to the amount of sediment and water in the channel the pipe could not be inspected properly to determine if replacement is required at this time. The pipe shall be replaced with 12.0 metres of 600 mm diameter HDPE pipe with concrete block endwalls.

CSP pipe shall be aluminized with a minimum wall thickness of 2.8mm and corrugations of 125mm x 25mm for Culvert No.1 and 68mm x 13mm or 125mm x 25mm corrugations

for Culvert No.2. CSP pipe shall come in one section of 10 meters for Culvert No.2. 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.

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

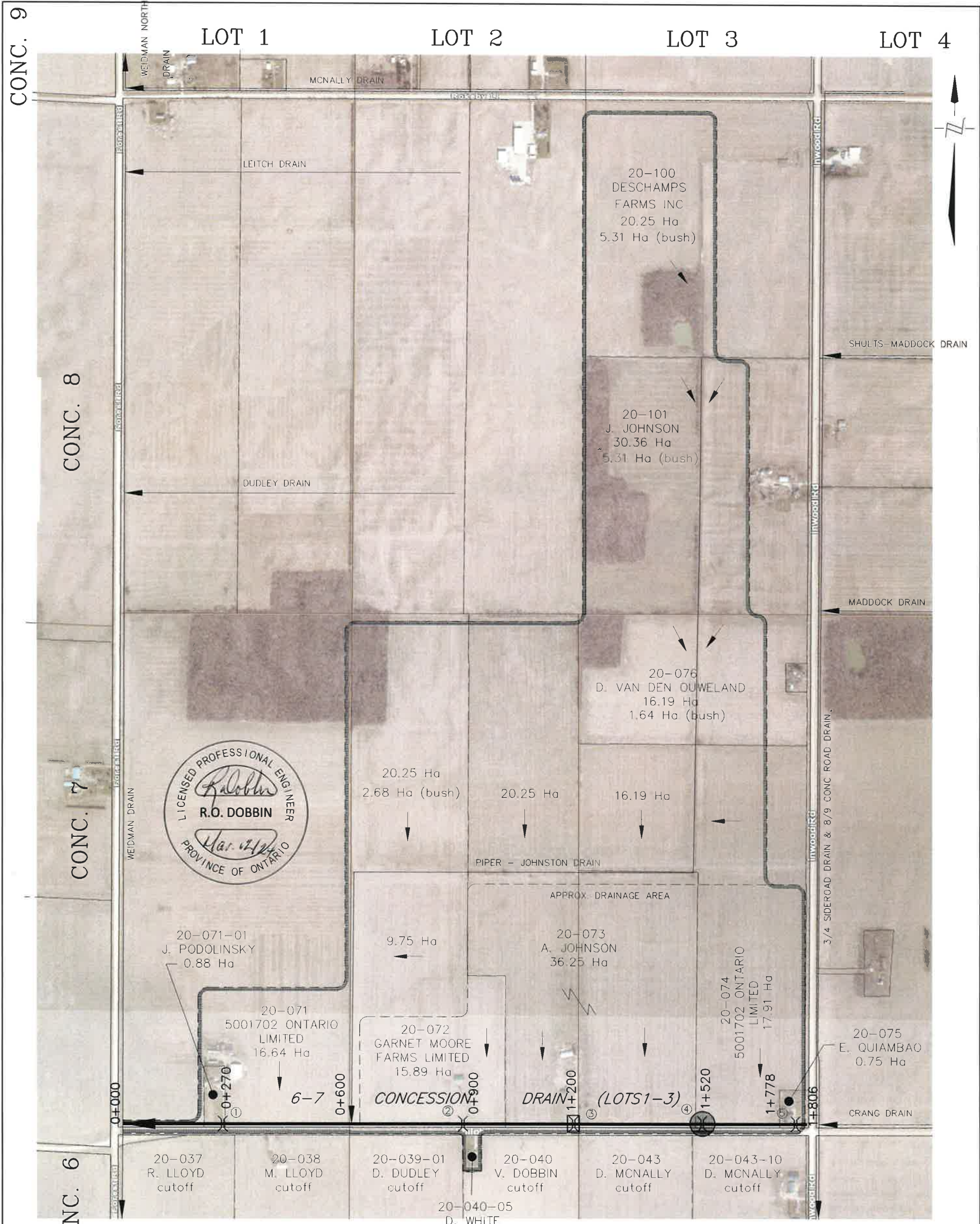
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform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

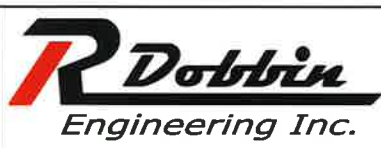
Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

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



LEGEND

- DRAINAGE AREA
- 6-7 CONCESSION DRAIN
- MUNICIPAL DRAIN
- ① CULVERT NUMBER
- NEW CULVERT
- EXISTING CULVERT
- INCORPORATE CULVERT



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

DRAWING NAME:
 6-7 Concession Drain (Lots 1-3)

PROJECT No.
 2023-1520

APPROVED R. DOBBIN	SCALE		PLAN	
CHECKED D. MOORES	NO.	REVISIONS	DATE	BY
DRAWN C. SAUNDERS	1	FINAL REPORT	MAR. 12, 2024	CS

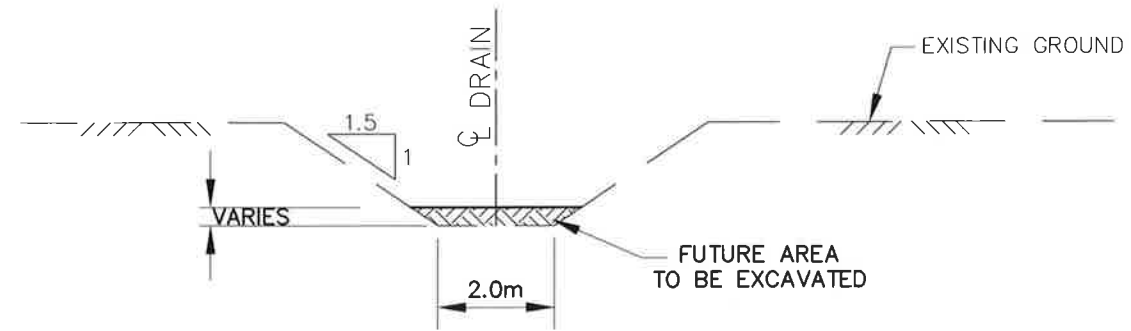
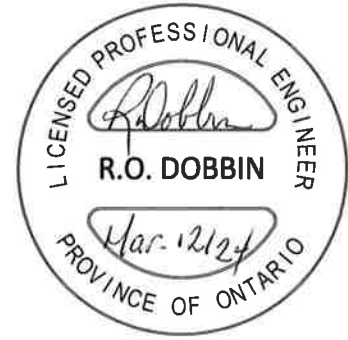
MUNICIPALITY of BROOKE - ALVINSTON
6-7 CONCESSION DRAIN (LOTS 1-3)
PLAN

1
OF 5

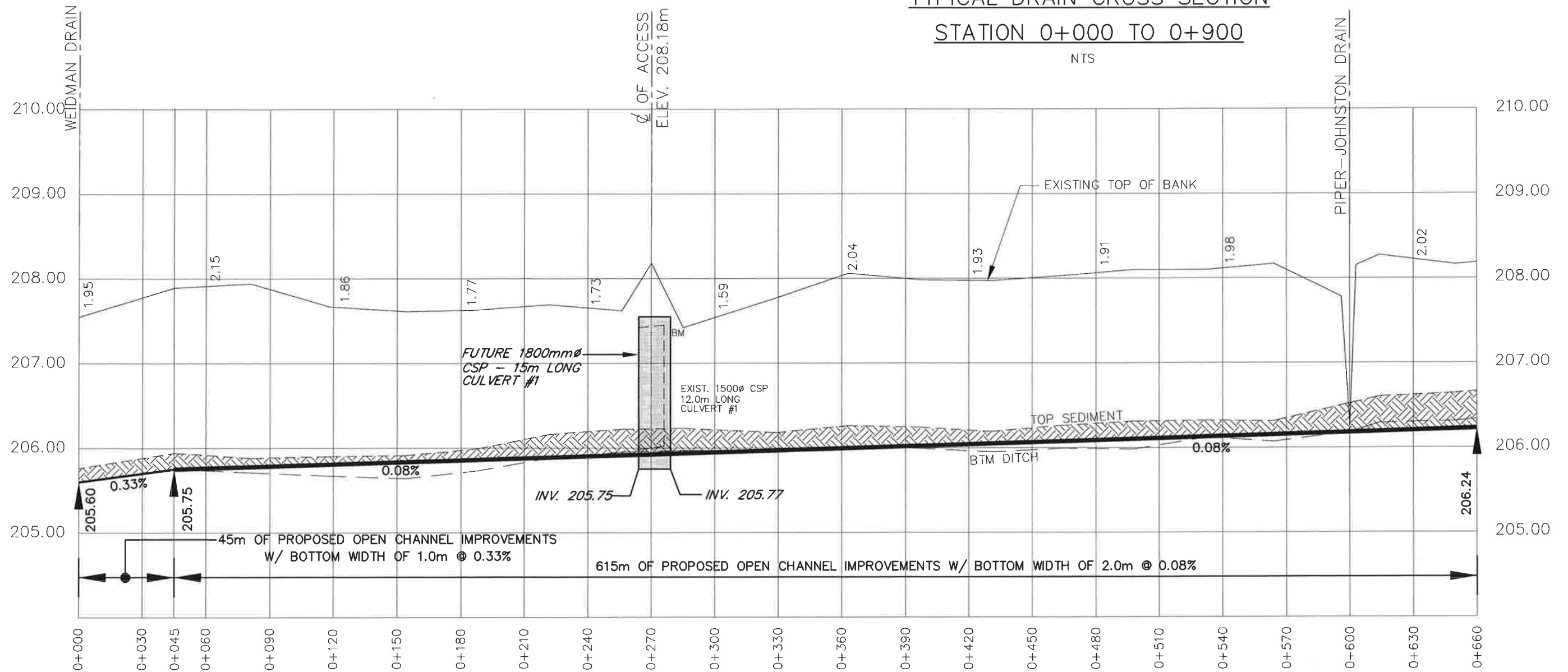
Last Updated: February 12, 2024

GENERAL NOTES

1. BENCHMARK No.1 ELEV. 207.45m
TOP OF EAST END OF EXISTING
1500mm ϕ CSP AT STATION 0+270
2. UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION
STATION 0+000 TO 0+900
NTS



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

DRAWING NAME:
6-7 Concession Drain (Lots 1-3) Profile 1

PROJECT No.
2023-1520

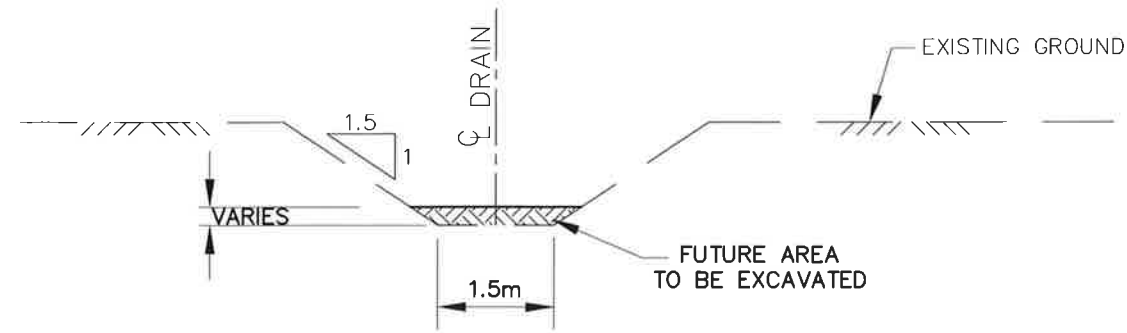
APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED D. MOORES	1	FINAL REPORT	MAR. 12, 2024	DM
DRAWN C. SAUNDERS	SCALE: 1:2,000 0 20 40 60m			

MUNICIPALITY of BROOKE-ALVINSTON
6-7 CONCESSION DRAIN (LOTS 1 - 3)
PROFILE

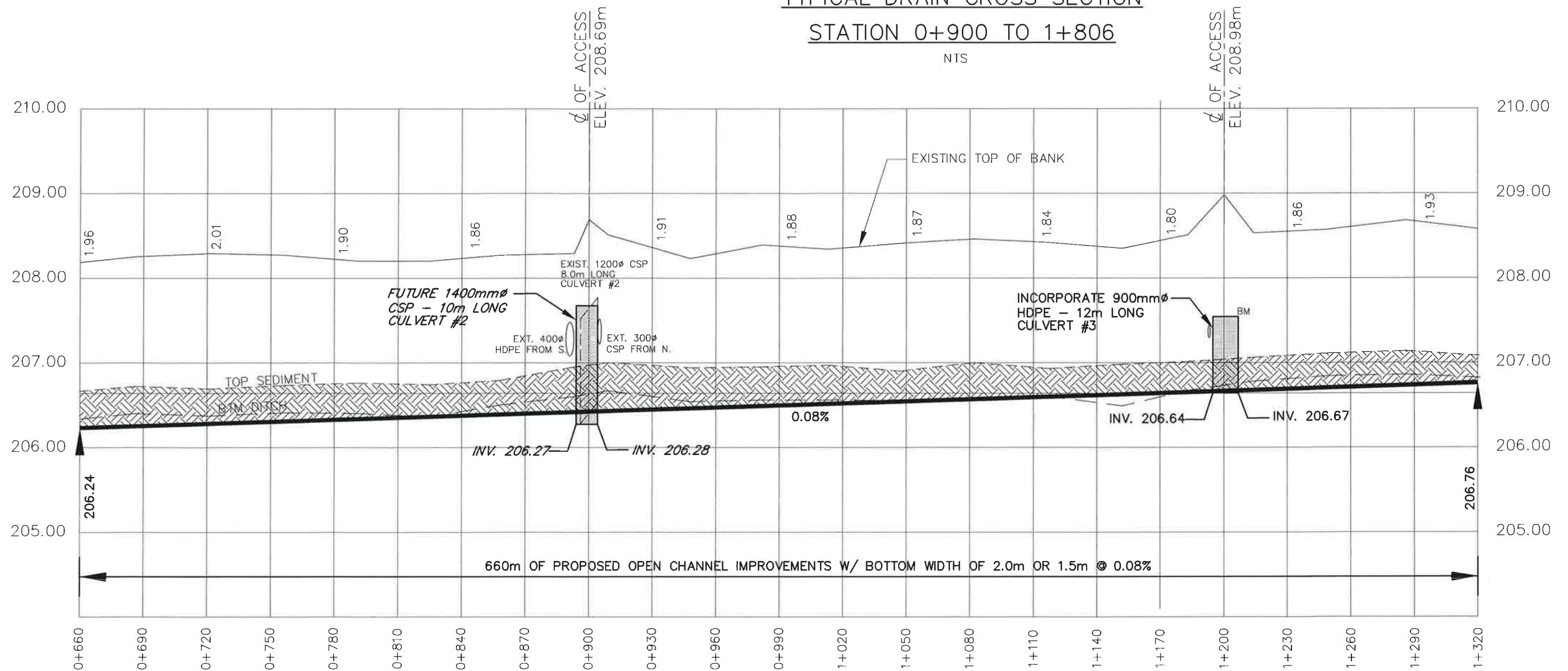
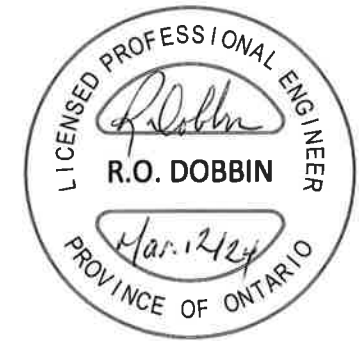
2
OF 5

GENERAL NOTES

1. BENCHMARK No.2 ELEV. 207.64m
TOP OF EAST END OF EXISTING
900mm ϕ HDPE AT STATION 1+200
2. UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION
STATION 0+900 TO 1+806
NTS



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

DRAWING NAME:
6-7 Concession Drain (Lots 1-3) Profile 1

PROJECT No.
2023-1520

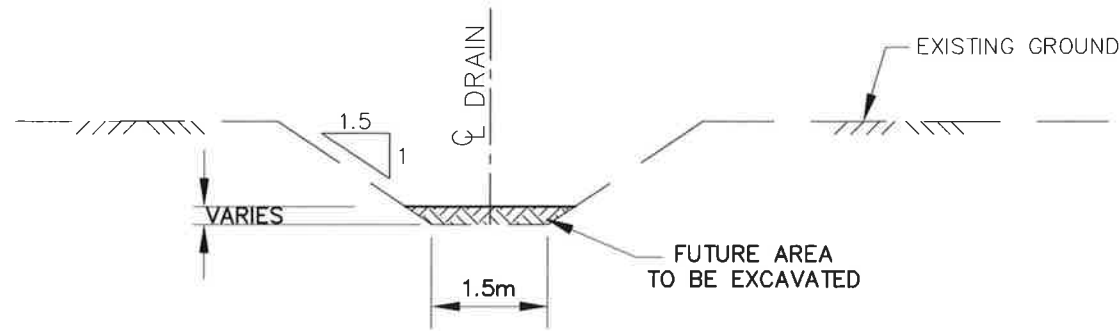
APPROVED	R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED	D. MOORES	1	FINAL REPORT	MAR. 12, 2024	DM
DRAWN	C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m					

MUNICIPALITY of BROOKE-ALVINSTON
6-7 CONCESSION DRAIN (LOTS 1 - 3)
PROFILE

3
OF 5

GENERAL NOTES

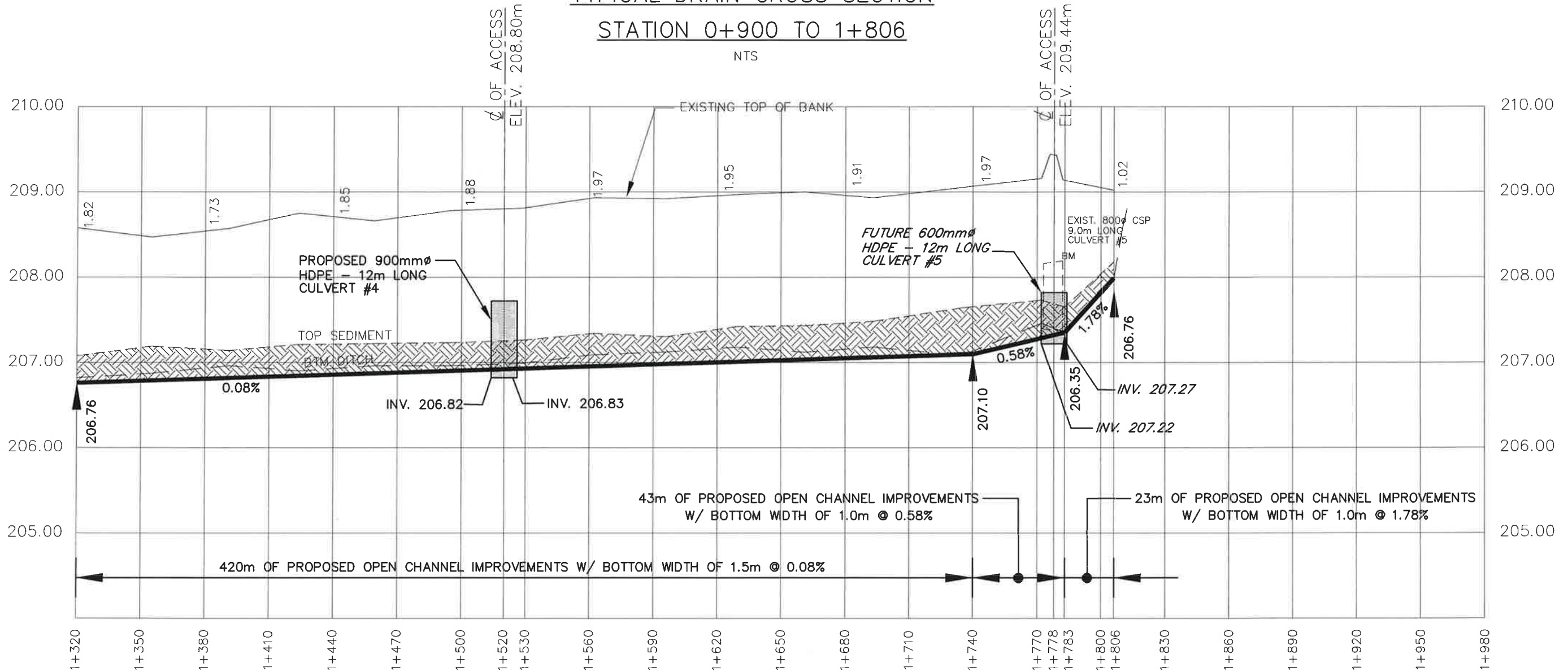
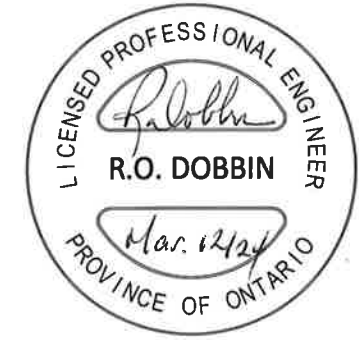
1. BENCHMARK No.3 ELEV. 208.19m
TOP OF EAST END OF EXISTING
800mmØ CSP AT STATION 1+778
2. UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION

STATION 0+900 TO 1+806

NTS



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

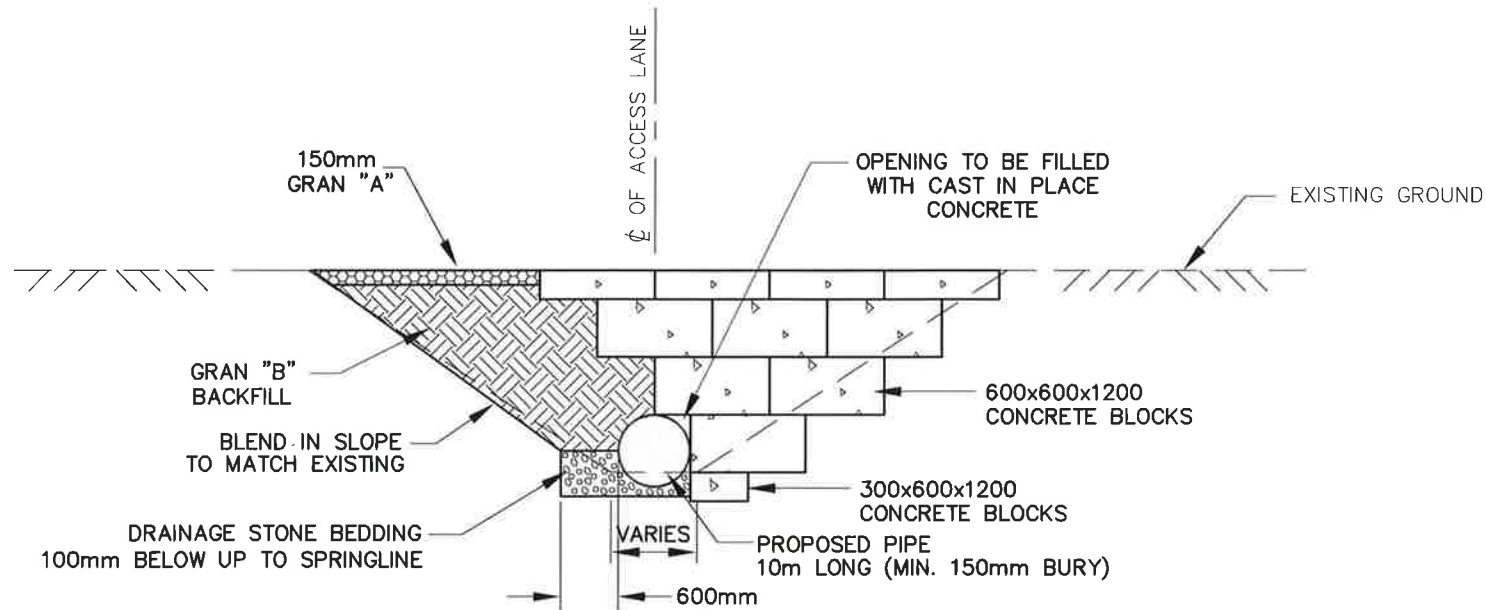
DRAWING NAME:
6-7 Concession Drain (Lots 1-3) Profile 1

PROJECT No.
2023-1520

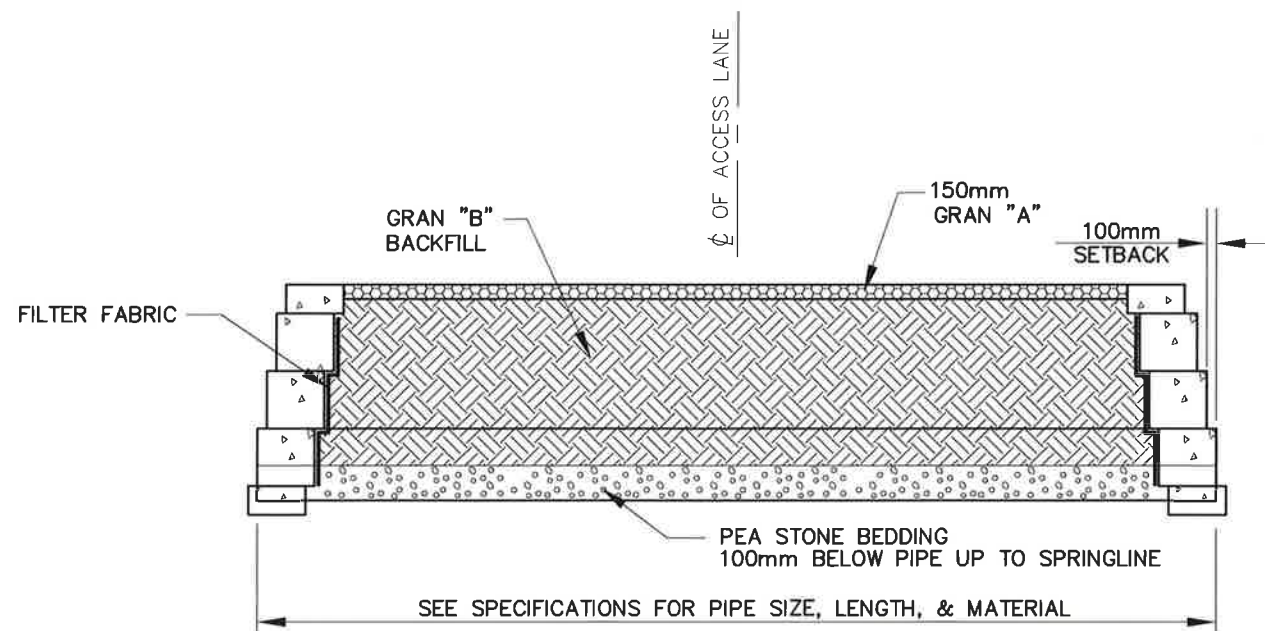
APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED D. MOORES	1	FINAL REPORT	MAR. 12, 2024	DM
DRAWN C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m				

MUNICIPALITY of BROOKE-ALVINSTON
6-7 CONCESSION DRAIN (LOTS 1 - 3)
PROFILE

4
OF 5



PROPOSED PIPE END SECTION



PROPOSED CROSS-SECTION

BM #1 ELEV. 207.45m

TOP EAST END OF EXISTING 1500mm CULVERT
STATION 0+270.

BM #2 ELEV. 207.64m

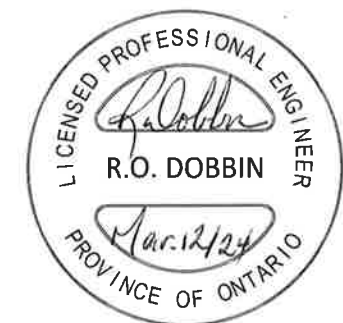
TOP EAST END OF EXISTING 900mm CULVERT
STATION 1+200.

BM #3 ELEV. 208.19m

TOP EAST END OF EXISTING 800mm CULVERT
STATION 1+778.

GENERAL NOTES:

1. HDPE CULVERTS SHALL BE CSA APPROVED 320KPA EITHER BELL & SPIGOT OR MANUFACTURED COUPLERS.
1. CSP CULVERTS SHALL BE ALUMINIZED 2.8mm THICK WITH CORRUGATIONS OF 68mmX 13mm OR 125mmX25mm.
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

DRAWING NAME:
6-7 Concession Drain (Lots 1-3) Typical Culvert Detail

PROJECT No.
2023-1520

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED C. SAUNDERS	1	FINAL REPORT	MAR. 12, 2024	DM
DRAWN D. MOORES				

SCALE 1:75

MUNICIPALITY of BROOKE-ALVINSTON
6-7 CONCESSION DRAIN (LOTS 1-3)
TYPICAL CULVERT DETAIL

5
OF 5

ENCLOSURE

6-7 Concession Drain (Lots 1-3)
Municipality of Brooke-Alvinston
March 12, 2024

ESTIMATED NET ASSESSMENT

To incorporate one access culvert replaced under Emergency Designation in the E1/2 Lot 2, Concession 8, Install a new access culvert in E1/2 Lot 3, Concession 8, and carry out improvements to the open channel.

Conc.	Lot or Part	Roll No.	Owner	Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Agricultural Lands							
6	W1/2 Lot 1	20-037	R. Lloyd	904.00	301.00	-	603.00
	E1/2 Lot 1	20-038	M. Lloyd	904.00	301.00	-	603.00
	W1/2 Lot 2	20-039-01	D. Dudley	380.00	127.00	-	253.00
	E1/2 Lot 2	20-040	V. Dobbin	380.00	127.00	-	253.00
	W1/2 Lot 3	20-043	D. McNally	380.00	127.00	-	253.00
	E1/2 Lot 3	20-043-10	D. McNally	380.00	127.00	-	253.00
7	Lot 1	20-071	5001702 Ontario Limited	3,072.00	1,024.00	2,060.00	(12.00)
	W1/2 Lot 2 & pt. E1/2 Lot 2	20-072	Garnet Moore Farms Limited	4,671.00	1,557.00	1,550.00	1,564.00
	pt. E1/2 Lot 2 & W1/2 Lot 3	20-073	A. Johnson	25,114.00	8,371.00	1,880.00	14,863.00
	pt. E1/2 Lot 3	20-074	5001702 Ontario Limited	28,767.00	9,589.00	2,250.00	16,928.00
	N. pt. Lot 3	20-076	D. Van Den Ouweland	376.00	125.00	-	251.00
8	S. pt. Lot 3	20-101	J. Johnson	677.00	226.00	-	451.00
	N. pt. Lot 3	20-100	Deschamps Farms Inc.	462.00	154.00	-	308.00
Non-Agricultural Lands							
	pt. Lot 2	20-040-05	D. White	212.00	-	-	212.00
7	pt. Lot 1	20-071-01	J. Podolinsky	1,362.00	-	-	1,362.00
	pt. Lot 3	20-075	E. Quiambao	2,894.00	-	-	2,894.00
Municipal Lands							
	Shiloh Line		Municipality of Brooke-Alvinston	21,574.00	-	-	21,574.00
Total Assessment				\$92,509.00	\$22,156.00	\$7,740.00	\$62,613.00



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

April 5, 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, two culvert replacements, open channel improvements, and drainage area modifications. The course of the work has been surveyed with elevations taken as necessary.

This is an amended report based on requests made at the Meeting to Consider to replace Culvert No. 2 located at Station 0+610.

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.

Meeting to Consider

A Meeting to Consider the report was held on March 28, 2024. After discussions with Council and affected landowners, it was decided that Culvert No.2 located at Station 0+610 be replaced as an overflow at this time.

Recommendations Contained in Engineer's Report dated February 16, 2024

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.

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. Culvert No.2 at Station 0+610 shall be removed and replaced.
4. Culvert No.3 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 amended Estimate of Cost in the amount of \$93,648.00 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).

There is overhead power along sections of this drain. If the excavated material has to be trucked away due to the inability of the machine to dig the drain and place material on the property, the extra cost shall be assessment to the hydro utility. This shall be determined at time of construction and the costs shall be based on the actual cost plus a portion of 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.3 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. Culvert No.2 has generally been assessed with 60% of the cost applied as a benefit assessment to the owner of the property, 17% of the cost assessed against the road authority, and 23% of the cost has been assessed as outlet assessment to lands located in Br.2 and Br.3 based on equivalent hectares including the benefiting owner.
4. Trucking of excavated material has been assessed directly to the property that the material is removed from.
5. 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 improve the open channel and for placement of excavated material.

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)

If the presence of overhead hydro interferes with the ability of the excavator to dig the open channel and place excavated material the working corridor shall be the road side of the drain.

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 as follows using the appropriate Schedule of Maintenance:

Culvert Number	Benefiting Lands	Road	Upstream Lands and Roads based on Equivalent Ha.
1	50% (40-104)	17%	Br.2 Lands & Roads - 33%
2	60% (40-105-05)	17%	(40-104) – 10% (40-105-05) – 1% (40-105) – 8% Road – 4%
3	50% (40-105)	17%	Br.3 Lands & Roads - 33%

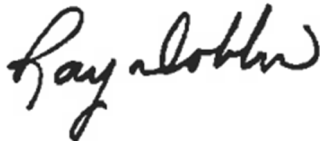
If an owner requests an additional length of culvert beyond that specified in this report, the extra cost shall be borne by the owner making the request including the future maintenance and repair. Each property is allowed one access culvert for each municipal drain with any second culvert on the property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

Any extra cost as a result of the location of utilities shall be assessed 100% to the utility as per section 26 of the Drainage Act. This includes any trucking of excavated material due to the presence of overhead hydro.

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
April 5, 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
April 5, 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 two access culverts 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
				<u>2,790.00</u>
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
				<u>4,460.00</u>
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
				<u>7,342.00</u>
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
				<u>14,962.00</u>

	Quantity	Unit	Unit Cost	Total
Culvert No. 2 - Station 0+610				
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
				<u>14,962.00</u>
Culvert No. 3 - Station 1+018				
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>6,500.00</u>
Sub Total				72,818.00
Engineering				10,450.00
Future Maintenance Schedule				2,000.00
Tendering, Inspection & Contract Admin.				6,000.00
SCRCA Fees (Permit & SCR)				<u>870.00</u>
Total Estimate excluding HST				92,138.00
Non-Recoverable HST (1.76%)				<u>1,510.00</u>
Total Estimate				\$93,648.00

SCHEDULE OF ASSESSMENT

To incorporate one access culvert replaced under Emergency Designation in the N. pt. Lot 1, Concession 13, Replace two access culverts 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.	-	-	-	1,918.00	2,307.00	4,225.00	19.80
	C. pt. Lot 1	20.23	40-104	C. Sawyer	-	10,684.00	7,853.00	2,397.00	2,879.00	23,813.00	20.23
	S. pt. Lot 1	22.10	40-105	R. & P. Hall	-	10,684.00	7,195.00	4,107.00	4,046.00	26,032.00	18.79
Total Agricultural Lands					-	21,368.00	15,048.00	8,422.00	9,232.00	54,070.00	58.82
Non-Agricultural Lands											
13	pt. Lot 1	0.44	40-105-05	K. Gallaway	760.00	12,821.00	675.00	416.00	157.00	14,829.00	0.88
Total Non-Agricultural Lands					760.00	12,821.00	675.00	416.00	157.00	14,829.00	0.88
Municipal Lands											
	Forest Road	2.55		County of Lambton	-	10,898.00	3,297.00	8,838.00	1,716.00	24,749.00	10.20
Total Municipal Lands					-	10,898.00	3,297.00	8,838.00	1,716.00	24,749.00	10.20
Total Agricultural Lands					54,070.00						
Total Non-Agricultural Lands					14,829.00						
Total Municipal Lands					24,749.00						
		65.12	Total Assessment		93,648.00						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 Hecatares	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	36.00	6.00	42.00	0.44
Municipal Lands								
	Forest Road	0.74		County of Lambton	220.00	41.00	261.00	2.96
	Total Area	21.19			670.00	330.00	1,000.00	23.63
				Total Benefit	670.00			
				Total Outlet	330.00			
				Total Maintenance Assessment	1,000.00			

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
April 5, 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 two (2) 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. Access and Working Corridor

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)

If the presence of overhead hydro interferes with the ability of the excavator to dig the open channel and place excavated material the working corridor shall be the road side of the drain.

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.

8. 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.

9. 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 CULVERTS TO BE REPLACED:

Culvert No. 2 (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. The pipe shall be replaced with 10.0 metres of 750 mm diameter HDPE pipe with concrete block endwalls.

Culvert No. 3 (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.

10. 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.

11. 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.

12. 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.

13. 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.

14. Benchmarks

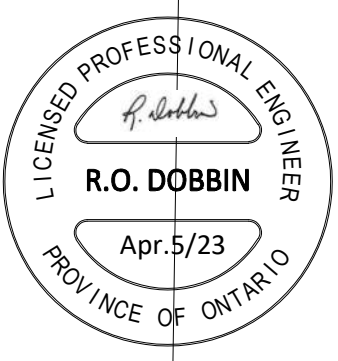
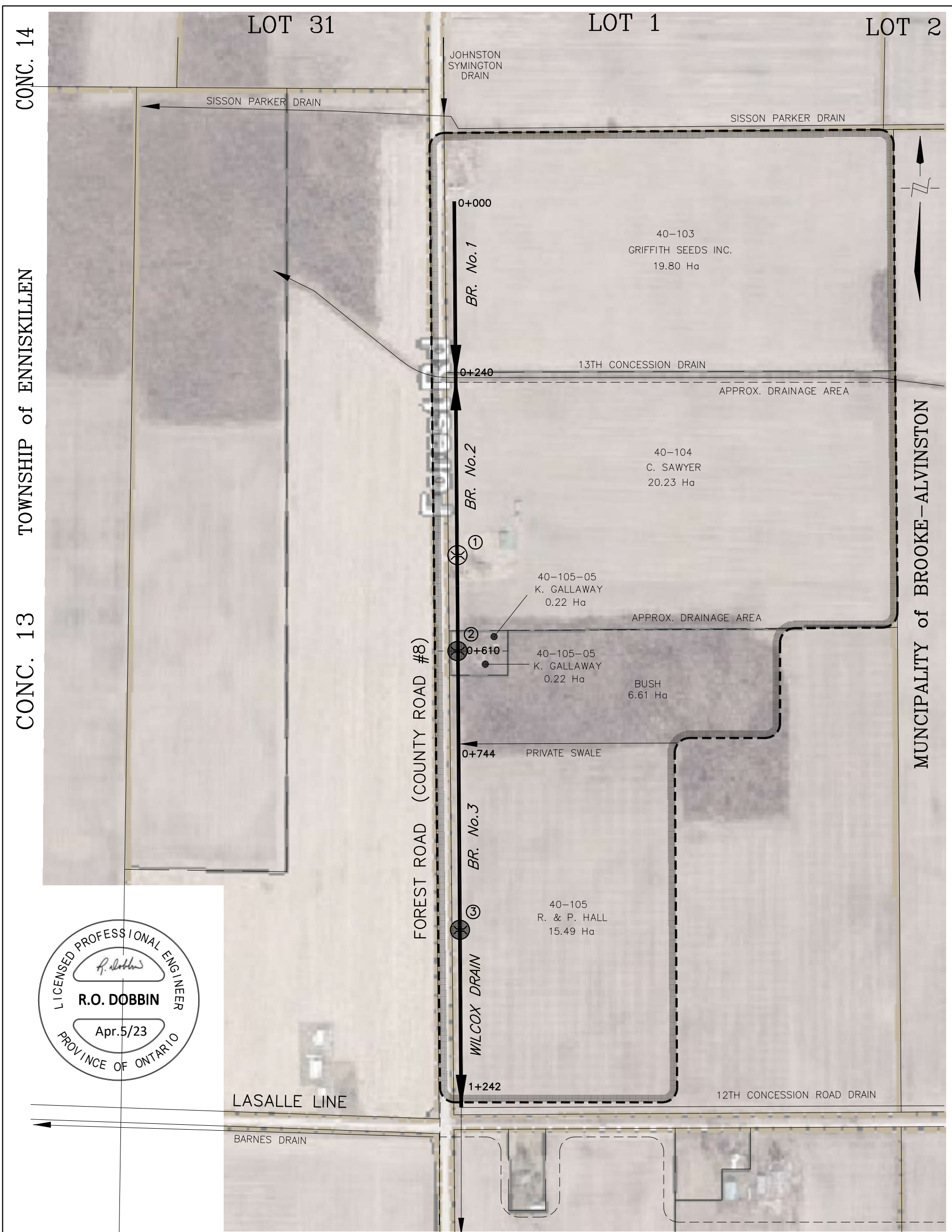
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform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

15. 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.

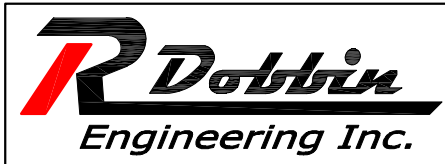
Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

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	2	RECONSIDERED	APR. 05, 2024	DM
CHECKED	1	FINAL REPORT	FEB. 16, 2024	CS
DRAWN				
C. SAUNDERS				

SCALE: 1:5000

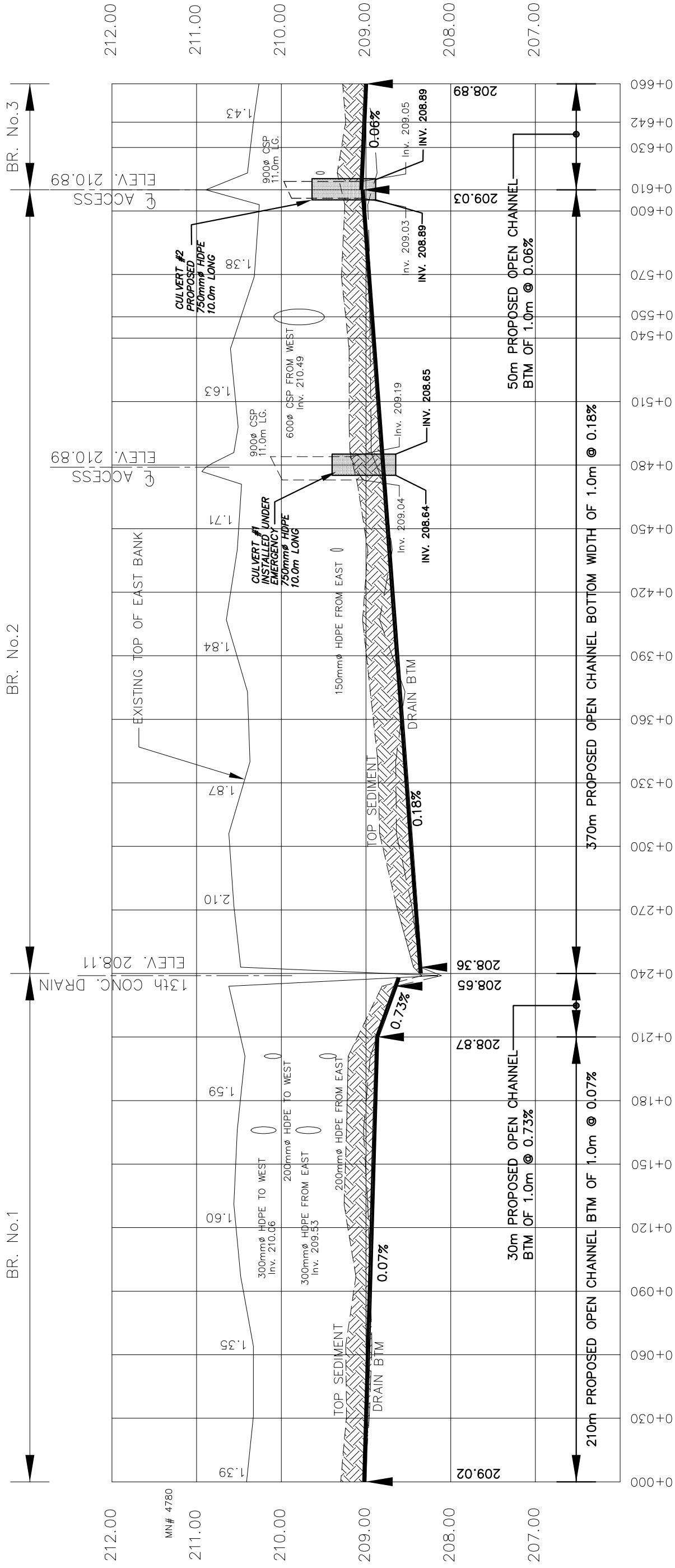
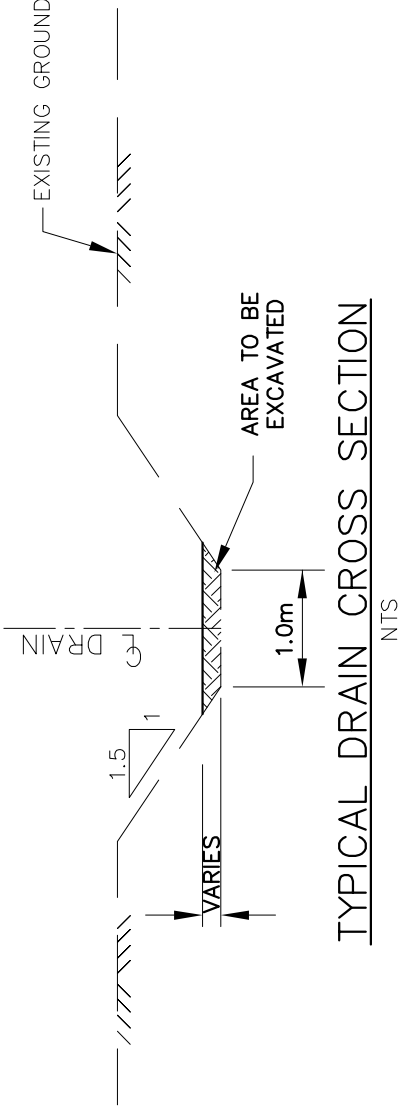
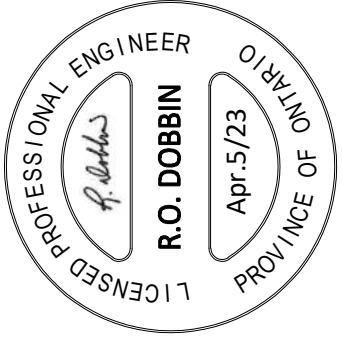
MUNICIPALITY of BROOKE - ALVINSTON
WILCOX DRAIN
PLAN

1
OF 4

Last Updated: April 1, 2024

GENERAL NOTES

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



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

DRAWING NAME:
Wilcox Drain Profile 1

PROJECT No.
2023-1501

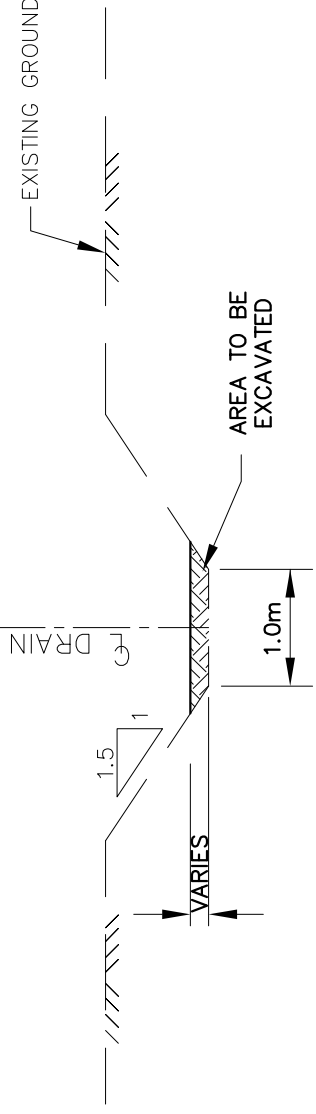
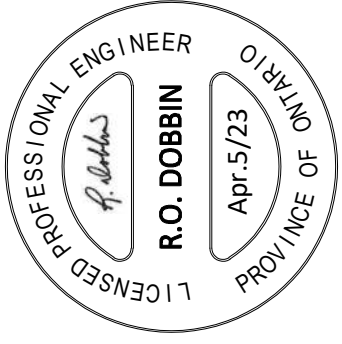
APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN	2	RECONSIDERED	APR. 05, 2024	DM
CHECKED D. MOORES	1	FINAL REPORT	FEB. 16, 2024	DM
DRAWN C. SAUNDERS	SCALE: 1:2,000 0 20 40 60m			

MUNICIPALITY OF BROOKE-ALVINSTON
WILCOX DRAIN
PROFILE

2
OF 4

GENERAL NOTES

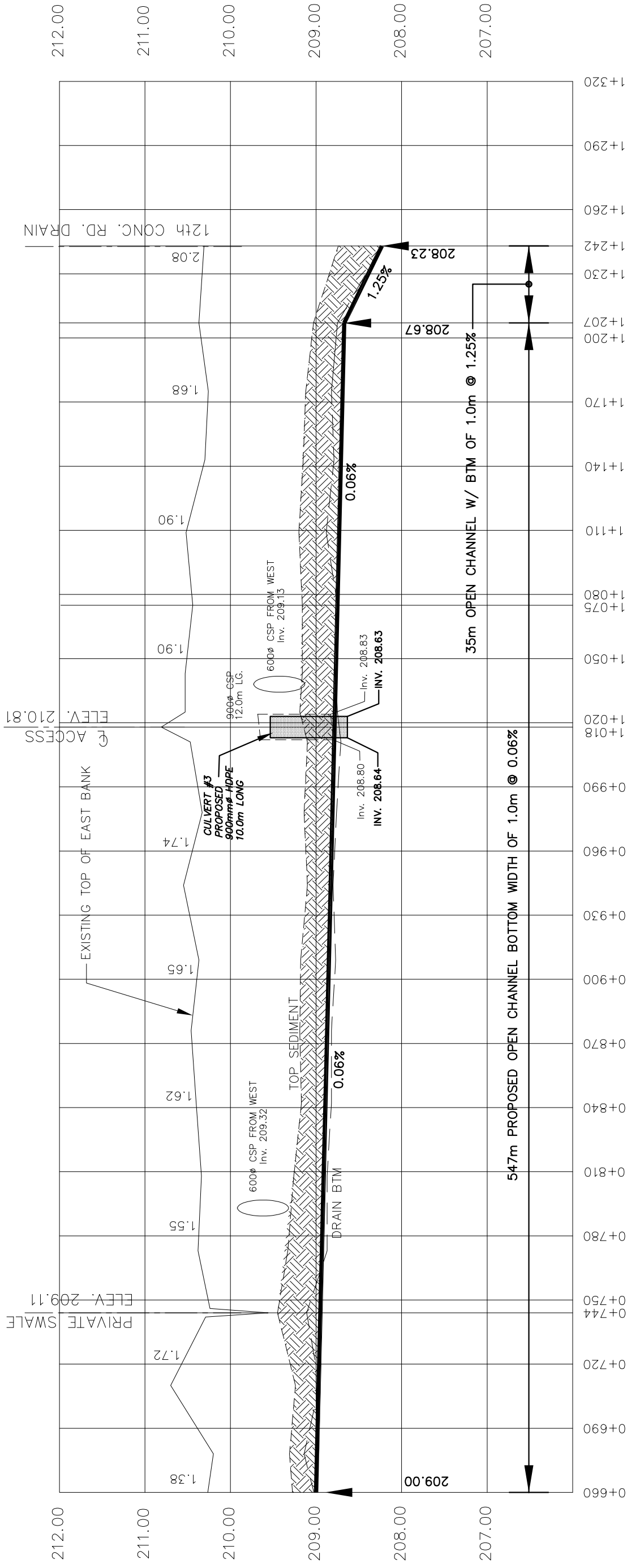
1. BENCHMARK No.1 ELEV. 211.68
TOP OF NORTHWEST CORNER OF
CONCRETE BOX CULVERT CROSSING
LASALLE LINE
2. UPPER NUMBERS ARE DEPTH FROM TOP OF
BANK TO BOTTOM OF PROPOSED DRAIN



TYPICAL DRAIN CROSS SECTION

NTS

BR. No.3



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

DRAWING NAME:
Wilcox Drain Profile 2

PROJECT No.
2023-1501

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN	2	RECONSIDERED	APR. 05, 2024	DM
D. MOORES	1	FINAL REPORT	FEB. 16, 2024	DM

CHECKED: D. MOORES
DRAWN: C. SAUNDERS

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

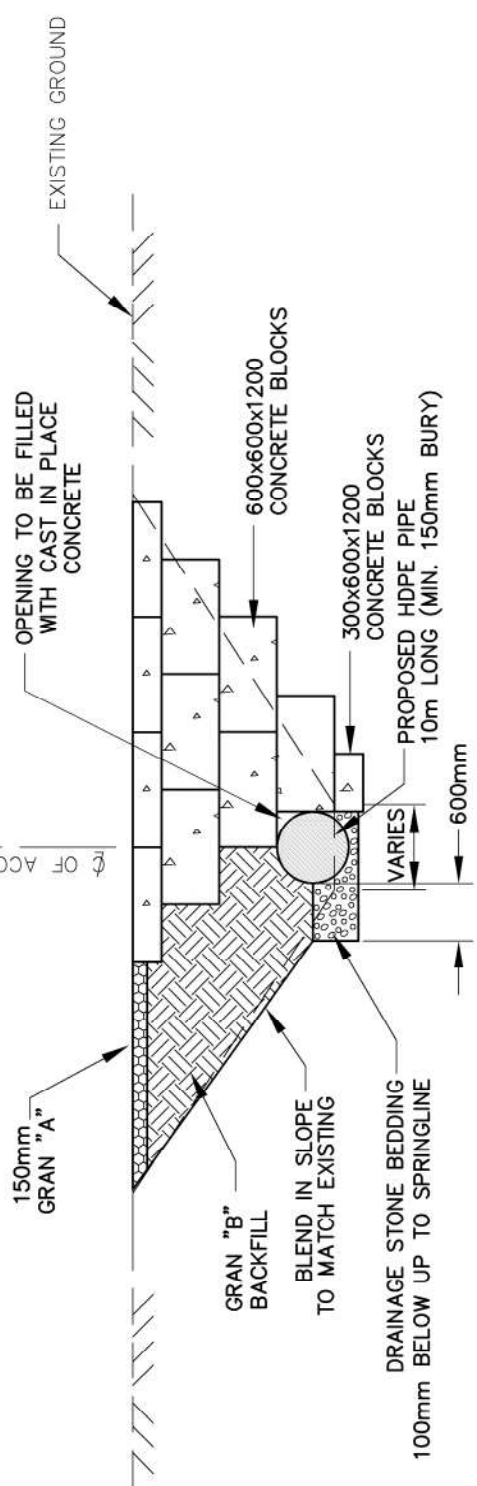
MUNICIPALITY OF BROOKE-ALVINSTON

**WILCOX DRAIN
PROFILE**

**3
OF 4**

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

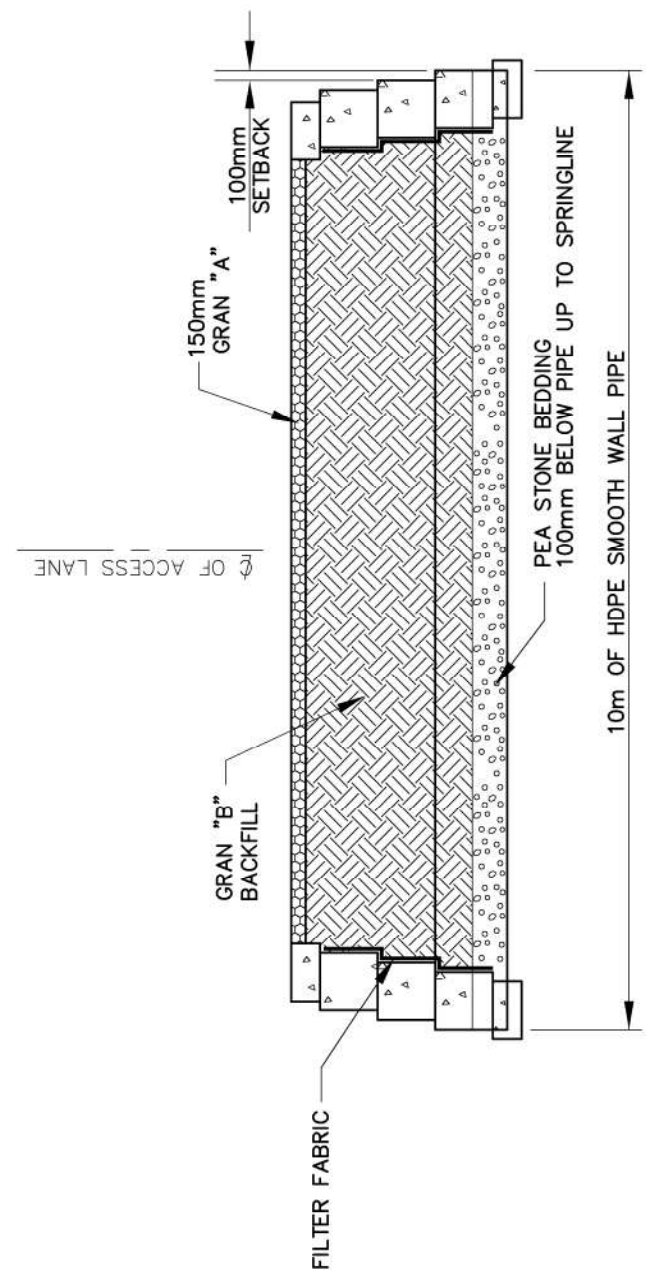
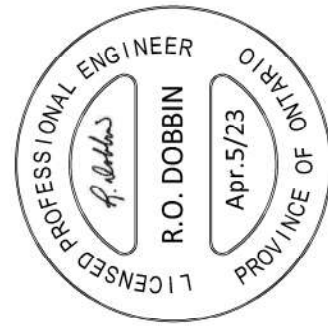
BM #2 ELEV. 210.62m
 PK NAIL SET IN HP NEAR CULVERT No.1
 STATION 0+475



PROPOSED PIPE END SECTION

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.



PROPOSED CROSS-SECTION



4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233
 PROJECT No.
 2023-1501

DRAWING NAME:
 Wilcox Drain Typical Culvert Detail

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN	2	RECONSIDERED	APR. 05, 2024	DM
CHECKED	1	FINAL REPORT	FEB. 16, 2024	DM
C. SAUNDERS				
DRAWN				
D. MOORES				

SCALE 1:75
 0 2m

MUNICIPALITY of BROOKE-ALVINSTON

**WILCOX DRAIN
 TYPICAL CULVERT DETAIL**

**4
 OF 4**

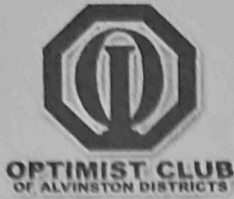
ENCLOSURE

Wilcox Drain
Municipality of Brooke-Alvinston
April 5, 2024

ESTIMATED NET ASSESSMENT

To incorporate one access culvert replaced under Emergency Designation in the N. pt. Lot 1, Concession 13, Replace two access culverts 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.	4,225.00	1,408.00	1,080.00	1,737.00
	C. pt. Lot 1	40-104	C. Sawyer	23,813.00	7,938.00	1,530.00	14,345.00
	S. pt. Lot 1	40-105	R. & P. Hall	26,032.00	8,677.00	2,730.00	14,625.00
Non-Agricultural Lands							
13	pt. Lot 1	40-105-05	K. Gallaway	14,829.00	-	-	14,829.00
Municipal Lands							
	Forest Road		County of Lambton	24,749.00	-	-	24,749.00
Total Assessment				\$93,648.00	\$18,023.00	\$5,340.00	\$70,285.00



April 17, 2024

Dear Mayor Ferguson and Members of Council

I would like to thank the Municipality for sending representatoin that attended our Optimist meeting on April 8th. The update on the arena was appreciated.

The Alvinston and Districts Optimist Club would like to present as a delegation during the April 25th meeting.

1. To ask Council if they would consider forming a building committee group, that would work together to keep moving forward with discussion on the dressing room project and an application for the upcoming grant intake.

We suggest, 2 members from Council, 2 Staff, 2 Optimist and 2 from Parks and Rec. to make up this group.

2. We (The Optimist Club) would like to propose the group be called "Community Arena Improvement Committee". (Open for discussion)

This would benefit all our area groups: East Lambton Minor Hockey, Brooke-Alvinston Skating Club, Lambton Attack, Alvinston Killer Bees and Public Skating.

3. We (The Optimist Club) would also like to suggest that the council considers bringing the committee together for an emergency meeting with council as soon as the grant intake is announced.

The Optimist Club is prepared to do all necessary fund raising to achieve the goals of the community building committee.

We look forward to working with the Municipality so we can achieve the goals of the community, as we move forward on upgrading our community centre together!

We would be happy to answer any questions or concerns you may have.

Yours in Optimism,
Jeff McLachlin



PUBLIC NOTICE

SEVERANCE APPLICATION

COMMITTEE OF ADJUSTMENT

APPLICATION NO. B-001/24, B-002/24 & B-003/24

TAKE NOTICE that an application for consent has been submitted by Marilyn Dolbear (Agent: Monteith Brown Planning Consultants) for the property located at Concession 6, Part Lot 19, in the Municipality of Brooke-Alvinston and municipally known as 3370 Nauvoo Road. The purpose of the application is to sever 3 residential lots, ranging in size from 0.40 hectares to 0.62 hectares, while retaining approximately 11.07 hectares of the subject property.

It should be noted that the severed portions of the property were previously the subject of an Official Plan and Zoning By-law amendment in October of 2022, which permits the proposed residential use.

AND FURTHER TAKE NOTICE that the Committee of Adjustment for the Municipality of Brooke-Alvinston has appointed Tuesday, May 14, 2024, at 9:00 a.m. for the purpose of a public hearing into this matter. Signed written submissions regarding the application will be accepted by the Secretary-Treasurer prior to the hearing.

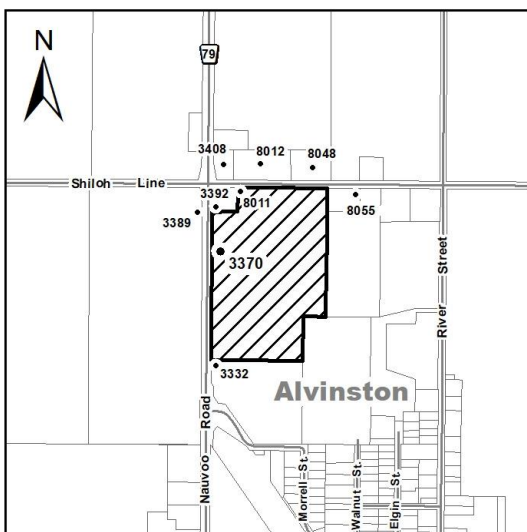
If you wish to submit a written or make an oral presentation at the public hearing, please contact the Municipality of Brooke-Alvinston no later than 12:00 p.m. noon on May 13, 2024.


If you wish to be notified of the decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance, you must make a written request to the Committee of Adjustment at the address noted below.

If a person or public body that files an appeal of a decision of the Municipality of Brooke-Alvinston Committee of Adjustment in respect of the proposed severance does not make written submission to the Municipality of Brooke-Alvinston Committee of Adjustment before it gives or refuses to give a provisional consent, the Ontario Land Tribunal may dismiss the appeal.

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

Additional information regarding the application will be available to the public for inspection at the Municipality of Brooke-Alvinston Municipal Office, 3236 River Street, PO Box 28, Alvinston, ON, N0N 1A0 from 8:30 am to 4:30 pm, Monday to Friday.



 Subject Property

Janet Denkers
Secretary-Treasurer,
Committee of Adjustment
Municipality of Brooke-Alvinston
3236 River Street, P.O. Box 28
Alvinston, ON N0N 1A0

Email: jdenkers@brookealvinston.com
Phone: 519-898-2173
Fax: 519-898-5653

Dated: April 18, 2024

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

Drainage Act, R.S.O. 1990, Chapter D.17, s. 78 & s. 9(1)

TO: Affected Property Owners

You are hereby notified that Ray Dobbin, P.Eng., appointed by the Council of the Municipality of Brooke-Alvinston under Section 78 of the Drainage Act, has scheduled a meeting for the:

**12th Concession Drain
on**

Tuesday, April 30th, 2024

10:00 a.m.

MEETING LOCATION: 6972 LaSalle Line—Shea Farms Culvert

In accordance with Section 9(1) of the Drainage Act, you as an owner of land affected, are requested to attend a meeting with the appointed engineer.

The purpose of the meeting is to discuss culvert replacements, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 10th day of April, 2024.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

If you do not attend the meeting, it will proceed in your absence. If you are affected or assessed by this proposed project, you will continue to receive notification as required by the *Drainage Act*.

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

Phone: 519.898.2173

Fax: 519.898.5653



NOTICE OF MAINTENANCE SITE MEETING **Morley Drain & Cameron Drain**

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

Dear Sir/Madam:

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

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

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

Morley Drain & Cameron Drain

on

Tuesday, April 30th, 2024

11:30 a.m.

Meeting Location: Forest Road & Oil Springs Line

Dated the 10th day of April, 2024

Janet Denkers
Clerk-Administrator

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

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

Phone: 519.898.2173
Fax: 519.898.5653



NOTICE OF APPOINTMENT FOR EXAMINATION BY ENGINEER

Drainage Act, R.S.O. 1990, Chapter D.17, s. 78 & s. 9(1)

TO: Affected Property Owners

You are hereby notified that Ray Dobbin, P.Eng., appointed by the Council of the Municipality of Brooke-Alvinston under Section 78 of the Drainage Act, has scheduled a meeting for the:

**Tait Swartz Drain
on**

Tuesday, April 30th, 2024

12:30 p.m.

MEETING LOCATION: Corner of Ebenezer Road & Oil Springs Line

In accordance with Section 9(1) of the Drainage Act, you as an owner of land affected, are requested to attend a meeting with the appointed engineer.

The purpose of the meeting is to discuss the drain, and as an owner of the land affected, you are requested to attend at such time and place.

Dated the 10th day of April, 2024.

Janet Denkers
Clerk-Administrator

Failure to Attend Meeting

If you do not attend the meeting, it will proceed in your absence. If you are affected or assessed by this proposed project, you will continue to receive notification as required by the *Drainage Act*.

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

Phone: 519.898.2173

Fax: 519.898.5653



NOTICE OF ONSITE MEETING on the **Tait McKinlay Drain**

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

Dear Sir/Madam:

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

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

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

Tait McKinlay Drain
on
Tuesday, April 30, 2024
3:00 p.m.

Meeting Location: 7874 Oil Springs Line

Dated the 10th day of April, 2024

Janet Denkers
Clerk-Administrator

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

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

Phone: 519.898.2173
Fax: 519.898.5653



April 17, 2024

**NOTICE OF CONSIDERATION OF DRAINAGE WORKS
Hay Drain**

Dear Sir and/or Madam:

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

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

Thursday, May 9th 2024 at 4:30 pm

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

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

APPEALS AGAINST ASSESSMENT ARE NOT CONSIDERED AT THIS MEETING.

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

Janet Denkers
Clerk Administrator

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

Phone: 519.898.2173
Fax: 519.898.5653



April 17, 2024

**NOTICE OF CONSIDERATION OF DRAINAGE WORKS
6 and 7 Sideroad Drain**

Dear Sir and/or Madam:

You are hereby notified that the Engineer appointed by the Council of the Municipality of Brooke-Alvinston under the *Drainage Act, 1990*, did, file at our office a report on the **6 and 7 Sideroad Drain**.

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

Thursday, May 9th 2024 at 4:30 pm

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

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

APPEALS AGAINST ASSESSMENT ARE NOT CONSIDERED AT THIS MEETING.

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

Janet Denkers
Clerk Administrator

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

Phone: 519.898.2173

Fax: 519.898.5653



April 17, 2024

**NOTICE OF CONSIDERATION OF DRAINAGE WORKS
Crang Drain Branch**

Dear Sir and/or Madam:

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

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

Thursday, May 9th 2024 at 4:30 pm

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

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

APPEALS AGAINST ASSESSMENT ARE NOT CONSIDERED AT THIS MEETING.

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

Janet Denkers
Clerk Administrator



Next Meeting:

Enniskillen Municipal Building
4465 Rokeby Line RR 1, Petrolia, ON N0N 1R0
Date: April 25th, 2024 @ 7 pm



Map:



Dates for 2024 Meetings:

- 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; Plympton Wyoming Museum at 6745 Camlachie Rd., Camlachie
- October 2^{4th}; Petrolia Victoria Hall - Petrolia Municipal Office, 411 Greenfield St, Petrolia, ON N0N 1R0



Minutes from 2024 Annual Meeting

March 28th, 2024

Brooke-Alvinston-Inwood Community Centre Complex
3310 Walnut St, Alvinston, ON N0N 1A0

- Opening by President; Ron Urry
- Ron opened the meeting by thanking Brooke-Alvinston for arranging the meeting.
- Brooke-Alvinston – Don McCabe introduced Bertha Rose Parks who did a presentation on the school history in the area. She brought photos, one of which was from 1938 of a one room school. Wonderful presentation.
- Review minutes of the previous Annual Minutes.
 - With Corrections; motion to accept by Dan Caron and seconded by Bill Moran
- Treasurer Annual Meeting Report:

Publishing Record \$5139.30	Total Balance \$8846.30
Bursary Record \$2049.20	
- Investment is up for renewal. We can make 5% interest if we change the investment. *Motion to raise the investment to \$2000.00 @ 5%.*
- **Motion to raise the investment** and accept Treasurer report was made by Ron McLean and seconded by Elsie Urry. It was voted on and passed.
- Secretary Report: Motion to accept by Deb Narr and seconded by Dan Caron
- Committee Reports:
 - Book Report and Bursary Report was provided by Gord Perry.
 - Book sales for 2023 were \$841.
 - We have 4584.30 in publishing account and he presented Ron McLean with checks from book sales at Arts Den and Oil Museum.
 - Inventory was done with a total of 641 books in inventory.
 - We moved \$50.00 last year from general account to bursary account for 2 memorials.
 - Motion to accept Book and Bursary Report was made by Ron McLean and seconded by Marjorie Cumming
 - Constitution Report was provided by Gord Perry for Margaret Perry.
 - Admendment to Lambton County Historical Society – Bursary Committee – In accordance with Article 9 and 11.0 of the constitution.
 - **Motion to to increase the bursary from \$300 to \$500** was made by Gord Perry and seconded by Carol Thompson. Voted on and passed.
- Committees:
 - Bursary: Gord Perry, Marjorie & Ray Lloyd
 - Constitution and Policy: Margaret Perry
 - Public Relations: Laura Greaves, Gord Perry
- **Election Of Officers:**
 - Secretary: 2024 – 2027; Deb Narr will continue as secretary. There were no other runners. Motion to have Bill Moran as a helper and backup. This will not be an executive position. Voted on and was unanimously accepted.
 - Election of Auditors for next year; is postponed to next meeting. Motion by Dan Caron and seconded by Jen Dewitt.
 - Motion to confirm was made by Dan Caron and seconded by Elsie Urry
 - Motion to close Annual Meeting was made by Marjorie Cumming and seconded by Ron McLean

Lambton County Historical Meeting



Minutes from March 28th, 2024

Meeting was held at the Brooke-Alvinston_Inwood Community Centre

The minutes from October 2023 were reviewed and accepted. Motion to accept was made by Gord Perry and 2nd by Douglas Craig. Motion was passed.

Unfinished Business:

- During the winter break, LCHS was asked to help out with Lambton County's 175th anniversary "Doors Open Project". We were asked to identify and secure locations for the Doors Open Project. Our initial obligation was to confirm a minimum of 3 sites before March 15th. We have provided the initial requirement, but more sites are required. August 28th is the deadline for all the locations. It has been changed to a one day event. There is more information on the Lambton County Museum Web site.
- Don McCabe and Jen Dewitt are working on our digital imprint, and working with Lambton County Museum website.
- We moved \$25.00 to the bursary account for Jack McKenna last year. It should have been \$100.00. Motion to move the difference of \$75.00 to the bursary account in honor of Jack McKenna was made by Ron Urry and seconded by Gord Perry.

New Business

- Gord Perry requested LCHS to spend \$71.17 for a cart to help in moving books to and from Sales events, and was voted on and approved.
- There is an event at the Oil Museum on Saturday, July 13th, 2024 and is looking for volunteers to help out. Please contact Gord if you are able to help.

Dan Caron made a motion to adjourn the meeting which was seconded by Gord Perry.

Lambton County Historical Society
Meeting Agenda

April 25th, 2024

Enniskillen Municipal Building
4465 Rokeby Line RR 1, Petrolia, ON N0N 1R0
Date: April 25th, 2024 @ 7 pm

- Opening by President
- Thank You to Host
- Host Comments
- Review minutes of the previous Minutes.
 - Errors or Omissions
- 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:
- Old 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: St. Clair North - Township of St. Clair Civic Centre, 1155 Emily Street Mooretown ON
- Closing by President

Dates for 2024 Meetings:

- 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 NOM 1T0
- August 22nd; Lambton County Archives - 787 Broadway St, Wyoming, ON N0N 1T0
- September 26th; Plympton Wyoming Museum at 6745 Camlachie Rd., Camlachie
- October 2^{4th}; Petrolia Victoria Hall - Petrolia Municipal Office, 411 Greenfield St, Petrolia, ON N0N 1R0



Public Works Department
789 Broadway Street, Box 3000
Wyoming, ON N0N 1T0

Telephone: 519-845-0801
Toll-free: 1-866-324-6912
Fax: 519-845-3872

LANE CLOSURE NOTIFICATION

DATE: Tuesday, April 9, 2024

TO:

CACC.....	wallaceburgcacc@sunnybrook.ca
OPP-Lambton Centre	1-519-680-4692
OPP-Petrolia Detachment	519-882-1014
Samia Radio Stations	news.sarnia@blackburnradio.com
Wallaceburg Radio Station CKXS	news@ckxsfm.com
CLASS.....	pat.teahan@schoolbusinfo.com
	patty.aulhier@schoolbusinfo.com
	1-519-627-8143
White Bus Lines	dispatch@wightbuslines.ca
Langs Bus (Sandy).....	519-876-2746
Providence Reform Collegiate.....	office@providencerc.com
Points Eagle Radio Inc.....	alex@eaglecountry.ca; nade@eaglecountry.ca
Franco Bus.....	bouchardn@francobus.ca
Township of Brooke-Alvinston (Janet D, Jamie B)	jdenkers@brookealvinston.com
	jbutler@brookealvinston.com
Bluewater Recycling Association (Richard).....	rchard@bra.org
Township of Warwick (Andrew M, Amanda G, Brad G)	aqubbels@warwicktownship.ca
	amaver@warwicktownship.ca
	warwickfire@warwicktownship.ca
BM Ross & Associates (Jeff J, David C)	jones@bmross.net
	dcrevier@bmross.net
Weathertech Restoration Services (Todd B, Kale).....	tbogart@wrsi.ca
Lambton EMS - Supervisors	ems.supervisor@county-lambton.on.ca

FROM: Glen Millar, P.Eng., Public Works

PAGES: 1 (Including Cover Page)

COMMENTS: Lane Closure - County Road 79 (Nauvoo Road) at Brown's Creek – Bridge Rehabilitation

- Nauvoo Road between County Road 4 (Petrolia Line) and LaSalle Line in the Township of Brooke-Alvinston will be reduced to a single lane for the planned rehabilitation of the Brown's Creek Bridge.
- The bridge is located approximately 1050 metres north of Petrolia and is between 9-1-1 addresses 4312 and 4395 Nauvoo Road.
- Work will be phased such that traffic will be maintained through a single lane and the provision of temporary traffic signals.
- Lane width will be reduced to 3.5 m (11'6") for the duration of the work and the speed limit will be reduced to 50 km/hr.
- The bridge rehabilitation is expected to take up to 3 months, weather permitting.
- Commencing Monday, April 15th, 2024 at 8 am, County Road 79 (Nauvoo Road) will be reduced to a single lane of traffic at the Brown's Creek Bridge between Petrolia Line and LaSalle Line for a period of 3 months, weather permitting.

Effective: Monday, April 15th, 2024 at 8 am

If you have any problems receiving this fax, please call 519 845-0801, ext. 5310.

SIGNATURE:





The Township of Adelaide Metcalfe will hold an open house, pursuant to Section 17(16) of the Planning Act, R.S.O., 1990, as amended, to provide an opportunity for public input in relation to proposed changes to the Adelaide Metcalfe Official Plan resulting from the five-year Official Plan review.

At the open house, staff will provide an overview of the Discussion Papers representing key themes, including recommended amendments to the Adelaide Metcalfe Official Plan. The key themes include Agriculture, Employment, Natural Heritage and Housing. The public will be offered an opportunity to provide feedback and ask questions.

Changes to the Official Plan are being proposed to ensure consistency with the Provincial Policy Statement and conformity with the County of Middlesex Official Plan. Due to the large geographic extent and wide distribution of lands potentially affected by the proposed amendment, no map of these areas is provided with this notice. There are no other applications that affect the entire Township of Adelaide Metcalfe.

WHAT IS AN OFFICIAL PLAN?

The Township's Official Plan is a comprehensive document, which contains goals, policies, and land use schedules. The Official Plan is a 25-year policy framework for land use decisions and sets the context for detailed planning and provision of municipal services. The Official Plan indicates where housing, agriculture, industry, commercial and retail land uses will be located. We are required by the Province to review our Official Plan every five years to ensure that it conforms with the latest provincial policies and the County of Middlesex Official Plan, and to consider recent municipal planning studies and reports.

If you are interested in taking part in the meeting:

- Date: Monday May 6th, 2024
- Time: 7:00pm

- Location: Hybrid (Zoom and 2340 Egremont Drive, RR 5, Strathroy, Ontario)

You must register to participate online.

The meeting is open to the public at 2340 Egremont Drive. You will have an opportunity to speak to the presentation, in person, at the meeting.

Send your request via email to mbarnier@adelaidemetcalfe.on.ca

The meeting can also be watched live on our YouTube channel.

APPEAL PROCEDURES:

If a person or public body would otherwise have an ability to appeal the decision of Council for the County of Middlesex to the Ontario Land Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the Township of Adelaide Metcalfe or the County of Middlesex before the proposed official plan amendment is adopted, the person or public body is not entitled to appeal the decision. If a person or public body does not make oral submissions at a public meeting, or make written submissions to the Township of Adelaide Metcalfe before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Ontario Land Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to do so.

The County of Middlesex is the delegated approval authority for Official Plan Amendments thereto. If you wish to be notified of the decision of the County of Middlesex with respect to the proposed official plan amendment, you must submit a written request to the County of Middlesex, Planning Department, 399 Ridout Street North, London, Ontario N6A 2P1.

For More Information:

Additional information regarding Official Plan Review including the current Official Plan, proposed changes to the Official Plan and the Discussion Papers can be found by visiting our website at: <https://www.adelaidemetcalfe.on.ca/Official-Plan-Review>

LAMBTON GROUP POLICE SERVICES BOARD

Mailing Address:

Box 273

Petrolia, ON N0N 1R0

Website: www.lgpsb.ca**e-mail:** info@lgpsb.ca

LAMBTON GROUP
POLICE SERVICES
BOARD

MEDIA RELEASE

April 17, 2024

LGPSB welcomes new members.

For Immediate Release

Petrolia, ON – There was lots of excitement around the Lambton OPP detachment board room this afternoon, as incoming members of the Lambton Group Police Services Board gathered for the first time, for training and to be sworn into their new positions.

Under the *Community Safety and Policing Act, 2019 (CSPA)*, which came into effect on April 1, 2024 the Lambton Group Police Services Board as an Ontario Provincial Police (OPP) Board type increased from a board of five (5) members to an approved board structure of ten (10) members.

- six (6) municipal representatives;
- two (2) community representatives; and
- two (2) provincial appointees.

Of the six (6) municipal representatives, each of the following municipalities and/or group of municipalities have the right to appoint the following number of representatives to the board:

Municipality(ies)	# of Representatives Appointed to Board
Lambton Shores	1
Petrolia	1
Plympton-Wyoming	1
St. Clair	1
Dawn-Euphemia, Oil Springs and Enniskillen	1 (jointly appointed by all 3 municipalities)
Warwick and Brooke-Alvinston	1 (jointly appointed by both municipalities)

Sworn in by Board Secretary and Clerk for the Town of Petrolia Mandi Pearson, and welcomed to their positions by Inspector Chris Avery were:

Name	Role	Appointment
Mr. Greg Nemcek	Chair	Community Member at Large
Mr. John McCharles	Vice Chair	Provincial Rep.

Mrs. Shirley Durance	member	Provincial Rep.
Deputy Mayor John Couwenberg	member	Municipal Rep – Brooke-Alvinston Warwick
Mayor Ian Veen	member	Municipal Rep – Dawn Euphemia Oil Springs Enniskillen
Councillor Dave Marsh	member	Municipal Rep – Lambton Shores
Mayor Brad Loosley	member	Municipal Rep - Petrolia
Mayor Gary Atkinson	member	Municipal Rep – Plympton-Wyoming
Mayor Jeff Agar	member	Municipal Rep – St.Clair
Mr. Bill Beveridge	member	Community Member at Large

Some familiar faces are returning to the LGPSB, as Mr. Greg Nemcek continues his appointment as community member at large and as board Chair. It was confirmed by the province that both members Shirley Durance and John McCharles would receive extension as provincial appointed members.

Board Chair Greg Nemcek, who is entering his second year as chair said “It is great to be a part of an exciting time with the province and to have the structure as updated under the *Community Safety and Policing Act, 2019 (CSPA)*, coming together after many years of preparation. It is our role as members to listen and learn about happenings in our Lambton Detachment, and advise, when necessary, we are not involved in day-to-day frontline operations. We have an excellent composition of members who each bring a unique perspective and we look forward to learning and supporting our Lambton OPP.”

Inspector Chris Avery said “Along with our entire detachment I welcome our new members and to hear their thoughts as we work together to determine objectives and priorities for the detachment in following our provincially outlined strategic plan. We have always had an excellent group of community minded members on previous boards who have provided great advisement and recommendation in respect to the policing provided by the detachment and have been very engaged in the review of the policing reports provided through the detachment at each meeting, a practice that I am sure will continue with an expanded membership.”

The *Police Services Act (PSA)* was developed in 1990. The nature of policing and community safety has significantly changed in the past 30 years and there have been increased calls for the provincial government to update or modernize Ontario’s approach to policing and community safety. The *Community Safety and Policing Act, 2019 (CSPA)* legislation is designed to strengthen public confidence in law enforcement while building the right supports and fair processes to enable police to deliver quality and efficient policing. Overall, significant impact to day-to-day frontline operations is not a part of a PSB mandate, and business will continue as usual at the Lambton Detachment.

-30-

For further information please contact:

Mr. Greg Nemcek
 LGPSB Chair
lgpsb.chair@gmail.com

Encl. Photo



MEDIA RELEASE

For Immediate Release

Sarnia-Lambton Economic Partnership Celebrates Economic Development Week with Open House and Community Events

Sarnia, ON [April 19, 2024] – In celebration of Economic Development Week, the Sarnia-Lambton Economic Partnership (SLEP) is excited to announce a series of events aimed at promoting and enhancing understanding of economic growth efforts in Sarnia-Lambton. This year's activities are designed to foster community engagement and showcase the impactful economic development initiatives that SLEP has spearheaded.

On Tuesday, May 7th, from 11:00 AM to 6:00 PM, SLEP will host a Community Booth at Lambton Mall, providing an opportunity for residents and business owners to interact directly with SLEP economic developers. This booth will serve as a dynamic platform for the community to learn about ongoing and future projects and learn more about the organization's services.

Following this, on Thursday, May 9th, from 4:00 PM to 6:00 PM, SLEP will open its doors for a Community Open House at its office, located at 1086 Modeland Road, Building 1050, Suite 100, Sarnia, ON. This event will allow community members to engage in highly relevant dialogues with SLEP's dedicated staff, gain deeper insights into the organization's operations, discuss potential economic opportunities and ideas, and learn about the various projects the organization is currently working on.

Residents, business owners, and entrepreneurs are encouraged to bring ideas and opinions as to what they would like to see in their communities to share with staff members.

Matthew Slotwinski, Interim CEO of the Sarnia-Lambton Economic Partnership, emphasized the importance of these events, stating, "National Economic Development Week is not just a celebration, but a great initiative for enhancing the economic vitality of our region. Through these engaging and informative events, we aim to connect more closely with our community and share the exciting developments that are on the horizon."

The Community Open House will also offer opportunities to tour the Western Sarnia-Lambton Research Park. During the tours, Research Park staff will provide information on the Commercialization Centre, existing tenants, and available space for research, labs, and offices.

The goals of this week's celebrations include raising awareness of SLEP's pivotal role in regional economic prosperity, enhancing community interaction, and showcasing successful partnerships and projects that have significantly benefited the community.

"Engagement and awareness are key pillars of economic development," Slotwinski added. "We are eager to share how our initiatives and collaborations have laid strong foundations for continuous growth and prosperity in Sarnia-Lambton as an exceptional place to live, work, and investment."



Residents and business owners of Lambton County are encouraged to attend these events to learn more about how economic development affects their community.

About the Sarnia-Lambton Economic Partnership:

The Sarnia-Lambton Economic Partnership (SLEP) is the lead economic development agency for the Sarnia-Lambton area. Funded by the County of Lambton, we have a focus on promoting the distinct advantages that Sarnia-Lambton proudly offers companies and residents. By coordinating community-based economic development initiatives and working to maintain a commercially attractive environment, we foster new business creation, help ensure that established firms remain and grow here, and work to attract growing businesses to the Sarnia-Lambton area.

For Media Inquiries:

Arianne Garcia
Marketing & Communications Manager
Sarnia-Lambton Economic Partnership
(519) 332 1820 ext 225
arianne@sarnialambton.on.ca

Treasury Board Secretariat

Emergency Management Ontario

25 Morton Shulman Avenue
 Toronto ON M3M 0B1
 Tel: 647-329-1200

Secrétariat du Conseil du Trésor

de la gestion des situations d'urgence Ontario

25, rue Morton Shulman
 Toronto ON M7A 1Y6
 Tél.: 647-329-1200



DATE : April 9, 2024

MEMORANDUM TO: Chief Administrative Officers (CAOs)

FROM: Bernie Derible
 Deputy Minister and Commissioner of Emergency
 Management
 Treasury Board Secretariat

SUBJECT: **Ontario's Provincial Emergency Management Strategy
 and Action Plan: 2023 Annual Report**

I am pleased to share with you Ontario's Provincial Emergency Management Strategy and Action Plan: 2023 Annual Report.

The Provincial Emergency Management Strategy and Action Plan, which was released last year, is the province's roadmap for a whole-of-Ontario approach to emergency management to keep the people of Ontario safe, practiced and prepared.

This annual report shows the progress made in the last year to keep communities ready and prepared as well as continued actions moving forward. Key actions highlighted in the annual report include:

- Strengthened collaboration through coordinated responses to emergencies across the province, including during challenging flood and wildland fire seasons.
- Enhanced public education and support for emergency management partners, including the delivery of 336 emergency management courses for 13,847 participants and launch of the "Exercise in a Box" program.
- Launched the Community Emergency Preparedness Grant to help communities and organizations across Ontario purchase critical supplies, equipment and deliver training and services towards local emergency preparation and response as part of \$110 million over the next three years announced in the 2023 Ontario Budget.

Best practice initiatives led by emergency management partners across Ontario are also profiled in the annual report which exemplify collective work towards safer and more prepared communities across the province.

This progress is made possible because of the collaboration, coordination, and commitment of municipal partners across Ontario. Thank you for your valued partnership through engagements and discussions to move emergency management goals forward.

If you have any questions regarding the annual report, please contact your local Field Officer. A copy of this memorandum will be shared with your municipality's Community Emergency Management Coordinator.

I appreciate your continued support and partnership as we work together towards a safe, practiced and prepared Ontario.

Sincerely,



Bernie Derible
Deputy Minister and Commissioner of Emergency Management
Treasury Board Secretariat

Cc:

Eric Everett, Assistant Deputy Minister, Emergency Management Strategy, Monitoring and Intelligence Division, Emergency Management Ontario, Treasury Board Secretariat

Heather Levecque, Assistant Deputy Minister, Emergency Management Operations Division, Emergency Management Ontario, Treasury Board Secretariat

Lisa Priest, Assistant Deputy Minister, Emergency Management Preparedness, Programs and Planning Division, Emergency Management Ontario, Treasury Board Secretariat



City of
Peterborough

500 George Street North, Peterborough, ON, K9H 3R9

April 11, 2024

Hon. Paul Calandra
Minister of Municipal Affairs and Housing
via Email:
minister.mah@ontario.ca

Re: Jurisdiction of Ontario's Ombudsman

The following resolution, adopted by City Council at their meeting on April 8, 2024, is forwarded for your information and necessary action.

That Council approve the recommendations outlined in [Report LSOCS24-005](#), dated April 2, 2024 of the Commissioner, Legislative Services, as follows:

- a) That the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, be requested to introduce a Bill to amend the Ombudsman Act to require the Ontario Ombudsman to provide to each municipality, if requested by the municipality, sufficient particulars of each investigation, matter or case respecting the municipality that is referred to in each of the Ombudsman's Annual Reports to permit the municipality to fully understand and address the subject matter of each such investigation, matter or case including:
 - i) a copy of each complaint, as applicable, redacted only to the extent of individuals' personal information contained therein;
 - ii) the identities of the municipality's employees, officers and members of Council with whom the Ombudsman was consulting in respect of the investigation, matter or case; and
 - iii) particulars of the outcome of the investigation, matter or case including the Ombudsman's findings, conclusions and recommendations, if any.
- b) That the City Clerk forward Council's resolutions resulting from Council's approval of these recommendations to Minister Calandra, MPP David Smith, the Association of Municipalities of Ontario and to the municipal Clerks of Ontario's municipalities.

Sincerely,

J. Kennedy

John Kennedy, City Clerk

cc: David Smith, MPP
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities


Municipality of Huron Shores

7 Bridge Street, PO Box 460

Iron Bridge, ON P0R 1H0

Tel: (705) 843-2033 Fax: (705) 843-2035

April 12, 2024

Resolution #24-12-02 – Urging the Government to Promptly Resume Assessment Cycle

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #24-12-02 at the Regular Meeting held Wednesday, April 10th, 2024, as follows:

“WHEREAS the assessment cycle is an essential process for maintaining the fairness and predictability of property taxes in our province;

AND WHEREAS the pause in the reassessment cycle has created uncertainty and instability in property taxation, impacting both residential and commercial property owners;

AND WHEREAS the government has delayed an assessment update again in 2024, resulting in Ontario’s municipalities continuing to calculate property taxes using 2016 property values;

AND WHEREAS both current and outdated assessments are inaccurate, increase volatility, and are not transparent;

AND WHEREAS frequent and accurate reassessments are necessary to stabilize property taxes and provide predictability for property owners, residents, and businesses alike;

AND WHEREAS the staff at the Municipal Property Assessment Corporation would benefit from further skills enhancement and training in assessments, recognizing the importance of ensuring accurate evaluations for 100% of our municipality;

AND WHEREAS the Government has announced a review of the property assessment and taxation system with a focus on fairness, equity, and economic competitiveness, and therefore further deferring new property assessment;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores hereby calls upon the Premier to promptly resume the assessment cycle to ensure the stability and predictability of property taxes while the Government conducts its review of the property assessment and taxation system, or respond with an alternative method for every municipality in Ontario to achieve fair taxation;

AND THAT all Municipalities in Ontario and their constituents are encouraged to apply pressure to the Premier, daily, weekly, and monthly, to resolve the situation before it causes undo stress to everyone in the Municipality;

AND THAT a copy of this resolution be forwarded to the Premier, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario for their consideration, to make proper changes as quickly and efficiently as possible.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned

Yours truly,



Natashia Roberts

CAO/Clerk
NR/KN

Cc: Premier of Ontario, the relevant provincial authorities, the Municipal Property Assessment Corporation, and all municipalities in Ontario

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE



Regular Meeting of Council

Agenda Number: 8.5.

Resolution Number 2024-073

Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #16

Date: March 20, 2024

Moved by: Councillor Lachance

Seconded by: Councillor Loftus

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by the Corporation of the Municipality of Calvin on January 30, 2024, regarding provincial and national fire fighting strategy;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Prime Minister, Justin Trudeau; Minister of National Defence, Bill Blair; Premier Doug Ford; Minister of Natural Resources and Forestry, Graydon Smith; Minister of Economic Development, Vic Fideli; the Association of Municipalities of Ontario (AMO); our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED


MAYOR



Corporation of the Municipality of Calvin Council Resolution

Date: January 30, 2024

Resolution Number: 2024-31

Moved By: Councillor Moreton

Seconded By: Councillor Manson

Background: Before Calvin township became a township, it was burned by numerous forest fires. This was before the time of fire towers, water bombers, and municipal fire departments. A 1881 report from Lawrence Tallan, Provincial Land surveyor, states: *"The township of Calvin has been traversed by repeated and severe fires – so well have the flames done their work that with the exception of an insignificant portion, scarcely a vestige of the original timber remains."*

History has a way of repeating itself, and now rural municipalities and remote areas need more than ever to be prepared to respond to forest fires. Invasive pests like the emerald ash borer and the spruce bud worm are killing large numbers of trees, leaving copious amounts of dry kindling in our forests just waiting for a careless human or a lightning strike. Our forests are choked with deadfall and forest fires are becoming increasingly difficult to control. Add to this the effects of rising temperatures and drier seasons, or climate change, and we could be facing increasingly disastrous forest fires. This is not the time to be caught short with limited forest fire-fighting resources.

Jordan Omstead of the Canadian Press recently wrote: "But as Canada's water bombers age – and wildfire seasons are expected to intensify – some wildland

firefighters and emergency preparedness experts say the country needs to prop up its fleet of firefighting aircraft, even though several provinces are playing down concerns about capacity.” He quotes Eric Davidson, president of the Ontario Professional Association of Wildland Firefighters, “We’re really starting to see the effect of the aging fleet.”

The article further states the John Gradek, lecturer at McGill University estimates that almost half of the larger water bombers used to fight Canadian forest fires are nearing the end of their service life.

However, a Canadian company making a large skimmer-style water bomber is backed up with orders from European countries until the end of the decade.

Ontario has its own fleet of aircraft. They have 20 fixed-wing aircraft which includes 9 CL215 and CL415 water bombers that are 24 years old on average. The remaining 11 aircraft are an average of 54 years old. Melissa Candelaria, a spokesperson for Minister Graydon Smith says the MNR can handle Ontario fires with these aircraft, but Jennifer Kamau, communications manager for the Canada Interagency Forest Fire Centre, CIFFC, noted that other provinces contract out firebombers and last year there was a strain in Canada to get the resources to areas in need because there were so many fires across the country at the same time and very few aircraft available.

Peter Zimonjic of the CBC quoted the Canadian Association of Fire Chiefs (CAFC) President Ken McMullen, “It's not often that the fire chiefs sound the alarm. We are very concerned about this impending crisis that the summer of 2024 and beyond is going to bring our sector.”

In 2023 we all smelled the smoke and saw the sky turn brown. Buildings can be replaced, but lives cannot. And once an area is burned it takes more than a lifetime for it to return to its original state.

WHEREAS Forest fires are a very real threat to rural municipalities.

AND WHEREAS smoke from forest fires put people's health at risk. This is especially true of children and the elderly. The David Suzuki Foundation reports that wildfires kill many thousands of people per year and most of the deaths are from smoke inhalation.

AND WHEREAS forest fires are a very real danger to the climate and according to The Guardian, in 2023 they emitted three times as much carbon as the entire carbon footprint of Canada.

AND WHEREAS according to the John Crace interview in The Guardian with William Kurz, a retired scientist with Natural Resources Canada, around two billion tonnes of carbon have been released into the atmosphere from forest fires in 2023.

AND WHEREAS carbon emissions from forest fires are not counted against Canada's Paris agreement commitments, according to Kurz, but they far exceeded all of the emissions tied to Canada's economy (670 mega tonnes, or 0.67 billion tonnes, according to Environment and Climate Change Canada).

AND WHEREAS that standing healthy forest serves as a carbon sink, drawing in carbon, but once destroyed by fire, even though second growth takes its place, it is much less effective for many decades.

AND WHEREAS the federal government owns no water bombers and assists the provinces through the CIFFC, Canadian Interagency Forest Fire Centre, a spokesperson with CIFFC says that last year there were too many requests and not enough inventory to meet the needs of the country.

AND WHEREAS as reported by De Havilland Canada who manufacture the Canadian made water bomber, they have contracts with European countries for the next 22 of its new DHC-515 planes, which will take until 2029 or 2030 to complete and there will be very little production available to replace the aging water bombers in Ontario and the rest of Canada.

NOW THEREFORE BE IT RESOLVED THAT the council of the Corporation of Calvin Township urges and encourages the Federal Government to commit additional funds for cost sharing of provincial firefighting and to consider the development of a national strategy of firefighting. Furthermore, we urge the federal government to consider the measures necessary for acquiring a national fleet of Canadian-made waterbombers, with home bases strategically located to best serve and respond to the needs of rural communities, and a national fire administration to better coordinate and manage efforts across the country. We also encourage the introduction of a program similar to the Joint Emergency Preparedness Program (JEPP) which was ended in 2013.

And we encourage Minister Graydon Smith to step up the on-the-ground firefighting capability and water bomber acquisitions in Ontario.

AND THAT this resolution be forwarded to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Bill Blair, Minister of National Defence, The Honourable Doug Ford, Premier of Ontario, The Honourable Graydon Smith, Minister of Natural Resources and Forestry of Ontario, The Honourable Vic Fideli, Minister of Economic Development Ontario, the Federation of Canadian Municipalities (FMC) and the Association of Municipalities Ontario (AMO).

AND THAT this resolution be shared with all 444 municipalities in Ontario for their consideration and adoption.

Results: Carried

Recorded Vote:

<u>Member of Council</u>	<u>In Favour</u>	<u>Opposed</u>
Mayor Gould	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Moreton	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Latimer	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Grant	<input type="checkbox"/>	<input type="checkbox"/>
Councillor Manson	<input type="checkbox"/>	<input type="checkbox"/>

The Corporation of the Municipality of St. Charles
RESOLUTION PAGE



Regular Meeting of Council

Agenda Number: 8.3.

Resolution Number 2024-071

Title: Resolution stemming from February 21, 2024 Regular Meeting of Council - Item 10.1 - Correspondence #8

Date: March 20, 2024

Moved by: Councillor Pothier

Seconded by: Councillor Laframboise

BE IT RESOLVED THAT Council for the Corporation of the Municipality of St.-Charles hereby supports the Resolution passed by Public Health Sudbury & Districts on January 18, 2024, regarding household food insecurity;

AND BE IF FURTHER RESOLVED THAT a copy of this Resolution be sent to Premier Doug Ford; Minister of Children, Community and Social Services, Michael Parsaco; Minister of Finance, Peter Bethlenfalvy; Minister of Municipal Affairs and Housing, Paul Calandra; Deputy Premier and Minister of Health, Sylvia Jones; the Association of Municipalities of Ontario (AMO); our local Member of Provincial Parliament (MPP); and all Ontario Municipalities.

CARRIED


MAYOR



January 24, 2024

VIA ELECTRONIC MAIL

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

Dear Recipient:

Re: Household Food Insecurity

At its meeting on January 18, 2024, the Board of Health carried the following resolution #06-24:

WHEREAS food security is a chronic and worsening health issue as documented by annual local data on food affordability and as recognized by multiple Association of Local Public Health Agencies (ALPHA) resolutions: [A05-18](#) (Adequate Nutrition for Ontario Works and Ontario Disability Support Program), [A18-02](#) (Minimum Wage that is a Living Wage), [A15-04](#) (Basic Income Guarantee), and [A23-05](#) (Monitoring Food Affordability in Ontario and the Inadequacy of Social Assistance Rates)

THEREFORE BE IT RESOLVED THAT the Board of Health for Public Health Sudbury & Districts call on the provincial government to incorporate local food affordability findings in determining adequacy of social assistance rates to reflect the current costs of living and to index Ontario Works rates to inflation going forward; and

THAT in the context of the Public Health Strengthening roles and responsibilities deliberations, the Board of Health urge all health system partners to remain committed to population health assessment and surveillance as it relates to monitoring food environments and, specifically, to monitoring food affordability; and share this motion broadly with local and provincial stakeholders.

Sudbury

1300 rue Paris Street
Sudbury ON P3E 3A3
t: 705.522.9200
f: 705.522.5182

Elm Place

10 rue Elm Street
Unit / Unité 130
Sudbury ON P3C 5N3
t: 705.522.9200
f: 705.677.9611

Sudbury East / Sudbury-Est

1 rue King Street
Box / Boîte 58
St.-Charles ON POM 2W0
t: 705.222.9201
f: 705.867.0474

Espanola

800 rue Centre Street
Unit / Unité 100 C
Espanola ON P5E 1J3
t: 705.222.9202
f: 705.869.5583

Île Manitoulin Island

6163 Highway / Route 542
Box / Boîte 87
Mindemoya ON POP 1S0
t: 705.370.9200
f: 705.377.5580

Chapleau

34 rue Birch Street
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Chapleau ON POM 1K0
t: 705.860.9200
f: 705.864.0820

toll-free / sans frais

1.866.522.9200

phsd.ca



Letter
 Re: Household Food Insecurity
 January 24, 2024
 Page 2

Household food insecurity is one of the strongest predictors of poor health, making it a serious public health issue (PROOF, 2023). Individuals who are food insecure are at higher risk of diet-related diseases like diabetes and are at higher risk for a wide range of chronic conditions such as depression and anxiety disorders, arthritis, and chronic pain. Household food insecurity leaves an indelible mark on children's health and well-being (PROOF, 2023). The experience of food insecurity in childhood is associated with mental health concerns throughout childhood and into early adulthood (PROOF, 2023). In Ontario, the healthcare costs of individuals who are the most food insecure can be more than double that of individuals who are food secure (PROOF, 2023, Tarasuk et al., 2015).

Thank you for your attention to this important issue – the solutions for which will not only help many Ontarians in need but also protect the sustainability of our critical health and social services resources.

Sincerely,



Penny Sutcliffe, MD, MHSc, FRCPC
 Medical Officer of Health and Chief Executive Officer

cc: Honourable Michael Parsa, Minister of Children, Community and Social Services
 Honourable Peter Bthlenfalvy, Ministry of Finance
 Honourable Paul Calandra, Minister of Municipal Affairs and Housing
 Honourable Sylvia Jones, Deputy Premier and Minister of Health
 France Gélinas, Member of Provincial Parliament, Nickel Belt
 Jamie West, Member of Provincial Parliament, Sudbury
 Michael Mantha, Member of Provincial Parliament, Algoma-Manitoulin
 Dr. Kieran Moore, Chief Medical Officer of Health
 Jacqueline Edwards and Jennifer Babin-Fenske, Co-chairs, Greater Sudbury Food Policy Council
 Richard Lathwell, Local Food Manitoulin
 Colleen Hill, Executive Director, Manitoulin Family Resources
 All Ontario Boards of Health
 Association of Local Public Health Agencies

Letter
Re: Household Food Insecurity
January 24, 2024
Page 2

PROOF (2023). What are the implications of food insecurity for health and health care? Identifying Policy Options to Reduce Household Food Insecurity in Canada. Retrieved from:
<https://proof.utoronto.ca/food-insecurity/what-are-the-implications-of-food-insecurity-for-health-andhealth-care/>

Tarasuk, V., Cheng, J., de Oliveira, C., Dachner, N., Gundersen, C., Kurdyak, P. (2015). Association between household food insecurity and annual healthcare costs. Canadian Medical Association Journal. 1 87 (14) E429-E436. DOI: <https://doi.org/10.1503/cmaj.150234>

April 16, 2024

Conservation Authorities and
Natural Hazards Section
Ministry of Natural Resources and
Forestry – RPDPB
By E-mail: ca.office@ontario.ca

Matthew Rae
MPP for Perth-Wellington
By E-mail: matthew.rae@pc.ola.org

RE: Conservation Authorities Act

Please note that in response to the attached Ministry of Natural Resources and Forestry’s proposal “Regulation detailing new Minister’s Permit and Review powers under the Conservation Authorities Act” on April 5, 2024, Council of the Municipality of West Perth at its Regular Council Meeting held on April 15, 2024, passed the following resolution:

RESOLUTION: 122/24

Moved By: Councillor Trentowsky

Seconded by: Councillor Duck

CARRIED

“That the Council for the Municipality of West Perth recommends to the province that any proposed changes contemplated by the province be put on hold until such time that the planning statement is finalized by the province and communicated to the municipalities and that this motion be circulated to the Association of Municipalities of Ontario (AMO) All Ontario Municipalities for support.”

If you require further information, please do not hesitate to contact the Clerk’s Department.



Daniel Hobson
Manager of Legislative Services/Clerk
Municipality of West Perth

cc: Matthew Rae, MPP for Perth-Wellington
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities

Regulation detailing new Minister's Permit and Review powers under the Conservation Authorities Act.

ERO (Environmental Registry of Ontario) number	019-8320
Notice type	Regulation
Act	Conservation Authorities Act, R.S.O. 1990
Posted by	Ministry of Natural Resources and Forestry
Notice stage	Proposal
Proposal posted	April 5, 2024
Comment period	April 5, 2024 - May 6, 2024 (31 days) Open
Last updated	April 5, 2024

This consultation closes at 11:59 p.m. on:

May 6, 2024

Proposal summary

We are proposing a regulation specifying the circumstances under which the Minister may issue an order to prevent a conservation authority from making a permitting decision and make the permitting decision in the place of a conservation authority or may undertake a review of a conservation authority permitting decision.

Proposal details

Conservation authorities regulate development and other activities through a permitting process under the *Conservation Authorities Act* for the purposes of natural hazard management and to protect people and property from natural hazards, such as flooding and erosion. Each conservation authority implements the permitting framework based on provincial legislation, regulatory

requirements, and technical standards, as well as conservation authority board-approved policies that outline how the conservation authority administers regulations locally. ^{6.2.}

Recently proclaimed provisions in the *Conservation Authorities Act* and associated regulations came into effect on April 1, 2024, including new powers for the Minister to 1) issue an order to prevent a conservation authority from issuing a permit and to take over the permitting process in the place of a conservation authority, and 2) review a conservation authority permit decision at the request of the applicant.

The Ministry is proposing a regulation which would set out the circumstances under which these powers could be used. If the regulation is approved, public guidance would be made available on the criteria and processes outlined in the regulation.

1. Permits issued by the Minister

Existing requirements under the *Conservation Authorities Act* regarding permits issued by the Minister under section 28.1.1 include:

- The Minister may issue an order directing a conservation authority not to issue a permit to a specific individual to engage in a specified activity, or to persons who may wish to engage in a certain type or class of activity, that would be prohibited under section 28 without a permit.
- The Minister's decision to issue an order is discretionary, and it may be issued either before or after an application for a permit has been submitted to the relevant conservation authority.
- Notice of any order must be provided to affected conservation authorities, any person who applied for the permit in question prior to the order and be posted on the Environmental Registry of Ontario (ERO (Environmental Registry of Ontario)) within 30-days.
- If an order made, the Minister has the power to issue a permit in place of the conservation authority. When making a permitting decision, the Minister is required to satisfy the same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or

bedrock. It also must consider whether the activity is likely to create^{6.2.} conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

- The Minister may refuse the permit or issue a permit subject to such conditions as the Minister determines are appropriate.

Proposed additional requirements that would be set out in regulation include:

- The Minister may make an order to prevent a conservation authority from making a permitting decision and take over the permitting process only if the development activity or type or class of permits pertains to or supports a specified provincial interest, including:
 - Housing (community, affordable and market-based)
 - Community services (health, long-term care, education, recreation socio-cultural, security and safety, environment)
 - Transportation infrastructure
 - Buildings that facilitate economic development or employment
 - Mixed use developments
- If a proponent wishes to petition the Minister to issue an order, the proponent must submit a request to the Minister that would include information on:
 - Overview of proposed development.
 - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date if applicable; other barriers) and preferable to the standard process in the *Conservation Authorities Act*.
 - Indication of whether the local municipality has endorsed the project and the request for Minister's involvement (e.g., by municipal letter or resolution).
 - Status of other required project approvals including the extent of any engagement with the conservation authority in the permitting process that the applicant has had to date.

2. Permits reviewed by the Minister

Existing requirements under the *Conservation Authorities Act* relating to requests for review under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act* and section 28.1 regarding all other conservation authority permits include:

- An applicant who has been refused a permit or had conditions attached to a permit by a conservation authority to which the applicant objects can, within 15-days of receiving reasons for the authority's decision, submit a request to the Minister for the Minister to review the authority's decision. Alternatively, an applicant also has the option to appeal the authority's decision to the Ontario Land Tribunal.
- After receiving a request, the Minister has 30-days in which to decide whether or not they intend to conduct a review. If the Minister decides to conduct the review, a notice shall be posted on the ERO (Environmental Registry of Ontario) within 30-days of a reply indicating the Minister intends to review the decision by the authority. If the Minister does not reply within 30-days of the request, this is deemed to indicate that the Minister does not intend to conduct a review.
- After conducting a review, the Minister may confirm or vary the authority's decision or make any decision that the Minister considers appropriate, including issuing the permit subject to conditions.
- The Minister is required to base the decision on same criteria concerning natural hazards and public safety that are considered by conservation authorities. This includes whether the activity is likely to affect the control of flooding, erosion, dynamic beaches or unstable soil or bedrock. It also must consider whether the activity is likely to create conditions or circumstances that, in the event of a natural hazard, might jeopardize the health or safety of persons or result in the damage or destruction of property.

Proposed additional requirements that would be set out in regulation include:

- The Minister may conduct a review of a conservation authority permit decision only if the development activity pertains to or supports a development of specified provincial interest, including:
 - Housing (community, affordable and market-based)

- Community services (health, long-term care, education, recreation^{6.2.} socio-cultural, security and safety, environment)
- Transportation infrastructure
- Buildings that facilitate economic development or employment
- Mixed use developments

Note: This criteria would not apply to permit reviews under section 28.1.2 regarding permits where there is an order made by the Minister of Municipal Affairs and Housing under section 34.1 or 47 of the *Planning Act*.

- The request submitted to the Minister for a review would include information on:
 - Overview of proposed development.
 - If the request relates to conditions imposed by the conservation authority to which the applicant objects, identification of the specific conditions that are subject to the request for review, the changes requested to the conditions and the rationale in support of the requested changes.
 - If the request relates to an authority's decision to refuse a permit, the rationale in support of requesting that the Minister varies the decision and issues the permit.
 - Why the Minister's involvement is requested (e.g., development of provincial interest, timing/urgency; permitting process to date; other barriers) and preferable to alternative mechanisms in the *Conservation Authorities Act*.
 - Indication of whether the local municipality has endorsed the project and/or the request for Minister's involvement (e.g., by municipal letter or resolution).
 - Status of other required project approvals.

Regulatory impact analysis

By clearly communicating the circumstances under which the Minister would consider whether to issue an order to prevent a conservation authority from making a permitting decision and to make permitting decisions in place of a conservation authority or to review a conservation authority permitting decision, this proposal would ensure that development proponents pursue the appropriate permitting channel. Efficiently navigating the permitting process is

expected to help save proponents time and resources. We expect that there^{6.2} will be some minor administrative costs for development proponents based on the time needed to learn about and understand the proposed changes.

Supporting materials

Related links

Conservation Authorities Act

(<https://www.ontario.ca/laws/statute/90c27#BK43>)

O. Reg. 41/24: Prohibited Activities, Exemptions and Permits

(<https://www.ontario.ca/laws/regulation/240041>)

View materials in person

Some supporting materials may not be available online. If this is the case, you can request to view the materials in person.

Get in touch with the office listed below to find out if materials are available.

MNRF - RPDPB - Resources Development Section

300 Water Street

2nd Floor South

Peterborough, ON

K9J 3C7

Canada

Comment

Let us know what you think of our proposal.

Have questions? Get in touch with the contact person below. Please include the ERO (Environmental Registry of Ontario) number for this notice in your email or letter to the contact.

[Read our commenting and privacy policies. \(/page/commenting-privacy\)](#)

Submit by mail

Conservation Authorities and
Natural Hazards Section
Ministry of Natural Resources and
Forestry - RPDPB
300 Water Street
2nd Floor South Tower
Peterborough, ON
K9J 3C7
Canada

Connect with
US

Contact

Conservation Authorities and
Natural Hazards Section

 ca.office@ontario.ca



Monday, April 15, 2024

Sent via email
MEDJCT.Minister@ontario.ca

Hon. Vic Fedeli
 Minister of Economic Development, Job Creation and Trade
 College Park 18th Flr,
 777 Bay St
 Toronto, ON M7A 1S5

Dear Honourable Minister Fedeli,

Re: Western Ontario Warden's Caucus Support for Small Business Enterprise Centre Funding

As you are aware, Small Business Enterprise Centres play an invaluable role in supporting entrepreneurs and small businesses across Ontario. For over 25 years, these centres have been instrumental in providing essential resources, tools, and guidance to individuals embarking on their entrepreneurial journeys.

There are 12 SBEC's located within the WOWC Counties, they are Collingwood, Orangeville, Niagara Falls, Stratford, Woodstock, Huron County, Sarnia-Lambton, St Thomas, Essex, Port Elgin, Owen Sound, Bruce County.

These centres serve as crucial hubs for budding entrepreneurs and existing small businesses alike. From assisting with business plans to aiding in recovery during challenging times, SBECs are pivotal in fostering economic growth and resilience within our communities. Small businesses are the backbone of the economy, making up 98% of all employer businesses in Ontario and Western Ontario is no different.

At the regular meeting of the Western Ontario Wardens' Caucus on Friday, April 5, 2024 the Caucus supported Small Business Enterprise Centres with the following resolution:

Moved by H. MacDonald, seconded by D. Bailey:

Whereas for more than 25 years, the 47 Small Business Enterprise Centres (SBEC's) across Ontario have supported entrepreneurs and small businesses by providing the essential fundamentals, tools, and contacts they need to start and grow their businesses; and

Whereas 12 SBEC locations offer services in WOWC member municipalities; and Whereas the Small Business Enterprise Centres, or SBEC's, are often the first stop on an entrepreneur's journey; and

Whereas In addition to working with entrepreneurs at the start of their journey, SBEC's are called upon to support existing businesses, typically with 10 or less employees; and

Whereas this support comes in the form of supporting them with growth plans, succession planning, and with recovery during difficult times; and

Whereas, operating funding has stagnated, impacting the ability to maintain services, diminishing the time spent with clients, time spent in the community, and involvement in local events and programming; and

Whereas the short-term duration of the Transfer Payment Agreements, makes budgeting and long-term planning difficult; and

Whereas SBEC's Transfer Payment Agreements with the Ministry of Economic Development, Job Creation and Trade, expires on March 31, 2024

Therefore be it resolved that Western Ontario Wardens' Caucus requests that the Province continue to fund SBECs and increase annual amounts in line with inflation and population growth.

And further that a copy of this resolution be sent to:

- Honourable Vic Fedeli, Minister of Economic Development, Job Creation & Trade
- MPP Effie J. Triantafilopoulos, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
- MPP Andrew Dowie, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
- MPP Nina Tangri, Associate Minister of Small Business
- Stephen Rhodes, Deputy Minister for Economic Development, Job Creation & Trade
- Anne Bermonte, Assistant Deputy Minister, Innovation and Economic Partnerships Division, Ministry of Economic Development, Job Creation and Trade
- Western Ontario MPPs
- Municipalities in Western Ontario.

- **CARRIED**

We were encouraged to see in the budget that Ontario is investing an additional \$6.8 million over the next two years to enhance the Starter Company Plus program, allowing more eligible entrepreneurs to receive a Starter Company Plus Grant of \$5,000, that will provide grants to an additional 500 entrepreneurs over two years. As well as supporting the Summer Company Program, providing student between the ages of students between the ages of 15 and 29 with at least 12 hours of business training, one-on-one mentoring and grants up to \$3,000.

The budget failed to address operating funding for the SBEC's that has stagnated over the years, leading to challenges in maintaining services and adequately supporting clients. Core funding from the province has remained unchanged since 2014 and municipalities have increased their contributions by 68% over that period. Additionally, the short-term nature of Transfer Payment Agreements with the Ministry of Economic Development, Job Creation and Trade further complicates long-term planning and sustainability for these centres.

We look forward to collaborating with you on ensuring the prosperity of our small business community.

Sincerely,



Glen McNeil,
Chair, Western Ontario Wardens' Caucus

cc:

MPP Effie J. Triantafilopoulos, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
MPP Andrew Dowie, Parliamentary Assistant to the Minister of Economic Development, Job Creation and Trade
MPP Nina Tangri, Associate Minister of Small Business
Stephen Rhodes, Deputy Minister for Economic Development, Job Creation & Trade
Anne Bermonte, Assistant Deputy Minister, Innovation and Economic Partnership, Division, Ministry of Economic Development, Job Creation and Trade
Western Ontario MPPs
Municipalities in Western Ontario

The Town of Goderich
 57 West Street
 Goderich, Ontario
 N7A 2K5
 519-524-8344
 townhall@goderich.ca
 www.goderich.ca



Wednesday, April 10, 2024

Matthew Pearson
 Chair

Ausable Bayfield Maitland Valley Source Protection Committee
 71108 Morrison Line
 RR3, Exeter Ontario
 N0M 1S5

SENT VIA EMAIL: mpearson@bmross.net

RE: Recommended Phase-Out of Free Well Water Testing in the 2023 Auditor General's Report

Dear M. Pearson,

Please be advised of the following motion passed at the Monday, March 18, 2024, Goderich Town Council Meeting:

Moved By: Councillor Segeren
 Seconded By: Deputy Mayor Noel

That the Town of Goderich direct a letter to Minister Lisa Thompson requesting that the province not proceed with the recommended phase-out of free private well testing in Ontario;

And Further That area municipalities, the Minister of Environment Conservation and Parks, the Minister of Health and Long-Term Care, other Source Protection Committees, and local health units be forwarded the letter and asked for their support.

CARRIED

If you have any questions, please do not hesitate to contact me at 519-524-8344 ext. 210 or afisher@goderich.ca.

Yours truly,

Andrea Fisher
 Director of Legislative Services/Clerk
 /ar

cc. Premier Doug Ford premier@ontario.ca
 Hon. Paul Calandra Paul.Calandra@pc.ola.org

The Town of Goderich
57 West Street
Goderich, Ontario
N7A 2K5
519-524-8344
townhall@goderich.ca
www.goderich.ca



MPP Lisa Thompson, Huron–Bruce lisa.thompsonco@pc.ola.org
MPP Andrea Khanjin, Minister of Environment Conservation and Parks
andrea.khanjin@pc.ola.org
MPP Stan Cho, Minister of Long-Term Care Stan.Cho@pc.ola.org
Ontario Municipalities



E-MAILED

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

RECEIVED 7.1.
APR 17 2024

I hereby give notice that the Logan 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:

Culvert Replacement

Property Description: Lot 23 Concession 14 Roll Number _____

911 address 8481 Churchill Line

Dated at the Municipality of Brooke-Alvinston this 17 day of April, 2024

Bill Stevens

Name-please print

Name-please print

Signature

Cell

Email address: _____

Additional Comments if any:

Required for spring planting



MUNICIPALITY OF BROOKE-ALVINSTON
DRAINAGE SUPERINTENDENT STAFF REPORT

To: Brooke-Alvinston Mayor, Clerk, and Council

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

Date: April 2024

RE: Logan Drain

A request for a culvert replacement was submitted by Mr. Bill Stevens on the Logan Drain. In review of the drainage reports for the Logan Drain no reports allow for culverts on the open channel to be replaced under maintenance. Therefore, a report will be required. Due to the length of time to complete the report and the public process that follows, this culvert is required as soon as possible for spring planting.

An emergency designation under Section 124 of the Drainage Act was request to the Minister of Agricultural, Food, and Rural Affairs on April 17, 2024. Once approved, this will give permission for the municipality to replace the culvert now and complete the report at a later date.

Therefore, I ask Council to pass the following recommendation:

- (1) Approve that the Drainage Superintendent be given the permission to bypass the normal drain tender procedure, obtain three quotations via email from contractors currently working in the area, and proceed with the replacement of the culvert with the low bid without the award of Council; and
- (2) Appoint R. Dobbin Engineering under section 78 of the Drainage Act to complete a new report on the Logan Drain.

David Moores
 Drainage Superintendent



Council Staff Report

To: Mayor Ferguson and members of Council
Subject: 6-7 Concession Drain / Watt Drain
Meeting: Council - 25 Apr 2024
Department: Drainage
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That R. Dobbin Engineering be appointed under section 78 to prepare a new report on the 6-7 Concession / Watt Drain.

Background:

When work was completed on the 6-7 Concession / Watt Drain the grade in the drain was changed to accommodate Enbridge pipelines.

Comments:

Enbridge's pipeline is above the original grade and the Drainage superintendent had to modify in the field to make the channel function by raising the drain bottom in the drain along Shiloh and the road side ditch along Ebenezer to the first farm entrance.

Financial Considerations:

Enbridge would be required to pay for the costs associated.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Canada Day 2024
Meeting: Council - 25 Apr 2024
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Canada Day 2024 report be received and filed and that Council authorize the road closure of River Street from Railroad Street to Sydenham Street to accommodate the 2024 Car show planned for July 7, 2024 from 9 am to 4 pm.

Background:

The Canada Day Committee met to discuss plans for a 2024 Canada Day Celebration.

Comments:

Plans include

- 1) Ecumenical Service on June 30 at the BAICCC with lunch to follow; Senior of the Year presentation at this time
- 2) Canada Day Celebration all day July 1 at the BAICCC with meal (TBD)
- 3) Fireworks at dusk-July 1
- 4) 2 Pitch Ball Tournament June 30 & July 1 (with beer tent and possible bands-Optimist run)
- 5) Ball Hockey Tournament for the kids - July 1

More particulars on the celebration will be broadcasted as the Committee works together to make another successful Canada Day in the Community.

Financial Considerations:

The Committee has applied for funding through the federal government. An announcement has not been made to date if the Municipality was successful in funding.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2024 Road Race
Meeting: Council - 25 Apr 2024
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston has no objections to the temporary road closure of Nauvoo Road between Alvinston and Watford and the temporary closure of Churchill Line from Donnelly Road to Nauvoo Road and White Pine Road on Monday, May 20, 2024 for the Watford-Alvinston Optimist Road Race and that Churchill Line to Ebenezer Road be used as the detour route during the road race; and that the Municipality provide some sponsorship of the race.

Background:

The Alvinston -Watford Road Race is an annual event and is happening again in 2024. This is the 65th anniversary of the race.

Comments:

The Road Race Committee will look after the closures and re-openings as in previous years. Arrangements will be made to have the facility / pavilion open for use of washrooms. The County has approved of the event.

As noted, welcoming remarks are requested from a representative of the Municipality.

Financial Considerations:

None associated with this report. The Municipality can, as in previous years purchase a sponsorship package for the race.

ATTACHMENTS:

[township of brooke alvinston letter road race](#)

Watford – Alvinston Road Race
 c/o Jackson Hamel
 P.O. Box 362
 Watford, ON
 N0M 2S0

March 20, 2024

Township of Brooke Alvinston
 3236 River St
 Alvinston, ON
 N0N 1A0
 info@brookealvinston.com

Dear Mayor Dave Ferguson

The time of year is once again fast approaching as we are preparing for the 65th running of the annual Watford-Alvinston Road Race. The race is scheduled for Monday May 20, 2024 at 8:30 am. **NOTE OUR NEW EARLIER START TIME.** The chairperson for this year's race is Jackson Hamel.

Due to road safety concerns of all runners and organizers of this event, the Committee is once again requesting approvals for temporary road closure of the main routes. This involves Nauvoo road between Watford and Alvinston, and Churchill Road from Donnelly to Nauvoo and White Pines Rd. From Lasalle line to Churchill Line. Since the main race route will be closed, we are also requesting that approvals be granted to use back roads (see attached map) as a detour route. In the past a plan to hand out the detour map attached and to have very effective detour signage proved to work well to avoid traffic confusion. Along with our request for the closure, we plan to have the alternative routes fully marked with the necessary signs and staff at road closures.

In addition to notifying the Township of Brooke-Alvinston, we will be notifying the local EMS Ambulance Service, the OPP, local fire departments, the County of Lambton, and also Warwick Township. This will ensure both an effective closure and, most importantly, the safety of all involved. We would also like to make a request that the Arena be open that day from 7:00 am to 9:00 am so that the runners may use the washrooms. Your consideration in this matter is greatly appreciated.

We would appreciate to hear your response as soon as possible to assist in the planning of this year's event. You (or a delegate) are invited to address the runners at the start-line in Alvinston and at the award ceremony at the Watford arena at 10:30 to bring greetings. Please contact Mark Hamel @ 226-

402-1287 should you have any further questions and to confirm receipt of this letter.

At this time we would sincerely like to thank you for your help and support these last 65 years. The Watford Alvinston Road Race could not have continued throughout the years to the success it is today without your contributions and community leadership support.

With sincere thanks,

Watford-Alvinston Road Race Committee 2024



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: OPP - Current Enhancement Positions
Meeting: Council - 25 Apr 2024
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report on the provision of additional services under the Community Safety and Policing Act be received; and that the associated By-law authorizing the execution of an agreement for the provision of additional police services be approved.

Background:

The *Community Safety Policing Act* (CSPA) came into effect as of April 1, 2024 which replaces the *Police Services Act* (PSA). The PSA required the Lambton Group enter into an agreement for policing services while the CSPA does not have that requirement.

Comments:

The previous Police Services Agreement under the PSA contained an enhancement position for one (1) FTE Enhancement position – Community Staff Sergeant. In order to maintain that position, a new agreement must be executed. This new agreement (attached) will bring the OPP and the Lambton Group in line with the new CSPA guidelines and allow for the retention of the FTE Enhancement at no additional cost to the municipality. The agreement is for five (5) years and will still include cancellation provisions of a 1 year notice as before.

The draft agreement is attached and will be finalized by the Ministry once the by-law is passed.

Financial Considerations:

There is no additional cost to the municipality as this enhancement cost is already included in the policing costs.

ATTACHMENTS:

[By-law xx of 2024 -OPP Officer Enhancement Agreement](#)
[V2 DRAFT CSPA Sec 17\(2\) Agreement and Proposal Lambton](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW xx OF 2024

**BEING A BY-LAW TO AUTHORIZE ENTERING INTO AN AGREEMENT
FOR THE PROVISION OF ADDITIONAL POLICE SERVICES**

WHEREAS Subsection 5 (3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal council shall exercise its powers by by-law;

AND WHEREAS Section 17(2) of the *Community Safety and Policing Act, 2019, S.O. 2019, c.1, Sched. 1*, as amended (the Act), provides that the Minister may enter into a written agreement with a municipality or with any other person to have the Commissioner provide policing, or other specified services, that would not otherwise be provided or be required to be provided by the Commissioner;

AND WHEREAS Council for the Municipality of Brooke-Alvinston wishes to enter into an agreement for the provision of police services not otherwise provided by the commissioner (O.P.P. policing services).

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

1. THAT the Mayor and Clerk are hereby authorized to execute an Agreement with His Majesty the King in Right of Ontario as represented by the Solicitor General, to enter into an agreement for the provision of additional services, attached as Schedule "A" hereto.
2. THAT the agreement shall commence on April 1st, 2024 and shall conclude on December 31, 2029.

READ A FIRST, SECOND, AND THIRD TIME AND FINALLY PASSED this 25th day of April, 2024.

Mayor

Clerk

The term of this Agreement (the “Agreement”) is effective as of the 1st day of April 2024

**AGREEMENT FOR THE PROVISION OF ADDITIONAL SERVICES
UNDER SECTION 17(2) OF THE COMMUNITY SAFETY AND POLICING ACT,
2019, S.O. 2019, c. 1, Sched. 1**

BETWEEN:

**HIS MAJESTY THE KING IN RIGHT OF ONTARIO AS REPRESENTED
BY THE SOLICITOR GENERAL**

(“Ontario”)

OF THE FIRST PART

AND:

**THE CORPORATION OF THE MUNICIPALITY OF LAMBTON SHORES
THE CORPORATION OF THE TOWNSHIP OF ST. CLAIR
THE CORPORATION OF THE TOWN OF PETROLIA
THE CORPORATION OF THE TOWNSHIP OF BROOKE-ALVINSTON
THE CORPORATION OF THE VILLAGE OF OIL SPRINGS
THE CORPORATION OF THE TOWN OF PLYMPTON-WYOMING
THE CORPORATION OF THE TOWNSHIP OF DAWN-EUPHEMIA
THE CORPORATION OF THE TOWNSHIP OF ENNISKILLEN
THE CORPORATION OF THE TOWNSHIP OF WARWICK**

(the “Municipality”)

OF THE SECOND PART

RECITALS:

- (a) Under s. 17(2) of the *Community Safety and Policing Act*, 2019, S.O. 2019, c. 1, Sched. 1 (the “CSPA”), the Minister may enter into a written agreement with a municipality or with any other person to have the Commissioner provide policing, or other specified services, that would not otherwise be provided or be required to be provided by the Commissioner.
- (b) The Municipality has expressed its desire for Ontario to provide such additional services by means of this Agreement, as evidenced in;
 - By-law Number #####, dated the 30th Day of April, 2024 of the Council of the Corporation

- of the Municipality of **Lambton Shores** (attached as Schedule “A”).
 - By-law Number #####, dated the 6th Day of May, 2024 2023 of the Council of the Corporation of the Municipality of **The Township of St. Clair** (attached as Schedule “A”).
 - By-law Number #####, dated the 13th Day of May, 2024 of the Council of the Corporation of the Municipality of **The Town of Petrolia** (attached as Schedule “A”).
 - By-law Number #####, dated the 25th Day of April, 2024 of the Council of the Corporation of the Municipality of **The Township of Brooke-Alvinston** (attached as Schedule “A”).
 - By-law Number #####, dated the 7th Day of May, 2024 of the Council of the Corporation of the Municipality of **The Village of Oil Springs** (attached as Schedule “A”).
 - By-law Number #####, dated the 25th Day of April, 2024 of the Council of the Corporation of the Municipality of **The Town of Plympton-Wyoming** (attached as Schedule “A”).
 - By-law Number #####, dated the 8th Day of May, 2024 of the Council of the Corporation of the Municipality of **The Township of Dawn-Euphemia** (attached as Schedule “A”).
 - By-law Number #####, dated the 15th Day of April, 2024 of the Council of the Corporation of the Municipality of **The Township of Enniskillen** (attached as Schedule “A”).
 - By-law Number #####, dated the 6th Day of May, 2024 of the Council of the Corporation of the Municipality of **The Township of Warwick** (attached as Schedule “A”).
- (c) This Agreement reflects the intent of the parties for Ontario to provide additional services to the Municipality in the form of enhanced hours of service set out in the “Contract Proposal for Additional Services” dated the 20th day of March, 2024. (attached as Schedule “B”)

NOW THEREFORE, in consideration of the premises and covenants herein, the parties agree as follows:

1. The parties warrant that the recitals are true.

Definitions

2. In this Agreement:
 - (a) “Additional Services Cost Statement” means a statement prepared by Ontario and submitted to the Municipality which:
 - (i) contains the Municipality’s cost for additional services for the year following the year in which the statement is prepared based on an estimate of salaries and benefits and any additional unique costs associated with the additional services together with sufficient documentation and information reasonably necessary to explain and support the billing;
 - (ii) contains a year-end adjustment reconciling the cost of additional services billed for the previous year based on the actual staffing resources and the applicable compensation rates for salaries and benefits;
 - (iii) the Municipality acknowledges will reflect changes resulting from new or amended collective agreements; and

(iv) forms part of the Annual Billing Statement.

(b) “Annual Billing Statement” means a statement prepared by Ontario and submitted to the “Municipality with respect to policing services provided pursuant to the CSPA.

(c) “Commissioner” means the Commissioner of the O.P.P

(d) “Detachment Commander” means the O.P.P officer in charge of a Detachment.

General Provisions

3. Ontario shall provide the additional services set out in Schedule “B” in accordance with the terms and conditions of the Agreement. The Municipality shall pay Ontario for the additional services provided under this Agreement in accordance with this Agreement.

Liability of Ontario

4. Ontario shall be liable for any damages that may arise as a result of any negligent acts or omissions of O.P.P members in the performance of this Agreement.

Equipment

5. Ontario shall supply or cause to be supplied all vehicles and equipment reasonably necessary and appropriate for the use of the O.P.P in providing additional services under this Agreement.

Cost of Additional Services

6. (a) On or before November 1st each year, Ontario shall prepare and deliver to the Municipality for review and approval, the Additional Services Cost Statement for the following year together with sufficient documentation and information reasonably necessary to explain the billing.
 - (b) The Municipality shall review the Additional Services Cost Statement upon receipt and, within sixty (60) days of such receipt, shall approve the Additional Services Cost Statement or deliver to Ontario a request to meet to discuss the Additional Services Cost Statement.
7. (a) In the event that the Municipality fails to approve the Additional Services Cost Statement or request a meeting to discuss the Additional Cost Services Cost Statement within sixty (60) days of receipt, the Municipality shall be deemed to have approved the Additional Services Cost Statement.
 - (b) In the event that the Municipality requests a meeting to discuss the Additional Services Cost Statement, the Detachment Commander or representative and the Municipality or representative shall meet within fifteen (15) days of the OPP’s receipt of the request and

use all best good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Regional Commander or representative and the Municipality or representative shall meet and use all good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Commissioner or Deputy Commissioner or representative and the Municipality, or representative shall meet and use all best good faith efforts to reach agreement on the Additional Services Cost Statement. If the parties are unable to reach agreement, the Additional Services Cost Statement shall be deemed to apply.

8. The Municipality shall make monthly installment payments to Ontario due no later than thirty (30) days following the receipt by the Municipality of each monthly invoice, each one being one twelfth of the Additional Services Cost Statement for that year. Any amounts which have become due and owing shall bear interest at the rate set by the Minister of Finance from time to time.
9. Ontario shall keep all records, statements of account, invoices and any other such documents necessary to support the Additional Services Cost Statement, and all such records shall be kept for a period of seven years. Ontario shall permit the Municipality, upon notice to Ontario, to examine all such records and books of account and conduct a review of the Additional Services Cost Statement.
10. Upon the approval or deemed approval of the Additional Services Cost Statement, adjustments shall be made to the amounts paid by the Municipality by installment so that (i) the total amount paid in respect of the preceding year is equal to the amount shown on the approved Additional Services Cost Statement and (ii) the installments for the year following the year in which the statement is prepared are each equal to one twelfth of the approved Additional Services Cost Statement. Any amounts payable by one party to the other shall be paid to the appropriate party in the remaining monthly billings for the year following the year in which the statement is prepared.

Dispute Resolution

11. (a) The provisions of this paragraph apply in the event of a dispute between the Municipality and Ontario concerning the interpretation, application, administration, or alleged violation of this Agreement.
 - (b) In the event that a dispute arises the Detachment Commander, or representative, and the Municipality, or representative, shall meet within thirty (30) days of such dispute arising and use all best good faith efforts to resolve the dispute.
 - (c) If the dispute remains unresolved, the Regional Commander, or representative and the Municipality, or representative, shall meet and use all best good faith efforts to resolve the dispute.

- (d) If the dispute remains unresolved, the Commissioner, or Deputy Commissioner or representative and the Municipality, or representative, shall meet and use all best good faith efforts to resolve the dispute.

Notice

12. Any notice, statement, invoice, or account shall be delivered to both Ontario and the Commissioner using the delivery methods listed below. Any notice statement, invoice or account sent by mail shall be deemed to be received on the third day following the date of mailing unless shown to the contrary, and if sent by email, it shall be deemed to be received on the date it was sent. Contact information may be changed by giving notice as provided herein:

- (a) By mail to Ontario addressed to: The Solicitor General, 25 Grosvenor Street, 11th Floor, Toronto, Ontario, M7A 1Y6
- (b) By mail to the Commissioner addressed to: The Commissioner, Ontario Provincial Police, 777 Memorial Avenue, Orillia, Ontario L3V 7V3. To the attention of the Manager, Municipal Policing Bureau, or by email to opp.municipalpolicing@opp.ca
- (c) By mail to the Municipality addressed to: The Lambton Group, or by email. **EMIAL TBD BY THE LAMBTON GROUP**

Commencement and Termination of Agreement

13. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of April 2024 and **conclude on the 31st day of December 2029.**
14. Either party to this Agreement may terminate this Agreement upon one-year written notice of termination to the other party, in which case this Agreement shall terminate one year following the delivery of such notice. Should a notice to terminate be given, the Municipality shall continue to be obligated to pay for the cost of providing additional services under this Agreement to and including the date of such termination and Ontario shall continue to be responsible to provide the additional services outlined in this Agreement.

Entire Agreement

15. This Agreement and the schedules attached constitute the entire Agreement between the parties, and there are no representations, warranties, collateral agreements or conditions affecting this Agreement or the relationship of the parties or supported hereby other than as expressed herein in writing. Any amendment to this Agreement must be in writing, duly executed by the parties.

IN WITNESS WHEREOF, the Municipality has affixed its Corporate Seal attested by the signature of its duly authorized signing officers, and the Solicitor General, has personally signed this Agreement to be effective as of the date set out herein.

FOR ONTARIO

Solicitor General

FOR THE Corporation of the Municipality of Lambton Shores

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of the Municipality of The Township of St. Clair

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of the Town of Petrolia

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Township of Brooke-Alvinston

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Village of Oil Springs

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Town of Plympton-Wyoming

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Township of Dawn-Euphemia

Mayor

Chief Administrative Officer

Date Signed by the Municipality.

FOR THE Corporation of The Township of Enniskillen

Mayor

Chief Administrative Officer

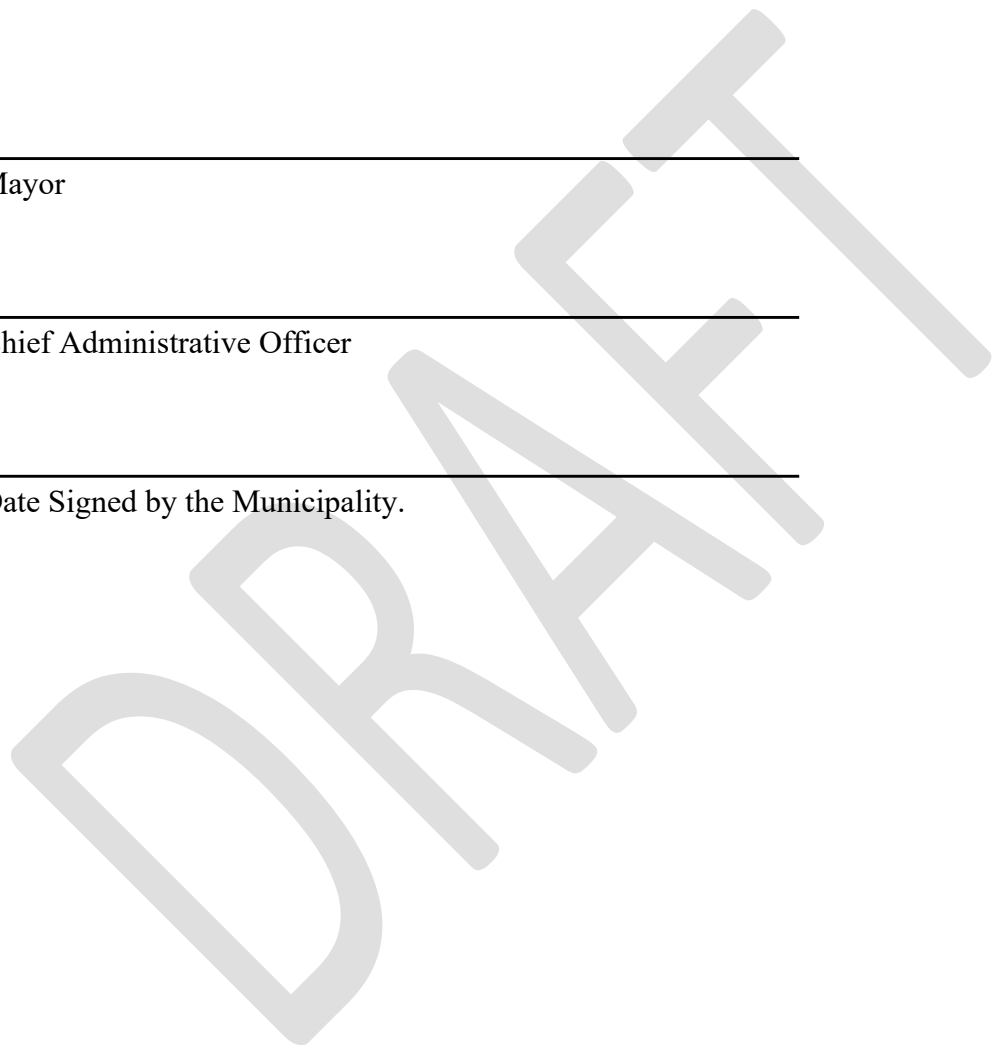
Date Signed by the Municipality.

FOR THE Corporation of The Township of Warwick

Mayor

Chief Administrative Officer

Date Signed by the Municipality.



SCHEDULE “A”

BY-LAW OF THE MUNICIPAL COUNCIL

DRAFT

SCHEDULE “B”

PROPOSAL FOR ADDITIONAL SERVICES

DRAFT



The Lambton Group

Contract Policing Proposal for Additional Services Under Section 17(2) of the Community Safety and Policing Act, 2019

**Prepared by: Sergeant Rob Griffin
Ontario Provincial Police,
Municipal Policing Bureau**

Date: March 20th 2024

Table of Contents

Executive Summary.....	3
Additional Services Cost Statement.....	5
OPP Contracts	24

Executive Summary

This contract proposal for the provision of additional services by the Ontario Provincial Police (OPP) is provided based on a request by the Lambton Group, dated this 20th day of March 2024. Any additional services provided according to this agreement are services that are not required as a component of adequate and effective policing in the municipality, as set out in section 11(3) of the Community Safety and Policing Act, 2019.

The Lambton Group will be billed for the cost of Additional Service Position(s) using actual salaries, wages, overtime and benefits and the latest approved municipal cost-recovery formula (*see Table 1- Additional Services Position FTEs*). The cost statement will also include a year-end adjustment reconciling the cost of additional services billed for the previous year based on the actual staffing resources and the applicable compensation rates for salaries and benefits.

Costs for Additional Services Positions for the Municipalities within the Lambton Group will be allocated based on property counts for each individual municipality. To determine each municipalities cost a percentage will be calculated based on the property counts of each municipality, which will then be applied to the total cost of the Additional Services Position(s) to determine the amount for each municipality.

The service delivered by these positions will be tracked and reconciled on an annual basis. The Lambton Group Additional Services Positions are listed below:

Table 1 – Additional Services Position FTEs

FTE Additional Services Positions	Classification	Position Description
1.00	Staff Sergeant	Community Staff Sergeant

*1.0 Uniform FTE does not refer to an officer exclusively dedicated to the Agreement. It is a unit of hours of police services per annum. The number of hours for an FTE is subject to change from year to year, and will reflect the latest availability factor, currently at 1,381 hours per year for 2024.

The availability factor for the billing year will be specified in the Additional Services Cost Statement for that year.

**Civilian FTEs refer to specific detachment positions established to provide additional services. They will be tracked and reconciled annually based on the actual period of time the positions were filled during the year.

Note Regarding Uniform Positions:

- Total hours of service provided by all Additional Services Positions will be reconciled annually.
- In accordance with the uniform availability factor calculations for 2024, it is estimated that each dedicated Additional Services Positions will provide 1,381 hours of service per year to fulfill the requirements of their respective positions. If this number of hours is not met, the total cost of Additional Services Positions will be reduced accordingly.
- Total hours of service for dedicated additional services uniform positions include hours of work performed in a municipality by all officers assigned to the Additional Services Positions.
- Total hours do not include:
 - overtime hours,
 - hours recorded for duties accounted for in the availability factor such as court attendance, training, and specific administrative duties; and
 - hours calculated for billable calls for service by officers assigned to dedicated Additional Services Positions unless the officer's position is general law enforcement

OPP 2024 Annual Billing Statement
Lambton Group
Estimated costs for the period January 1 to December 31, 2024

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	25,906		
	Commercial and Industrial	1,269		
	Total Properties	<u>27,175</u>	165.59	4,499,813
Calls for Service				
	Total all municipalities	183,003,471		
	Municipal portion	1.9685%	132.57	3,602,481
Overtime			20.38	553,854
Contract Enhancements			9.99	271,567
Prisoner Transportation	(per property cost)		1.12	30,436
Accommodation/Cleaning Services	(per property cost)		<u>3.65</u>	<u>99,088</u>
Total 2024 Estimated Cost			<u>333.29</u>	9,057,239
2022 Year-End Adjustment				392,954
Grand Total Billing for 2024				<u>9,450,192</u>
2024 Monthly Billing Amount				787,516

OPP 2024 Additional Services Cost Statement (Note 1)
Lambton Shores M (Lambton Group)
 Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)			
		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Salaries and Benefits					
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	43,850
Total Uniform Salaries		1.00		142,419	43,850
Statutory Holiday Payout			5,132	5,132	1,580
Uniform Benefits - Full-Time Salaries.			32.44%	46,201	14,225
Total Uniform Salaries & Benefits				193,751	59,655
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	1,918
Prisoner Guards			1,996	1,996	615
Operational Support			6,080	6,080	1,872
RHQ Municipal Support			2,751	2,751	847
Telephone Support			141	141	43
Office Automation Support			875	875	269
Mobile and Portable Radio Support			282	282	87
Total Support Staff Salaries and Benefits Costs				18,353	5,651
Total Salaries & Benefits				212,104	65,306
Other Direct Operating Expenses					
Communication Centre			155	155	48
Operational Support			1,018	1,018	313
RHQ Municipal Support			212	212	65
Telephone			1,582	1,582	487
Mobile Radio Equipment Repairs & Maintenance			147	147	45
Office Automation - Uniform			3,019	3,019	930
Vehicle Usage			9,975	9,975	3,071
Detachment Supplies & Equipment			548	548	169
Uniform & Equipment			2,305	2,305	710
Administrative Vehicle	Note 4		9,731	29,194	8,989
Additional Municipally Leased Desktop Computer.	Note 5		1,028	11,308	3,482
Total Other Direct Operating Expenses				59,463	18,308
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 83,614

OPP 2024 Additional Services Cost Statement (Note 1)
Lambton Shores M (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)**St. Clair Tp (Lambton Group)**

Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)			
		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Salaries and Benefits					
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	36,439
Total Uniform Salaries		1.00		142,419	36,439
Statutory Holiday Payout			5,132	5,132	1,313
Uniform Benefits - Full-Time Salaries			32.44%	46,201	11,821
Total Uniform Salaries & Benefits				193,751	49,573
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	1,593
Prisoner Guards			1,996	1,996	511
Operational Support			6,080	6,080	1,556
RHQ Municipal Support			2,751	2,751	704
Telephone Support			141	141	36
Office Automation Support			875	875	224
Mobile and Portable Radio Support			282	282	72
Total Support Staff Salaries and Benefits Costs				18,353	4,696
Total Salaries & Benefits				212,104	54,269
Other Direct Operating Expenses					
Communication Centre			155	155	40
Operational Support			1,018	1,018	260
RHQ Municipal Support			212	212	54
Telephone			1,582	1,582	405
Mobile Radio Equipment Repairs & Maintenance			147	147	38
Office Automation - Uniform			3,019	3,019	772
Vehicle Usage			9,975	9,975	2,552
Detachment Supplies & Equipment			548	548	140
Uniform & Equipment			2,305	2,305	590
Administrative Vehicle	Note 4		9,731	29,194	7,470
Additional Municipally Leased Desktop Computer.	Note 5		1,028	11,308	2,893
Total Other Direct Operating Expenses				59,463	15,214
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 69,483

OPP 2024 Additional Services Cost Statement (Note 1)**St. Clair Tp (Lambton Group)****Estimated cost for the period January 1 to December 31, 2024****Notes:**

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)
Petrolia T (Lambton Group)
 Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)			
Salaries and Benefits		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	14,412
Total Uniform Salaries		1.00		142,419	14,412
Statutory Holiday Payout			5,132	5,132	519
Uniform Benefits - Full-Time Salaries			32.44%	46,201	4,675
Total Uniform Salaries & Benefits				193,751	19,607
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	630
Prisoner Guards			1,996	1,996	202
Operational Support			6,080	6,080	615
RHQ Municipal Support			2,751	2,751	278
Telephone Support			141	141	14
Office Automation Support			875	875	89
Mobile and Portable Radio Support			282	282	29
Total Support Staff Salaries and Benefits Costs				18,353	1,857
Total Salaries & Benefits				212,104	21,464
Other Direct Operating Expenses					
Communication Centre			155	155	16
Operational Support			1,018	1,018	103
RHQ Municipal Support			212	212	21
Telephone			1,582	1,582	160
Mobile Radio Equipment Repairs & Maintenance			147	147	15
Office Automation - Uniform			3,019	3,019	306
Vehicle Usage			9,975	9,975	1,009
Detachment Supplies & Equipment			548	548	55
Uniform & Equipment			2,305	2,305	233
Administrative Vehicle	Note 4		9,731	29,194	2,954
Additional Municipally Leased Desktop Computer	Note 5		1,028	11,308	1,144
Total Other Direct Operating Expenses				59,463	6,017
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 27,482

OPP 2024 Additional Services Cost Statement (Note 1)
Petrolia T (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)
Brooke-Alviston M (Lambton Group)
 Estimated cost for the period January 1 to December 31, 2024

				2023 Cost Recovery Formula (Note 2)	
		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Salaries and Benefits					
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	5,870
Total Uniform Salaries		1.00		142,419	5,870
Statutory Holiday Payout			5,132	5,132	212
Uniform Benefits - Full-Time Salaries			32.44%	46,201	1,904
Total Uniform Salaries & Benefits				193,751	7,985
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	257
Prisoner Guards			1,996	1,996	82
Operational Support			6,080	6,080	251
RHQ Municipal Support			2,751	2,751	113
Telephone Support			141	141	6
Office Automation Support			875	875	36
Mobile and Portable Radio Support			282	282	12
Total Support Staff Salaries and Benefits Costs				18,353	756
Total Salaries & Benefits				212,104	8,742
Other Direct Operating Expenses					
Communication Centre			155	155	6
Operational Support			1,018	1,018	42
RHQ Municipal Support			212	212	9
Telephone			1,582	1,582	65
Mobile Radio Equipment Repairs & Maintenance			147	147	6
Office Automation - Uniform			3,019	3,019	124
Vehicle Usage			9,975	9,975	411
Detachment Supplies & Equipment			548	548	23
Uniform & Equipment			2,305	2,305	95
Administrative Vehicle	Note 4		9,731	29,194	1,203
Additional Municipally Leased Desktop Computer.	Note 5		1,028	11,308	466
Total Other Direct Operating Expenses				59,463	2,451
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 11,192

OPP 2024 Additional Services Cost Statement (Note 1)
Brooke-Alviston M (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation. In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)
Oil Springs V (Lambton Group)
 Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)		
			Group	Municipal Portion
		Positions	\$ Total	\$ Total
Salaries and Benefits				
Uniform Members	Note 3			
Staff Sergeant		1.00	142,419	1,750
Total Uniform Salaries		1.00	142,419	1,750
Statutory Holiday Payout			5,132	63
Uniform Benefits - Full-Time Salaries			32.44%	46,201
Total Uniform Salaries & Benefits			193,751	2,381
Support Costs - Salaries and Benefits				
Communication Operators			6,228	77
Prisoner Guards			1,996	25
Operational Support			6,080	75
RHQ Municipal Support			2,751	34
Telephone Support			141	2
Office Automation Support			875	11
Mobile and Portable Radio Support			282	3
Total Support Staff Salaries and Benefits Costs			18,353	226
Total Salaries & Benefits			212,104	2,607
Other Direct Operating Expenses				
Communication Centre			155	2
Operational Support			1,018	13
RHQ Municipal Support			212	3
Telephone			1,582	19
Mobile Radio Equipment Repairs & Maintenance			147	2
Office Automation - Uniform			3,019	37
Vehicle Usage			9,975	123
Detachment Supplies & Equipment			548	7
Uniform & Equipment			2,305	28
Administrative Vehicle	Note 4		9,731	359
Additional Municipally Leased Desktop Computer	Note 5		1,028	139
Total Other Direct Operating Expenses			59,463	731
Total 2024 Estimated Additional Services Cost (Note 6)			\$ 271,567	\$ 3,338

OPP 2024 Additional Services Cost Statement (Note 1)
Oil Springs V (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)
Plympton-Wyoming T (Lambton Group)
 Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)			
		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Salaries and Benefits					
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	20,581
Total Uniform Salaries		<u>1.00</u>		<u>142,419</u>	<u>20,581</u>
Statutory Holiday Payout			5,132	5,132	742
Uniform Benefits - Full-Time Salaries			32.44%	46,201	6,676
Total Uniform Salaries & Benefits				<u>193,751</u>	<u>27,999</u>
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	900
Prisoner Guards			1,996	1,996	288
Operational Support			6,080	6,080	879
RHQ Municipal Support			2,751	2,751	398
Telephone Support			141	141	20
Office Automation Support			875	875	126
Mobile and Portable Radio Support			282	282	41
Total Support Staff Salaries and Benefits Costs				<u>18,353</u>	<u>2,652</u>
Total Salaries & Benefits				<u>212,104</u>	<u>30,651</u>
Other Direct Operating Expenses					
Communication Centre			155	155	22
Operational Support			1,018	1,018	147
RHQ Municipal Support			212	212	31
Telephone			1,582	1,582	229
Mobile Radio Equipment Repairs & Maintenance			147	147	21
Office Automation - Uniform			3,019	3,019	436
Vehicle Usage			9,975	9,975	1,441
Detachment Supplies & Equipment			548	548	79
Uniform & Equipment			2,305	2,305	333
Administrative Vehicle	Note 4		9,731	29,194	4,219
Additional Municipally Leased Desktop Computer	Note 5		1,028	11,308	1,634
Total Other Direct Operating Expenses				<u>59,463</u>	<u>8,593</u>
Total 2024 Estimated Additional Services Cost (Note 6)				<u>\$ 271,567</u>	<u>\$ 39,244</u>

OPP 2024 Additional Services Cost Statement (Note 1)
Plympton-Wyoming T (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)

Dawn-Euphemia Tp (Lambton Group)

Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)			
		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Salaries and Benefits					
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	4,884
Total Uniform Salaries		1.00		142,419	4,884
Statutory Holiday Payout			5,132	5,132	176
Uniform Benefits - Full-Time Salaries			32.44%	46,201	1,585
Total Uniform Salaries & Benefits				193,751	6,645
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	214
Prisoner Guards			1,996	1,996	68
Operational Support			6,080	6,080	209
RHQ Municipal Support			2,751	2,751	94
Telephone Support			141	141	5
Office Automation Support			875	875	30
Mobile and Portable Radio Support			282	282	10
Total Support Staff Salaries and Benefits Costs				18,353	629
Total Salaries & Benefits				212,104	7,274
Other Direct Operating Expenses					
Communication Centre			155	155	5
Operational Support			1,018	1,018	35
RHQ Municipal Support			212	212	7
Telephone			1,582	1,582	54
Mobile Radio Equipment Repairs & Maintenance			147	147	5
Office Automation - Uniform			3,019	3,019	104
Vehicle Usage			9,975	9,975	342
Detachment Supplies & Equipment			548	548	19
Uniform & Equipment			2,305	2,305	79
Administrative Vehicle	Note 4		9,731	29,194	1,001
Additional Municipally Leased Desktop Computer	Note 5		1,028	11,308	388
Total Other Direct Operating Expenses				59,463	2,039
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 9,314

OPP 2024 Additional Services Cost Statement (Note 1)
Dawn-Euphemia Tp (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

- 1) The Additional Services Cost Statement is a replacement cost schedule for the Estimated Contract Enhancement Cost Summary. Formerly identified as Police Services Act s.10 Contract Enhancements, enhanced services are now arranged with agreements under s.17 of the Community Safety and Policing Act (CSPA). Please note the costs detailed in this statement are the same as the costs detailed in the OPP 2024 Estimated Contract Enhancement Cost Summary included in the Municipality's 2024 Annual Billing Statement.
- 2) The Municipal Cost-Recovery Formula is reviewed and updated annually. A revised cost recovery formula shall be applied in the calendar year following the review and costs shall be adjusted accordingly. The current cost recovery formula, the 2023 Municipal Cost-Recovery Formula, has been used to set costs for 2024. The Support Staff Costs and Other Direct Operating Expenses for uniform FTEs are calculated on a per FTE basis as per rates set in the 2023 Municipal Policing Cost-Recovery Formula.
- 3) Salary rates are based on weighted average rates for municipal detachment staff by rank, level, and classification. The 2024 salaries are estimated with an effective overall general salary rate increase of 2.01% applied to the 2022 rates in the 2019 to 2022 OPPA Uniform and Civilian Collective Agreements, updated agreement negotiations are underway. The rate increase represents a 1% overall general salary rate increases applied for the 2023 and 2024 calendar years. The 2023 and 2024 salary costs will be reconciled based on rates set in applicable collective agreement settlements. The benefit rates are estimated based on the most recent rates set by the Treasury Board Secretariat, (2023-24). Statutory Holiday Payouts, Shift Premiums, and Benefit costs are subject to reconciliation.
In 2024, the reconciliation for hours of service provided will be based on the updated availability factor of 1,381 hours per year.
- 4) Three (3) Administrative vehicles are included in this costing at a current annual cost of \$9,731 per vehicle.
- 5) Additional Municipally Leased Desktop Computers includes one (1) desktop computer which was previously under a separate agreement with the OPP IT Section, at the current Cost-Recovery Formula rate of \$1,028 each.
- 6) Costs are allocated to contract members based on property counts. See table below:

Municipality	Property Count	%	Additional Services Cost
Brooke-Alvinston M	1,120	4.12%	11,192
Dawn-Euphemia Tp	932	3.43%	9,314
Enniskillen Tp	1,176	4.33%	11,752
Lambton Shores M	8,367	30.79%	83,614
Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)
Enniskillen Tp (Lambton Group)
 Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)			
Salaries and Benefits		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	6,163
Total Uniform Salaries		1.00		142,419	6,163
Statutory Holiday Payout			5,132	5,132	222
Uniform Benefits - Full-Time Salaries			32.44%	46,201	1,999
Total Uniform Salaries & Benefits				193,751	8,385
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	270
Prisoner Guards			1,996	1,996	86
Operational Support			6,080	6,080	263
RHQ Municipal Support			2,751	2,751	119
Telephone Support			141	141	6
Office Automation Support			875	875	38
Mobile and Portable Radio Support			282	282	12
Total Support Staff Salaries and Benefits Costs				18,353	794
Total Salaries & Benefits				212,104	9,179
Other Direct Operating Expenses					
Communication Centre			155	155	7
Operational Support			1,018	1,018	44
RHQ Municipal Support			212	212	9
Telephone			1,582	1,582	68
Mobile Radio Equipment Repairs & Maintenance			147	147	6
Office Automation - Uniform			3,019	3,019	131
Vehicle Usage			9,975	9,975	432
Detachment Supplies & Equipment			548	548	24
Uniform & Equipment			2,305	2,305	100
Administrative Vehicle	Note 4		9,731	29,194	1,263
Additional Municipally Leased Desktop Computer	Note 5		1,028	11,308	489
Total Other Direct Operating Expenses				59,463	2,573
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 11,752

OPP 2024 Additional Services Cost Statement (Note 1)
Enniskillen Tp (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

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Oil Springs V	334	1.23%	3,338
Petrolia T	2,750	10.12%	27,482
Plympton-Wyoming T	3,927	14.45%	39,244
St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP 2024 Additional Services Cost Statement (Note 1)**Warwick Tp (Lambton Group)**

Estimated cost for the period January 1 to December 31, 2024

		2023 Cost Recovery Formula (Note 2)			
		Positions	\$/FTE	Group \$ Total	Municipal Portion \$ Total
Salaries and Benefits					
Uniform Members	Note 3				
Staff Sergeant		1.00	142,419	142,419	8,469
Total Uniform Salaries		1.00		142,419	8,469
Statutory Holiday Payout			5,132	5,132	305
Uniform Benefits - Full-Time Salaries			32.44%	46,201	2,747
Total Uniform Salaries & Benefits				193,751	11,522
Support Costs - Salaries and Benefits					
Communication Operators			6,228	6,228	370
Prisoner Guards			1,996	1,996	119
Operational Support			6,080	6,080	362
RHQ Municipal Support			2,751	2,751	164
Telephone Support			141	141	8
Office Automation Support			875	875	52
Mobile and Portable Radio Support			282	282	17
Total Support Staff Salaries and Benefits Costs				18,353	1,091
Total Salaries & Benefits				212,104	12,613
Other Direct Operating Expenses					
Communication Centre			155	155	9
Operational Support			1,018	1,018	61
RHQ Municipal Support			212	212	13
Telephone			1,582	1,582	94
Mobile Radio Equipment Repairs & Maintenance			147	147	9
Office Automation - Uniform			3,019	3,019	180
Vehicle Usage			9,975	9,975	593
Detachment Supplies & Equipment			548	548	33
Uniform & Equipment			2,305	2,305	137
Administrative Vehicle	Note 4		9,731	29,194	1,736
Additional Municipally Leased Desktop Computer	Note 5		1,028	11,308	672
Total Other Direct Operating Expenses				59,463	3,536
Total 2024 Estimated Additional Services Cost (Note 6)				\$ 271,567	\$ 16,149

OPP 2024 Additional Services Cost Statement (Note 1)
Warwick Tp (Lambton Group)
Estimated cost for the period January 1 to December 31, 2024

Notes:

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St. Clair Tp	6,953	25.59%	69,483
Warwick Tp	1,616	5.95%	16,149
Total	27,175	100.00%	271,567

OPP Contacts

Please forward any questions or concerns to Detachment Commander or Municipal Policing Specialist at the Municipal Policing Bureau, OPP General Headquarters.

Detachment Commander, Inspector Chris Avery

Phone: (519) 882-1011

Email: chris.avery@opp.ca

Municipal Policing Specialist, Sargeant Rob Griffin

Phone: (705) 329-6224

Email: robert.griffin@opp.ca



Council Staff Report

To: Mayor Ferguson and Council

Subject: Recommended change to By-law 1 of 2023 - By-Law to Authorize an Automatic Aid Agreement between the Municipality of Brooke-Alvinston, Village of Oil Springs and the Township of Enniskillen

Meeting: Council - 25 Apr 2024

Department: Fire Department

Staff Contact: Steve Knight, Fire Chief

Recommendation:

Amendment to current By-law 1 of 2023 - addition of Appendix B - Fire Services Response Criteria

Background:

In reviewing previous call data, and in discussion and in agreement with the Oil Springs Fire Chief, the change to the by-law limits BFR and OSFD automatic aid responses to specific days and hours and limited types of responses, those that require the most manpower during the days and times where the number of responders available is at its least. For all other days, times and responses each department is responsible for their individual coverage area and Mutual Aid will be requested as needed.

Comments:

Appendix B attached showing specific days, times and responses

Financial Considerations:

No financial impact

Relationship to Strategic Plan:

In line with the Strategic Plan

ATTACHMENTS:

[By-law 1 of 2023 - Enniskillen Brooke Fire Agreement appendix B - recommended change to by-law 1 of 2023](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW 1 OF 2023

Amended By-Law to Authorize an Automatic Aid Agreement between the Municipality of Brooke-Alvinston, Village of Oil Springs and the Township of Enniskillen

WHEREAS pursuant to Section 9 of the *Municipal Act, 2001* S.O. 2001, c.25 as amended, a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act; and

WHEREAS pursuant to Section 11(1) the *Municipal Act, 2001* S.O. 2001, c.25 as amended, a lower-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in Section 11(4) of the Act; and

WHEREAS Section 2(6) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c.4 authorizes a municipality to enter into an automatic aid agreement with other municipalities to provide and/or receive fire protection services; and

WHEREAS the Municipality of Brooke-Alvinston, The Village of Oil Springs and The Township of Enniskillen agree as follows:

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON ENACTS AS FOLLOWS:

1. That the Mayor and Clerk are hereby authorized to execute the agreement between the Corporation of the Municipality of Brooke-Alvinston the Corporation of the Village of Oil Springs and the Corporation of the Township of Enniskillen, as per the attached Schedule A.
 2. That all other by-laws or parts of by-laws inconsistent with this by-law are hereby repealed.
 3. That this By-law shall come into force and take effect on January 1, 2023.
- Read a first, second and third time and finally passed this 12 day of January, 2023.



Mayor



Administrator-Clerk

- (d) On scene Incident Command may be transferred to the responding department in each specific geographic area as identified in Appendix "A" as soon as practical and will ultimately assume overall command of the scene, coordinate operations; arrange any additional assistance, which may be required, and do all necessary reporting, and investigation. Each department on scene shall continue to assist if requested, either through this agreement or through a declaration of Mutual Aid.

TOWNSHIP OF ENNISKILLEN AND THE VILLAGE OF OIL SPRINGS

The Township of Enniskillen and Village of Oil Springs shall ensure that:

- (a) Fire protection services will be supplied to all the properties and residents (barring extenuating circumstances, such as environmental factors, obstructions, remote and/or inaccessible properties, private road ways, lanes, and drives) situated within the geographical area as shown in Appendix "A". These services shall be consistent with the level of service outlined in the current by-law establishing and regulating the Oil Springs South Enniskillen Fire Department and shall not include such services as ice, water, high angle or trench rescue.
- (b) The fire apparatus and personnel of the fire department will respond to occurrences in the fire area of Appendix "A" in a like manner as if the response were in the Township of Enniskillen
- (c) The Brooke Fire Rescue / Oil Springs South Enniskillen Fire Department Chief or designate shall have full authority and control over any and all activities in in the fire areas as per Appendix "A", until command is transferred to upon arrival.
- (d) On scene Incident Command may be transferred to the responding department in each specific geographic area as identified in Appendix "A" as soon as practical and will ultimately assume overall command of the scene, coordinate operations; arrange any additional assistance, which may be required, and do all necessary reporting, and investigation. Each department on scene shall continue to assist if requested, either through this agreement or through a declaration of Mutual Aid.

3. Limitations

The Fire Chief or designate may:

- (a) refuse to supply responses if response personnel, apparatus and/or equipment are required in the County or elsewhere, under the provisions of the County Mutual Fire Aid Plan and Program.
- (b) order the return of such personnel, apparatus and/or equipment that is responding to or is at the scene of an incident in the fire area. In such cases the fire chief or designate may summon assistance in accordance with Section 2(c).

4. No Reimbursement for Costs

The Municipality of Brooke-Alvinston understands that as a result of this agreement, there will be no reimbursement of costs associated with fire calls situated within the area defined in Appendix "A" to this agreement for the term of this agreement.

5. Amendment or Termination

This Agreement

- (a) Shall remain in force until either party provides written notice of termination at least ninety (90) days prior to the desired date of termination and shall be reviewed by the respective Councils every four (four) years from the effective date.
- (b) May be amended at any time by the mutual consent of the parties, after the party desiring the amendment(s) gives the other party a minimum of thirty (30) days written notice of the proposed amendment(s); or
- (c) This agreement shall be deemed to be terminated, without a requirement of notice, December 31, 2028

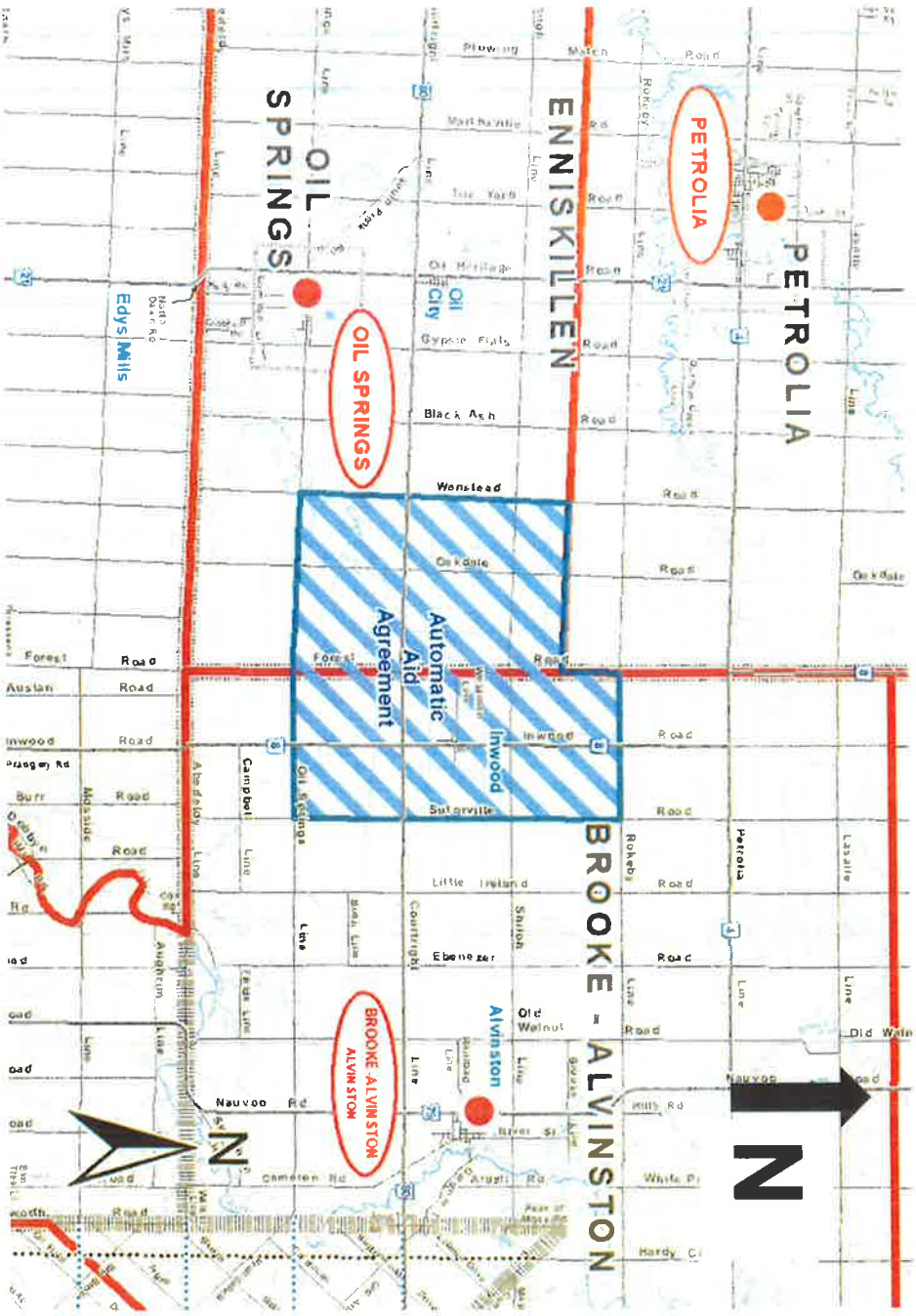
6. Municipal Liability Insurance

- (a) Each Municipality shall notify their respective insurance companies of this agreement

Appendix A
to
By-law Number 1 of 2023

FIRE AREAS SERVICED BY BROOKE FIRE DEPARTMENT

The Fire Area shall consist of:



Appendix B
to
By-law Number 1 of 2023

FIRE AREAS SERVICES RESPONSE CRITERIA
MUNICIPALITY OF BROOKE-ALVINSTON (BROOKE FIRE RESCUE) AND THE VILLAGE OF OIL
SPRINGS AND THE TOWNSHIP OF ENNISKILLEN (OIL SPRINGS FIRE DEPARTMENT)

1. This Automatic Aid agreement will be active between the hours of 06:00 and 18:00 hours Monday to Friday only. All other times will require a Mutual Aid request for assistance.

2. This Automatic Aid agreement will apply to these specific types of response:
 - All structure, equipment and vehicle fires
 - All motor vehicle collisions
 - All agricultural equipment collisions and entrapments