



AGENDA

Council Meeting

3:30 PM - Thursday, April 24, 2025
Municipal Office

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1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
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- 7.6. **Public Works Superintendent's Report:** Petrolia Line East 71 - 72
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- 7.7. **Treasurer's Report:** Year-to-Date (to March 31) Budget to Actual Comparisons 73 - 79
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- 7.8. **Treasurer's Report:** Reserve and Reserve Fund Policy 80 - 83
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8. BY-LAWS

- 8.1. By-law xx of 2025 Provisional Adoption of Logan Drain
- 8.2. By-law xx of 2025 Provisional Adoption of 12-13 Sideroad Drain
- 8.3. By-law xx of 2025 Fire Agreement with Warwick Township

9. NEW BUSINESS

10. CLOSED SESSION

- 10.1. Section 239(2) (j) A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

- 12.1. By-law xx of 2025 Confirming By-law

13. ADJOURNMENT



MINUTES

Council Meeting

3:30 PM - Thursday, April 10, 2025
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, April 10, 2025, at 3:30 PM, in the Municipal Office, with the following members present:

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

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

Regrets:

1 CALL TO ORDER

The Mayor called the meeting to order at 3:30 p.m.

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of March 27, 2025

RESOLUTION-2025-108

Deputy Mayor Frank Nemcek made a motion that the minutes of the March 27, 2025 be approved as presented without any error or omission. Councillor Craig Sanders seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

a) Parker Lucas Drain Branch No.1 and Acton Drain Consideration

Members of the public present for the review of the preliminary report were: Jim Holbrook, Randy Holbrook, Tyler Straatman, Frank VandenOuweland, Scott Leystra, Kayla Ennett (Buurma), Jeff Shea, Tom Shea

Comments on the preliminary report were received from: Rita and Anton Felder and TJ Straatman Enterprises Ltd.

RESOLUTION-2025-109

Councillor Jenny Redick made a motion that the meeting to consider the Parker Lucas Drain Branch No. 1 & the Acton Drain be opened Councillor Craig Sanders seconded the motion.

Carried

RESOLUTION-2025-110

Deputy Mayor Frank Nemcek made a motion that the Engineer be directed to investigate options through the SCRCA in addition to costing and that the preliminary report be brought back for review. Councillor Don McCabe seconded the motion.

Carried**6 CORRESPONDENCE**

- a) Municipal Correspondence

RESOLUTION-2025-111

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

Carried

- b) City of Peterborough - Use of X

RESOLUTION-2025-112

Councillor Craig Sanders made a motion that the request from the City of Peterborough be received and filed. Deputy Mayor Frank Nemcek seconded the motion.

Carried**7 STAFF REPORTS**

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

RESOLUTION-2025-113

Councillor Jenny Redick made a motion that the drain maintenance requests for the Moffat Lucas, 12-13 Sideroad, Straatman and Kennedy Drains be referred to the Drainage Superintendent with the power to act. Councillor Craig Sanders seconded the motion.

Carried

- b) **Parks & Recreation Manager's Report**: Memorial Garden upgrades/name plaques

RESOLUTION-2025-114

Councillor Jenny Redick made a motion that Council consider improvements at the Memorial Garden and the replacement of memorial name plaques. Councillor Craig Sanders seconded the motion.

Carried

- c) **Parks & Recreation Manager's Report**: Alvinston Killer Bees Ice Usage/Rentals

RESOLUTION-2025-115

Councillor Jenny Redick made a motion that Council receive and file the report on the Alvinston Killer Bees Hockey Club (AKB) contribution. Councillor Craig Sanders seconded the motion.

Carried

- d) **Clerk Administrator's Report**: Ale House Patio

RESOLUTION-2025-116

Councillor Craig Sanders made a motion that Council approve the \$2 / square foot fee for the Ale House patio in addition to the \$250 lease / application fee

(total fee of \$750 / year) and enter into an agreement as drafted for a three year term. Councillor Jenny Redick seconded the motion.

Carried

- e) **Clerk Administrator's Report:** Dog Park Shed

RESOLUTION-2025-117

Deputy Mayor Frank Nemcek made a motion that the report on the storage area for the Alvinston Feral Cat Group be amended to prohibit the storing of food. Councillor Jenny Redick seconded the motion.

Carried

- f) **Clerk Administrator's Report:** Alternative Voting Method - 2026 Municipal Election

RESOLUTION-2025-118

Councillor Craig Sanders made a motion that the Municipality of Brooke-Alvinston participate in the joint RFP for internet voting with other Lambton County Municipalities for the 2026 municipal election; and that once the results are in, a further report be brought to Council for consideration and determination of which alternate voting method should be used. Councillor Jenny Redick seconded the motion.

Carried

- g) **Treasurer's Report:** Accounts Payable Listing - March 2025

RESOLUTION-2025-119

Councillor Jenny Redick made a motion that Council receive and file the Accounts Payable Listing for March 2025 Councillor Craig Sanders seconded the motion.

Carried

- h) **Clerk Administrator's Report:** Emergency Preparedness Week - 2025

RESOLUTION-2025-120

Deputy Mayor Frank Nemcek made a motion that May 4-10, 2025 be declared Emergency Preparedness Week in the Municipality. Councillor Jenny Redick seconded the motion.

Carried

- i) **Clerk Administrator's Report:** Venfor

RESOLUTION-2025-121

Councillor Jenny Redick made a motion that Council receive and file the report from the Administrator Clerk noting the status of involvement in considering wind energy in the Municipality. Councillor Craig Sanders seconded the motion.

Carried

8 BY-LAWS

- a) By-law 15 of 2025 - Parker Lucas Drain Branch No. 1 and Acton Drain
- First and Second Reading Only

9 NEW BUSINESS

- a) Councillor McCabe noted the appointment of MPP Pinnsonneault to Parliamentary Assistant to the Minister of Rural affairs
- b) Councillor Redick noted the U15 OMHA championship title
- c) The Public Works Superintendent noted some minor amendments of pole

changes in the Twin Creeks project

10 CLOSED SESSION

- a) Section 239(2) the security of the property of the municipality or local board

RESOLUTION-2025-122

Councillor Craig Sanders made a motion that Council move into closed session. Councillor Jenny Redick seconded the motion.

Carried

11 RISE AND REPORT

The Clerk Administrator noted that a closed session meeting was held under section 239(2) of the Municipal Act to discuss the security of the property of the municipality.

It was reported out that the closed session minutes of February 13th and 27th and March 13, 2025 were approved as presented without error or omission and that no further action was given.

12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

RESOLUTION-2025-123

Deputy Mayor Frank Nemcek made a motion that By-law 16 of 2025 be read a first, second and third time and finally passed this 10th day of April, 2025. Councillor Jenny Redick seconded the motion.

Carried

13 ADJOURNMENT

Councillor Sanders adjourned the meeting at 4:50 p.m.

Clerk-Administrator

Mayor



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

March 11, 2025

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

Re: Logan Drain

In accordance with your instructions, I have undertaken an examination of the Logan Drain with regards to making drainage improvements in Lot 23, Concession 14 in the Municipality of Brooke-Alvinston. The work will include incorporating an access culvert in the W1/2 Lot 23, Concession 14 that was replaced under an emergency designation, the installation of three concrete block energy diffusers, 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 W 1/2 Lot 23, Concession 14 was replaced under Section 124 of the Drainage Act. Under Section 124, the Minister declares that an

emergency exists and the Council of the local municipality authorizes the work to be completed before obtaining and adopting an engineer's report.

Existing Drainage

The Logan Drain consist of both an open channel known as the main drain and seven tile branch drains (Branch 1, Branch 1A, Branch 2-6). The open channel outlets to the Edgar Drain No.1 in the W1/2 Lot 24, Concession 13 and extends upstream in a northwesterly direction to a point in the E1/2 Lot 23, Concession 14 at the outlet of the Ruth Drain, for a total length of 2382 meters. The tile drain portion consist of six branch drains all located in Lot 22, Concession 13, 14, and the Gore. The Logan Drain provides outlet for the Ruth Drain.

The open channel was last improved under an Engineer's Report dated March 14, 1969. At that time, the open channel was deepened and access culverts were reconstructed.

An Engineer's Report dated March 7, 2000 improved Branch 1, deepened the open channel downstream of Branch 1 for approximately 240 meters, and incorporated five tile branch drains in Lot 22, Concession 14 and the Gore.

An Engineer's Report date November 8, 2015 twined a section of Branch 1 and constructed Branch 1A.

An Engineer's Report dated December 14, 2020 improved Branches 2 – 6 and the portion of the Ruth Drain in the Municipality of Brooke-Alvinston

Onsite Meeting

An onsite meeting was held on August 28, 2024. Discussion was held with those in attendance that a request had been received for a culvert replacement in the W1/2 Lot 23, Concession 14 and that this culvert was subsequently replaced under an emergency designation order from the Minister of Agricultural, Food, and Agribusiness.

At the August 28, 2024 meeting, the Engineer was informed that after a large rain event in the summer of 2024, a portion of the newly replaced culvert had washed out including some of the rip rap endwalls and gravel driveway. It was requested that this be repaired when it was dry enough to get back to the culvert location.

Discussion

The culvert in the W1/2 Lot 23, Concession 14 was replaced under emergency designation order from the Minister in May 2024. Due to existing weather and the access back to the culvert location it was decided to limit the number of trips and install a 12 meter culvert with rip rap endwalls and gravel backfill.

With the intense heavy rain events that occur more frequently in this area, causing the washout of the newly installed culvert, a decision was made to install concrete block endwalls anchored in to the drain banks and to replace the washed-out gravel. This work was completed in January 2025 when the land was frozen and allowed for access back for the concrete blocks.

The open channel upstream of the culvert was inspected and it was determined that weirs (energy diffusers) would be installed in the channel to slow the water down so that the culvert does not wash out again. It was also observed that the east drain bank had several large washouts contributing to sediment and erosion in the drain.

Recommendations

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

1. The culvert located in the W1/2 Lot 23, Concession 14, that was replaced under emergency designation, be incorporated and be known as Culvert No.3.
2. The open channel upstream of Culvert No.3 to the Ruth Drain be improved.
3. Three concrete block weirs (energy diffusers) be installed in the open channel.
4. Washout repairs completed along the east bank of the open channel.

Design

The culvert has been 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 \$71,098.00 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, inspection, 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 and concrete weirs have been generally assessed as 33% benefit assessment and 67% outlet assessment. The benefit assessment was split with 25% assessed to roll number 50-132 and 75% to roll number 50-133.
2. Culvert No.1 has been assessed with 30% of the cost applied as a benefit assessment to the owner of the property and 70% of the cost has been assessed as

outlet assessment to upstream lands and roads based on equivalent hectares including the benefiting owner.

3. The washouts along the east bank of the drain have been assessed 100% benefit assessment to roll number 50-133. If the landowner wishes to completed this work themselves, the Special Benefit shown on the Schedule of Assessment shall be changed from \$9840.00 to \$1840.00 to cover the engineering cost.

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 and for access to the drain.

Access and Working Area

Access to the drain for channel improvements and culvert replacement or for any future maintenance and repair of the channel shall be from Churchill Line through roll number 50-133 to the head of the open channel of the Logan Drain. Access shall be restricted to a width of 6 meters.

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. The working area for this drain on the east side and north side of the channel.

The working area for the 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 Logan 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. Trucking of excavated material is not grantable under the ADIP policies through the Ministry of Agricultural, Food and Agribusiness (OMAFA).

Maintenance

The open channel portion improved under this report shall be maintained and repaired in accordance with the specifications and drawings contained within this report with the remainder of the open channel repaired and maintained in accordance with specifications and drawings from the previous applicable report. All maintenance work shall be assessed out using the Schedule of Maintenance for the Main Drain contained with the March 7, 2000 Engineer’s Report.

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

Any other culverts located on the open channel can be repaired or maintained with the costs assessed out as described above, but replacement will require a new report under Section 78 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.

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.



Logan Drain
Municipality of Brooke-Alvinston
March 11, 2025

ALLOWANCES

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

Conc.	Lot or part	Roll No.	Owner	Section 30 (Damages)	Section 30 (Access)	Total
Municipality of Brooke-Alvinston						
14	W pt. Lot 23	50-133	B. & M. Stevens & Sons Farm	1,710.00	2,160.00	3,870.00
TOTAL ALLOWANCES				\$1,710.00	\$2,160.00	\$3,870.00

Logan Drain
Municipality of Brooke-Alvinston
March 11, 2025

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Estimate of Cost

To incorporate one access culvert that was replaced under emergency designation, to install two energy diffusers in the open channel, to repair five washouts in the channel, and to improve the open channel with brushing and cleanout as required.

Allowances 3,870.00

	Quantity	Unit	Unit Cost	Total
Channel Work: Station 0+252 to 0+650				
Brushing	398	m	3.00	1,194.00
Excavation of Open Channel	364	m	4.00	1,456.00
Level Excavated Material	364	m	2.00	728.00
S. & I. Energy Diffuser	3	Ea	1,500.00	4,500.00
Washout Repairs in Channel	4	Ea	2,000.00	8,000.00
Environmental Considerations	1	LS	100.00	100.00
				15,978.00
Culvert No. 1 - Station 0+252				
Mobilization & Demobilization	1	LS	500.00	500.00
R.& D. Culvert c/w Excess Material	1	LS	1,200.00	1,200.00
Supply and Installation of 1400mmø CSP	12	m	1,000.00	12,000.00
Supply Drain Stone Bedding	40	t	40.00	1,600.00
Supply Granular "B" Backfill	200	t	35.00	7,000.00
Supply Granular "A" Driveway	40	t	40.00	1,600.00
Concrete Block Endwalls	44	Ea	150.00	6,600.00
Rip Rap along Blocks	15	t	125.00	1,875.00
Environmental Considerations	1	LS	375.00	375.00
				32,750.00
Contingency				2,500.00
Sub Total				55,098.00
Engineering				8,780.00
Tendering, Inspection & Contract Admin.				5,500.00
SCRCA Fees (Permit)				570.00
Total Estimate excluding HST				69,948.00
Non-Recoverable HST (1.76%)				1,150.00
Total Estimate				\$71,098.00

SCHEDULE OF ASSESSMENT

To incorporate one access culvert that was replaced under emergency designation, to install two energy diffusers in the open channel, to repair five washouts in the channel, and to improve the channel with brushing and cleanout as required.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Sp. Benefit	Culverts		Channel		Total
						Benefit	Outlet	Benefit	Outlet	
Municipality of Brooke-Alvinston										
Agricultural Lands										
14	W. 1/2 Lot 22	6.25	50-131	R., I., M., & R.B. King	-	-	1,665.00	-	561.00	2,226.00
	E. 1/2 Lot 22	22.3	50-132	Kam Minten Farms Inc.	-	-	5,941.00	1,316.00	2,002.00	9,259.00
	W. 1/2 Lot 23	23.77	50-133	B. & M. Stevens & Sons Farm	9,840.00	13,592.00	6,332.00	3,948.00	2,134.00	35,846.00
					9,840.00	13,592.00	13,938.00	5,264.00	4,697.00	47,331.00
Non-Agricultural Lands										
14	pt. W. 1/2 Lot 23	0.42	50-13301	D. Butler	-	-	224.00	-	75.00	299.00
				Total Non-Agricultural Lands	-	-	224.00	-	75.00	299.00
Municipal Lands										
	Churchill Line (1/2)	0.81		Municipality of Brooke-Alvinston	-	-	863.00	-	291.00	1,154.00
				Total Municipal Lands	-	-	863.00	-	291.00	1,154.00
				Total Agricultural Lands			47,331.00			
				Total Non-Agricultural Lands			299.00			
				Total Municipal Lands			1,154.00			
				Total - Municipality of Brooke-Alvinston			48,784.00			

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Sp. Benefit	Culverts		Channel		Total
						Benefit	Outlet	Benefit	Outlet	
Township of Warrick										
Agricultural Lands										
6	pt. E1/2 Lot 23	3.24	01-013	A. Hoogerbrugge	-	-	863.00	-	291.00	1,154.00
	W. 1/2 Lot 24	23.24	01-014	K. & I. Swine Ltd.	-	-	3,467.00	-	1,169.00	4,636.00
	E. 1/2 Lot 24	30.61	01-01401	Sandwill Farms Ltd.	-	-	8,155.00	-	2,748.00	10,903.00
	pt. W. 1/2 Lot 25	8.91	01-016	L. Brooks	-	-	2,374.00	-	800.00	3,174.00
Total Agricultural Lands					-	-	14,859.00	-	5,008.00	19,867.00
Municipal Lands										
	Churchill Line (1/2)	0.81		Township of Warwick	-	-	863.00	-	291.00	1,154.00
	Arkona Road	1.21		Township of Warwick	-	-	967.00	-	326.00	1,293.00
Total Municipal Lands					-	-	1,830.00	-	617.00	2,447.00
Total Agricultural Lands						19,867.00				
Total Municipal Lands						2,447.00				
Total - Township of Warrick						22,314.00				
Total - Municipality of Brooke-Alvinston						48,784.00				
Total Area		121.57	Total Assessment		71,098.00					

Logan Drain
Municipality of Brooke-Alvinston
March 11, 2025

SPECIFICATION OF WORK

1. Scope of Work

The work includes incorporating one (1) access culvert that was replaced under emergency designation, the installation of three (3) concrete block weirs (energy diffusers), open channel improvements, and related works in Lot 23, Concession 14 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 channel improvements and culvert replacement or for any future maintenance and repair of the channel shall be from Churchill Line through roll number 50-133 to the head of the open channel of the Logan Drain. Access shall be restricted to a width of 6 meters.

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. The working area for this drain on the east side and north side of the channel.

The working area for the 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. Access Culvert

This item shall apply to the incorporated access culvert replacement at Station 0+252.

Culvert No. 1 (Station 0+252) – W1/2 Lot 23, Concession 14 (roll no. 50-133) consists of 12 metres of 1400 mm diameter CSP pipe with concrete block endwalls. The pipe was replaced under emergency designation in 2024.

CSP pipe shall be aluminized with a minimum wall thickness of 2.8mm and corrugations of 125mm x 25mm or 68mm x 13mm.

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

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

-4-

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

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

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

9. Brushing

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

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

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

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

10. Open Channel Excavation

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. 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. Concrete Weirs (Energy Diffusers)

Concrete block weirs, known as energy diffusers, shall be installed in the drain channel at Station 0+330, 0+420, and 0+543 as shown on the attached profile.

The weirs shall consist of one (1) 2400mm x 600mm x 600mm concrete block installed 300mm below the hard bottom of the drain and keyed into both drain banks across the drain bottom. Rip rap quarry rock 150mm x 300mm shall be installed upstream and downstream of the concrete block, in accordance with Drawing 3.

12. Washout Repairs

Washout repairs shall be completed on the east and north drain bank at Station 0+286, 0+437, 0+488, and 0+630 as shown on the attached profile.

The washouts shall consist of three (3) 2400mm x 600mm x 600mm concrete blocks installed at the top of the bank with an overflow section and rip rap quarry rock 150mm x 300mm 450mm thick from centerline of drain bottom to the top of bank and upstream of the concrete blocks, in accordance with Drawing 3.

13. 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 at the outlet of the drainage works or as directed by the Drainage Superintendent or engineer designate.

14. Environmental Considerations

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

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

-7-

- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

15. Benchmarks

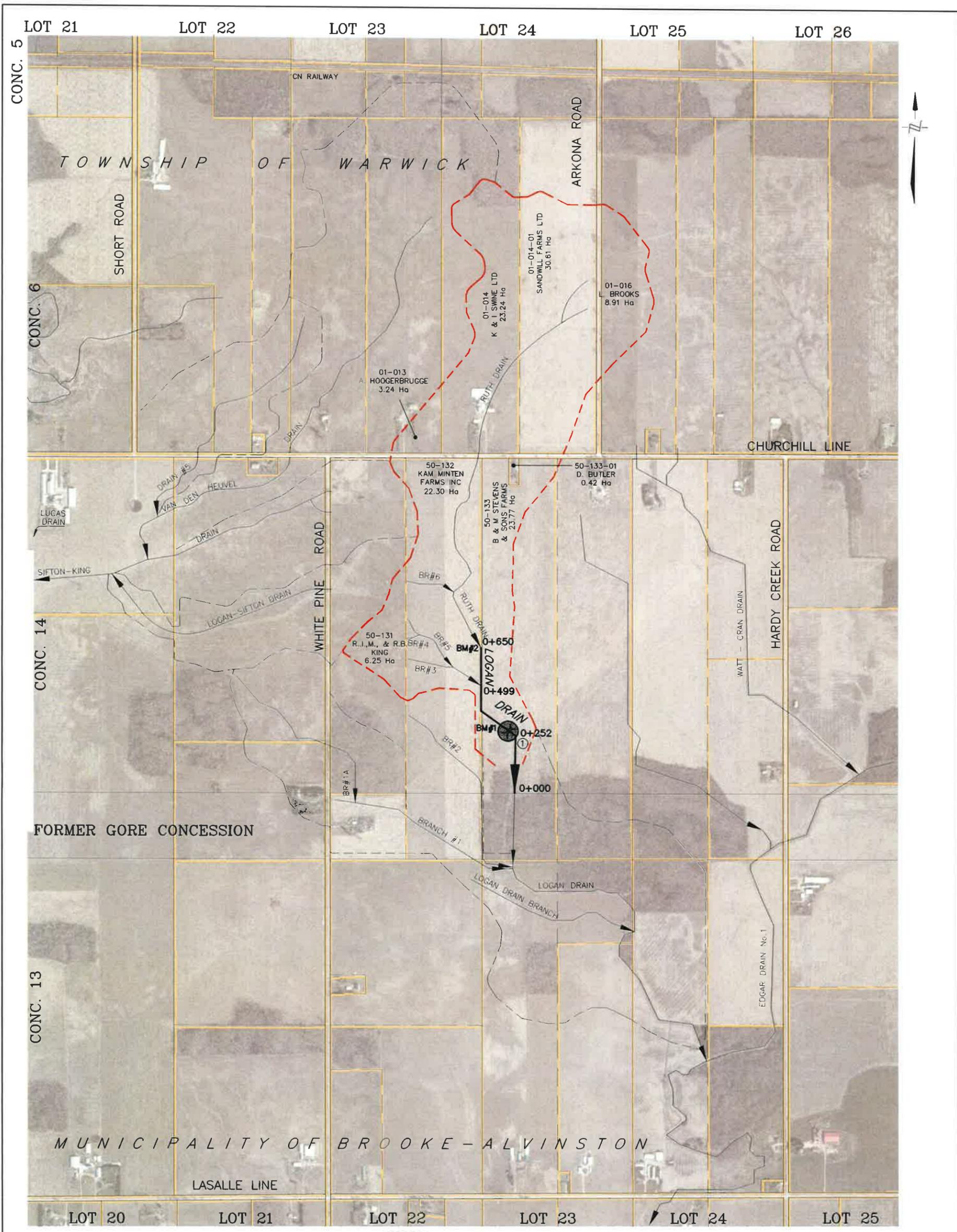
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform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

16. 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.

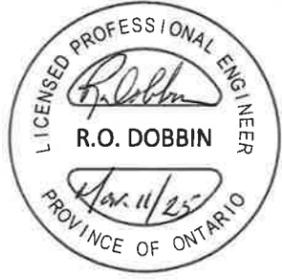
Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

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



LEGEND

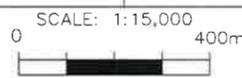
- DRAINAGE AREA
- LOGAN DRAIN
- MUNICIPAL DRAIN
- CULVERT NUMBER
- EMERGENCY CULVERT TO BE INCORPORATED



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

DRAWING NAME: Logan Drain Plan
 PROJECT No. 2024-1623

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	MAR. 10, 2025	CS
DRAWN				
C. SAUNDERS				



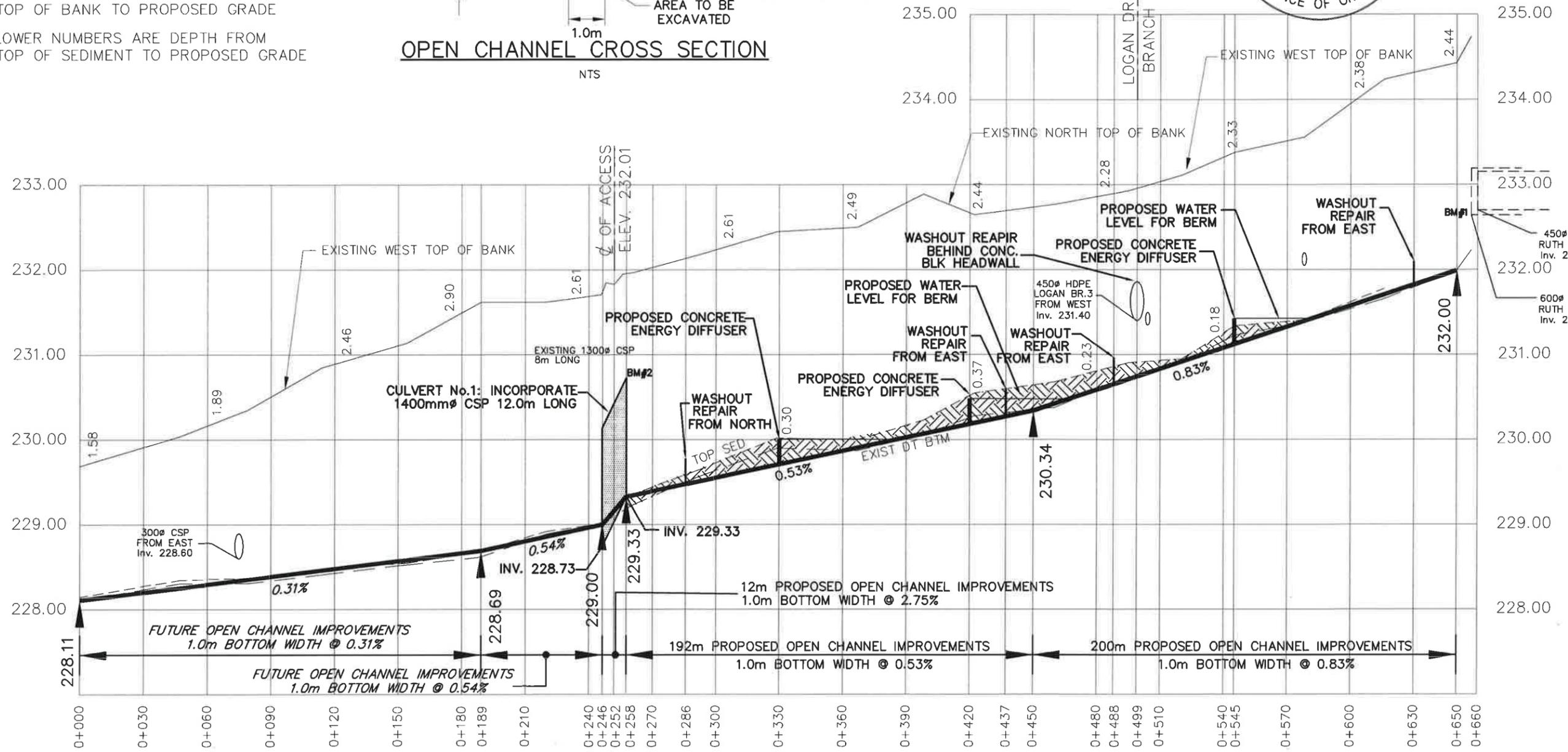
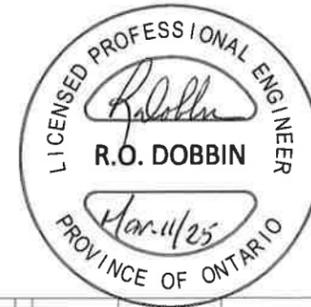
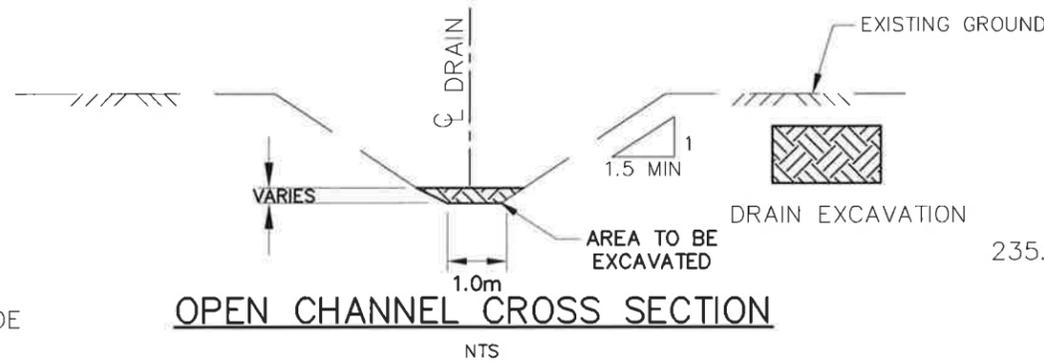
MUNICIPALITY of BROOKE-ALVINSTON
LOGAN DRAIN PLAN

1
OF 3

Last Updated: March 11, 2025

GENERAL NOTES

- BENCHMARK No.1 ELEV. 232.64
INV. OF RUTH DRAIN 600mmØ HDPE
OUTLET PIPE, STATION 0+660
- BENCHMARK No.2 ELEV. 230.73
TOP OF WEST END OF CULVERT NO.1
1400mmØ CSP, STATION 0+252
- UPPER NUMBERS ARE DEPTH FROM
TOP OF BANK TO PROPOSED GRADE
- LOWER NUMBERS ARE DEPTH FROM
TOP OF SEDIMENT TO PROPOSED GRADE



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

DRAWING NAME:
Logan Drain Profile

PROJECT No.
2024-1623

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	MAR. 11, 2025	DM
B. VAN RUITENBURG				
DRAWN				
D. MOORES				

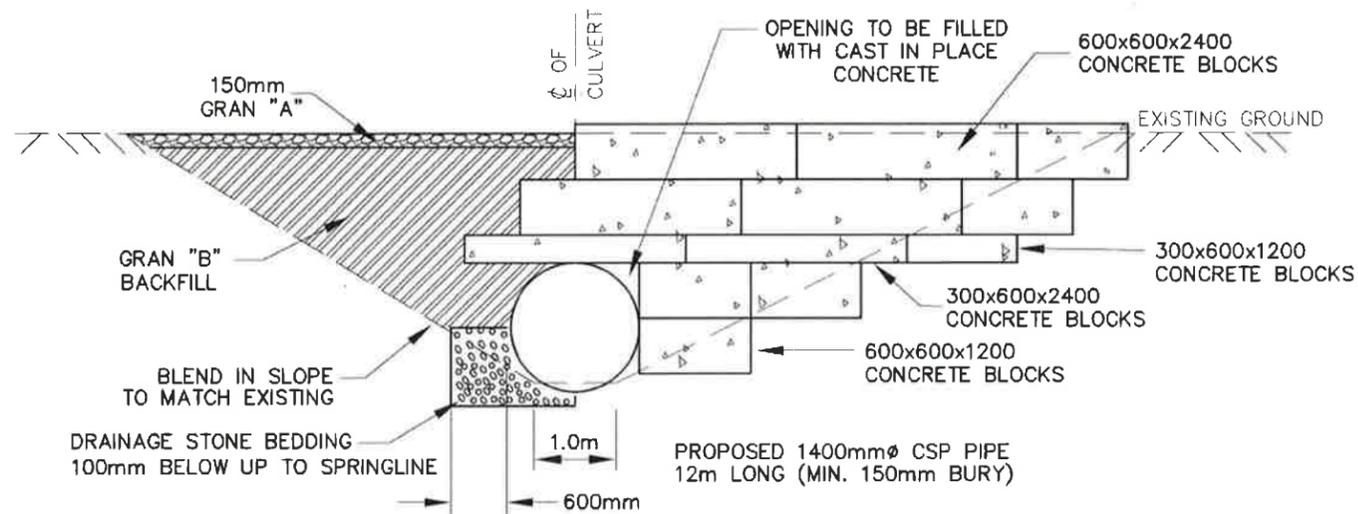
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MUNICIPALITY of BROOKE - ALVINSTON
LOGAN DRAIN
PROFILE

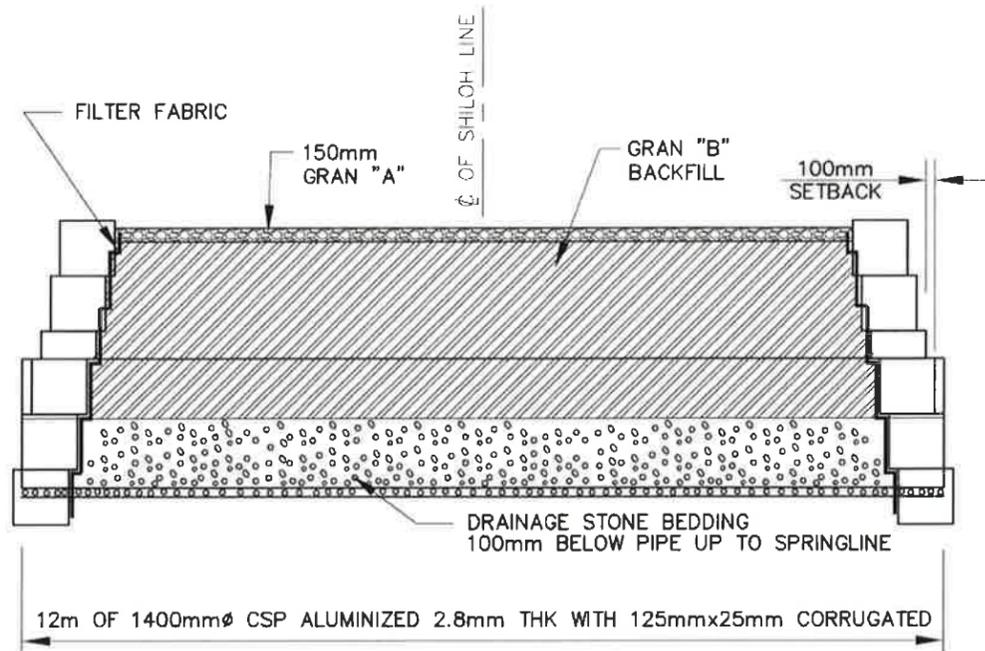
2
OF 3

GENERAL NOTES:

1. ALL CULVERTS SHALL BE ALUMINIZED 2.8mm THICKNESS WITH 125mm X 25mm CORRUGATIONS.
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.



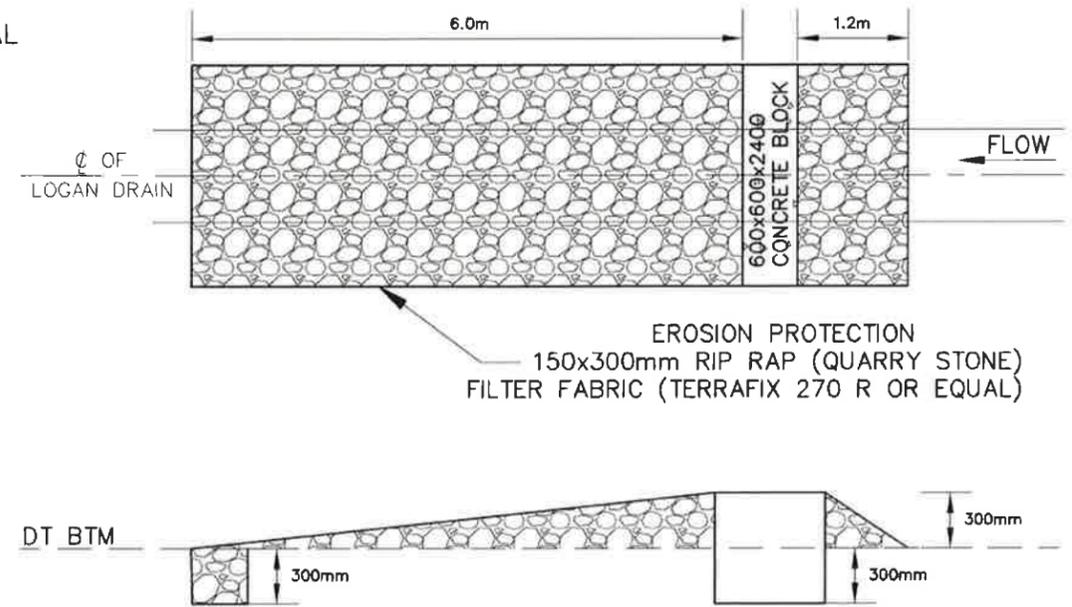
CULVERT NO.1 PIPE END SECTION



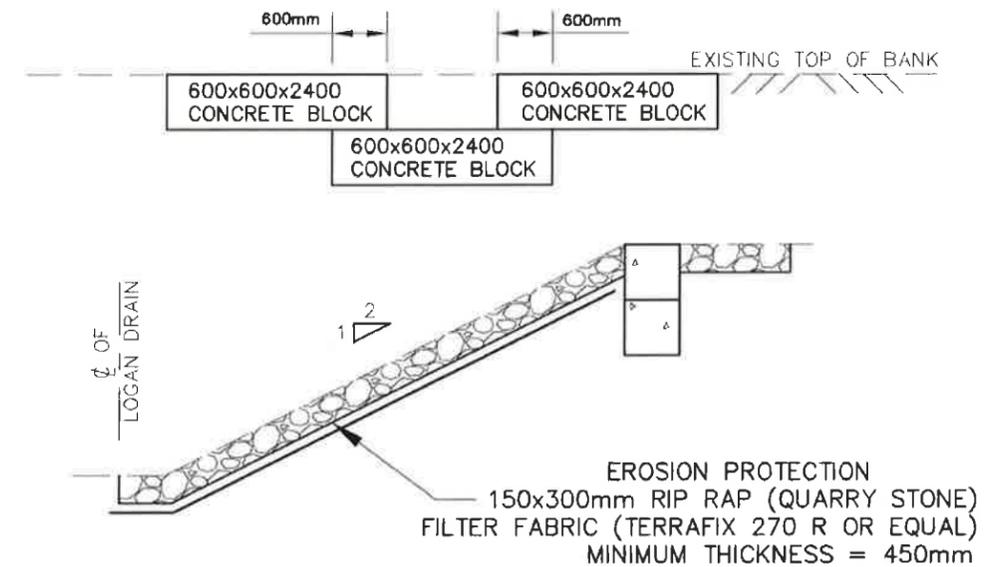
CULVERT NO.1 CROSS-SECTION



BM No.1 ELEV. 232.64
 INV. OF RUTH DRAIN 600Ø HDPE
 OUTLET PIPE, STATION 0+660
 BM No.2 ELEV. 230.73
 TOP WEST END CULVERT NO.1
 1400Ø CSP, STATION 0+252



TYPICAL ENERGY DEFUSER PLAN & SECTION
 NOT TO SCALE



TYPICAL WASHOUT REPAIR SECTIONS
 NTS



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

DRAWING NAME:
 Logan Drain Typical Detail Drawings

PROJECT No.
 2024-1623

APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED B. VAN RUITENBURG	1	FINAL REPORT	MAR. 11, 2025	CS
DRAWN C. SAUNDERS	NOT TO SCALE TYPICAL DETAIL DRAWINGS			

MUNICIPALITY of BROOKE - ALVINSTON
LOGAN DRAIN
TYPICAL DETAIL DRAWINGS

3
OF 3

ENCLOSURE

ESTIMATED NET ASSESSMENT

To incorporate one access culvert that was replaced under emergency designation, to install two energy diffusers in the open channel, to repair five washouts in the channel, and to improve the open channel with brushing and cleanout as required.

Conc.	Lot or Part	Roll No.	Owner	Grantable Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Municipality of Brooke-Alvinston							
Agricultural Lands							
14	W. 1/2 Lot 22	50-131	R., I., M., & R.B. King	2,226.00	742.00	-	1,484.00
	E. 1/2 Lot 22	50-132	Kam Minten Farms Inc.	9,259.00	3,086.00	-	6,173.00
	W. 1/2 Lot 23	50-133	B. & M. Stevens & Sons Farm	35,846.00	11,949.00	3,870.00	20,027.00
Total - Agricultural Lands				47,331.00	15,777.00	3,870.00	27,684.00
Non-Agricultural Lands							
14	pt. W. 1/2 Lot 23	50-13301	D. Butler	299.00	-	-	299.00
Total - Non-Agricultural Lands				299.00	-	-	299.00
Municipal Lands							
	Churchill Line (1/2)		Municipality of Brooke-Alvinston	1,154.00	-	-	1,154.00
Total - Municipal Lands				1,154.00	-	-	1,154.00

Conc.	Lot or Part	Roll No.	Owner	Grantable Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Township of Warrick							
Agricultural Lands							
6	pt. E1/2 Lot 23	01-013	A. Hoogerbrugge	1,154.00	385.00		769.00
	W. 1/2 Lot 24	01-014	K. & I. Swine Ltd.	4,636.00	1,545.00		3,091.00
	E. 1/2 Lot 24	01-01401	Sandwill Farms Ltd.	10,903.00	3,634.00		7,269.00
	pt. W. 1/2 Lot 25	01-016	L. Brooks	3,174.00	1,058.00		2,116.00
Total - Agricultural Lands				19,867.00	6,622.00	-	13,245.00
Municipal Lands							
	Churchill Line (1/2)		Township of Warwick	1,154.00	-	-	1,154.00
	Arkona Road		Township of Warwick	1,293.00	-	-	1,293.00
Total - Municipal Lands				2,447.00	-	-	2,447.00
Total Net Assessment				\$71,098.00	\$22,399.00	\$3,870.00	\$44,829.00



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

March 10, 2025

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

Mayor and Council,

Re: 12-13 Sideroad Drain

In accordance with your instructions, R. Dobbin Engineering Inc. has undertaken an investigation with regards to installing a new access culvert in W1/2 Lot 13, Concession 6 (roll no. 30-044) in the Municipality of Brooke-Alvinston.

Authorization Under the Drainage Act

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

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

The minor improvement criteria are as follows:

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

- The project will not result in a drainage works being enclosed; and
- The project will not take place in any wetlands.

The property owner of roll no. 30-044 has requested a secondary access culvert to the property. Based on all criteria listed above, the project meets the requirements of the minor improvement process.

Recommendations

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

1. A new culvert access be installed in the W1/2 Lot 13, Concession 13 for roll no. 30-044.

Design

The access culvert shall be designed to accommodate a 1 in 5yr storm in accordance with engineering principles and standards.

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 \$64,480.00 including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area. An estimate for inspection, contract administration, and final completion certificate has been provided.

Discussion

The landowner has ordered the culvert based on R. Dobbin Engineering recommendations, will be hiring the contractor to complete the install, and will be paying for all the construction costs. This work shall be inspected by R. Dobbin Engineering. The estimate in this report shall be used as reference only for outlining the proposed work. The Municipality shall only bill the engineering cost, inspection cost, contract administration cost, and the cost of the Conservation Authority Permit.

Assessment

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

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

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

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

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

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

1. The entire cost for this work has been assessed as 100% benefit to the W1/2 Lot 13, Concession 6 (roll no. 30-044). As the landowner plans to complete the work with an approved contractor, only engineering, inspection, contract admin, and CA Permit shall be invoiced to the landowner by the municipality. All other costs will be the responsibility of the landowner.

Access and Working Area

Access to the work site shall be gained from either Shiloh Line along the east side of the drain for a width of 6 meters or from Ebenezer Road using the municipal right of way. Future access for any repairs or maintenance to the culvert shall be from Ebenezer Road. The working area for the installation of the new culvert and any future maintenance shall extend 10 meters on either side of the culvert within the same property.

Drain Classification

The 12-13 Sideroad 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).

The proposed improvements will have very little effect on the drainage works if carried out during low flows in the channel. The work area for culvert work shall be completed in a dry condition during construction by the Contractor. The Culvert BMP shall be used to ensure a dry work site.

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.

Maintenance

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

1. Any maintenance or repair to this access culvert shall be assessed 100% to roll no. 30-044.

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.



12-13 Sideroad Drain
Municipality of Brooke-Alvinston
March 10, 2025

Estimate of Cost

To install a new access culvert on the 12-13 Sideroad Drain.

	Quantity	Unit	Unit Cost	Total
Supply and Install 2400mm dia. Aluminized CSP 2.8mm thick	20	m	1,500.00	30,000.00
Supply Drainage Stone Bedding to springline	50	t	40.00	2,000.00
Supply Granular B Backfill	500	t	30.00	15,000.00
Supply Granular A Drive	40	t	35.00	1,400.00
Concrete Block Endwalls (600x600x1200)	44	t	125.00	5,500.00
Concrete Block Endwalls (300x600x1200)	18	t	125.00	2,250.00
Environmental Considerations	1	LS	150.00	150.00
Contingency				<u>2,000.00</u>
Sub Total				58,300.00
Engineering				3,500.00
Inspection & Contract Admin.				1,000.00
SCRCA Fee				<u>570.00</u>
Total Estimate excluding HST				63,370.00
Non-Recoverable HST (1.76%)				<u>1,110.00</u>
Total Estimate				\$64,480.00

12-13 Sideroad Drain
Municipality of Brooke-Alvinston
March 10, 2025

SCHEDULE OF ASSESSMENT

To install a new access culvert on the 12-13 Sideroad Drain.

Conc.	Lot or Part	Roll No.	Owner	Benefit	Outlet	Total
Agricultural Lands						
6	W1/2 Lot 13	30-044	D. & J. Van Damme	64,480.00	0.00	64,480.00
			Total Municipal Lands	64,480.00	0.00	64,480.00
			Total Assessment	64,480.00		

12-13 Sideroad Drain
Municipality of Brooke-Alvinston
March 10, 2025

SPECIFICATION OF WORK

1. Scope

The work to be carried out under this Specification includes installing a new access culvert in the W1/2 Lot 13, Concession 6 (roll no. 30-044) in the Municipality of Brooke-Alvinston.

2. General

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

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

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

3. Access and Working Area

Access to the work site shall be gained from either Shiloh Line along the east side of the drain for a width of 6 meters or from Ebenezer Road using the municipal right of way. Future access for any repairs or maintenance to the culvert shall be from Ebenezer Road. The working area for the installation of the new culvert and any future maintenance shall extend 10 meters on either side of the culvert within the same property.

4. Plans and Specifications

These specifications shall apply to the contract. The Contractor shall provide all labour, equipment, and supervision necessary to complete the work as shown in the plans and described in these specifications. Any work not described in these specifications shall be

completed according to the Ontario Provincial Standard Specifications and Standard Drawings.

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

5. Health and Safety

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

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

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

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

6. Workplace Safety and Insurance Board

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

7. 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.

8. Utilities

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

9. Access Culvert

This item applies to the installation of the proposed access culvert. The culvert shall be 20 meters of 2400mm diameter aluminized corrugated steel pipe with a minimum wall thickness of 2.8mm and corrugations of 125mm x 25mm.

The proposed access culverts shall be installed in the location shown on the attached plan, approximately 563 meters south of Shiloh Line. The culvert shall be installed with the invert 10% (minimum 150mm) below the proposed channel bottom elevation and to grade shown on the Profile. Approximate inverts are provided on the culvert detail drawing. Prior to installation, the contractor shall confirm the hard bottom of the drain and then set the culvert accordingly. This shall be reviewed with the Drainage Superintendent or Engineer Designate.

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 manufacturer 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.

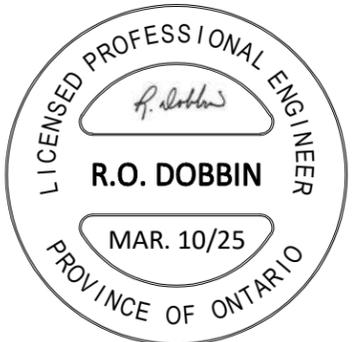
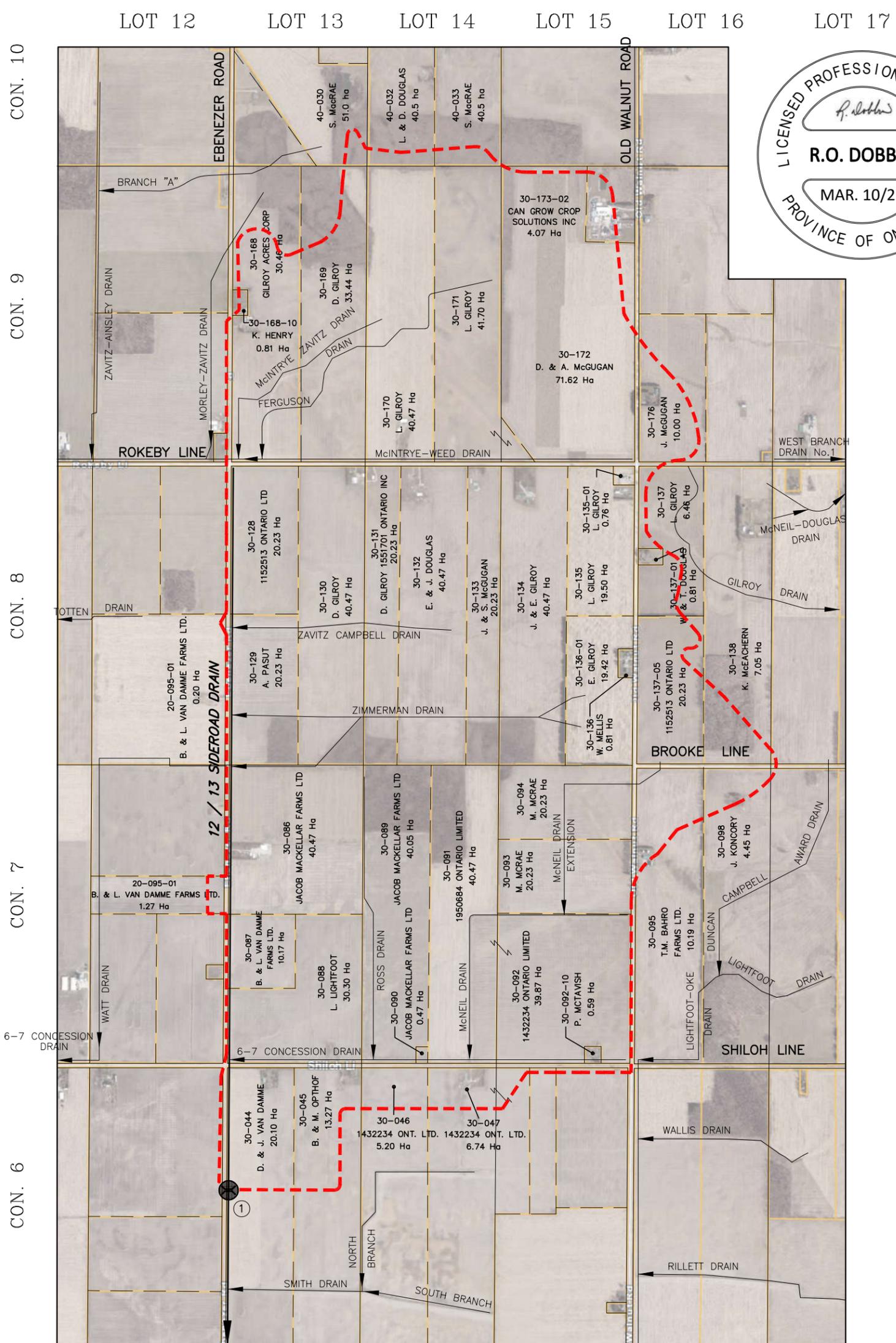
The blocks shall be placed over a layer of filter fabric (Terrafix 270R or approved equal). The culvert shall be backfilled in conjunction with the placement of the blocks. The gaps between the culvert and the blocks shall be filled with concrete cinder blocks/bricks and mortar to give the endwall a 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.

10. Environmental Considerations

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

- All excavated and stockpiled material shall be placed a minimum of 1.5 metres from the top of the bank of the existing municipal drain. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All granular and erosion control materials shall be stockpiled a minimum of 3.0 metres from the top of the bank of the existing road ditch. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
- All construction shall be carried out during periods of low flow.
- The Culvert BMP shall be followed ensuring a cofferdam is in place and the work site is dry for the entire installation.
- A silt fence shall be installed downstream of the work site for the duration of the construction.



LEGEND

- 12/13 SIDEROAD DRAIN
- MUNICIPAL DRAIN
- DRAINAGE AREA
- ① CULVERT LOCATION
- ⊙ PROPOSED CULVERT LOCATION



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

DRAWING NAME:
 12 - 13 Sideroad Drain Plan

PROJECT No.
 2025-1731

MUNICIPALITY of BROOKE - ALVINSTON
12 - 13 SIDEROAD DRAIN
PLAN

1
OF 2

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	MAR. 10, 2025	CS
D. MOORES				
DRAWN	SCALE: 1:20,000			
C. SAUNDERS	0 400m			

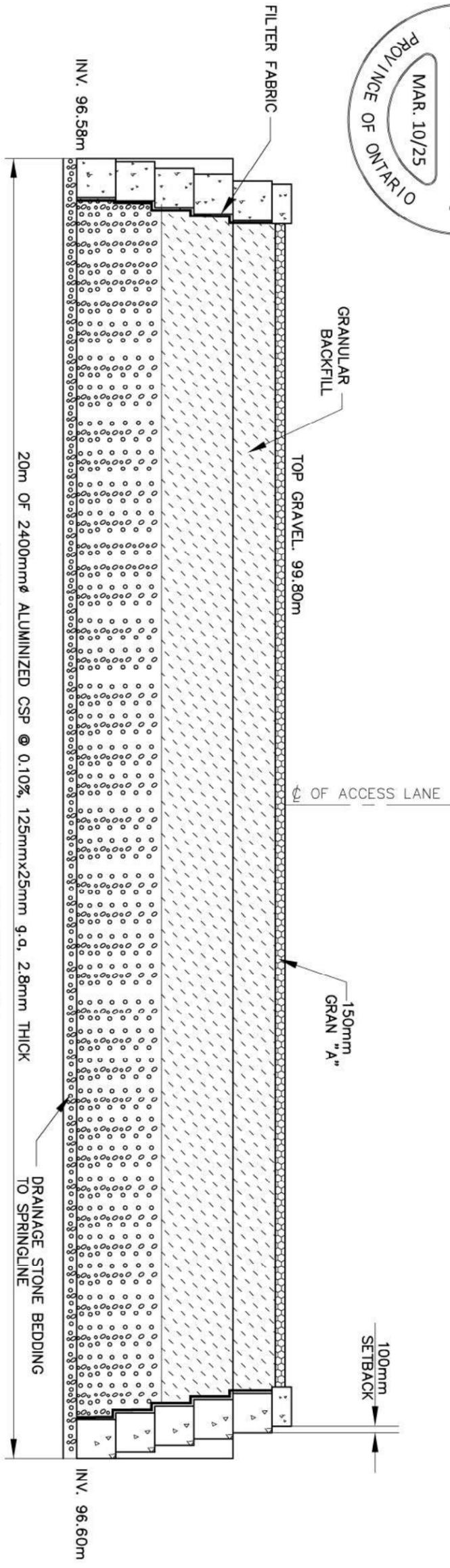
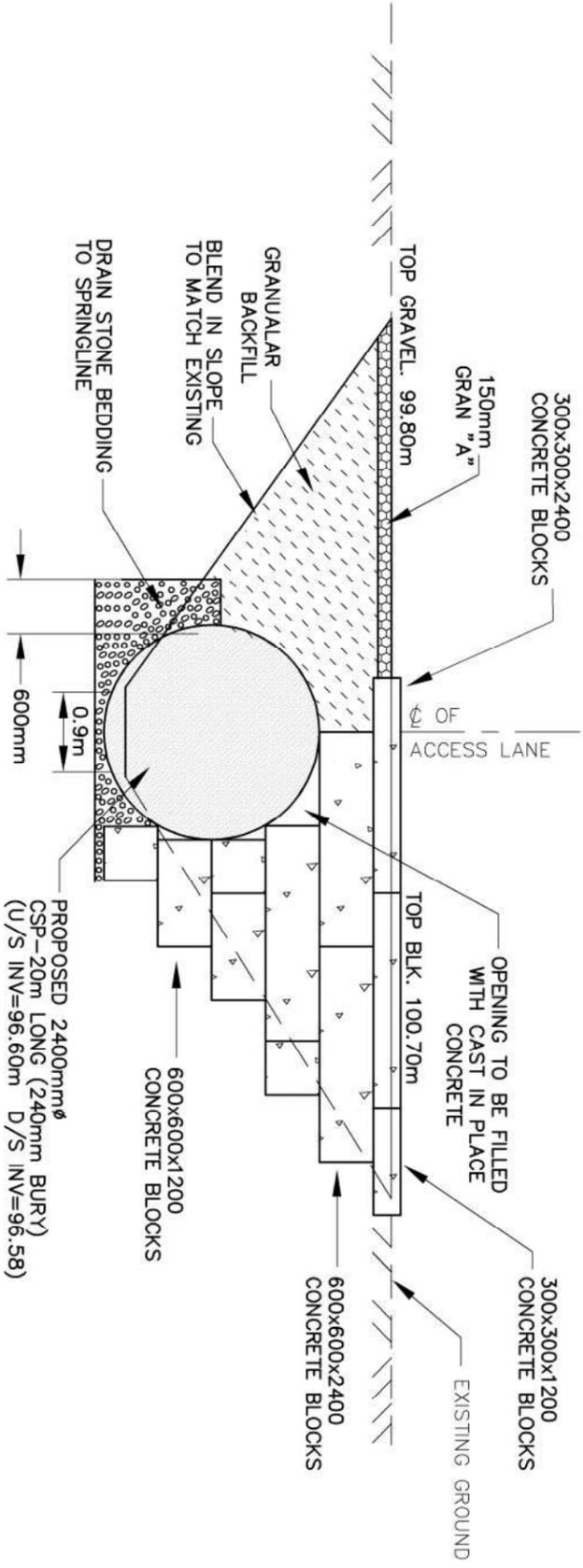
Last Updated: March 7, 2025

- GENERAL NOTES:**
1. CONCRETE BLOCK ENDWALLS TO MATCH EXISTING GROUND.
 2. MINIMUM COVER ON ALL CULVERTS SHALL BE A MINIMUM OF 1/6 OF THE DIAMETER, UNLESS OTHERWISE SPECIFIED.
 3. BACKFILL MATERIAL TO BE GRANULAR MATERIAL, UNLESS OTHERWISE SPECIFIED.

BM No. 1 ELEV. 100.00
 CENTERLINE OF GRAVEL PORTION OF EBENEZER ROAD 56.3m SOUTH OF SHILOH LINE



PROPOSED PIPE END SECTION



PROPOSED CROSS-SECTION

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

DRAWING NAME: 12-13 Sideroad Drain Plan
 PROJECT No. 2025-1731

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED C. SAUNDERS	1	FINAL REPORT	MAR. 10, 2025	DM
DRAWN D. MOORES	0			

SCALE 1:75
 0 2m

MUNICIPALITY of BROOKE-ALVINSTON
 12-13 SIDEROAD DRAIN
 CULVERT DETAIL 2400mmØ

2 OF 2

MUNICIPALITY OF BROOKE-ALVINSTON
MARCH

<u>PERMITS</u> <u>ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE</u> <u>VALUE</u>
BP-24-033	Bradley Cooper, owner 3301 Elgin St, Alvinston (renovate existing bldg. to create arcade) Cont: owner, Mar 18/2025 140-001-13700	3232 River St Plan 3, Pt Lot 7, Pt Lot 8	1,997.00	Com/Alt 25,000

Low Cost Rabies CLINIC

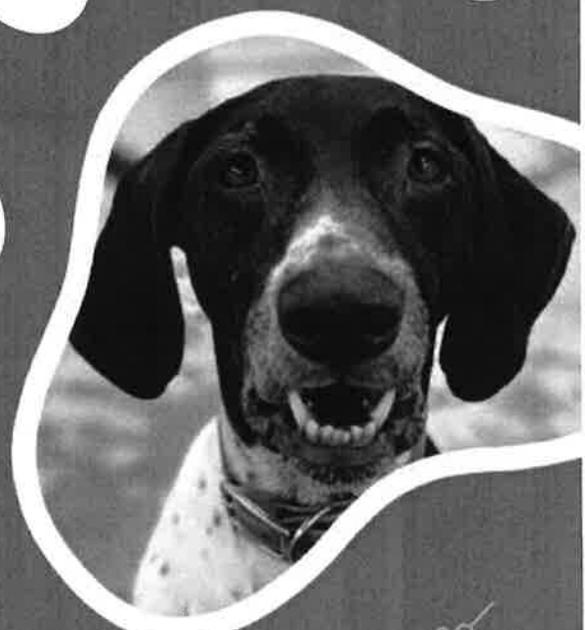
Protect Your Pets

All cats and dogs over three months of age are legally required to be vaccinated against rabies. (Health Protection and Promotion Act, R.S.O. 1990)

Cost: \$30

Cash Only

No Appointment Required



April 26, 2025

Brooke-Alvinston-Inwood Community Centre

3310 Walnut Street, Alvinston: 1:00 p.m. – 3:00 p.m.



For more clinic options, visit:
LambtonPublicHealth.ca





Town of Amherstburg
OFFICE OF THE MAYOR

Michael Prue, Mayor

April 15, 2025

SENT VIA EMAIL

Premier of Ontario
Legislative Building
Queens Park
Toronto, ON, M7A 1A4
VIA EMAIL: premier@ontario.ca

Attn: The Honourable Doug Ford, Premier of Ontario

Re: Resolution# 20250414-011 - Opposition to Strong Mayor Designation for the Town of Amherstburg

At its regular meeting on **April 14, 2025**, Amherstburg Town Council passed **Resolution 20250414-011** in response to the Province's recent proposal to designate Amherstburg as a "**Strong Mayor**" municipality, effective May 1, 2025.

WHEREAS the Province of Ontario has proposed to designate the Town of Amherstburg as a "Strong Mayor" community, granting enhanced powers to the Mayor effective May 1, 2025; and,

WHEREAS the Strong Mayor powers significantly alter the balance of governance at the municipal level, undermining the role of Council in decision-making and weakening the fundamental democratic principle of majority rule; and,

WHEREAS the Town of Amherstburg has a long history of collaborative, transparent, and accountable local governance built upon a foundation of Council-debate and shared decision-making; and,

WHEREAS many municipally elected officials across the province and members of the public have expressed significant concern regarding the imposition of these powers; and,

WHEREAS the Town of Amherstburg did not formally request or express a desire to be designated under the Strong Mayor framework; and,

WHEREAS a growing number of municipalities and elected officials across Ontario are questioning the appropriateness of the Strong Mayor system and are calling for its reconsideration or repeal;

THEREFORE BE IT RESOLVED that Amherstburg Town Council formally request that the Premier of Ontario and the Minister of Municipal Affairs and Housing immediately remove the Town of Amherstburg from the list of municipalities designated under the Strong Mayor legislation;

AND BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Premier of Ontario, the Minister of Municipal Affairs and Housing, all regional Members of Provincial



Town of Amherstburg OFFICE OF THE MAYOR

Michael Prue, Mayor

Parliament, all Ontario municipalities, and the Association of Municipalities of Ontario (AMO) for their awareness and support.

We thank you for your attention to this matter and urge you to respect the democratic wishes of our Council and community.

Sincerely,

A handwritten signature in black ink that reads "Michael Prue".

Michael Prue, Mayor
Town of Amherstburg

Cc: The Honourable Paul Calandra (Minister of Municipal Affairs and Housing)
Regional Members of Provincial Parliament
All Ontario Municipalities
The Association of Municipalities of Ontario (AMO)



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

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

April 17, 2025

Re: Watson Drain & Watson Branch Drain

Eight (8) sealed tenders for the Watson Drain & Watson Branch Drain were received and opened on April 16, 2025 at the Municipality of Brooke-Alvinston Municipal Office.

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

• JLH Excavating	\$23,551.46
• B. Crow Excavation	\$29,752.67
• HE Construction	\$33,414.10
• Bruce Poland	\$38,953.36
• McNally Excavating	\$39,041.50
• Herrington Excavating	\$40,212.52
• VanBree Drainage	\$49,724.52
• GM Construction	\$63,099.20

Based on this review, the bid from JLH Excavating in the amount of \$23,551.46 (including HST) for the drainage work is the lowest price tendered. This price is 13% less than the Drainage Superintendent's Estimate.

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

Regards,

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

David Moores
 Drainage Superintendent, R. Dobbin Engineering Inc.



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

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

April 17, 2025

Re: 13th Concession Drain & Saunders Drain

Seven (7) sealed tenders for the 13th Concession Drain & Saunders Drain were received and opened on April 16, 2025 at the Municipality of Brooke-Alvinston Municipal Office.

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

• B. Crow Excavation	\$41,601.27
• JLH Excavating	\$46,850.93
• HE Construction	\$54,448.87
• Bruce Poland	\$58,337.38
• McNally Excavating	\$69,043.00
• VanBree Drainage	\$69,331.15
• GM Construction	\$85,959.10

Based on this review, the bid from B. Crow Excavation in the amount of \$41,601.27 (including HST) for the drainage work is the lowest price tendered.

B. Crow Excavation submitted a completion date of March 15, 2026. This does not meet what is stipulated in the tender of November 15, 2025. I have reached out to the contractor and they plan to work with us to complete the project on time this fall when crops come off the fields.

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

Regards,

A handwritten signature in black ink, appearing to read "D. Moores". The signature is written in a cursive style with a horizontal line underneath the name.

David Moores
Drainage Superintendent
R. Dobbin Engineering Inc.



MUNICIPALITY OF BROOKE-ALVINSTON
DRAINAGE SUPERINTENDENT STAFF REPORT

To: Brooke-Alvinston Mayor, Clerk, and Council

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

RE: Drainage Superintendent Report

Date: April 2025

For Council Approval:

1. Updated Contractor's List: See Attached
Recommendation: Council to approve the 2025 Contractor List.

2. Tender Awards:
 - a. Watson Drain & Watson Branch Drain: Brushing and bottom cleanout. See attached award letter.
Recommendation: Council to award the tender to JLH Excavating in the amount of \$23,551.46.

 - b. 13th Concession Drain & Saunders Drain: Brushing and bottom cleanout on the 13th Concession Drain and culvert endwall replacements on the Saunders Drain. See attached award letter.
Recommendation: Council to award the tender to B. Crow Excavation in the amount of \$41,601.27.

Maintenance Tenders:

1. Hair Drain – Work to include brushing, bottom cleanout, and levelling. Tender closes May 14, 2025.

2. Hazen Drain – Work to include brushing, bottom cleanout, and levelling. Tender closes May 14, 2025.

Drain Maintenance Update:

1. McKinley Drain – Levelling to be completed by GM Construction;
2. Gray Drain No.1 – Additional levelling to be completed by HE Construction;
3. 9-10 Sideroad Drain – Levelling to be completed by Bruce Poland and Sons;
4. Pray Drain – Levelling to be completed by Bruce Poland and Sons;
5. Benner Duffy Drain – Levelling to be completed by Bruce Poland and Sons;
6. Tait McKinlay Drain – Levelling to be completed by Bruce Poland and Sons;
7. McLachlin-Mellis Drain – Levelling to be completed by Bruce Poland and Sons;
8. Elliott Tait Drain – Levelling to be completed by JLH Excavating;
9. Crang Drain – Bottom cleanout and levelling to be completed by JLH Excavating;
10. 12th Concession Outlet Drain – Levelling to be completed by Bruce Poland and Sons;
11. 12th Concession Extension Drain – Brushing, bottom cleanout, and levelling to be completed by Bruce Poland and Sons;
12. Cameron Drain – Brushing, bottom cleanout, and levelling to be completed by Bruce Poland and Sons;
13. Morley Drain – Brushing, bottom cleanout, and levelling to be completed by Bruce Poland and Sons;
14. Weidman Drain – Brushing, bottom cleanout, and levelling to be completed by McNally Excavating;

15. 12-13 Sideroad Drain – Maintenance Onsite Meeting to be held to determine scope of work;
16. Kennedy Drain – Maintenance Onsite Meeting to be held to determine scope of work; and
17. Moffatt Lucas Drain – Maintenance Onsite Meeting to be held to determine scope of work.

Drain Report Update:

1. Edgar Podolinsky Drain
 - Section 4 Report
 - Work: Open drain cleanout, one (1) culvert installation, and one (1) catchbasin installation
 - Contractor: McNally
 - Locates have been requested
 - May 2025 construction
2. 6-7 Sideroad Drain
 - Section 78 Report
 - Work: Extend municipal drain to a sufficient out c/w brushing and bank stabilization
 - Report to be submitted and Meeting to Consider to be held to determine path forward
3. Parker Lucas Drain & Acton Drain
 - Section 4 Petition
 - Scoping Report Meeting held with landowners to discuss options
 - Landowners could not decide on an option therefore, meeting adjourned to allow time for landowners to consider options and for the Engineering to review wascob design with the SCRCA (possible funding available)
4. Morwood Petition Drain
 - Section 4 Petition
 - Work: New tile drain to be installed
 - Contractor: Robinson Farm Drainage
 - May 2025 construction

5. 15-16 Sideroad Drain
 - Section 78/76 Report
 - Onsite Meeting held on November 30, 2022 for a Section 76 updated Assessment Schedule
 - After the meeting a verbal request from Bob McLaughlin to replace the outlet structure came to the Drainage Superintendent, but no actual written request was received
 - Section 76 report to be submitted and meeting to consider to be held
 - It can be discussed at that meeting if the Section 78 report shall continue
6. Hay Drain
 - Section 78 Report
 - Work: drain enclosure completed by landowner
 - Drainage Superintendent waiting for landowner to complete work at outlet
7. Cherry Creek Drain
 - Section 78 Report
 - Work: channel improvements, culvert replacements, and culvert installations
 - Working with DFO for approvals
8. 6-7 Concession Drain (Lots 13-15)
 - Section 78 Report
 - Work: Culvert replacements
 - Contractor: Bruce Poland and Sons
 - Work to take place May 2025
9. VanDamme Drain
 - Section 78 Report
 - Work: Tile repairs completed and CBs installed on the main drain to add air to the system
 - Letter submitted to Council – report on hold to see if the CBs work and the blow outs stop
10. 6-7 Concession Drain (Lots 1-3)
 - Section 78 Report
 - Work: Open channel improvements, 1 x culvert replacement, and 1 x culvert installation
 - Contractor: HE Construction
 - Work in progress

11. Tait Swartz Drain
 - Section 78 Report
 - Work: Tile drain replacement, road culvert replacement, open channel improvements
 - Report in progress
12. 12th Concession Drain
 - Section 78 Report
 - Work: Culvert replacement for Tom Shea and channel improvements along bridge crossings
 - Survey completed and report in progress
13. Logan Drain
 - Section 78 Report
 - Work: Culvert replacement and open channel improvements
 - Meeting to Consider April 24, 2025
14. Morley Zavitz Drain
 - Section 78 Report
 - Work: Tile drain replacement
 - Surveying and daylighting completed
 - Report in progress
15. Watt Cran Drain
 - Section 78 Report
 - Work: Tile drain replacement
 - Surveying to be completed
16. 12-13 Sideroad Drain
 - Section 78 (5) Report
 - Work: New culvert installation for Don VanDamme
 - Meeting to Consider April 24, 2025

For Council's Information:

Work on the following projects is completed:

1. McEachren Drain – Levelling completed by Bruce Poland and Sons;
2. Smith Patterson Drain – Levelling completed by JLH Excavating;
3. Patterson Bell Drain – Levelling completed by JLH Excavating;
4. Annett Drain – Levelling completed by JLH Excavating;
5. 6-7 Concession Drain / Watt Drain – Levelling completed by JLH Excavating;
6. 12th Concession Outlet Drain – Brushing and bottom cleanout completed by Bruce Poland and Sons;
7. 12th Concession Road Drain – Brushing and bottom cleanout completed by Bruce Poland and Sons;
8. 12th Concession Drain – Brushing and bottom cleanout completed by Bruce Poland and Sons;
9. Wilcox Drain – Brushing, bottom cleanout, and culvert replacements completed by Bruce Poland and Sons;
10. Carpenter Drain – Culvert replacements completed by Bruce Poland and Sons;
11. Crang Drain Branch – Road bore completed by Robinson Farm Drainage;
12. Crang Drain – Brushing completed by JLH Excavating;
13. Elliott Tait Drain – Brushing and bottom cleanout completed by JLH Excavating;
14. McLachlin-Mellis Drain – Brushing and bottom cleanout completed by Bruce Poland and Sons;
15. Straatman Drain – Tile repairs completed by KT Excavating;

Municipality of Brooke-Alvinston
2025 CONTRACTORS

No.	Contractor	Contact	
Open Drain Contractors (Large Projects)			
1	GM Construction	Ronald Gagnier Burt Peters	!
2	Bruce Poland & Sons Trucking	Rob Poland	!
3	JLH Excavating	Judi Henry John Henderson	! !
4	McNally Excavating	Dan McNally Lucas Depooter	! !
5	HE Construction Inc.	Noelle Heyink Chris Heyink	!
6	Van Bree Drainage & Bulldozing	PJ VanBree	!
7	BF Environmental	Norm Lane Patty Wilson	! !
9	B. Crow Excavation	Brandon Crow	!
10	Giller Drainage	Jesse Golding	!
Open Drain Contractors (Small Projects)			
1	KTD Excavating	Trevor Dobbin	!
2	KT Excavating	Kevin Tizzard	!
3	J & J Miller Excavating	Josh Miller	!
4	Lambton Excavating	Kyle Straatman	!
Closed Drain Contractors (Will invite as well if only culvert)			
1	Van Bree Drainage & Bulldozing	PJ VanBree Guil Tavares Tad Hamilton Kevin Willemse	! ! ! !
2	A. G. Hayter Contrating	Marlene	!
3	Robinson Farm Drainage	Karl Robinson	!
4	McNally Excavating	Dan McNally Lucas Depooter	! !
5	St. Clair Mechanical	Eric Thielens	!
Tile Drain Flushing and Hydrovacating Contractors			
1	Tom's Tile Flushing	Tom Parks	!
2	Doyle Services - Hydrovacating & Flushii	Chris Doyle	!
3	Vozza Contracting	Frank Vozza	!
4	X-Vac	Caden Giller	!

No.	Contractor	Contact	
-----	------------	---------	--

Wicking / Spray Contractors

- | | | | |
|--|----------------------------|---------------------------------|---|
| 1 | Vokes Brothers (Wicking) | Steve Vokes
Charles Vokes | ! |
| Note: Can only be added if they show proof of training and | | | |
| 2 | GM Construction (Spraying) | Ronald Gagnier
Chris Shepley | ! |

Boring Contractors

- | | | | |
|---|-----------------------------|------------------|---|
| 1 | Vangorp Farm Drainage Ltd. | John Vangrop | ! |
| 2 | Hornblower Enterprises Ltd. | Chris Hornblower | ! |
| 3 | Robinson Farm Drainage | Karl Robinson | ! |



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Canada Day - SOP Request (Optimist Club)
Meeting: Council - 24 Apr 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston has no objections to the Alvinston Optimist Club obtaining a Special Occasion Permit for the Canada Day 2025 events (June 30-July 1, 2025) as the event is deemed an event of municipal significance to the community.

Background:

The Canada Day Committee has met several times and are pleased to host a 2025 Canada Day event in Brooke-Alvinston. The event is planned to be similar to pre pandemic years with events for the kids including ball hockey and inflatables as well as a ball tournament, water games, chicken dinner, birthday cake and fireworks.

Comments:

The Optimist Club will be hosting a refreshment area / bar under the new pavilion while the ball tournament and possibly corn hole tournament is underway. Several bands are being booked beginning June 30th and extending to July 1, 2025. The refreshment area is a fundraiser for the Optimist Club.

Financial Considerations:

There are no costs associated with the request from the Optimist Club in hosting a refreshment area.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: 2025 Road Race
Meeting: Council - 24 Apr 2025
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 19, 2025 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 2025. This is the 66th 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 has purchased a sponsorship package for the race.

ATTACHMENTS:

[Brooke Alvinston letter road race](#)

[Detour Route Map 2014\(2\)](#)

Watford – Alvinston Road Race

c/o Jackson Hamel

P.O. Box 362

Watford, ON

N0M 2S0

March 20, 2025

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 66th running of the annual Watford-Alvinston Road Race. The race is scheduled for Monday May 19, 2025 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.

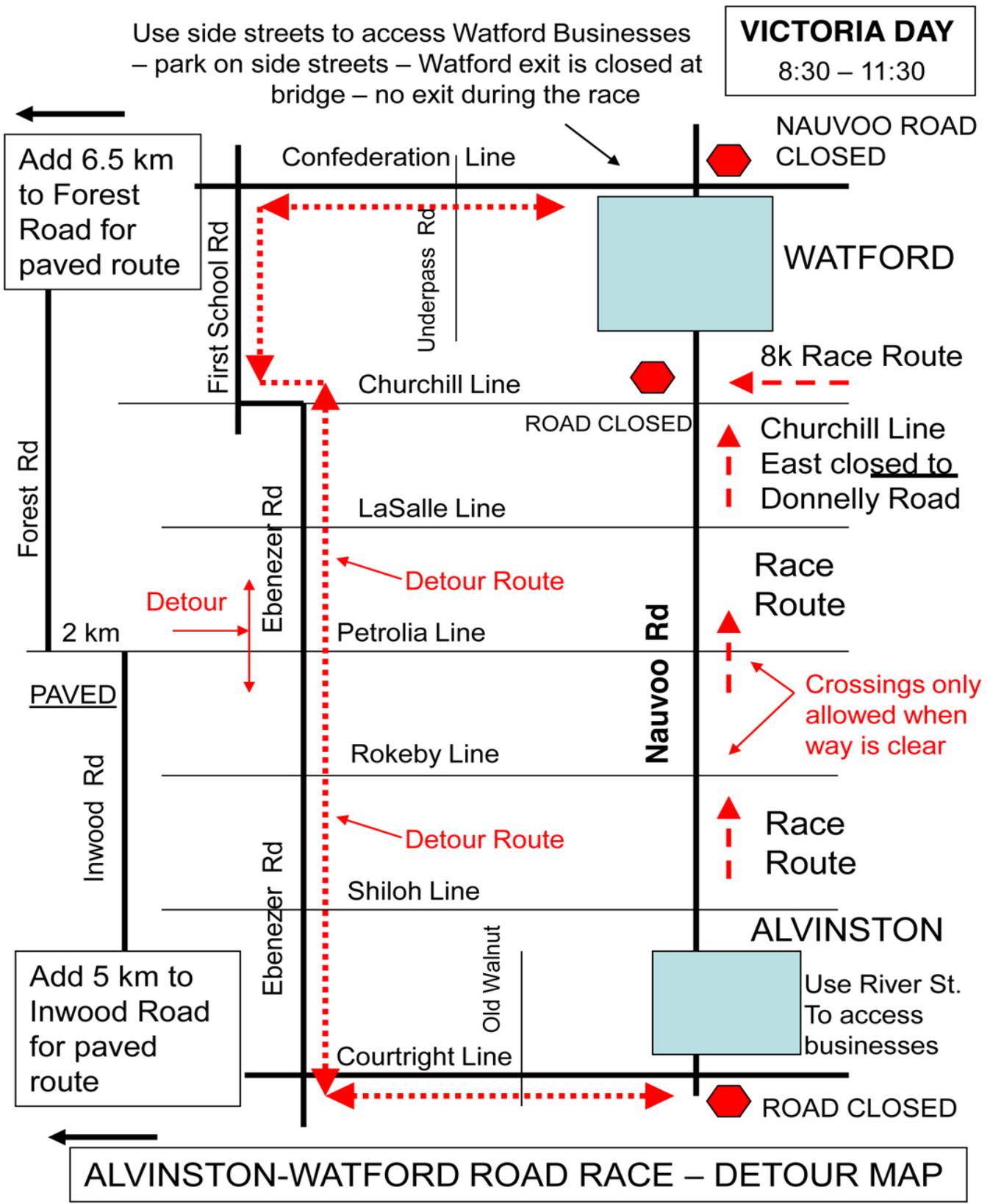
We would appreciate to hear your response as soon as possible to assist in the planning of this year's event. You (or a delegate) are invited to address the runners at the start-line in Alvinston and at the award ceremony at the Watford arena at 10:30 to bring greetings. Please contact Mark Hamel @ 226-

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 66 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 2025





Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Fire Agreement - Warwick Township
Meeting: Council - 24 Apr 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council renew the Fire Service Agreement with Warwick Township as presented effective January 1, 2025 and that the proposed by-law be considered for adoption.

Background:

The Fire Agreement with Warwick Township expired December 31, 2024 but has been held in good faith while we work on renewing it.

Comments:

In working with Warwick Township in renewing the By-law we have proposed the following changes:

Item 5. Payment: The base payment was \$2,058 in 2022.
 The 2023 annual CPI increase (6.8%) was \$ 2,197.94
 The 2024 annual CPI increase (3.9%) was \$ 2,283.66

The base payment in the revised agreement would be \$2,284

Item 7. Term: The previous agreement was a 3 year term, we are proposing a 2 year term to align with the election year

Financial Considerations:

The 2025 budget addresses this agreement.

ATTACHMENTS:

[By-law xx of 2025 - Warwick Fire Agreement](#)

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

BY-LAW NUMBER xx OF 2025

Being a by-law to authorize a fire agreement between the Corporation of the Township of Warwick and the Corporation of the Municipality of Brooke-Alvinston

WHEREAS Section 8 of the *Municipal Act*, 2001, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act;

AND WHEREAS Section 9 of the *Municipal Act*, 2001, provides that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to (a) enable municipalities to govern their affairs as they consider appropriate and, (b) enhance their ability to respond to municipal issues;

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

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

1. That the Mayor and Administrator/Clerk be authorized to execute and affix the Corporate Seal on behalf of the Corporation to an agreement between the Municipality of Brooke-Alvinston and the Township of Warwick, a copy of such agreement being hereto attached and marked as Schedule "A" to this By-law.
2. That By-law 22 of 2022 is hereby repealed.
3. That this By-law shall come into full force and effect as of January 1, 2025.

By-law read a first, second and third time and finally passed this 24th day of April 2025.

David Ferguson, Mayor

Janet Denkers, Clerk-Administrator

Schedule 'A' to By-law xx of 2025

AGREEMENT MADE this 24th day of April, 2025.

BETWEEN: THE CORPORATION OF THE TOWNSHIP OF WARWICK

And

THE CORPORATION OF THE MUNICIPALITY OF
BROOKE-ALVINSTON

WHEREAS Section 20 of The Municipal Act, 2001 S.O. 2001 c.25, provided that Municipalities may enter into agreements to provide for their joint benefit any service which all of them have the power to provide within their own boundaries;

AND WHEREAS Section 2 of the Act permits Municipalities to provide the services that the Municipalities consider necessary;

AND WHEREAS Municipalities are responsible for the provision of fire safety, fire prevention and fire protection services pursuant to the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4;

NOW THEREFORE in consideration of the covenants and terms and conditions contained herein, the parties agree as follows:

1. Coverage Area

1.1. The Township of Warwick will provide fire protection, prevention and all emergency calls, as hereinafter described, to the following lands and buildings and the structures erected thereon in the Municipality of Brooke-Alvinston, as per Schedule 'A' of this agreement.

1.2. More particularly, the areas for service are described as being :

1.2.1. Lots 1 to 29, inclusive in the 14th Concession including the gore, in the Municipality of Brooke-Alvinston, and

2. Level of Service

2.1. The protection and rescue to be furnished by Township of Warwick will be that it will dispatch the fire equipment as defined in this agreement and Fire Services outlined in Schedule 'B'; and further will provide as many volunteer firemen as circumstances permit, as promptly as possible, to all calls in respect of fires and first response calls which take place in the aforementioned coverage area.

2.2. It is understood and agreed between the parties hereto that the Township of Warwick, will provide protection to each municipality as per by-law agreement.

3. Equipment and Supplies

3.1. The Township of Warwick shall supply a fire pumper equipped with at least a tank that holds 500 gallon a minute pump and suitable auxiliary equipment to fight rural fires and will maintain the said equipment in good mechanical condition.

3.2. The Municipality of Brooke-Alvinston shall provide Township of Warwick, with a tank truck with a minimum of 1,500 gallons of water capacity, equipped with a two-way radio, siren, red flashers, and portable pump. In addition, the Municipality of Brooke-Alvinston shall repair and maintain the aforesaid truck in operational condition to provide the said services.

- 3.3. The Watford Fire Station shall house equipment outlined in 3.2 and clean the said equipment as deemed necessary.
- 3.4. It is understood that the said tank truck, in 3.2 may be employed in the Township of Warwick, as well as servicing the Municipality of Brooke-Alvinston's service area, as set out in clause 1.1.
- 3.5. The Township of Warwick, shall supply a rescue van for the purposes of carrying firefighting equipment. The dispatch of said rescue van will be at the complete discretion of Watford Station's Fire Chief, as to its necessity.
- 3.6. It is understood and agreed between the parties that the Municipality of Brooke-Alvinston shall have equity in the said tank truck, in subsection 3.2 but no equity in the other firefighting equipment of the Township of Warwick Fire and Rescue.
- 3.7. Should the Municipality of Brooke-Alvinston choose to end the provision of the pumper outlined in section 3.2, advance notice of 1 year is required to the Corporation of the Township of Warwick so that adequate equipment replacement plans can be formed.

4. Insurance

- 4.1. The Municipality of Brooke-Alvinston shall provide proof of adequate insurance coverage for their equipment as well as the operation of said equipment by the Township of Warwick Fire Rescue – Watford Station.

5. Payment

- 5.1. The Municipality of Brooke-Alvinston agrees to an annual payment of \$2,284 to the Corporation of the Township of Warwick for services rendered commencing in the first calendar year of 2025.
- 5.2. The annual payment shall be increased annually based on the CPI and Inflation Rates for Ontario.
- 5.3. The annual payment shall be paid to The Township of Warwick no later than March 31st annually every year of this contract.

6. Disclaimer

- 6.1. The Corporation of the Township of Warwick and/or the members of the Watford Station shall not be held responsible for the failure of Township of Warwick Fire and Rescue to respond to a fire call for any reason, including an act of God, strikes, riots, etc., or to provide fire protection as described in this agreement.

7. Term

- 7.1. This agreement shall come into force on the 1st day of January, 2025; and shall continue in force for a period of two (2) years from such date being December 31st, 2026.
- 7.2. At the end of the said period, this agreement may be renewed upon such terms as the parties may then agree, provided that either party may give the other party 90 days notice of termination of the agreement. Such notice of termination to be in writing and to be sent by registered mail.
- 7.3. In the event that the Municipality of Brooke-Alvinston cannot provide said equipment in operational order for the Township of Warwick Fire and Rescue – Watford Station to use in fire protection, this contract shall be null and void and the Township of Warwick shall not be liable for service delivery.

7.4. Upon the execution of this agreement, any existing agreements between the parties with respect to fire protection shall forthwith become null and void.

IN WITNESS WHEREOF each of the parties hereto has affixed its Corporate Seal by the hands of its proper officers.

SIGNED, SEALED AND EXECUTED:

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

Mayor

Clerk –Administrator

THE CORPORATION OF THE TOWNSHIP OF WARWICK

Mayor

Clerk/Administrator

Schedule A

Core services provided as part of agreement:

- a) Basic firefighting
- b) Structural firefighting including rescue
- c) Vehicle firefighting
- d) Grass, brush, firefighting
- e) Automatic aid
- f) Mutual aid
- g) Basic medical assist
- h) Advanced medical assist with defibrillation
- i) Vehicle accidents
- j) Vehicle extraction
- k) Transportation incidents involving vehicles
- l) Public assistance
- m) Ambulance assistance
- n) Police assistance
- o) Community emergency plan participations
- p) Farm machinery extrication, excluding confined spaces
- q) Role as Assistant to Fire Marshal

NOTE: The Fire Chief or Incident Commander may perform activities not listed above to save life or protect property.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Petrolia Line East
Meeting: Council - 24 Apr 2025
Department: Public Works
Staff Contact: Jamie Butler, Public Works Superintendent

Recommendation:

That Council receive and file this report as information.

Background:

At the regular Council meeting of March, 23, 2025 Councillor Sanders requested staff investigate having the County to take ownership of Petrolia Line east back.

Comments:

The County transferred Petrolia Line, east of Nauvoo Road to the Municipality in 1998. The transfer was part of a County Roads Rationalization Study carried out in response to the provincial downloading of 207 km of Highways to the County.

The County Roads Rationalization Study was a formal review of the overall road network in Lambton County, led by a steering committee of County Council. It used several criteria to assess and rate each roadway, which included:

1. Urban center and settlement connections
2. Connection to Provincial Highways
3. Service to heavy industry and recreational areas
4. Roadway classification (speed, volume, surface, right-of-way, etc.)
5. Geographic/County-Wide coverage

As an outcome, County Council endorsed the download of 133 km of roads, previously managed by the County, to local municipalities. The above noted 7.2 km section of County Road 4 was part of the transfer, for which Brooke received \$152,000 at the time. We continue to discuss the road with the County.

In 2020 Petrolia line was surface treated with tar and chip .

A meeting was held between the CAO's of Brooke-Alvinston and Adelaide Metcalfe. It was determined that Adelaide Metcalfe has planned 2027 for the resurfacing of their section of Melwood Drive that connects to Petrolia Line. If the Municipality is in a position to do the same, cost sharing either through available grants or tendering could be achieved.

A subsequent report to Council will show the draft plan of road improvements that could be earmarked by Council for completion. The report is currently being drafted.

Financial Considerations:

None at this time



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Year-to-Date (to March 31) Budget to Actual Comparisons
Meeting: Council - 24 Apr 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council receive and file Year-to-date (to March 31) Budget to Actual Comparisons.

Background:

Regular reporting and comparison of budget to actual results and analysis allows Management and Council to:

- Track revenues and expenditures to date and ensure that it has the necessary funds for operations and any planned capital expenditures.
- Improve the accuracy of the budgeting process, as management and council will have a better understanding of variances and their causes.
- Exercise more effective cost control by routinely assessing actual results against the budget.

Comments:

The year-to-date budget to actual results to March 31, 2024 are attached. Council is encouraged to review the year-to-date results.

The report is provided for information purposes only. No further action is required at this time. Should you have any questions, please do not hesitate to contact me or the appropriate department head.

Financial Considerations:

Overall most Operating Revenues and Expenditures to-date are within budget. Very few capital expenditures have been made to date. A brief overview of expenditures by department shows:

- **General Government** - expenditures within budget. Council Support and Administration have used over 25% of budget due to "upfront" expenditures like memberships, yearly software licences, and yearly insurance premiums.
- **Protection Services** - expenditures within budget. Fire and Conservation Authority are over 25% of budget due to yearly assessment, insurance being paid upfront and some capital equipment purchases.
- **Transportation Services** - expenditures within budget. Public Works Overhead and Snow Removal are over 25% of budget due to upfront costs of insurance and salt/sand purchases.
- **Environmental Services** - expenditures within budget. Recycling costs are over 25% of budget because only had to pay full cost for the 1st quarter, after that, only paying for recycling for non-residential properties.

- **Health Services** - expenditures within budget. Cemetery operations not reported.
- **Recreation and Culture** - expenditures within budget. Community Centre (arena) and Library costs are over 25% of budget because of upfront costs like insurance and the higher expenses of "ice" season.
- **Planning and Development** - expenditures within budget.

ATTACHMENTS:

[2025-Brooke-Alvinston Budget-to-actual - Mar 31](#)

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2025 Budget to Actual Comparison

To March 31, 2025

ALL DEPARTMENTS

EXPENDITURES

GENERAL GOVERNMENT

Page 3 of 7

	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
GENERAL GOVERNMENT																
1 COUNCIL	70,450	20,820	18,980	1,840					-		70,450	20,820	18,980	1,840		26.9%
2 COUNCIL SUPPORT	205,025	54,860	56,376	(1,517)					-		205,025	54,860	56,376	(1,517)		27.5%
3 ADMINISTRATION	404,920	148,784	144,258	4,526		110,000	7,500	8,990	(1,490)		514,920	156,284	153,248	3,036		29.8%
	680,395	224,464	219,614	4,849		110,000	7,500	8,990	(1,490)		790,395	231,964	228,605	3,359		28.9%
PROTECTION SERVICES																
4 BROOKE FIRE RESCUE	356,130	105,491	105,715	(225)		128,500	92,500	62,211	30,289		484,630	197,991	167,926	30,064		34.7%
5 FIRE - WATFORD	7,360	2,860	2,842	18					-		7,360	2,860	2,842	18		38.6%
6 POLICE	401,102	100,275	100,206	69					-		401,102	100,275	100,206	69		25.0%
7 CONSERVATION AUTHORITY	31,048	31,048	31,048	-					-		31,048	31,048	31,048	-		100.0%
8 INSPECTIONS & CONTROL	47,250	12,100	10,147	1,953					-		47,250	12,100	10,147	1,953		21.5%
9 EMERGENCY MEASURES	3,450	870	625	245					-		3,450	870	625	245		18.1%
	846,340	252,644	250,583	2,061		128,500	92,500	62,211	30,289		974,840	345,144	312,794	32,350		32.1%
TRANSPORTATION SERVICES																
10 ROADS - MATERIALS & SERVICES	985,500	6,738	9,942	(3,205)		737,500	13,000	12,853	148		1,723,000	19,738	22,795	(3,057)		1.3%
11 PUBLIC WORKS OVERHEAD	778,986	253,020	266,227	(13,207)					-		778,986	253,020	266,227	(13,207)		34.2%
12 VEHICLES & EQUIP	170,100	38,575	49,707	(11,132)		629,500	1,300	1,313	(13)		799,600	39,875	51,019	(11,144)		6.4%
13 SNOW REMOVAL	32,250	18,000	11,727	6,273					-		32,250	18,000	11,727	6,273		36.4%
14 STREET LIGHTS - ALVINSTON	14,000	3,500	3,413	87					-		14,000	3,500	3,413	87		24.4%
15 STREET LIGHTS - INWOOD	8,500	2,125	2,171	(46)					-		8,500	2,125	2,171	(46)		25.5%
	1,989,336	321,958	343,187	(21,229)		1,367,000	14,300	14,165	135		3,356,336	336,258	357,352	(21,095)		10.6%
ENVIRONMENTAL																
16 STORM SEWER	68,252	-	-	-					-		68,252	-	-	-		0.0%
17 WASTE COLLECTION/DISPOSAL	107,246	23,061	23,063	(1)					-		107,246	23,061	23,063	(1)		21.5%
18 RECYCLING	6,630	1,657	1,347	311					-		6,630	1,657	1,347	311		20.3%
	182,129	24,719	24,409	310		-	-	-	-		182,129	24,719	24,409	310		13.4%
HEALTH																
19 HOSPITAL/CEMETERIES - DONATIONS	5,750	-	-	-					-		5,750	-	-	-		0.0%
20 CEMETERY OPERATIONS	53,820	-	-	-					-		53,820	-	-	-		0.0%
	59,570	-	-	-		-	-	-	-		59,570	-	-	-		0.0%

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2025 Budget to Actual Comparison

To March 31, 2025

RECREATION AND CULTURAL

	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
21 CANADA DAY	24,750	-	-	-		-	-	-	-		24,750	-	-	-		0.0%
22 COMMUNITY CENTER - ARENA	682,280	234,583	257,396	(22,813)		200,500	47,698	47,698	-		882,780	282,281	305,094	(22,813)		34.6%
23 COMMUNITY CENTER - CONCESSION	4,500	1,700	1,297	403					-		4,500	1,700	1,297	403		28.8%
24 INWOOD REC	8,460	2,660	3,439	(779)		-	-	-	-		8,460	2,660	3,439	(779)		40.7%
25 LIBRARY - ALVINSTON	8,830	4,380	5,064	(684)		-	-	-	-		8,830	4,380	5,064	(684)		57.3%
26 LIBRARY - INWOOD	5,440	1,805	1,890	(85)		-	-	-	-		5,440	1,805	1,890	(85)		34.7%
	734,260	245,128	269,086	(23,958)		200,500	47,698	47,698	-		934,760	292,826	316,784	(23,958)		33.9%

PLANNING AND DEVELOPMENT

27 PLANNING & ZONING	32,700	750	212	538					-		32,700	750	212	538		0.6%
28 COMMERCIAL INDUSTRIAL	13,750	2,175	321	1,854		-	-	-	-		13,750	2,175	321	1,854		2.3%
29 POST OFFICE	48,000	12,000	12,749	(749)					-		48,000	12,000	12,749	(749)		26.6%
30 AGRICULTURE & REFORESTATION	36,250	7,250	6,779	472					-		36,250	7,250	6,779	472		18.7%
31 MUNICIPAL DRAIN LOANS	-	-	-	-					-		-	-	-	-		0.0%
32 MUNICIPAL DRAIN WORK	650,000	155,000	154,393	607					-		650,000	155,000	154,393	607		23.8%
33 TILE DRAIN LOANS	7,500	1,875	1,789	86					-		7,500	1,875	1,789	86		23.8%
	788,200	179,050	176,242	2,808		-	-	-	-		788,200	179,050	176,242	2,808		22.4%

OTHER/RESERVES

34 RESERVES	5,000	5,000	5,000	-					-		5,000	5,000	5,000	-		100.0%
35 RESERVE FUNDS	-	-	-	-					-		-	-	-	-		
	5,000	5,000	5,000	-		-	-	-	-		5,000	5,000	5,000	-		100.0%

TOTAL EXPENDITURES

36	5,285,229	1,252,962	1,288,121	(35,160)		1,806,000	161,998	133,065	28,933		7,091,229	1,414,960	1,421,186	(6,226)		20.0%
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MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2025 Budget to Actual Comparison

To March 31, 2025

REVENUES

FEES AND CHARGES

	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
REVENUES																
FEES AND CHARGES																
37 GENERAL GOVERNMENT	16,100	5,238	5,326	88		-	-	-	-		16,100	5,238	5,326	88		33.1%
39 PROPERTY INSPECTION & CONTROL	47,500	12,300	10,460	(1,840)		-	-	-	-		47,500	12,300	10,460	(1,840)		22.0%
40 TRANSPORTATION/ROADS	5,000	-	150	150		-	-	-	-		5,000	-	150	150		3.0%
41 WASTE COLLECTION & RECYCLING	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
42 CEMETERY	53,820	-	-	-		-	-	-	-		53,820	-	-	-		0.0%
43 COMMUNITY CENTER - ALVINSTON	276,400	112,275	128,681	16,406		-	-	-	-		276,400	112,275	128,681	16,406		46.6%
44 COMMUNITY CENTER - CONCESSION	4,720	1,710	1,711	1		-	-	-	-		4,720	1,710	1,711	1		36.3%
46 CANADA DAY	19,750	-	-	-		-	-	-	-		19,750	-	-	-		0.0%
47 PLANNING FEES	10,500	2,100	3,345	1,245		-	-	-	-		10,500	2,100	3,345	1,245		31.9%
48 HANGING BASKETS/COMMUNITY GROUP	3,000	-	-	-		-	-	-	-		3,000	-	-	-		0.0%
49 POST OFFICE	60,000	15,000	15,897	897		-	-	-	-		60,000	15,000	15,897	897		26.5%
50 AGRICULTURE & REFORESTATION	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
51 MUNICIPAL DRAIN BILLINGS	435,000	-	-	-		-	-	-	-		435,000	-	-	-		0.0%
52 TILE DRAIN LOANS	7,500	1,875	1,875	-		-	-	-	-		7,500	1,875	1,875	-		25.0%
	939,290	150,498	167,445	16,947		-	-	-	-		939,290	150,498	167,445	16,947		17.8%
MUNICIPAL																
53 BROOKE FIRE RESCUE	59,296	-	-	-		21,395	-	-	-		80,691	-	-	-		0.0%
53 COUNTY POLICING & OTHER GRANTS	11,910	11,910	11,910	-		-	-	-	-		11,910	11,910	11,910	-		100.0%
54 DONATIONS	-	-	5,000	5,000		-	-	7,227	7,227		-	-	12,227	12,227		0.0%
	71,206	11,910	16,910	5,000		21,395	-	7,227	7,227		92,601	11,910	24,137	12,227		26.1%
ONTARIO																
55 OCIF	-	-	-	-		570,000	-	-	-		570,000	-	-	-		0.0%
56 PROVINCIAL - RED	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
57 OMRFA DRAIN SUPERINTENDENT	17,500	-	-	-		-	-	-	-		17,500	-	-	-		0.0%
58 OMAFRA - DRAIN SUBSIDIES	215,000	-	-	-		-	-	-	-		215,000	-	-	-		0.0%
59 PROVINCIAL - other	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
60 OMPF	397,700	99,425	99,425	-		-	-	-	-		397,700	99,425	99,425	-		25.0%
	630,200	99,425	99,425	-		570,000	-	-	-		1,200,200	99,425	99,425	-		8.3%

MUNICIPALITY OF BROOKE-ALVINSTON

OPERATING

CAPITAL

TOTAL

2025 Budget to Actual Comparison

To March 31, 2025

CANADA

	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
CANADA																
61 CANADA - Other	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
62 CANADA - FCM	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
63 FEDERAL GAS TAX - CCBF	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
64 FEDERAL CANADA DAY	5,000	-	-	-					-		5,000	-	-	-		0.0%
65 FEDERAL Other	-	-	-	-		-	-	-	-		-	-	-	-		
	5,000	-	-	-		-	-	-	-		5,000	-	-	-		0.0%
66 LICENCES, PERMITS, RENTS	15,505	3,883	3,737	(145)					-		15,505	3,883	3,737	(145)		24.1%
67 FINES AND PENALTIES	55,000	13,750	18,743	4,993					-		55,000	13,750	18,743	4,993		34.1%
68 OTHER REVENUES	64,000	16,000	19,043	3,043					-		64,000	16,000	19,043	3,043		29.8%
AREA RATINGS																
69 ALVINSTON AREA RATING	49,688	12,422	12,422	-					-		49,688	12,422	12,422	-		25.0%
70 INWOOD AREA RATING	13,381	3,345	3,345	-					-		13,381	3,345	3,345	-		25.0%
	63,069	15,767	15,767	-		-	-	-	-		63,069	15,767	15,767	-		25.0%
RESERVES/RESERVE FUNDS/FINANCING																
71 RESERVES	585,340	164,771	143,932	(20,839)		340,000	10,000	-	(10,000)		925,340	174,771	143,932	(30,839)		15.6%
72 FINANCING -OTHER				-					-		-	-	-	-		
	585,340	164,771	143,932	(20,839)		340,000	10,000	-	(10,000)		925,340	174,771	143,932	(30,839)		15.6%
TAXATION																
73 GENERAL TAXATION	3,715,824	928,956	928,956	-					-		3,715,824	928,956	928,956	-		25.0%
74 ADJUSTMENTS/WRITE-OFFS	(25,000)	-	-	-					-		(25,000)	-	-	-		0.0%
75 SUPPLEMENTAL	25,000	-	-	-					-		25,000	-	-	-		0.0%
76 UTILITY TRANSMISSION	15,400	-	-	-					-		15,400	-	-	-		0.0%
	3,731,224	928,956	928,956	-		-	-	-	-		3,731,224	928,956	928,956	-		24.9%
77 TOTAL REVENUES	6,159,834	1,404,960	1,413,959	8,999		931,395	10,000	7,227	(2,773)		7,091,229	1,414,960	1,421,186	6,226		20.0%
78 NET REVENUE OVER EXPENDITURES	874,605	151,998	125,838	(26,160)		(874,605)	(151,998)	(125,838)	26,160		(0)	-	-	(0)		

MUNICIPALITY OF BROOKE-ALVINSTON

2025 Budget to Actual Comparison

To March 31, 2025

WATER & SEWER

REVENUE

	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	2025 Total Budget	2025 YTD Budget	2025 YTD Actual	YTD Over/Under	!	% of Total budget Used
	(1)	(2)	(3)	(4)		(5)	(6)	(7)	(8)		(9)	(10)	(11)	(12)		(13)
1 ONTARIO - GRANTS				-		-	-	-	-		-	-	-	-		0.0%
2 FEDERAL - GRANTS				-		-	-	-	-		-	-	-	-		0.0%
3 LOANS				-		-	-	-	-		-	-	-	-		0.0%
4 RESERVE FUNDS				-		215,000	-	-	-		215,000	-	-	-		0.0%
5 WASTE WATER - ALVINSTON	234,208	54,702	55,297	595					-		234,208	54,702	55,297	595		23.6%
6 WASTE WATER - INWOOD	67,830	16,957	16,957	-					-		67,830	16,957	16,957	-		25.0%
7 INWOOD SEWER CAPITAL & CONNECTION	59,256	14,814	14,814	-					-		59,256	14,814	14,814	-		25.0%
8 WATER - ALVINSTON	367,323	89,234	88,171	(1,063)					-		367,323	89,234	88,171	(1,063)		24.0%
9 WATER - ALVINSTON - OTHER CHGS	-	-	-	-		-	-	-	-		-	-	-	-		0.0%
TOTAL WATER & SEWER REVENUES	728,616	175,708	175,239	(469)		215,000	-	-	-		943,616	175,708	175,239	(469)		18.57%

EXPENDITURES

10 WASTE WATER - ALVINSTON	194,577	55,347	52,982	2,365		182,750	-	-	-		377,327	55,347	52,982	2,365		14.0%
11 WASTE WATER - INWOOD	110,979	40,417	40,811	(394)		32,250	-	-	-		143,229	40,417	40,811	(394)		28.5%
12 WATER - ALVINSTON	354,482	113,648	116,372	(2,725)		-	-	-	-		354,482	113,648	116,372	(2,725)		32.8%
13 RESERVE FUND TRANSFERS	68,578	(33,704)	(34,926)	1,222					-		68,578	(33,704)	(34,926)	1,222		-50.9%
TOTAL WATER & SEWER EXPENDITURES	728,616	175,708	175,239	469		215,000	-	-	-		943,616	175,708	175,239	469		18.57%

NET WATER & SEWER EXPENDITURES

	-	-	-	(0)		-	-	-	-		-	-	-	(0)		
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Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Reserve and Reserve Fund Policy
Meeting: Council - 24 Apr 2025
Department: Treasury
Staff Contact: Stephen Ikert, Treasurer

Recommendation:

That Council approve the Reserve and Reserve Fund Policy for the Municipality of Brooke-Alvinston (attached), including the stated funding targets and direct staff to report on current Reserve and Reserve Fund levels and develop a plan to present to Council to bring Reserves within their target ranges.

Background:

How Reserves and Reserve Funds Work:

- Reserves and Reserve Funds are established by council through resolutions or by-laws. Provincial or Federal legislation can require municipalities to establish Reserves or Reserve Funds for specific types of revenue.
- Reserves are typically part of an overall strategy for funding operating programs and projects. These funds help offset unexpected expenses or revenue shortfalls. Money in reserves can come from budget surpluses, property tax levies or other revenue.
- Reserves and Reserve Funds are an important tool for long-term financial sustainability. Setting money aside for unavoidable events (like floods) and for capital projects (like road repairs) reduces the need for long-term borrowing or imposing sudden tax increases on current or future taxpayers.
- Reserve Funds are either Obligatory or Discretionary. Discretionary Reserve Funds are set by Council for specific purposes (e.g. Water and Sewer Reserve Funds). Council can have flexibility to decide how these funds are used. Obligatory Reserve Funds are required by federal or provincial statutes or contractual agreements and can only be used for their intended purpose (e.g. the Canada Community Building Fund or Ontario Community Infrastructure Fund). These funds must be used for specific infrastructure projects.
- Reserve Funds must be kept separate from other municipal monies; Reserves are not separated.

Comments:

Reserves and Reserve Funds are Strategic Management Tools:

- Funds can be set aside for uncontrollable but often predictable events (e.g. weather events, economic events, etc.) to reduce the need to raise taxes dramatically.
- Funds provide one-time or short-term funding for special purposes.
- Funds give municipalities the flexibility to deal with fluctuating cash flows.

- Funds align with long-term asset management plans to ensure municipalities can invest in important infrastructure projects for the community and reduce the need to depend on debt financing.
- Municipalities are responsible for 2/3 of Canada's infrastructure but only receive 10% of the tax bill. Municipalities must plan ahead for repairs and upgrades.

Financial Considerations:

In order to get Reserves to their Target Levels may require a combination of:

- deferring planned capital expenditures,
- redirecting funds from non-essential expenditures, or
- special tax levies to address the shortfall.

Relationship to Strategic Plan:

Proper use of Reserves and Reserve Funds facilitates long-term financial sustainability and enables better planning and budgeting for the future.

ATTACHMENTS:

[Reserves and Reserve Funds Policy](#)

Corporation of the Municipality of Brooke-Alvinston Reserve and Reserve Fund Policy

Effective Date:

1. Purpose

This policy establishes guidelines for the creation, management, and use of reserves and reserve funds to ensure long-term financial stability and flexibility for the Corporation of the Municipality of Brooke-Alvinston

2. Definitions

- **Reserve:** An allocation of accumulated surplus set aside for future expenses or contingencies, not supported by a specific revenue source.
- **Reserve Fund:** Funds set aside for specific purposes, supported by a dedicated source of funding, and segregated from general municipal funds.

3. Objectives

- Ensure financial sustainability and mitigate risks.
- Provide funding for capital projects, unforeseen expenses, and future liabilities.
- Maintain fiscal flexibility and reduce reliance on debt.

4. Types of Reserves and Reserve Funds and their Purpose

- **Working Capital Reserve:** To avoid any short-term cashflow problems and avoid borrowing to finance current budgeted operations.
- **Operating Reserve:** For unexpected operational costs or revenue shortfalls.
- **Capital Investment Reserves:** To fund future capital replacement and infrastructure needs and to support long-term asset management strategies and reduce infrastructure gaps.
- **Stabilization Reserves:** To offset unexpected economic downturns or emergencies.
- **Restricted Reserve Funds:** For specific purposes as mandated by legislation or council.

5. Target Reserve and Reserve Fund Levels

To ensure adequate financial flexibility, the following targets are established and will be used as a guide when determining transfers to and from Reserve and Reserve Fund balances:

- **Working Capital Reserve:**
 - Target: 50% (*min*) – 75% (*max*) of total taxes and other accounts receivable
- **Operating Reserve:**
 - Target: 2% (*min*) - 5% (*max*) of budgeted operating expenditures.
- **Capital Investment Reserve:**
 - Target: 5% (*min*) – 15% (*max*) of the historical cost of tangible capital assets (TCA).
- **Tax Stabilization Reserve:**
 - Target: 5% (*min*) - 10% (*max*) of the annual tax levy.

6. Contributions and Withdrawals

- Contributions will be made through budget allocations, surpluses, or other revenue sources as approved by council.
- Withdrawals will be made through budget allocations, or as a specific need arises as approved by council and must align with the intended purpose of the reserve or reserve fund.

Corporation of the Municipality of Brooke-Alvinston Reserve and Reserve Fund Policy

Effective Date:

7. Managing Reserves Below Target Levels

If a reserve or reserve fund falls below its target level, the following steps will be taken:

- **Assessment:** Staff will assess the cause of the shortfall and its impact on municipal operations and long-term planning.
- **Recovery Plan:** A plan will be developed to replenish the reserve within a reasonable timeframe, typically within *3-5 years*. Strategies may include:
 - Allocating future budget surpluses.
 - Adjusting annual contributions to reserves.
 - Redirecting non-essential expenditures.
 - Utilizing one-time revenues, such as grants or asset sales.
- **Council Reporting:** Staff will report the shortfall and recovery plan to council, including timelines and proposed actions.
- **Monitoring:** Progress on replenishing the reserve will be reported annually until the target level is restored.

8. Investment Income

- Investment income earned on Reserves shall be recognized as income in the Operating Budget.
- Investment income earned on Reserve Funds and Obligatory Reserve Funds shall be recognized as investment income in each specific Reserve Fund and Obligatory Reserve Fund based on its proportionate share of the Municipality's investment portfolio.

8. Disposition of Year-end Surplus or Deficit

Upon the completion of the Municipality's year-end reconciliation and reporting process, the Treasurer is authorized by Council to allocate year-end surpluses through a combination of contributions to:

- Tax Stabilization Reserve – Contributions up to the maximum target balance as identified in this policy.
- Operating Reserve – Contributions up to the maximum target balance as identified in this policy.
- Capital Investment Reserve – Contributions up to the maximum target balance as identified in this policy.

To the extent that there is a remaining portion of the Municipality's surplus after this allocation, the Treasurer shall provide Council with recommendations for the disposition of the remaining surplus.

9. Reporting and Review

- Staff will provide annual reports on the status of reserves and reserve funds, including balances, contributions, withdrawals, and any variances from target levels.
- This policy will be reviewed every five years or as required to ensure relevance and effectiveness.

10. Accountability

The Treasurer or designate is responsible for implementing this policy, ensuring compliance, and maintaining transparent records.