



AGENDA

Council Meeting

4:30 PM - Thursday, October 23, 2025
Municipal Office

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1. CALL TO ORDER	
2. DISCLOSURE OF PECUNIARY INTEREST	
3. MINUTES	
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- 7.5. **Clerk-Administrator's Report:** Draft waterline and sewer line agreement 90 - 94
[Draft waterline and sewer line agreement - Pdf](#)
- 7.6. County Official Plan Review and Draft Population Projections 95
[County Official Plan Review and Draft Population Projections - Pdf](#)

8. BY-LAWS

9. NEW BUSINESS

10. CLOSED SESSION

- 10.1. Section 239(2) : a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which if disclosed could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons or organization.
- 10.2. Section 239(2) b: personal matters about an identifiable individual, including municipal or local board employees.

11. RISE AND REPORT

12. BY-LAW CONFIRMING PROCEEDINGS

13. ADJOURNMENT



MINUTES

Council Meeting

4:30 PM - Thursday, October 9, 2025
Municipal Office

The Council of the Municipality of Brooke-Alvinston was called to order on Thursday, October 9, 2025, at 4:30 PM, in the Municipal Office, with the following members present:

Council Present: Mayor David Ferguson, Deputy Mayor Frank Nemcek, Councillor Don McCabe, 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, and Fire Chief Steve Knight

Regrets:

1 CALL TO ORDER

Deputy Mayor Frank Nemcek assumed Chair for the meeting.

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

Mayor Ferguson was present virtually.

2 DISCLOSURE OF PECUNIARY INTEREST

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

3 MINUTES

a) Regular Council Meeting Minutes of September 25, 2025

RESOLUTION-2025-290

Councillor Craig Sanders made a motion that the minutes of the September 25, 2025 meeting be approved as presented without any error or omission.
Councillor Jenny Redick seconded the motion.

Carried

4 BUSINESS ARISING FROM THE MINUTES

5 DELEGATIONS & TIMED EVENTS

a) Can Grow Zoning Amendment Application

RESOLUTION-2025-291

Councillor Don McCabe made a motion that the Council of the Municipality of Brooke-Alvinston approve the proposed amendment to the Zoning By-law at 3967-3971 Old Walnut Road and pass the corresponding By-law as presented.
Councillor Jenny Redick seconded the motion.

Carried

6 CORRESPONDENCE

a) Municipal Correspondence :

RESOLUTION-2025-292

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

Carried

- b) City of Dryden - Swim to Survive Program

RESOLUTION-2025-293

Councillor Don McCabe made a motion that the request for support from the City of Dryden be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- c) City of North Bay - NORDS Pilot Program

RESOLUTION-2025-294

Councillor Jenny Redick made a motion that the request from the City of North Bay be received and filed. Councillor Craig Sanders seconded the motion.

Carried

- d) Municipality of Brighton - Electoral Reform

RESOLUTION-2025-295

Councillor Don McCabe made a motion that the request from the Municipality of Brighton be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- e) Bonfield Township - Canada Post Labour Dispute

RESOLUTION-2025-296

Councillor Don McCabe made a motion that the request from Bonfield Township be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- f) Township of Woolwich - Bill C-61 First Nations Clean Water

RESOLUTION-2025-297

Councillor Don McCabe made a motion that the request from the Township of Woolwich be received and filed. Councillor Craig Sanders seconded the motion.

Carried

- g) City of Kitchener - Postage Rates

RESOLUTION-2025-298

Councillor Craig Sanders made a motion that the request from the City of Kitchener be received and filed. Councillor Jenny Redick seconded the motion.

Carried

- h) Niagara Region - Mental Health & Homelessness

RESOLUTION-2025-299

Councillor Craig Sanders made a motion that the request from the Niagara Region be received and filed. Councillor Don McCabe seconded the motion.

Carried

7 STAFF REPORTS

a) Planner's Report: Durham Subdivision Road Naming

RESOLUTION-2025-300

Councillor Jenny Redick made a motion that the report by Ezio Nadalin, County Planner, dated September 30, 2025, regarding the Durham Subdivision (38T-22001) Street Naming, be received and that Council approved the proposed names. Councillor Craig Sanders seconded the motion.

Carried

b) Treasurer's Report: Year-to-Date (to September 30) Budget to Actual Comparisons

RESOLUTION-2025-301

Councillor Craig Sanders made a motion that Council receive and file Year-to-date (to September 30) Budget to Actual Comparisons. Councillor Jenny Redick seconded the motion.

Carried

c) Treasurer's Report: Accounts Payable Listing - September 2025

RESOLUTION-2025-302

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

Carried

d) Clerk Administrator's Report: Available Grant Update

RESOLUTION-2025-303

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

Carried

e) Clerk Administrator's Report: Proposed sale of municipal driveway to residential property owner

RESOLUTION-2025-304

Mayor David Ferguson made a motion that Council declare the driveway adjacent to 3192 River Street as surplus to municipal needs; and that Council approve the sale of the driveway to 3192 River Street for \$1.75 / ft² plus all associated costs subject to the conditions outlined in this report; and that a by-law be presented at a later meeting to authorize the sale; and that the staff bring forward a report on cost suggestions for other zoned areas. Councillor Jenny Redick seconded the motion.

Carried

f) Clerk Administrator's Report: Alternative Voting Methods for the 2026 Municipal / School Board Election

RESOLUTION-2025-305

Councillor Jenny Redick made a motion that Council receive the report from the Clerk Administrator / Election Returning Officer and further that a by-law be passed to approve internet voting for the 2026 municipal and school board election. Councillor Craig Sanders seconded the motion.

Carried

- g) **Clerk Administrator's Report:** Arena Floor Project - RFP for Engineering / Project Management Services

RESOLUTION-2025-306

Councillor Don McCabe made a motion that the staff report on the Arena Floor Project - RFP For Engineering / Project Management Services be received and filed; And that the submission from Spriet Associates London Ltd for the Project Management and Engineering Services contract be accepted in the amount of \$85,990.00 plus HST; And that the Clerk execute the appropriate contract documents. Councillor Jenny Redick seconded the motion.

Carried

8 BY-LAWS

- a) By-law 36 of 2025 - Proposed Zoning By-law Amendment (Can Grow)

RESOLUTION-2025-307

Councillor Don McCabe made a motion that By-law 36 of 2025 be read a first, second and third time and finally passed this 9th day of October, 2025.

Councillor Craig Sanders seconded the motion.

Carried

- b) By-law 37 of 2025 - Agreement with the Sarnia Community Fund

RESOLUTION-2025-308

Councillor Jenny Redick made a motion that By-law 37 of 2025 be read a first, second and third time and finally passed this 9th day of October, 2026.

Councillor Craig Sanders seconded the motion.

Carried

9 NEW BUSINESS

- a) The Public Works Superintendent advised that the replacement of Structure 25 is currently underway.
- b) The Parks & Recreation Manager advised that ice is installed (with minimal issues).
- c) The Fire Chief noted thanks for the \$8,000 donation from the Tanner Redick Memorial Committee
- d) Councillor Nemcek noted the \$32,000 donation to the Optimist Club from the Tanner Redick Memorial Committee.
- e) Councillor McCabe noted that he attended the Enniskillen Township Council meeting that discussed the proposed battery storage project and noted that Adelaide Metcalfe and Chatham Kent turned down their proposed wind turbine projects.
- f) Councillor Redick inquired about the Fundraising and Marketing Assistant position and noted she is interested in a fundraising committee.
- g) The Deputy Mayor asked if members of the public wished to address Council. Ina Mae McVicar declined, Jamie Armstrong thanked staff for assistance at the fair, John Annett declined. Nathan Sanders commented there were not enough rides at the fair.

10 CLOSED SESSION

11 RISE AND REPORT

12 BY-LAW CONFIRMING PROCEEDINGS

- a) Confirming By-law

RESOLUTION-2025-309

Councillor Don McCabe made a motion that By-law 38 of 2025 be read a first, second and third time and finally passed this 9th day of October, 2025.
Councillor Jenny Redick seconded the motion.

Carried

13 ADJOURNMENT

Councillor McCabe adjourned the meeting at 5:10 p.m.

Clerk-Administrator

Mayor



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 Petrolia, Ontario, N0N 1R0
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September 8, 2025

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

Gentlemen & Mesdames:

Re: 12th Concession Drain

In accordance with your instructions, I have undertaken an examination of the 12th Concession Drain with regards to making drainage improvements in Lots 4 – 9, Concession 13 & 14 and the Gore Concession, in the Municipality of Brooke-Alvinston. The work will include the replacement of one access culvert, erosion protection at all existing bridges, an updated profile for the drain, and updated maintenance provisions for future drainage works. 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.

R. Dobbin Engineering was appointed on January 25, 2024.

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

required under section 4 but on the report of an Engineer appointed by it, undertake and complete the drainage works as set forth in such report.

The landowner in the E1/2 Lot 8 Concession 13 requested that the farm access culvert be replaced.

Existing Drainage

The 12th Concession Drain consists of an open channel located on the north side of LaSalle Line in Lots 4 – 9, Concession 13. It outlets into the 12th Concession Outlet Drain at the northeast corner of LaSalle Line and Inwood Road and extends east along the north side of LaSalle Line to the east side of Little Ireland Road. It provides outlet for the 12th Concession Extension Drain at this point. It also provides outlet for the Parker Lucas Drain in Lot 5 and the Parker Kidd Drain on the east side of Sutorville Road.

The portion of the 12th Concession Drain from Little Ireland Road west to Sutorville Road was moved off the road allowance onto private lands under an engineer's report dated February 4, 1959. The portion of the 12th Concession Drain from Sutorville Road west to Inwood Road was moved off the road allowance onto private lands under an engineer's report dated February 28 1966.

A Section 76 engineer's report was completed on the drain dated October 24, 2013 which updated the maintenance schedule.

Onsite Meeting

An onsite meeting was held on April 30, 2024. At this meeting, those in attendance were informed that a request for a culvert replacement was received. Discussion was held that the channel required maintenance including brushing and cleanout. It was decided that the drain would be maintained to the design grades in the 1959 and 1966 engineer's reports. When the maintenance work is completed, the drain would be surveyed for the entire length and an updated plan and profile for the drain would be established. Landowners present at the meeting were not interested in replacing their access bridges at this time, except for the one requested. Therefore, a new engineer's report would be prepared to replace the access culvert in the E1/2 Lot 8, Concession 13 and specifications for culvert replacements would be completed. It was also requested that stone erosion protection be installed on the drain bank at the corners of each concrete bridge crossing on the drain. There were no objections with the proposed work.

Investigation

Maintenance of the open channel was completed in the summer of 2024. The drain was surveyed and a culvert inspection report was completed. It identified eight (8) access bridges, two (2) road bridges, and one (1) access culvert along the length of the drainage works. Although the bridges are narrow, they are still in good condition. Each access bridge has minor erosion at the four corners.

Below is a summary of the condition of existing bridges and culverts:

Culvert No.	Location	Existing Culvert Size	Condition
1	Roll No. 40-110	5m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
2	Roll No. 40-111	5m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
3	Roll No. 40-112	6m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
4	Roll No. 40-112	6m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
5	Sutorville Rd.	10m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
6	Roll No. 40-118	5m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
7	Roll No. 40-11908	6m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
8	Roll No. 40-119	11m x 1800mm CSP	Good condition, Installed in 2017, undersized for todays standard
9	Roll No. 40-120	6m wide open span bridge	Narrow, Fair condition, requested to be replaced due to width for farming equipment

10	Roll No. 40-121	6m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank
11	Little Ireland Rd.	10m wide open span bridge	Narrow, Good condition, erosion at corners on drain bank

Recommendations

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

1. Culvert No.9 at Station 2+901 shall be removed and replaced.
2. Stone erosion protection shall be placed on the drain slope at the four corners of Culvert No.1, No.2, No.3, No.4, No.5, No.6, No.7, No.10, and No.11.
3. The profile and watershed shall be updated.
4. Maintenance provisions for future drainage works shall be prepared.

Design

Agricultural and residential culverts have been designed to provide outlet for a 1 in 2-year storm event.

Estimate of Cost

It is recommended that the work be carried out in accordance with the accompanying Specification of Work and the Profile, which form part of this Report. There has been prepared an Estimate of Cost in the amount of \$95,575.00 including the cost of engineering. A Plan has been prepared showing the location of the work and the approximate drainage area. An estimate for tendering, inspections, and contract administration has been provided.

Assessment

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

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

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

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

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

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

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

1. The proposed erosion control at access bridges, the engineering for future replacements, and the replacement of Culvert No.9 has generally been assessed with 50% of the cost applied as a benefit assessment to the owner of the property, 17% of the cost applied as benefit assessment to the road authority, the remainder of the cost has been assessed as outlet assessment to upstream lands based on equivalent hectares including the benefiting owner.
2. All work at road bridges have been assessed 100% the cost applied as benefit assessment to the road authority.
3. The cost to develop the updated the drain profile, the watershed, and the maintenance schedules have been assessed as 100% outlet assessment to upstream lands and roads based on equivalent hectares.

Allowances

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

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

In this report, allowances have been made under section 30 for damages to lands and crops occasioned by the operation of excavation equipment to replace the culverts. An allowance of \$100.00 was applied to the property having the bridge replaced.

Access and Working Area

Access to the drain for work bridges/culverts and future maintenance of the open channel shall be from either LaSalle Line, Inwood Road, Sutorville Road, and Little Ireland Road, using existing laneways and along the length of the drainage works.

The working area for future maintenance shall extend 15 metres from the top of drain bank that the machine is working from.

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

Drain Classification

The 12th Concession 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 replacement will have very little effect on the drainage works if carried out during low flows in the channel. The work area is to be maintained in a dry condition during construction by the Contractor.

Restrictions

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

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

Agricultural Grant

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

Maintenance

The open channel shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out using the applicable Schedule of Maintenance.

Access Culverts No.1 and No.2 shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out with 35% of the cost applied as a benefit assessment to the owner of the property, 17% of the cost applied as benefit assessment to the road authority, and the remainder of the cost applied as outlet assessment to upstream lands based on equivalent hectares including the benefiting owner.

Access Culverts No.3, No.4, No.6, No.7, No.8, No.9, and No.10 shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out with 50% of the cost applied as a benefit assessment to the owner of the property, 17% of the cost applied as benefit assessment to the road authority, and the remainder of the cost applied as outlet assessment to upstream lands based on equivalent hectares including the benefiting owner.

Road Culverts No.5 and No.11. shall be maintained and repaired in accordance with the specifications and drawings contained within this report and assessed out with 100% of the cost applied as a benefit assessment to the road authority as benefit assessment.

When culverts are replaced in the future, the size specified in this report shall be review by an engineer to ensure it meets the proper size for future standards and storm events. Any cost related to this review shall form part of the maintenance and be assessed out in the manner described above.

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,

Report Prepared By:



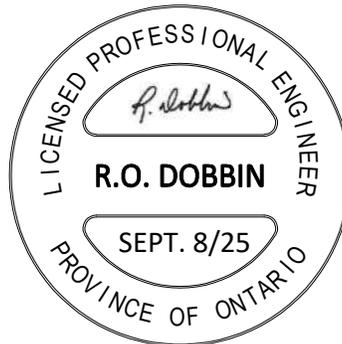
David Moores, C.E.T



Report Approved By:



Ray Dobbin, P. Eng.



12th Concession Drain
 Municipality of Brooke-Alvinston
 September 8, 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	Total
13	E1/2 Lot 8	40-120	Shea Farms Ltd.	100.00	100.00
TOTAL ALLOWANCES				\$100.00	\$100.00

12th Concession Drain
Municipality of Brooke-Alvinston
September 8, 2025

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Estimate of Cost

To replace one farm access culvert in Lot 8, Concession 13, erosion protection at all existing bridges, an updated profile for the drain, and updated maintenance provisions for future drainage works.

Allowances				100.00
	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>	<u>Total</u>
Culvert No. 1 - Station 0+307				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 2 - Station 0+463				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 3 - Station 1+069				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 4 - Station 1+364				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 5 - Station 1+833 (Sutorville Rd.)				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 6 - Station 2+347				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 7 - Station 2+599				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 9 - Station 2+901				
R. & D. Existing Bridge	1	LS	2,500.00	2,500.00
Supply and Install of 2200mmø Al. CSP	10	m	1,500.00	15,000.00
Drain Stone Bedding	44	t	40.00	1,760.00
Granular "B" Backfill	150	t	35.00	5,250.00
Granular "A" Driveway	22	t	40.00	880.00
Concrete Block Endwalls	36	Ea	135.00	4,860.00
Rip Rap along Blocks	15	t	125.00	1,875.00
Environmental Considerations (Silt Fence)	1	LS	150.00	150.00
				<u>32,275.00</u>

	Quantity	Unit	Unit Cost	Total
Culvert No. 10 - Station 3+370				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Culvert No. 11 - Station 3+674 (little Ireland Rd.)				
Supply and Install Rip Rap on Drain Banks at Each Corner	22	t	125.00	2,750.00
Contingency				<u>6,000.00</u>
Sub Total				63,125.00
Engineering				2,040.00
Update Profile & Watershed				12,000.00
Future Maintenance Schedule				1,000.00
Future Culvert Replacements				10,000.00
Tendering, Inspection & Contract Admin.				5,200.00
SCRCA Fees (Permit)				<u>570.00</u>
Total Estimate excluding HST				93,935.00
Non-Recoverable HST (1.76%)				<u>1,640.00</u>
Total Estimate				\$95,575.00

SCHEDULE OF ASSESSMENT

To replace one farm access culvert in Lot 8, Concession 13, erosion protection at all existing bridges, an updated profile for the drain, and updated maintenance provisions for future drainage works.

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts		Channel		Total
					Benefit	Outlet	Benefit	Outlet	
Agricultural Lands									
13	W1/2 Lot 4	20.25	40-109	D. Acton	-	20.00	-	168.00	188.00
	W1/2 E1/2 Lot 4	10.12	40-110	1152513 Ontario Ltd.	2,336.00	15.00	-	125.00	2,476.00
	E1/4 Lot 4	10.12	40-111	P. & S. Moffatt	2,336.00	30.00	-	125.00	2,491.00
	S1/2 Lot 5	40.50	40-112	M. & L. Hall	2,336.00	133.00	-	501.00	2,970.00
	S1/2 Lot 6	40.50	40-113	E. Wilson	2,336.00	207.00	-	501.00	3,044.00
	W1/2 Lot 7	27.45	40-117	E. & M. Thorne	-	118.00	-	340.00	458.00
	E1/2 Lot 7	28.35	40-118	D. Thorne	2,336.00	127.00	-	340.00	2,803.00
	W1/2 Lot 8	39.69	40-119	Shea Farms Ltd.	500.00	185.00	-	476.00	1,161.00
	E1/2 Lot 8	40.50	40-120	Shea Farms Ltd.	19,768.00	392.00	-	496.00	20,656.00
	S3/4 Lot 9	59.98	40-121	J. Holbrook	2,336.00	1,096.00	-	653.00	4,085.00
	N1/4 Lot 9	20.25	40-122	Shea Farms Ltd.	-	60.00	-	250.00	310.00
	N1/4 Lot 10	19.69	40-123	C. & G. Holbrook	-	58.00	-	244.00	302.00
	S1/2 N1/2 Lot 10	20.25	40-12301	C. & G. Holbrook	-	483.00	-	250.00	733.00
	S1/2 Lot 10	39.41	40-124	LaSalle Farms Ltd.	-	1,761.00	-	487.00	2,248.00
	W1/4 Lot 11	20.25	40-125	Cob Roller Farms Ltd.	-	702.00	-	250.00	952.00
	E1/2 W1/2 Lot 11	19.83	40-126	T.J. Straatman Enterprises	-	700.00	-	245.00	945.00
	E1/2 Lot 11	40.50	40-127	A. Felder	-	1,506.00	-	501.00	2,007.00
	S1/2 Lot 12	40.50	40-128	Sue Douglas Ltd.	-	1,810.00	-	501.00	2,311.00
	S1/2 N1/2 Lot 11	20.25	40-129	R. Van Damme	-	778.00	-	215.00	993.00
	N1/4 Lot 11	20.25	40-12910	C. & M. Verberne	-	821.00	-	250.00	1,071.00
	Lot 13 & W1/2 Lot 14	105.20	40-130	R. Van Damme	-	4,701.00	-	1,301.00	6,002.00
	E1/4 Lot 14	24.28	40-132	Minten Family Farms Ltd.	-	1,085.00	-	300.00	1,385.00
	W1/2 Lot 15	14.60	40-133	T.J. Straatman Enterprises	-	652.00	-	181.00	833.00
Gore	E.pt. Lot 8	2.03	40-157	J. Rops	-	6.00	-	25.00	31.00
	W.pt. Lot 9	3.08	40-15710	L. Moffatt	-	9.00	-	38.00	47.00
	Ctr.pt. Lot 9	6.35	40-158	Shea Farms Ltd.	-	14.00	-	59.00	73.00
	E.pt. Lot 9	7.42	40-159	Shea Farms Ltd.	-	22.00	-	92.00	114.00

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts		Channel		Total
					Benefit	Outlet	Benefit	Outlet	
Gore	W.pt. Lot 10	8.27	40-160	C. & G. Holbrook	-	25.00	-	102.00	127.00
	E.pt. Lot 10	7.49	40-163	J. & J. Migchels	-	19.00	-	78.00	97.00
	Lot 11 & Lot 12	32.40	40-167	Hill Crest Poultry Ltd.	-	469.00	-	401.00	870.00
	S.pt. Lot 13	16.20	40-168	B. Shea	-	724.00	-	200.00	924.00
	S.pt. Lot 14 & Lot 15	24.30	40-175	Geo Paul Farms Inc.	-	934.00	-	258.00	1,192.00
14	W.pt. Lot 9	1.78	40-15710	L. Moffatt	-	3.00	-	11.00	14.00
	Ctr.pt. Lot 9	9.71	40-158	Shea Farms Ltd.	-	29.00	-	120.00	149.00
	E.pt. Lot 9	6.75	40-159	Shea Farms Ltd.	-	20.00	-	83.00	103.00
	pt. W.pt. Lot 10	18.17	40-162	K. Sisson	-	54.00	-	225.00	279.00
	E.pt. Lot 10	9.37	40-163	J. & J. Migchels	-	21.00	-	87.00	108.00
	W1/2 Lot 11	12.56	40-164	Clare Moffatt Farms Ltd.	-	31.00	-	129.00	160.00
	W2/3 E1/2 Lot 11	9.70	40-16410	P. Moffatt	-	29.00	-	120.00	149.00
	E.pt. Lot 11 & W.pt. Lot 12	14.16	40-165	LaSalle Farms Ltd.	-	42.00	-	175.00	217.00
	E1/4 Lot 12	11.73	40-166	A. Moffatt	-	35.00	-	145.00	180.00
	pt. W1/2 & pt. E1/2 Lot 12	22.68	40-16602	P. Moffatt	-	67.00	-	281.00	348.00
	S1/2 Lot 13	40.50	40-169	Minten Family Farms Ltd.	-	1,455.00	-	501.00	1,956.00
	N1/2 Lot 13	7.32	40-170	D. Moffatt	-	192.00	-	91.00	283.00
	NW1/4 Lot 14	4.50	40-171	Francis Leyten Farms Ltd.	-	101.00	-	28.00	129.00
	SW1/4 & E1/2 Lot 14	27.10	40-172	Minten Family Farms Ltd.	-	1,150.00	-	318.00	1,468.00
		1026.29		Total Agricultural Lands	34,284.00	22,891.00	-	12,267.00	69,442.00
Non-Agricultural Lands									
12	pt. E1/2 Lot 5	0.44	40-08101	T. Smith	-	3.00	-	11.00	14.00
13	pt. W1/2 Lot 7	0.90	40-11704	B. Thorne	-	15.00	-	22.00	37.00
	pt. W1/2 Lot 8	0.81	40-11908	L. Douglas	2,336.00	21.00	-	20.00	2,377.00
	pt. E1/2 Lot 9	0.72	40-12104	J. McPhail	-	64.00	-	18.00	82.00
	pt. S1/2 Lot 10	1.09	40-12401	LaSalle Farms Ltd.	-	97.00	-	27.00	124.00
	pt. N1/4 Lot 10	0.56	40-12295	L. Faulds	-	9.00	-	14.00	23.00
		4.52		Total Non-Agricultural Lands	2,336.00	209.00	-	112.00	2,657.00

Conc.	Lot or Part	Affected Hect.	Roll No.	Owner	Culverts		Channel		Total
					Benefit	Outlet	Benefit	Outlet	
Public Lands									
	LaSalle Line	5.76		Municipality of Brooke-Alvinston	12,450.00	318.00	-	211.00	12,979.00
	Sutorville Rd	2.10		Municipality of Brooke-Alvinston	4,671.00	25.00	-	78.00	4,774.00
	Little Ireland Rd	3.90		Municipality of Brooke-Alvinston	4,671.00	206.00	-	145.00	5,022.00
	Ebenezer Rd	<u>5.00</u>		Municipality of Brooke-Alvinston	-	515.00	-	186.00	701.00
		16.76		Total Public Lands	21,792.00	1,064.00	-	620.00	23,476.00
	Total Area	1047.57		Total Assessment	58,412.00	24,164.00	-	12,999.00	95,575.00
				Total Agricultural Lands	69,442.00				
				Total Non-Agricultural Lands	2,657.00				
				Total Public Lands	<u>23,476.00</u>				
					95,575.00				

SCHEDULE OF MAINTENANCE NO. 1

To maintain the open channel from Inwood Rd. to the outlet of the Parker Lucas Drain.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
13	W1/2 Lot 4	20.25	40-109	D. Acton	205.00	-	205.00	13.57
	W1/2 E1/2 Lot 4	10.12	40-110	1152513 Ontario Ltd.	100.00	-	100.00	10.12
	E1/4 Lot 4	10.12	40-111	P. & S. Moffatt	100.00	-	100.00	10.12
	S1/2 Lot 5	35.63	40-112	M. & L. Hall	100.00	19.00	119.00	35.63
	S1/2 Lot 6	40.50	40-113	E. Wilson	-	21.00	21.00	40.50
	W1/2 Lot 7	27.45	40-117	E. & M. Thorne	-	14.00	14.00	27.45
	E1/2 Lot 7	28.35	40-118	D. Thorne	-	14.00	14.00	27.50
	W1/2 Lot 8	39.69	40-119	Shea Farms Ltd.	-	20.00	20.00	37.71
	E1/2 Lot 8	40.50	40-120	Shea Farms Ltd.	-	21.00	21.00	40.10
	S3/4 Lot 9	59.98	40-121	J. Holbrook	-	27.00	27.00	52.78
	N1/4 Lot 9	20.25	40-122	Shea Farms Ltd.	-	11.00	11.00	20.25
	N1/4 Lot 10	19.69	40-123	C. & G. Holbrook	-	10.00	10.00	19.69
	S1/2 N1/2 Lot 10	20.25	40-12301	C. & G. Holbrook	-	11.00	11.00	20.25
	S1/2 Lot 10	39.41	40-124	LaSalle Farms Ltd.	-	20.00	20.00	39.41
	W1/4 Lot 11	20.25	40-125	Cob Roller Farms Ltd.	-	11.00	11.00	20.25
	E1/2 W1/2 Lot 11	19.83	40-126	T.J. Straatman Enterprises	-	10.00	10.00	19.83
	E1/2 Lot 11	40.50	40-127	A. Felder	-	21.00	21.00	40.50
	S1/2 Lot 12	40.50	40-128	Sue Douglas Ltd.	-	21.00	21.00	40.50
	S1/2 N1/2 Lot 11	20.25	40-129	R. Van Damme	-	9.00	9.00	17.42
	N1/4 Lot 11	20.25	40-12910	C. & M. Verberne	-	11.00	11.00	20.25
	Lot 13 & W1/2 Lot 14	105.20	40-130	R. Van Damme	-	55.00	55.00	105.20
	E1/4 Lot 14	24.28	40-132	Minten Family Farms Ltd.	-	13.00	13.00	24.28
	W1/2 Lot 15	14.60	40-133	T.J. Straatman Enterprises	-	8.00	8.00	14.60

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Gore	E.pt. Lot 8	2.03	40-157	J. Rops	-	1.00	1.00	2.03
	W.pt. Lot 9	3.08	40-15710	L. Moffatt	-	2.00	2.00	3.08
	Ctr.pt. Lot 9	6.35	40-158	Shea Farms Ltd.	-	2.00	2.00	4.76
	E.pt. Lot 9	7.42	40-159	Shea Farms Ltd.	-	4.00	4.00	7.42
	W.pt. Lot 10	8.27	40-160	C. & G. Holbrook	-	4.00	4.00	8.27
	E.pt. Lot 10	7.49	40-163	J. & J. Migchels	-	3.00	3.00	6.29
	Lot 11 & Lot 12	32.40	40-167	Hill Crest Poultry Ltd.	-	17.00	17.00	32.40
	S.pt. Lot 13	16.20	40-168	B. Shea	-	8.00	8.00	16.20
	S.pt. Lot 14 & Lot 15	24.30	40-175	Geo Paul Farms Inc.	-	11.00	11.00	20.90
14	W.pt. Lot 9	1.78	40-15710	L. Moffatt	-	-	-	0.89
	Ctr.pt. Lot 9	9.71	40-158	Shea Farms Ltd.	-	5.00	5.00	9.71
	E.pt. Lot 9	6.75	40-159	Shea Farms Ltd.	-	4.00	4.00	6.75
	pt. W.pt. Lot 10	18.17	40-162	K. Sisson	-	9.00	9.00	18.17
	E.pt. Lot 10	9.37	40-163	J. & J. Migchels	-	4.00	4.00	7.03
	W1/2 Lot 11	12.56	40-164	Clare Moffatt Farms Ltd.	-	5.00	5.00	10.42
	W2/3 E1/2 Lot 11	9.70	40-16410	P. Moffatt	-	5.00	5.00	9.70
	E.pt. Lot 11 & W.pt. Lot 12	14.16	40-165	LaSalle Farms Ltd.	-	7.00	7.00	14.16
	E1/4 Lot 12	11.73	40-166	A. Moffatt	-	6.00	6.00	11.73
	pt. W1/2 & pt. E1/2 Lot 12	22.68	40-16602	P. Moffatt	-	12.00	12.00	22.68
	S1/2 Lot 13	40.50	40-169	Minten Family Farms Ltd.	-	21.00	21.00	40.50
	N1/2 Lot 13	7.32	40-170	D. Moffatt	-	4.00	4.00	7.32
	NW1/4 Lot 14	4.50	40-171	Francis Leyten Farms Ltd.	-	1.00	1.00	2.25
	SW1/4 & E1/2 Lot 14	27.10	40-172	Minten Family Farms Ltd.	-	13.00	13.00	25.75
		1021.42			505.00	495.00	1,000.00	986.30
Non-Agricultural Lands								
12	pt. E1/2 Lot 5	0.44	40-08101	T. Smith	21.00	-	21.00	0.88
13	pt. W1/2 Lot 7	0.90	40-11704	B. Thorne	-	1.00	1.00	1.80
	pt. W1/2 Lot 8	0.81	40-11908	L. Douglas	-	1.00	1.00	1.62
	pt. E1/2 Lot 9	0.72	40-12104	J. McPhail	-	1.00	1.00	1.44
	pt. S1/2 Lot 10	1.09	40-12401	LaSalle Farms Ltd.	-	1.00	1.00	2.18
	pt. N1/4 Lot 10	0.56	40-12295	L. Faulds	-	1.00	1.00	1.12
		4.52			21.00	5.00	26.00	9.04

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Public Lands								
	LaSalle Line	5.76		Municipality of Brooke-Alvinston	263.00	9.00	272.00	17.28
	Sutorville Rd	2.10		Municipality of Brooke-Alvinston	-	3.00	3.00	6.30
	Little Ireland Rd	3.90		Municipality of Brooke-Alvinston	-	6.00	6.00	11.70
	Ebenezer Rd	<u>5.00</u>		Municipality of Brooke-Alvinston	-	8.00	8.00	15.00
		16.76			263.00	26.00	289.00	50.28
				Total Benefit	505.00			
				Total Outlet	<u>495.00</u>			
				Total Maintenance Assessment	1,000.00			
	Total Area	1042.70						

SCHEDULE OF MAINTENANCE NO. 2

To maintain the open channel from the outlet of the Parker Lucas Drain to the outlet of the Parker Kidd Drain.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
13	S1/2 Lot 5	4.87	40-112	M. & L. Hall	158.00	-	158.00	4.87
	S1/2 Lot 6	16.22	40-113	E. Wilson	348.00	-	348.00	16.22
	W1/2 Lot 7	6.81	40-117	E. & M. Thorne	-	6.00	6.00	6.81
	E1/2 Lot 7	8.10	40-118	D. Thorne	-	7.00	7.00	7.86
	W1/2 Lot 8	11.36	40-119	Shea Farms Ltd.	-	10.00	10.00	10.79
	E1/2 Lot 8	16.22	40-120	Shea Farms Ltd.	-	15.00	15.00	16.06
	S3/4 Lot 9	35.70	40-121	J. Holbrook	-	30.00	30.00	31.42
	S1/2 N1/2 Lot 10	10.13	40-12301	C. & G. Holbrook	-	10.00	10.00	10.13
	S1/2 Lot 10	39.41	40-124	LaSalle Farms Ltd.	-	38.00	38.00	39.41
	W1/4 Lot 11	15.39	40-125	Cob Roller Farms Ltd.	-	15.00	15.00	15.39
	E1/2 W1/2 Lot 11	15.38	40-126	T.J. Straatman Enterprises	-	15.00	15.00	15.38
	E1/2 Lot 11	33.22	40-127	A. Felder	-	32.00	32.00	33.22
	S1/2 Lot 12	40.50	40-128	Sue Douglas Ltd.	-	39.00	39.00	40.50
	S1/2 N1/2 Lot 11	20.25	40-129	R. Van Damme	-	17.00	17.00	17.42
	N1/4 Lot 11	18.23	40-12910	C. & M. Verberne	-	17.00	17.00	18.23
	Lot 13 & W1/2 Lot 14	105.20	40-130	R. Van Damme	-	100.00	100.00	105.20
	E1/4 Lot 14	24.28	40-132	Minten Family Farms Ltd.	-	23.00	23.00	24.28
	W1/2 Lot 15	14.60	40-133	T.J. Straatman Enterprises	-	14.00	14.00	14.60
Gore	Lot 11 & Lot 12	8.93	40-167	Hill Crest Poultry Ltd.	-	9.00	9.00	8.93
	S.pt. Lot 13	16.20	40-168	B. Shea	-	15.00	15.00	16.20
	S.pt. Lot 14 & Lot 15	24.30	40-175	Geo Paul Farms Inc.	-	20.00	20.00	20.90

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
14	E1/4 Lot 12	1.22	40-166	A. Moffatt	-	1.00	1.00	1.22
	S1/2 Lot 13	32.00	40-169	Minten Family Farms Ltd.	-	30.00	30.00	32.00
	N1/2 Lot 13	4.08	40-170	D. Moffatt	-	4.00	4.00	4.08
	NW1/4 Lot 14	4.50	40-171	Francis Leyten Farms Ltd.	-	2.00	2.00	2.25
	SW1/4 & E1/2 Lot 14	<u>27.10</u>	40-172	Minten Family Farms Ltd.	-	25.00	25.00	25.75
		554.20			506.00	494.00	1,000.00	539.10
Non-Agricultural Lands								
12	pt. E1/2 Lot 5	0.44	40-08101	T. Smith	21.00	-	21.00	0.88
13	pt. W1/2 Lot 7	0.90	40-11704	B. Thorne	-	2.00	2.00	1.80
	pt. W1/2 Lot 8	0.81	40-11908	L. Douglas	-	2.00	2.00	1.62
	pt. E1/2 Lot 9	0.72	40-12104	J. McPhail	-	1.00	1.00	1.44
	pt. S1/2 Lot 10	<u>1.09</u>	40-12401	LaSalle Farms Ltd.	-	2.00	2.00	2.18
		3.96			21.00	7.00	28.00	7.92
Public Lands								
	LaSalle Line	3.70		Municipality of Brooke-Alvinston	264.00	11.00	275.00	11.10
	Sutorville Rd	0.61		Municipality of Brooke-Alvinston	-	2.00	2.00	1.83
	Little Ireland Rd	1.37		Municipality of Brooke-Alvinston	-	4.00	4.00	4.11
	Ebenezer Rd	<u>3.76</u>		Municipality of Brooke-Alvinston	-	11.00	11.00	11.28
		9.44			264.00	28.00	292.00	28.32
Total Area 567.60					Total Benefit		506.00	
					Total Outlet		494.00	
					Total Maintenance Assessment		1,000.00	

SCHEDULE OF MAINTENANCE NO. 3

To maintain the open channel from the outlet of the Parker Kidd Drain to Little Ireland Rd.

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Agricultural Lands								
13	W1/2 Lot 7	3.26	40-117	E. & M. Thorne	79.00	-	79.00	3.26
	E1/2 Lot 7	1.39	40-118	D. Thorne	79.00	-	79.00	1.35
	W1/2 Lot 8	20.50	40-119	Shea Farms Ltd.	58.00	-	58.00	19.48
	E1/2 Lot 8	9.34	40-120	Shea Farms Ltd.	79.00	-	79.00	9.25
	S3/4 Lot 9	21.54	40-121	J. Holbrook	210.00	-	210.00	18.96
	S1/2 N1/2 Lot 10	10.13	40-12301	C. & G. Holbrook	-	11.00	11.00	10.13
	S1/2 Lot 10	39.41	40-124	LaSalle Farms Ltd.	-	44.00	44.00	39.41
	W1/4 Lot 11	15.39	40-125	Cob Roller Farms Ltd.	-	17.00	17.00	15.39
	E1/2 W1/2 Lot 11	15.38	40-126	T.J. Straatman Enterprises	-	17.00	17.00	15.38
	E1/2 Lot 11	33.22	40-127	A. Felder	-	37.00	37.00	33.22
	S1/2 Lot 12	40.50	40-128	Sue Douglas Ltd.	-	45.00	45.00	40.50
	S1/2 N1/2 Lot 11	20.25	40-129	R. Van Damme	-	19.00	19.00	17.42
	N1/4 Lot 11	18.23	40-12910	C. & M. Verberne	-	20.00	20.00	18.23
	Lot 13 & W1/2 Lot 14	105.20	40-130	R. Van Damme	-	117.00	117.00	105.20
	E1/4 Lot 14	24.28	40-132	Minten Family Farms Ltd.	-	27.00	27.00	24.28
	W1/2 Lot 15	14.60	40-133	T.J. Straatman Enterprises	-	16.00	16.00	14.60
Gore	Lot 11 & Lot 12	8.93	40-167	Hill Crest Poultry Ltd.	-	10.00	10.00	8.93
	S.pt. Lot 13	16.20	40-168	B. Shea	-	18.00	18.00	16.20
	S.pt. Lot 14 & Lot 15	24.30	40-175	Geo Paul Farms Inc.	-	23.00	23.00	20.90
14	E1/4 Lot 12	1.22	40-166	A. Moffatt	-	1.00	1.00	1.22
	S1/2 Lot 13	32.00	40-169	Minten Family Farms Ltd.	-	36.00	36.00	32.00
	N1/2 Lot 13	4.08	40-170	D. Moffatt	-	5.00	5.00	4.08
	NW1/4 Lot 14	4.50	40-171	Francis Leyten Farms Ltd.	-	3.00	3.00	2.25
	SW1/4 & E1/2 Lot 14	27.10	40-172	Minten Family Farms Ltd.	-	29.00	29.00	25.75
		510.95			505.00	495.00	1,000.00	497.36

Conc.	Lot or Part	Affected Hectares	Roll No.	Owner	Benefit (\$)	Outlet (\$)	Total (\$)	Equivalent Ha
Non-Agricultural Lands								
13	pt. W1/2 Lot 8	0.81	40-11908	L. Douglas	21.00	-	21.00	1.62
	pt. E1/2 Lot 9	0.72	40-12104	J. McPhail	-	2.00	2.00	1.44
	pt. S1/2 Lot 10	1.09	40-12401	LaSalle Farms Ltd.	-	2.00	2.00	2.18
		<u>2.62</u>			<u>21.00</u>	<u>4.00</u>	<u>25.00</u>	<u>5.24</u>
Public Lands								
	LaSalle Line	2.06		Municipality of Brooke-Alvinston	262.00	7.00	269.00	6.18
	Little Ireland Rd	1.37		Municipality of Brooke-Alvinston	-	5.00	5.00	4.11
	Ebenezer Rd	3.76		Municipality of Brooke-Alvinston	-	13.00	13.00	11.28
		<u>7.19</u>			<u>262.00</u>	<u>25.00</u>	<u>287.00</u>	<u>21.57</u>
				Total Benefit	505.00			
				Total Outlet	<u>495.00</u>			
				Total Maintenance Assessment	1,000.00			
	Total Area	520.76						

12th Concession Drain
Municipality of Brooke-Alvinston
September 8, 2025

SPECIFICATION OF WORK

1. Scope of Work

The work includes the replacement of one access culvert, erosion protection at all existing bridges, an updated profile for the drain, and updated maintenance provisions for future drainage works in Lot 4 – 9, Concession 13 & 14 and the Gore Concession, in the Municipality of Brooke-Alvinston.

2. General

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

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

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

3. Plans and Specifications

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

4. Health and Safety

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

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

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

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

5. Workplace Safety and Insurance Board

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

6. Weather Conditions

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

7. Removal of Existing Access Bridges / Culverts

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

8. Access Culverts

This item shall apply to the proposed access culvert replacements along the length of the drainage works. When culverts are to be replaced in the future, the size specified below shall be review by an engineer to ensure it meets the proper size for future standards and storm events. Any cost related to this review shall form part of the maintenance and be assessed out in the manner described above.

ACCESS CULVERTS TO BE REPLACED UNDER THIS REPORT:

Culvert No. 9 (Station 2+901) – Roll No. 40-120 consists of 6.0m wide open span bridge with no endwalls. The bridge shall be replaced with 10.0 metres of 2200 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

ACCESS BRIDGES / CULVERTS TO BE REPLACED IN THE FUTURE:

Culvert No. 1 (Station 0+307) – Roll No. 40-110 consists of 5.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 10.0 metres of 3690mm x 2690mm diameter CSPA pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 2 (Station 0+463) – Roll No. 40-111 consists of 5.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 10.0 metres of 3690mm x 2690mm diameter CSPA pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 3 (Station 1+069) – Roll No. 40-112 consists of 6.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 10.0 metres of 2200 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 4 (Station 1+364) – Roll No. 40-113 consists of 6.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 10.0 metres of 2200 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 5 (Station 1+833) – Sutorville Road consists of 10.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 20.0 metres of 2700 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 6 (Station 2+347) – Roll No. 40-118 consists of 5.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 10.0 metres of 2200 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 7 (Station 2+599) – Roll No. 40-11908 consists of 6.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 10.0 metres of 2200 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 8 (Station 2+731) – Roll No. 40-119 consists of 11.0m of 1800mm dia. CSP with concrete block endwalls. The culvert shall be replaced in the future with 10.0 metres of 2200 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 10 (Station 3+370) – Roll No. 40-121 consists of 6.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 10.0 metres of 2000 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

Culvert No. 11 (Station 3+674) – Little Ireland Road consists of 10.0m wide open span bridge with no endwalls. The bridge shall be replaced in the future with 20.0 metres of 2400 mm diameter CSP pipe with concrete block endwalls. Rip rap shall be installed on the drain banks along the edge of the blocks.

The Contractor shall supply, install, and backfill aluminized corrugated steel pipe (CSP) with a minimum wall thickness of 2.8mm. Corrugated Steel Pipe Arches and culverts under roadways shall have a minimum wall thickness of 3.5mm. All corrugation profiles shall be of helical lock seam manufacture using 68 x 13mm corrugations for 1600mm dia. pipe and smaller and 125 x 25mm corrugations for 1800mm dia. pipe and larger. Pipe with 125 x 25mm corrugations shall be used if 68 x 13mm corrugations are not

available. Roads culverts may be polymer laminated at the discretion of the Road Authority.

Pipes shall come in one section of 10 meters, except for the road crossings which shall be two lengths of 10 meters.

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

If an owner requests a longer culvert than that specified above, the entire cost of the additional pipe plus backfill shall be paid by the owner. The culvert lengths are based on using concrete block walls. If rip rap ends are to be utilized in the future, the culverts may be lengthened to accommodate the sloped ends (1.5:1.0).

The culvert may be moved upstream or downstream as necessary to avoid existing tile outlets. If they cannot be avoided the pipes shall be extended upstream or downstream of the proposed culvert and shall be done with non-perforated HDPE agricultural tubing with a manufactured coupling, elbow and rodent grate. Any tile outlets extended as a result of extra length requested by an owner shall be extended at the owner's expense.

The bottom of the excavation shall be excavated to the required depth with any over excavation backfilled with 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 within 150mm of finished grade with granular "B". 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, except for road crossing which shall be 98% modified standard proctor density. All backfill material above the springline shall be mechanically compacted using appropriate compaction equipment. The Contractor shall supply any extra backfill material required above the springline.

The culverts shall be installed as per manufacture recommendations with a minimum cover to be 1/6 of the diameter of the pipe measured from the top of the culvert to

finished grade. It shall be the responsibility of the contractor to ensure the culvert has no traffic on it until the minimum cover is met.

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

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

If rip rap ends are to be used, the pipes shall be lengthened to accommodate the travel width plus minimum 1.5:1 sideslopes. The rip rap shall consist of 150 mm x 300 mm quarry stone or approved equal. The area to receive the rip rap shall be graded to a depth of 400mm below finished grade. Filter fabric (Terrafix 250R or approved equal) shall then be placed with any joints overlapped a minimum 600mm. The quarry stone shall then be placed with the smaller pieces placed in the gaps and voids to give it a uniform appearance.

9. Open Channel Excavation (Future)

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

The excavated material shall be cast at least 1.5 metres clear of the top of the bank within the working area on private lands as described in the working corridor. The excavated material shall be spread back and levelled to a maximum depth of 150 mm along agricultural lands and trucked away from any grassed lawn areas or residential areas. 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 to the depths and grades as per the profile and drawings enclosed with this Report using the specifications described above. The sediment shall be removed leaving a rounded bottom with the intent not to undercut the existing sideslopes.

10. Brushing (Future)

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

It is recommended that a mechanical grinder attached to an excavator be used for the removal of brush and trees. Any brush and trees too large to grind shall be close cut to the ground with the logs and brush placed in brush piles and burned onsite by the contractor following all municipal, provincial and federal legislations. The Contractor shall be responsible for obtaining all necessary permits. If there is a cost for permits, this cost shall be paid for by the drainage works.

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

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

11. Silt Fence

The Contractor shall maintain a dry working area during construction. The Contractor shall install a silt fence downstream of the work area.

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

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

12. Environmental Considerations

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

- Operate machinery in a manner that minimizes disturbance to the banks of the watercourse.
- Erosion and sediment control measures must be installed prior to construction to prevent sediment from entering the water body.
- All granular and erosion control materials shall be stockpiled a minimum of 1.5 metres from the top of the bank or excavation. Material shall not be placed in surface water runs or open inlets that enter the channel.
- All activities, including maintenance procedures, shall be controlled to prevent the entry of petroleum products, debris, rubble, concrete, or other deleterious substances into the water. Vehicle and equipment refuelling and maintenance shall be conducted away from the channel, any surface water runs, or open inlets. All waste materials shall be stockpiled well back from the top of the bank and all surface water runs and open inlets that enter the drain.
- When possible, all construction within the open channel shall be carried out during periods of low flow or in dry conditions.
- The Contractor shall conduct regular inspections and maintain erosion and sediment control measures and structures during the course of construction.
- The Contractor shall repair erosion and sediment control measures and structures if damage occurs.
- The Contractor shall remove non-biodegradable erosion and sediment control materials once site is stabilized.
- Remove all construction materials from site upon project completion.

13. Benchmarks

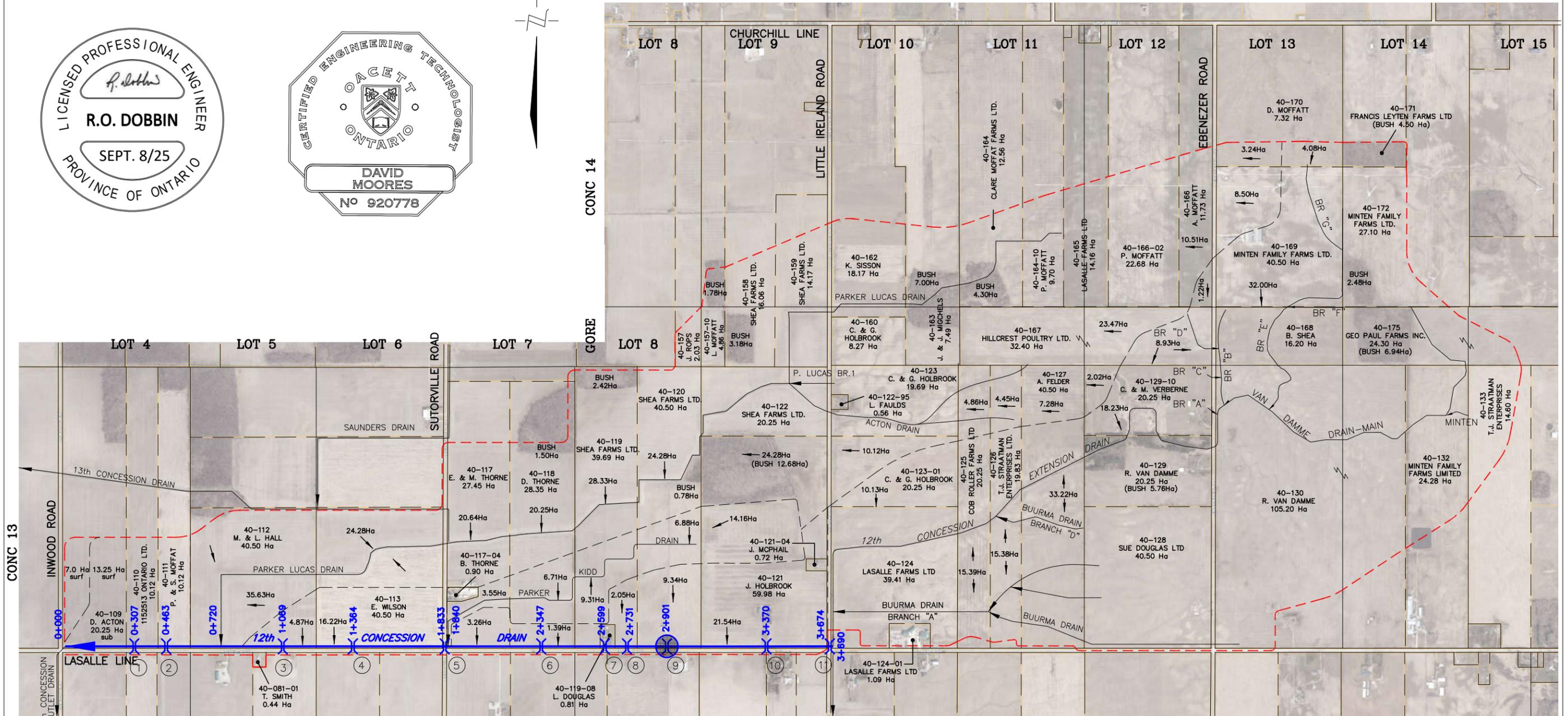
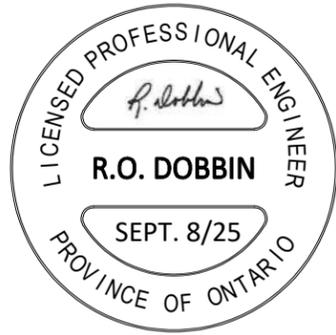
The benchmarks are based on geodetic elevations. Elevations are available at the culvert locations shown on the profile drawings. Where these elevations are on existing structures to be replaced, they shall be moved prior to the removal of the culverts. It is the responsibility of the contractor to preform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

14. Miscellaneous

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

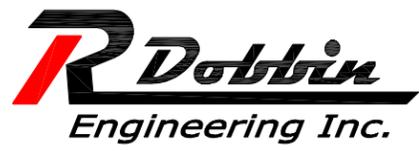
Any fences that must be removed to allow construction or maintenance shall be reinstalled by the Contractor using the existing materials.

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



LEGEND

- - - DRAINAGE AREA
- 12th CONCESSION DRAIN
- MUNICIPAL DRAIN
- ① CULVERT NUMBER
- + PROPOSED CULVERT



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

DRAWING NAME: 12th Concession Drain Plan
 PROJECT No. 2024-1618

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	SEPT. 8, 2025	CS
D. MOORES				
DRAWN				
C. SAUNDERS				

SCALE: 1:20,000
 0 200 400 600m

MUNICIPALITY of BROOKE-ALVINSTON

12th CONCESSION DRAIN PLAN

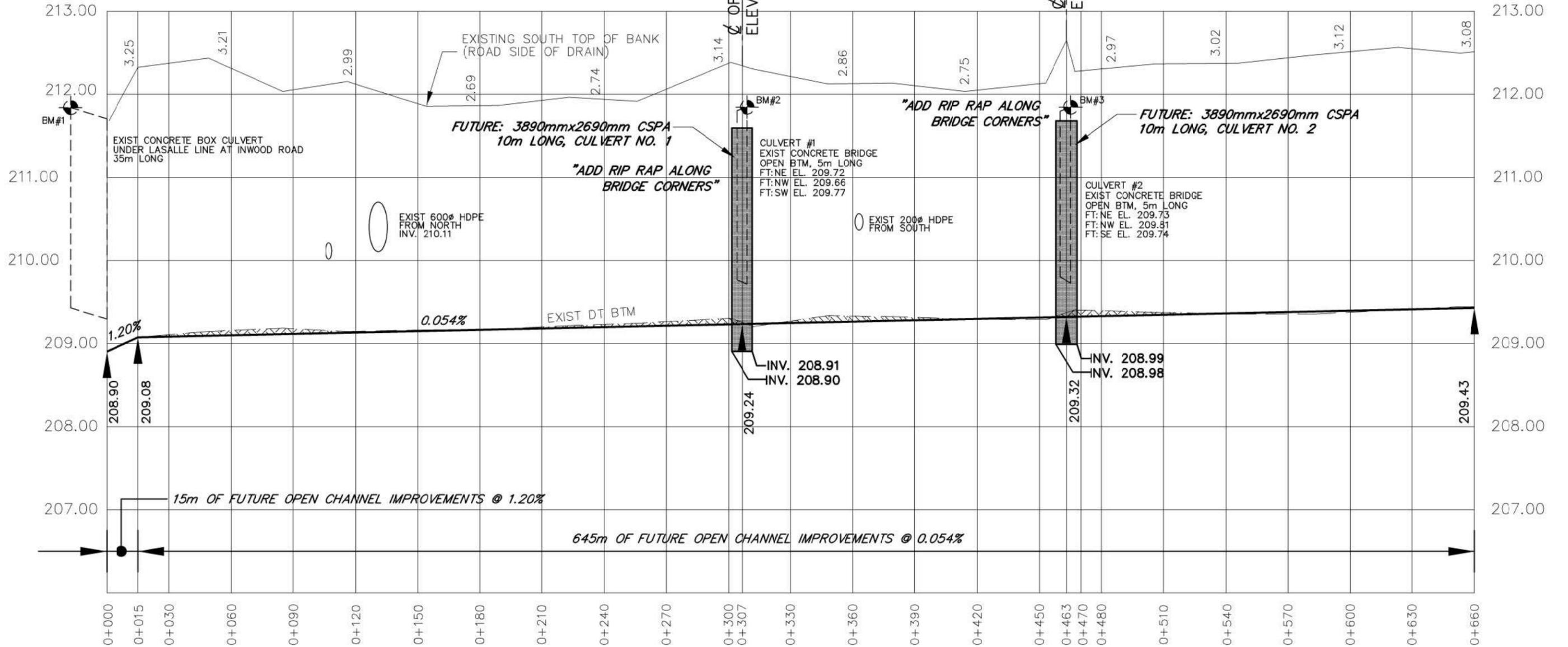
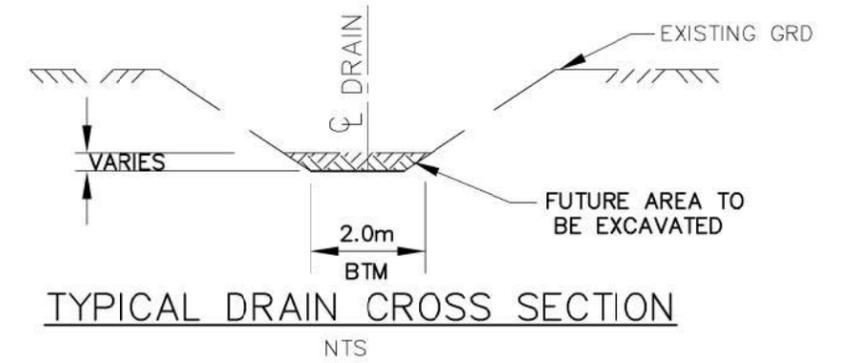
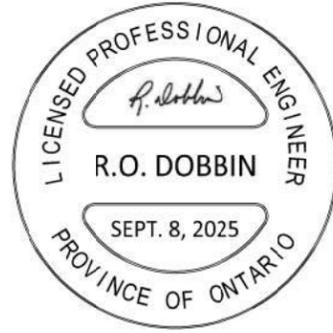
1
 OF 10

GENERAL NOTES

- BENCHMARK No.1 ELEV. 211.98
TOP SW CORNER OF EXISTING BOX CULVERT
STATION 0+000

BENCHMARK No.2 ELEV. 211.82
TOP CONC. BRIDGE EAST SIDE CULVERT #1
STATION 0+307

BENCHMARK No.3 ELEV. 211.84
TOP CONC. BRIDGE EAST SIDE CULVERT #2
STATION 0+463
- UPPER NUMBERS ARE DEPTH FROM EXISTING
GROUND TO PROPOSED DRAIN BOTTOM



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

DRAWING NAME:
12th Concession Drain Profile 1

PROJECT No.
2024-1618

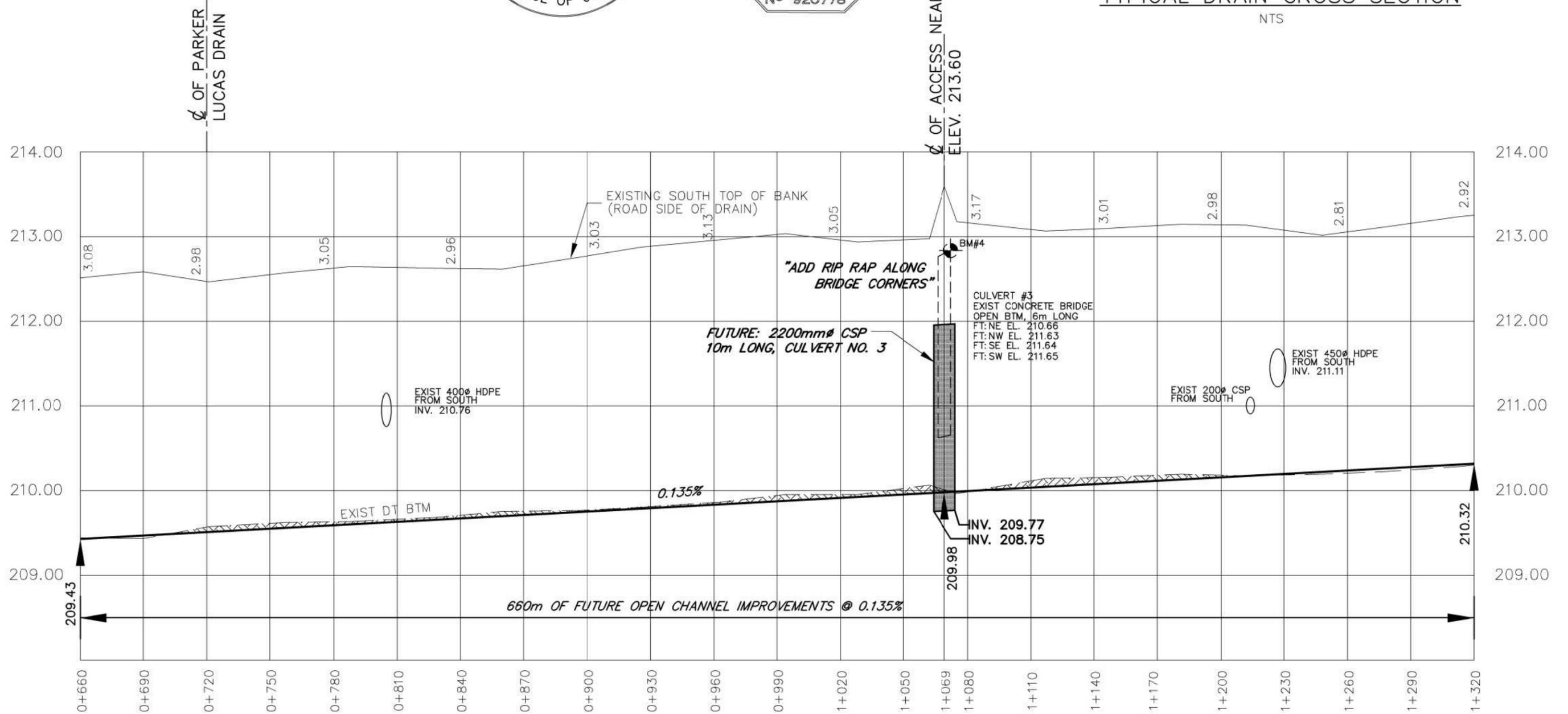
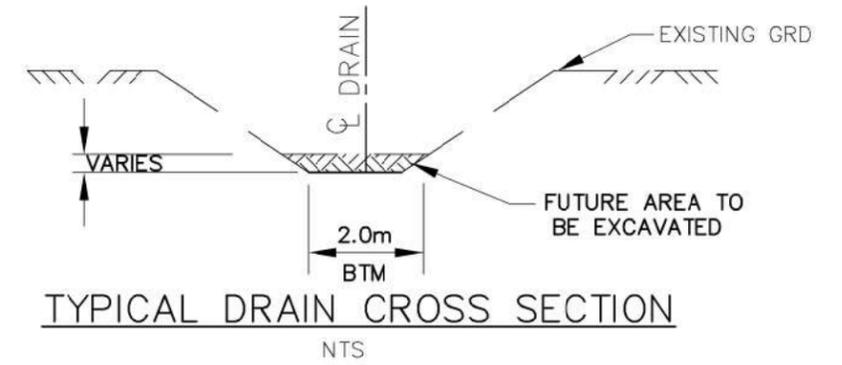
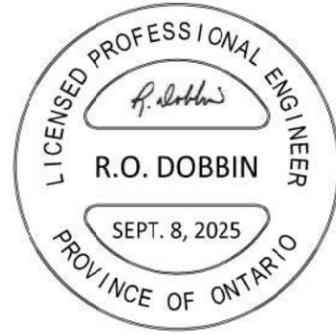
APPROVED R. DOBBIN	NO.	REVISIONS	DATE	BY
CHECKED D. MOORES	1	FINAL REPORT	SEPT. 8, 2025	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m				

MUNICIPALITY of BROOKE - ALVINSTON
12TH CONCESSION DRAIN
PROFILE

2
OF 10

GENERAL NOTES

- BENCHMARK No.4 ELEV. 212.84
TOP CONC. BRIDGE EAST SIDE CULVERT #3
STATION 1+069
- UPPER NUMBERS ARE DEPTH FROM EXISTING
GROUND TO PROPOSED DRAIN BOTTOM



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Petrolia Ontario, N0N 1R0
Phone: (519) 832-0032 Fax: (519) 882-2233

DRAWING NAME:
12th Concession Drain Profile 2

PROJECT No.
2024-1618

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED D. MOORES	1	FINAL REPORT	SEPT. 8, 2025	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m				

MUNICIPALITY of BROOKE - ALVINSTON
12TH CONCESSION DRAIN
PROFILE

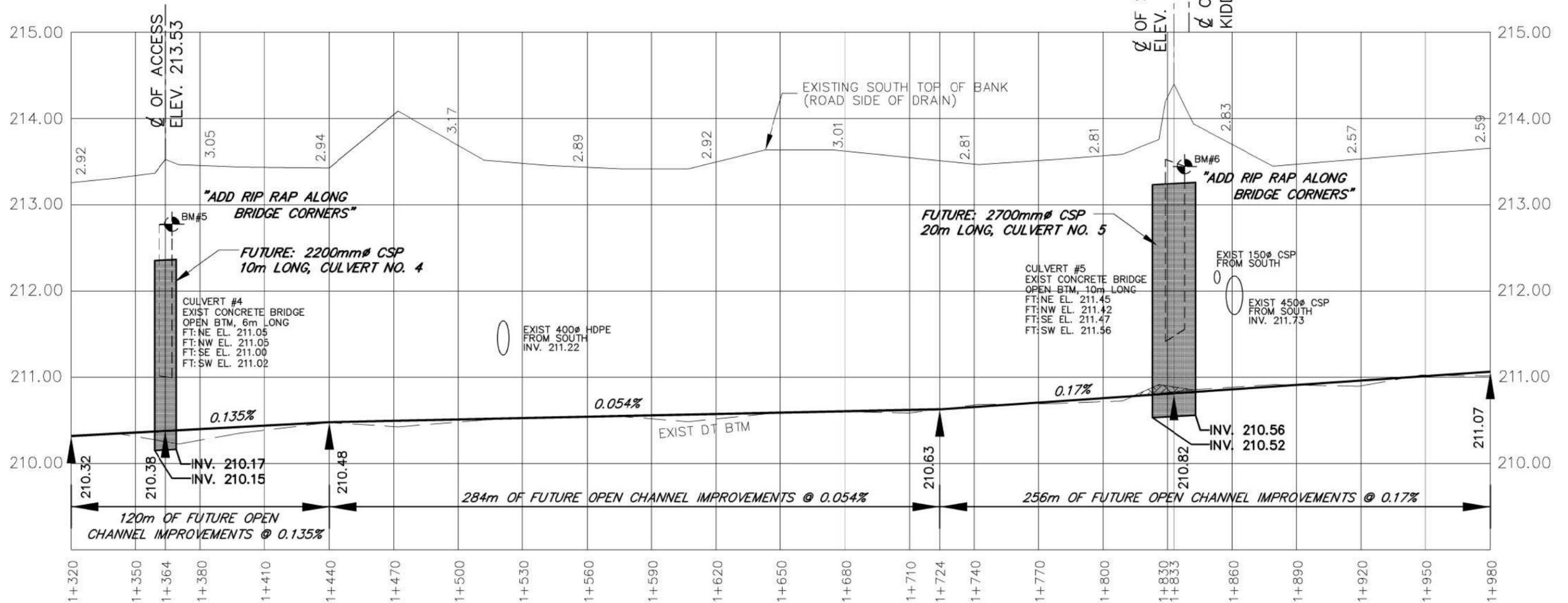
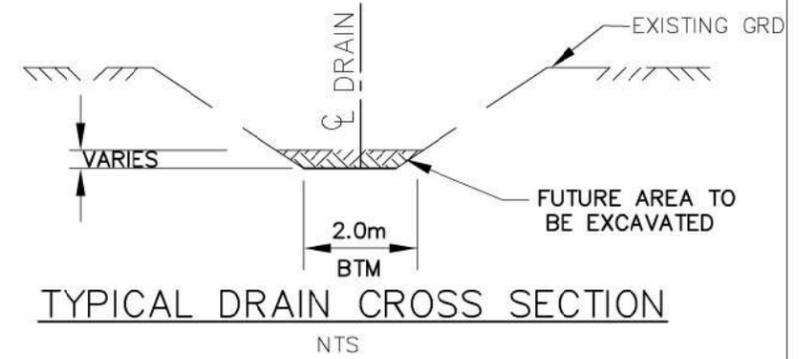
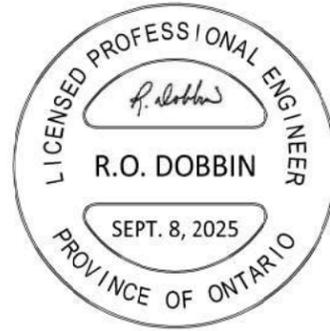
3
OF 10

GENERAL NOTES

1. BENCHMARK No.5 ELEV. 212.78
TOP CONC. BRIDGE EAST SIDE CULVERT #4
STATION 1+364

BENCHMARK No.6 ELEV. 213.45
TOP CONC. BRIDGE EAST SIDE CULVERT #5
SUTTORVILLE RD. STATION 1+883

2. UPPER NUMBERS ARE DEPTH FROM EXISTING
GROUND TO PROPOSED DRAIN BOTTOM



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

DRAWING NAME:
12th Concession Drain Profile 3

PROJECT No.
2024-1618

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED D. MOORES	1	FINAL REPORT	SEPT. 8, 2025	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000 0 20 40 60m			

MUNICIPALITY of BROOKE - ALVINSTON
12TH CONCESSION DRAIN
PROFILE

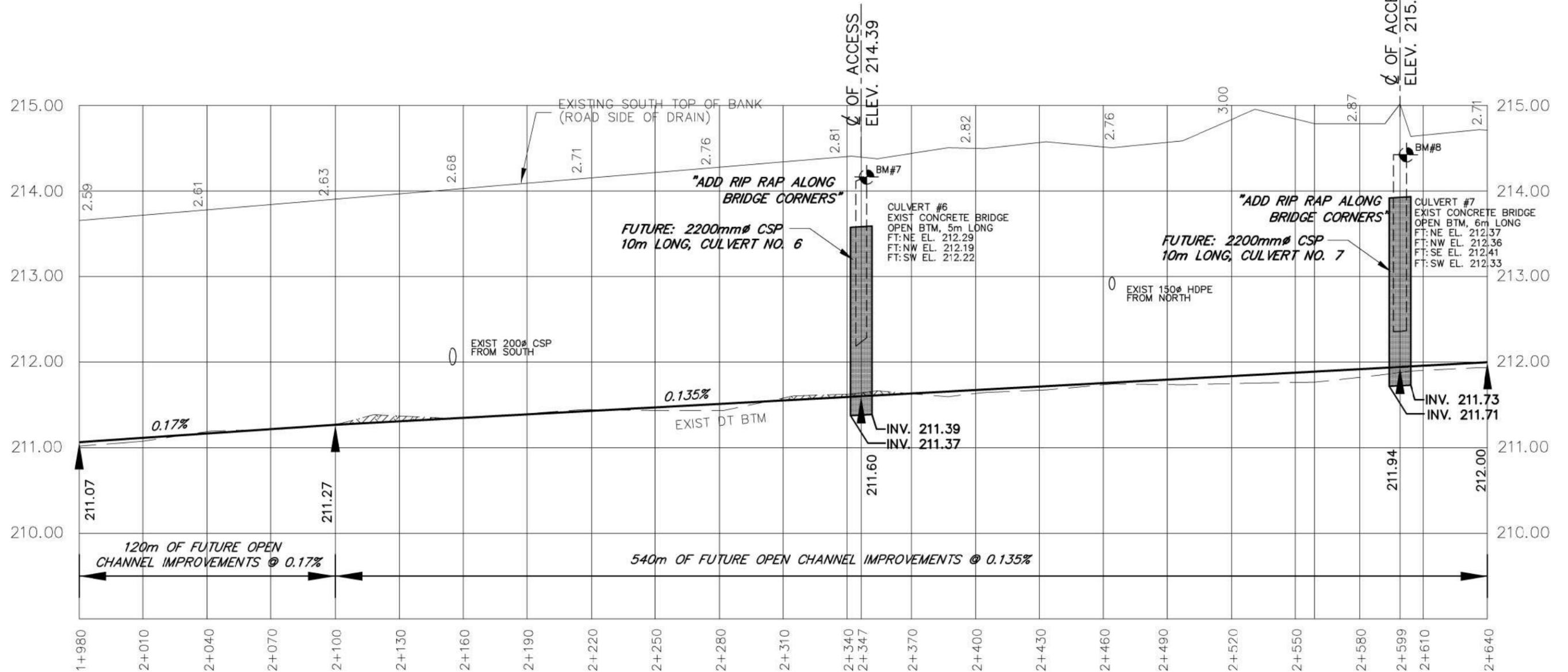
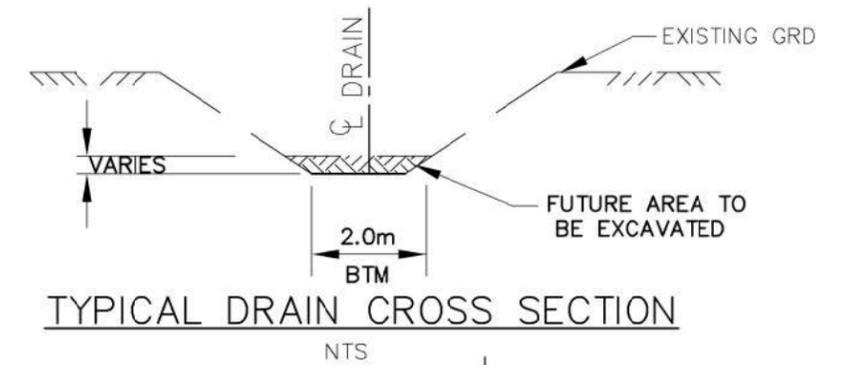
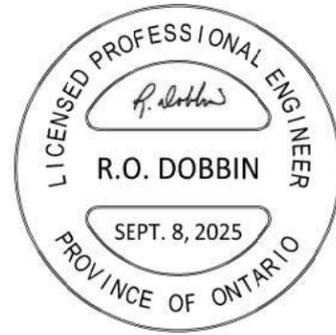
4
OF 10

GENERAL NOTES

1. BENCHMARK No.7 ELEV. 214.17
TOP CONC. BRIDGE EAST SIDE CULVERT #6
STATION 2+347

BENCHMARK No.8 ELEV. 214.43
TOP CONC. BRIDGE EAST SIDE CULVERT #7
STATION 2+599

2. UPPER NUMBERS ARE DEPTH FROM EXISTING
GROUND TO PROPOSED DRAIN BOTTOM



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

DRAWING NAME:
12th Concession Drain Profile 4

PROJECT No.
2024-1618

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	SEPT. 8, 2025	CS
D. MOORES				
DRAWN	SCALE: 1:2,000			
C. SAUNDERS	0 20 40 60m			

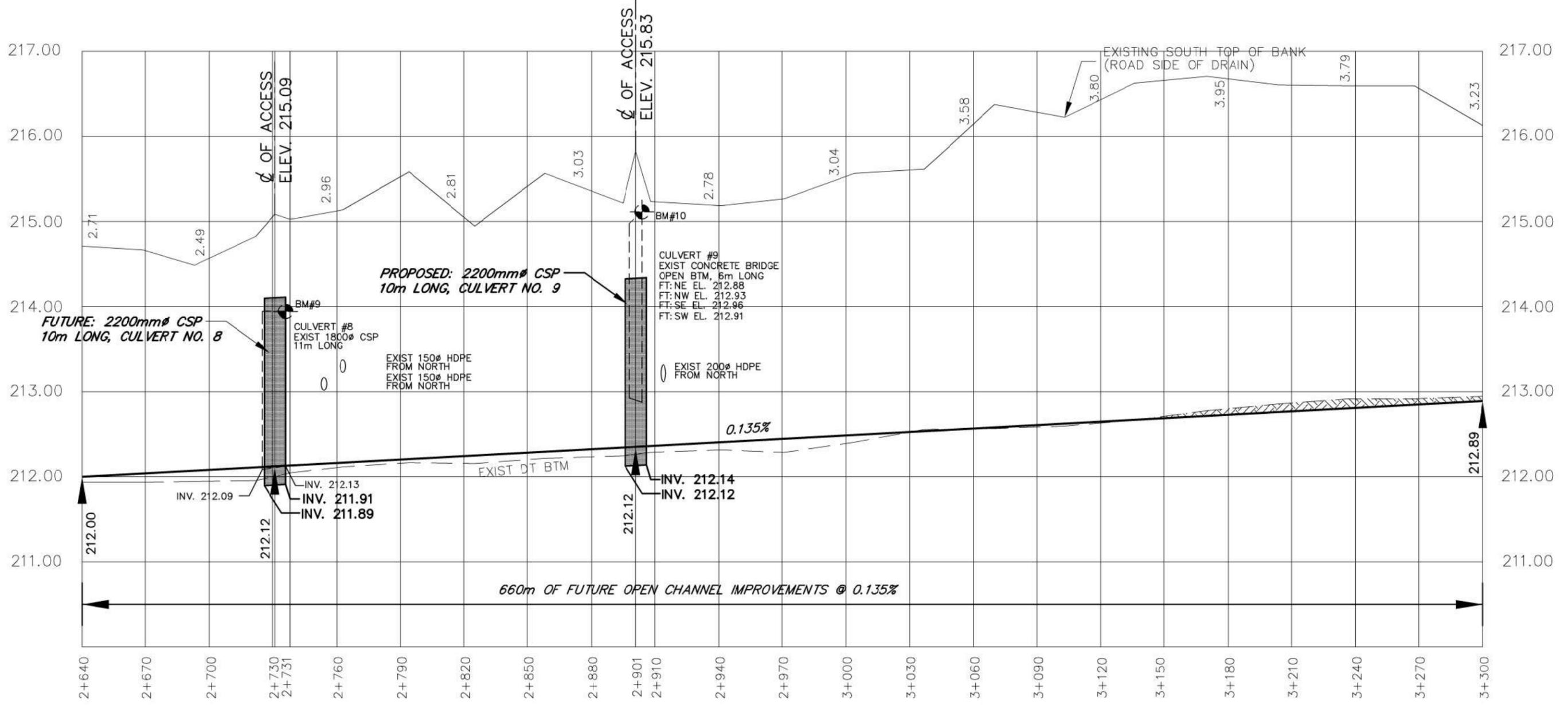
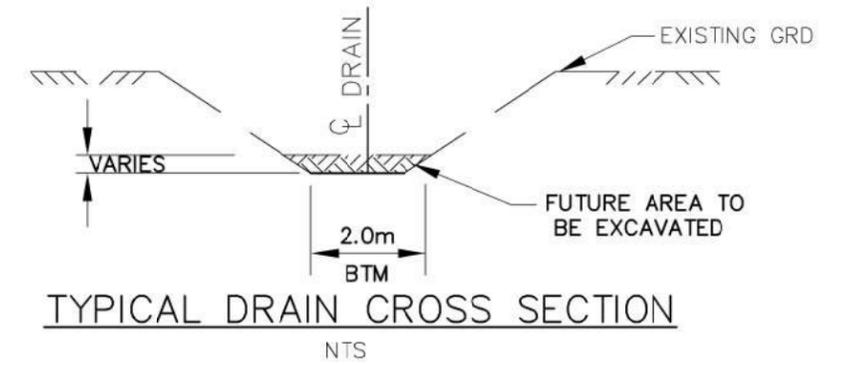
MUNICIPALITY of BROOKE - ALVINSTON
12TH CONCESSION DRAIN
PROFILE

5
OF 10

GENERAL NOTES

- BENCHMARK No.9 ELEV. 213.95
TOP OF CSP EAST SIDE CULVERT #8
STATION 2+731

BENCHMARK No.10 ELEV. 215.12
TOP CONC. BRIDGE EAST SIDE CULVERT #9
STATION 2+901
- UPPER NUMBERS ARE DEPTH FROM EXISTING GROUND TO PROPOSED DRAIN BOTTOM



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Petroia Ontario, N0N 1R0
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DRAWING NAME:
12th Concession Drain Profile 5

PROJECT No.
2024-1618

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	SEPT. 8, 2025	CS
D. MOORES				
DRAWN	SCALE: 1:2,000			
C. SAUNDERS	0 20 40 60m			

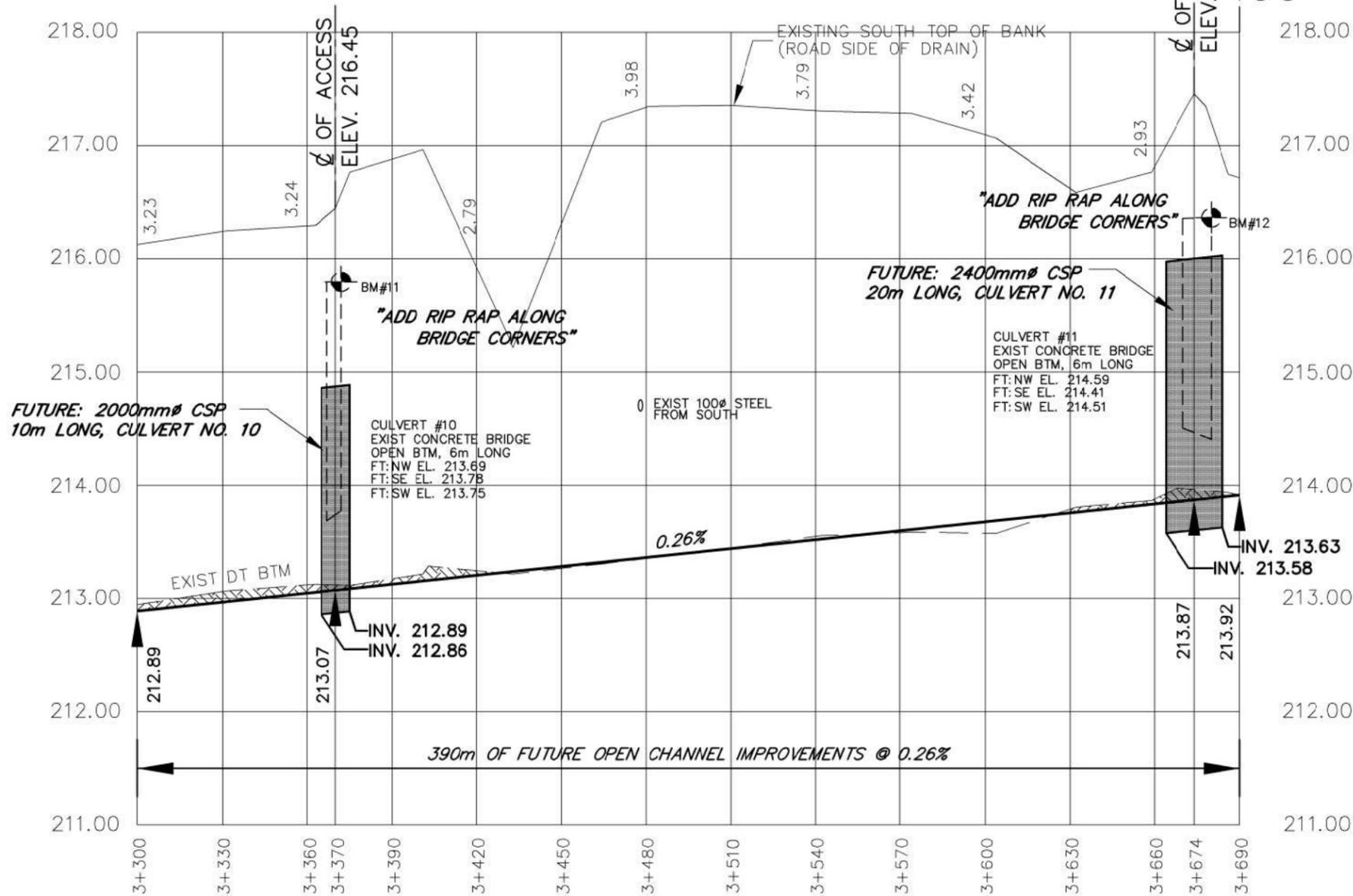
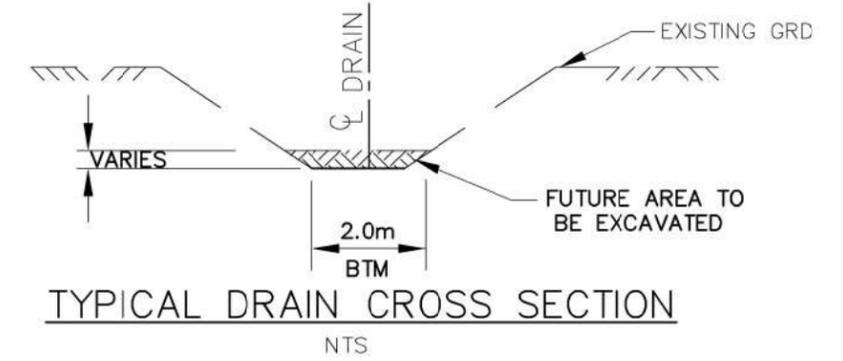
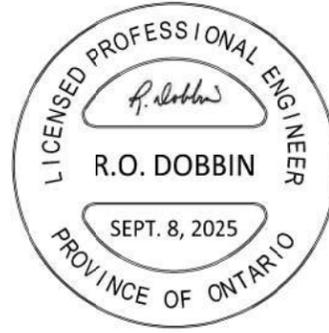
MUNICIPALITY of BROOKE - ALVINSTON
12TH CONCESSION DRAIN
PROFILE

6
OF 10

GENERAL NOTES

- BENCHMARK No.11 ELEV. 215.80
TOP CONC. BRIDGE EAST SIDE CULVERT #10
STATION 3+370

BENCHMARK No.12 ELEV. 216.37
TOP CONC. BRIDGE EAST SIDE CULVERT #11
LITTLE IRELAND RD STATION 3+674
- UPPER NUMBERS ARE DEPTH FROM EXISTING
GROUND TO PROPOSED DRAIN BOTTOM



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

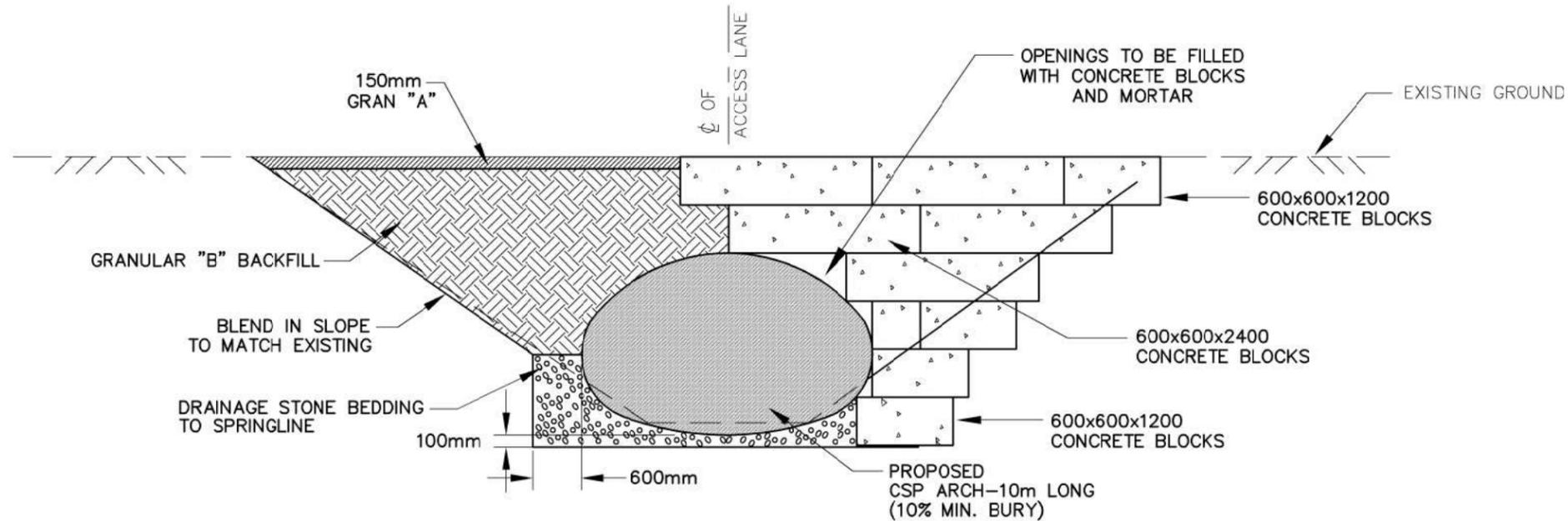
DRAWING NAME:
12th Concession Drain Profile 6

PROJECT No.
2024-1618

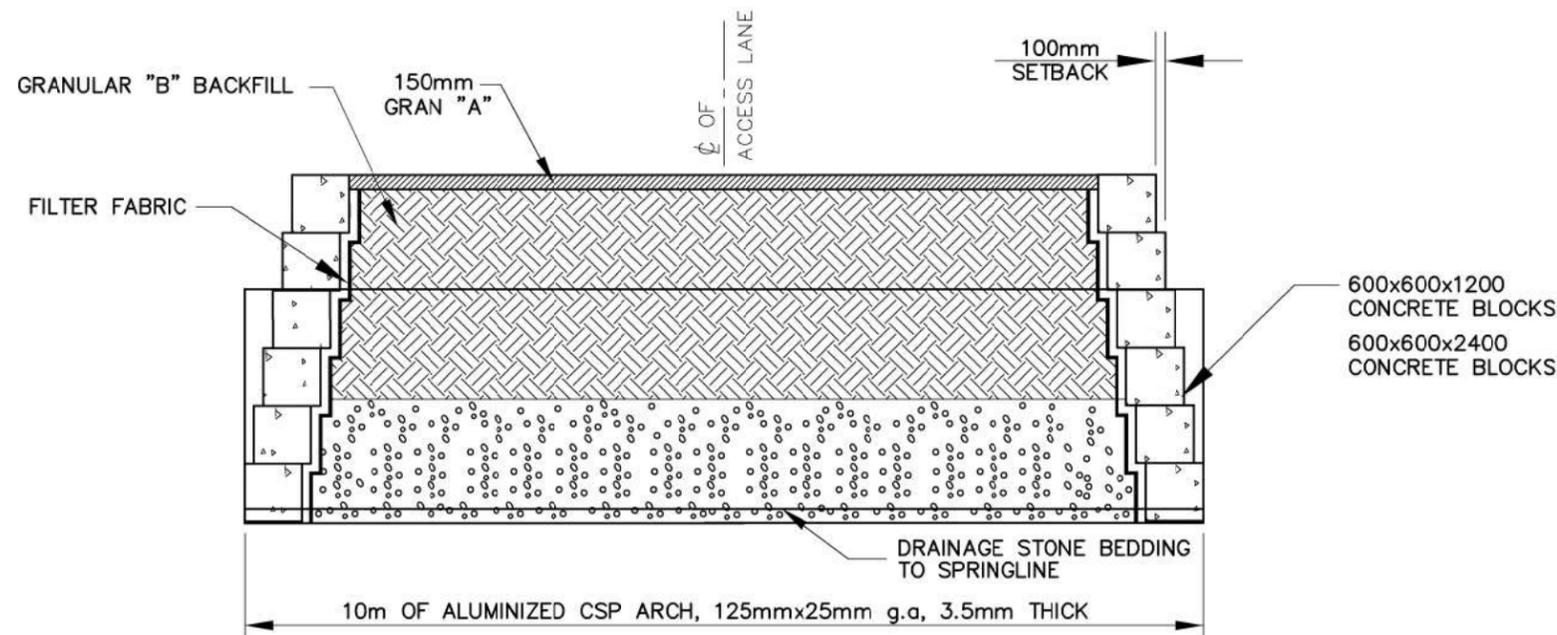
APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED D. MOORES	1	FINAL REPORT	SEPT. 8, 2025	CS
DRAWN C. SAUNDERS	SCALE: 1:2,000			
0 20 40 60m				

MUNICIPALITY of BROOKE - ALVINSTON
12TH CONCESSION DRAIN
PROFILE

7
OF 10



PROPOSED PIPE END SECTION



PROPOSED CROSS-SECTION

BM No.1 ELEV. 211.98
 TOP SW CORNER OF EXISTING
 BOX CULVERT UNDER LASALLE
 LINE. STA. 0+000

BM No.2 ELEV. 211.82
 TOP OF CONC. BRIDGE EAST
 SIDE OF CULVERT #1
 STA. 0+307

BM No.3 ELEV. 211.84
 TOP OF CONC. BRIDGE EAST
 SIDE OF CULVERT #2
 STA. 0+463

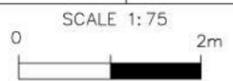


NOTE:
 ALL BACKFILL COMPACTED
 TO 95% MODIFIED PROCTOR DENSITY
 USE THIS DRAWING FOR CULVERTS
 #1 AND #2



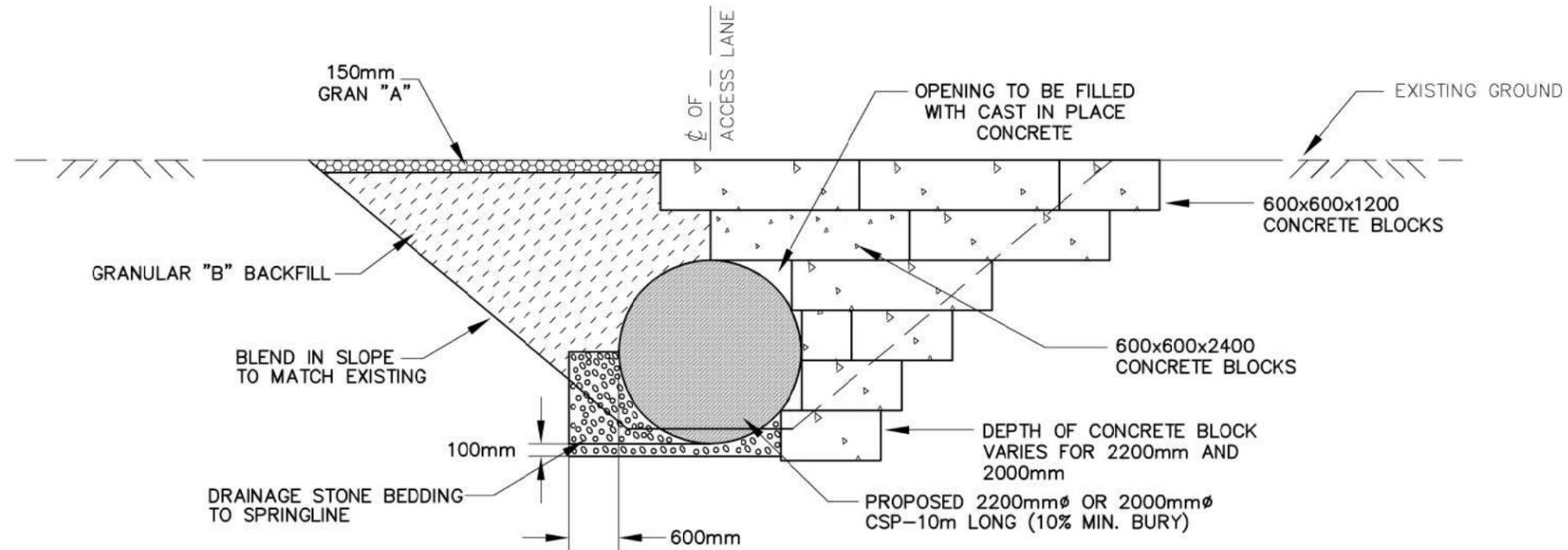
4218 Oil Heritage Road
 Petrolia Ontario, N0N 1R0
 Phone: (519) 882-0032 Fax: (519) 882-2233

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	SEPT. 8, 2025	DM
B. VAN RUITENBURG				
DRAWN				
D. MOORES				

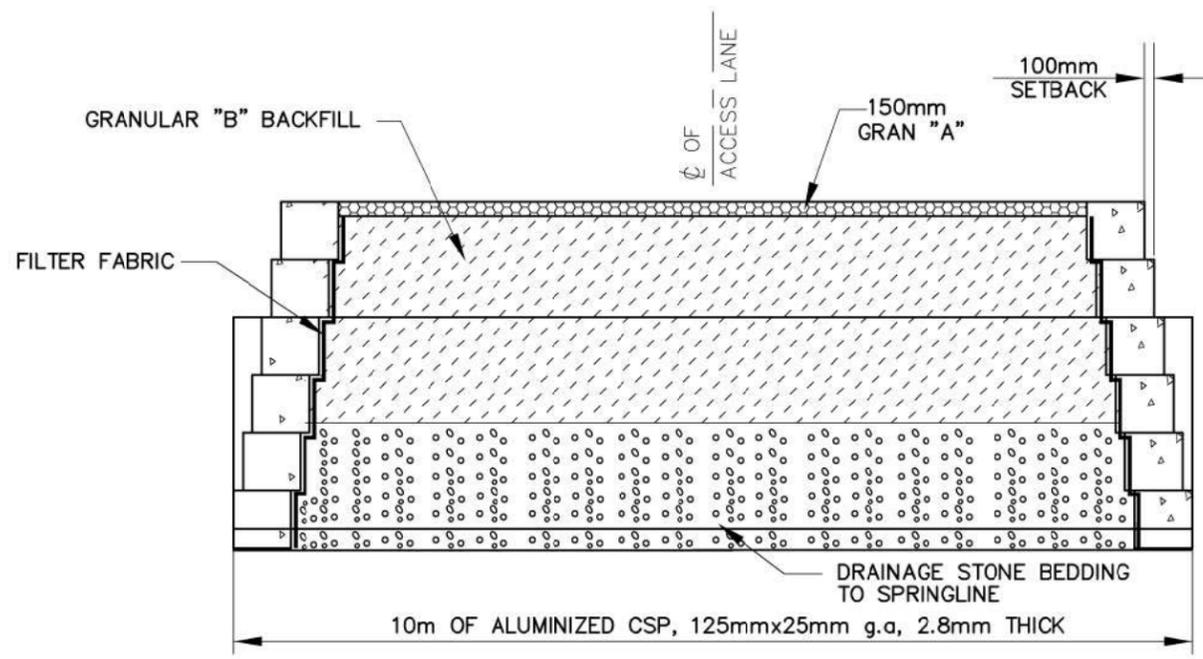


MUNICIPALITY of BROOKE-ALVINSTON
 12th CONCESSION DRAIN
 CULVERT DETAIL 3890mm x 2690mm CSPA

8
OF 10



PROPOSED PIPE END SECTION



PROPOSED CROSS-SECTION



- BM No.4 ELEV. 212.84**
TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #3.
STA. 1+069
- BM No.5 ELEV. 212.78**
TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #4
STA. 1+364
- BM No.7 ELEV. 214.17**
TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #6
STA. 2+347
- BM No.8 ELEV. 214.43**
TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #7
STA. 2+599
- BM No.9 ELEV. 213.95**
TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #8
STA. 2+731
- BM No.10 ELEV. 215.12**
TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #9
STA. 2+901
- BM No.11 ELEV. 215.80**
TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #10
STA. 3+370

NOTE:
ALL BACKFILL COMPACTED TO 95% MODIFIED PROCTOR DENSITY
USE THIS DRAWING FOR CULVERTS #3, #4, #6, #7, #8, #9, AND #10



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

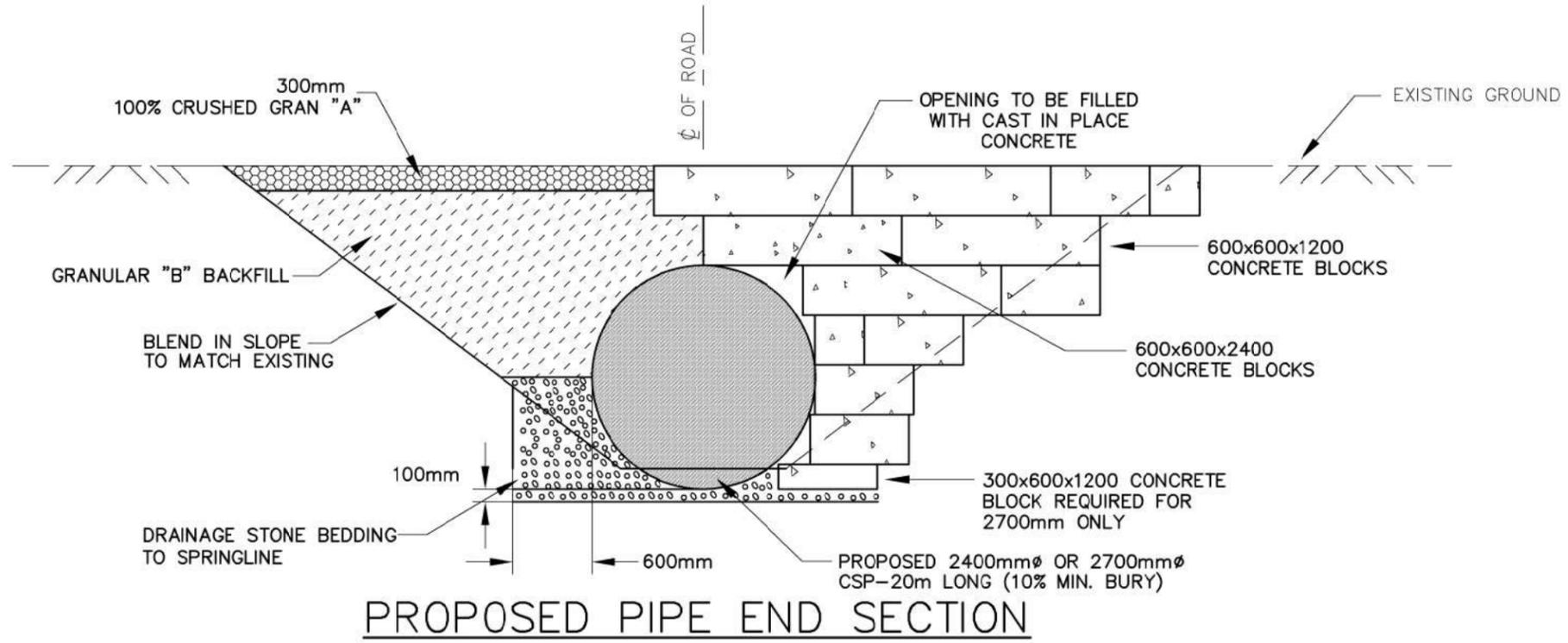
DRAWING NAME: 12th Concession Drain Access Culvert CSP Detail
PROJECT No. 2024-1618

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	SEPT. 8, 2025	DM
B. VAN RUITENBURG				
DRAWN				
D. MOORES				

SCALE 1:75
0 2m

MUNICIPALITY of BROOKE-ALVINSTON
12th CONCESSION DRAIN
ACCESS CULVERT DETAIL 2200mmØ & 2000mmØ

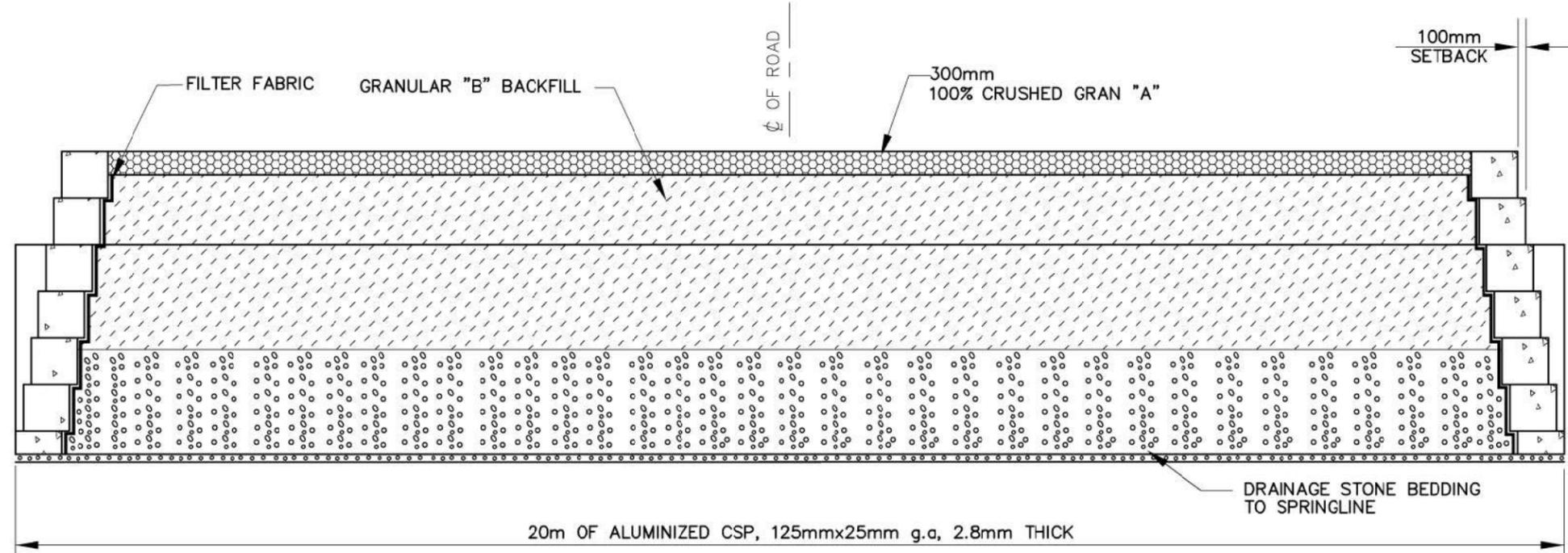
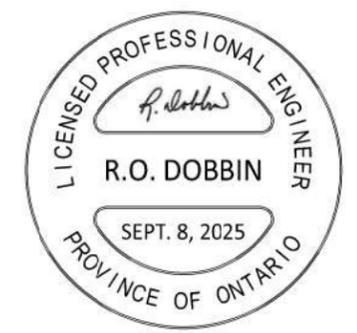
9 OF 10



PROPOSED PIPE END SECTION

BM No.6 ELEV. 213.45
 TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #5
 SUTORVILLE RD. STA. 1+883

BM No.12 ELEV. 216.37
 TOP OF CONC. BRIDGE EAST SIDE OF CULVERT #11
 LITTLE IRELAND RD. STA. 3+674



PROPOSED CROSS-SECTION

NOTE:
 ALL BACKFILL COMPACTED TO 98% MODIFIED PROCTOR DENSITY
 USE THIS DRAWING FOR CULVERTS #5 AND #11



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

DRAWING NAME: 12th Concession Drain Road Culvert CSP Detail
 PROJECT No. 2024-1618

APPROVED	NO.	REVISIONS	DATE	BY
R. DOBBIN				
CHECKED	1	FINAL REPORT	SEPT. 8, 2025	DM
B. VAN RUITENBURG				
DRAWN				
D. MOORES				

SCALE 1:75

MUNICIPALITY of BROOKE-ALVINSTON
 12th CONCESSION DRAIN
 ROAD CULVERT DETAIL 2400mmØ & 2700mmØ

10
 OF 10

ENCLOSURE

ESTIMATED NET ASSESSMENT

To replace one farm access culvert in Lot 8, Concession 13, erosion protection at all existing bridges, an updated profile for the drain, and updated maintenance provisions for future drainage works.

Conc.	Lot or Part	Roll No.	Owner	Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Agricultural Lands							
13	W1/2 Lot 4	40-109	D. Acton	188.00	63.00	-	125.00
	W1/2 E1/2 Lot 4	40-110	1152513 Ontario Ltd.	2,476.00	825.00	-	1,651.00
	E1/4 Lot 4	40-111	P. & S. Moffatt	2,491.00	830.00	-	1,661.00
	S1/2 Lot 5	40-112	M. & L. Hall	2,970.00	990.00	-	1,980.00
	S1/2 Lot 6	40-113	E. Wilson	3,044.00	1,015.00	-	2,029.00
	W1/2 Lot 7	40-117	E. & M. Thorne	458.00	153.00	-	305.00
	E1/2 Lot 7	40-118	D. Thorne	2,803.00	934.00	-	1,869.00
	W1/2 Lot 8	40-119	Shea Farms Ltd.	1,161.00	387.00	-	774.00
	E1/2 Lot 8	40-120	Shea Farms Ltd.	20,656.00	6,885.00	100.00	13,671.00
	S3/4 Lot 9	40-121	J. Holbrook	4,085.00	1,362.00	-	2,723.00
	N1/4 Lot 9	40-122	Shea Farms Ltd.	310.00	103.00	-	207.00
	N1/4 Lot 10	40-123	C. & G. Holbrook	302.00	101.00	-	201.00
	S1/2 N1/2 Lot 10	40-12301	C. & G. Holbrook	733.00	244.00	-	489.00
	S1/2 Lot 10	40-124	LaSalle Farms Ltd.	2,248.00	749.00	-	1,499.00
	W1/4 Lot 11	40-125	Cob Roller Farms Ltd.	952.00	317.00	-	635.00
	E1/2 W1/2 Lot 11	40-126	T.J. Straatman Enterprises	945.00	315.00	-	630.00
	E1/2 Lot 11	40-127	A. Felder	2,007.00	669.00	-	1,338.00
	S1/2 Lot 12	40-128	Sue Douglas Ltd.	2,311.00	770.00	-	1,541.00
	S1/2 N1/2 Lot 11	40-129	R. Van Damme	993.00	331.00	-	662.00
	N1/4 Lot 11	40-12910	C. & M. Verberne	1,071.00	357.00	-	714.00
	Lot 13 & W1/2 Lot 14	40-130	R. Van Damme	6,002.00	2,001.00	-	4,001.00

Conc.	Lot or Part	Roll No.	Owner	Assessment	Estimated Grant	Allowances	Estimated Net Assess.
13	E1/4 Lot 14	40-132	Minten Family Farms Ltd.	1,385.00	462.00	-	923.00
	W1/2 Lot 15	40-133	T.J. Straatman Enterprises	833.00	278.00	-	555.00
	E.pt. Lot 8	40-157	J. Rops	31.00	10.00	-	21.00
	W.pt. Lot 9	40-15710	L. Moffatt	47.00	16.00	-	31.00
	Ctr.pt. Lot 9	40-158	Shea Farms Ltd.	73.00	24.00	-	49.00
	E.pt. Lot 9	40-159	Shea Farms Ltd.	114.00	38.00	-	76.00
Gore	W.pt. Lot 10	40-160	C. & G. Holbrook	127.00	42.00	-	85.00
	E.pt. Lot 10	40-163	J. & J. Migchels	97.00	32.00	-	65.00
	Lot 11 & Lot 12	40-167	Hill Crest Poultry Ltd.	870.00	290.00	-	580.00
	S.pt. Lot 13	40-168	B. Shea	924.00	308.00	-	616.00
	S.pt. Lot 14 & Lot 15	40-175	Geo Paul Farms Inc.	1,192.00	397.00	-	795.00
14	W.pt. Lot 9	40-15710	L. Moffatt	14.00	5.00	-	9.00
	Ctr.pt. Lot 9	40-158	Shea Farms Ltd.	149.00	50.00	-	99.00
	E.pt. Lot 9	40-159	Shea Farms Ltd.	103.00	34.00	-	69.00
	pt. W.pt. Lot 10	40-162	K. Sisson	279.00	93.00	-	186.00
	E.pt. Lot 10	40-163	J. & J. Migchels	108.00	36.00	-	72.00
	W1/2 Lot 11	40-164	Clare Moffatt Farms Ltd.	160.00	53.00	-	107.00
	W2/3 E1/2 Lot 11	40-16410	P. Moffatt	149.00	50.00	-	99.00
	E.pt. Lot 11 & W.pt. Lot 12	40-165	LaSalle Farms Ltd.	217.00	72.00	-	145.00
	E1/4 Lot 12	40-166	A. Moffatt	180.00	60.00	-	120.00
	pt. W1/2 & pt. E1/2 Lot 12	40-16602	P. Moffatt	348.00	116.00	-	232.00
	S1/2 Lot 13	40-169	Minten Family Farms Ltd.	1,956.00	652.00	-	1,304.00
	N1/2 Lot 13	40-170	D. Moffatt	283.00	94.00	-	189.00
	NW1/4 Lot 14	40-171	Francis Leyten Farms Ltd.	129.00	43.00	-	86.00
	SW1/4 & E1/2 Lot 14	40-172	Minten Family Farms Ltd.	1,468.00	489.00	-	979.00
Total Agricultural Lands				69,442.00	23,145.00	100.00	46,197.00

Conc.	Lot or Part	Roll No.	Owner	Assessment	Estimated Grant	Allowances	Estimated Net Assess.
Non-Agricultural Lands							
12	pt. E1/2 Lot 5	40-08101	T. Smith	14.00	-	-	14.00
13	pt. W1/2 Lot 7	40-11704	B. Thorne	37.00	-	-	37.00
	pt. W1/2 Lot 8	40-11908	L. Douglas	2,377.00	-	-	2,377.00
	pt. E1/2 Lot 9	40-12104	J. McPhail	82.00	-	-	82.00
	pt. S1/2 Lot 10	40-12401	LaSalle Farms Ltd.	124.00	-	-	124.00
	pt. N1/4 Lot 10	40-12295	L. Faulds	23.00	-	-	23.00
Total Non-Agricultural Lands				2,657.00	-	-	2,657.00
Public Lands							
	LaSalle Line		Municipality of Brooke-Alvinston	12,979.00	-	-	12,979.00
	Sutorville Rd		Municipality of Brooke-Alvinston	4,774.00	-	-	4,774.00
	Little Ireland Rd		Municipality of Brooke-Alvinston	5,022.00	-	-	5,022.00
	Ebenezer Rd		Municipality of Brooke-Alvinston	701.00	-	-	701.00
Total Public Lands				23,476.00	-	-	23,476.00
Total Est. Net Assessment				\$95,575.00	\$23,145.00	\$100.00	\$72,330.00



MUNICIPALITY OF BROOKE-ALVINSTON
NOTICE OF PASSING OF A ZONING BY-LAW AMENDMENT

TAKE NOTICE that the Council of the Municipality of Brooke-Alvinston has passed By-law 36 of 2025 on the 9th of October 2025 under Section 34 of the Planning Act, R.S.O. 1990, as amended.

THE ZONING BY-LAW AMENDS the Municipality of Brooke-Alvinston's Comprehensive Zoning By-law 9 of 2013 by changing the zoning on lands described as Brooke Concession 9, Part Lot 15, RP 25R10264, Part 1, municipally known as 3967- 3971 Old Walnut Road from the "Agricultural-1 (A1)" Zone to the Rural Commercial (C3)" Zone. The zone change would allow Can Grow Crop Solutions Inc. to expand its operation onto the adjacent portion of the property which is currently zoned A1.

WHO CAN FILE AN APPEAL: Per Section 17(36) of the *Planning Act*, only the applicant, the owner of land to which the plan would apply, the Minister, or a specified person or public body that has an interest in the matter may appeal to the Tribunal against the decision of the approval authority. Note that third parties may no longer file an appeal unless they are a "public body" or "specified person" defined in Section 1(1) of the *Planning Act*.

No person or public body shall be added as a party to the hearing of the appeal unless, before the amendment is adopted, the person or public body makes oral submissions at a public meeting or written submissions to the council or, in the opinion of the Ontario Land Tribunal, there are reasonable grounds to add the person or public body as a party.

TAKE NOTICE THAT an appeal to the Ontario Land Tribunal in respect to all or part of this Zoning By-law Amendment may be made by filing a notice of appeal with the Approval Authority either via the Ontario Land Tribunal e-file service (first-time users will need to register for a My Ontario Account) at <https://olt.gov.on.ca/e-file-service/> by selecting Municipality of Brooke-Alvinston as the Approval Authority or by mail, no later than 4:30 p.m. on October 29, 2025. The filing of an appeal after 4:30 p.m., in person or electronically, will be deemed to have been received the next business day. The appeal fee of \$1,100 can be paid online through e-file or by certified cheque/money order to the Minister of Finance, Province of Ontario. If you wish to appeal to the Ontario Land Tribunal (OLT) or request a fee reduction for an appeal, forms are available from the OLT website at www.olt.gov.on.ca. If the e-file portal is down, you can submit your appeal to jdenkers@brookealvinston.com

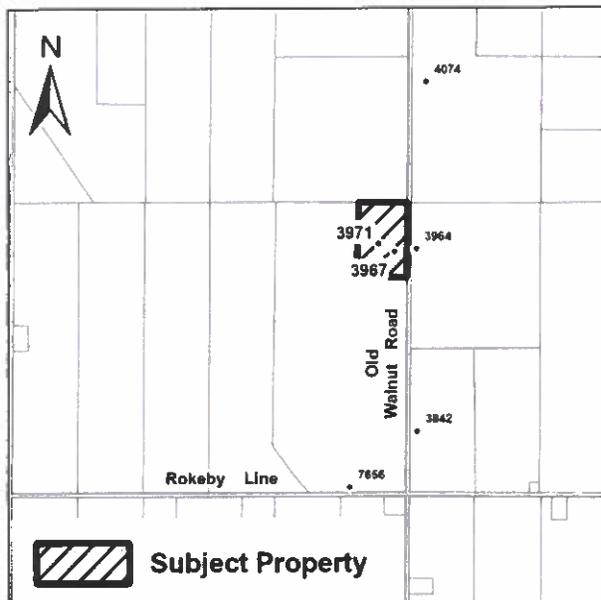
WHEN THE DECISION IS FINAL:

The decision of the Municipality of Brooke-Alvinston is final if a Notice of Appeal is not received on or before the last day for filing a notice of appeal.

THE KEY MAP shows more particularly the lands affected.

A COMPLETE COPY of the By-law is available for inspection during regular office hours at the Municipal Office at 3236 River St, Alvinston, ON.

DATED AT THE MUNICIPALITY OF BROOKE-ALVINSTON
 THIS 10th DAY OF OCTOBER, 2025.



Janet Denkers
 Municipality of Brooke-Alvinston
 3236 River Street, Box 28
 Alvinston, ON N0N 1A0
 Telephone: 519-898-2173
 Fax: 519-898-5653
 Email: jdenkers@brookealvinston.com



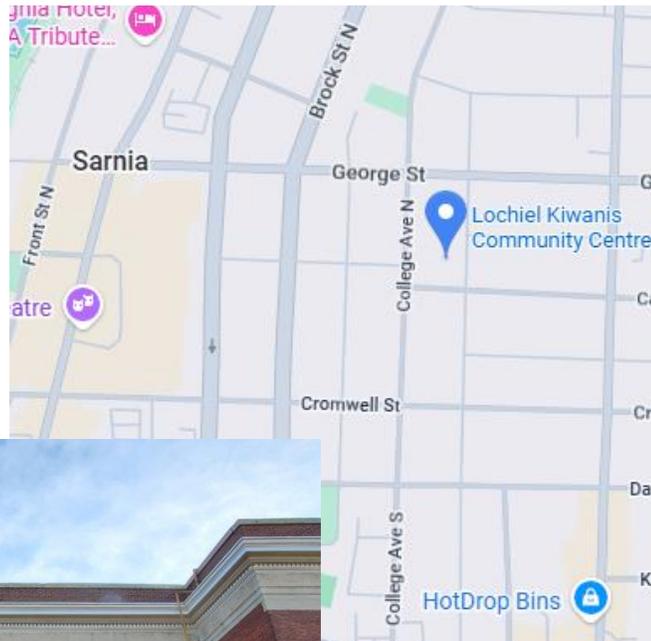
Our October Meeting is being held at the Lochiel Kiwanis Community Centre

October 23th, 2025 @ 6:30 pm (dinner meeting)

Lochiel Kiwanis Community Centre,

180 College Ave N, Sarnia, ON

N7T 7X2



Our dinner meeting starts at 6:30 pm in **Kiwanis Room** on the second floor of the Lochiel Centre. Park at the east side of the building off Forsythe St. and enter through the east doors (there is elevator access). We will have someone posted to let you in. If needed, phone Bill Moran

at (519) 330-7614 on his cell phone. Following dinner, we will have Mr. **Tom Slater**, a retired high school teacher from Sarnia make a presentation on the **Sarnia War Remembrance Project**. The research took over 10 years and **Lou Giancarlo** and **Tom St. Amand** worked with Mr. Slater's research providing editorial assistance. County of Lambton has this great project online.



Minutes from September 25, 2025

The meeting was held at the Warwick Community Centre in Warwick Village

Deb opened the meeting by thanking rep **Jen DeWitt** for arranging the meeting. Parks & Recreation staff are to be thanked for getting the hall ready for our meeting.

A slide show presentation was made by **Jen DeWitt** and Warwick Councillor **Joe Manning** about the restoration of the old Watford firehall, creating the new museum. The building was originally built in 1885. It houses many artifacts of local interest including Watford's first fire engine, No. 1 which was built in 1936. In 2024, the fire department celebrated its 150th anniversary. Six men founded the service in 1874, one year after Watford was incorporated. It was known as the Watford Defiance Company before being renamed Watford Fire Department in 1936. The fire department has service Watford well, and became known provincially after many travellers became stranded on the December 12, 2010 storm called "Snowmageddon" when the town stepped up and provided food and shelter during the emergency. Other East Lambton Communities helped as well.

Review minutes of the previous meeting:

The minutes of the August meeting were presented, and no errors or omissions were noted. Motion to accept by Connie McFadden, seconded by Marjorie Cummings. **CARRIED.**

Treasurer's Report:

There have been no transactions, and our balances remain unchanged from June:
Total Balance \$9,307.35, Publishing Account \$6,329.03, Bursary Account \$2,124.20. Motion to accept by Marjorie Cummings, seconded by Ron Urry. **CARRIED.**

Secretary's Report:

Bill Moran had a commitment at the LCVII high school in Petrolia and Marie Stephenson was kind enough to take minutes from the September meeting. Several Facebook posts have been created to promote local activities and book sales. Back in early September, we featured our Local boutique in Petrolia on our Facebook page. They are our book seller in Petrolia. Next will be Lambton Heritage Museum prior to their craft show in mid-October.

Arrangements for the dinner in Sarnia on October 25 at the Kiwanis Lochiel Centre in Sarnia are finalized. Stephanie Hopko of **Red & Ko** in Point Edward has been selected to provide the meal. A quality roast beef dinner is offered. **Cost is \$25 per member.** Carol Thompson has been taking care of ticket sales. Prior to the September meeting, 15 tickets were sold. After the meeting, our total rose to 22 tickets. Carol gave the money to Bill Moran and it has been deposited in the Society's bank account. Final

number will be given to the caterer on October 14. **The report was not made at the September meeting.**

New Business:

October dinner arrangement as stated

Unfinished Business:

Name tags. We are investigating prices and looking to see who needs them. A member bought up a concern with the magnetic tags being used near pace makers. Use caution if you have such an implanted device.

By-Laws

Printed copies are available upon request to the secretary. PDF files can be provided by email.

Committee Updates:

Membership Committee (nothing to report), Constitution & Policy Committee (nothing to report), Public Relations Committee (Facebook) (see secretary report), and Bursary Committee (no report)

For book sales, Gord reported that he needs more copies of the Stapleton book on Enniskillen Township. Riverside Printing will have to scan one of our copies to generate a new PDF file to print from. Since our September meeting, Gord got a quote from the printer that worked out to about \$20 each for 25 copies.

Closing by the President. The motion to adjourn the meeting was made by Connie McFadden and seconded by Jen DeWitt. **CARRIED**



The 1888 fire hall in Watford, now the new museum (Doors Open Ontario, County of Lambton photo)

Lambton County Historical Society Agenda

Lochiel Kiwanis Community Centre

October 23th, 2025 @ 6:30 pm (dinner meeting)

Lochiel Kiwanis Community Centre,

180 College Ave N, Sarnia, ON N7T 7X2

Supper at 6:30 – Meeting to follow about 7:15 pm

- Opening by the President
- Thank you to the host **Keith Rabidoux**
- *A presentation by Mr. Tom Slater about the Sarnia War Remembrance Project*
- Review minutes of the previous meeting.
Errors or Omissions
- **Treasurer Report:**

Publishing Record \$ _____	Total Balance \$ _____
Bursary Record \$ _____	May Balance \$ _____
- **Secretary Report**
- **Unfinished Business**
none
- **New Business**
Quote on nametags for members
- **Committee Updates:**
Membership Committee, Constitution & Policy Committee, Public Relations Committee, and Bursary Committee
- **Upcoming County Happenings:**

Brooke-Alvinston	Petrolia	Warwick
Dawn-Euphemia	Plympton-Wyoming	Lambton Shores
Enniskillen	Sarnia	
;	St. Clair North	St. Clair South
- **Attendance**
- **Next meetings:**
- Oil Springs – AGM (Potluck supper) – March 26, 2026 – Oil Springs United Church
- Rest of 2026 meetings – to be arranged.

Closing by the President

MUNICIPALITY OF BROOKE-ALVINSTON
SEPTEMBER

<u>PERMITS ISSUED</u>	<u>OWNER/CONTRACTOR</u>	<u>LOCATION</u>	<u>FEE</u>	<u>TYPE VALUE</u>
BP-25-024	Brad & Andrea Goss, owner 7315 Shiloh Line, Alvinston (erect single family dwelling) Cont: Thomas Ritchie, Sept 11/2025 120-020-06800	7315 Shiloh Line Con 6, N Pt Lot 12	1,536.00	Res/Con 900,000 170 m ²
BP-25-025	In Review			
BP-25-026	In Review			
BP-25-027	In Review			
BP-25-028	MTMR Properties Developments, owner 516 Winblest Ave, London (erect duplex) Cont: Rockwood Homes, Sept 18/2025 140-001-70800	3139 River St Plan 1, Lot 20	2,816.00	MRes/Con 800,000 220 m ²
BP-25-029	In Review			
BP-25-030	Bill Wallis, owner 3278 River St, Alvinston (rebuild front porch) Cont: owner, Sept 16/2025 140-002-74200	3278 River St Con 6, Pt Lot 20	384.00	Res/Add 4,000 20 m ²



**St. Clair Region Conservation Authority
Meeting Highlights – September 18, 2025**

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

2026 Fee Schedule: The Board of Directors approved the SCRCA's fee schedule for 2026. Reviewed annually, increases were approved for Conservation Areas (including camping) and Conservation Education. Planning and Regulations fees continue to remain unchanged as per direction by the Province of Ontario in late 2024 that fees associated with programs and services associated with planning, development, and permitting be frozen. Other program and service fees that will remain unchanged in 2026 include Conservation Services, Hunting, GIS, Administration, and Water Technical fees.

Draft 2026 General Levy: Staff presented the preliminary General Levy estimate for the 2026 budget. The anticipated General Operating Levy is \$1,794,670 (7.1% increase) while the General Capital Levy is \$16,691 (1%), totalling an increase of \$135,411 (8.1%) from 2025. The primary financial pressures and cost drivers in the estimate include 1) compensation and benefits increases for Category 1 staff based on the recently completed compensation review, 2) reduced land lease revenue due to land retirement, pasture, direct award, and new tender cycle and 3) reduced planning and regulations fees due to fee freeze, *Conservation Authority Act* changes, and reduction of large projects like fibre line or pipeline installations.

Conservation Authorities Act Hearing Guidelines for the SCRCA: The Board of Directors approved the SCRCA Hearing Guidelines. Consistent with those developed and recommended by Conservation Ontario, the guidelines ensure hearings meet the legal requirements of the *Statutory Powers Procedures Act*, without being unduly legalistic or intimidating to the participants.

Watershed Conditions: Precipitation trends for Strathroy and Sarnia are at or above-seasonal over the last 3-, 6-, and 12-months. Water levels on Lakes Huron, St. Clair, and Erie are below their July 2024 average with projections estimating they will remain near their long-term averages. The current flood risk in the St. Clair Region watershed is low. Despite several neighbouring Conservation Authorities issuing low water (drought) conditions, precipitation and streamflow trends over the past 3 and 18 months in the St. Clair region watershed do not meet the thresholds for a low water status designation.

Planning and Regulations Activity: Between June 1st and July 31st, 2025, staff issued 49 permits and responded to 114 inquiries under O. Reg 41/24 – Prohibited Activities, Exemptions, and Permits. Planning activity between June 1st and July 31st, 2025, included the review and comment on 67 municipal plan input and review files, 4 environmental assessments, and 5 legal inquiries.

2025 Conservation Scholarships: At the St. Clair Region Conservation Foundations' June meeting, the Board of Directors approved the recommendations for the 2025 Conservation Scholarship award winners. The scholarship program supports high school students who are pursuing post-secondary studies in an environmental field. Throughout July, the following recipients were presented with their awards by SCRCA Chair, Greg Grimes and St. Clair Region Conservation Foundation President, Duncan Skinner.

A.W. Campbell Memorial Scholarship (\$1,000):

Liliana Oveck-Doskas, Lambton-Kent Composite School, Dresden
Cameron Vieira, Holy Cross Catholic Secondary School, Strathroy

Tony Stranak Conservation Scholarship (\$500):

Tanner Grubb, Lambton-Kent Composite School, Dresden

Mary Jo Arnold Conservation Scholarship (\$500):

Khloe Tinning, Wallaceburg District Secondary School, Wallaceburg

Local Fairs and Festivals: Once again, the SCRCA social committee organized the Authority's participation at several local festivals and fairs in an effort to increase engagement and interaction with our watershed communities. The booths featured interactive displays and information on the Authority's services and programs including stewardship, tree planting, and Species at Risk, among others.

- Strathroy, Hometown Festival – June 13th – 15th, 2025
- Oil Springs, Black Gold Fest – July 19th, 2025
- Wallaceburg, WAMBO (Wallaceburg Antique Motor and Boat Outing) – August 8th – 9th, 2025

St. Clair River Area of Concern – 3rd Annual Honouring the St. Clair River Event:

The annual St. Clair River Evening will be held on October 23, 2025, at the Corunna Legion. Speakers will highlight projects that have been completed in the St. Clair River Area of Concern over the past 30 years, including habitat projects and the contaminated sediment remediation project. An elder from Aamjiwnaang First Nation or Walpole Island First Nation will also speak about the Indigenous connection to water. Registration is required. For more information, contact Kelly Johnson, Remedial Action Plan Coordinator at kjohnson@scrca.on.ca.

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



Ministry of the Environment,
Conservation and Parks

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

Windsor District Office
Southwestern Region

Direction régionale du Sud-Ouest

620 – 4510 Rhodes Drive
Windsor ON N8W 5K5
Tel.: 519 948-1464
Fax.: 519 948-2396
TTY: 416 456-1234

620 – 4510, chemin Rhodes
Windsor ON N8W 5K5
Tél. : 519 948-1464
Télééc. : 519 948-2396
ATS : 416 456-1234

Date: October 7, 2025

Re: Updates to Ministry of the Environment, Conservation and Parks' Compliance Policy – Potential for Low-Risk Incident Referrals to Municipalities

On June 4, 2025, the Government of Ontario announced updates to the Ministry of the Environment, Conservation and Parks' compliance policy. A notice outlining the decision can be found [here](#). These changes will allow the ministry to focus on higher-risk events, such as spills that could harm human health, while referring low-risk incidents that do not impact human health or the environment, such as construction noise, via referral to more appropriate regulatory authorities, including municipalities. Further details on the new incident referral assessment process can be found in section 4.2 of the updated compliance policy.

The updates to the compliance policy will clarify roles and responsibilities between the ministry and municipalities to avoid duplication and reduce burden on the regulated community by simplifying compliance oversight for low-risk activities. These changes will strengthen collaboration between the ministry and municipalities, while also improving service for members of the public by clarifying which regulator is responsible for responding to an incident.

Listed below are types of complaints that the ministry will typically consider for referral to municipalities:

1. Odours - Reports of odours from restaurants, food preparation, construction/demolition/maintenance activities, vehicles, or residential sources.
2. Noise - Reports of noise from air conditioning and heating, vehicles, residences, pets, construction activities, music festivals and outdoor events.
3. Dust - Reports of general or road dust resulting from development or construction/demolition sites, stone cutting, or complaints of off-site dust generated from a neighbour's construction activities.
4. Waste - Reports of littering, abandoned vehicles, and small quantities of solid non-hazardous waste dumping.
5. Water – Reports of discharges to municipal sewers, oil leaking from vehicles to roadway/sewers, and problems with private ponds.

Please note: if a low-risk incident persists long term escalates to a community-level concern, or becomes linked to health impacts, the ministry will re-evaluate the risk and may take further action. Additionally, if a municipality lacks the capacity to carry out compliance and enforcement activities for a referred incident, the ministry may intervene if the risk level is deemed sufficiently high.

Should you have any questions or wish to discuss further, please feel free to contact me via email Marcelina.wilson@ontario.ca or by phone 519 948 1464.

Sincerely,

Marcelina Wilson

Marcelina Wilson
Manager
Windsor District Office
Ministry of the Environment, Conservation and Parks



VIA EMAIL

Friday, October 3, 2025

Corporate Services Department
 Legal Services
 Office of the Regional Clerk
 1151 Bronte Road
 Oakville, ON L6M 3L1

The Right Honourable Mark Carney, Prime Minister of Canada
 The Honourable Sean Fraser, Minister of Justice and Attorney General
 The Honourable Gary Anandasangaree, Minister of Safety
 The Honourable Ruby Sahota, Secretary of State
 The Honourable Doug Ford, Premier of Ontario
 The Honourable Doug Downey, Attorney General
 The Honourable Michael Kerzner, Solicitor General

Please be advised that at its meeting held on Wednesday, September 17, 2025, the Council of The Regional Municipality of Halton unanimously adopted the following resolution:

RESOLUTION: Public Safety Requirements to Protect Our Communities

WHEREAS community safety is the foremost responsibility of all levels of government, including federal, provincial/territorial, and municipal authorities;
 AND WHEREAS recent violent home invasions in Halton Region and across Canada highlight the ongoing need to evaluate and strengthen bail laws and the administration of justice to better protect communities;

AND WHEREAS repeat violent offenders continue to be granted bail in some instances, placing victims, families, and first responders at risk, and public confidence in the justice system is undermined when such offenders are quickly returned to the community;

AND WHEREAS the federal government passed Bill C-48, which came into force in January 2024, introducing key reforms to the Criminal Code, including:

- A new reverse onus provision targeting repeat violent offending involving weapons,
- An expanded list of firearms offences triggering reverse onus,

- Requirements for courts to consider an accused's violent history and state on the record their consideration of community safety;

AND WHEREAS the federal government has committed to tabling additional legislation during the Fall 2025 session of Parliament to further strengthen community safety, including reforms related to bail and sentencing;

AND WHEREAS the provinces and territories are responsible for the administration of justice, including:

- Appointing justices of the peace and judges,
- Managing court operations and bail monitoring,
- Hiring and managing Crown Attorneys,
- Funding and overseeing provincial police services and detention centres;

AND WHEREAS on November 13, 2024, the Police Association of Ontario (PAO), the Ontario Provincial Police Association (OPPA), and the Toronto Police Association (TPA), representing 35,000 police members in Ontario, called for urgent action to ensure violent and repeat offenders are not released pending trial, and similar calls have been echoed by the Canadian Association of Chiefs of Police and Canada's Premiers;

AND WHEREAS strengthening bail provisions and the broader justice system requires ongoing collaboration across all levels of government, and doing so would reduce pressures on local police services, the courts, and municipalities;

NOW THEREFORE IT BE RESOLVED:

THAT Halton Regional Council:

1. Recognizes the steps already taken by the federal government through Bill C-48 and acknowledges the commitment to introduce further legislation in Fall 2025;
2. Calls on the Government of Canada to prioritize and expedite the introduction of its promised bail and sentencing reforms in the upcoming session of Parliament;
3. Calls on the Province of Ontario to invest in and strengthen the administration of justice, including:
 - Enhancing bail enforcement and monitoring,

- Increasing resources for Crown prosecutors and court operations, including the previously announced courthouse for Halton
- Expanding judicial capacity and detention infrastructure;
- 4. Encourages a national, coordinated approach involving all levels of government to ensure community safety is not compromised by gaps in bail or sentencing systems.

AND BE IT FURTHER RESOLVED:

- THAT Halton Regional Council calls for the following policy considerations in future reforms:
 - Expanding reverse onus provisions for repeat violent offenders,
 - Establishing stronger mandatory bail conditions, including firearm prohibitions, curfews, electronic monitoring, and no-contact orders,
 - Limiting multiple bail releases for individuals with histories of serious violent offences,
 - Improving inter-agency information sharing among police, Crown prosecutors, and corrections,
 - Prioritizing victim and community impact in bail decisions;
- THAT Halton Regional Council calls on the federal and provincial governments to review Criminal Code time limits and rules for stay of proceedings in cases involving serious and violent offences;
- THAT this motion be forwarded to:
 - The Prime Minister of Canada, the Minister of Justice and Attorney General of Canada, the Minister of Public Safety, the Secretary of State (Combatting Crime),
 - The Premier of Ontario, Attorney General of Ontario, the Solicitor General of Ontario,
 - All federal and provincial parties in the House of Commons and Ontario Legislature;
 - Halton's Members of Parliament and Members of Provincial Parliament,
 - The Canadian Association of Chiefs of Police, the Ontario Association of Chiefs of Police, the Police Association of Ontario, and the Ontario Provincial Police Association;
 - Ontario Association of Police Service Boards (OAPSB) and Canadian Association of Police Governance (CAPG);

- Halton's Local Municipalities;
- THAT this motion be shared with the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), and all municipalities across Ontario and Canada, encouraging them to pass similar motions in a spirit of collaborative, cross-jurisdictional reform.

If you have any questions, please contact me at the email address below.

Sincerely,



Graham Milne
Regional Clerk
Graham.Milne@halton.ca

c.

The Honourable Pierre Poilievre, Leader of Official Opposition
Yves-François Blanchet, Leader of Bloc Québécois
Don Davies, Interim Leader of NDP
Elizabeth May, Leader of Green Party
Halton MPs
Halton MPPs
Canadian Association of Chiefs of Police
Ontario Association of Chiefs of Police
Police Association of Ontario
Ontario Provincial Police Association
Ontario Association of Police Boards
Canadian Association of Police Governance
City Clerk's Office, City of Burlington
Valerie Petryniak, Town Clerk & Director, Legislative Services, Town of Halton Hills
Meaghan Reid, Director, Legislative & Legal Services/Town Clerk, Town of Milton
William Short, Town Clerk, Town of Oakville
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
all municipalities across Ontario and Canada



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE
 69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0
 PH: 705-643-2158 FAX: 705-643-2311
 LARDERLAKE.CA

September 10, 2025

Jon Pegg
 Ontario Fire Marshal
 Ministry of the Solicitor General
 25 Morton Shulman Avenue
 Toronto, ON M3M 0B1

Subject: Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Dear Fire Marshal Pegg,

On behalf of The Corporation of the Township of Larder Lake we are writing to express our support for the firefighter certification requirements outlined in Ontario Regulation 343/22. We recognize the importance of standardized training and certification in enhancing firefighter safety, service quality, and public confidence across the province.

When firefighter certification was first introduced in 2018, many rural municipalities voiced concern, noting that they do not offer the same level of fire protection services as larger municipalities or urban centres. The Province graciously responded by introducing legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is greatly appreciated and reflects a thoughtful understanding of the diverse realities across Ontario.

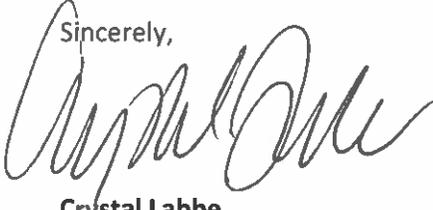
However, despite this accommodation, training programs for many of these service-specific certifications are still not available or are only in "pilot" while there remains a large demand for these programs. The Province cannot reasonably expect volunteer firefighters—many of whom work full-time jobs—to independently develop training programs that meet the standards required to pass certification exams. This places an undue burden on small municipalities and risks compromising the intent of the regulation.

We have enclosed a formal resolution passed by our Council, which outlines our concerns and respectfully requests that the province extend the certification deadline to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation to allow time for volunteer fire departments to access these training programs and achieve certification.

We also urge the Province to consider a phased adaptive approach to implementation, ensuring that all communities have equitable access to the necessary training resources.

We appreciate your leadership and commitment to fire service excellence and look forward to your support in helping Ontario municipalities meet these important standards in a realistic and sustainable manner.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Labbe', written in a cursive style.

Crystal Labbe
CAO/Clerk-Treasurer
Corporation of the Township of Larder Lake



THE CORPORATION OF THE TOWNSHIP OF LARDER LAKE
69 FOURTH AVENUE, P. O. BOX 40, LARDER LAKE, ON P0K 1L0
PH: 705-643-2158 FAX: 705-643-2311
LARDERLAKE.CA

September 10, 2025

To whom it May Concern:

RE: Resolution #17, September 9, 2025 – Request for Extension of Certification Deadlines under Ontario Regulation 343/22

Please be advised that at the Township of Larder Lake's Regular Council Meeting held on Tuesday, September 9th, 2025, the following resolution was adopted:

Moved by: Councillor Kelly

Seconded by: Councillor Armstrong

CARRIED

WHEREAS Ontario Regulation 343/22 mandates that firefighters performing specific fire protection services be certified to a prescribed standard by July 1, 2026, with certain technical rescue disciplines requiring certification by July 1, 2028;

AND WHEREAS the Township recognizes and supports the value of the certification requirements mandated by the Province of Ontario, acknowledging that standardized training enhances firefighter safety, service quality, and public trust;

AND WHEREAS the Office of the Fire Marshal (OFM) and Ontario Fire College (OFC) are actively working to provide training and certification programs, including offering over 600 courses annually, yet some certification programs and testing resources remain under development or are not yet widely accessible, particularly in the Ontario Seal Programs;

AND WHEREAS many fire departments in Ontario are staffed predominantly by volunteer firefighters who balance full-time employment with their emergency service commitments;

AND WHEREAS the certification programs are still in development and the current availability does not adequately reflect the operational realities of volunteer fire departments, especially in rural communities, where training opportunities are limited and certification demands place undue pressure on personnel and municipal resources;

AND WHEREAS when firefighter certification was first introduced in 2018, smaller/rural Municipalities raised concerns that they do not provide the same level of fire protection services as larger municipalities or urban centres. The Province responded thoughtfully by introducing new legislation to allow municipalities to certify firefighters only to the services they actually provide. This flexibility is appreciated and reflects a fair and practical approach; however, training programs for many of these service-specific certifications are still not available.

AND WHEREAS it is unreasonable to expect volunteer firefighters—who already balance full-time employment and community service—to independently develop curriculums and training programs in-house that meet provincial standards and adequately prepare them for certification exams;

AND WHEREAS smaller rural volunteer fire departments often lack the necessary resources, certified personnel, and specialized expertise to independently develop training curriculums or qualify for learning contracts with the Ontario Fire College; and

AND WHEREAS these departments have long relied on the Ontario Fire College’s course offerings and have been patiently awaiting the release of the Ontario Seal Programs, having noted preliminary pilot initiatives in Northern Ontario and anticipating a broader rollout of these programs in the near future;

AND WHEREAS rural municipalities would welcome the opportunity to engage in dialogue with the Office of the Fire Marshal to address current barriers and explore collaborative solutions;

THEREFORE BE IT RESOLVED THAT the Council of the **Township of Larder Lake** respectfully requests that the Province of Ontario, through the Ministry of the Solicitor General and the Office of the Fire Marshal, extend the compliance deadlines outlined in Ontario Regulation 343/22 to a minimum of two years beyond the final release date of the Ontario Seal programs offered in the regulation for all affected certification categories;

AND THAT the Province consider implementing a phased or regionally adaptive approach to certification deadlines, taking into account the availability of training programs and the unique challenges faced by volunteer fire services in Rural Ontario;

AND THAT this resolution be forwarded to the Minister of the Solicitor General, the Ontario Fire Marshal, the Association of Municipalities of Ontario (AMO), the Rural Ontario Municipal Association (ROMA), the Ontario Association of Fire Chiefs (O AFC), **John Vanthof** and all municipalities in Ontario for support and endorsement.

Sincerely,

A handwritten signature in black ink, appearing to read 'Crystal Labbe', written in a cursive style.

Crystal Labbe
CAO/ Clerk Treasurer



EDWARDSBURGH CARDINAL

Phone: 613-658-3055
 Fax: 613-658-3445
 Toll Free: 866-848-9099
 E-mail: mail@twpec.ca

P.O. Box 129,
 18 Centre St.
 Spencerville, Ontario
 K0E 1X0

VIA EMAIL

Tuesday, October 14, 2025

The Honourable Doug Ford, Premier of Ontario
 The Honourable Kinga Surma, Minister of Infrastructure
 The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 The Honourable Francois-Phillipe Champagne, Minister of Finance
 Association of Municipalities of Ontario (AMO)
 Ontario Small Urban Municipalities (OSUM)
 Federation of Canadian Municipalities (FCM)
 The United Counties of Leeds and Grenville
 All Upper- and Lower-Tier Municipalities in Ontario

Please be advised that at its Regular Council meeting held on Monday, September 29, 2025, the Council of the Township of Edwardsburgh Cardinal unanimously adopted the following resolution:

RESOLUTION: Ontario Community Infrastructure Fund (OCIF)

WHEREAS the Township of Edwardsburgh Cardinal acknowledges that municipal infrastructure—roads, bridges, water and wastewater systems—underpins public safety, economic vitality and quality of life in Ontario’s rural and small urban communities;

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities;



EDWARDSBURGH CARDINAL

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 Fax: 613-658-3445
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 18 Centre St.
 Spencerville, Ontario
 K0E 1X0

WHEREAS in 2022 the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026;

WHEREAS fixed funding levels amid rising labour, materials and climate resilience costs have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities' ability to deliver and sustain essential services without incurring unsustainable debt;

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance and execute long-term asset management plans, reduce emergency repairs and leverage complementary federal and private infrastructure financing;

WHEREAS the Township of Edwardsburgh Cardinal requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT

1. The Township of Edwardsburgh Cardinal calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.
2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics and rural equity considerations.
5. A dedicated contingency reserve equal to 5 percent of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs or project overruns without reallocating core funding.



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6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments and reserve expenditures—in a transparent, publicly accessible online dashboard.

7. The Clerk of the Township of Edwardsburgh Cardinal forward this resolution to:
 - The Honourable Doug Ford, Premier of Ontario
 - The Honourable Kinga Surma, Minister of Infrastructure
 - The Honourable Rob Flack, Minister of Municipal Affairs and Housing
 - The Honourable Francois-Phillipe Champagne, Minister of Finance
 - Association of Municipalities of Ontario (AMO)
 - Ontario Small Urban Municipalities (OSUM)
 - Federation of Canadian Municipalities (FCM)
 - The United Counties of Leeds and Grenville
 - All upper- and lower-tier municipalities in Ontario

If you have any questions, please contact me at the email address below.

Sincerely,

Natalie Charette
 Interim Clerk
clerk@twpec.ca



EDWARDSBURGH CARDINAL

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**Canadian Mental
Health Association**
Lambton Kent
Mental health for all

**Association canadienne
pour la santé mentale**
Filiale de Lambton Kent
La santé mentale pour tous

Municipality of Brooke-Alvinston
Attn: Mayor Ferguson and Council
3236 River Street, PO Box 28
Alvinston, ON N0N 1A0

October 20, 2025

Dear Mayor Ferguson and Council Members,

Re: Electrical Infrastructure Installation at Alvinston Library for MobileCare

I am writing on behalf of CMHA Lambton Kent to respectfully request the Municipality's approval to:

- investigate the possibility of installing an electrical outlet appropriate to the requirements of the MobileCare unit at the Alvinston Library to support the Sarnia Lambton MobileCare service, and
- if feasible, we would further request approval to move forward with the installation of this electrical outlet.

MobileCare has been serving the Alvinston community for approximately two years, providing accessible primary care along with mental health and addiction services to residents who may otherwise face barriers to care. We have identified the need for a dedicated electrical connection at the library site to support the MobileCare unit's operational requirements and to address the noise caused by the generator that supplies power to the MobileCare unit.

CMHA Lambton Kent is pleased to cover costs associated with the installation of the outlet, including any necessary permits and contractor fees. We are also committed to paying for the electricity used, and would appreciate guidance from the Municipality on how this could be arranged in an efficient manner with the Municipality of Brooke-Alvinston.

We would welcome the opportunity to work with municipal staff to assess the feasibility of this installation and determine the best path forward. We believe this small infrastructure enhancement will support continued service in the community of Brooke-Alvinston.

Thank you for your consideration and continued support of MobileCare in your community.

Warm regards,

Andria Appeldoorn
Director of Fund Development and Communications
CMHA Lambton Kent
210 Lochiel Street, Sarnia, ON N7T 4C7
Phone: 519-337-5411 ext. 3230
Email: aappeldoorn@cmhalambtonkent.ca



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Licensing a portion of the arena stands - Hayter Memorial Hockey Tournament
Meeting: Council - 23 Oct 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the Council of the Municipality of Brooke-Alvinston has no objections to the Hayter Memorial Tournament Committee obtaining a Special Occasion Permit for the 2025 Hayter Memorial Hockey Tournament (November 14-15, 2025) as the event is deemed an event of municipal significance to the community;

And that the Council of the Municipality of Brooke-Alvinston allow alcohol to be served in a portion of the stands at the 2025 Hayter Memorial Hockey Tournament games provided prescribed conditions are followed.

Background:

A request was received from one of the organizers of the Hayter Memorial Hockey Tournament to allow alcohol in a portion of the arena stands during the tournament games. A similar request was received in previous years without any issues.

Comments:

The Hayter Memorial Tournament Committee will be responsible for the same standards the Optimist Club have for the Alvinston Killer Bees Hockey games in addition to confirmation of review of the current Municipal Alcohol Policy.

Financial Considerations:

None associated with this report.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Zoning By-law Update
Meeting: Council - 23 Oct 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That the report on the Zoning By-law Review be received and filed for information.

Background:

The Municipal Zoning By-law (9 of 2013) has been slated for review by the County of Lambton. The By-law is 12 years old with many legislative changes that can be incorporated.

Council approved of the RFP in 2024 with the County of Lambton overseeing the process

Comments:

The following submissions were received:

- J.L Richards
- B.M. Ross
- NPG Planning Solutions Inc.
- MacNaughton Hermson Britton Clarkson

The evaluation committee logged J.L. Richards & Associates Ltd as the highest scoring proponent.

A kickoff meeting between the Proponent and Administration is set for October 20th. The review will involve open houses and input from the public. Staff will work with J.L. Richards to publicize the meetings.

Financial Considerations:

The Zoning By-law review will be cost shared with the County of Lambton. J.L. Richards submitted price was \$34,025.25 of which Brooke-Alvinston will be responsible for 50%. The Municipality budgeted \$30,000 to the project in 2025. What is not spent in 2025 will be carried forward to 2026.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Fundraising for the Arena Floor Project
Meeting: Council - 23 Oct 2025
Department: Council
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That this report be received and filed for information; and that Councillor xxx be appointed to the Fundraising Committee.

Background:

Council approved the contract position of a Fundraising Assistant to assist in the fundraising for the arena floor project. The contract position has been filled.

Councillor Redick noted that she has been contacted by residents on how to raise money in the Municipality. At the September 25th meeting, she inquired about the Fundraising Committee and staff were directed to create a Terms of Reference for an ad hoc committee

The Coordination of the Fundraising Assistant and the Fundraising Committee will be separate entities and may have some overlap at times administratively. The project is a large one and other fundraising initiatives can be evaluated as progress continues. A fund has been established through the Sarnia Community Fund named the Arena Floor Project Fund.

Comments:

The Fundraising Assistant will:

- Develop and execute marketing campaigns for the arena floor project
- Work with the Revenue Fund Coordinator at the Sarnia Community Foundation
- Identify potential donors and sponsorships
- Provide administrative support to the Fundraising Committee

The Volunteer Fundraising Committee will:

- Brainstorm and plan fundraising events
- Engage the Community on the project
- Serve as ambassadors for the project

Financial Considerations:

The Municipality will be taking out a loan through Infrastructure Ontario for what funds cannot be raised through fundraising for the arena floor.

ATTACHMENTS:

[Arena Floor Project](#)



Terms of Reference:

Municipal Fundraising Committee – Arena Floor Project

1. Purpose

The purpose of the Fundraising Committee is to assist in raising funds for the Arena Floor Project

The Fundraising / Marketing Committee is an advisory ad hoc Committee and is accountable to the Council of the Municipality.

The Fundraising & Marketing Assistant shall be the conduit between the Committee and Council with the Clerk Administrator as the alternate.

2. Objectives

- Develop and execute fundraising strategies and campaigns.
- Ensure transparency and accountability in all fundraising activities.
- Monitor and evaluate the effectiveness of fundraising efforts.

3. Scope

The Committee will:

- Assist in raising funds for the Arena Floor Project
- Operate within the municipality's financial and ethical guidelines.

4. Membership

- The Committee shall consist of members of the community, including:
 - At least one municipal councillor and the Mayor as Chair
 - Municipal staff representative (Clerk Administrator or Fundraising Assistant)
 - Community representatives (e.g., business owners, volunteers)

5. Roles and Responsibilities

- Chairperson:
 - Lead meetings and oversee committee operations.
 - Serve as the primary liaison with the municipal council.

- Secretary (staff):
 - Record minutes and maintain documentation.
- All Members:
 - Participate actively in meetings and fundraising activities.
 - Propose and evaluate fundraising ideas.
 - Uphold ethical standards and municipal policies.

6. Meetings

- The Committee shall meet monthly or as needed.

7. Reporting

- The Committee shall report to the municipal council.
- Reports will include:
 - Fundraising activities and outcomes
 - Financial summaries
 - Recommendations for future initiatives

8. Budget and Resources

- The Committee may request a modest operating budget from the municipality.
- All funds raised shall be managed through the municipality's financial system.

9. Code of Conduct

- Members must act with integrity, transparency, and in the public interest.
- Conflicts of interest must be declared and managed appropriately.

10. Review

- These Terms of Reference shall be reviewed annually and updated as necessary by the municipal council.



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Request to purchase a portion of municipal roadway
Meeting: Council - 23 Oct 2025
Department: Administration
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council provide direction.

Background:

A request to purchase a portion of roadway was initially received and reviewed by Council in May of 2023. At that meeting, the property owners located north of the lane opposed the sale, citing that the laneway provided access to their rear lots.

A subsequent request has been received to purchase a portion of the south side of the laneway only whilst keeping the north part still municipally owned. The laneway is currently unmaintained and measures approximately 220 ft by 20 ft, totaling 4,400 ft² in area. At the October 9, 2025 regular session of Council, a prescribed fee of \$1.75 was established for the sale of future municipal lands in the residential zone.

Comments:

The laneway is 20 feet wide. To accommodate both north and south property owners, a portion of the laneway - approximately 220 ft by 10ft could be sold to the southern landowner. This would preserve a 10ft wide access for property owners to the north of the laneway to access their backyards.

The current sale of land by-law permits the sale of all or part of the laneway.

Previously, a request was received from a property owner to purchase a similar parcel of land. However, the matter was deferred due to a proposed subdivision in the immediate vicinity. Council exercised caution regarding the disposal of land, recognizing the potential need for municipal services in the area.

Council could consider the sale of both parcels, provided that appropriate easement language is included in the sale agreement(s). This clause should ensure that, if the land is required for future development, the municipality retains the right to access and utilize it. Accordingly, no permanent structures should be permitted on the sold portions.

Closing a portion of the alley would not deprive any property owner of ingress or egress to their lands.

Prior to the finalization of the sale, notification should be given to the adjacent owners making them aware that the south portion of the alley will be stopped up, closed and sold and the access will be shortened in width.

Financial Considerations:

If approved by Council, the Joris' would be responsible for all legal costs associated including the survey costs in addition to the fee of \$3,850 (2200 ft².x \$1.75 / ft²).

ATTACHMENTS:

[Image_20250908_0001](#)

Dear Janet

7.4.

This is Frank and Karen Joris. We are writing regarding the easement between our properties on Broadway and the four properties that back onto them.

We've noticed some ongoing issues with how the easement is being used. The neighbours frequently, drive across our second lot to access their backyards, and then some cases, they have even asked our children to move their vehicles in order to get trailers and other equipment in and out we are concerned that there is some confusion about where our property ends and there's begins.

To resolve this matter fairly and permanently we would like to explore purchasing the easement so that we could put up a fence and clearly defined the boundary. If that is not possible, we understand the easement is 20 feet wide, and we would propose splitting it evenly – 10 feet for them and 10 feet for us – so that each party has clarity.

What we would like to avoid, is simply putting up a fence along our property line, as that would leave the neighbours with an additional 20 feet of use at no cost, which doesn't seem right given the circumstances. Our intention is to put up a well-maintained fence that looks good, adds value, and also provide some visual separation from the backyards behind us.

Thank you

Frank and Karen Joris



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: Draft waterline and sewer line agreement
Meeting: Council - 23 Oct 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Council approve in principle the agreement presented for the installation and construction of a waterline and sewer line between Hayter Ventures Ltd. and the Municipality and approved signing of the agreement once legal and County review are obtained.

Background:

In June 2025 Council approved to have a proposed sanitary sewer and waterline extension run as an easement across the firehall property to stop at the south limit of 3277 Nauvoo.

Comments:

An agreement is proposed prior to work being done. The attached *draft* agreement has been sent for review.

Financial Considerations:

Addressed in the agreement.

ATTACHMENTS:

[Draft Agreement - Hayter Ventures](#)

AGREEMENT FOR INSTALLATION OF WATERLINE AND SEWER LINE

THIS AGREEMENT made this ___ day of _____, 20__.

BETWEEN:

HAYTER VENTURES LTD.
 c/o Chad Hayter
 3323 River Street, P.O. Box 211
 Alvinston, Ontario N0N 1A0
 (hereinafter referred to as the "Property Owner")

AND

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON,
 a municipal corporation under the laws of the Province of Ontario
 (hereinafter referred to as the "Municipality")

1. Purpose

The purpose of this Agreement is to establish the terms and conditions under which the Property Owner shall fund and install municipal water and sanitary sewer infrastructure within public lands to service the Property Owner's property, and to define the Municipality's responsibilities for inspection, acceptance, ownership, and long-term maintenance, understanding the urgent timeline for this project to get to completion.

2. Scope of Work

(a) Waterline

- Installation of a water service extension entirely within public lands from the existing municipal water system to the North side of 3277 Nauvoo Rd. which is also the Owner's property.
- The waterline shall serve only the Property Owner's property and is not intended to service adjacent lands.
- Construction shall conform to all applicable municipal and provincial standards.

(b) Sewer Line

- Installation of a sanitary sewer extension entirely within the Municipality of Brooke-Alvinston in the County of Lambton right-of-way (Nauvoo Road / County Road 79), connecting to the existing municipal sanitary system.
- The sewer line will pass in front of three (3) existing properties — 3285 Nauvoo Road (BoKo Properties Ltd. / Hayter Ventures Ltd.), 3263 Nauvoo Road (JD's RV Service & Salvage), and the Brooke-Alvinston Firehall — providing the potential for future connections as approved by the Municipality.
- The design and construction shall be completed in accordance with plans and profiles

prepared by Black Creek Engineering Inc., and in full compliance with all County, municipal, and provincial regulations.

3. Responsibilities of the Property Owner

The Property Owner shall:

1. Bear all costs associated with the design, permitting, materials, labour, and installation of the waterline and sewer line.
2. Retain qualified contractors approved by the Municipality and the County of Lambton to complete the work.
3. Obtain all required permissions and road occupancy permits from the County of Lambton for construction within County Road 79 (Nauvoo Road).
4. Provide, prior to commencement of work:
 - Contractor's Certificate of Insurance
 - WSIB Clearance Certificate
 - Contractor's traffic control plan
 - Minimum 48-hour advance notice to the County of Lambton prior to commencement of work
 - Security deposit in the amount of \$_____ as required by the Municipality or County
5. Ensure all works are completed to municipal and county specifications and subject to inspection by both the Municipality and County.
6. Provide a one (1) year warranty period on workmanship and materials following final acceptance by the Municipality.
7. That all approvals be obtained as required including but not limited to an Environmental Compliance Certificate (ECA) and the SCRCA

4. Responsibilities of the Municipality

The Municipality shall:

1. Provide technical review, inspection, and approval of the engineering design and installation process.
2. Liaise with the County of Lambton for approvals related to work within the County road allowance.
3. Upon satisfactory completion and final inspection, assume ownership and ongoing maintenance responsibility for the waterline and sewer line from the point of connection outward.
4. Thereafter be responsible for operation, maintenance, and repair of the infrastructure once accepted.

5. Transfer of Ownership

1. Ownership of the installed waterline and sewer line infrastructure shall transfer to the Municipality upon written confirmation of satisfactory completion and acceptance by the Municipality.
2. Following such transfer, the Property Owner shall have no further responsibility for the infrastructure beyond the property line, except for warranty obligations defined herein.

6. Sewer Line Cost Recovery / Front-Ending Provision

1. The parties acknowledge that the sanitary sewer extension installed under this Agreement is located entirely within public lands along Nauvoo Road (County Road 79) and passes in front of the following properties which may benefit from future connection to the municipal sanitary system:
 - 3285 Nauvoo Road – BoKo Properties Ltd. / Hayter Ventures Ltd.
 - 3263 Nauvoo Road – JD's RV Service & Salvage
 - Brooke-Alvinston Firehall (Municipal property)
2. The Municipality acknowledges that these properties may, with approval, connect to the new sewer line and that such connections would derive benefit from infrastructure installed and funded by Hayter Ventures Ltd.
3. Should any of the above or other properties connect directly or indirectly to the sewer line within twenty (20) years of the Municipality's formal acceptance of the works, the connecting property owner shall pay a proportionate cost recovery fee based on benefiting frontage, service area, or equivalent engineering measure as determined by the Municipality & Black Creek Engineering.
4. The Municipality shall collect and remit such fees to Hayter Ventures Ltd. (or assigns) within ninety (90) days of receipt.
5. This provision applies solely to the sanitary sewer and not to the waterline.
6. The Municipality shall maintain a record of all future connections to the sewer line and notify the Property Owner of each connection during the recovery period.
7. This clause shall be interpreted and implemented in accordance with Sections 44–47 of the Development Charges Act, 1997, or successor legislation permitting front-ending cost recovery agreements, and may be formalized by Council resolution or by-law.

7. Indemnification

The Property Owner shall indemnify and hold harmless the Municipality and the County of Lambton, including their officers, employees, and agents, from all claims, damages, or liabilities arising from construction activities until the infrastructure is formally accepted by the Municipality.

8. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes all prior negotiations, representations, or agreements, whether written or oral.

9. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

PROPERTY OWNER

Hayter Ventures Ltd.

Per: _____

Chad Hayter

3323 River Street, P.O. Box 211

Alvinston, Ontario N0N 1A0

Date: _____

THE CORPORATION OF THE MUNICIPALITY OF BROOKE-ALVINSTON

Per: _____

Authorized Representative

Title: _____

Date: _____

Acknowledged by the County of Lambton

Per: _____

Authorized Representative

Title: _____

Date: _____

Schedules

Schedule "A" – Engineering Drawings and Profiles (Black Creek Engineering Inc.)

Schedule "B" – Sewer Cost Estimate and Benefiting Property Table (for recovery calculation)



Council Staff Report

To: Mayor Ferguson and Members of Council
Subject: County Official Plan Review and Draft Population Projections
Meeting: Council - 23 Oct 2025
Department: Clerks
Staff Contact: Janet Denkers, Clerk Administrator

Recommendation:

That Staff be directed to provide a report back on the draft County Official Plan to be submitted to the County.

Background:

The County is currently conducting a review of its Official Plan. As a first step in this process, the County has engaged consultants to produce population, housing, and employment projections and to assess the existing designated land supply. Draft projections and a draft land needs assessment were provided to County Council at its Committee of the Whole meeting October 15, 2025.

Comments:

The County is now seeking input on these draft documents so they can be finalized and presented to County Council for adoption in the New Year.

Municipal feedback on these documents is important and helpful. The County has requested municipal feedback by December 12, 2025.

The draft reports and additional information on the OP Review process is available on the dedicated County OP Review page at <https://www.lambtononline.ca/en/business-and-development/official-plan-review.aspx>.