

April 12, 2021

Mr. Grant Collins  
Drainage Superintendent  
Township of Huron-Kinloss  
21 Queen Street  
P.O. Box 130  
Ripley ON, N0G 2R0

Dear Grant,

**Re: Bruce Beach – Phase I & Phase II Municipal Drains  
(Former Township of Huron)  
Our Reference No. HK-001**

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This letter is sent to acknowledge the transfer of the Bruce Beach Municipal Drain projects to Headway Engineering from its previous appointee.

Per Section 8(2) of the Drainage Act, we have selected Stephen Brickman, P.Eng. to have charge of this project until the reports are filed.

Please find enclosed the following preliminary information.

1. Contact Information Form
2. Request/Record of Supporting Materials. **Headway Engineering cannot guarantee that previously completed engineering work will be used/accepted in completing final reports for the municipal drains.**

We wish to thank the Township of Huron-Kinloss for this opportunity to be of service, and if you have any questions, or require any further information, please let us know.

Yours truly,



Stephen Brickman, P.Eng.  
Project Engineer and Manager  
**HEADWAY ENGINEERING**

SB/

## CONTACT INFORMATION FORM

Please review the below Form and provide any missing information or corrections, as necessary.

General Project Information	
Project Name	Bruce Beach Municipal Drain – Phase I Bruce Beach Municipal Drain – Phase II
Authorization for the Drainage Works	Section 4(1)(c) and Section 4
Headway Engineering Contact Information	
Project Reference Number	HK-001
Project Engineer and Manager	Stephen Brickman P.Eng. Phone: (226) 212 4316 Email: <a href="mailto:Stephen.brickman@headwayeng.ca">Stephen.brickman@headwayeng.ca</a> Mailing Address: 23-500 Fairway Road South Suite 308 Kitchener, Ontario N2C 1X3
Alternate Contact	<a href="mailto:info@headwayeng.ca">info@headwayeng.ca</a>
Accounting Contact	<a href="mailto:accounting@headwayeng.ca">accounting@headwayeng.ca</a>
Township of Huron-Kinloss Contact Information	
Project Reference Number (if applicable)	
Primary Contact	Grant Collins Phone: (519) 395 3735 Email: <a href="mailto:gcollins@huronkinloss.com">gcollins@huronkinloss.com</a> Mailing Address: Township of Huron-Kinloss 21 Queen Street P.O. Box 130 Ripley ON, N0G 2R0
Alternate Contact	Emily Dance Phone: (519) 395 3735 Email: <a href="mailto:edance@huronkinloss.com">edance@huronkinloss.com</a>
Accounting Contact	Jodi MacArthur ( <a href="mailto:jmacarthur@huronkinloss.com">jmacarthur@huronkinloss.com</a> ) and Emily Dance

## REQUEST/RECORD OF SUPPORTING MATERIALS

Please review the below table and provide any missing information or corrections, as necessary.

Description	Format	Source	Received?
Ownership Information	Excel/CSV	Huron-Kinloss	Not Received
Parcel Fabric	Shape file	Previous Appointee, or Bruce County	Not Received
Aerial Photography	geoTIFF or alternative	Previous Appointee, or Bruce County	Not Received
Survey Data	CSV, Field Notes, Photos	Previous Appointee, or Huron-Kinloss	Not Received
Survey Drafting	dwg	Previous Appointee, or Huron-Kinloss	Not Received
Design work to date (Drafting, design working sheets, notes, etc.)	dwg, excel, PDF, pcswmm packages	Previous Appointee, or Huron-Kinloss	Not Received
Previous Public Meeting Notes and Presentation Materials	pdf, powerpoint	Previous Appointee, or Huron-Kinloss	Not Received
As Recorded Dwgs (watermain)	PDF	Previous Appointee, or Huron-Kinloss	Not Received
Life to Date Costs (to be accounted for in final report)		Huron-Kinloss	Not Received
Other relevant materials			

We have prepared a shared folder with the below credentials to exchange data.

Link: [Bruce Beach Municipal Drains](#)

Password: rx5CR03&IM

Expiry: April 30, 2021