

### The Corporation of the Township of Malahide

### AGENDA

April 20, 2023 – 7:30 p.m.

### Springfield & Area Community Services Building 51221 Ron McNeil Line, Springfield

- \*\* **Note:** At this time, seating capacity is limited and those individuals with matters pertaining to agenda items will be prioritized for in person attendance. The meeting is also streamed live on YouTube and available after for viewing.
- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1 (Pages 8-20)**
- (D) Presentations/Delegations/Petitions
  - <u>Presentation</u> Elgin County 2023 Update Warden Ed Ketchabaw and Elgin County CAO Julie Gonyou. RES 2 (Pages 21-52)
  - <u>Court of Revision-</u> Robinson Drain, relating to parts of Lot 2, Concession 9, Township of Malahide RES 3-6
  - <u>Public Hearing</u> Minor Variance Application Agent Mark Eggleston (owner Daniel Vantuyckom), relating to property at Plan 55 Pt Lot 6 E/S Water, municipally known as 3246 Colin Street RES 7-9 (Pages 53-65)
  - <u>Public Meeting</u> Official Plan Amendment Application & Zoning By-law Amendment Application –Applicant/Agent Mathew Campbell c/o Zelinka Priamo Ltd. (owner Paul Wagler) relating to property Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, Concession North of Talbot Road (9600 Walker Road) RES 10-12 (Pages 66-131)

- (E) Reports of Departments
  - (i) Director of Fire & Emergency Services
    - (ii) Director of Public Works
      - Public Works Quarter 1 Activity Report RES 23 (Pages 132-136)
      - Tender Results: Supply and Placement of Road Granulars **RES 14** (Pages 137-139)
      - Pressey Line Reconstruction Phase 3 Options **RES 15 (Pages 140-145)**
      - Temperance Line 2023 Maintenance **RES 16 (Pages 146-150)**
  - (iii) Director of Corporate Services/Treasurer
    -2023 Budget Approval RES 17 (Pages 151-152)
    -2023 Tax Rates RES 18 (Pages 153-158)
  - (iv) Clerk
  - (v) Building/Planning/By-law
  - (vi) CAO
- (F) Reports of Committees/Outside Boards
  - (i) Township of Malahide Fleet Management Advisory Committee Minutes of April 12, 2023 **RES 19 (Pages 159-194)**
  - (ii) Long Point Region Conservation Authority RES 19 (Pages 195-239)
     General Manager/Secretary-Treasurer Letter
     2022 LPRCA Annual Report & 2022 LPRCA Audited Financial
     Statements
  - (iii) East Elgin Community Complex Board of Management–Minutes of March 22, 2023 **RES 19 (Pages 240-242)**
  - (ii) East Elgin Community Complex Board of Management EECC Board letter regarding the 2023 Operating and Capital Budget Final Approval RES 20 (Pages 243-271)
- (G) Correspondence RES 21
  - 1. Association of Municipalities of Ontario Watch File dated April 6, 2023 and April 13, 2023 (Pages 2-10)
  - 2. Elgin County Malahide Township Request to Extend Reduced Speed Zone Lyons Line (Pages 11-16)
  - 3. Elgin County 2022 Library Performance (Pages 17-28)

- 4. Elgin County Council Highlights March 28,2023 and April 11, 2023 (Pages 29-35)
- 5. Ministry of Natural Resources and Forestry Proposed changes to the OGSRA (Pages 36-37)
- (H) Other Business
  - Town of Aylmer Request for Participation Bike Rodeo and Touch a Truck Event (Page 272)
  - Safety Concerns Request for guardrails on Imperial Road, Port Bruce Councillor Lewis
- (I) By-laws **RES 22 (Pages 273-278)** 
  - (i) By-law No. 23-26 2023 Budget
  - (ii) By-law No. 23-35 2023 Tax Rates and Levies
  - (iii) By-law No.23-12 Sparta Line Drain No.1
  - (iv) By-law No. 23-13 Sparta Line Drain No.2
  - (v) By-law No. 23-36 -Official Plan Amendment No. 21
- (J) Closed
- (K) Confirmatory By-law RES 23 (Page 279)
- (L) Adjournment RES 24

PLEASE NOTE that the draft resolutions provided below DO NOT represent decisions already made by the Council. They are simply intended for the convenience of the Council to expedite the transaction of Council business. Members of Council will choose whether or not to move the proposed draft motions and the Council may also choose to amend or defeat them during the course of the Council meeting.

- 1. THAT the minutes of the regular meeting of Council held on April 6, 2023 be adopted as printed and circulated.
- 2. THAT the presentation received from Warden Ed Ketchabaw and Elgin County CAO Julie Gonyou be received.
- 3. THAT Council does hereby appoint the following members to sit on the Court of Revision for the Robinson Drain:

Mayor Dominique Giguère Councillor Sarah Leitch

Councillor John H. Wilson

4. THAT the Court of Revision for the Robinson Drain be called to order at 7: p.m.

AND THAT Dominique Giguère be appointed Chair.

- 5. THAT the Court of Revision members for the Robinson Drain do hereby accept the recommendations of Drainage Engineer George Vereyken; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated February 16, 2023.
- 6. THAT the Court of Revision relating to the Robinson Drain be adjourned and the Council Meeting reconvene at 7:\_\_p.m.
- 7. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:\_\_\_p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".
- 8. THAT Report No. DS-23-10 entitled "Minor Variance Application No. D13-MV-01-23 of Dan Vantuyckom" and affecting lands described as Part of Lot 6, Reg. Plan 55 in the Township of Malahide (3246 Colin Street, Port Bruce) be received; AND THAT the Committee of Adjustment APPROVE Application No. D13-MV-01-23 to permit relief from the:
- a) Maximum Lot Coverage requirement of 30%; and,
- b) Minimum Side Yard requirement of 2 metres,

in order to construct a new single-detached dwelling on the subject property comprising a total lot coverage of 42.5% and a northerly side yard of 0.76 metres;

AND THAT the approval shall be subject to the following condition:

- That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.
- 9. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:\_\_p.m.
- 10. THAT the Public Meeting concerning Official Plan Amendment Application No. D09-OPA01-23 and Zoning By-law Amendment Application No. D14-Z03-23 on behalf of Paul Wagler, relating to the property located at Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, and known municipally as 9600 Walker Road be called to order at 7:\_\_p.m
- 11. THAT the Public Meeting concerning Official Plan Amendment Application No. D09-OPA01-23 and Zoning By-law Amendment Application No. D14-Z03-23 on behalf of Paul Wagler, relating to the property located at Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, and known municipally as 9600 Walker Road be called to order at 7:\_\_p.m; be adjourned and the Council reconvene at 7:\_\_p.m
- 12. THAT Report No. DS-23-11 entitled "Official Plan and Zoning By-law Amendment Application of Paul Wagler" be received;
  - AND THAT the Official Plan Amendment Application No. D09-OPA01-23 and Zoning By-law Amendment Application No. D14-Z03-23 on behalf of Paul Wagler, relating to the property located at Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, and known municipally as 9600 Walker Road, BE APPROVED for the reasons set out in this Report.
- 13. THAT Report No. PW-23-26 entitled "Public Works Quarter 1 Activity Report" be received.
- 14. THAT Report No. PW-23-25, entitled "Tender Results: Supply and Placement of Road Granulars" be received;
  - AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to C.R. Chittick Construction Ltd. of Thorndale, Ontario in the amount of \$385,890.00 (plus HST);
  - AND THAT the Mayor and Clerk be authorized to enter into an agreement with C.R. Chittick Construction Ltd. for the purpose of completing the Supply and Placement of Road Granulars Program.
- 15. THAT Report No. PW-23-19 entitled "Pressey Line Reconstruction Phase 3 Options" be received;

meter-wide road with no curb and gutter. 16. THAT Report No. PW-23-27 entitled "Temperance Line 2023 Maintenance" be received: AND THAT Staff proceed with maintenance activity direction through Option described within this staff report. 17. THAT Report No. FIN 23-07 titled "2023 Budget Approval" be received for information; AND THAT By-law 23-26 authorizing the adoption of the 2023 Budget be approved; AND THAT approval of the East Elgin Community Complex's annual budget shall require an explicit resolution of Council which is extraneous to the Township's own budget approval process. 18. THAT Report No. FIN 23-08 titled "2023 Tax Rates" be received for information. 19. THAT the following Reports of Committees/Outside Boards be noted and filed: (i) Township of Malahide - Fleet Management Advisory Committee - Minutes of April 12, 2023 (ii) Long Point Region Conservation Authority - General Manager/Secretary-Treasurer Letter -2022 LPRCA Annual Report & 2022 LPRCA Audited Financial Statements (iii) East Elgin Community Complex Board of Management–Minutes of March 22, 2023 20. THAT the Council of the receive the EECC Board letter regarding the 2023 Operating and Capital Budget Final Approval; AND THAT the Council of the endorse and approve the 2023 Operational Budget in the total amount of \$599,762 (\$299,881 per municipal partner); AND THAT the Council of the endorse and approve the 2023 Capital Budget of in the total amount of \$353,000 (\$176,500 per municipal partner). 21. THAT the following correspondence be noted and filed:

1. Association of Municipalities of Ontario - Watch File – dated April 6, 2023 and April

13, 2023 (Pages 2-10)

AND THAT the staff be directed to proceed with construction Option No.1 for a 7-

- 2. Elgin County Malahide Township Request to Extend Reduced Speed Zone Lyons Line (Pages 11-16)
- 3. Elgin County 2022 Library Performance (Pages 17-28)
- 4. Elgin County Council Highlights March 28,2023 and April 11, 2023 (Pages 29-35)
- 5. Ministry of Natural Resources and Forestry Proposed changes to the OGSRA (Pages 36-37)
- 22. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:
  - (i) By-law No. 23-26 2023 Budget
  - (ii) By-law No. 23-35 2023 Tax Rates and Levies
  - (iii) By-law No. 23-12-Sparta Line Drain No. 1
  - (iv) By-law No.23-13-Sparta Line Drain No. 2
  - (v) By-law No.23-36-Official Plan Amendment No. 21
- 23. By-law No.23-37, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
- 24. THAT the Council adjourn its meeting at \_\_\_\_\_ p.m. to meet again on May 4, 2023, at 7:30 p.m.

### The Corporation of the Township of Malahide

April 6, 2023 – 7:30p.m.

### Virtual Meeting

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. Seating capacity is limited and those individuals with matters pertaining to agenda items were prioritized for in person attendance. The following were present:

**Council:** Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, and Councillor C. Glinski.

**Staff:** Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Public Works M. Sweetland, Director of Finance A. Boylan, Director of Fire & Emergency Services J. Spoor, and Water/Waste Water Operations Manager S. Gustavson.

Via Zoom: Mayor D. Giguère

Absent: Councillor S. Lewis and Councillor R. Cerna

Also Present: B. Slater, MPAC and J. Spriet, Spriet & Associate Engineers

### **CALL TO ORDER:**

Mayor Giguère took the Chair and called the meeting to order at 7:30p.m.

### DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items D– Sparta Line Municipal Drain No. 1 and Sparta Line Municipal Drain No. 2. The nature of the conflict being that a Partner at Spriet Associates is an immediate relative of his.

### **MINUTES:**

No. 23-143

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the minutes of the regular meeting of Council held on March 16, 2023 and the minutes of the special meetings of Council held on March 14, 2023 and March 27, 2023 be adopted as printed and circulated.

### PRESENTATIONS/DELEGATIONS/PETITIONS:

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda items D– Sparta Line Municipal Drain No. 1 and Sparta Line Municipal Drain No. 2. He retired from the meeting and abstained from all discussions and voting on the matter.

<u>Court of Revision-</u> Sparta Line Municipal Drain No. 1, relating to parts of Lot 8 and 9,
 Concession 3, Township of Malahide

No. 23-144

Moved By: John H. Wilson Seconded By: Sarah Leitch

THAT Council does hereby appoint the following members to sit on the Court of Revision for the Sparta Line Drain No. 1:

Mayor Dominique Giguère Councillor Sarah Leitch Councillor John H. Wilson

### Carried

No. 23-145

Moved By: Sarah Leitch Seconded By: John H. Wilson

THAT the Court of Revision for the Sparta Line Drain No. 1 be called to order at 7:32 p.m.

AND THAT Dominique Giguère be appointed Chair.

### Carried

Chair Giguère asked the drainage engineer to briefly outline the nature of the proposed drainage works and the related assessment schedule. Drainage Engineer John Spriet provided an overview of Sparta Line Drain No. 1.

No written comments/objections were received.

Chair Giguère inquired if anyone in attendance wished to make any comments or ask any questions concerning the proposed assessment schedule and there were none.

Chair Giguère asked if any members of the Court of Revision or members of the public had any comments, questions or required any clarification from the engineer and there were none.

Chair Giguère stated that the next steps of the Court of Revision is for members to consider a resolution to either confirm the rates presented by the engineer or amend the assessments.

Drainage Engineer John Spriet explained the appeal process if warranted.

No. 23-146

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Court of Revision members for the Sparta Line Drain No. 1 do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated February 1, 2023.

### Carried

No. 23-147

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Court of Revision relating to the Sparta Line Drain No. 1 Drain be adjourned and the Council Meeting reconvene at 7:36p.m.

### Carried

 Court of Revision- Sparta Line Municipal Drain No. 2, relating to parts of Lot 8 and 9, Concession 3, Township of Malahide

No. 23-148

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Council does hereby appoint the following members to sit on the Court of Revision for the Sparta Line Drain No. 2:

Mayor Dominique Giguère Councillor Sarah Leitch Councillor John H. Wilson

### Carried

No. 23-149

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Court of Revision for the Sparta Line Drain No. 2 be called to order at 7:37p.m.

AND THAT Dominique Giguère be appointed Chair.

### Carried

Chair Giguère asked the drainage engineer to briefly outline the nature of the proposed drainage works and the related assessment schedule. Drainage Engineer John Spriet provided an overview of Sparta Line Drain No. 2.

No written comments/objections were received.

Chair Giguère inquired if anyone in attendance wished to make any comments or ask any questions concerning the proposed assessment schedule and there were none.

Chair Giguère asked if any members of the Court of Revision or members of the public had any comments, questions or required any clarification from the engineer and there were none.

Chair Giguère stated that the next steps of the Court of Revision is for members to consider a resolution to either confirm the rates presented by the engineer or amend the assessments.

Drainage Engineer John Spriet explained the appeal process if warranted.

No. 23-150

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT the Court of Revision members for the Sparta Line Drain No. 2 do hereby accept the recommendations of Drainage Engineer John M. Spriet; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated February 1, 2023.

### Carried

No. 23-151

Moved By: John H. Wilson Seconded By: Sarah Leitch

THAT the Court of Revision relating to the Sparta Line Drain No. 2 be adjourned and the Council Meeting reconvene at 7:40p.m.

### Carried

Deputy Mayor Widner returned to his seat at the Council table.

• <u>Presentation</u> – Brenda Slater, MPAC Update

Brenda Slater provided an overview of the organization and the assessment process of properties. Ms. Slater specified that when the announcement is made regarding new assessments, the representatives will notify the Township and provide resources to assist with MPAC's roll out of new assessment values.

Councillor Wilson noted the delay in the process and that the assessment is the only lever of the Township for tax bases. Deputy Mayor Widner inquired about the delay and Ms. Slater noted that MPAC is waiting for the Ministry of Finance to change the legislative date.

Mayor Giguère inquired if there are other misconceptions beyond MPAC blitzing an area or when assessments increase taxes will double that they have encountered. Ms. Slater noted they have tried to update their resources to try to explain the misconceptions that have been circulating in the public.

Mayor Giguère inquired about what MPAC's position is on tax classifications for short term rental units. Ms. Slater stated that MPAC representatives have seen the notice circulating municipalities regarding tax classifications for short term rentals but they have not received anything directly to MPAC regarding this to respond to. Councillor Wilson stated that Airbnb may not be a concern in Malahide but in larger cities it is leading to housing shortages.

No. 23-152

Moved By: Mark Widner

Seconded By: Chester Glinski

THAT the presentation of Brenda Slater of MPAC related to property assessment updates be received.

Carried

### **REPORTS OF DEPARTMENTS:**

### **Director of Public Works**

- Malahide Wastewater Collection System: 2022 Performance Report

No. 23-153

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Report No. PW-23-17 entitled "Malahide Wastewater Collection System: 2022 Performance Report" be received.

Malahide Water Distribution System: 2022 Section 11 Annual Report and Schedule
 22 Summary Report

No. 23-154

Moved By: Sarah Leitch

Seconded By: Chester Glinski

THAT Report No. PW-23-16 entitled "Malahide Water Distribution System: 2022 Section 11 Annual Report and Schedule 22 Summary Report" be received.

### Carried

- Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan

No. 23-155

Moved By: Sarah Leitch

Seconded By: Chester Glinski

THAT Report No. PW-23-15 entitled "Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan" be received.

### Carried

-Malahide Water Distribution System - Fourth Quarter 2022 Operations Report

No. 23-156

Moved By: Sarah Leitch

Seconded By: Chester Glinski

THAT Report No. PW-23-14 entitled "Malahide Water Distribution System - Fourth Quarter 2022 Operations Report" be received.

### Carried

- Tender Results: Highway No. 3 (Talbot St. E.) Watermain Replacement

No. 23-157

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Report No. PW-23-21 entitled "Tender Results: Highway No. 3 (Talbot St. E.) Watermain Replacement" be received;

AND THAT the low bid received from Van Bree Drainage & Bulldozing Ltd. in the amount of \$923,446.00 (plus applicable taxes), for the replacement of approximately 480m of watermain on Highway No. 3 (Talbot St. E) be accepted;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Van Bree Drainage and Bulldozing Ltd. for the purpose of completing the Highway No. 3 Watermain Replacement Project.

### Carried

- Tender Results: 2023 Supply & Place Surface Treatment

No. 23-158

**Moved By: Sarah Leitch** 

Seconded By: Chester Glinski

THAT Report No. PW-23-22 entitled "Tender Results: 2023 Supply & Place Surface Treatment" be received;

AND THAT Township Staff defer the Fire Hall 3 HVAC replacement project to the 2024 Capital Budget;

AND THAT Township Staff reduce the Admin Office renovation budget from \$25,000 to \$10,000;

AND THAT the 2023 Supply & Place Surface Treatment work be awarded to Duncor Enterprises Inc. of Barrie, Ontario;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Duncor Enterprises Inc. for the purpose of completing the 2023 Surface Treatment Program.

### Carried

Radar Speed Signage

No. 23-159

Moved By: Chester Glinski Seconded By: Sarah Leitch

THAT Report No. PW-23-20 entitled "Radar Speed Signage" be received.

AND THAT staff be directed to request the OPP to install temporary radar speed signage in the Village of Springfield

### Carried

-Tender Award – Sparta Line Drain No. 1

No. 23-160

Moved By: John H. Wilson

**Seconded By: Sarah Leitch** 

THAT Report No. PW-23-23 entitled "Tender Award – Sparta Line Drain No. 1" be received;

AND THAT the tender for the Sparta Line Drain No.1 be awarded B. Provoost Excavating Ltd., in the amount of \$32,000.00 (plus applicable taxes).

### Carried

-Tender Award – Sparta Line Drain No. 2

No. 23-161

Moved By: Sarah Leitch

Seconded By: Chester Glinski

THAT Report No. PW-23-24 entitled "Tender Award – Sparta Line Drain No. 2" be received:

AND THAT the tender for the Sparta Line Drain No. 2 be awarded Laemers Excavating, in the amount of \$27,493.66 (plus applicable taxes).

### Carried

**Director of Corporate Services/Treasurer** 

-2023 Budget Approvals

No. 23-162

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Report No. FIN 23-06 titled "2023 Budget By-law Approvals" be received for information;

AND THAT By-law 23-26 authorizing the adoption of the 2023 Budget be deferred;

AND TAHT By-law 23-27 authorizing the establishment of various User Fees and Rates be approved.

### Building/Planning/By-law

- Supplementary Building Code Consultant Service Update

No. 23-163

Moved By: John H. Wilson Seconded By: Chester Glinski

THAT Report No. DS-23-11 entitled "Supplementary Building Code Consultant Service Update" be received;

AND THAT the draft By-law appointing new Building Officials under the Building Code Act for the Township of Malahide be approved as presented.

### Carried

- Re-Submitted Applications for Consent to Sever Nos. E13-23 & E18-23 of John Loewen & David Loewen (Authorized Agent: David Roe)

No. 23-164

Moved By: Chester Glinski Seconded By: Sarah Leitch

THAT Report No. DS-23-12 entitled "Re-Submitted Applications for Consent to Sever Nos. E13-23 & E18-23 of John Loewen & David Loewen (Authorized Agent: David Roe)" be received;

AND THAT Council defer the approval of this application.

Carried

### REPORTS OF COMMITTEES/OUTSIDE BOARDS:

No. 23-165

Moved By: John H. Wilson Seconded By: Sarah Leitch

THAT the following Reports of Committees/Outside Boards be noted and filed:

- (i) Catfish Creek Conservation Authority
  - April 1, 2023 Progress Report
  - Audited Financial Statements December 31,2022 and Notice of 2023 Budget adoption

### **CORRESPONDENCE:**

No. 23-166

Moved By: Chester Glinski Seconded By: John H. Wilson

THAT correspondence items five, eight, ten, thirteen, fourteen and fifteen be supported;

AND THAT the remaining correspondence items be noted and filed.

- 1. Association of Municipalities of Ontario Watch File dated March 16, 2023, March 23, 2023, and March 30, 2023. (Pages 3-14)
- 2. Elgin County Malahide Township request to review Lyons Line, west of Imperial Road Road Safety Concerns (Pages 15-18)
- 3. Elgin County West Elgin request to review By-law EC-1 Parking By-law. (Pages 19-61)
- 4. Elgin County Council Highlights March 14, 2023 (Pages 62-64)
- 5. AORS –Opposing utility locate costs from being downloaded to Ontario municipalities (Pages 65-66)
- 6. Ministry for Seniors and Accessibility Submit a nomination for 2023 Ontario Senior of the Year Award (Page 67)
- 7. Elgin Federation of Agriculture Request for municipalities to conduct an impact assessment to evaluate the potential long-term consequences before allowing changes to agricultural uses of land (Page 68)
- 8. Fisheries and Oceans Canada Review and addition of aquatic species to the List of Wildlife Species at Risk (Page 69)
- 9. Municipality of Bayham Support for Bill 5 Stopping Harassment and Abuse by Local Leaders Act (Pages 70-71)
- 10. Food Cycle Science Impact Canada Pilot Program Food Waste Reduction Challenge to expand municipal programs (Page 72)
- 11. Attorney General Update on modernization initiatives in Ontario's Provincial Offences Act (POA) courts (Pages 73-74)
- 12. Howick Township and Municipality of North Perth Support for School Bus Stop Arm Cameras (Pages 75-77)

- 13. Town of Plympton-Wyoming and Township of Lucan-Biddulph Future Accuracy of the Permanent Register of Electors (Pages 78-80)
- 14. Town of Plympton-Wyoming and Township of Lucan-Biddulph Barriers for Women in Politics (Pages 81-83)
- 15. Corporation of the Town of Essex Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales (Pages 84-85)
- 16. Corporation of the Town of Essex Tax Classification of Short-Term Rental Units (Pages 86-87)
- 17. Ministry of Natural Resources and Forestry Proposal to amend Ontario Regulation 161/17 to the Public Lands Act to change the requirements related to floating accommodations (Pages 88-89)
- 18. Western Ontario Wardens' Caucus Supports Huron County's Call for Cannabis Act Review (Page 90-93)

### Carried

### **OTHER BUSINESS:**

Councillor Leitch brought forth concerns she has heard circulating in the community regarding the delay with development plans in Springfield. CAO Betteridge noted that a firm had prepared feasibility options to facilitate new growth in Springfield and next steps. These next steps haven't occurred for a few reasons, one being that the Township doesn't have an on-site Director of Development Services to start exploring these options. However, staff will be bringing a report to Council in the next month or two seeking direction based on these options. Councillor Wilson noted the importance of developing the strategic plan in discussing these next steps as developers may want large subdivisions but the strategic plan will assist with creating a representative cohesive plan.

### **BY-LAWS:**

No. 23-167

Moved By: Sarah Leitch

Seconded By: John H. Wilson

That the following by-laws be considered read a first, second and third reading and properly signed and sealed.

- By-law No.23-27, being a By-law to establish various User Fees and Rates
- By-law No.23-30, being a being a By-law to authorize the execution of an Agreement with Da-Lee Dust Control Ltd. for the supply and apply Dust Control

- By-law No.23-32, being a By-law to authorize the execution of an Agreement with Van Bree Drainage & Bulldozing Ltd. for the Highway 3 Watermain Replacement Project
- By-law No.23-19, being a By-law to appoint Building Officials under the Building Code Act for the Township of Malahide

### Carried

### CLOSED:

No. 23-168

Moved By: Mark Widner Seconded By: Sara Leitch

THAT Council move into Closed Session at 9:10p.m., pursuant to Section 239(2)(e&d), consideration will be given to items pertaining to litigation or potential litigation affecting the municipality relating to property on Avon Drive and a labour relations or employee negotiations matter relating to a shared staff recruitment matter.

### Carried

No. 23-169

Moved By: John H. Wilson Seconded By: Sarah Leitch

THAT Council move out of Closed Session and reconvene at 9:47p.m. in order to continue with its deliberations.

### Carried

No. 23-170

Moved By: Sarah Leitch

Seconded By: Chester Glinski

THAT Malahide Council provided staff direction regarding litigation or potential litigation affecting the municipality relating to property on Avon Drive and a labour relations or employee negotiations matter relating to a shared staff recruitment matter.

### **CONFIRMATORY:**

No. 23-171

Moved By: John H. Wilson Seconded By: Sarah Leitch

THAT By-law No.23-31, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

### **ADJOURNMENT:**

Clerk - A. Adams

No. 23-172

Moved By: Mark Widner

Seconded By: Chester Glinski

THAT the Council adjourn its meeting at 9:49p.m. to meet again on April 20, 2023, at 7:30 p.m.

# Mayor – D. Giguère



# ELGIN COUNTY 2023 UPDATE

Warden Ed Ketchabaw Julie Gonyou, Chief Administrative Officer

# OUR AGENDA

- Message from the Warden
- Strategic Plan
- What's New & Exciting
- Local Priorities/Questions



# **STRATEGIC PLAN: 2020 - 2022**



To re-design how we respond to community needs in a creative, sustainable way.

We do this by focusing on:

- 1. Ensuring alignment of current programs and services with community need.
- 2. Exploring different ways of addressing community need.
- 3. Engaging with our community and other stakeholders.



To be the place where people want to live, work and play.

We do this by focusing on:

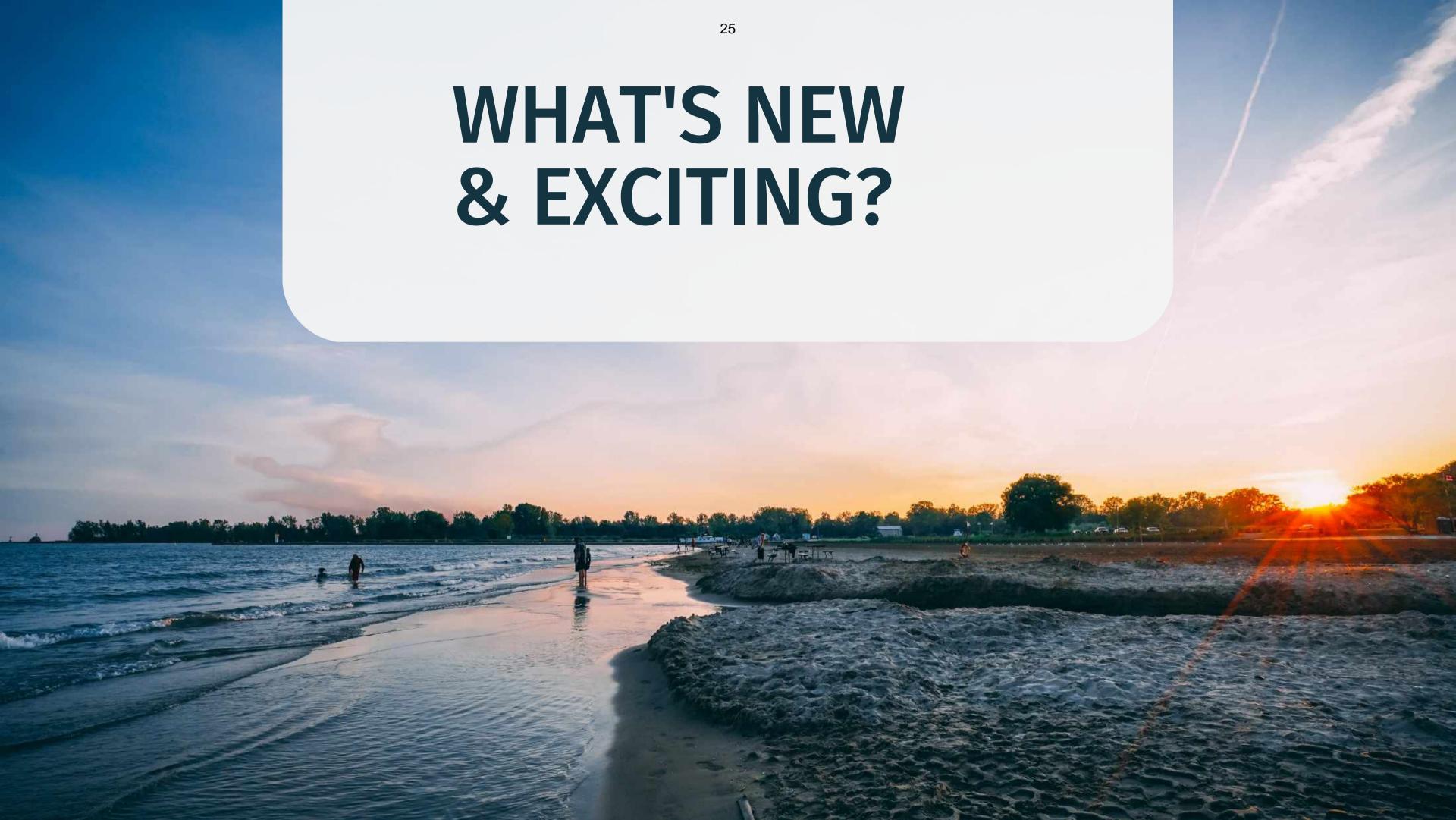
- 1. Planning for and facilitating commercial, industrial, residential, and agricultural growth.
  - 2. Fostering a healthy environment.
  - 3. Enhancing quality of place.



To make responsible financial decisions.

We do this by focusing on:

- 1. Ensuring we have the necessary tools, resources and infrastructure to deliver programs and services now and in the future.
- 2. Delivering mandated programs and services efficiently and effectively.







- The Western Ontario Wardens Caucus Inc. (WOWC) is a not-for-profit organization representing 15 upper and single tier municipalities in Southwestern Ontario with more than three million residents.
- WOWC aims to enhance the prosperity and overall well-being of rural and small urban communities across the region.
- WOWC advocates on behalf of Counties on key items such as; infrastructure, transportation, long-term care, broadband and economic development.



- Elgin County is a member of SCOR EDC a regional partnership comprised of the Counties of Brant, Elgin, Middlesex, Norfolk and Oxford.
- Provides planning coordination for regional issues, implements regional economic development priorities, identifies funding sources, partners with other levels of government, and acts as a regional catalyst for investment.











# HEALTH RECRUITMENT PARTNERSHIP (HRP)





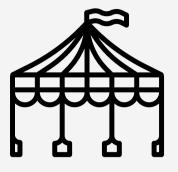
- In 2023, Elgin County will invest \$71,790 to support the Elgin-St.Thomas HRP.
- In response to the growing local demand for primary physicians in the community, this joint initiative aims to attract new Family Physicians to the area and offer new physicians support as they join the community.
- At least 1M Ontarians do not have access to primary care, and at least one (1) in five (5) family doctors in the province plan to retire in the next five (5) years.
- In 2021-22, five (5) physicians retired, approximately ten (10) local physicians will retire in the next five (5) years, and three (3) may retire in 2023.
- In Elgin, there were at least 10,000 unattached patients in 2020.
- The Committee offers an annual Scholarship Program for local students pursuing a family medicine career.
- Initiated in 2008, this Committee provides physicians with grants to help attract them to the Elgin-St. Thomas area.
- To date, a total of \$1,123,280 has been allocated to support 36 physicians and 1 nurse practitioner from 2008 - 2023.
- The majority of recipients have received the current maximum amount of \$33,000.



## **COMMUNITY GRANT PROGRAM (CGP)**



COMMUNITY SERVICES



FESTIVALS & EVENTS



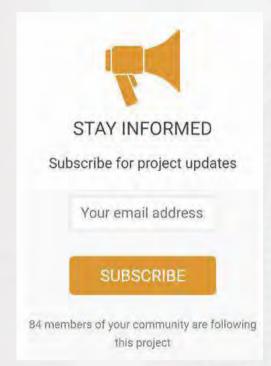
COMMUNITY SIGNAGE

- In 2023, Elgin County will invest \$72,900 (\$3.68 per household x 19,800 ) towards the CGP.
- Eligible non-profit community groups can apply for up to 50% of their program, service or event up to a maximum of \$10,000.
- The CGP invests in both established and emerging community programs and events that meet identified community need, build capacity, and support Elgin County's Strategic Plan 2020-2022.
- Through this program, organizations and services can apply for supplementary funds to strengthen their responsiveness, effectiveness and resilience.



### **COMMUNITY ENGAGEMENT**





- Engage Elgin encourages the community to follow and participate in engagement opportunities to help shape projects, policies and initiatives.
- Councillors, staff, residents, community partners and businesses are encouraged to share ideas that will make Elgin County a better place to "live, work and play."

www.engageelgin.ca



- The County of Elgin is developing a Transportation Master Plan (TMP).
- The TMP is the first comprehensive master planning exercise for the County's transportation network and will be coordinated with the County's ongoing Official Plan update.
- This Plan will be designed to look at "the big picture", identifying challenges, alternatives, steps and actions to take the County of Elgin from where we are today to the multi-modal transportation network and the landscape we envision for our future.
- The Plan will span 30 years and focus on developing an integrated vehicular transportation network, enhancing active transportation amenities (cycling), and exploring transit options for Elgin's communities.

www.engageelgin.ca/transportationmasterplan









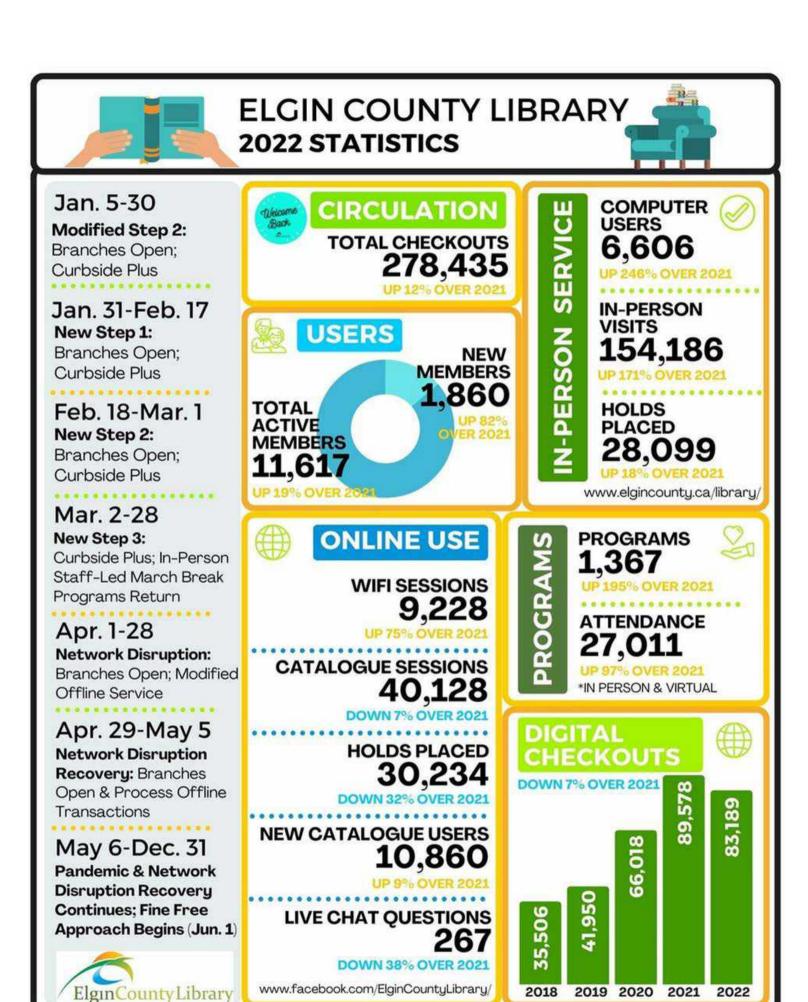
• This report (Discussion Paper #3) is a key background document to the Official Plan Review. It provides a long-range growth outlook for the County and its lower-tier municipalities and assesses urban land requirements to 2051. It also provides Official Plan policy recommendations to managing growth over the next 30 years consistent with the Provincial Policy Statement, 2020 (PPS).

• The report also provides population, housing, and employment forecasts for the County of Elgin to 2051.

www.engageelgin.ca/officialplanreview









- On March 28, 2023, Elgin County Council approved its 2023 operational and capital budget of \$92.6M. For this year, residents can expect a 3.76% increase in the County portion of their municipal property taxes. This share of municipal taxes supports road and bridge maintenance on county roads, paramedic services, community planning, long-term care homes, libraries, and more.
- Homeowners will see a slight addition of \$23.88 for every \$100,000 of residential property assessment.

#### **Budget Highlights:**

non

- Continuing with existing services and operations, including a non-union salary increase of 2.5%;
- Enhanced land ambulance services by implementing a transport-capable ambulance in the **Municipality of Bayham**;
- Recognizing impact of high rate of inflation cost-cutting measures and efforts to modernize services are included across service areas; and
- Ongoing investment in transportation and critical infrastructure.



### COMMUNITY PARAMEDICINE

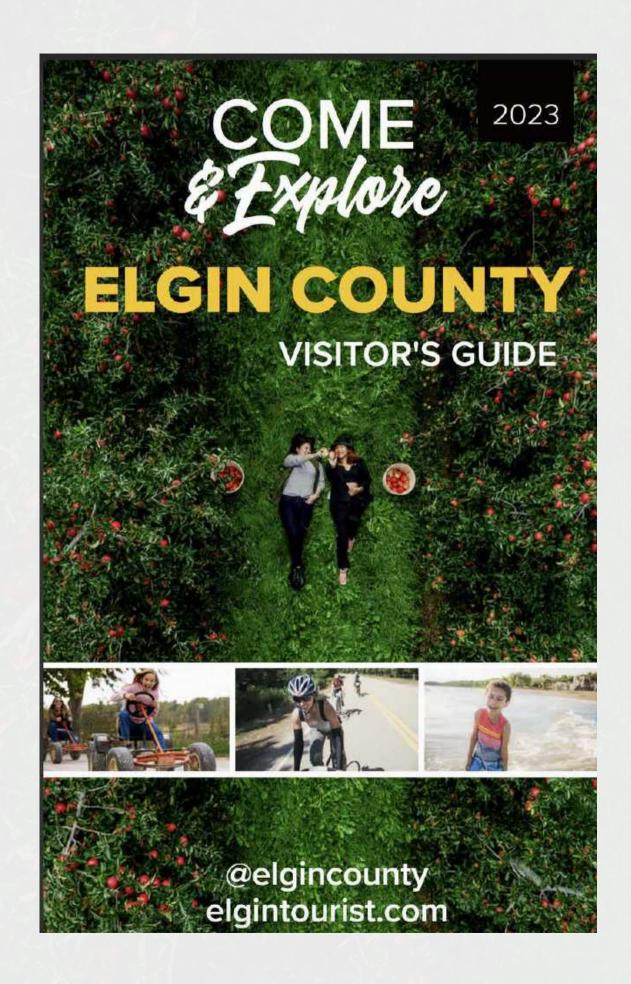


- Beginning March 1, 2023, eligible residents in Elgin County and St. Thomas will have access to Community Paramedicine.
- This referral-based program is entirely funded by the Province and will bring highquality care to residents living in seniors housing and retirement homes while offering accessible home-based care for our community's most vulnerable population.
- Community paramedics will work collaboratively with primary care and community care providers to deliver the following mobile support to residents:
  - In-person and Remote Patient Monitoring services
  - Chronic/complex disease monitoring /surveillance
  - Medication safety and reconciliation
  - In-home visits and point-of-care testing capabilities; and
  - Client and family navigation, coordinated care planning to various services, agencies and resources.



### www.engageelgin.ca/connectedelgin

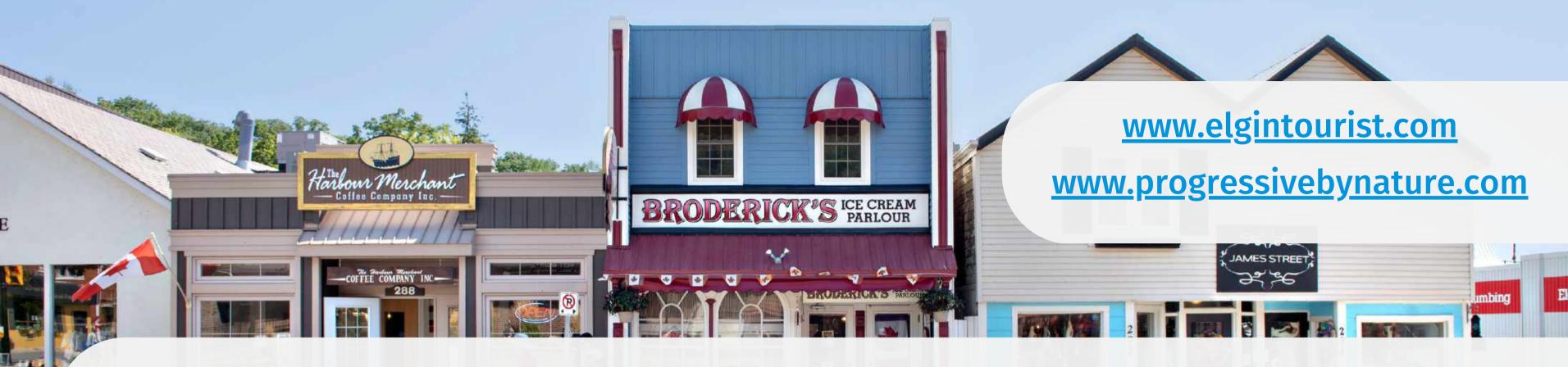
- The need to improve high-speed internet connectivity across Elgin is a key priority for Elgin County Council. Work is underway to support availability, affordability, speed, and awareness.
- Input and data was collected from the community regarding current internet availability, access and usage.
- Elgin County engaged IBI Group to complete an analysis of current state and provide recommendations for future state.
- An advocacy plan was developed and supported by County Council. Work is ongoing.
- Work is underway by Southwestern Integrated Fibre Technology Inc (SWIFT) to expand broadband service to 1,132 locations throughout West Elgin, Dutton Dunwich and the Township of Southwold. SWIFT has partnered with North Frontenac Telephone Corporation and EH!tel Networks on these projects.
- In 2021, Ontario passed the <u>Supporting Broadband and Infrastructure Expansion Act, 2021</u> to help speed up construction of broadband projects. To build upon this legislation, the Ontario government passed the <u>Getting Ontario Connected Act, 2022</u>, which further reduces barriers, duplication and delays. In 2022, the Province announced the Accelerated High-Speed Internet Program, and Xplornet will undertake the work required to bring fibre to more areas in Elgin County.



# ECONOMIC DEVELOPMENT

& TOURISM





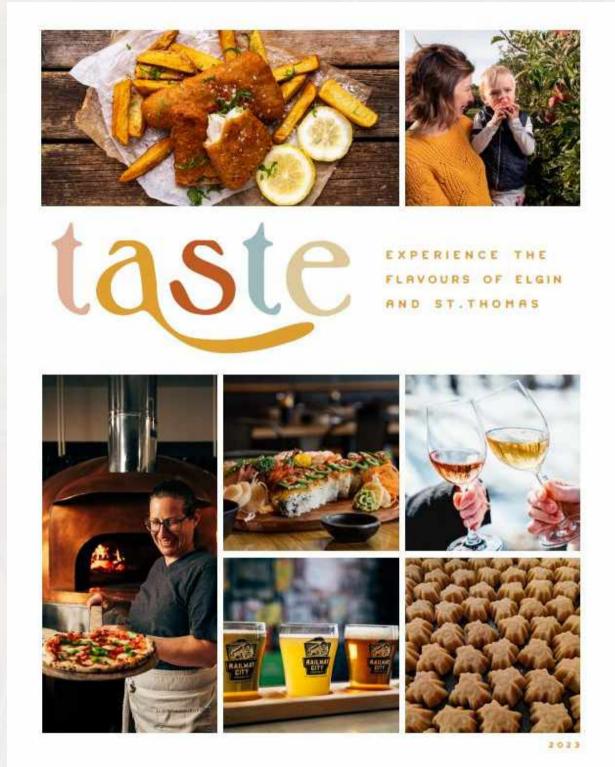
# BUSINESS RETENTION & EXPANSION

- Elgin County's Economic Development and Tourism will be launching a community engagement project later this year. The project will see staff visiting local businesses to understand their needs and concerns in order to help retain and create jobs.
- The initiative aims to build relationships with existing businesses, strengthen community capacity and identify positive and negative aspects of the business environment. The team will also address immediate concerns of individual businesses and collect data to inform economic planning.
- This data will inform our action plan to increase competitiveness, enable business development, investment and job creation, and enhance the overall business environment.



# Funding up to \$15,000 per year for Commercial and Agricultural Business Improvements!

- Elgin County invests \$80,000 in a Community Improvement Plan called "Elgincentives".
- A Community Improvement Plan (CIP) is a tool that allows municipalities to direct funds and implement policy initiatives toward specifically defined project areas.
- The Elgin County Economic Development office has prepared this CIP in order to achieve important community goals such as:
  - Facilitating and coordinating the improvement of neighbourhoods and designated areas;
  - Stimulating economic growth and development;
  - Assisting businesses and property owners with repairs, restorations and redevelopment projects; and,
  - Raising awareness of local needs and priorities.
- Having a CIP in place allows the municipality to assist financially with improvements to private properties.



## Savour ELGIN

- We are redesigning our Savour Elgin guide. With a fresh new logo and a magazine-style layout, the Savour Elgin Guide will highlight our signature culinary experiences.
- To reach a wider audience, we are not only printing the new Savour Elgin Guide but also creating a digital version complete with interactive links and easy sharing functions.

### WELCOME HOME CAMPAIGN



- In 2022, Elgin County launched a "Welcome Home Campaign" to celebrate our communities and inspire a sense of pride in residents, as well as attract future residents, visitors, and investors.
- The next phase of the campaign involves furnishing a model home in Elgin County with locally sourced furnishings, decor, and art. This initiative aims to promote the unique products of the county while continuing to market it as a great place to live, work, and play.

www.facebook.com/watch/?v=1110594976159617



# CENTENNIAL / ELM INTERSECTION IMPROVEMENTS

• The County of Elgin, in partnership with the Municipality of Central Elgin and the City of St Thomas, will be constructing a roundabout at the intersection of Centennial Road and Elm Street.

- Work includes the removal of existing infrastructure, minor storm and sanitary sewer works, the installation of new curbs, asphalt and sidewalks.
- The circulating island will be naturalized with native pollinator plantings. The intersection will be closed for the duration of the construction, and a signed detour route will be established.

Project cost: \$1.78M

E: 487938.09

233

N: 4734503.19

F: 487966.79
N: 4734521.34
Eilev: 242.83

E: 487958,74
N: 4734525.78
Eilev: 243.05

-4118

ELM LINE











#### Report to Committee of Adjustment

**REPORT NO.:** DS-23-10

**DATE:** April 20, 2023

**ATTACHMENT:** Application and Drawings

SUBJECT: MINOR VARIANCE APPLICATION NO. D13-MV-01-23 OF DAN

VANTUYCKOM (AUTHORIZED AGENT: MARK EGGLESTON)

#### Recommendation:

THAT Report No. DS-23-10 entitled "Minor Variance Application No. D13-MV-01-23 of Dan Vantuyckom" and affecting lands described as Part of Lot 6, Reg. Plan 55 in the Township of Malahide (3246 Colin Street, Port Bruce) be received;

AND THAT the Committee of Adjustment APPROVE Application No. D13-MV-01-23 to permit relief from the:

- a) Maximum Lot Coverage requirement of 30%; and,
- b) Minimum Side Yard requirement of 2 metres,

in order to construct a new single-detached dwelling on the subject property comprising a total lot coverage of 42.5% and a northerly side yard of 0.76 metres;

AND THAT the approval shall be subject to the following condition:

1) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

#### Background:

The subject Application relates to the property located at Part of Lot 6, Reg. Plan 55 in the Township of Malahide (3246 Colin Street, Port Bruce).

The Application seeks relief from the Maximum Lot Coverage requirement of 30%, and the Minimum Side Yard requirement of 2 metres (approximately 6.5 feet) in order to construct a new single-detached dwelling on the subject property. A computer-generated image of the proposed new dwelling is provided at right.



The propert owner (the "Owner") has already demolished a previously-existing dwelling, being a wood-sided park-model trailer with added carport, sunroom, and decks, and is applying to replace it with a new dwelling. The Owner had proceeded with construction of the replacement dwelling, but the project has ceased once it was identified that a minor variance application would be required.

The Owner consulted with Township Building Staff and Catfish Creek Conservation Authority (CCCA) Staff beginning approximately 3 years ago. The new dwelling will be situated in the same general location as the previous trailer, however with a slightly increased lot coverage.

The previously-existing dwelling and structures were situated as close as on the northerly-side lot line (according to a survey), and had a combined lot coverage of 37.3%.

In order to proceed with the replacement dwelling, a minor variance is required in order to address the above-noted non-complying lot coverage and side yard exceedences of the previous trailer, as well as to allow an increased Maximum Lot Coverage of 42.5% (approximately 197.4m²). The new dwelling is proposed no closer than 0.76m (approx. 2½ ft.) from the northerly-side lot line.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the April 20, 2023 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-01-23.

#### Comments/Analysis:

The subject property is approximately 464.8 square metres (0.11 acres) in area, and has approximately 10.7 metres (35.1 feet) of frontage along Colin Street. As noted previously, the property previously contained the wood-sided park-model trailer with added carport, sunroom, and decks.

Township Staff previously informed the Owner that a replacement of the prior dwelling could be constructed provided there was no increase in lot coverage. The Owner and his consultants proceeded on this basis, and on the understanding that the elevated portions of the dwelling would not contribute to lot coverage.

The Owner had obtained necessary permits and had proceeded with construction of the replacement dwelling, but upon further review by Staff of the drawings and the Township's Zoning By-law, Staff determined that such portions do contribute to, and are calculated as "lot coverage". The project has ceased once it was identified that a minor variance application would be required.

#### **County of Elgin Official Plan**

The subject property:

- is designated "Tier 2 Port Bruce" on Schedule 'A', Land Use Plan;
- is identified as having frontage along a "Local" on Schedule 'B', "Transportation Plan"; and,
- has no noted areas on Schedule 'C' (Aggregate and Petroleum Resources).

Section D3.3 notes that buildings and structures are not permitted within the floodplain, except where written permission is obtained from the appropriate Conservation Authority.

#### Malahide Official Plan

The subject property is designated "Recreational Residential" and "Floodway (100 yr)" on Schedule 'C' (Land Use and Constraints Plan for Port Bruce).

The policies of Section 4 (Settlement Areas), 4.5 (Village of Port Bruce), and 5.2 (Floodway) of the Official Plan applies to this development, and will be detailed in later sections of this Report.

#### Malahide Zoning By-law No. 18-22

The subject property is within the "Village Residential Two (VR2) Zone" on Key Map O4 of Schedule "A" to the Township's Zoning By-law No. 18-22. The property is also shown on Key Map O4 to be within a Regulated Area of the Catfish Creek Conservation Authority (CCCA).

The "Village Residential Two (VR2) Zone" zone requires the following (and as detailed on the surveyor's sketch provided with the Application):

"Village Residential Required: Previous/Existing & Proposed:		Previous/Existing & Proposed:
Two (VR2) Zone" Zone		
Min. Lot Area	1,850 m <sup>2</sup>	(existing/no changes) 464.8 m <sup>2</sup>
Min. Lot Frontage	25 m	(existing/no changes) 10.7 m
Min. Interior Side Yard	2 m	Previous: 0 m – 0.65 m
Width		Proposed: 0.76 m
Max. Lot Coverage	30%	Previous: 37.3%
_		Proposed: 42.5%

#### **Public/Agency Comments Received**

Notice of Public Hearing was given in accordance with Planning Act regulations. As of the date of writing this report there have been no comments received from either agencies or the general public.

#### Comments

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These tests, along with the Planner's comments concerning same as they relate to the requested variance, are as follows:

1. The variance maintains the general intent and purpose of the Official Plan. As noted earlier, the County Official Plan directs that buildings and structures are not permitted within the floodplain, except where written permission is obtained from the appropriate Conservation Authority. In this instance, a previous structure is being replaced, and consultation has occurred between the Owner and the Township & CCCA starting nearly 3 years ago.

For the Malahide Official Plan, the "Recreation Residential" designation applies, however so too does the "Floodway" policies of Sections 5.2.1.

Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and are not specific so as to address details such as setbacks and lot coverage. However, the Official Plan does seek to ensure that any enlarged buildings and structures in the "Floodway" shall not involve an increase in the total ground floor area of those buildings and structures beyond that which existed on the effective date of the Zoning By-law, and that floodproofing elevations and measures are both mandatory, and subject to written approval from the Conservation Authority.

The design of the proposed new dwelling is such that a garage will be the only part of the dwelling at ground level. The remainder of the dwelling has been designed to be elevated above the required flood level.

This criteria/test is considered to be met.

#### 2. The requested variance maintains the general intent and purpose of the By-law.

The intent of the maximum lot coverage provision is to regulate developable areas of each lot, limit excess development, and maintain appropriate open space. The design of the new dwelling is such whereby the vast majority of the dwelling will be elevated. With the elevation, there will be open area beneath the structure, notwithstanding the elevated portions of the structure still contribute to lot coverage.

The size (lot area) of the subject property is approximately 25% of the required lot area for the VR2 Zone, however smaller properties are commonly found in close proximity to waterfronts. The maximum lot coverage requirement of 30% is intended for the standard (i.e., larger) lot sizes of this zone. The previous dwelling/structures comprised approximately 37.3% of lot coverage. The proposed structure seeks an increase to 42.5% lot coverage; however, the elevated design will improve the amount of open/impervious area beneath portions of the structure.

Similarly, the minimum Interior Side Yard Width is difficult to achieve the standard requirement on such an undersized lot, however is being improved over the previous dwelling.

This criteria/test is considered to be met.

#### 3. The application is "minor" in nature.

The Owner has consulted with both CCCA and Township Staff, this process beginning approximately 3 years ago, and this dwelling had been understood to meet all requirements until late in the process.

As noted previously, the design of the new dwelling is being elevated beyond the required flood level, and in doing so will provide open area beneath the elevated portions.

The small size of the property is such that relief from the Zoning By-law, either through a Minor Variance or Zoning By-law Amendment process, would be necessary given there was a previous dwelling on this property, and the standards of the VR2 Zone do not contemplate a lot of this size.

This criteria/test is considered to be met.

#### 4. The proposed development is desirable for the appropriate development or use of the subject property.

Similar to the "minor" in nature test above, there has been consultation had to situate a replacement dwelling on this lot, and ensure it is elevated beyond the required flood level. Although the standards of the Zoning By-law are not being met, it can be considered that there will be overall improvement to what existed previously.

Submitted and Approved by:

Adam Betteridge, MCIP, RPP

Chief Administrative Officer

### APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

Planning Act, R.S.O. 1990, O.Reg 200/96 as amended

The undersigned hereby applies to the Committee of Adjustment for the

#### TOWNSHIP OF MALAHIDE

under Section 45 of the Planning Act, R.S.O. 1990 for relief, as described in this application, from By-Law No. 05-27 Township of Malahide.

1.	ow	NER(S)	
	a)	Name	DanVanTayakom
	b)	Mailing Address	15 Sunset DR. NSP - 255
	c)	Telephone No.	5-19-872-5187
	d)	Fax No.	danger, duto gmail, com
2.	SOL	ICITOR / AUTHOR	
	a)	Name	MARK EGGLESTON CONST.
	b)	Mailing Address	13 CROATIA CRT ST THOMAS NER-SPG
	c)	Telephone No.	319-493-0610
	d)	Fax No.	markenglaston e hotmanl.ca
3.	LOC	CATION OF LAND	
	a)	Lot and Plan or Concession No.	407 #6 PLAN 55
	b)	Street No. and Name	3246 COLLAST. P. BRUCE

Township of Malahide Application for Minor Variance Page 4

	ure and extent of re	lief applied for:
	Replace	prior cottage
Wh	y is it not possible t	o comply with the provisions of the Bylaw?
Din	nensions of the land	affected:
a)	Frontage (m)	10.7
b)	Depth (m)	10.7 42.855
c)	Area (sq.m / ha)	458.55
		ngs and structures on or proposed for the subject land (specify so floor area, number of storeys, width, length, height, etc.)  Was demolished in 2022 when Permit was 15sued
a)		

Township of Malahide Application for Minor Variance Page 5

	Len	gth of time and existing uses to tl	ne subject property have continued:
	Evis	sting uses of abutting properties:	
	a)	성하는 것들은 마스시스 마른 분이를 받는 유대한다면 하는 이 점점 없었다.	egidential
	b)		eek
	c)		esidential
	d)	West	sidential
	Ser	vices available (check appropriate	e space(s))
	a)	Method of Water Supply (if applica	able)
		Public Water Supply System	Private Individual Well □
		Private Communal Well	Other (please specify)
			Holding tank
	b)	Method of Sanitary Waste Dispos	al (if applicable)
		Private Septic Tank and	Private Communal System
		Tile Field System □	Other (please specify)
5.	Арр	olicable Official Plan designation(	s): Ragidential
3.	App	olicable Zoning By-law zone(s):	Residential
7.	Has	the owner previously applied for	a minor variance in respect to the subject property?
	a)	Yes □ No I	
	If Y	es, describe briefly:	

#### STATUTORY DECLARATION

(Name of Applicant) of the	Malahide Town Ship
(Name of Applicant)	(City, Municipality, Town, Township)
in the County of Elgin (County / District / Region)	
SOLEMNLY DECLARE THAT the information pro	ovided in this application as required under Section 45 o
the Planning Act R.S.O. 1990 and Ontario Regula	ation 200 / 96 as amended is true.
	ously believing it to be true, and knowing that it is of the
same force and affect as if made under oath.	
DECLARED before me	
(City, Municipality, Town, Township	
in the Elgin ) (County / District / Region)	D. Carruget
(County / District / Region)	Signature of Applicant or
this 37 day of March , 2023 )	Authorized Agent *
this day of March , 20	Mad Egypto
Allison Adams, a Commissioner	0
for taking Affidavits, Pursuant to	
R.S.O. 1990,C.17, Para. 1(2)	
Y	
A Commissioner, etc. A Helday	
	* If authorized agent, a letter from the owner of the

APPLICATION FEE to accompany \$2,000.00, payable to the Township of Malahide.

#### Municipal Freedom of Information Declaration

In accordance with the provisions of the <u>Planning Act</u>, it is the policy of the Township Planning Department to provide public access to all development applications and supporting documentation.

Personal information contained on this form is collected pursuant to the Planning Act, R.S.O. 1990, O.Reg 200/96 as amended and will be used for the purpose of determining permission for minor variance. The personal information collected will be maintained in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

In submitting this development application and supporting documentation, I pan Can Tay Chemistry the owner/authorized applicant, hereby acknowledge the above-noted policy
and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.
I hereby authorize the Township of Malahide to post a Change of Use sign and municipal staff to have access to the subject site for purposes of evaluation of the subject application.

/A			
Signature	Day	Month	Year

March 27, 2023

TOWNSHIP OF MALAHIDE 87 John St. S. Aylmer ON N5H 2C3

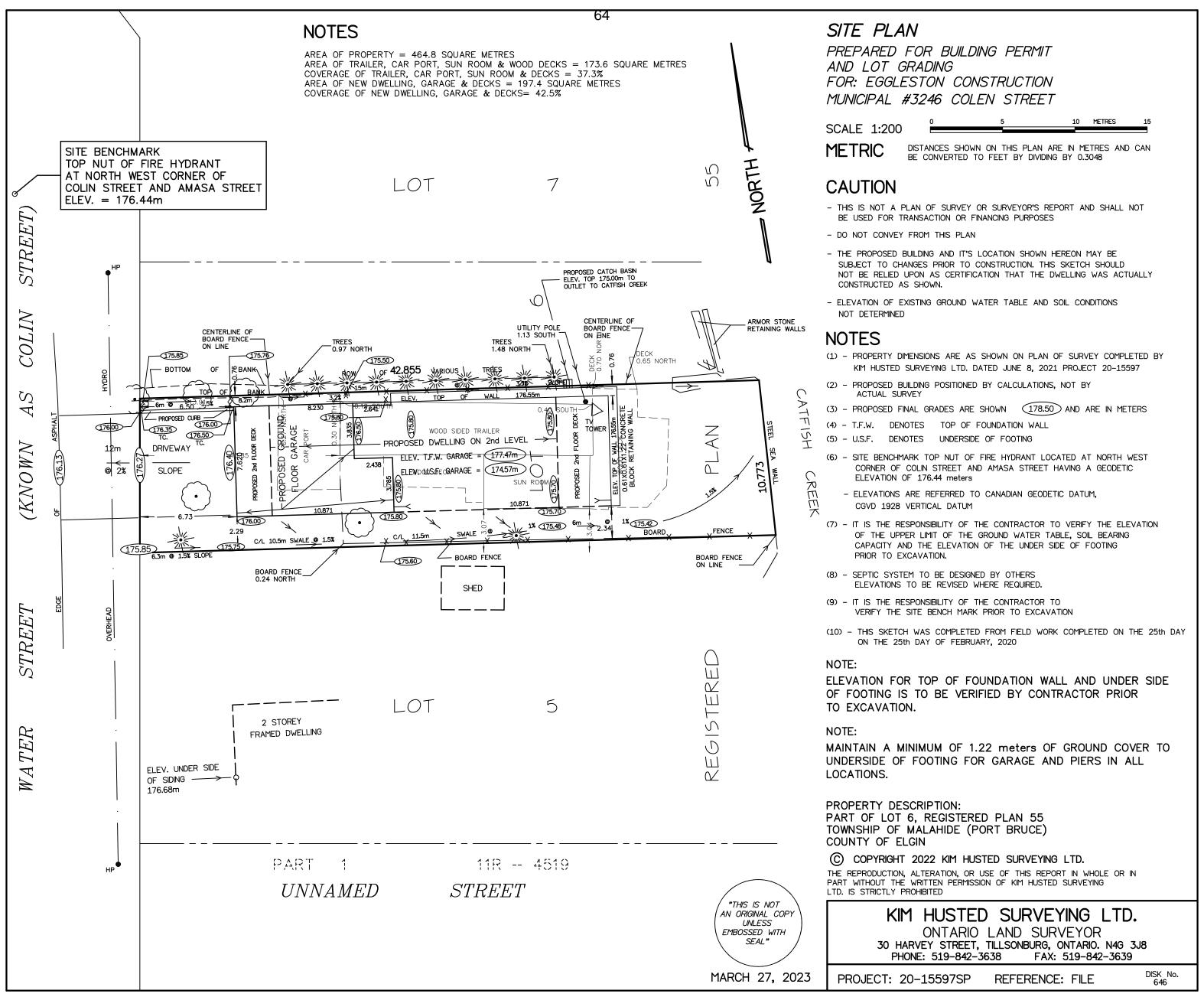
RE: Mine

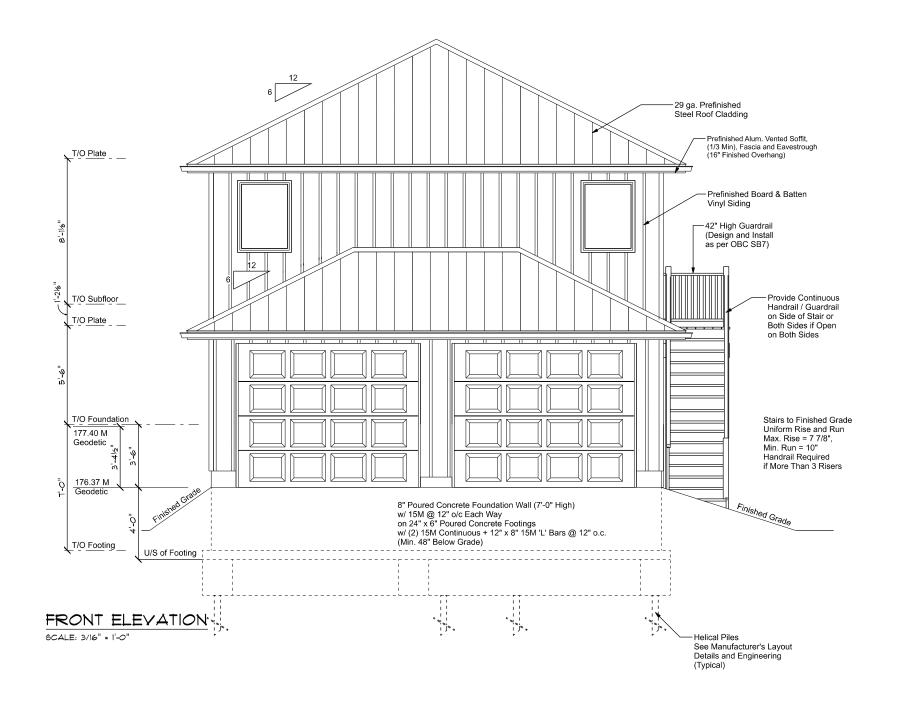
Minor Variance Application 3246 Colin Street, Port Bruce

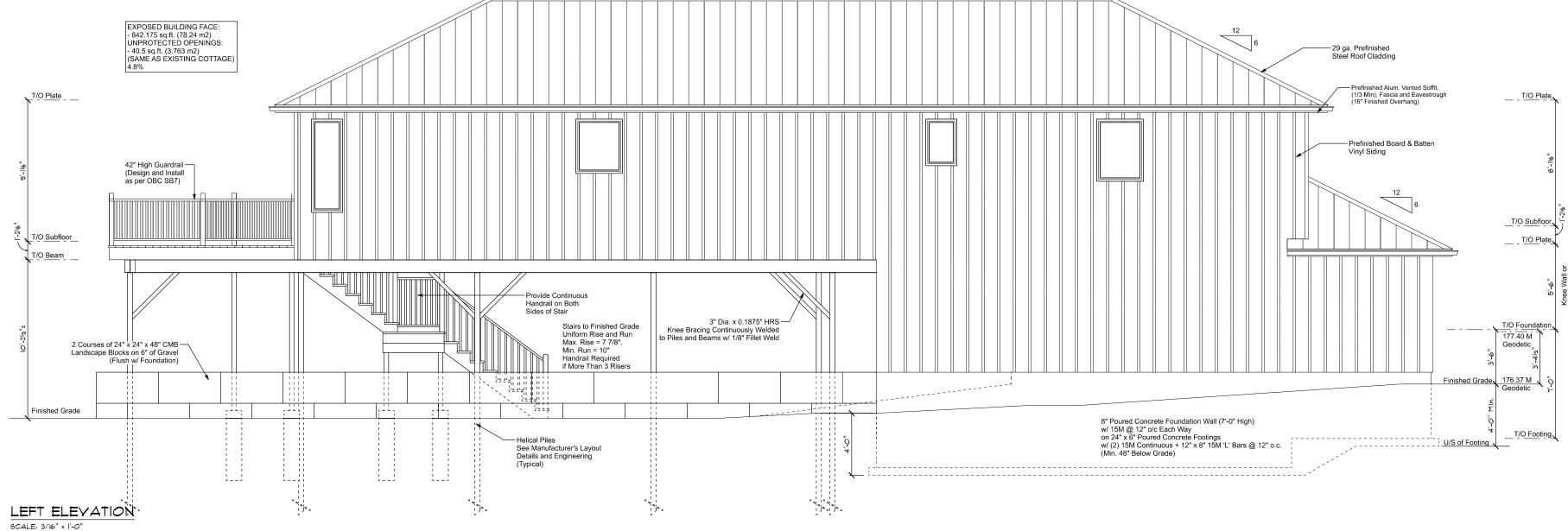
I am the registered owner of the lands which are the subject of the above described application. Please consider this correspondence as my authorization for Mark Eggleston to act on my behalf on all matters with respect to the accompanying application as well as any related planning applications.

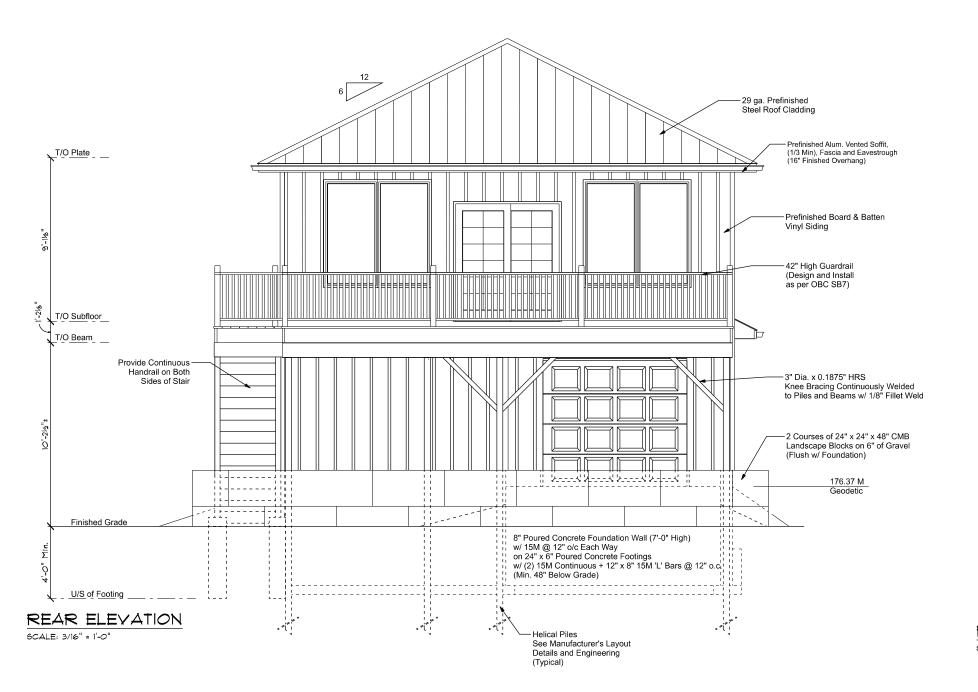
Respectfully,

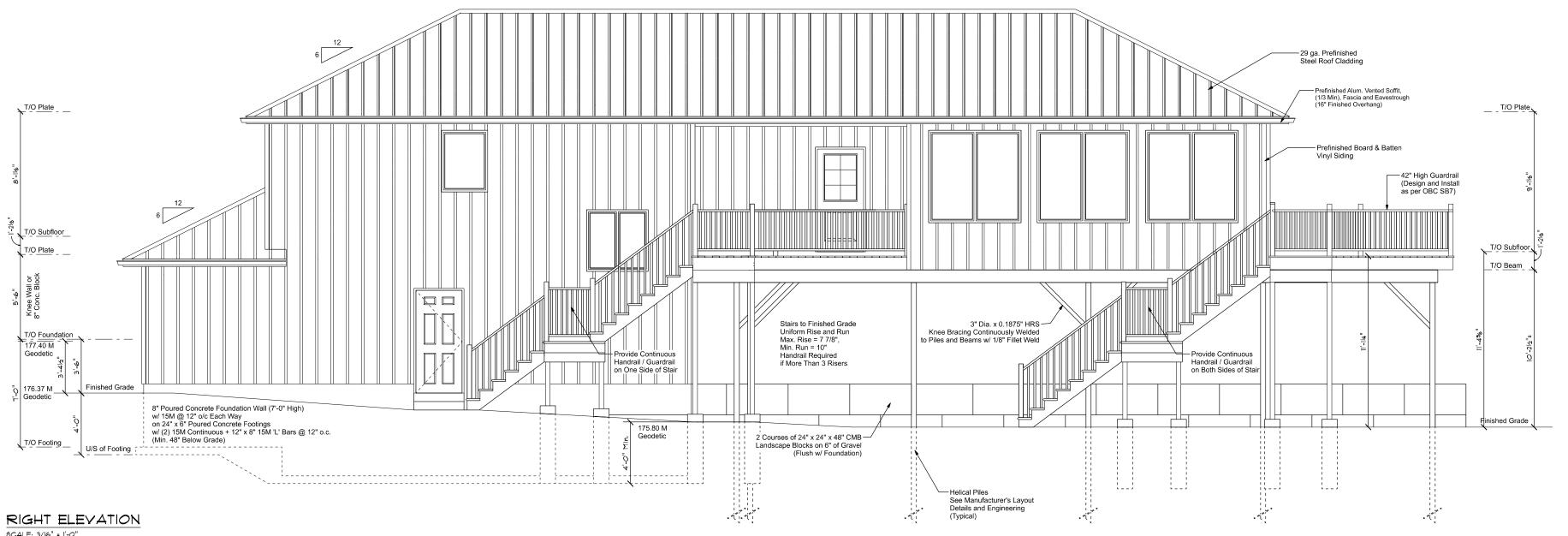
Dan VanTuyckom















#### **GENERAL NOTES:**

Min. Concrete Strength (28 day) -25 Mpa (3000 psf) Steel Strength - 400Mpa (60 Ksi) Assumed Soil Bearing Capicity (2500 psf)

 Contractor to Check and Verify any Discrepencies Prior to Construction
 Drawings are to be Read and NOT to be Scaled
 All Construction, Materials and

Equipment to Adhere to the Latest Edition of the OBC & Local By-Laws
4. All Structural Elements not Obtainable Throught OBC Charts to be Engineer Approved (Structural Engineer to Review, Calculate Loads/Size Stamp and Approve)

and Approve)5. All Footings to Bear on UndisturbedSoil

6. All Exterior Foundation Walls to Extend Down Below Local Frost Levels (4' Min. cover)7. Refer to Plans, Cross Sections and

Details for All Typical Construction
Details and Notes
8. 1 1/2" Min. Concrete Rebar Coverage

9. Location of All Services to beVerified

by Owner/ Contractor

Roof Truss and Girder Design by Truss Manufacturer Provide Temporary Bracing for Columns and Walls until Final Bracing is Complete

Smoke Detectors / Alarms to Have Minimum 7 Day Batery Back up if Hard Wired

All Window and Door Openings in Exterior / Interior Load Bearing Walls c/w 1 ea. Jack Stud and 1 ea. King Stud at Either End of Header Unless Noted Otherwise

Provide Continous Bearing to Foundation Wall / Footings Through Floor System as per Manufacturer's Specifications

#### **DESIGN NOTES:**

Ground Snow Load - 1.20 Kpa (25.06 psf)
Dead Load - 0.72Kpa (15 psf)
Snow Reduction Factor - 0.8
Wind load (1/50) - 0.47 Kpa (9.8 psf)

All Construction to Conform to OBC 2012
Part 9 Contractor to Refer to
Applicable Codes Listed for Minimum
Construction Requirements, Project Site
Conditions and Applicable Project
Design

#### SEISMIC DATA

Sa (0.2) - 0.170 Sa (0.5) - 0.099 Sa (1.0) - 0.058 Sa (2.0) - 0.018 PGA - 0.092

CLIENTS AND CONTRACTORS SHALL REVIEW ALL DRAWINGS AND VERIFY ALL DIMENSIONS ON DRAWINGS REPORT ANY DISCREPANCIES TO THE DESIGNER BEFORE PRECEEDING. DRAWINGS ARE TO BE READ AND NOT SCALED.

DATE	REVISION	DRAWN	CHECK
06/08/22	ADDED RETAINING BLOCKS	DE	DF/MV
13/07/22	COVERED DECK STAIRS ON OUTSIDE	DE	DF/MV
13/07/22	CHANGE RETAINING WALL TO FULL HEIGHT WALL AT REAR GARAGE OVERHEAD DOOR	DE	DF/MV

#### BCIN / SCHEDULE 1 REVIEW BY:



2478153 Ontario Inc. o/a Girard Engineering 212 Main Street West, P.O. Box 98 Otterville, ON NOJ 1P0 519-879-6875 ph 519-879-6536 fx Email: info@girardengineering.ca

#### PROPOSED NEW RESIDENCE:

DAN & WENDY VANTUYCKOM 3246 COLIN ST. PORT BRUCE

JOB No.: 21-270

ELEVATIONS	
DRAWN: D.E.	SCALE: As Noted
DESIGNED BY: DF/MV	DRAWING No.
CHECKED BY: DF/MV	Λ 🔿
DATE: AUGUST, 2021	HZ



#### **Report to Council**

**REPORT NO.:** DS-23-11

**DATE:** April 20, 2023

**ATTACHMENT:** Report Photo, Application, By-law

SUBJECT: OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT

APPLICATION ON BEHALF OF PAUL WAGLER (AUTHORIZED AGENT: MATHEW CAMPBELL (C/O ZELINKA PRIAMO LTD.))

**LOCATION:** Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-

101, Concession North of Talbot Road (9600 Walker Road)

#### **Recommendation:**

THAT Report No. DS-23-11 entitled "Official Plan and Zoning By-law Amendment Application of Paul Wagler" be received;

AND THAT the Official Plan Amendment Application No. D09-OPA01-23 and Zoning By-law Amendment Application No. D14-Z03-23 on behalf of Paul Wagler, relating to the property located at Concession 7 N, Part Lots 26-28, Concession NTR, Part Lots 99-101, and known municipally as 9600 Walker Road, BE APPROVED for the reasons set out in this Report.

#### **Background:**

The Official Plan Amendment and Zoning By-law Amendment applications ("the Applications") have been submitted by Zelinka Priamo on behalf of the owner: Paul Wagler/Five Star Metals.

The purpose of the Official Plan Amendment is to modify the existing Special Policy Area No. 6 of the Township's Official Plan to permit a metal roof and siding fabrication use. The purpose of the Zoning By-law Amendment application is to amend the existing 'Farm Industrial – Site-Specific (M3-3-H1) to allow a metal fabrication facility as a permitted use.

The Applications relate to the property located at CON 7 N PT LOTS 26 TO 28 CON;NTR N PT LOTS 99 TO 101 RP;11R2037 PART 1, Concession North of Talbot Road, and known municipally as 9600 Walker Road.

Notice of the Applications has been circulated to agencies and registered property owners as prescribed and regulated by the Planning Act, RSO 1990, and the Malahide Official Plan, including posting notice in two recent issues of the Aylmer Express.

#### **Comments/Analysis:**

The subject lands are approximately 2.3 ha (5.8 acres) in area, has approximately 169 metres (554 feet) of frontage along Walker Road, and has an average depth of approximately 142 metres (466 feet). The subject lands currently contain an existing dwelling, barn, accessory structures, and a 563 m<sup>2</sup> furniture finishing business and showroom.

According to information provided with the applications, the furniture finishing business use is proposed to be discontinued and the building re-purposed and expanded to accommodate a 2,000 m² metal fabrication facility that produces metal roof and siding products. Based on the information provided by the applicant, the expansion of the building is needed due to a larger floor area being required for the production of metal roof systems compared to the previous furniture finishing business and would accommodate the processing line for the metal fabrication facility. The proposed building expansion is not proposed to remove agricultural lands in active production. The subject lands are bounded by agricultural lands to the north, east, and south, and Walker Road to the west.

#### **Provincial Policy Statement (PPS)**

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) permits agricultural, agricultural-related, and on-farm diversified uses. Section 2.3.6 of the PPS permits non-agricultural uses in prime agricultural areas for limited non-residential uses, subject to certain criteria. This includes: the land does not comprise a specialty crop area; the proposed use complies with minimum distance separate (MDS) formulae; there is an identified need for land to accommodate the proposed use; and there are no reasonable alternative locations which avoid prime agricultural areas or agricultural areas with lower priority agricultural lands.

The subject lands are not located in a specialty crop area and would comply with MDS Implementation Guidelines. In 2022, Official Plan Amendment 20 was approved which included the addition of 'Industrial' designated lands intended to accommodate future industrial development within the Township. While development would typically be directed to the settlement area it is noted that the lands where industrial lands were recently added to the settlement area generally consist of large parcels that have not yet been subdivided and are currently zoned for agricultural uses, which would not be able to accommodate immediate industrial development. Information provided by the applicant indicates that the owner has attempted to seek alternative locations for the establishment of the proposed use, but has been unable to find a suitable location.

The lands are assigned a Class 3 rating in the Canada Land Inventory (Agricultural Information Atlas, OMAFRA) and are considered to lie in a 'Prime Agricultural Area'. It is noted that a majority of lands within the Township of Malahide are considered to be Class 1, 2, and 3 soils and as a result there would be few alternatives for lower priority agricultural lands. It is noted that the proposed expansion of the existing building would not remove land from active agricultural production.

#### **County of Elgin Official Plan**

The subject lands are designated "Agriculture Area" on Schedule 'A', Land Use Plan. Section C2.9 of the County Official Plan permits non-agricultural uses within agricultural areas subject to certain criteria including there is need for the proposed use within the planning horizon; the lands do not comprise a specialty crop area; there are no reasonable alternative locations which avoid prime agricultural areas or agricultural areas with lower priority agricultural lands; the proposed use complies with minimum distance separate formulae; the proposed use will not impact the expansion of urban settlement areas; and any impacts on surrounding lands are mitigated to the extent feasible.

Based on a review of the information provided by the Applicant, the subject lands do not comprise a specialty crop area and comply with Minimum Distance Separation Implementation Guidelines. Alternative locations outside of settlement areas and for lower priority agricultural lands have been considered and no suitable locations have been identified recognizing the existing industrial use and zoning on the subject lands. The proposed use is not in close proximity to a settlement area and would not impact any expansion to an urban area. During the application process, concerns were noted regarding potential impacts as a result of noise produced by the machinery that would fabricate metal onsite. It is recommended that the requirement for a noise study and any necessary recommended mitigation measures be implemented through site plan control be included as part of the holding provision that applies to the site to ensure there are no negative impacts on adjacent sensitive land uses.

#### Malahide Official Plan

The subject lands are designated "Specific Policy Area No. 6" on Schedule 'A1' (Land Use Plan). The Special Policy Area permits the existing small-scale furniture finishing operation, including the warehousing and retail of goods, in addition to the primary farming operation. The Official Plan Amendment proposes to amend the Special Policy Area to permit and establish limitations for the proposed metal roofing and siding fabrication use on the site.

Sections 2.1.2.4 and 3.4.4.5 of the Official Plan allow for new or altered non-agricultural uses within prime agricultural areas subject to criteria similar to the PPS and the County Official Plan, including that the lands do not comprise a specialty crop area; there being no appreciable loss of prime agricultural lands; there are no reasonable alternative locations which avoid prime agricultural areas or agricultural areas with lower priority agricultural lands; the proposed use complies with MDS setbacks; non-agricultural uses employ the skills of the local labour force; and the proposed use is adequately buffered from surrounding land uses so that there are no adverse effects due to noise, vibration, odours, smoke, or dust.

As previously identified, the subject lands do not comprise a specialty crop area, no lands are proposed to be removed from active agricultural production, the subject lands are already designated and zoned permit industrial use and alternative locations outside of settlement areas and for lower priority agricultural lands have been considered and no suitable locations have been identified. The proposed use complies with MDS

Implementation Guidelines and the business would employ local skilled workers. As previously discussed in this report, concerns were raised regarding potential impacts from noise generated from the proposed metal fabrication use. It is recommended that a noise study and implementation of any recommended mitigation measures through site plan control be included as a requirement for lifting the holding provision that applies to the subject lands to address this concern.

#### Malahide Zoning By-law No. 18-22

The subject lands are zoned "Farm Industrial – Site-Specific (M3-3-H1) Zone", on Key Map 48 of Schedule "A" to the Township's Zoning By-law No. 18-22. The 'M3-3' zone permits an existing dwelling, food processing plant, and a furniture finishing establishment including an accessory warehouse and showroom. A holding zone applies to the subject lands which may be lifted upon the execution of a site plan agreement. The application proposes to amend the site-specific provisions to the M3-3 Zone to remove the current permitted uses and replace them with a metal fabrication facility. Site-specific provisions would include a maximum floor area of 2,000 m² for the proposed use and a minimum parking rate requirement of one space per employee.

#### **Public/Agency Comments Received**

Notice of Public Meeting was given in accordance with Planning Act regulations. As of the date of writing this report, the following has been received:

• The Catfish Creek Conservation Authority (CCCA) (letter dated April 3, 2023) has no objections to the applications.

As of the date of writing this report the following has been received by the Township Planner (full copies of all correspondence received is attached) from members of the public:

• Walker Farms Inc., the owners of the neighbouring property at 9658 Walker Road, (letter dated February 13, 2023) have no objections to the applications.

#### Financial Implications to Budget:

The full cost of the consent and associated rezoning process is at the expense of the Applicant and has no implications to the Township's Operating Budget.

#### **Relationship to Cultivating Malahide:**

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the "Our Land" Strategic Pillar is "Protect & Enhance Malahide's Agricultural Character". By respecting the agricultural land base through the land use planning process, the Council is achieving this goal.

#### 

Submitted by:	Reviewed by:
Eric Steele, BES	Jay McGuffin, мсір, RPP
Monteith Brown Planning Consultants,	Monteith Brown Planning Consultants
Consulting Planner for the Township	

Approved by:	
Adam Betteridge, Chief Administrative Officer	

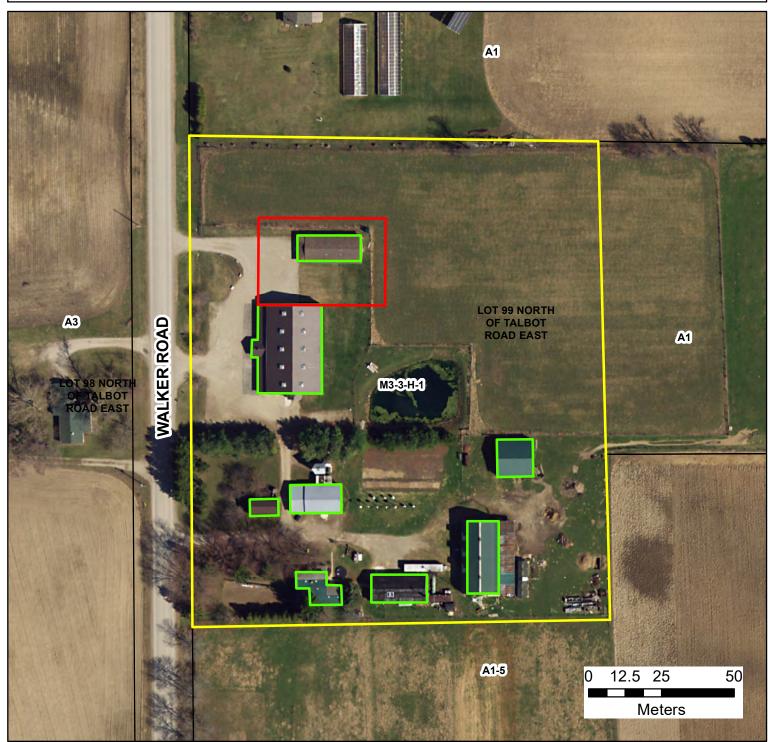
APPLICATION FOR A ZONING BY-LAW AMENDMENT

Owners: Paul Wagler & Margaret Wagler

(Agent: Matt Campbell, c/o Zelinka Priamo Ltd.)

9600 Walker Road Concession 7, Lot 26(99) Township of Malahide Township of Malahide Figure 1







ZONING Site-Specific Farm Industrial Zone (M3-3-H-1) Proposed Steel Siding Manufacturing Building

Existing Building

Subject Area



March 21, 2023

Adam Betteridge Township of Malahide Development Services Department 87 John Street South Aylmer, ON N5H 2C3

Attention: Eric Steele, Consulting Planner, MHBC

Dear Mr. Steele:

Re: Resubmission Materials and Response to Comments

Official Plan and Zoning By-law Amendments

9600 Walker Road Township of Malahide

Our File: FSM/MAL/22-01

On behalf of Paul Wagler and Five Star Metal Inc. (the "Proponent"), Zelinka Priamo Ltd. is pleased to provide supplementary information to our original submission on October 24, 2022 for an Official Plan and Zoning By-law Amendment for the above-noted lands.

Please see our responses to the revised application review comments dated March 2, 2023:

#### # Comment Response 1 The proposed use is not currently As referenced in the Planning permitted within the 'Agriculture' Justification Report submitted on proposal designation. When considering permitting October 24. 2022, the non-agricultural uses in prime agricultural conforms with Section 2.1.2.4 of the areas, Section 2.3.6.1.4 of the PPS 2020 OP as follows: and Section 2.1.2.4 of the Malahide The proposal is to accommodate Official Plan requires consideration of the growth needs of a local semiother reasonable alternative locations for agricultural-related business; the proposed use which avoids prime agricultural areas. These policies are not The proposed building expansion referenced in the Planning Justification and use is within the existing Report that was submitted. Please provide cluster of established non-farm additional information that references structures, and therefore does not these policies and includes discussion on create a loss of prime agricultural any constraints of locating the use on lands, nor does it compromise the lands outside of prime agricultural areas. function of the approximately 19.3 ha of existing cultivated fields on the property; As the area proposed for the new

- use is already occupied by a nonagricultural, industrial use, permitted through a site-specific OP policy, referring to this specific area as "prime agricultural land" is not entirely accurate;
- Specifically to the consideration of alternative (PPS locations 2.3.6.1.4), the Proponent resides on the property and has previously operated an industrial non-farm use in the same building which is proposed to be expanded accommodate a new industrial nonfarm use. The location appropriate to consider given the context of the site's function, the Proponent's need to expand their business, and their ownership of the property which has previously functioned at a similar intensity Woodpecker (note: The fabrication/retail operation has recently ceased). The proposal does not impact the gross area or function of the prime agricultural lands, as the building expansion and use is proposed to occur within the established cluster of buildings;
- Furthermore, the Proponent undertook a review of alternative available locations for the use, but did not find a suitable alternative, hence the present OPA and ZBA applications for these lands.
- The applications would result in a significant intensification of non-farm uses on an agricultural parcel. While there is justification in flexibility within the existing footprint, such a large expansion needs additional scrutiny. Please provide additional information that speaks to the need for the increased floor area beyond what is currently permitted (i.e. how much floor area for production, storage, etc.).

The proposed building expansion is to accommodate the anticipated process line for the metal fabrication facility. As mentioned in our original submission, the facility will output products such as metal roof systems, which necessitate a larger space for fabrication. A conceptual floor layout is enclosed with this resubmission.

We further note that the proposed building expansion would result in the facility occupying approximately 0.69% of the property area in an area not

		suitable for agricultural cultivation.
3	The draft Official Plan Amendment and Zoning By-law Amendment submitted with the application proposes a 'metal fabrication facility' as a permitted use. This term is broad and there is no information provided that defines what may be considered to be a metal fabrication facility or limit the potential range of uses that would be permitted under this use. It is requested that a more specific definition of the proposed use (i.e. metal roofing and siding manufacturing) be provided for staff to review to ensure that future uses of the property are appropriate.	For clarity, the draft Zoning By-law Amendment has been revised to propose a new definition be added to Section 2.0 of Zoning By-law 12-22, as amended, with the following text:  "Metal Fabrication Facility shall mean a building erected, used, or intended for the creation of metal products and/or structures, by cutting, bending, and assembling pre-fabricated materials."
4	The D6 Guidelines report states that the proposed use would not result in any increased noise output than the furniture repair and finishing operation that existed on the subject lands. There is no further information within the assessment that demonstrates that there would be changes in the noise output as a result of the change in use. A Noise Impact Study, prepared by a qualified person, that assesses the noise impacts of the proposed use and recommends any required mitigation measures would be required to ensure that the land use is appropriate. Staff would be prepared to propose the Noise Assessment be required as part of a holding provision through draft Zoning By-law to ensure that there are no negative impacts or fugitive emissions resulting from the propose use.	Acknowledged. A Holding provision for the submission of a Noise Assessment is acceptable, noting that the requirement was not previously identified in Pre-Consultation.
5	Please identify the location of parking spaces on the site plan provided.	A revised site plan is included with this resubmission, which identifies the proposed parking spaces.

The technical design requirements advised in Comments 6 and 7 will be addressed through a future Site Plan Control process.

## **MODIFICATIONS TO DRAFT INSTRUMENTS**

For certainty regarding the size of development, a maximum floor area for the proposed use of 2000m² is provided for in the revised draft Official Plan Amendment ("OPA") and draft Zoning By-law Amendment ("ZBA") enclosed with this submission. A

Based on staff comments, the revised draft ZBA further includes a proposed Holding provision for the subject lands, pending submission of a Noise Assessment to the satisfaction of the Township.

For clarity, the following definition of a "metal fabrication facility" is proposed for inclusion in Section 2.0 of the Zoning By-law by the draft ZBA:

"shall mean a building erected, used, or intended for the creation of metal products and/or structures, by cutting and/or bending of raw or processed materials, and assembling materials processed on-site."

## **RESUBMISSION MATERIALS**

In addition to this covering letter, please refer to the following materials enclosed with this resubmission:

- Revised Site Plan:
- Revised draft Official Plan Amendment;
- Revised draft Zoning By-law Amendment; and
- Conceptual floor layout.

We trust that this information is satisfactory for the continued evaluation of the proposed amendments. Should you have any questions, or require further information, please do not hesitate to call.

Sincerely,

ZELINKA PRIAMO LTD.

Mathew Campbell, BA, CPT

Partner

## **Planning Justification Report**

9600 Walker Road Part of Lot 26(99), Concession 7 Malahide, ON



October 21, 2022



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APPENDIX B – DRAFT OFFICIAL PLAN AMENDMENT

APPENDIX C - DRAFT ZONING BY-LAW AMENDMENT

## 1.0 INTRODUCTION

On behalf of Paul Wagler and Five Star Metal Inc. (the "Proponent"), Zelinka Priamo Ltd. has made an application to the Township of Malahide to amend its Official Plan Zoning By-Law to permit a metal fabrication business on a portion of the lands known municipally as 9600 Walker Road ("the subject lands").

The purpose of the following Planning Justification Report is to provide details and evaluate the proposed Official Plan Amendment and Zoning By-Law Amendment within the context of existing land use policies and regulations, including:

- The 2020 Provincial Policy Statement;
- County of Elgin Official Plan;
- Township of Malahide Official Plan;
- Township of Malahide Zoning By-Law; and
- Ministry of Environment, Conservation, and Parks ("MECP") D-6 Guidelines.

This report concludes that the proposed Official Plan Amendment and Zoning By-Law Amendment is appropriate for the lands, as:

- The proposal is consistent with the policies of the Provincial Policy Statement;
- The proposal conforms to the intent and purpose of the County and Township Official Plans;
- The proposal introduces a new industrial use to a site which is already identified as being appropriately located for an industrial facility;
- The proposal is adequately separated and buffered from proximate sensitive uses, and is not anticipated to create land use conflicts;
- The proposal contributes to the local agricultural economy by producing goods primarily intended for farm use;
- The proposed use will provide full-time skilled trades employment opportunities;

- The proposed use and building expansion do not impact the availability or viability of prime agricultural lands; and
- The proposed use makes appropriate use of a facility which is planned to cease operations in the near future, by expanding the building footprint to meet the needs of the new industrial use while operating at a similar level of intensity.

## 1.1 SUBJECT LANDS AND SURROUNDING AREA

The subject lands consist of a square-shaped portion of a broader parcel of land located on the lands municipally known as 9600 Walker Road, between Glencolin Line and Talbot Line (Figure 1). The lands have a lot frontage of approximately 169m along Walker Road, a depth of approximately 142m, and area of approximately 2.37 ha. The subject lands comprise only the front portion of the larger parcel as delineated in Figure 2, being the area containing the existing structures. The rear portion of the parcel, containing cultivated fields and a portion of a woodlot, is not subject to this proposal.

Figure 1: Location context



Figure 2: Aerial of subject lands



The northerly portion of the subject lands, including the main building, is currently used as a furniture finishing operation and retail warehouse known as the Woodpecker. The business has planned to cease all operations in the near-term.

The southern half of the lot functions as a farming operation. Several additional buildings related to the agricultural use exist on the lot (Figure 3). The lot is visually divided by a dense tree line separating the small-scale industrial and agricultural uses (Figure 4).



Figure 3: Subject lands with building uses labelled





#### 1.2 PRE-CONSULTATION

A pre-consultation meeting was held on September 12, 2022 to discuss the proposed development of the subject lands. Although Staff committed to providing a Record of Pre application Consultation, such a record has not been provided.

## 2.0 PROPOSED DEVEVELOPMENT

The furniture showroom building on the subject lands is proposed to be reused and expanded, adding approximately 1,394m<sup>2</sup> of additional gross floor area to accommodate a metal fabrication operation (Figure 5). The structure is proposed to be one storey, consistent with the existing portion of the building, with a total gross floor area of approximately 1,957m<sup>2</sup>.

The existing storage building on the site is proposed to be removed. No other changes to the existing uses or structures are proposed.



Figure 5: Concept Plan (excerpt)

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Five Star Metal Inc. is a metal goods fabricator with existing operations at 51580 College Line in Aylmer, approximately 5 kilometres north of the subject lands. The business specialises in roofing systems and siding materials for agricultural construction.

The purpose of this proposal is to accommodate the facility's relocation and expansion to meet the demand of their clientele. Approximately 70 percent of their goods output is for agricultural purposes.

As per the Applicant's operational plans, the proposed intensity of use of the subject lands is as follows:

- Operations are to be within normal business hours, Monday to Friday;
- Shipments of raw material into the subject lands are to be provided by transport trucks approximately twice per week during the summer, and approximately once per week (or less) during off-peak seasons;
- Small 1-tonne transport trucks will ship goods out for deliveries approximately once per week;
- The metal stamping press will generate some stationary noise and vibration at levels similar of the furniture operation; and
- The use is not associated with odour or industrial water discharge.

The facility will receive shipments of wound, flattened steel, which is then unwound and shaped into various building products for siding, roofing, and other uses. Noise generated by the stamping press is not anticipated to be in excess of the outputs from the furniture finishing warehouse.

#### 2.1 PROPOSED OFFICIAL PLAN AMENDMENT

A draft Official Plan Amendment ("OPA") for the subject lands is attached to this Report as Appendix B. The Amendment is proposed to change the permitted land uses of Specific Policy Area No. 6 to allow for a different industrial non-agricultural use to take place on the subject lands. The use is proposed to be similar in intensity to the furniture finishing and warehouse use.

## 2.2 PROPOSED ZONING BY-LAW AMENDMENT

A draft Zoning By-law Amendment ("ZBA") for the subject lands is attached to this Report as Appendix C. The Zoning Amendment is proposed to change the text of the existing site-specific M3-3-H-1 zoning to permit the proposed metal fabrication use and remove the holding provision, rezoning the lands to a modified M3-3.

## 3.0 SUPPORTING SUBMISSION MATERIALS

## 3.1 D-6 COMPATIBILITY ASSESSMENT

A D-6 Compatibility Assessment, dated October 11, 2022, was prepared to assess the potential for industrial output impacts from the proposed development on proximate land uses. The report concludes that the identified impacts from the proposed change of use and expansion are unlikely to generate outputs of noise in excess of the previous furniture finishing use. No further mitigation measures are proposed.

## 4.0 PLANNING DOCUMENTS AND ANALYSIS

The following subsections examine the following policies and regulations applicable to the subject lands:

- Provincial Policy Statement, 2020
- County of Elgin Official Plan
- Official Plan of the Township of Malahide
- Malahide Zoning By-law 12-22, as amended

#### 4.1 PROVINCIAL POLICY STATEMENT

The Provincial Policy Statement ("PPS"), 2020, provides policy direction on matters of provincial interest related to land use planning in order to ensure the efficient use of land and resources. All planning applications are required to be consistent with these policies. The proposed applications are generally consistent with the PPS for the following reasons:

- The proposal will permit an agriculture-related industrial use that is on a site that permits non-farm uses (1.1.1.a, 1.1.5.2.d, 1.1.1.c, 1.3.1.c, 2.3.3.1)
- The proposed agriculture-related use directly supports, benefits from, and relies upon the local agricultural economy, as the Proponent's goods output is primarily for agricultural use (1.1.4.1.a, 1.1.5.2.d, 1.1.5.7, 2.3.3.1)
- The proposal will provide full time employment opportunities to skilled workers in an industry that directly supports the rural economic base and character (1.1.4.1.a, 1.1.4.1.f, 1.1.4.1.i, 1.3.1.a, 1.3.1.b, 1.3.1.c)
- The proposal is compatible with and is appropriately buffered from surrounding land uses in a manner which avoids land use conflicts (1.1.1.a, 1.1.1.c, 1.1.5.4, 1.2.6.1)
- The proposal will be adequately serviced by the existing private water and wastewater services existing on the subject lands (1.1.1.g, 1.1.4.1.e, 1.1.5.4, 1.1.5.5, 1.3.1.e)

Section 2.3.3.1 of the PPS states that agricultural-related uses are permitted in prime agricultural areas, and are defined as, "... farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity."

As discussed throughout this Report, the proposed metal fabrication business intended to occupy the expanded facility directly supports, benefits from, and relies upon the local agricultural economy. The majority of Five Start Metal's goods output is intended for agricultural purposes.

Further, the proposed use and building expansion is located in an area of the property unsuitable for crop cultivation due to the proximity to existing structures and the northern and western lot lines. No prime agricultural lands are therefore impacted by the building expansion.

The proposed amendments to facilitate the change of use and associated expansion is therefore consistent with the policies of the Provincial Policy Statement.

### 4.2 COUNTY OF ELGIN OFFICIAL PLAN

The County of Elgin Official Plan ("COP") provides high-level land use guidance to all municipalities within Elgin County. The COP identifies the subject lands as within an Agricultural Area on Schedule A – Land Use (Figure 6). As per Section C2.1, the purpose of this designation is to preserve and protect agricultural activity as the dominant land use.

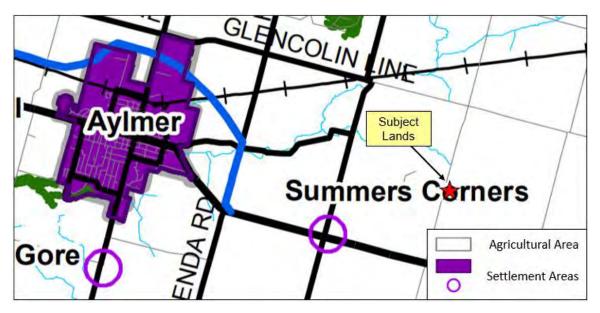


Figure 6: County of Elgin Official Plan Schedule A (excerpt)

The COP directs that, "All uses in the Agricultural Area designation shall be designed, located and managed to not detract form the primary role of the Agricultural Area as set out in Section C2.1 of this Plan."

The proposal may be considered a "Home Industries" use, which is a secondary use to the primary agricultural use of the subject lands. Section C2.7.1 of the COP provides characteristics which can be used to identify secondary uses:

a) the amount of land devoted to the secondary use in comparison to the amount of land devoted to the principle use;

The applications propose the metal fabrication use to occupy an area of approximately 0.19 ha on a parcel which is approximately 21.7 ha, primarily used for agricultural purposes.

c) the nature of the secondary use itself and whether the use is operated by the owner of the property;

The Proponent, Paul Wagler, resides on the property.

e) the extent to which retail sales occur as a component of the secondary use;

No retail use is proposed with the metal fabrication facility.

f) the amount of traffic generated by the secondary use in relation to the principle use on the property.

As discussed in Section 2.0 of this Report, the proposal will reduce the overall volume of traffic generated by the site due to the removal of the retail furniture component.

Home Industries are permitted on Agricultural Areas, which are considered secondary to the principal use of a property, subject to the following:

a) the building housing the home industry is generally located within the existing farm-building cluster, if located on a farm property;

The proposed use and building expansion is within the existing building cluster adjacent to Walker Road.

b) the home industry and the principle use generally rely upon the same water and sewer infrastructure and the driveway from the public road;

The proposed use will make use of the private water and wastewater services existing on-site. Access to the metal fabrication use will be provided by the existing driveway that services the Woodpecker furniture facility.

 the home industry has a floor area that is consistent with the scale of uses on the property;

The proposed expansion will create a building footprint larger than the other buildings existing on the property; however, the facility will be subordinate to the agricultural use due to the scale and overall lot area.

d) the noise, dust and odour that could potentially emanate from the use will not have an adverse impact on adjacent properties;

The proposed use is not associated with dust or odour outputs. The noise outputs are not anticipated to be in excess of the noise generated by the existing furniture facility. See enclosed D-6 Compatibility Assessment for details.

e) the type and level of traffic generated by the use is compatible with the character of the area and the function of adjacent roads;

The proposal will reduce the volume of traffic generated to the site as the change of use will remove the existing retail component of the fabrication facility.

f) the operator of the home industry permanently resides on the property;

The Proponent, Paul Wagler, resides on the property.

g) all machinery and equipment, with the exception of motor vehicles, required for the home industry is generally located within enclosed buildings;

All operations are to occur within the expanded structure.

 h) any permitted open storage associated with the home industry is screened from view and located within a fenced compound;

No outdoor storage is proposed.

i) the number of employees is limited; and,

The operations will be limited to nine (9) total employees.

j) any retail component of the home industry is clearly accessory to the home industry and does not detract from the primary use of the property or adjacent properties

No retail component is proposed.

As demonstrated above, the proposal conforms to the applicable policies of the County of Elgin Official Plan.

## 4.3 TOWNSHIP OF MALAHIDE OFFICIAL PLAN

The Township of Malahide Official Plan ("OP") provides detailed land use policies for lands within the Township. The subject lands are located within the broad Agricultural area outside of the Township's designated settlement areas, and are intended for uses that support, "the Plan's major objective to maintain the productive agricultural land base" (Section 2.1.1.1).

Specific Policy Area No. 6 ("SPA 6"), applicable to the subject lands, provides additional permitted uses to Agriculture, consisting of a small-scale furniture finishing operation, including the warehousing, storage, and retail sale of related goods (Figure 7).

The proposal seeks to retain the Specific Policy Area No. 6 designation on the subject lands, as per Schedule A1 of the OP, by modifying the permitted uses of the area-specific policy. The Amendment proposes to change the text of SPA 6 (Section 3.8.6.1) to permit the metal fabrication use See Appendix B for the draft Official Plan Amendment.

The existing policies of SPA 6 note that the basis of the additional range of uses is, "distinct cultural practices which rely primarily on horse-drawn and non motorized forms of transportation for staff, goods and materials."

The intent and effect of SPA 6 is to permit a non-farm industrial use on the subject lands. The proposal seeks to replace a non-farm industrial use for an agricultural-related industrial use that will operate at a similar level of intensity.

Figure 7: Official Plan Schedule A1 (excerpt)



Based on the metrics provided in Section 2.1.4.2, the proposal is considered a largescale industrial use for the purposes of policy interpretation. The following policies have been analysed in the context of the proposed amendments:

Section 3.4.4.6

The establishment of large-scale industrial uses which serve the farming community may be permitted by site-specific official plan amendment to a "Specific Policy Area" land use designation where located outside of the Village of Springfield or the "Suburban Areas", and provided the scale or nature of the use cannot be accommodated in those areas ... future development shall be considered in accordance with the policies of Section 2.1.2.4 and shall meet the following criteria:

- a) Employs the skills of the local labourforce;
- b) Is adequately buffered from surrounding land uses so that there are no adverse effects from nor upon them due to noise, vibration, odours, smoke or dust;
- c) Complies with the Minimum Distance Separation formula
  I.

In addition to supplying local farmers with materials critical for their operations, the proposal will support the local economy by providing full-time skilled trades jobs.

An analysis of land use conflicts is provided in the enclosed D-6 Assessment, as summarised in Section 3 of this Report. The application of Minimum Distance Separation Formula I, as prescribed by the Ontario Ministry of Agriculture, Food, and Rural Affairs, does not apply in the context of the proposed amendments (see Section 5 of this Report).

Section 2.1.2.2 "Agricultural-related uses and secondary uses will also be permitted in the "Agriculture" designation provided they are compatible with the agricultural uses and do not contribute to land use conflicts ... Farm-related industrial and commercial uses will also be zoned in a special category to reflect their agriculture-related characteristics."

The location and intensity of use of the proposed metal fabrication facility are not anticipated to result in land use conflicts with the adjoining properties or other structures existing on the subject lands (see D-6 Compatibility Assessment for details). The proposed change of use is supportive of agriculture operations across the County, as approximately 70 percent of Five Star Metal's output is manufactured for agricultural use.

Section 2.1.2.4 "Proposals for new or altered land uses in the "Agriculture" designation other than those contemplated by 2.1.2.2 ... will require an amendment to the plan which must be justified on the basis of:

a growth related demand for the proposed use;

The proposal will accommodate the growth of an agricultural-related business which supports the local agricultural community.

- the lands to not compromise the specialty crop area;
- there being no appreciable loss of prime agricultural areas;

The proposed facility is to occupy an existing building, and the expanded footprint is in an area of the site which is contextually inappropriate for field cultivation due to its limited size, being bound by existing structures and lot lines, and functions as a vehicle maneuvering area. The proposed expansion is therefore appropriately located on the site and will not impact the stock of productive agricultural land.

 and/or there being no reasonable alternative locations within the prime agricultural area with lower priority prime agricultural lands."

The location of the facility is appropriate on the subject lands as it is within an established cluster of structures and does not impact the agricultural lands or woodlot toward the rear of the site. The existing building presents an opportunity for reuse, and is therefore an appropriate location for a use with a similar intensity of operations.

As noted, Five Star Metal is both reliant on, and supportive of, the agricultural economy within the Township and wider County due to the nature of their goods output and client base. As the subject lands are not located within the preferred designations listed above, the proposed OPA seeks to alter the existing site-specific policy area on the lands to permit the large-scale industrial use.

As demonstrated, the proposal conforms to the applicable policies of the Malahide Official Plan. Further, the proposed expansion supports the goal to, "encourage the growth of agriculturally-related industries which are compatible with and beneficial to the primary agricultural economy of the Township," as stated in Section 1.4(d) of the OP.

### 4.4 MALAHIDE ZONING BY-LAW 12-22, AS AMENDED

The subject lands are zoned "Farm Industrial (M3-3-H-1)" as shown on Map 48 of Zoning By-law 18-22, as amended ("ZBL"). Subsection 8.6.3(b) of the ZBL states the permitted uses on the subject lands are limited to the following as per the site-specific M3-3 zone:

- Existing single unit dwelling;
- Food processing plant;
- Furniture finishing establishment; and
- Warehouse/showroom accessory to a furniture finishing establishment.

The H-1 holding provision was applied to the lands in relation to a previous food processing plant proposal which was ultimately not constructed. The purpose of the H-1 provision was to ensure municipal servicing connections prior to the issuance of a building permit. The existing and proposed use do not require municipal services, and the site will continue to operate on a private well and septic system.

The proposal seeks to modify the permitted uses in the M3-3 zone, specifically to permit a metal fabrication use, and to remove the *H-1* holding provision.

As per Section 8.0 of the By-law, the intent of the parent Farm Industrial (M3) zone is to permit:

"... agriculturally related commercial and industrial uses on lands designated 'Agricultural' in the Township's Official Plan ... The [OP] permits agriculturally related commercial and industrial uses on lands designated 'Agricultural' where it is necessary that they be in close proximity to agricultural operations or where the potential for conflict makes such uses unsuited to settlement areas."

The proposed use is therefore consistent with the intent and purpose of the Farm Industrial zone, as it proposes an agricultural-related industrial use on lands which have been previously identified as appropriate for industrial use. This Amendment is proposed in recognition of the planned closing of the furniture finishing/retail operation. The

proposal will make efficient use of the existing facility by expanding its footprint to accommodate a new light industrial use similar in intensity and noise output.

The proposed modifications to the M3-3 permissions will implement the proposed modifications to Specific Policy Area No. 6. See Appendix C for the draft Zoning By-law Amendment.

## 5.0 OTHER CONSIDERATIONS

## 5.1 REDUCTION IN TRIPS GENERATED

Due to the removed retail component in the furniture facility, the site will experience an overall reduction in traffic as customers will not directly frequent the site. The only trips generated will be the scheduled arrivals of employees and transport trucks within regular business hours.

#### 5.2 SUPPORTS LOCAL ECONOMY

The purpose of the proposed Amendments is to accommodate Five Star Metal's relocation and expansion in order for the business to meet the demand of their clientele. The fabricator has existing operations at 51580 College Line in Aylmer, approximately 5 kilometres north of the subject lands. The desire to expand their business within the County speaks to the Proponent's interconnectivity with the agricultural community in Elgin. The business is both supportive of and reliant on the local farming economy, as approximately 70 percent of their goods output is for agricultural use.

## 5.3 MINIMUM DISTANCE SEPARATION FORMULA I

The Malahide Official Plan generally requires proposed Official Plan and Zoning By-law Amendments on the subject lands to demonstrate compliance with the Minimum Separation Distance I ("MSD I") formula, as prescribed by the Ministry of Agriculture, Food, and Rural Affairs ("OMAFRA").

Implementation Guideline #10 of OMAFRA's Minimum Distance Separation Document states that amendments to rezone and/or redesignate land which already permit non-agricultural uses only apply in cases where the proposal includes a more sensitive use

95

to previous uses. For example, when a commercial, or "Type B" use, is proposed where a former industrial, or "Type A" use previously operated.

As the proposed amendments are to permit one Type A use in place of another, demonstration of MDS I compliance is not required.

## 6.0 CONCLUSION

The proposed Official Plan and Zoning By-law Amendments seek to permit a new non-farm, agricultural-supportive industrial use on the subject lands. Given the findings of this Report and supporting materials, it is concluded that the subject lands are well situated and appropriate for the proposed metal fabrication use and associated building expansion. The proposed Amendments are consistent with the policies of the 2020 Provincial Policy Statement; conforms with the County and Local Official Plans; the intent and regulations of the Zoning By-law, as amended; and represents good planning practice.

## **APPENDIX A**



## **APPENDIX B**

**AMENDMENT NO. XX** 

TO THE

**OFFICIAL PLAN** 

OF THE

**TOWNSHIP OF MALAHIDE** 

## THE CORPORATION OF THE TOWNSHIP OF MALAHIDE BY-LAW NO. 2022-XX

**WHEREAS** the Township of Malahide has an official plan that is in effect, adopted by Council on 16 August 2001 and approved by the Ministry of Municipal Affairs on 9 March 2003, and as subsequently amended; and

WHEREAS the proposed amendment would be consistent with the Provincial Policy Statement;

**WHEREAS** the intent of the Official Plan of the County of Elgin and the Official Plan of the Township of Malahide would be maintained;

**WHEREAS** the Council of the Corporation of the Township of Malahide now deems it expedient to adopt the proposed amendment to the Official Plan of the Township of Malahide

**THEREFORE** the Council of the Corporation of the Township of Malahide, in accordance with Section 26 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

- 1. THAT Amendment No. XX to the Official Plan of the Township of Malahide, consisting of the attached explanatory text and schedules, is hereby adopted.
- 2. THAT this By-law shall come into force:
  - a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or
  - b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Municipal Board.

**READ** a FIRST time this

**READ a SECOND time this** 

**READ a THIRD time and FINALLY PASSED this** 

CLERK	MAYOR

## OFFICIAL PLAN AMENDMENT NO. XX

#### PART A - THE PREAMBLE

## 1. PURPOSE

The purpose of this Amendment is to allow for a metal fabrication use on the specified lands currently in Specific Policy Area No. 6.

## 2. LOCATION OF THE AMENDMENT

The subject lands are located on Walker Road, between Glencolin Line and Talbot line in rural Malahide. The subject lands have an area of approximately 2.37 ha fronting onto Walker Road. The subject lands are part of a broader parcel extending further east of Walker Road and approximately 21.7 ha in size.

The lands subject to this Amendment are shown more specifically in the Location Map attached as Map 1.

## 3. <u>DETAILS OF THE AMENDMENT</u>

## **Text Change**

The Amendment modifies Section 3.8.6.1 – Specific Policy Area No. 6 to add a "metal fabrication facility" to the permitted uses.

## 4. BASIS

The lands affected by this Amendment are presently subject to Specific Policy Area No. 6, which permits additional non-farm uses on the subject lands which are otherwise designated for Agricultural use.

The metal fabrication facility is an agricultural related use, as it directly supports and is reliant on the local agricultural economy. The majority of the Proponent's goods output is intended for agricultural use.

The Amendment is consistent with and conforms to the applicable Provincial, County, and local policies and regulations.

The full basis for this Amendment has been set out in the Planning Justification Report and related supplementary materials submitted in support of this Amendment.

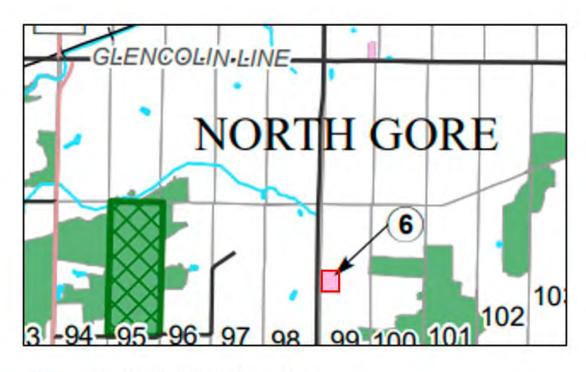
## **PART B - THE AMENDMENT**

All of this part of the Amendment entitled "Part B - The Amendment," consisting of the following text and schedules, constitutes **Amendment No. XX** to the Official Plan of the Township of Malahide.

## **DETAILS OF THE AMENDMENT**

- 1. Section 3.8.6 of the Official Plan of the Township of Malahide, being <u>Specific Policy Area No. 6</u>, is hereby amended by deleting the text following, "may be used, developed and zoned to" in subsection 3.8.6.1 and replacing it with the following:
  - "... permit a metal fabrication facility. Any proposed development will be subject to a site-specific Zoning By-law amendment and will be subject to the Site Plan Control policies of Section 4.8 of the Official Plan."
- 2. Section 3.8.6 of the Official Plan of the Township of Malahide, being <u>Specific Policy Area No. 6</u>, is hereby amended by deleting subsection 3.8.6.3, and renumbering all subsequent subsections accordingly.

Map 1 to By-law XX-XX
Schedule A1 of the Official Plan of the Township of Malahide



Area Affected by this Amendment

## PART C - THE APPENDICIES

The following appendices do not constitute part of the Amendment No. XX but are included as information supporting the Amendment.

## **Location Setting**



## **APPENDIX C**

# THE CORPORATION OF THE TOWNSHIP OF MALAHIDE BY-LAW NO. XX-XX

## **BEING A BY-LAW TO AMEND BY-LAW NO. 12-22**

**WHEREAS** the Council of the Corporation of the Township of Malahide deems it necessary to amend Zoning By-law No. 18-22, as amended;

**AND WHEREAS** authority is granted under Section 34 of the Planning Act, as amended, to pass a By-Law;

**AND WHEREAS** this By-Law is in compliance with the Official Plan of the Township of Malahide, as amended;

**THEREFORE** the Council of the Corporation of the Township of Malahide enacts as follows:

- 1. **THAT** Schedule A, Map No. 48 of By-law 12-22, as amended, is hereby further amended by site-specific Farm Industrial "M3-3-H1" zone symbol applicable to the lands located in Part of Lot 26(99), Concession 7, N.S.T.R., as shown on the attached map comprising of Map 48, to remove the "H1" holding provision
- 2. **THAT** Section 8.6.3 of Zoning By-law 12-22, as amended, is hereby further amended by:
  - i. Replacing "food processing plant" and "furniture finishing establishment" with "metal fabrication facility" in subsection 8.6.3(b) Permitted Uses; and
  - ii. Removing subsections 8.6.3(c) and 8.6.3(d).
- 3. **THAT** this By-law shall come into force:

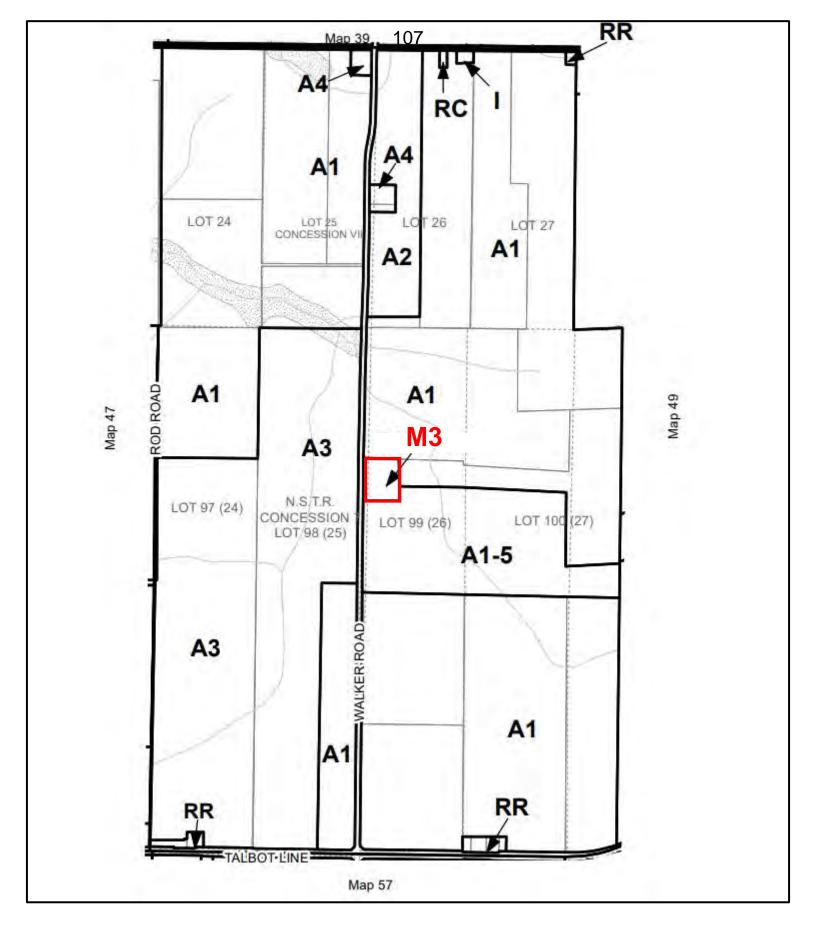
**READ a FIRST time this** 

CLERK

- a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or
- b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Municipal Board.

MAYOR

READ a SECOND time this	
READ a THIRD time and FINALLY PASSED this	



Map 1 to Amending By-law XX-XX Amendment to Map 48 of Zoning By-law No. 18-22



	Address: _	9576 Walker Road, M	alahide					
	Phone No. (Home):	519-765-1236	i	Business:	Five Star Metal Inc.			
	Fax:		Email:	stolform@g	mail.com			
	Lot and Con applicable):	cession (if	26(99), Co	oncession 7				
2.	Applicant /	Authorized	Zelinka Priamo	Ltd. C/O Mat	thew Campbell			
	Address:	318 Wellington Road, London ON NGC 4P4						
	Telephone N	No.: 519-474-7137		Fa	x: 519-474-2284			
	Please spec	ify to whom all commu	ınications sho	ould be sent:				
	Registered (	Owner ( ) Appl	icant / Autho	rized Agent	( x )			
3.	Legal Desc	ription of the land fo	which the a	ımendment i	s requested:			
	Concession:	. 7	Lot	.: PT 99				
	Reference F	Plan No:		Part Lot	26			
	Street and N	/Junicipal Address No.:	9600 Wa	lker Road				
4.	Size of prop	perty which is subjec	t to this App	lication:				
	Area: m	~ 23,656m² (2.37 ha) F	rontage: <u>m</u>	~ 169.0	Depth:m ~ 142.3			
5.	Does the pr Official Plan	-	add, change	, replace, or	delete a policy/schedule of the			
	Add ( )	Change (X)	Replace (	( ) Del	lete ( )			
	If so, policy/deleted:	schedule to be added,	changed, rep	olaced, or	S. 3.8.6 - Specific Policy Area No. 6			
	-	arately the requested OPA enclosed	additions, c	hanges, or r	eplacements.			
6.	Does the pr	roposed amendment	alter a grow	th boundary	of any settlement			

	area?	_	No
	If so, attach separately justification for	or the request based on the current Official Plan p	olicies.
7.	Does the proposed amendment re	move land from an area of employment desigr	nation? No
	If so, attach separately justification for	or the request based on the current Official Plan p	olicies.
8.	Existing Official Plan Designations:	Specific Policy Area No. 6	
	Land Uses Permitted in existing D	esignation:	
	Agricultural, small-scale furniture finis	shing operation (warehousing, retail sale)	
	Farm cluster, agriculture, small-scale f		
10.	Proposed Official Plan Designation:	Specific Policy Area No. 6 (amended)	
11.	What is the purpose of the propos	ed Official Plan amendment?	
	The permitted furniture finishing and ret	ail use are planned to cease all operations on the su	ubject lands
	in the near future. In order to make effic	cient use of the building and lands, a new light industrial	trial use (metal
	fabrication) is proposed which is similar	in intensity of use to the furniture facility.	
	· · · · · · · · · · · · · · · · · · ·		_

12.	Description of proposed development for which this amendment is requested (i.e. permitted uses, buildings or structures to be erected. (Be Specific)							
	Development: Expansion of vacant facility from ~ 563m² to ~ 1957m²							
	Change to permitted uses: Modify the	permitte	ed uses of the S	Special Policy A	rea No. 6 text to permit			
	metal fabrication facility							
13.	Services existing or proposed for	the sub	oject lands: Pl	ease indicate	with a ✓			
	Water Supply	Exi	sting	Pro	pposed			
	Municipal Piped Water Supply	(	)	(	)			
	Private Drilled Well	(	)	(	)			
	Private Dug Well	( x	)	(	)			
	Communal Well	(	)	(	)			
	Lake or other Surface Water Body	(	)	(	)			
	Other	(	)	(	)			
	Sewage Disposal	Exi	sting	Pro	pposed			
	Municipal Sanitary Sewers	(	)	(	)			
	Individual Septic System	( x	)	(	)			
	Communal System	(	)	(	)			
	Privy	(	)	(	)			
	Other	(	)	(	)			
	Note: If the proposed development than 4500 litres of effluent per day and a hydrogeological report.							
	Are these reports attached? N/A							
	If not, where can they be							

	found?
	Storm Drainage
	Provisions:
	Proposed Outlet:
14.	Is the subject land or land within 120 metres of it subject of an application under the Planning Act for:
	Minor Variance ( ) Consent ( ) Official Plan amendment ( )
	Zoning By-law amendment ( ) Plan of Subdivision ( ) Site Plan ( )
	If yes to any of the above, indicate the file number, name of approval authority, the land it affects, purpose, status, and effect on this proposed amendment N/A
15.	How is the proposed amendment consistent with the Provincial Policy Statement 2005?
	See Planning Justification Report
16.	Are the subject lands within area designated under any Provincial Plan(s)? If the answer is yes, does the proposed amendment conform to the Provincial Plan(s)?
	N/A

		The Owner is required to attach the following information with the application and it will form part of the application. Applications will not be accepted without the following.					
	(a)	Survey plan, or a sketch based on an Ontario Land Surveyor description of all lands in the Owner's possession in the vicinity of the subject application with the lands covered by this application outlined in red, and showing the location, size and use of all buildings and structures on the Owner's lands and on all adjacent properties.					
	(b)	Large scale detail plan of the proposed development, showing the location and type of all buildings, setbacks, number and floor area or dwelling units (if applicable) the location of driveways, parking or loading spaces, landscaping areas, planting strips, and other uses.					
	(c)	Written comments from the Elgin St. Thomas Health Unit, Long Point Region Conservation Authority and Ministry of Transportation (if applicable).					
4.0		s application is signed by an agent or solicitor on behalf of an applicant(s), the er's written authorization must accompany the application. If the applicant is a					
18.	office	oration acting without an agent or solicitor the application must be signed by an er of the corporation and the seal if any must be affixed.					
18.	office	• • • • • • • • • • • • • • • • • • • •					
18.	office Ag	er of the corporation and the seal if any must be affixed.					
	Ag Addit	er of the corporation and the seal if any must be affixed.  ent Authorization enclosed					
	Addit	er of the corporation and the seal if any must be affixed.  ent Authorization enclosed  cional Information for Council consideration of the application					

### SEE ATTACHED AUTHORIZATION FORM

I / We,	, of the	
	Name	Town/Township/City/Village etc.
of	, in the county of	, do solemnly declare:
	Municipality Name County N	Jame
(i)	that I / We am / are the owner(s) of the lands describe	d above
(ii)	that to the best of my / our knowledge and belief, all o given in this application and in all exhibits transmitted	
(iii)	that I /we hereby appointbehalf in all aspects of this application.	to act as an Agent on my/our
that it is	We make this solemn declaration conscientiously belied is of the same force and effect as if made under oath, and the ce Act".	
DECLA	RED BEFORE ME at the:	Mathew Campbell
	City of London	Owner / Agent
in the C	County/Region Middle Sex this Zoth	
day of	October 20 22.	Carlot Branch
		Owner / Agent
	prof.	

A Commissioner, etc.

RICHARD HENRY ZELINKA, a Commissioner, etc., County of Middlesex, for Zelinka Priamo Ltd. Expires March 28, 2024

Municipal Freedom of Information Declaration							
In accordance with the provisions of the <u>Planning Act</u> , it is the policy of the Township Planning Department to provide public access to all development applications and supporting documentation.							
In submitting this development application and supporting documentation, I							
the owner/authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.							
I hereby authorize the Township of Malahide to post a Change of Use sign and municipal staff to have access to the subject site for purposes of evaluation of the subject application.							
M. M.	<b>20</b>	October	<b>2022</b> Year				
Signature	Day	Month	rear				

#### AMENDMENT NO. 21 TO THE OFFICIAL PLAN OF THE TOWNSHIP OF MALAHIDE

Subject: Five Star Metals Inc. (c/o Paul Wagler) 9600 Walker Road

April 20, 2023

#### CORPORATION OF THE TOWNSHIP OF MALAHIDE

#### **BY-LAW NO. 23-36**

**WHEREAS** the Township of Malahide has an official plan that is in effect, adopted by Council on 16 August 2001 and approved by the Ministry of Municipal Affairs on 9 March 2003, and as subsequently amended; and

**WHEREAS** the proposed amendment would be consistent with the Provincial Policy Statement;

**WHEREAS** the intent of the Official Plan of the County of Elgin and the Official Plan of the Township of Malahide would be maintained;

**WHEREAS** the Council of the Corporation of the Township of Malahide now deems it expedient to adopt the proposed amendment to the Official Plan of the Township of Malahide

**THEREFORE** the Council of the Corporation of the Township of Malahide, in accordance with Section 17 of the Planning Act, R.S.O., 1990, as amended, hereby enacts as follows:

- 1. THAT Amendment No. 21 to the Official Plan of the Township of Malahide, consisting of the attached explanatory text and schedules, is hereby adopted.
- 2. THAT this By-law shall come into force:
  - a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the expiration of the prescribed time; or
  - b. b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Municipal Board.

**READ** a **FIRST** and **SECOND** time this 20<sup>th</sup> day of April, 2023.

**READ** a **THIRD** time and **FINALLY PASSED** this 20<sup>th</sup> day of April, 2023.

Mayor – D. Giguère	
Clerk – A Adams	

#### PART A - THE PREAMBLE

#### 1. PURPOSE

The purpose of this Amendment is to amend the Special Policy Area No. 6, as it applies to certain lands, being Part Lot 26(99), Concession 7, N.S.T.R., in the geographic Township of Malahide, to remove a small-scale furniture finishing operation, warehousing, and retail use and permit a metal roofing and siding fabrication use.

#### 2. BASIS

The Amendment to the Official Plan would be consistent with the policies of the Provincial Policy Statement 2020, County of Elgin Official Plan, and Township of Malahide Official Plan.

The full basis for this Amendment has been set out in the Application and supplementary materials submitted in support of this Amendment.

#### PART B - THE AMENDMENT

All of this part of the Amendment entitled 'Part B - The Amendment', consisting of the following text, constitutes **Amendment No. 21** to the Official Plan of the Township of Malahide.

#### **DETAILS OF THE AMENDMENT**

1. Section 3.8.6 of the Official Plan of the Township of Malahide is hereby amended by deleting the existing text and replacing it with the following:

#### 3.8.6 Specific Policy Area No. 6

3.8.6.1 The lands situated on the east side of Walker Road, north of Talbot Line, in Part Lot 26(99), Concession 7, N.S.T.R., in the geographic Township of Malahide, municipal address 9576 Walker Road, and designated "Specific Policy Area" on Schedule "A1", may be used, developed and zoned to permit a metal fabrication facility. Any proposed development will be subject to a site-specific Zoning By-law amendment and will be subject to the Site Plan Control policies of Section 4.8 of the Official Plan. The parcel so designated will be subject to an amendment to the Township's Zoning By-law and the holding ("H") symbol applied with its removal contingent upon a site plan agreement being entered into. The owner shall be responsible for ensuring that all studies deemed necessary to identify and mitigate any impacts arising from the industrial expansion are provided to the satisfaction of the Township.

- 3.8.6.2 The maximum floor area of the metal roofing and siding fabrication use shall not exceed 2,000m<sup>2</sup>.
- 3.8.6.3. No new lots will be created through the consent to sever process

#### PART C - THE APPENDICES

The following appendices do not constitute part of Amendment No. 21 but are included as information supporting

the amendment.

Appendix I - Notice of Public Meeting

Registered Ow Name:	Paul	Wagler					
Address: 95	576 Walker Road, Ma	lahide					
Phone No. (Home):	519-765-1236		Business:	Five	e Star Metal	Inc.	
Fax:		Email:	stolform@	gmail	.com		
Lot and Conces applicable):	ssion (if	26(99), Co	ncession 7				
	other holders of mo provide the names					es of the Subj	ec
Applicant / Aut	thorized	Zelinka Pria	mo Ltd. C/O N	/lathev	v Campbell		
Address:	318 Wellington Road	d, London Of	N, N6C 4P4				
Telephone No.:	519-474-7137		Fa	ax: _	519-474-2	284	
Please specify	to whom all comm	nunications	should be s	ent:			
Registered Owr	ner ( ) Applic	cant / Author	rized Agent	( <b>X</b> )			
Legal Descript	ion of the land for	which the a		s requ	uested:		
Concession:	7	Lo	t: PT 99				
Reference Plan	No:			t:	26		
Street and Mun	icipal Address No.:	9600 W	alker Road				
What is the siz	e of property whic	h is subject	t to this App	licatio	n?		
Area: ~ 23,65	6m² (2.37 ha) m Fro	ontage:	~ 169.0	m	Depth:	~ 142.3	
When were the owner?	subject lands acq	uired by th	e current				
Existing Official	al Plan						

How does the application conform to the Official Plan?	How doe	s the a	pplication	conform	to the	Official	Plan?
--	---------	---------	------------	---------	--------	----------	-------

Upholds the intent of the special policy area by replacing one light industrial use for another similar use.

Existing Zonin Classification:		M3-3-H	-1						
What are the current uses of the subject lands?									
Farm cluster, agriculture, small-scale furniture finishing warehouse, retail									
If known, prov	ide the length of ti	me these uses h	ave continued on t	his property	<b>/</b> .				
If known, provide the length of time these uses have continued on this property.									
If there are any	v existing building	s or structures o	n the subject lands	provide the	e following				
			ation Report for detail						
Туре	Front Lot Line Setback	Side Lot Line Setbacks	Rear Lot Line Setback	Height	Dimensio s				
		_							
if known, prov	ide the dates in Wr	nich each of thes	e buildings were c	onstructed.					
	ature and Extent of	•		:/t-:	\ <b>t</b>				
			al use (furniture finish	ing/retail war	enouse) to a				
uco cimilar in or	perational intensity (r	metal fahrication fa	cility)						

#### 7. Why is the rezoning being requested?

**Water Supply** 

	The permitted furniture finishing and retail use are planned to cease all operations on the subject lands										
	in the near future. I	n order to make e	fficient use of the bu	uilding and lands, a	new light ind	ustrial use is					
	proposed which is	similar in intensity	of use to the furnitu	re facility.							
8.	. Does the proposed Zoning By-law amendment implement a growth boundary adjustment of a settlement area?										
	If so, attach separ policies or associa		or information for the amendment.	he request based	on the currer	nt Official Plan					
9.	Does the propos	ed amendment i	remove land from	an area of emplo	yment?	No					
	If so, attach separately justification or information for the request based on the current Official Plan policies or associated Official Plan amendment.										
10.	<ol> <li>Description of proposed development for which this amendment is requested (i.e. permitted uses, buildings or structures to be erected. (Be Specific)</li> </ol>										
		_	vacant facility from ~								
		· · · · · · · · · · · · · · · · · · ·	place the permitted using By-law for details.	·	ecific zoning to	o permit metai					
	For any proposed information:	d buildings or s	tructures on the s	ubject lands pro	vide the follo	owing					
	Туре	Front Lot	Side Lot	Rear Lot	Height	Dimensions					
	Expansion - Light	Line Setback	Line Setbacks	Line Setback	TBD	L-shape building; see					
	industrial facility	~22.6m	~27.4m / ~78.4m	> 100m	(1-storey)	enclosed Concept Plan					
44	O a material and the		naha a 11 di di d	as Diagonal III a							
11.	Services existing	or proposed to	r the subject land	s: Please indicat	e with a ✓						

**Existing** 

**Proposed** 

12.

Municipal Piped Water Sup	oly	(	)	(	)
Private Drilled Well		(	)	(	)
Private Dug Well		( X	)	(	)
Communal Well		(	)	(	)
Lake or other Surface Wate	r Body	(	)	(	)
Other		(	)	(	)
Sewage Disposal		Exis	eting	Pro	posed
Municipal Sanitary Sewers		(	)	(	)
Individual Septic System		( <u>x</u>	)	(	)
Communal System		(	)	(	)
Privy		(	)	(	)
Other		(	)	(	)
Note: If the proposed dev	elopment is	on a	a private or communal	svste	em and generate more
than 4500 litres of effluent and a hydrogeological rep	per day, the				
than 4500 litres of effluent	per day, the				
than 4500 litres of effluent and a hydrogeological rep Are these reports	t per day, the port.				
than 4500 litres of effluent and a hydrogeological rep  Are these reports attached?  If not, where can they be	t per day, the port.				
than 4500 litres of effluent and a hydrogeological rep  Are these reports attached?  If not, where can they be	t per day, the port.				
than 4500 litres of effluent and a hydrogeological reports attached?  If not, where can they be found?	t per day, the port.				
than 4500 litres of effluent and a hydrogeological reports attached?  If not, where can they be found?  Storm Drainage	t per day, the port.				
than 4500 litres of effluent and a hydrogeological reports attached?  If not, where can they be found?  Storm Drainage  Provisions:	t per day, the port.  N/A				
than 4500 litres of effluent and a hydrogeological repart Are these reports attached?  If not, where can they be found?  Storm Drainage  Provisions:  Proposed Outlet:	t per day, the port.  N/A	e apr	plicant must include a s	servi	
than 4500 litres of effluent and a hydrogeological report and a hydrogeological report attached?  If not, where can they be found?  Storm Drainage  Provisions:  Proposed Outlet:  How will the property be a	nccessed?	pad (	( ) Municipal Roa	nd – n	cing options report

13.	Has the subject land ever been the subject of an application under the Planning Act for:							
	Plan of Subdivision ( ) Consent ( )							
	Zoning By-law Amendment ( x ) Ministers Zoning Order ( )							
	If yes to any of the above, indicate the file number and status of the application.  Adopted - By-law No. 19-24							
14.	How is the proposed amendment consistent with the Provincial Policy Statement 2005?							
	See Planning Justification Report							
15.	Are the subject lands within area designated under any Provincial Plan(s)? If the answer is yes, does the proposed amendment conform to the Provincial Plan(s)?  N/A							
17.	The Owner is required to attach the following information with the application and it will form part of the application. Applications will not be accepted without the following.							
	(a) A sketch based on an Ontario Land Surveyor description of the subject lands showing							
	the boundaries and dimension of the subject lands;							
	<ul> <li>the location, size and type of all existing and proposed buildings and structures, indicating their setbacks from all lot lines, the location of driveways, parking or</li> </ul>							

loading spaces, landscaping areas, planting strips, and other uses;

- the approximate location of all natural and artificial features (buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are on the subject lands, adjacent to the subject lands, or in the opinion of the applicant may affect the application;
- the current uses of the land that is adjacent to the subject land;
- the location, width, and name of any roads within or abutting the subject land, indicating where it is an unopened road allowance, a public traveled road, a private road, or a right-of-way;
- the location of the parking and docking facilities to be used (if access will be by water only);
- the location and nature of any easement affecting the subject land.
- (b) Written comments from the Elgin St. Thomas Health Unit, Long Point Region Conservation Authority and Ministry of Transportation (if applicable).
- (c) If a private sewage system is necessary, pre-consultation with the Chief Building Official is required about the approval process
- 18. If this application is signed by an agent or solicitor on behalf of an applicant(s), the owner's written authorization must accompany the application. If the applicant is a corporation acting without an agent or solicitor the application must be signed by an officer of the corporation and the seal if any must be affixed.

Agent Authorization enclosed

#### 19. Additional Information as required by Council

The purpose of the Amendment(s) is to permit the expansion/relocation of a growing business, Five Star Metal, which currently operates at 51580 College St in Aylmer. Their primary goods output is for agricultural use, and are directly supportive of

and reliant on the local agricultural economy. Please see submission package for more details.

20. If this application is to accommodate the consent of a surplus farm dwelling, please provide the following information:

Date surplus farm dwelling was	
erected:	

Please provide the assessment roll number, location, and zoning of the farm parcel with which the subject lands is being consolidated.

#### **Municipal Freedom of Information Declaration**

In accordance with the provisions of the <u>Planning Act</u>, it is the policy of the Township Planning Department to provide public access to all development applications and supporting documentation.

Personal information contained on this form is collected pursuant to the Planning Act, R.S.O. 1990, O.Reg 200/96 as amended and will be used for the purpose of determining permission for re-zoning. The personal information collected will be maintained in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

the owner/authorized applicant, hereby acknowledge the above-noted policy and provide my consent, in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, that the information on this application and any supporting documentation provided by myself, my agents, consultants and solicitors, will be part of the public record and will also be available to the general public.

I hereby authorize the Township of Malahide to post a Change of Use sign and municipal staff to have access to the subject site for purposes of evaluation of the subject application.

Signature

Zo Octobe 2022 Day Month Year

SEE ATTACHED AUTHORIZATION FORM

I / We,		, of the	
	Name		Town/Township/City/Village etc.
of	, in the coul of	nty	, do solemnly declare:
	Municipality Name	County Nar	no.

(i)	that I / We am / are the owner(s) of the lands described	above
(ii)	that to the best of my / our knowledge and belief, all of given in this application and in all exhibits transmitted a	the information and statements are true.
(iii)	that I /we hereby appointbehalf in all aspects of this application.	to act as an Agent on my/our
And I / \ it is of t Act".	We make this solemn declaration conscientiously believi he same force and effect as if made under oath, and by v	ng it to be true, and knowing that irtue of the "Canada Evidence
DECLAI	RED BEFORE ME at the:	
DECLA	City of London	Mathew Campbell Owner / Agent
in the C	ounty/Region Middle Sex this Zoth	
day of	October 20 ZZ.	
		Owner / Agent
7	della	
A Comn	nissioner, etc.	

RICHARD HENRY ZELINKA, a Commissioner, etc., County of Middlesex, for Zelinka Priamo Ltd. Expires March 28, 2024

# THE CORPORATION OF THE TOWNSHIP OF MALAHIDE BY-LAW NO. 23-29

Being a By-law to amend By-law No. 18-22

#### Paul Wagler/ 9600 Walker Road

**WHEREAS** the Council of The Corporation of the Township of Malahide deems it necessary to pass a By-law to amend By-law No. 18-22, as amended;

**AND WHEREAS** authority is granted under Section 34 of the <u>Planning Act</u>, as amended, to pass a Bylaw;

**AND WHEREAS** this By-law conforms with the Official Plan of the Township of Malahide, as amended;

**NOW THEREFORE** the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS**:

- 1. **THAT** Schedule A, Map No. 48 of By-law 18-22, as amended, is hereby further amended by changing the site-specific Farm Industrial "M3-3-H1" zone symbol applicable to the lands located in Part of Lot 26(99), Concession 7, N.S.T.R., as shown on the attached map comprising of Map 48, to "M3-3-H."
- 2. **THAT** Section 8.6of Zoning By-law 12-22, as amended, is hereby further amended by deleting subsection 8.6.3 in its entirety and replacing it with the following:
  - "8.6.3 a) <u>Defined Area</u>

M3-3-H as shown on Schedule "a", Map No. 48

b) Permitted Uses

existing single unit dwelling

metal roofing and siding fabrication facility meaning a building erected, used, or intended for the creation of metal products and/or structures, by cutting and/or bending of raw or processed materials, and assembling materials processed on-site

c) <u>Maximum Floor Area</u>

metal roofing and siding fabrication facility 2000 m<sup>2</sup>

- d) Minimum Number of Parking Spaces one (1) space per employee
- 3. **THAT** prior to the "H" symbol being removed a Noise Impact Study, prepared by a qualified person, is undertaken which assesses the noise impacts of the proposed use and a site plan

agreement is entered into covering requirements for the implementation of any appropriate mitigation measures, to the satisfaction of the Township of Malahide.

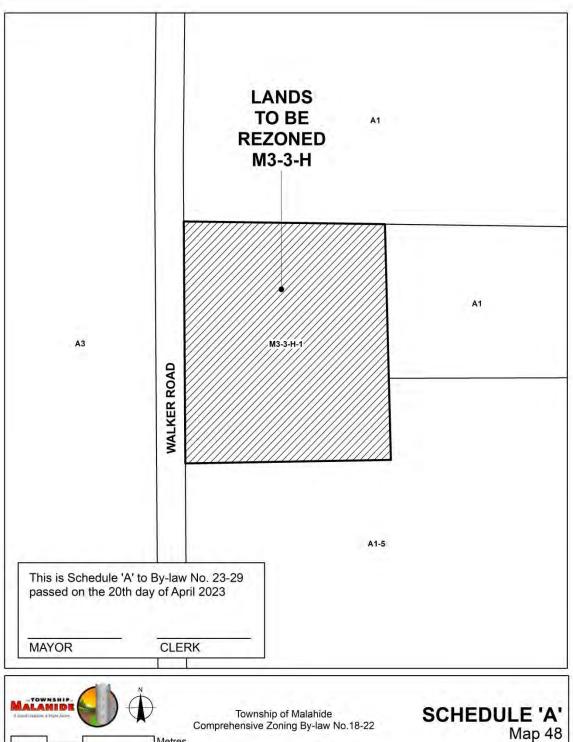
- 4. **THAT** this By-law shall come into force:
  - a) Where no notice of objection has been filed with the Township's Clerk within the time prescribed by the <u>Planning Act</u> and regulations pursuant thereto, upon the expiration of the prescribed time; or,
  - b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the <u>Planning Act</u> and regulations pursuant thereto, upon the approval of the Ontario Land Tribunal.

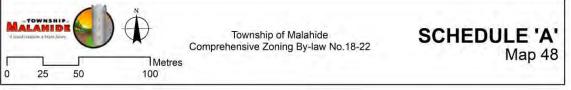
**READ** a **FIRST** and **SECOND** time this 20<sup>th</sup> day of April, 2023.

**READ** a **THIRD** time and **FINALLY PASSED** this 20<sup>th</sup> day of April, 2023.

Mayor – D. Giguère	
Clerk – A. Adams	

#### **SCHEDULE A**







# **Report to Council**

**REPORT NO.:** PW-23-26

**DATE:** April 20, 2022

**ATTACHMENT:** 

SUBJECT: PUBLIC WORKS QUARTER 1 ACTIVITY REPORT

#### **Recommendation:**

THAT Report No. PW-23-26 entitled "Public Works Quarter 1 Activity Report" be received.

#### Background:

Historically, activity reports within the Public Works Department have not been undertaken. By commencing the quarterly reporting program, staff are seeking to consolidate numerous operational reports throughout the calendar year, and present Council with operational and capital program updates within the Public Works Department with the intent of increased Departmental transparency.

#### **Comments/Analysis:**

The following summarizes the high-level operations within the Public Works Department in the period spanning January 1, 2023 – March 31, 2023.

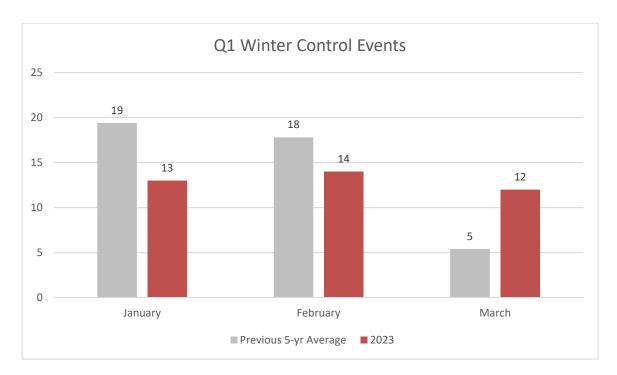
#### Road Department Summary

- Prepared and closed annual tender for road granular
- Prepared Capital Guiderail Installation tender Closes April 14th
- Prepared and closed annual equipment rental quotations
- Prepared and closed multi-year tenders on annual roadside grass cutting
- Prepared and closed County-led joint tender on surface treatment program
- Prepared and closed single tender for Carter Road Structure Rehabilitation
- Prepared pavement marking tender for expected issuance in Q2 2023

- Received and reviewed 60% design submission for the Vienna Line Culvert Replacement and submitted comments back to Engineer. Expected 90% drawing submission in Q2 of 2023.
- Received and reviewed 60% design submission for the Hacienda Rd Culvert Replacement and submitted comments back to Engineer. Expected 90% drawing submission in Q2 of 2023.
- Internally prepared engineering drawings for Pressey Line capital reconstruction, complete with cost estimates for concept consideration.

#### **Winter Control Operations:**

Responded to 39 winter control events (29 days of winter control activity).



#### Road Surface Maintenance:

Township roads are experiencing significant pothole repairs and gravel road maintenance with the temperature fluctuating from slightly above average to slightly below freezing. Unplanned spot gravel applications have been completed on portions of Crossley-Hunter Line to address significant gravel road potholes.

#### Customer Service Requests:

Q1 Service Request: 48.

Most frequent service request was for mailbox replacements and road sign repairs.

#### Malahide Water and Sewer

Closed tender for Highway 3 Watermain Replacement. The construction of this project has been approved for \$1,157,697 in federal/provincial funding. Construction is expected to commence in June 2023 and be substantially completed by October 2023.

#### Malahide water capital/operating activity

Copenhagen Booster Station: Completed PLC Replacement & ordered new pump. Design initiated for permanent standby generator.

Annual Hydrant Flushing and 5-year fire flow testing- Scheduled for April 24 to May 12, 2023, after which hydrant and sample station painting will be completed.

Eight (8) Customer water meter replacements for failed meters.

SCADA Maintenance completed including Drive Image Inspection / Validation, Disk Space Audit, PLC program backup/archival, and SCADA application backup.

Responded to watermain service leak at the main on HWY 3, repaired immediately on emergency basis by local contractors CC Dance and PBR Excavating.

#### Malahide sewer capital/operating activity

Springfield Sewage Pumping Station: Station cleaning and PLC replacements. Initiated RFQ for electrical repairs resulting from 2022 electrical inspection. Annual flow meter and pressure transmitter verification/calibrations including exercising drywell valves.

Ontario Police College Pumping Station: Station cleaning and annual flow meter and pressure transmitter verification/calibrations.

Pump out and visual inspection of Springfield sewage forcemain Air relief chambers.

SCADA Maintenance including Drive Image Inspection / Validation, Disk Space Audit, PLC program backup/archival, and SCADA application backup.

Emergency sewage forcemain night repair requiring considerable immediate effort from local contractors (PBR Excavating, CC Dance, Farmington Mechanical).

Please note, activity relating to the administration and capital/operating undertakings of the Aylmer Area Secondary Water Supply System and Port Burwell Area Secondary Water Supply System are not included in this quarterly activity update. Updates on those respective systems will be presented to the respective boards, which will then be appended to the following Malahide Council Agenda in Correspondence.

#### **Municipal Drains**

Name of Report	Date of petition	Meetings	Status
Burks Drain	November 2021	February 2022	Construction Spring 2023
Cook Drain (Severance)	February 2020	September 2019	Pending MTO approval
J.L. Ferguson Drain	November 2021	December 2022	Report pending
Kettle Creek Drain (Cleanout)	April 2020	April 2022	Construction Fall 2023
Maginnis Drain	May 2022	January 2023	Report being finalized
Newell Drain	October 2022	December 2022	Preliminary design pending
Pressey Line Drain	October 2021	July 2022	Construction Summer 2023
Priester Drain	January 2022	April 2022	Preliminary design pending
Robinson Drain	November 2022	December 2022	Consideration April 2023
Sparta Line Drain(s)	June 2021	January 2023	1 & 2 Awarded. Design consideration for remaining outlets
Tate Drain	May 2020	December 2022	Pending Tribunal
Woolleyville Line Drain	November 2017	Ongoing	In discussions with land owners

#### Parks and Facilities

Received concept design and budget for the Copenhagen Park and submitted comments back to Landscape Consultant. Intention is to solicit council feedback, and award work for completion up to budgeted value.

Prepared various RFQ/Tender documents for Capital undertakings in advance of approved budget, awaiting authorization.

Prepared internal concept design and estimates for Admin Office renovations, and Council Chambers update.

Facility usage for Q1 was up significantly over 2022 and also over pre-Covid 2019

- 2023 usage MCP 56 bookings, SDCH 22 bookings, 55 total days used
- 2022 usage MCP 20 bookings, SDCH 5 bookings, 21 total days used

• 2019 usage - MCP 38 bookings, SDCH 29 bookings, 43 total days used

#### Other Initiatives

Review and undertaking with Circular Materials Ontario for bluebox collection to commence July 1, 2023.

Equipment Committee inaugural meeting agenda distribution. Meeting held April 12, 2023.

Road and Construction Manager Ryan DeSutter successfully completed the Public Works Leadership Development Program offered through the Association of Ontario Road Supervisors and was additionally granted level three Certified Municipal Manager designation (CMMIII) by the Ontario Municipal Management Institute.

Road Foreman Matt Teeple successfully completed the Public Works Leadership Development Program offered through the Associations of Ontario Road Supervisors.

Four Road Employees are scheduled to attended the T.J Mahony Road School for Construction and Maintenance.

Director of Public Works Matt Sweetland was granted level three Certified Municipal Manager designation (CMMIII) by the Ontario Municipal Management Institute.

#### **Financial Implications to Budget:**

N/A

#### Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the "Our Local Government" Strategic Pillar is "Improve Communication Within Our Community". Increasing operations transparency works to achieve this goal.

Submitted by:	Approved for Council:
Matt Sweetland, P.Eng., CMMIII	Adam Betteridge
Director of Public Works	Chief Administrative Officer



## **Report to Council**

**REPORT NO.:** PW-23-25

**DATE:** April 20, 2023

ATTACHMENT:

SUBJECT: TENDER RESULTS: SUPPLY AND PLACEMENT OF ROAD

**GRANULARS** 

#### **Recommendation:**

THAT Report No. PW-23-25, entitled "Tender Results: Supply and Placement of Road Granulars" be received;

AND THAT, the tender for the Supply and Placement of Road Granulars Contract be awarded to C.R. Chittick Construction Ltd. of Thorndale, Ontario in the amount of \$385,890.00 (plus HST);

AND THAT the Mayor and Clerk be authorized to enter into an agreement with C.R. Chittick Construction Ltd. for the purpose of completing the Supply and Placement of Road Granulars Program.

#### Background:

Public Works Staff called tenders for the Supply and Placement of Road Granulars Program. Tenders closed on April 11, 2023 at 11:00 am. Two (2) contractors submitted bids. The low bid was received from C.R. Chittick Construction Ltd., in the amount of \$385,890.00 (plus HST). C.R. Chittick Construction Ltd. intends to obtain the material from Blythdale Sand & Gravel in Embro, Ontario.

The tender is for approximately <u>19,400</u> tonnes of Granular A to be supplied and delivered.

The following road segments are designated for Spring Gravel:

- Crossley Hunter Line (Imperial Road to Whittaker Road)
- Crossley Hunter Line (Whittaker Road to Putnam Road)
- Crossley Hunter Line (Putnam Road to Pigram Road)

The following road sections are designated for Construction Gravel:

- College Line (Springwater Road to Imperial Road)
- Chalet Line (Carter Road to East Limit)

#### **Comments/Analysis:**

Staff have confirmed the material specification requirements with the supplier and have checked the contractor's references.

The low bid for Granular 'A' represents a price per tonne increase of approximately 12% as compared to the 2022 unit prices. A review of similar tender results in neighboring municipalities found that the price per tonne that the Township received is consistent and comparable. The rate of unit price increase is due to a high demand of material in the construction industry. This has been consistent for the past several years, and will ultimately have an impact on the amount of construction and maintenance work that the Township can complete at the current funding levels going forward.

#### **Financial Implications to Budget:**

Historical unit pricing for the Granular Supply and Place tender are as follows:

3/4" Granular A:

2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
\$8.29	\$9.45	\$9.43	\$9.61	\$11.42	\$14.13	\$13.32	\$17.91	\$17.75	\$19.89



The approved 2023 budget includes \$196,800 for gravel resurfacing and \$173,000 was included in the capital resurfacing budget (\$369,800) resulting in an expectant exceedance of \$16,090.

The Council is reminded that payment for the application of gravel is based on the actual field measurement of material applied. Road widths vary and will influence the final quantities.

#### **Relationship to Cultivating Malahide:**

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the "Embody Financial Efficiency throughout Decision-Making" Strategic Pillar. Obtaining competitive quotations from local service providers helps to ensure financial efficiencies.

Submitted by:	Approved by:	Approved for Council:
Ryan DeSutter,	Matt Sweetland, P Eng.	Adam Betteridge,
Roads & Construction	Director of Public Works	Chief Administrative Officer
Manager		



# **Report to Council**

**REPORT NO.:** PW-23-19

**DATE:** April 20, 2023

**ATTACHMENT:** Pressey Line Phase 3 Reconstruction Options 1, 2, 3

SUBJECT: PRESSEY LINE RECONSTRUCTION – PHASE 3 OPTIONS

#### **Recommendation:**

THAT Report No. PW-23-19 entitled "Pressey Line Reconstruction – Phase 3 Options" be received;

AND THAT the staff be directed to proceed with construction Option No. 1 for a 7-meter-wide road with no curb and gutter.

#### **Background:**

As Council is aware, the phased design and construction of Pressey Line from Catherine Street to Pigram Road was completed in 2022. Phase 3 of the project, from Springfield Road to Catherine Street, was originally intended to take place in 2023. However, due to the required relocation of overhead hydro and the pre-engineering design work needed to facilitate such works, the project was split into two consecutive years, with the hydro relocation work in 2023 and the road reconstruction in 2024.

The pre-engineering work which included a topographic survey, geotechnical investigation and excess soils management analysis have been completed along with the in-house design work of which three road reconstruction options were considered as outlined below.

#### **Comments/Analysis:**

All of the following options include the replacement of the existing storm sewers (municipal drains) on both sides of the road. The East Street – Hornby Street Drain services properties on the south side of Pressey Line. The Main Street – Hornby Street Drain services the properties on the north side of Pressey Line. Such drains cannot be combined for a single servicing pipe due to the limiting capacity of the downstream storm sewer network. Staff did note there may be some trees in direct conflict with the proposed storm sewer work which will be impacted.

The existing sanitary sewers that were installed in 2000 were inspected and found to be in good condition. No work on the sanitary sewers are required at this time. The existing sidewalk on the north side of Pressey line installed in 2019 will not be changed and will be left as is.

With all options, the vertical and horizontal geometry of the roadway will be slightly changed to improve drainage, re-center the roadway and to remove the existing high spot at the intersection with Catherine Street.

#### Option 1: 7-meter-wide road with no curb and gutter

Roadwork would involve the removal of the existing road surface, re-grading of the existing road granulars, installation of catch basins and drainage swales, re-location of several hydro poles, reinstating the road way with a double layer of surface treatment and restoration of adjacent boulevards, driveways, and impacted front yard grading. This is the lowest cost option with the new roadway being similar to the existing road configuration and cross section.

The estimated construction cost to implement this option is \$350,000.00 not including H.S.T.

#### Option 2: 7-meter-wide road with OPSS 600.04 curb and gutter

This option considered additional traffic calming measures and would involve the same provisions as in Option 1, and would also include the installation of concrete curb and gutter along both sides of the roadway from Springfield Road to Catherine Street. The roadway would be paved with two layers of hot mix asphalt. Benefits of this option include better drainage/ less ponding due to the placement of curb and gutter and a smoother road surface with a typical urban appearance to the road section which leads to natural traffic calming.

The estimated construction cost to implement this option is \$475,000.00 not including H.S.T.

#### Option 3: 10-meter-wide road with OPSS 600.04 curb and gutter

This option involves the construction of a 10m wide roadway, which is 3 meters wider than the existing roadway. A three-meter-wide parking lane on the north side of Pressey Line would be installed and demarcated to facilitate on street parking. Additional benefits of this option include extra parking for residents, elimination of the gravel shoulders and the associated edge cracking of the surface treated roadway. Similar to option two, the urban appearance and inclusion of concrete curb and gutter partnered with on-street parking lends to natural traffic calming.

The estimated construction cost to implement this option is \$600,000.00 not including H.S.T.

#### Financial Implications to Budget:

The implementation of an urban cross section, with or with-out concrete curb and gutter for the intention of traffic calming (Options 2 or 3) adds \$125,000 to \$300,000 to the estimated project budget. Sufficient typical house setback through this road section do not suggest a requirement for on-street parking and hence Option 3 is not recommended.

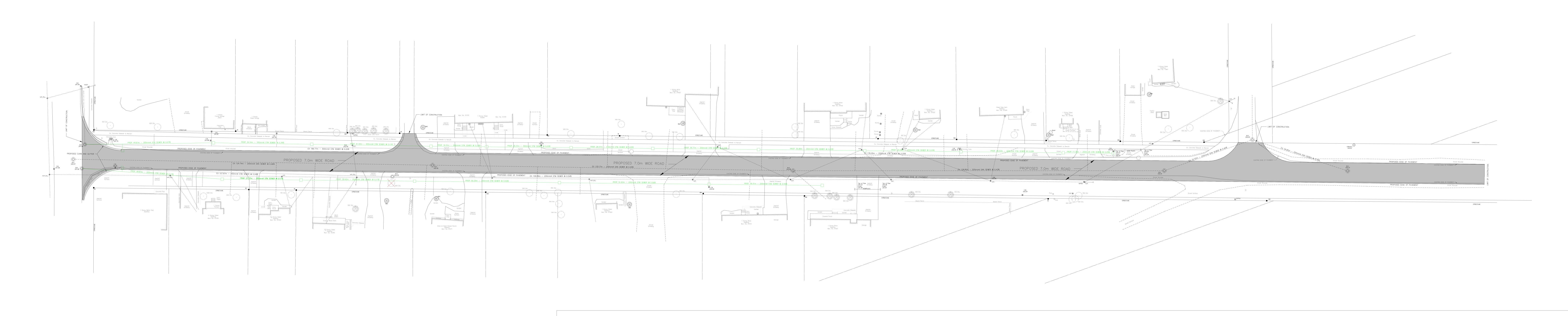
The selection of Option 1 relates to a like-for-like cross section replacement for this road section for an estimated construction price of \$350,000 using own forces to construct. The 2024 Capital Budget estimates \$500,000 for this work, which may be reduced to an updated construction estimate amount during 2024 budget deliberations.

#### **Relationship to Cultivating Malahide:**

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that supports the "Our Local Government" strategic pillar is "Embody Financial Efficiency throughout Decision-Making". Ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayer's works to achieve this goal.

Submitted by:	Approved by:	Approved for Council:
Bob Lopez,	Matt Sweetland, P.Eng.,	Adam Betteridge
Engineering Technologist	Director of Public Works	Chief Administrative Officer
Drainage Superintendent		



# OPTION 1 - 7 METER WIDE ROAD

Township of Malahide Pr

Pressey Line Reconstruction FROM: Springfield Road

To: Catherine Street

DESIGNED BY: RSL

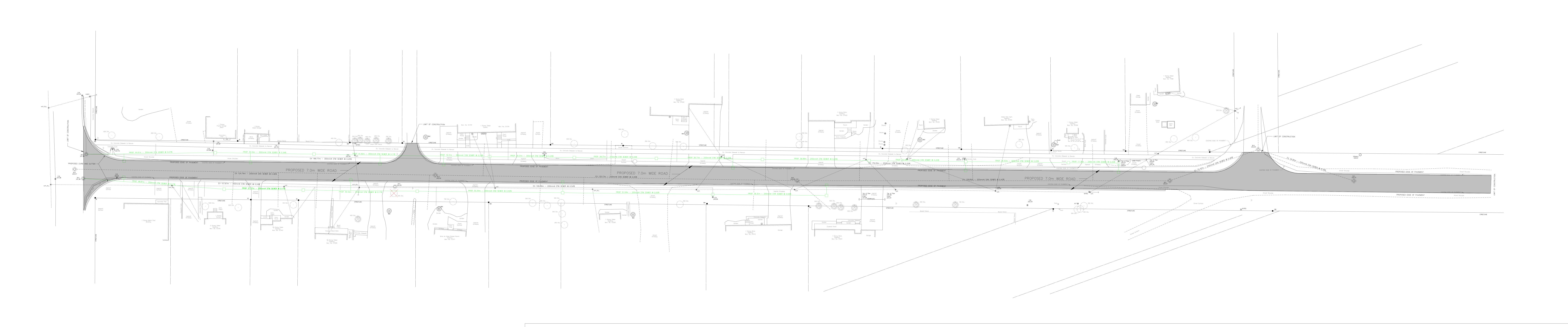
DRAWN BY: RSL HORIZONTAL: N.T.S

APPROVED BY: MS VERTICAL: N.T.S.

SCALE: METRIC DATE:
MARCH 2023
HORIZONTAL: N.T.S.

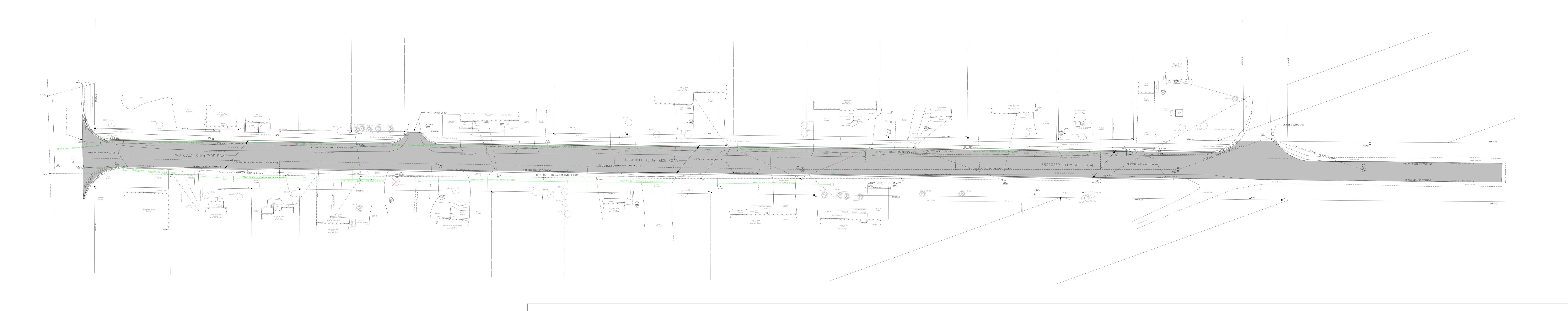
DRAWING NUMBER:

NUMBER:



OPTION 2 - 7 METER WIDE ROAD with CURB AND GUTTER (O.P.S.D. 600.04)

	PROJECT.	FROM: Springfield Road	DESIGNED BY: RSL	SCALE: METRIC	DATE: MARCH 2023
Township of Malahide			DRAWN BY: RSL	HORIZONTAL: N.T.S.	
	Reconstruction	To: Catherine Street	APPROVED BY: MS	VERTICAL: N.T.S.	DRAWING NUMBER:



OPTION 3 - 10 METER WIDE ROAD with CURB AND GUTTER (O.P.S.D. 600.04)

PROJECT: FROM: Springfield Road Designed BY: RSL DRAWN BY: MS DRA



## Report to Council

**REPORT NO.:** PW-23-27

**DATE:** April 20, 2022

**ATTACHMENT:** MTO Correspondence (October 29, 2010); and, Order-in-Council

Correspondence (1964)

SUBJECT: TEMPERANCE LINE 2023 MAINTENANCE

#### **Recommendation:**

THAT Report No. PW-23-27 entitled "Temperance Line 2023 Maintenance" be received;

AND THAT Staff proceed with maintenance activity direction through Option \_\_\_\_\_ described within this staff report.

#### Background:

By notice from the Ministry of Transportation (MTO) in October 2010, it came to the attention of Township Staff that Temperance Line is under the jurisdiction of the MTO.

In accordance with the notice provided to staff (enclosed) and reported to Council within report No. PS-10-31, MTO acknowledged responsibility for ongoing maintenance of the subject road section. Since that time, the Township has ceased with road patrol, maintenance, and long-term planning of Temperance Line.

As a result, Temperance Line has deteriorated to an unusable state. Township Council submitted a letter to MTO in January, 2023 requesting urgent attention be given.

In February, 2023 the MTO provided the further enclosed documents indicating that by Order In Council in April 1964, that Temperance Line was transferred to the Corporation of Township of Malahide. This information was further confirmed by staff via title search.

Accordingly, by the Municipal Act, 2001, a municipality must maintain a roadway that is safe for the ordinary user in a "state of repair that is reasonable in the circumstances". While received correspondence has been inconsistent, it is now deemed that Temperance Line is a Township of Malahide asset requiring immediate maintenance attention.

#### **Comments/Analysis:**

Noting that Temperance Line has now been deemed a Township Asset, the current state of repair requires that staff install temporary "Road Closed – Local Traffic Only" signage, while maintenance repair and capital activity is contemplated, requiring Council authorization for unbudgeted expense deliberation. Accordingly, staff have prepared the following options for Council to consider, noting that Temperance Line has not been included in the Township's Asset Management Plan or defined in any Road Needs Studies or condition assessments / long term planning at present.

#### Option 1

As Temperance Line is an asphalt surface road, like-for-like maintenance activity to bring to best-maintenance-practice drivable standard will require potholes to be cleaned out, filled with reclaimed asphalt, topped with cold patch and packed. The estimated cost for Township Staff to complete this work is \$38,000 + HST.

#### Option 2

Alternatively, while long term planning of the road section is contemplated, existing voids may be filled with recycled asphalt and packed to bring to a drivable surface, and the road remained closed and considered in a state of repair (local traffic only). When resources allow, in the 2023 Construction Season, the existing asphalt surface can be milled and packed, and the road brought to a Minimum Maintenance Standard Class 6 gravel road equivalent and be allowed to open. Future road improvements (surface treatment conversion) may then be considered by Council in future budget years. The estimated cost for Township Staff to complete this work is \$7,500+ HST.

#### Option 3

As the third lowest cost option, Temperance Line can remain closed for the present time (local traffic only), and staff will proceed to schedule milling of the existing surface. This option will reduce need for the majority of the recycled asphalt placement noted in Option 2. While this option will require the road to remain in its current state for an estimated additional 1-2 weeks, the final cost is estimated as \$5,000 + HST. Similar to Option 2, this undertaking will bring the subject road section up to gravel road equivalency and be allowed to open.

In the case of any option presented herein, ongoing patrol and winter control activity will be required for Temperance Line going forward, which will be absorbed into existing maintenance budgets.

#### **Financial Implications to Budget:**

As Temperance Line was not considered to be a Township asset at the time of the 2023 Budget Deliberations, spending on these works will result in a budget exceedance of \$38,000 to \$5,000 depending on Council's preferred option.

#### Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

One of the goals that support the "Our Local Government" Strategic Pillar is "Embody Financial Efficiency throughout Decision-Making" Ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayer's works to achieve this goal.

Submitted by:	Approved for Council:		
Matt Sweetland, P.Eng.	Adam Betteridge,		
Director of Public Works	Chief Administrative Officer		

Ministry of Transportation

Contracts and Operations Office West Region

659 Exeter Road London, Ontario N6E 1L3 Telephone: (519) 873-4219 Facsimile: (519) 873-4734 Ministère des Transports

Bureau des contrats et des services opérationnels Région de l'Ouest

659, chemin Exeter London (Ontario) N6E 1L3 Téléphone: (519) 873-4219 Télécopieur: (519) 873-4734



October 28, 2010

To: Residents of Temperance Line in the Township of Malahide

In recent discussions between the Ministry of Transportation (MTO) and the Township of Malahide, It has come to light that Temperance Line and the property between Temperance Line and Highway 3 are under the jurisdiction of MTO.

As a result, starting immediately maintenance of Temperance Line will be completed by the Ministry's area maintenance contractor, Steed and Evans Limited. You should not notice any significant difference in the road maintenance as a result of this change.

If you have any concerns specific to the maintenance of Temperance Line you can contact Steed and Evans Ltd., toll free at 1-800-532-9753.

Should you have any general questions or concerns regarding this matter you can contact the Ministry of Transportation, Contracts and Operations Office at (519) 873-4372.

Gordon Start Maintenance Superintendent Contracts and Operations Office West Region



oc-39/64

Copy of an Order-in-Council approved by His Honour the Lieutenant Governor, dated the 9th day of January, A.D. 1964.

Upon the recommendation of the Honourable the Minister of Highways, the Committee of Council advise that your Honour direct that the portion of highway, under the jurisdiction and control of the Department, in lots 75 and 76, Concession South of the Talbot Road East, in the Township of Malahide, County of Elgin, shown on the attached copy of Department of Highways plan P-2027-26, be -

- (a) transferred to the Corporation of the Township of Malahide, being the municipality within which it is situate, and
- (b) vested in and under the jurisdiction and control of the above-mentioned municipality on and after the 1st day of April, 1964,

pursuant to section 29(2) of The Highway Improvement Act, R.S.O. 1960, c.171.

Certified,

Clerk, Executive Council.

LORDON, ONE.

Programme Market Co.



### Report to Council

**REPORT NO.:** FIN-23-07

**DATE:** April 20, 2023

ATTACHMENT: None

SUBJECT: 2023 BUDGET APPROVAL

#### **Recommendation:**

THAT Report No. FIN 23-07 titled "2023 Budget Approval" be received for information;

AND THAT By-law 23-26 authorizing the adoption of the 2023 Budget be approved;

AND THAT approval of the East Elgin Community Complex's annual budget shall require an explicit resolution of Council which is extraneous to the Township's own budget approval process.

#### **Background and Comments:**

At its Special Meeting of March 14, 2023 Council considered Report No. FIN-23-04, which detailed the financial impact of a number of amendments that Council had requested through the 2023 budget deliberations. Council accepted these amendments through the following resolution:

"No. 23-114

Moved by: Mark Widner Seconded by: Rick Cerna

THAT Report No. FIN 23-04 titled "Amendments to the 2023 Draft Budget" be received;

AND THAT Council approve the 2023 Budget with amendments as provided in this Report."

In order to comply with Section 290 of the Municipal Act, 2001, S.O. 2001, c. 25 ("Municipal Act"), the Township is required to prepare and adopt a budget including

estimates of all sums required during the year for the purposes of the municipality. In accordance with By-law 12-38, public notice of Council's intent to adopt its annual budget was provided no less than seven days prior to approval. No comments from the public have been received since this time.

At its April 6, 2023 Regular Meeting, Council considered Report No. FIN 23-06 titled "2023 Budget By-law Approvals", and after it was raised by the CAO and the Director of Corporate Services/Treasurer that Council had yet received formal correspondence from the East Elgin Community Complex's (EECC) Board relating to the EECC operating and capital budgets, the following was passed:

"No. 23-162

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Report No. FIN 23-06 titled "2023 Budget By-law Approvals" be received for information;

AND THAT By-law 23-26 authorizing the adoption of the 2023 Budget be deferred;

AND THAT By-law 23-27 authorizing the establishment of various User Fees and Rates be approved.

Carried"

The deferral of the above was on the basis that Township Council had not yet considered the EECC budgets.

#### **East Elgin Community Complex Budget Approval**

Section 7.0 of the EECC Board of Management Terms of Reference states that both the Town of Aylmer and Township of Malahide must approve each annual operating and capital budget. Historically, the Township has approved the EECC budget in coordination with the Township's annual budget. As noted above, at Council's April 6<sup>th</sup> meeting, approval of the Township's 2023 budget bylaw was deferred as the EECC budget was still being deliberated. This exposed a procedural weakness in the Township's budget approval process which administration seeks to resolve for 2023 as well as future budgets. Administration is recommending Council pass a resolution which explicitly requires staff to bring forward the East Elgin Community Complex's annual budget approval separately from the Township's general budget. This formal direction by Council will leave no doubt as to how the EECC budget is to be approved and will ensure the Township's budget is not delayed as a result of EECC deliberations.

Submitted by:	Approved for Council:			
Adam Boylan	Adam Betteridge			
Director of Corporate Services/	Chief Administrative Officer			
Treasurer				



### **Report to Council**

**REPORT NO.:** FIN-23-08

**DATE:** April 20, 2023

ATTACHMENT: By-Law 23-35 Tax Rates By-Law

SUBJECT: 2023 TAX RATES

#### **Recommendation:**

THAT Report No. FIN 23-08 titled "2023 Tax Rates" be received for information.

#### **Background:**

Township property owners are issued two property tax bills each year: an interim bill; and, a final bill. Interim tax bills require property owners to pay their tax obligation in two instalments which are due on March 15<sup>th</sup> and June 15<sup>th</sup>. Council set this amount at 50% of 2022's property taxes through its Interim Tax Levy By-Law (22-90) which was approved on December 15, 2022 for 2023.

Through its annual budget, the Township determines the total amount of property taxes it needs for the year, referred to as the property tax levy, and then sets property tax rates in a way that generates exactly this amount. A tax rate for each class must be passed through by-law according to Section 312 of the Municipal Act, 2001, S.O. 2001, c. 25 (the Municipal Act).

Final tax rates are required to be submitted to the Province before the end of June, as determined by the County of Elgin, and are required for the preparation of the Township's final tax bills which are issued in August. Final tax bill instalments are due by September 15<sup>th</sup> and November 15<sup>th</sup> each year.

#### **2023 Final Tax Rates**

The 2023 Budget, as approved in principle by Council on March 14, 2023, requires a tax levy of \$8,331,001, a \$416,000 or 5.26% increase from 2022. As reported to Council in report FIN-23-03 "Proposed Changes to the 2023 Draft Budget", this final levy amount translates to a 3.16% increase to the Township's tax rates. A full schedule of the Township's proposed 2023 tax rates is attached to this report for Council's consideration.

The County of Elgin and Provincial education rates were finalized as expected with minor differences from staff estimates due to rounding. When aggregating Township, County and Provincial tax rates, the residential tax rate will increase by 3.09% resulting in an increase of \$114.92 to a benchmark property with an assessment of \$250,000. This materially agrees to the 2023 Budget rounded estimates which stated a 3.08% with a \$116 increase.

2022 to 2023 Residential Tax Rate Comparison							
	Township	County	Province	Total			
Rates							
2022 Tax Rate	0.00699232	0.00635462	0.00153000	0.01487694			
2023 Tax Rate	0.00721319	0.00659343	0.00153000	0.01533662			
Increase (%)	3.16%	3.76%	0.00%	3.09%			
<b>Tax Burden</b> (\$250,00	0 assessment)						
2022	\$1,748.08	\$1,588.66	\$382.50	\$3,719.24			
2023	\$1,803.30	\$1,648.36	\$382.50	\$3,834.16			
Increase (\$)	\$55.22	\$59.70	\$0	\$114.92			
Increase (%)	3.16%	3.76%	0%	3.09%			

#### **Special Area Tax Rates**

Section 326.1 of the Municipal Act allows a municipality to designate an area of the municipality in which residents and property owners receive additional benefit from a special service that is not received or will not be received in other areas of the municipality. In addition to the Township's general tax rates, Springfield properties are charged a special area rate to recover the costs pertaining to the provision of streetlight and sidewalks in the village. Council elected to not alter this special area rate through the 2023 Budget deliberations and instead directed Staff to review this financing arrangement prior to 2024's Budget. If approved, a benchmark residential property of \$250,000 in Springfield would pay a total of \$107.37 which is approximately a dollar less than in 2022 due to minor assessment growth.

Submitted by:	Approved for Council:		
Adam Boylan	Adam Betteridge		
Director of Corporate Services / Treasurer	Chief Administrative Officer		

# THE CORPORATION OF THE TOWNSHIP OF MALAHIDE BY-LAW NO. 23-35

Being a By-law to set the 2023 tax rates and levies.

WHEREAS the Council of The Corporation of the Township of Malahide in accordance with the provisions of Section 312 of the Municipal Act, 2001, c. 25, has prepared and provisionally adopted the estimates of all sums required during the Year 2023 for the purposes of the Municipality, including the sums required by law to be provided for School purposes and County purposes for the Year 2023;

**AND WHEREAS** the Council of The Corporation of the County of Elgin has enacted By-law No. 22-15 being a by-law to adopt the 2023 County Budget, to set tax ratios for the Year 2023 and to establish the 2023 County tax rates to be levied by the local municipalities in the County of Elgin;

**AND WHEREAS** the Ministry of Finance enacted Ontario Regulation 46/21 amending Ontario Regulation 400/98 made under the Education Act establishing tax rates for school purposes to be levied by the local municipalities in the County of Elgin;

**AND WHEREAS** Section 342(1) (a) of the *Municipal Act 2001*, S.O. 2001, c.25, as amended, allows a local municipality to provide for the payment of taxes in one amount or by instalments and the date or dates in the year for which the taxes are imposed on which the taxes or instalments are due;

**AND WHEREAS** Section 342 (1) (b) of the *Municipal Act 2001*, S.O. 2001, c.25, as amended allows a local municipality to provide for alternative instalments and due dates in the year for which the taxes are imposed other than those established under clause 342 (1) (a) to allow taxpayers to spread the payment of taxes more evenly over the year;

**AND WHEREAS** Section 345 of the *Municipal Act 2001*, S.O. 2001, c. 25, as amended, allows for a percentage charge, not to exceed 1.25 per cent of the amount of taxes due and unpaid, to be imposed as a penalty for the non-payment of taxes, and allows for an interest charge, not to exceed 1.25 per cent each month of the amount of taxes due and unpaid, to be imposed for the non-payment of taxes;

**AND WHEREAS** the whole of the taxable assessment on real property in the Township of Malahide, according to the 2023 Assessment Roll, certified by the Assessment Commissioner, and as further modified to reflect changes of the Assessment Review Board, Severances and Section 442 Tax Write-Offs and upon which the taxes for 2023 are to be levied:

**NOW THEREFORE** the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS**:

- 1. THAT the Tax Rates for 2023 be established as set out in Schedule 'A' attached hereto.
- 2. THAT a special area rate for street lighting and sidewalk maintenance be applied, in addition to the rates above, to the geographic Village of Springfield as set out in Schedule 'B' attached hereto.
- 3. THAT there shall be levied and collected such other rates and/or Special Area Rates, pursuant to the Municipal Act, 2001 and/or the Drainage Act.
- 4. THAT the final taxes shall be due and payable in two installments, namely September 15, 2023 and November 15, 2023.
- 5. That alternative due dates and payments in the year be allowed, under the provisions of a pre-authorized payment plan, or otherwise agreed upon by the payer on account of any taxes due.
- 6. THAT there shall be imposed a penalty for non-payment of taxes on the due date or on any installment, the amount of one and one-quarter percent (1.25%) of the amount due and unpaid on the first day of default, and an additional penalty of one and one-quarter percent (1.25%) shall be added on the first day of each calendar month thereafter in which default continues.
- 7. THAT the Director of Finance/Treasurer is hereby authorized to mail or e-mail, or cause to be mailed or e-mailed the Notice of Taxes Due to the residence or place of business of such person indicated on the last revised assessment roll, specifying the amount of taxes payable.
- 8. THAT all taxes be paid at the Malahide Township Office; at most financial institutions; by telephone banking; or by internet banking, by the person charged with such payment or their authorized designate.
- 9. THAT Schedules 'A' and 'B' attached hereto form a part of this By-law.
- THAT this By-law shall come into force and take effect on the final date of passing thereof.

**READ** a **FIRST** and **SECOND** time this 20<sup>th</sup> day of April 2023.

**READ** a **THIRD** time and **FINALLY PASSED** this 20<sup>th</sup> day of April 2023.

Mayor, D. Giguère	
Clerk. Allison Adams	

#### **TOWNSHIP OF MALAHIDE**

#### SCHEDULE 'A'

#### **TO BY-LAW NO. 23-35**

#### **TAX RATES**

Property Class	2023	2022
Residential	0.00721319	0.00699232
Commercial Occupied	0.01181233	0.01145063
Commercial Vacant Land	0.01181233	0.01145063
Commercial Small Scale on Farm Business	0.00295308	0.00286266
Industrial Occupied	0.01605008	0.01555861
Industrial Vacant Land	0.01605008	0.01555861
Industrial Small Scale on Farm Business	0.00401270	0.00388965
Pipeline	0.00825622	0.00800341
Farmland	0.00165903	0.00160823
Managed Forest	0.00180330	0.00174808

#### **TOWNSHIP OF MALAHIDE**

#### SCHEDULE 'B'

#### **TO BY-LAW NO. 23-35**

#### **SPECIAL AREA RATES**

Property Class	2023	2022
Residential	0.00042947	0.00043333
Commercial	0.00070330	0.00070963
Industrial	0.00095562	0.00096421
Pipeline	0.00042947	0.00049599
Farmland	0.00009878	0.00009967



#### FLEET MANAGEMENT ADVISORY COMMITTEE

Date: April 12, 2023 Location: 87 John St. S., Aylmer

10:00am

Present: Deputy Mayor Mark Widner Voting

CouncillorScott LewisVotingDirector of Public WorksMatt SweetlandVotingRoad and Construction ManagerRyan DeSutterVotingPublic Works CoordinatorCassandra YoungNon-Voting

Circulation: All

File copy -

#### 1: Review of Terms of Reference (Appendix A)

#### Committee Objectives:

- Review operating status of the ongoing/existing Township fleet compliment and provide comments on any positive and negative consequence, financial and otherwise, of ongoing maintenance / replacement;
- Recommend any specified operating use of each vehicle and wheeled equipment;
- Advise of current industry best-practice and resource optimization;
- Provide annual review of ongoing long-term fleet replacement plan;
- Recommend redeployment or disposal of inadequate or outdated fleet and wheeled equipment;
   and.
- Make requisite recommendations to Council.

#### 2: Meeting 1 Objectives

- 1. Review fleet received in 2023 (2022 Procurement)
- 2. Overview of current fleet replacement plan (Age Based) Appendix B
- 3. Consideration & Recommendation of 2023 Fleet Replacement Appendix C
- Specification review of 2023 Fleet Replacement Appendix D

Minutes

5. Decision to move forward with tendering, reallocation, or major maintenance for 2023 budgeted

#### 3. Recommendations

1.	Staff proceed with tendering for replacement of Loader 44	yes / no
2.	Staff proceed with required repairs noted for Loader 44	yes / no
3.	Staff proceed with disposal of Loader 44 on receipt of replacement fleet	yes / no
4.	Staff proceed with tendering for replacement of Truck 86	yes / no
5.	Staff proceed with disposal of Truck 86 on receipt of replacement fleet	yes / no
6.	Staff proceed with tendering for replacement of Truck 87	yes / no
7.	Staff proceed with disposal of Truck 87 on receipt of replacement fleet	yes / no
8.	Staff proceed with tendering for replacement of Truck 89	yes / no
9.	Staff proceed with disposal of Truck 89 on receipt of replacement fleet	yes / no
10	Staff proceed with disposal of Car #01 on receipt of all 2023 passenger replacement fleet	yes / no

#### Other Recommendations:

- Give consideration to disposal of existing fleet at local auctions on receipt of new fleet.

#### 4. Pending Meeting 2 Objectives (September)

- 1. Review updated fleet replacement plan per Meeting 1
- 2. Further Consideration factors for updated Fleet Replacement Plan (Condition Based)
- 3. Recommendation for 2024 tendering, reallocation, major maintenance
- 4. Other Recommendations

# Appendix A Committee Terms of Reference

#### Township of Malahide Fleet Management Committee Terms of Reference

#### Purpose of the Committee

To provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Advisory Committee. The purpose of the Malahide Township Fleet Committee is to advise and assist Council in making decisions pertaining to Township fleet required for the carrying out of public works and services of the Township.

The Committee is guided by the Municipal Act, the Conflict of Interest Act, the Township of Malahide procedural By-law and the Committee Terms of Reference.

#### **Objectives**

General responsibilities of the Fleet Committee include:

- Operating status of ongoing existing Township fleet compliment;
- Positive & negative consequence, financial and otherwise, of ongoing maintenance / replacement;
- Specified operating use of each vehicle and wheeled equipment;
- Advisory of current industry best-practice and resource optimization;
- Annual review of ongoing long-term fleet replacement plan;
- Recommend redeployment or disposal of inadequate or outdated fleet and wheeled equipment; and,
- Make requisite recommendations to the Council.

#### Membership Composition and Responsibilities

The Fleet Committee shall be composed of:

- \*Two (2) members of Council who, in the opinion of Council, have the requisite experience and knowledge of heavy equipment and fleet.
- · the Director of Public Works;
- the Roads and Construction Manager; and.
- the Public Works Coordinator as non-voting recording secretary.

<sup>\*</sup> As an alternative to two (2) Council members, Council may appoint one (1) member of Council and one (1) lay committee member. Where this alternative is used, the lay committee member shall: be a resident of the Township; and, be well experienced and knowledgeable in heavy equipment and fleet (preferably a current heavy-duty equipment technician). Council may consider an honorarium for the lay committee member, and shall publicly post for those interested to apply.

The Council shall appoint all Committee members by By-law.

The term of appointment for members of Council shall be concurrent with the four (4) year term of Council.

The term of appointment for any lay member shall be for two (2) years, with an option to renew without a public posting for one (1) additional two (2) year term.

The Fleet Committee shall, at its first meeting in each term, elect from its membership, a Chair, a Vice Chair and a non-voting Recording Secretary.

The Fleet Committee shall not give direction to staff, nor shall request, without the approval of Council, the preparation of any administrative reports, research or work assignments. Notwithstanding this, the Fleet Committee may make recommendations to Council that further information, and/or advice from a specialized 3<sup>rd</sup> party, is necessary/required in order to make an informed recommendation.

Where Council is of the opinion that neither the two (2) members of Council or the stated alternative will achieve the purpose of the Committee, Council shall consider terminating the Fleet Management Committee.

#### Meeting Roles and Requirements

The Committee shall meet at least twice (2) each calendar year, generally in April and in September, as well as on an as needed basis as directed by Council, or the Chief Administrative Officer of the Township in consultation with the Director of Public Works.

The Township's Procedural By-law 17-97, Section 12, can be referred to for committee rules and regulations that shall be observed in all proceedings of the Committee for the order and conduct of business therein.

#### Minutes and Agenda

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

#### Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

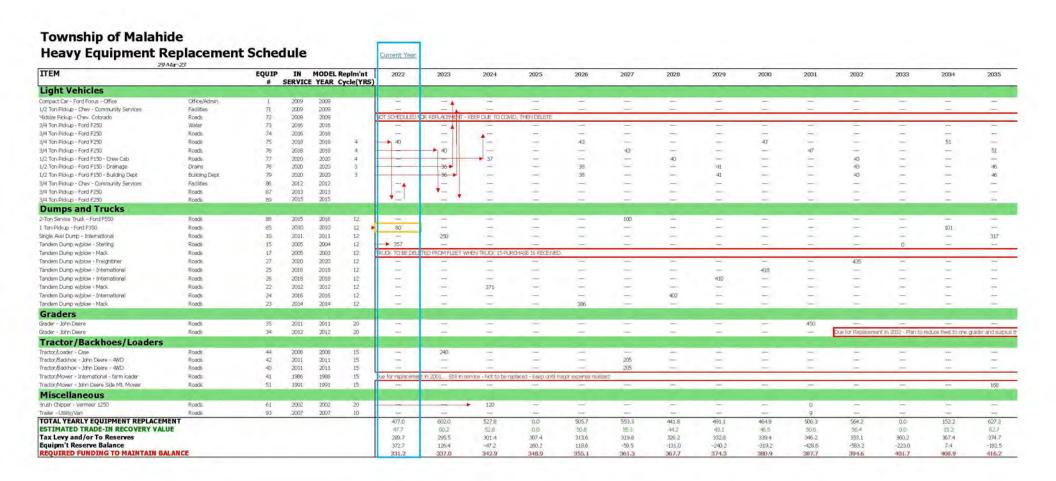
Amendments to the Terms of Reference can only be made by Council.

#### **General Conduct**

The Committee meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.

# Appendix B 2023 Fleet Replacement Plan



2036	2037	2038	2039	2040
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-	-	_	_	-
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198		_	-	0-0
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517.2	0.0	964.4	181.7	560.4
51.7	0.0	96.4	18.2	56.0
82.2	389.9	397.7	405.6	413.7
265.7	124,1	-346.1	-104.1	-194.7
23.7	431.4	439.2	447.1	455.2

20YR TOTAL

8144.9 883.7 6900.5 -360.7 **7730.5** 8614.2

# Appendix C 2023 Replacement Vehicle Summary Sheets



#### FLEET MANAGEMENT ADVISORY COMMITTEE

2022 Equipment Replacement Summary

#### **VEHICLE DETAILS**

Last Updated: March 24, 2023

Vehicle No.	Pickup #85
Year:	2011
Make:	Ford
Model:	F350
Equipment Type:	Pickup Truck
Colour:	Red
Vehicle ID (VIN):	1FT8W3D6OBEA01141
Odometer:	145,267 km
Hour Meter:	n/a



Vehicle Specifications:					
Engine Displacement (cu in/L)	378 cu in / 6.2 L				
Number of Cylinders	V8				
Gross Power (HP)	385 HP				
Maximum Torque (FT LB)	405 ft lb				
Fuel Type	Gasoline				
Powertrain	4WD				
Gears	6-Speed Auto				

10-year	Mainte	nance Co	st Histo	ry:					
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
\$2,227	\$876	\$2,376	\$1,751	\$4,214	\$3,327	\$5,619	\$2,918	\$2,056	\$201*

<sup>\* 2023</sup> Maintenance Costs are as of March 1, 2023

#### Notes:

 Originally scheduled for replacement in 2018. Unit life extended to 2022 due to condition of vehicle. Replacement unit ordered in 2022. Currently remains in service until replacement unit is delivered.



#### FLEET MANAGEMENT ADVISORY COMMITTEE

2022 Equipment Replacement Summary

#### **VEHICLE DETAILS**

Last Updated: March 24, 2023

Vehicle No.	Pickup #86	
Year:	2012	
Make:	Chevrolet	
Model:	Silverado 2500HD	
Equipment Type:	Pickup Truck	
Colour:	Red	
Vehicle ID (VIN):	1GC0KVCG7CZ258466	
Odometer:	458,159 km	
Hour Meter:	n/a	



Vehicle Specifications:		
Engine Displacement (cu in/L)	364 cu in / 6.0 L	
Number of Cylinders	8	
Gross Power (HP)	360 HP	
Maximum Torque (FT LB)	380 ft lb	
Fuel Type	Gasoline	
Powertrain	4WD	
Gears	6-Speed Auto	

10-year	<b>Mainter</b>	nance Co	st Histo	ry:					
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
\$3,319	\$2,224	\$2,823	\$1,844	\$2,142	\$4,402	\$2,910	\$560	\$796	\$0

<sup>\* 2023</sup> Maintenance Costs are as of March 1, 2023

#### Notes:

 Originally scheduled for replacement in 2019. Moved from roads department to facilities department and remains in service.



#### FLEET MANAGEMENT ADVISORY COMMITTEE

2023 Equipment Replacement Summary

#### **VEHICLE DETAILS**

Last Updated: March 24, 2023

Loader #44			
2008			
CASE			
721E			
Wheel Loader			
Yellow			
n/a			
7,400 hrs			
	2008 CASE 721E Wheel Loader Yellow		



Vehicle Specifications:	
Engine Displacement (cu in/L)	411 cu in / 6.7 L
Number of Cylinders	6
Gross Power (HP)	182 HP
Maximum Torque (FT LB)	596 ft lb
Fuel Type	Diesel
Fuel Tank Size	65 GAL / 246 L
Number of Gears (F / R)	4 Forward / 3 Reverse
Hydraulic Pump Flow Capacity	31.6 GPM / 119.6 LPM
Operating Weight	30,644 LB / 13,900 KG
Breakout Force	29,805 LB / 13,519 KG
Bucket Capacity	3.5 yrd / 2.7 m <sup>3</sup>

10-year	10-year Maintenance Cost History:										
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023		
\$4,122	\$4,101	\$7,650	\$16,107	\$11,055	\$15,864	\$12,450	\$13,116	\$9,406	\$860*		

<sup>\* 2023</sup> Maintenance Costs are as of March 1, 2023

#### Notes:

- Originally scheduled for replacement in 2023. Unit is used for road construction, maintenance and winter control activities. Currently remains in service.
- Estimated Cost of Pending Repairs \$6,685 (plus HST) –Front Drive Shaft



#### FLEET MANAGEMENT ADVISORY COMMITTEE

2023 Equipment Replacement Summary

#### **VEHICLE DETAILS**

Last Updated: March 24, 2023

Vehicle No.	Car #01				
Year:	2009				
Make:	Ford				
Model:	Focus				
<b>Equipment Type:</b>	Passenger Car				
Colour:	Red				
Vehicle ID (VIN):	1FAHP34N19W154688				
Odometer:	182,390 km				
Hour Meter:	n/a				



Vehicle Specifications:	
Engine Displacement (cu in/L)	122 cu in / 2.0 L
Number of Cylinders	4
Gross Power (HP)	140 HP
Maximum Torque (FT LB)	136 ft lb
Fuel Type	Gasoline
Powertrain	FWD
Gears	4-Speed Auto

10-year	r Mainter	nance Co	st Histo	ory:					
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
\$0	\$338	\$142	\$732	\$2,072	\$286	\$1,181	\$850	\$1,548	\$619

<sup>\* 2023</sup> Maintenance Costs are as of March 1, 2023

#### Notes:

Originally purchased for Fire Services. Scheduled for replacement in 2019.
 Moved from Administration use to Roads Dept in 2020. Mechanic inspection in 2022 – advised that vehicle would not pass safety without significant body work. Remains in service.



#### FLEET MANAGEMENT ADVISORY COMMITTEE

2023 Equipment Replacement Summary

#### **VEHICLE DETAILS**

Last Updated: March 24, 2023

Vehicle No.	Pickup #87
Year:	2013
Make:	Ford
Model:	F250
<b>Equipment Type:</b>	Pickup Truck
Colour:	Red
Vehicle ID (VIN):	1FTBF2A6ODEA25933
Odometer:	337,835 km
Hour Meter:	n/a



Vehicle Specifications:		
Engine Displacement (cu in/L)	378 cu in / 6.2 L	
Number of Cylinders	V8	
Gross Power (HP)	385 HP	
Maximum Torque (FT LB)	405 ft lb	
Fuel Type	Gasoline	
Powertrain	2WD	
Gears	6-Speed Auto	

10-year	r Mainter	nance Co	st Histo	ry:					
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
\$2,397	\$3,964	\$5,886	\$1,670	\$1,764	\$5,171	\$1,056	\$2,167	\$1,655	\$70*

<sup>\* 2023</sup> Maintenance Costs are as of March 1, 2023

#### Notes:

 Originally scheduled for replacement in 2020. Moved from roads foreman truck to patching truck in 2019 and remains in service.



#### FLEET MANAGEMENT ADVISORY COMMITTEE

2023 Equipment Replacement Summary

#### **VEHICLE DETAILS**

Last Updated: March 24, 2023

Vehicle No.	Pickup #89	
Year:	2015	
Make:	Ford	
Model:	F250	
<b>Equipment Type:</b>	Pickup Truck	=
Colour:	Red	
Vehicle ID (VIN):	1FTBF2B6XFEC48594	
Odometer:	418,919 km	
Hour Meter:		



Vehicle Specifications:		
Engine Displacement (cu in/L)	378 cu in / 6.2 L	
Number of Cylinders	V8	
Gross Power (HP)	385 HP	
Maximum Torque (FT LB)	405 ft lb	
Fuel Type	Gasoline	
Powertrain	4WD	
Gears	6-Speed Auto	

10-year Maintenance Cost History:									
2014	2015	2016	2017	2018	2019	2020	2021	2022	2023
	\$4,093	\$3,613	\$1,944	\$3,798	\$5,553	\$4,400	\$2,737	\$7,082	\$2,898*

<sup>\* 2023</sup> Maintenance Costs are as of March 1, 2023

#### Notes:

- Originally scheduled for replacement in 2023. Was originally purchased as a patrol truck and remains in service in this capacity.
- Needs catalytic converter replacement in 2023 engine code diagnosed

### Minutes

## Appendix D **2023 Replacement Specifications**



#### FLEET MANAGEMENT ADVISORY COMMITTEE

2023 New Equipment Specifications

#### **Three-Quarter Ton Pickup Truck**

Section No.	SPECIFICATIONS	Conforms		
		Yes	No	
GENERAL:	cation covers new automatic, 4-wheel drive pickup truck – 9,260 lb (4,200 kg) GVW	/R minimum		
11113 3 12 2 111	Salien severe new date matte, i time et anve prekap track Syzee to (1)255 kg/ e v t			
MAKE AND	MODEL BEING OFFERED:			
1.0	G.V.W.R. 9,260 lb. (4,200 kg) minimum. State actual: lbs			
1.1	Supply shop service and part manuals at delivery of unit			
1.2	Attach base warranty details and any available extended with costs			
1.3	Services – first service inclusive of all filters and fluid changes			
BODY				
2.0	Seats: High back 40/20/40 bench seat with centre console			
2.1	Upholstery: Cloth, Black or Dark Grey, Specify:	4 = =		
2.2	Floor Covering: Heavy Duty Vinyl, Specify:			
2.3	Floor Mats: Factory Pant Savers			
2.4	2-door cab configuration with internal fenders, minimum 8ft box.			
2.5	Full width hinged tailgate			
2.6	Rear step bumper with tread plate and suitable for trailer towing			



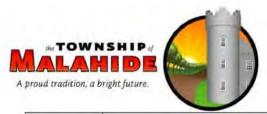
Section No.	SPECIFICATIONS	Conforms		
		Yes	No	
2.7	Exterior Paint: Manufacturers Bright Red			
2.8	Fuel Tank: 90-Litre minimum, Specify:			
ENGINE				
3.0	*Most fuel-efficient alternative meeting the below criteria is preferred			
3.1	V8, Gasoline powered engine, minimum 5.0 L  FUEL CONSUMPTION RATING:  City:L/100 Highway:L/100 Combined:L/100			
TRANSMIS	SSION			
4.0	Minimum 6-speed, Heavy Duty Automatic with overdrive tow/haul mode			
4.1	Heavy Duty Transmission Cooler			
SUSPENSIO	ON & AXLES		1	
5.0	Front sway bar			
5.1	Heavy duty shocks – front & rear			
5.2	Rear differential limited slip, electronic locking axles			
STEERING	& BRAKES			
6.0	Power assisted steering			
6.1	Power brakes, four-wheel disc			
6.2	Anti-lock braking system (ABS)			



Section No.	SPECIFICATIONS	Conforms		
		Yes	No	
7.0	Heavy Duty Alternator – 200amps minimum			
7.1	Batteries – Dual Heavy-Duty maintenance free, 1200 CCA Minimum	- 1		
BODY ACC	ESSORIES:			
8.0	Minimum of two (2) power access points			
8.1	Interior Mirror – Day / Night			
8.2	Power Windows			
8.3	Power Locks			
8.4	Remote keyless entry			
8.5	Remote start			
8.6	Outside mirrors – Two, power adjustable trailer mirrors			
8.7	Block Heater – 115 volts, 400w minimum			
8.8	Permanent Antifreeze to -35 C			
8.9	Jack and wheel wrench			
8.10	AM / FM Radio with Bluetooth wireless cellular capability			
8.11	Intermittent wiper system with washers			
8.12	Driver & Passenger side airbags			
8.13	Dual sun visors			
8.14	Fresh air type heater with Air Conditioning	4 10-0		
8.15	Cruise Control			



Section No.	SPECIFICATIONS	Conforms		
		Yes	No	
8.16	Front and Rear Bumpers (Chrome)			
8.17	Tow Hooks (front only)			
8.18	Fog Lamps			
8.19	Step bars			
8.20	Wheel well liners, front and rear			
8.21	Rear view camera, tailgate mounted			
8.22	Bed liner, over rail – sprayed – Line X or equivalent			
8.23	Heavy Duty Towing Package (complete with Class 4 hitch)			
WHEELS &	TIRES			
9.0	Tire & Rim Size: Minimum 17" diameter rims, Specify:		Ī	
9.1	Tire Make & Model: Michelin A/T2 or Equivalent, Specify:			
9.2	Rim Material: Aluminum			
9.3	One (1) full size spare tire and rim			
WARRANT	Τ Υ:			
10.0	Bumper to Bumper Warranty: 100,000km / 5 year		T	
OPTIONAL	ITEMS (not to be included in price of base unit)			
11.0	Krown Oil undercoating and rust proofing			
11.1	Body molded mud flaps – front & rear			
11.2	Alternative fuel options available? Type: Price:			



Section No.	SPECIFICATIONS					Conforms	
		Yes	No				
	Specify Specs: FUEL CONSUMPTION City:L/10	ON RATING:			L/100		
11.3	Specify extended material Option 1:Option 2:Option 3:	years,	km, Pric	e: e:			



### FLEET MANAGEMENT ADVISORY COMMITTEE

2023 New Equipment Specifications

#### **Half Ton Pickup Trucks**

Section No.	SPECIFICATIONS	Conform	
		Yes	No
GENERAL:			
This specifi	cation covers new automatic, 4-wheel drive pickup trucks – 6,600 lb (2,993 kg) GVWR m	inimum	
MAKE AND	MODEL BEING OFFERED:		
1.0	G.V.W.R. 6,600 lb. (2,993 kg) minimum. State actual: lbs		
1.1	Supply shop service and part manuals at delivery of unit		
1.2	Attach base warranty details and any available extended with costs		
1.3	Services – first service inclusive of all filters and fluid changes		
BODY			•
2.0	Seats: High back 40/20/40 bench seat with centre console		
2.1	Upholstery: Cloth, Black or Dark Grey, Specify:		
2.2	Floor Covering: Heavy Duty Vinyl, Specify:		
2.3	Floor Mats: Factory Pant Savers		
2.4	2-door or 4-door cab configuration with internal fenders. 2-door options to have minimum 8ft box. 4-door options to have minimum 6'4" box		
2.5	Full width hinged tailgate		
2.6	Rear step bumper with tread plate and suitable for trailer towing		



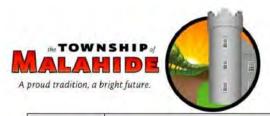
Section No.	SPECIFICATIONS	Conforms		
		Yes	No	
2.7	Exterior Paint: Manufacturers Bright Red			
2.8	Fuel Tank: 75-Litre minimum, Specify:			
ENGINE				
3.0	*Most fuel-efficient alternative meeting the below criteria is preferred			
3.1	V8, Gasoline powered engine, minimum 5.0 L  FUEL CONSUMPTION RATING:  City:L/100 Highway:L/100 Combined:L/100			
TRANSMIS	SSION			
4.0	Minimum 6-speed, Heavy Duty Automatic with overdrive tow/haul mode			
4.1	Heavy Duty Transmission Cooler			
SUSPENSI	ON & AXLES			
5.0	Front sway bar			
5.1	Heavy duty shocks – front & rear			
5.2	Rear differential limited slip, electronic locking axles			
STEERING	& BRAKES			
	Power assisted steering			
6.0	a a file			
6.0	Power brakes, four-wheel disc			



Section No.	SPECIFICATIONS	Con	forms
NO.		Yes	No
7.0	Heavy Duty Alternator – 200amps minimum		
7.1	Batteries – Dual Heavy Duty maintenance free, 1200 CCA Minimum		
BODY ACC	ESSORIES:	<u> </u>	
8.0	Minimum of two (2) power access points		
8.1	Interior Mirror – Day / Night		
8.2	Power Windows		
8.3	Power Locks		
8.4	Remote keyless entry		
8.5	Remote start		
8.6	Outside mirrors – Two, power adjustable trailer mirrors		
8.7	Block Heater – 115 volts, 400w minimum		
8.8	Permanent Antifreeze to -35 C		
8.9	Jack and wheel wrench		
8.10	AM / FM Radio with Bluetooth wireless cellular capability		
8.11	Intermittent wiper system with washers		
8.12	Driver & Passenger side airbags		
8.13	Dual sun visors		
8.14	Fresh air type heater with Air Conditioning		
8.15	Cruise Control		+



Section No.	SPECIFICATIONS	Con	forms
140.		Yes	No
8.16	Front and Rear Bumpers (Chrome)		
8.17	Tow Hooks (front only)		
8.18	Fog Lamps		
8.19	Step bars		
8.20	Wheel well liners, front and rear		
8.21	Rear view camera, tailgate mounted		
8.22	Bed liner, over rail – sprayed – Line X or equivalent		
8.23	Heavy Duty Towing Package (complete with Class 4 hitch)		
WHEELS &	TIRES		
9.0	Tire & Rim Size: Minimum 17" diameter rims, Specify:		
9.1	Tire Make & Model: Michelin A/T2 or Equivalent, Specify:		
9.2	Rim Material: Aluminum		
9.3	One (1) full size spare tire and rim		
WARRANT	/: 		
10.0	Bumper to Bumper Warranty: 100,000km / 5 year		
OPTIONAL	ITEMS (not to be included in price of base unit)		
11.0	Krown Oil undercoating and rust proofing		
11.1	Body molded mud flaps – front & rear		
11.2	Alternative fuel options available? Type: Price:		



Section No.	SPECIFICATIONS		forms
		Yes	No
	Specify Specs:CylHPft/lb           FUEL CONSUMPTION RATING:           City:L/100 Highway:L/100 Combined:L/100	)	
11.3	Specify extended manufacturer warranty options available:  Option 1: years, km, Price:  Option 2: years, km, Price:  Option 3: years, km, Price:		



### FLEET MANAGEMENT ADVISORY COMMITTEE

2023 New Equipment Specifications

#### **Wheel Loader**

Section No.	SPECIFICATIONS	Conform	
NO.		Yes	No
GENERAL:			
	cation covers a new 4-wheel drive, articulating, wheel loader suitable to operate with the nd on construction sites.	Township	)
MAKE AND	MODEL BEING OFFERED:		
1.0	S.A.E. operating weight shall be 30,500lb (13,834kg) minimum with standard bucket State actual: lbs		
1.1	Supply shop service and part manuals at delivery of unit		
1.2	Attach base warranty details and any available extended with costs		
1.3	Machine orientation supplied for all staff at White Station Works yard, video supplied		
1.4	Services – first service inclusive of all filters and fluid changes		
STEERING			
2.0	Maximum turning radius over tire shall be 206 inches (5,232 mm)  State actual:		
2.1	Steering angle shall be 40 degrees, no tire deflection, 16,500 lb minimum		
2.2	Steering hydraulic output at 2300 RPM and 1000 psi shall be 17.6 gpm		
2.3	Maximum working pressure shall be 3650 psi		
2.4	High impact rubber steering stops shall be standard		



Section No.	SPECIFICATIONS	Conforms		
1980		Yes	No	
2.5	Secondary steering shall be available			
2.6	Steering system shall use variable displacement piston load sensing pump			
2.7	Machine shall have two (2) steering cylinders with a minimum bore of 2.75 in			
ENGINE		1		
3.0	Machine shall have a 6-cylinder, turbocharged diesel engine, designed and built by the manufacturer with a minimum rated net horsepower of 160 HP.  State actual:			
3.1	Engine torque shall be 530 ft/lbs minimum with minimum torque rise of 45%			
3.2	Engine shall be EPA final tier 4 compliant and meet or exceed all current EPA emissions standards			
3.3	Gear driven water and oil pumps			
3.4	Engine and cooling compartments shall be separated			
3.5	ECM shall automatically de-rate the engine for protection			
3.6	Air cleaner shall be a dual stage with pre-cleaner			
3.7	Exhaust stack will be curved or supplied with a rain cap			
3.8	Block heater will be an immersion type – 120v			
3.9	Radiant coolant (-45 F) long life			
TRANSMIS	SION			
4.0	Machine shall have a minimum 4-speed auto-shift transmission			
4.1	Transmission shall have manual and auto-shifting setting with variable shift and power-shift modes			



Section No.	SPECIFICATIONS	Conforms		
110.		Yes	No	
4.2	Joystick shall have a button for downshifting on demand			
4.3	Machine shall have a minimum drain interval of 2000 hours for transmission oil			
4.4	Machine shall have transmission and oil sight gauge and fill spout on the same side of the machine			
4.5	Transmission clutch pressure shall be electronically controlled			
4.6	Machine shall have a forward/neutral/reverse switch standard on the implement control joystick			
4.7	Machine shall have an operator programmable transmission neutralizer with an override switch standard			
AXLES				
5.0	Machine shall have fixed front axles and oscillating rear axles		T	
5.1	Machine shall have automatic hydraulic locking front and rear differentials for completed 4-wheel drive capability			
5.2	Axles shall have duo-cone seals between brakes and final drives			
5.3	Rear axle trunnion shall have remote lubrication fitting			
5.4	Machine shall have axle seal guard standard			
BRAKES				
6.0	Service brakes shall be inboard, oil immersed disc brakes on front and rear axle			
6.1	Service brakes shall be completely enclosed, sealed, and adjustment free			
6.2	Indicator light shall alert operator if brake pressure drops			
6.3	Machine shall have continually charged nitrogen accumulators to provide stopping capability after loss of engine power			



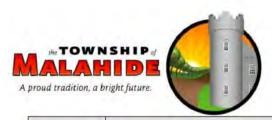
Section No.	SPECIFICATIONS	Conforms	
1170		Yes	No
6.4	Parking brake shall be mechanical, shoe-type brake, mounted on drive line for positive manual operation		
6.5	Application of parking break shall neutralize transmission		
6.6	Heavy duty rear brakes with integrated oil cooler shall be optional for high energy applications		
ELECTRICA	i e		
7.0	Machine shall have high output 130-amp alternator		
7.1	Thermal starting aid shall eliminate need for cold start switch		
7.2	Machine shall have a master battery disconnect switch		
7.3	Machine shall have a standard back up alarm		
7.4	Machine shall have two (2) maintenance free 12v batteries with minimum 900 CCA per battery.		
7.5	Machine shall have a 24v to 12v cab power supply and USB ports		
7.6	Machine shall have a 24v to 12v remote jump start access point		
САВ			
8.0	Machine shall have two (2) ingress/egress doors		
8.1	Both doors shall lock at 180 degrees	-	
8.2	Machine shall have flat, fixed glass standard with optional sliding glass doors		
8.3	Rear window shall have an electric defroster		
8.4	Machine shall have front and rear windshield wipers with washer front and rear		
8.5	Glass panels shall extend from cab roof to floor allowing visibility to ground		



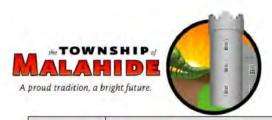
Section No.	SPECIFICATIONS	Conforms	
		Yes	No
8.6	All glass shall be factory tinted		
8.7	Machine shall have visible gauges including hydraulic engine and transmission temperatures as well as fluid level		
8.8	Warning indicator and diagnostic functions shall include primary steering malfunction, electric system low voltage, low coolant temperature, low engine oil pressure, parking brake applied, brake charge pressure low, transmission oil temperature, transmission oil filter bypass, and hydraulic oil filter bypass		
8.9	Machine shall have electronic engine speed control (EESC) allowing operator to set and maintain engine RPM for use with hydraulic work tools		
8.10	Machine shall have a dual suspended brake pedals function as a brake and an operator programmable transmission neutralizer		
8.11	Steering console and gauges panel shall be adjustable		
8.12	Hydraulic joystick controls shall operate both lift and tilt functions		
8.13	Seat options shall deluxe cloth with fully adjustable fore/aft position, seat back angle, bottom cushion height, armrest angle and suspended stiffness		
8.14	Machine shall have a 3-inch retractable seat belt		
8.15	Storage space in cab shall include a lockable compartment, coat hook and molded compartments for lunchbox/cooler and cup		
8.16	Machine shall have a locking toolbox		
8.17	12-volt source for 2-way radio		
8.18	AM/FM radio with Bluetooth capability		
8.19	Floor mats will be heavy-duty molded vinyl		
8.20	Factory air-conditioning		
8.21	Heater shall be high output fresh air with defroster front and rear windows		



Section No.	SPECIFICATIONS	Conforms		
1770		Yes	No	
8.22	Standard first aid kit and dry chemical 2 ¾ lbs. Class 6 fire extinguisher mounted inside the cab			
8.23	Nosie level maximum shall be 74 Db(A)			
8.24	Factory Installed backup camera			
LOADER LII	NKAGE			
9.0	Loader shall have the box boom style loader arm			
9.1	Standard configuration shall be a pin-on system			
9.2	Electronic quick coupler shall be available for a tool-carrier			
9.3	Wide quick coupler shall be available for use with competitive work tool			
9.4	High lift option shall be available for both pin-on and coupler machines providing an additional 20 inches of light height over standard boom			
9.5	Machine shall have parallel lift linkage			
9.6	Shall meet the following specification with quick coupler and 3.5 yd. hook-on bucket, tires, optional counterweight, standard lubricants, full fuel tank, ROPS cab, 176 lbs. operator: minimum full turn static tipping load of 18,395 lbs. minimum breakout force of 30,320 lbs. minimum dump clearance of 9'8" at full lift and 45 degrees discharge, maximum total cycle time of 9.5 seconds, minimum dig depth of 5.6in and minimum rackback angle of 51 degrees			
WORK TOO	DL COL			
10.0	Bucket options shall include: quick attach hook on general purpose, with a heavy duty, bolt on cutting edge			
10.1	Bucket size shall be 3.5 cubic yards			
10.2	Material handling options shall include: pallet forks, lumber and log forks, material handling arm, and specialty clamps			



Section No.	SPECIFICATIONS	Conforn	
		Yes	No
10.3	Special application options shall include: dozer blade, snow plows and wings, hydraulic brooms, asphalt cutter and loader rakes		
10.4	Third, fourth, fifth and sixth function hydraulics shall be supplied for use with work tools that require additional hydraulic power such as augers, rotary brooms, brush cutters, top clamp forks and buckets, snow plow and wings, etc.		
10.5	Quick attach configured to adapt to the Municipality owned attachments		
HYDRAULI	SYSTEM		
11.0	Hydraulic system shall be manufactured designed and modular. Low effort joystick control shall offer simultaneous lift and tilt functions		
11.1	Machine shall use XT3 hoses with 3,755 psi working pressure		
11.2	Machine shall have two section implement control valve for lift and tilt functions and four additional valves optional		
11.3	Machine shall have ground level valve access		
11.4	Steering and implement pumps shall be separate		
11.5	Machine shall have pressure taps to allow quick diagnosis of complete hydraulic system		
11.6	Machine shall have auto ride control supplied		
11.7	Machine shall have a hydraulically drive demand fan		
11.8	Machine shall have an electronic pilot shut-off switch in cab that disables implement functions, four additional valves optional		
11.9	Hydraulic couplings shall have O-ring face seals		
11.10	Heavy duty oil cooler shall be supplied		
11.11	Maximum work pressure shall be 3,755 psi		
11.12	Minimum output shall be 50 gpm at 2,300 RPM and 1000 psi		



Section SPECIFICATIONS No.		Con	Conforms	
		Yes	No	
TIRES				
12.0	20.5 – 25, 12PR (L-3) Michelin			
SERVICEAB	HUTY			
13.0	Shall have easy access to the engine and cooling compartments			
13.1	Radiator and cooling cores shall be separate			
13.2	All service points shall be accessible from ground level			
13.3	Shall have sight gauges for radiator coolant, transmission and hydraulic oil levels			
13.4	Shall have swing out cooling fan with level to safely hold open door			
13.5	Cooling fan shall be hydraulically driven and separate from engine compartment			
13.6	Shall have optional automatic reversing fan with manual override switch			
13.7	Oil filters shall be spin on and vertically mounted			
13.8	Shall have a self-diagnostic transmission and data link			
13.9	Pressurized oil sampling ports shall allow easy access to test engine transmission, and hydraulic oil			
13.10	Error codes shall be accessible from gauge panel			
13.11	Standard service features shall include standard hydraulic oil cooler, adjustment free brakes, adjustment free engine fuel system, grouped grease fitting, positive torque hose clamps, and braided colour coded and numbered wiring			
13.12	Dealer shall be able to provide service within 24 hours if required			
LIGHTING				
14.0	Premium LED lighting package – All exterior lights to be heavy duty heated LED	Í	T	



Section No.	SPECIFICATIONS		Conforms		
		Ye	es	No	
14.1	Road light kit (hi-low beam headlights, tail, brake, signal and rear), two (2) front driving lights, four (4) front cab co rear grill lights				
14.2	SWS 16399 LED minibar with 1Hz rotating pattern. The capable of colour selection between amber and amber/light shall be positioned to be visible from all sides and cab shield. The minibar shall be capable of conforming specifications. (Amber – Min. 70,000 cd, Blue – Min. 45 selection, pattern selection and power switches to be in OEM auxiliary switches.	blue alternating. The shall not be installed on to SAE J845 (,000 cd). Colour			
14.3	LED engine compartment lights				
OPTIONAL	ITEMS (not to be included in price of base unit)				
15.0	Auto greasing system	Specify:			
15.1	Electrical corrosion prevention package	Specify:			
15.2	Fabric protection	Specify:			
15.3	Extended warranty	Specify:			
15.5	Service plans	Specify:			



Long Point Region Conservation Authority 4 Elm Street, Tillsonburg, Ontario N4G 4Y7

> Phone: 519-842-4242 Fax: 519-842-7123 Toll free: 1-888-231-5408 www.lprca.on.ca

April 11, 2023

Adam Betteridge, CAO Township of Malahide 87 John St. S, Avlmer ON N5H 2C3

Email: abetteridge@malahide.ca

Attention: Mr. Betteridge

Dear Members of Council, Residents, and Ratepayers,

I am pleased to report that the Long Point Region Conservation Authority had a successful year in 2022. The Annual Report highlights the annual activities of the Authority for the year 2022.

The Authority issued 278 planning permits, consulted on 160 municipal applications, and participated in 56 pre-consultations. We completed four erosion control project designs and one clean water projected completed, established 2,290 acres of crop cover on landowners' properties and planted 72,285 trees throughout the watershed,

Repairs were conducted repairs on the Deer Creek and Norwich Dams and the Flood Forecasting & Warning Program issued 13 flood messages through nine flood events in partnership with our municipal emergency management teams.

Attached you will find a copy of our 2022 Annual Report highlighting the programs, services, and accomplishments the Authority achieved in 2022.

Financially, the Authority ended 2022 in a positive financial position. The 2022 LPRCA financial statements audited by MNP LLP of London are attached.

On behalf of the Long Point Region Conservation Authority Board of Directors, I would like to thank you for your continued support of the Authority.

Yours truly,

Judy Maxwell

Judy Maxwell, CPA, CGA General Manager/Secretary-Treasurer

CC. Allison Adams, Manager of Legislative Services

Attachment 1: 2022 Annual Report

Attachment 2: 2022 LPRCA financial statements

Hard copy sent by mail





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tents
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Norwich & Deer Creek Dam
Repairs
<b>Enhancing Watershed Health</b>
Stewardship
Invasive Species Control
Forest Management
Connecting People to Nature
Conservation Education Centre
Revitalization
Conservation Areas & Land
Holdings
Children's Fishing Derbies
Leighton & Betty Brown
Conservation Scholarship
Memorial Forest Dedication
Service
Long Point Region Conservation
Stewardship Award
2022 Financial Highlights
Fond Farewells
2022 LPRCA Staff
2022 Board of Directors
Lee Brown Marsh Management
Committee
Backus Museum Committee

Cover image: Backus Children's Fishing Derby at Backus Heritage Conservation Area.

### Message from the Chair

As was the case with the past several years, 2022 was a year of adaptation and change for Long Point Region Conservation Authority. While the province makes amendments to the *Conservation Authorities Act* and other guiding legislation, the Authority will continue to work with our member municipalities to navigate the new reality with a continued focus on delivering exceptional services and experiences.

In looking back, I would like to thank the Authority staff for their continued commitment to excellence. As challenges presented themselves, you rose to the occasion. The Authority's ongoing success is thanks to your efforts.

Likewise, I would like to thank my fellow members of the Board of Directors who have taken the time to represent their municipalities and serve all residents of the Long Point Region watershed.

Long Point Region Conservation Authority enters 2023 ready to continue expanding upon the 75 years of vital conservation work done by Authorities in the area since 1948. Similarly, the efforts we undertake now will serve as the basis for countless future years of protecting the place we call home.

#### **John Scholten**

Chair, LPRCA Board of Directors

### Message from the General Manager

2022 was a year of adjusting to the new post-pandemic world and changing regulatory environment overseeing Conservation Authorities. The Board and staff committed substantial time and effort transitioning to this new world, with a focus on optimizing the outcomes for all stakeholders.

Over the last year, important repairs were completed at the Deer Creek and Norwich dams. The watershed benefitted from 72,385 trees and 2,290 acres of cover crops planted, as well as the design of four erosion control projects and the implementation of a clean water project. Forestry staff conducted invasive spray programs on 468 acres of our forest tracts and planning staff worked on over 600 files, processing 278 permits.

Two projects commenced at the Conservation Education Centre at Backus Heritage Conservation Area: the main entrance and washrooms were retrofitted to be fully accessible and the classroom and gallery are being revitalized, updating a space that initially opened in 1991.

Overall, 2022 was an extremely successful year and I would like to thank staff for their continued commitment and efforts supporting the Authority's mandate and the Long Point Region watershed. The staff and I thank the Board of Directors for their support in 2022 and look forward to continued collaboration in 2023.

#### **Judy Maxwell**

General Manager, LPRCA

### In Memoriam

Long Point Region Conservation Authority mourns the passing of two former members of the Authority's Board of Directors.

Samuel "Sam" Ivan Lamb passed in February 2022. Sam represented the Town of Tillsonburg on the Authority's Board, serving from January 25, 1995 through November 30, 2010. During his time on the Board Sam participated in numerous committees and subcommittees.

Leroy Bartlett passed in December 2022. Leroy represented Haldimand County and served on the Authority's Board of Directors from January 2007 through November 2018.

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Both Sam and Leroy were dedicated community members and valued directors during their times with the Authority. They will be missed.





Sam Lamb (left) and Leroy Bartlett (right) pose for a group photo of the Long Point Region Conservation Authority Board of Directors. November 2010.



### The Authority

Long Point Region Conservation
Authority (LPRCA) is one of 36
Conservation Authorities in Ontario. Our area of responsibility, the Long Point
Region watershed, covers 2,782 square kilometres and is home to approximately 98,000 people. We're empowered through provincial legislation—primarily the Conservation Authorities Act—to manage the watershed's natural resources in partnership with our

member municipalities and the Province of Ontario to protect people and property from natural hazards such as flooding and erosion.

We have eight member municipalities: the Municipality of Bayham, the County of Brant, Haldimand County, the Township of Malahide, Norfolk County, the Township of Norwich, the Township of South West Oxford and the Town of Tillsonburg.

### **Facts & Figures**

Long Point Region Conservation Authority:

has jurisdiction over the **6** major sub-watersheds that form the Long Point Region watershed and drain into Lake Erie;

regulates ~200km of Lake Erie shoreline and 3,700+ km of streams and tributaries within the watershed:

owns and manages 11,000+ acres of property;

protects and preserves **vital biodiversity** in the watershed;

operates **5** campgrounds with **600+** total campsites;

provides public greenspace for outdoor recreation;

processes **250+** development permit applications per year;

monitors flooding conditions 24/7/365; and

runs environmental and heritage education programs.

# Protecting Life & Property

### **Flood Forecasting**

A key mandate for Conservation Authorities across Ontario is monitoring for possible flooding conditions and alerting municipalities and the public accordingly. LPRCA's flood forecasting and warning team work on rotation to ensure that conditions are monitored 24/7/365. When flooding conditions present themselves, LPRCA issues notices to effected municipalities and the public.

In 2022, LPRCA issued 16 flood-related messages, including event updates and status terminations, to the public. The number of flood events prompting changes to the flood status indicator was up slightly from 2021.

	2022	2021
<b>Conditions Statements</b>	6	6
Flood Watches	4	2
Flood Warnings	3	3

The low water response team monitored groundwater levels but no advisories were issued in 2022.

New in 2022, LPRCA launched an email subscription service, where those interested can sign up to receive flood notices issued by the Authority's directly in their email inbox.

Back in May of 2019, high static water levels in Lake Erie led LPRCA to issue a Standing Flood Watch for the Lake Erie shoreline within the Authority's jurisdiction. This Flood Watch was later adjusted to a standing Shoreline Condition Statement in October 2019. Though the severity of the standing statement fluctuated, it persisted for multiple years as water supplies in the Great Lakes were above average and the static water levels in Lake Erie set numerous records. It was not until November 2022, that Lake Erie's water level declined to a level where the standing shoreline statement was terminated.



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### **Planning & Regulations**

Empowered by the Planning Act, the Conservation Authorities Act and Ontario Regulation 178/06, Conservation Authorities such as LPRCA are responsible for regulating development in floodplains and hazardous areas in order to prevent the loss of life and property due to hazards such as flooding and erosion. To do so, staff work with local municipalities to review and provide technical advice on Planning Act applications and permission from LPRCA is required for development activities within hazardous areas in the Long Point Region watershed.

Continuously pursuing organizational excellence, LPRCA's new permit application approval process substantially reduced application turnaround times in 2022. The average turnaround time was 4.2 days for minor applications and 4.9 days for major applications, compared to 10.7 days for minor applications and 21.3 days for major applications in 2021. Planning and Regulations staff reviewed and approved 278 permits for development under Section 28 of the Conservation Authorities Act in 2022.

	2022	2021
Permit Applications Reviewed	278	272
Municipal Applications Reviewed	160	165
Pre-consultation Meetings	56	49

### Norwich & Deer Creek Dam Repairs

The Norwich Dam, originally constructed in the late 1960s, underwent a Dam Safety Review by D.M. Willis Associates Limited in 2020. In 2022, repairs were made to the upstream west embankment, including a rip rap revetment to address severe erosion occurring to that bank.

The Deer Creek Dam was originally constructed in 1969 by Big Creek Region Conservation Authority for the purposes of water storage and recreation. In 2014, Riggs Engineering was hired to perform a close-up visual inspection of the Deer Creek dam. Recommendations relating to its structural condition, operational capability and public safety were given. In 2022, extensive repairs were made to the deteriorated concrete along the wing walls, sheet pile forms were installed along the existing wing walls and washed river rock was used to stabilize the wing walls.





# Enhancing Watershed Health

### Stewardship

Long Point Region Conservation
Authority protects, preserves and
enhances the Long Point Region
watershed though a wide variety of
land stewardship programs. From
tree planting to cover crop incentives,
LPRCA works closely with watershed
landowners to encourage and facilitate
forward-thinking land use that benefits
both the landowner and the watershed
as a whole.

In 2022, LPRCA planted 72,385 trees across the Authority's various planting programs: the Forest Ontario funded 50 Million Tree Program, Ontario Power





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Generation's Forest Corridor Program, the Private Land Tree Planting Program and the municipal Trees for Roads Program.

Continuing the success of an incentive program originally launched in 2020, LPRCA was able to use Environment and Climate Change Canada's Integrated Conservation Action Planning Program funding to partner with agricultural landowners throughout the watershed and establish 2,290 acres of cover crops. Cover crops, particularly when planted in diverse varieties, help build soil structure, provide erosion control and can build yield potential for agricultural land.

To further combat erosion, LPRCA staff also designed and implemented erosion control basins, for four landowners in 2022. A Clean Water Project supported by a municipally-funded clean water program was also completed.

### **Invasive Species Control**

In 2022, Ontario Power Generation's Regional Biodiversity Program supplied \$50,000 in funding to support invasive species control in the Long Point Region watershed. This funding facilitated the assessment of 1,093 acres and treatment of 355 acres of wetland. Invasive species such as Phragmites Australis, Common Buckthorn, European Black Alder and others were targeted in the treatment process.



### **Forest Management**

Long Point Region Conservation Authority has over 10,000 acres of forest holdings that are managed to enhance the biodiversity and health of the watershed and provide critical green space. LPRCA is committed to sustainable forest management practices and recognizes social, economic and ecological values as important components of all forestry activities. In line with the Authority's Forest Management Plan 2020-2039, LPRCA marked, tendered and facilitated the harvest of 215 acres of forested property in 2022.

LPRCA joined Norfolk County, the Long Point Basin Land Trust and the St. Williams Conservation Reserve Community Council in 2020 to form the Forest & Treed Swamps Working Group, working together to secure funding from Environment and Climate Change Canada for Management and Improvement of Upland Habitat in Ontario's Priority Place Long Point Walsingham Forest. In 2021, LPRCA forestry staff surveyed 548 acres across 18 forest tracts. In 2022, 14 of the surveyed tracts (a total of 468 acres) were treated for invasive species, limiting their spread throughout the watershed and restoring native vegetation. The remaining four properties will be treated in the spring of 2023, with further funding facilitating the identification of additional properties requiring treatment and re-treatment of original locations to ensure the invasive species are under control.

Knowledge sharing as leaders in sustainable forest management, LPRCA's forestry staff hosted a Forest Stewardship Council® (FSC®) working group tour in September 2022. Attendees got to visit several LPRCA-owned properties throughout the watershed to see inprogress research projects (partnerships with Bird Studies Canada and McMaster University), an active timber harvest and ongoing cucumber tree protection and management.



### **Water Quality Monitoring**

Water quality can tell us a lot about the environmental health of a region and long-term consistent analysis of water quality is a great way to monitor, recognize and understand the changes that happen to the spaces around us. Long Point Region Conservation Authority participates in several water quality monitoring programs to collect, share and benefit from the valuable data that is collected.

In partnership with Ontario's Ministry of the Environment, Conservation and Parks (MECP), LPRCA collects water samples for the Provincial Surface Water Quality Monitoring Network (PWQMN). Staff collect samples at 10 sites throughout the watershed, eight times per year to send to MECP's lab.

The Provincial Ground Water Monitoring Network (PGMN) is also in partnership with MECP. For this program, LPRCA continuously monitors ground water levels at 11 locations in the watershed, testing the water quality once a year. This data is used for the Low Water Response program, when groundwater levels drop below specific thresholds.

To complement the data from the Water Monitoring Networks, LPRCA also performs benthic invertebrate sampling at 12 locations throughout the watershed and monitors stream temperatures on 17 watercourses. Benthic sampling and temperature monitoring are key ways to keep an eye on ecosystem health.





## **Connecting People to Nature**

### Conservation Education Centre Revitalization

A year of work has brought the Education Centre Revitalization project much closer to completion. Project milestones in 2022 include:

- Updating the multi-purpose classroom space with new lighting fixtures, flooring, tables, chairs and a fresh coat of paint;
- Replacing the flooring in the lower section of the gallery; and
- Reworking the front entrance to be barrier-free and accessible with a new exterior entrance ramp, new entrance doors and a fully accessible washroom.

Next steps for the project are updating the educational display content throughout the Centre to better showcase the story of conservation throughout the Long Point Region watershed. We can't wait to welcome everyone back to the newly revitalized Education Centre in 2023!



### Conservation Areas & Land Holdings

2022 brought a substantial increase in seasonal camping, with 441 seasonal sites booked across LPRCA's five campgrounds, compared to 398 in 2021. Nightly camping was also active, with 2,368 reservations made through the online booking system and an additional 444 reservations placed through others means.

Another 2022 success worth celebrating was the return of on-site education programs at Backus Heritage Conservation Area in the fall. Over 1,000 students visited Backus as 44 classes from schools within the watershed were welcomed for fun hands-on outdoor and heritage education.

A range of upgrades were completed across the campgrounds and conservation areas throughout the year. Highlights include:

- Creation of a non-electrical small trailer/tent section at Waterford North Conservation Area, with 12 new sites;
- Replacement of the Backhouse Historic Site's Community Hall roof;
- Septic system repairs and the renovation of the Northside washroom at Haldimand Conservation Area; and
- Enhancement of the water filling and dumping station at Backus Heritage Conservation Area.





### Children's Fishing Derbies

Popular community events, LPRCA's
Backus and Deer Creek children's fishing
derbies were greatly missed when they
could not be held in 2020 and 2021.
Thankfully, conditions permitted them
to return from hiatus to great success in
2022. The Backus Children's Fishing Derby
was held on July 9 with 137 children fishing
from the shore of the mill pond. The 25th
Annual Deer Creek Children's Fishing
Derby had 133 youth reeling in both fish
and prizes on August 13.

### Leighton & Betty Brown Conservation Scholarship

The Lee Brown Marsh Management Committee presented watershed high school graduates Fred Wernaart and Ali Flinsenberg with \$1,000 Leighton & Betty Brown Conservation Scholarships in August 2022. Fred and Ali were selected as recipients due to their keen interest in and contributions to conservation and environmental sustainability in the Long Point Region. The scholarships support the young conservationists in their pursuit of post-secondary environmental education.





### Memorial Forest Dedication Service

After two years of recorded services released as videos due to the inability to hold in-person events, 2022 saw a crowd return to the forest at the entrance of Backus Heritage Conservation Area for the annual Memorial Forest Dedication Service in September. Over 135 people attended the 2022 service and were moved by Pastor Ted Smith's heartfelt words and Brenda Atkinson's beautiful music.

For more than 30 years the Long Point Region Memorial Forest has been a comforting place for family and friends to reflect on fond memories of those who have passed. The trees planted there serve as a living and growing memorial that persists for generations. Donating towards planting trees in the Memorial Forest is a unique way to celebrate the life of a loved one with a symbol of strength, shelter and durability.

Thank you to everyone who makes the Memorial Forest possible.



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### Long Point Region Conservation Stewardship Award

Long Point Region Conservation Authority is proud to present the annual Long Point Region Conservation Stewardship Award to Mary Gartshore.

Mary was nominated for and selected as the recipient of the Stewardship Award because of her lifelong passion for conservation and environmental stewardship. A member of numerous local environmental organizations, such as the Norfolk Field Naturalists, the Long Point Bird Observatory and the Long

Point Basin Land Trust, Mary is active and engaged in her community. In 1995 and 1996, she was a provincial appointee on LPRCA's Board of Directors.

Mary has played a role in the restoration of hundreds of hectares of marginal agricultural lands using local native seeds and plants; protecting, preserving and enhancing the biodiversity of the Long Point Region watershed. Her nominators also emphasized how frequently Mary goes above and beyond to mentor other conservationists.

A true champion of the environment, Mary is well deserving of the Long Point Region Conservation Stewardship Award.



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### 2022 Financial Highlights

### 2022 Revenue

Municipal Levy – Operating	\$ 1,724,259	30%
Municipal Levy – Capital	\$ 381,700	6%
Provincial Funding	\$ 35,229	1%
User Fees	\$ 3,135,241	54%
Forestry	\$ 512,506	9%
Gain on Sale of Assets	\$ 13,339	0%
Total	\$ 5,802,274	100%

### 2022 Expenditures

Planning & Watershed Services	\$ 770,456	17%
Backus Heritage Conservation Area	\$ 191,304	4%
Maintenance Operations Services	\$ 723,313	16%
Forestry Services	\$ 408,206	9%
Conservation Parks	\$ 1,308,732	28%
Corporate Services	\$ 1,199,132	26%
Total	\$ 4,601,143	100%

### Use of 2022 Operating Levy

Corporate Services	\$ 622,056	36%
Planning & Watershed Services	\$ 493,252	29%
Backus Heritage Site	\$ 94,968	5%
Maintenance Operations Services	\$ 513,983	30%
Total	\$ 1,724,259	100%

### Share of 2022 Operating Levy

Haldimand County	\$ 24,5330	14%
Norfolk County	\$ 901,067	52%
Oxford County	\$ 368,308	21%
Brant County	\$ 119,089	7%
Municipality of Bayham	\$ 77,927	5%
Township of Malahide	\$ 12,538	1%
Total	\$ 1,724,259	100%



### **Fond Farewells**

Two long-term members of the LPRCA team retired in 2022. Ginny VanLouwe retired from her Accounting Clerk role in June, after more than 35 years with the Authority. Bonnie Bravener retired from her position as Resource Technician

in September, after 31 years with the Authority. Staff gathered in June and September respectively to thank Ginny and Bonnie and say our bittersweet goodbyes; they shall be missed, but we wish them both the best in the exciting new chapters they have begun.

### 2022 LPRCA Staff

Judy Maxwell **Aaron LeDuc** Ben Hodi Leigh-Anne Mauthe

General Manager/Secretary-Treasurer Manager of Corporate Services Manager of Watershed Services Interim Manager of Watershed Services **Lorrie Minshall** Project Manager, Watershed Services

**Brady Baker Helen Bartens Kim Brown** Jeff Calliauw **Alex Cassidy Zachary Cox Bob Dewdney** 

**Paul Gagnon Brandon Good** 

**Isabel Johnson Amanda Kaye Aisling Laverty** Matthew Marchioni

Development Technician Curator Marsh Manager Carpenter Lands & Waters Technician Marketing Coordinator Marsh Operations Labourer Lands & Waters Supervisor Superintendent of Conservation Areas Resource Planner **Accounting Clerk** Resource Planner **Outdoor Educator** 

Dana McLachlan **Barry Norman** 

**David Proracki** Chris Reinhart **Darell Rohrer** 

**Frank Schram Jeffery Smithson** 

**Andrew Spearin** Nicole Sullivan **Debbie Thain** Sarah Willson **Executive Assistant** Workshop Operations Labourer Water Resources Analyst Forestry Technician Workshop Operations Labourer Workshop Supervisor Workshop Operations Labourer Heritage Programmer

HR Associate/Receptionist Supervisor of Forestry **Project Support** 

As well as our many seasonal staff and summer students.

### 2022 Board of Directors

Chair John Scholten

Vice Chair Michael Columbus

Directors
Dave Beres
Robert Chambers
Kristal Chopp
Ken Hewitt
Tom Masschaele
Stewart Patterson
Ian Rabbitts
Peter Ypma
Valerie Donnell

Township of Norwich

Norfolk County

Town of Tillsonburg
County of Brant
Norfolk County
Haldimand County
Norfolk County
Haldimand County
Norfolk County
Township of South West Oxford
Municipality of Bayham &
Township of Malahide

### Lee Brown Marsh Management Committee

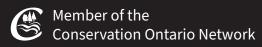
Tom Haskett, Chair Larry Chanda Michael Columbus Lou Kociuk John Scholten

### Backus Museum Committee

Betty Chanyi, Chair
Dave Beres
Michael Columbus
Dene Elligson
Tom Masschaele
John Scholten
Heather Smith
Julie Stone
Madaline Wilson







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(i) @lpr\_ca

@LongPointConservation

@longpointca



### Thank you to our municipal partners

Municipality of Bayham / County of Brant / Haldimand County Township of Malahide / Norfolk County / Township of Norwich Township of South West Oxford / Town of Tillsonburg

### LONG POINT REGION CONSERVATION AUTHORITY

Financial Statements December 31, 2022

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### **MANAGEMENT REPORT**

### Management's Responsibility for the Financial Statements

The accompanying financial statements are the responsibility of the management of Long Point Region Conservation Authority and have been prepared by management in accordance with Canadian public sector accounting standards. Management is also responsible for the notes to the financial statements, schedules and the integrity and objectivity of these financial statements. The preparation of financial statements involves the use of estimates based on management's judgment to which management has determined such amounts on a reasonable basis in order to ensure that the financial statements and any other supplementary information presented are consistent with that in the financial statements.

The Authority is also responsible to maintain a system of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable, available on a timely basis, and accurate, and that the transactions are properly authorized and that the Authority's assets are properly accounted for and adequately safeguarded.

The Board of Directors are responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board reviews internal financial statements on a quarterly basis with management, as well as with the external auditors to satisfy itself that each party is properly discharging its responsibilities with respect to internal controls and financial reporting. The external auditors MNP LLP have full and free access to financial information and the Board of Directors prior to the approval of the financial statements.

The financial statements have been examined by MNP LLP, the external auditors of the Authority. The responsibility of the external auditors is to conduct an independent examination in accordance with Canadian generally accepted auditing standards, and to express their opinion on whether the financial statements are fairly presented in all material respects in accordance with Canadian public sector accounting standards.

John Scholten

Chairman of the Board

Judy Maxwell, CPA, CGA

General Manager, Secretary/Treasurer

Tillsonburg, Canada March 3, 2023

### **Independent Auditor's Report**



To the Board of Directors of Long Point Region Conservation Authority:

### Opinion

We have audited the financial statements of Long Point Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2022, and the statements of operations and changes in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2022, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

### **Basis for Opinion**

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Authority in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

### Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

MNP LLP

Suite 700, 255 Queens Avenue, London ON, N6A 5R8



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that
  are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness
  of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

London, Ontario

March 3, 2023

MNP LLP
Chartered Professional Accountants

Licensed Public Accountants



# STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2022

	<u>2022</u>	<u>2021</u>
Financial Assets		
Cash (note 3)	\$ 4,234,795	\$ 3,647,951
Investments (note 4)	7,203,254	6,822,426
Accounts receivable	202,609	307,655
Accrued receivable	74,737	20,286
Other assets	119,063	106,542
	11,834,458	10,904,860
Financial Liabilities		
Accounts payable and accrued liabilities	216,917	431,200
Deferred revenue (schedule 1)	764,761	606,589
	981,678	1,037,789
Net financial assets	10,852,780	9,867,071
Non-Financial Assets		
Tangible capital assets (schedule 2)	7,938,694	7,723,272
Net assets	\$ 18,791,474	\$ 17,590,343
Commitment (note 6) Contingent liabilities (note 8)		
Accumulated Surplus		
Accumulated surplus - internally restricted (schedule 3)	4,873,220	3,890,271
Accumulated surplus - externally restricted (schedule 4)	5,979,560	5,976,800
Accumulated surplus - tangible capital assets	7,938,694	7,723,272
Table 1 and	¢ 40 704 474	¢ 47 500 0 40
Total accumulated surplus	\$ 18,791,474	\$ 17,590,343

On behalf of the Board of Directors:

John Scholten

Chair, Board of Directors

Michael Columbus

Chair, Audit and Finance Committee

# STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget <u>2022</u> (note 5)	Actual <u>2022</u>	Actual <u>2021</u>
Revenues			
Municipal levies:			
General	\$1,724,259	\$1,724,259	\$1,686,943
Special	381,700	381,700	564,623
Government grants:			
Provincial	35,229	35,229	35,229
Corporate services (note 7)	67,750	203,719	195,089
Planning and watershed services	218,948	596,905	407,995
Forestry services	473,869	512,506	511,791
Backus Heritage conservation area	155,256	210,656	42,670
Conservation parks	1,792,902	1,924,723	1,713,689
Donations	-	-	-
Maintenance operations services	330,405	199,238	154,836
ALUS Elgin Partnership (note 12)	-	••	262,262
Gain on disposal of tangible			
capital assets	Seed.	13,339	1,219
Total Revenues	5,180,318	5,802,274	5,576,346
Expenditures			
Corporate services	1,210,757	1,199,132	1,251,404
Planning and watershed services	747,429	770,456	782,335
Forestry services	399,453	408,942	430,125
Backus Heritage conservation area	250,224	192,759	157,722
Conservation parks	1,345,310	1,306,541	1,127,267
Maintenance operations services	844,388	723,313	600,259
ALUS Elgin Partnership (note 12)		-	262,262
Total expenditures	4,797,561	4,601,143	4,611,374
Annual Surplus	\$382,757	\$1,201,131	\$964,972
Accumulated surplus, beginning of the year	17,590,343	17,590,343	16,625,371
Accumulated surplus, end of the year	\$17,973,100	\$18,791,474	\$17,590,343

# STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2022

	Budget <u>2022</u> (note 5)	Actual <u>2022</u>	Actual <u>2021</u>
Annual Surplus	\$382,757	\$1,201,131	\$964,972
Acquisition of tangible capital assets	(511,250)	(495,024)	(503,878)
Gain on disposal of tangible capital assets	_	(13,339)	(1,219)
Proceeds on disposal of tangible capital assets	-	42,749	18,627
Amortization of tangible capital assets	-	250,192	239,431
Change in net financial assets	(128,493)	985,709	717,933
Net financial assets, beginning of year	9,867,071	9,867,071	9,149,138
Net financial assets, end of year	\$9,738,578	\$10,852,780	\$9,867,071

### STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	<u>2021</u>
Cash Flows from Operating Activities		
Operating activities:		
Annual Surplus	\$1,201,131	\$964,972
Items not affecting cash:		
Amortization of tangible capital assets	250,192	239,431
Gain on disposal of tangible capital assets	(13,339)	(1,219)
	1,437,984	1,203,184
Change in non-cash working capital:		
Accounts receivable	105,047	726,789
Accrued receivable	(54,451)	80,282
Other receivables	(12,521)	(53,166)
Accounts payable and accrued liabilities	(214,284)	222,545
Deferred revenue	158,172	(109,075)
	1,419,947	2,070,559
Investing activities:		
Acquisition of tangible capital assets	(495,024)	(503,878)
Change in investments	(380,828)	(1,052,312)
		18,627
	(833,103)	(1,537,563)
Change in cash	586,844	532,996
Cash, beginning of year	3,647,951	3,114,955
Cash, end of year	\$4,234,795	\$3,647,951

### NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 1. Purpose of the Organization

Long Point Region Conservation Authority (the "Authority") is a special purpose environmental body established under the Conservation Authorities Act of Ontario and works with member municipalities, other stakeholders, and undertakes programing to protect, restore and manage the natural resources and features in the Long Point Region Watershed.

### 2. Significant Accounting Policies

The financial statements of Long Point Region Conservation Authority are the representation of management, prepared in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The policies that are considered to be particularly significant are as follows:

### [a] Revenue Recognition

The Authority follows the deferral method of accounting for contributions and government transfers. Restricted contributions and government transfers are deferred and are recognized as revenues in the year in which the related expenses are incurred or services performed. Unrestricted contributions and government transfers are recognized as revenues in the period in which events giving rise to the revenue occur, provided that the transactions are authorized, any eligibility criteria have been met, and a reasonable estimate can be made of the amount to be received.

General grants and levies are recognized in the period they pertain to.

Corporate services, Planning and watershed services, Forestry services, Conservation parks and Maintenance operations services are recognized as the related expenses are incurred and the services are provided.

Interest and investment income is recognized on the accrual basis as it is earned.

### [b] Accrual Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

### NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 2. Significant Accounting Policies (continued from previous page)

### [c] Internal Transactions

All inter-departmental revenues and expenditures have been eliminated for these financial statements.

### [d] Investments

All of the investments are carried at amortized cost using the effective interest rate method. The Board of Directors has the intention to hold investments until maturity.

### [e] Reserve Fund Balances

Internally restricted reserves are those with restrictions imposed by the Board of Directors in order to ensure funds are available for financial relief in the event of a significant loss of revenues or other financial emergency for which there is no other source of funding available. Internally restricted funds are as follows:

- (i) The Education Centre Maintenance Fund for the maintenance of the Backus Conservation Education Centre.
- (ii) The OPG Forest Corridor Fund for the long-term monitoring of forest areas.
- (iii) The Memorial Woodlot fund for the donations to the Memorial Woodlot Fund and cost to Memorial Woodlot Fund at Backus.
- (iv) The Lee Brown Waterfowl M.A. Capital Replacement Fund for the capital replacements of Lee Brown Waterfowl M.A.
- (v) The Capital Levy fund for capital additions, replacements or improvements within the authority.
- (vi) The Dam Fund is for maintenance and capital upgrades to the Authority owned flood control structures.
- (vii)The Administration Office Fund is for the future acquisition of office space that meets the organization's needs.
- (viii) The Strategic Investments in Operation/Capital Fund is for investment in operations and capital alignment with the organization's strategic plan.

Externally restricted reserves are those with restriction imposed by individuals external to the Board of Directors. Externally restricted funds are as follows:

- (i) Revenues and expenditures related to the Backus Heritage Village are recorded in the Backus Heritage Village Trust Fund.
- (ii) Revenues and expenditures related to the Leighton and Betty Brown scholarships are recorded in the Leighton and Betty Brown Scholarship Fund.
- (iii) Disposition of Lands Reserve shall use the funds for dam studies and repairs, flood hazard mapping and flood forecasting tools.

# NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 2. Significant Accounting Policies (continued from previous page)

### [f] Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual values, of the tangible capital asset, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	20 years
Buildings and building improvements	20 - 50 years
Machinery & equipment	20 years
Furniture and fixtures	10 years
Computers	5 years
Motor vehicles	10 years
Infrastructure	10 - 50 years

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributed tangible capital assets are recorded into revenues at their fair market values on the date of a donation.

### [g] Donations

Unrestricted donations are recorded as revenue in the year they are received. Externally restricted donations are deferred and recognized as revenue in the year in which the related expenses are recognized. Donated materials and services are recorded as revenue and expenditure when the fair market value of the materials and services donated is verifiable, only to the extent the Authority has issued a charitable donation receipt for those materials and services.

### [h] Use of Estimates

The preparation of the financial statements of the Authority, in conformity with Canadian public sector accounting standards, requires management to make estimates that affect the reported amount of assets and liabilities and the disclosure of contingent liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results may differ from these estimates.

### NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 2. Significant Accounting Policies (continued from previous page)

### [i] Contaminated Sites

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or living organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists:
- (ii) contamination exceeds the environmental standard;
- (iii) the Authority is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up; and
- (v) a reasonable estimate of the liability can be made.

### [j] Deferred Revenue

The Authority receives contributions principally from public sector bodies pursuant to legislation, regulations or agreements that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or service is performed.

### [k] Financial instruments

### (i) Measurement of financial instruments

The Authority initially measures it financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Authority subsequently measures its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable and accrued receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long term liabilities.

# NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 2. Significant Accounting Policies (continued from previous page)

### (ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the Statement of Operations and Changes in Accumulated Surplus. The write-down reflects the difference between the carrying amount and the higher of:

- a) the present value of the cash flows expected to be generated by the asset or group of assets;
- b) the amount that could be realized by selling the assets or group of assets;
- c) the net realizable value of any collateral held to secure repayment of the assets of group of assets.

When the event occurring after the impairment confirms that a reversal is necessary, the reversal is recognized in the Statement of Operations and Accumulated Surplus up to the amount of the previously recognized impairment.

### 3. Cash

Cash consists of cash on hand and all bank account deposits. The cash balance is comprised of the following:

	2022	2021
General	\$4,084,554	\$3,505,296
Externally restricted:	+ 1,1,	. , ,
Backus Heritage Village	49,028	81,590
Leighton and Betty Brown Scholarship	101,213	61,065
	\$4,234,795	\$3,647,951

General cash includes a bank account earning interest at 4.65% (2021 – 0.65%).

### NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 4. Investments

The Authority holds short-term guaranteed investment certificates, money market funds and cash within their investments. The investment balance is comprised of:

	2022	2021
Government and corporate bonds, maturing at various dates between 2023 and 2035, yields varying between 1.4% and		
5.0%	\$3,700,000	\$3,670,000
Guaranteed investment certificates maturing at various dates in 2023, yielding between 3.75% and 4.50%	400,000	53,362
Principal protected notes - fixed income note, yields varying between 0% and 7.5%	2,000,000	2,000,000
Principal protected notes – fixed income note, yields varying between 0% and index return multiplied by the participation rate	1,000,000	1,000,000
Money market funds, no specified maturity or yield	7,221	7,257
Cash	67,072	35,880
	7,174,293	6,766,499
Plus: accrued interest	19,247	18,346
Plus: unamortized purchase premium	9,714	37,581
	28,961	55,927
	\$7,203,254	\$6,822,426

### 5. Budget Figures

The unaudited budget data presented in theses financial statements are based upon the 2022 operating and capital budgets approved by the Board of Directors on January 5, 2022.

### NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 6. Commitment

The Authority rents a premise under a long-term operating lease that expires October 2023, with three further 5 year optional renewal periods, with a final term ending October, 2038. The operating lease payments are as follows:

2023	110,868
2024	113,086
2025	115,347
2026	117,654
2027	120,007
Thereafter	1,457,965
	2,034,927
· · · · · · · · · · · · · · · · · · ·	

### 7. Investment Income

Included in corporate services revenue is interest income on investments of \$142,770 (2021 - \$53,515).

### 8. Contingent Liabilities

From time to time, the Authority is subject to claims and other lawsuits that arise in the course of ordinary business, in which damages have been sought. These matters may give rise to future liabilities for which the Authority maintains insurance coverage to mitigate such risks. The outcome of these actions is not determinable, and accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year in which the related litigation is settled.

### NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 9. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS") plan, which is a multi-employer plan, on behalf of full-time and qualifying part-time employees. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by employees based on the length of service, pension formula and employee earnings. Employees and employers contribute equally to the plan. In 2022, the Authority's contribution to OMERS was \$152,467 (2021 – \$147,770).

The latest available report for the OMERS plan was December 31, 2021. At that time the plan reported a \$3.1 billion actuarial deficit (2020 - \$3.2 billion deficit), based on actuarial liabilities of \$120.8 billion (2020 - \$111.1 billion) and actuarial assets of \$117.7 billion (2020 - \$108.6 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

As OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of all eligible organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension actuarial surplus or deficit.

### 10. Segmented information

The Authority provides a range of services. Distinguishable functional segments have been separately disclosed in the segmented information schedule. The nature of those segments and the activities they encompass are as follows:

### Corporate services

Corporate services is comprised of Governance and general administration. These areas include the Board of Directors, Office of the General Manager, Administration, Accounting and Finance, Communications, Information Services and Human Resources.

### Planning and Watershed

Planning and watershed provides services related to property development, technical reviews, operation of flood control structures, flood forecasting and warning, restoration programming, source water protection and water quality monitoring.

### Forestry services

Forestry is comprised of Stewardship services and Forestry. Stewardship provides tree planting, restoration and establishment programs. Forestry sustainably manages the Authority's forest tracts resources.

### Backus Heritage conservation area

Backus Heritage Conservation Area provides conservation education programing, heritage programming and recreational activities and is home to the Backhouse National Historic Site.

# NOTES TO THE FINANCAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2022

### 10. Segmented information (continued from previous page)

### Conservation parks

Conservation parks provides recreational and camping activities at: Deer Creek Conservation Area, Backus Conservation Area, Haldimand Conservation Area, Norfolk Conservation Area and Waterford North Conservation Area.

### Maintenance operations services

Maintenance Operations Services provides property, plant and equipment maintenance services and includes the Lee Brown Marsh.

### **ALUS Elgin Program**

Alternative Land Uses Services (ALUS) Elgin Partnership provides ecosystem services on agricultural lands in Elgin County.

### 11. Financial instruments and risks

Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant risks. There have been no changes in the Authority's risk exposures from the prior year.

### Credit risk

The Authority is exposed to credit risk through its cash and accounts receivable. The Authority reduces its exposure to credit risk by creating an allowance for bad debts when applicable. The majority of the Authority's receivables are from government entities. The Authority mitigates its exposure to credit loss by placing its cash with major financial institutions.

### Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they become due. The Authority manages this risk by establishing budgets and funding plans to fund its expenses.

### 12. ALUS Elgin Partnership

The ALUS Elgin program transferred operations to Lower Thames Valley Conservation Authority effective December 17, 2021.

### 13. Comparative Figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year annual surplus.

# SCHEDULE 1 –SCHEDULE OF DEFERRED REVENUE FOR THE YEAR ENDED DECEMBER 31, 2022

	2022	2021
Balance, beginning of year	\$606,589	\$715,664
Externally restricted contributions	512,080	489,571
Interest earned, restricted	168,986	148,194
Contributions used in operations	(522,894)	(515,675)
ALUS deferred revenue transferred out	-	(231,165)
Balance, end of year	\$764,761	\$606,589

# SCHEDULE 2 —SCHEDULE OF TANGIBLE CAPITAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2022

			1				For th	For the year ended December 31, 2022	nber 31, 2022
		Cost	75			Accumulate	Accumulated Amortization	on	
									2022
					Accumulated				Net Carrying
					Amortization			Accumulated	Amount
	Crening			Balance End	Beginning		-	Amortization End	End
	Balance	Additions	Disposals	ofYear		Reversals Amortization	nortization	of Year	of Year
	0000	₩	U	4 RN5 258	v.	vA ·	•	•	\$ 4,605,258
and	5 4,005,256	ı <del>•</del>	ı 9	95.500,	13 486	,	4 780	18.266	77,338
Land improvements	40,00,00	172 760	1 1	2 362 314	1 157 940	,	44,953	1,202,893	1,159,422
Buildings	2, 169,040	72,709	070 77	584 491	249.058	30.509	29,308	247,857	413,634
Machinery and equipment	288,282 0 505	23, 163	7	8, 20, 8, 20, 20, 20, 20, 20, 20, 20, 20, 20, 20	2,284	· ·	860	3,143	5,452
Furniture and lixtures	0,000	12 602	. •	201,000	175,515	,	7,647	183,162	18,760
Computers	103,223	2,005	56 837	554 540	343,996	44.859	49,583	348,719	205,821
Motor vehicles	7/5,1/8	286 394	) )	2 310 400	744,329		113,061	857,390	1,453,010
Intrastructure Total	\$ 10,409,877	\$ 495.024	\$104,778	\$ 10,800,124	\$ 2,686,605	\$ 75,369 \$	250,192	\$ 2,861,430	\$ 7,938,694
							For th	For the year ended December 31, 2021	mber 31, 2021
		Cost	N N			Accumulate	Accumulated Amortization	ion	
									2021
					Accumulated				Net Carrying
					Amortization			Accumulated	Amount
	Opening			Balance End	Beginning			Amortization End	End
	Balance	Additions	Disposals	of Year	of Year	Reversals Amortization	mortization	of Year	of Year
-	# 1 EOE 237	٠,	U	\$ 4605.258	US	Н	ι <del>ω</del>	•	\$ 4,605,258
Land	76.25	9	, ,		8.706	•	4,780	13,486	82,118
Land improvements	2 100 5/15		١	2 189 545	1.113.873	ı	44,066	1,157,940	1,031,605
Bulldings		240 BO1		5.86.262 5.86.262	217.937	1	31,121	249,058	437,204
Machinery and equipment			•	8,595		į	860	2,284	6,311
	245 946	3.736	60.453	3	2	57,165	6,735	175,514	13,715
Comparers Motor which	576 789	_			317,355		54,894	343,995	267,383
India venicies	1.839.868	-		2,024,007	647,353		96,976	744,329	1,279,678
Total	\$10,008,826	G.	\$102,827	\$ 10,409,877	\$ 2,532,594	\$ 85,418	\$ 239,431	\$ 2,686,605	\$ 7,723,272

# SCHEDULE 3 –SCHEDULE OF INTERNALLY RESTICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2022

	Balance, beginning of year	Transfer fr operatior			sfer to		Balance, d of year
Education Centre	\$ 50,880	\$	_	\$	_	\$	EU 000
OPG Forest Corridor	36,757	Ψ	_	Ψ	_	Ψ	50,880 36,757
Memorial Woodlot	17,900		1,512		_		19,412
Lee Brown Waterfowl Capital	18,713		853		_		19,412
Dam Reserve	50,000		_		_		50,000
Administration Office	569,567		-		_		569,567
Strategic Investments in operations/capital	210,938		_		_		210,938
Capital Levy	610,721	65	3,800	Λ	95,024		774,497
Unrestricted Reserve	2,324,795		9,430		52,622		141,603
	\$ 3,890,271	\$ 1,930			17,646		873,220

# SCHEDULE 4 –SCHEDULE OF EXTERNALLY RESTICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2022

	Balance, beginning of year	 fer from erations	Transfer to operations	Bala	ance, end of year
Backus Heritage Village Leighton & Betty Brown Scholarship Backus Woods Disposition of Lands Reserve	\$ 72,001 122,259 4,872,500 910,040	\$ 1,833 2,927 -	\$ - 2,000 - -	\$	73,834 123,186 4,872,500 910,040
	\$ 5,976,800	\$ 4,760	\$2,000	\$_	5,979,560

# SCHEDULE 5 -SCHEDULE OF SEGMENTED REPORTING FOR THE YEAR ENDED DECEMBER 31, 2022

2022 Schedule of Segmented Reporting

\$1,201,131	E	\$371,608	\$618,182	\$112,865	\$103,564	\$354,930	(\$360,018)	Surplus
4,601,143	1	723,313	1,306,541	192,759	408,942	7 / 0,456	1, 139, 132	
86,060	1	84,778	1,282		- 070007	- 770 450	1 400 400	Total expenditures
215,835	1	35,633	47,981	2,601	ı	9,392	120,228	maintenance
250,192	•	82,966	78,930	39,902	1	39,030	9,504	Repairs and
319,600	•	28,648	102,117	3,877	94,150	69,113	21,695	Supplies Amortization
540,484	1	47,865	150,690	4,555	627,67	20,00	,	Materials and
		!	4	l l	75 000	FC 710	205 438	contracted services
466,149	•	127,468	205,311	20,657	745	9,187	102,781	Administration Professional/
2 722 823	,	315 955	720.230	121,167	238,824	587,021	739,626	Compensation
								Expenditures:
5,802,274		1,094,921	1,924,723	305,624	512,506	1,125,386	839,114	Total revenue
13,339	1	,	1	ı	I	•	13,339	assets
								Gain on disposal of tangible capital
312,506	ŧ I	1 1		I		1	1	Donations
1,130,241	1	93,230	021,720,1	) ) - 1	512 506	•		Forestry
35,229	1	100 238	1 924 723	210 656	1	596,905	203,719	Fees
\$2,105,959	1	\$895,683	1	\$94,90¢	• 1	35 229	4055,000 1	Grants
And the second s						6	020 020	Revenue:
Total	ALUS Elgin Partnership	operations services	Conservation parks	conservation area	Forestry services	watershed	Services	
2022		Maintenance		Backus Heritage		Planning and		

# SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING (continued) FOR THE YEAR ENDED DECEMBER 31, 2022

2021 Schedule of Segmented Reporting

				Backus		4:00		2021
	Corporate services	Planning and watershed services	Forestry services	Heritage conservation area	Conservation parks	Maintenance operations services	ALUS Elgin Partnership	Total
Revenue: Levies	\$742,095	\$512,547	ı	\$92,146	ı	\$904,778	1 1	\$2,251,566
Grants Fees	195,089	35,229 407,995	1 1 .	42,670	1,713,689	154,836	262,262	2,776,541
Forestry	1 1	1 1	511,791	1 1	1 1	1 1		. I
Donations Gain on disposal of								
tangible capital	1 219	1	'	ı	1	•	1	1,219
assets Total revenue	938,403	955,771	511,791	134,816	1,713,689	1,059,614	262,262	5,576,346
Expenditures:				1		0 1 0	9	2 575 564
Compensation	640,015	611,101	192,975	85,159	636,303	350,338	09,600 104 611	566 833
Administration	249,306	11,024	842	13,854	1/2,016	13,100	- - - - - -	
Professional/ contracted services	216,212	94,517	167,949	3,877	140,938	23,399	75,102	721,994
Materials and	0.00	20.357	68 359	7 994	69,532	31,006	22,594	231,493
Supplies Amortization	16,651 8,452	38,937	,	(.,	63,750			239,431
Repairs and		(		77	13 238	26.544	1	209,091
maintenance	120,768	6,388		12, 142	1,490		302	66,968
Motor pool  Total expenditures	1,251,404	782,335	430,125	157,722	1,127,267	600,259	262,262	4,611,374
Silvairo	(\$313 001)	\$173.436	\$81,666	(\$22,906)	\$586,422	\$459,355	E	\$964,972
Sniding	7 (2.00)							



# East Elgin Community Complex Board of Management Minutes March 22, 2023 – 7:00 p.m. EECC Blueline Room

The East Elgin Community Complex Board of Management met at 7:00 p.m.with the following present:

**Aylmer Council**: Mayor J. Couckuyt, Deputy Mayor P. Barbour, Board Member J. Chapman, Board Member K. Desrosiers, Board Member A. Oslach, Board Member J. Rauhe, Board Member W. Vanraes

**Malahide Council:** Mayor D. Giguère, Deputy Mayor M. Widner, Board Member R. Cerna, Board Member S. Leitch, Board Member J. H. Wilson

**Staff:** Aylmer Chief Administrative Officer A. Grozelle, Malahide Chief Administrative Officer. A. Betterridge, Aylmer Director of Operation R. Johnson, Aylmer Treasurer H. Sachs, Aylmer Director of Legislative/ Corporate Services J. Brick

**Absent:** Board Member C. Glinski, Board Member S. Lewis

### 1. <u>EECC FACILITY TOUR - (6:00PM)</u>

A facility tour preceded the regularly scheduled 7:00 p.m. Board Meeting.

2. WELCOME - Chair - Mayor Couckuyt - (7:00PM)

### 3. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

### Resolution No.22-23

Moved by Board Member Cerna and seconded by Board Member Oslach: **Recommendation:** 

That the Board adopts the Agenda for the meeting of March 22, 2023.

The motion is Carried.

### 4. <u>DECLARATION OF PECUNIARY INTEREST</u>

### 5. DELEGATIONS

### 6. <u>APPROVAL OF PREVIOUS MINUTES</u>

(a) Minutes of the EECC Board Meeting held on February 21, 2023

### Resolution No.23-23

Moved by Board Member Chapman and seconded by Board Member Vanraes:

### Recommendation:

That the Board approves the following minutes:

a) Minutes of the EECC Board Meeting held on February 22, 2023

The motion is Carried.

### RELATED COMMUNICATIONS

- (a) Township of Malahide and Town of Aylmer Follow Up Correspondence Canada Day 2023
- (b) Township of Malahide and Town of Aylmer Follow Up Correspondence Ad Hoc Governance Review Committee
- (c) Township of Malahide and Town of Aylmer Follow Up Correspondence EECC Desiccant Unit

### Resolution No.24-23

Moved by Board Member Rauhe and seconded by Board Member Cerna:

### Recommendation:

That the Board receives item 5.1.1 to 5.1.3 as information.

The motion is Carried.

### 7. ACTION ITEMS

(a) EECC Administrator - Report CAO 20-23 - East Elgin Community Complex –2023 Operating and Capital Budget

### Resolution No.25-23

Moved by Board Member Barbour and seconded by Board Member Chapman:

That Report CAO 20-23 entitled East Elgin Community Complex – Proposed 2023 Operating and Capital Budget be received for information; and

That the EECC Board approve the proposed 2023 Operational Budget in the total amount of \$599,762 (\$299,881 per municipal partner); and That the EECC Board approve the 2023 Capital Budget of in the total amount of \$353,000 (\$176,500 per municipal partner); and That the Boards approval be sent onto member municipalities for endorsement.

The motion is Carried.

### 8. <u>INQUIRIES BY MEMBERS</u>

Board Member J. H. Wilson inquired about additional recreational programming being considered. Director Johnson provided a response regarding staffs ongoing interest in expanding programming with new community partners.

The next EECC Board meeting will be held April 26<sup>th</sup> 7:00pm.

### 9. CLOSED SESSION

### 10. ADJOURNMENT

(a) Adjournment

Resolution No.26-23

Moved by Board Member Desrosiers and seconded by Board Member Widner:

Recommendation:

That the Board do now adjourn at 7:35p.m.

The motion is Carried.

Clerk		
Cicin		
Mayor		



The Corporation of the Town of Aylmer 46 Talbot Street West, Aylmer, Ontario N5H 1J7 Office: 519-773-3164 Fax: 519-765-1446 www.aylmer.ca

April 11, 2023
Town of Aylmer Council
Town of Malahide Council

Re: 2023 Operating and Capital Budget Final Approval

Dear Members of Council,

At their meeting on March 22, 2023, the East Elgin Community Complex Board of Management passed the below resolution:

### Resolution No.25-23

Moved by Board Member Barbour and seconded by Board Member Chapman: That Report CAO 20-23 entitled East Elgin Community Complex – Proposed 2023 Operating and Capital Budget be received for information; and That the EECC Board approve the proposed 2023 Operational Budget in the total amount of \$599,762 (\$299,881 per municipal partner); and That the EECC Board approve the 2023 Capital Budget of in the total amount of \$353,000 (\$176,500 per municipal partner); and That the Boards approval be sent onto member municipalities for endorsement.

The motion is Carried.

Endorsement of this resolution from the Town of Aylmer Council and Town of Malahide Council is required for final approval. The following template resolution is offered:

Resolution No23	
THAT the Council of the	receive the EECC Board letter regarding
the 2023 Operating and Capital Budget	Final Approval; and,
THAT the Council of the	endorse and approve the 2023
Operational Budget in the total amount	of \$599,762 (\$299,881 per municipal
partner); and	
THAT the Council of the	endorse and approve the 2023 Capital
Budget of in the total amount of \$353,00	0 (\$176,500 per municipal partner).

Thank you,

### Owen Jaggard

Deputy Clerk / Manager of Information Services | Town of Aylmer 46 Talbot Street West, Aylmer, ON N5H 1J7 519-773-3164 Ext. 4913 | Fax 519-765-1446 ojaggard@town.aylmer.on.ca | www.aylmer.ca

Attachments: Report CAO 20-23

## Town of Aylmer



# Report CAO 20-23

Report Title:		ommunity Complex –2023 d Capital Budget	
Submitted for:	<b>EECC Board</b>	– March 22, 2023	
Report Author: Andy Groze		CAO	
•	Heather Sachs, Director Financial Services		
☐ Receive for In	formation	⊠ Recommendation	

### Recommendation

That Report CAO 20-23 entitled East Elgin Community Complex – Proposed 2023 Operating and Capital Budget be received for information; and

That the EECC Board approve the proposed 2023 Operational Budget in the total amount of \$599,762 (\$299,881 per municipal partner); and

T	That the EECC Board appro	ve the 2023 Capital Budget of in the total amount of
\$	5(\$	per municipal partner; and

That the Boards approval be sent onto member municipalities for endorsement.

### **Executive Summary**

This report provides the final proposed 2023 Operating and Capital Budget to the EECC Board for review and direction. The final amount for the Capital Budget has been left blank to allow for any adjustments the Board may make prior to authorization.

### **Analysis**

### **OPERATIONAL BUDGET**

This represents a follow-up report to the EECC Board on the 2023 Budget. At the February 21, 2023 meeting there appeared to be general agreement upon the Operational Budget. The proposed amount of the Operational Budget does represent a \$5,000 increase in funding (\$2,500 per respective municipality).

Staff believe this number is achievable in 2023 and have taken what we believe to be a conservative approach to revenue estimates for the year.

Full details of the Operational Budget are attached to this report yet have remained unchanged since presented last month.

### CAPITAL BUDGET

Staff presented the 2023 Capital Budget at the February 21<sup>st</sup> meeting and received no direction on further options. Two reports presented on the February agenda did have a potential impact upon the Capital estimates. At the time of authoring this report the desiccant unit repairs have been approved by both member municipalities and one partner has approved the ice-resurfacer replacement.

### Desiccant Unit repairs

Work upon the desiccant unit was awarded to the lowest vendor quotation, Johnson Controls. The final cost of the work is anticipated to be less that the jointly approved amount of \$45,000. Staff have included the amount of \$40,000 in the revised 2023 Capital Budget for this repair. The repair is estimated to be completed within 6-8 weeks of the publication of this report.

### Ice Resurfacer

The projected cost of the Ice Resurfacer was increased following the 2022 Capital Budget from \$110,000 to \$135,000 due to anticipate cost increases on fleet and equipment seen in recent years. Favourable tender outcomes have led to the ability to reduce this number to \$90,000.

The Board may also want to consider retaining the existing Ice Resurfacer due to the significant maintenance that went into the machine in 2022. This would remove the trade-in-value of the equipment and the Capital cost would increase to \$103,000. This option may be desirable due to the 10-month lead time to get a new machine. This could also allow the new Ice Resurfacer to be stored until such time as a critical failure occurs with the existing unit.

These options are dependent upon both municipalities endorsing the replacement of the ice resurfacer prior to April at which time the tender outcome expires. Below is a summary of the potential impacts on the 2023 Capital Budget.

### <u>Impact On 2023 Capital Budget – Desiccant Repairs /Ice Resurfacer</u>

- Option 1 Both projects remain as approved by the Board in February.

  Reduction in Capital cost by \$5,000 to \$353,000 or \$176,500 per municipal partner.
- Option 2 Change to the ice resurfacer approval to remove the cost reduction due to trade in. Increase Capital cost by \$8,000 to \$366,000 or \$183,000 per municipal partner.
- Option 3 Ice resurfacer is not approved by one municipal partner. Reduction in Capital cost by \$95,000 to \$263,000 or \$131,500 per municipal partner.

### Staff Preferred Option for Capital Reduction 2023

In the spring, staff will be bringing forward options for the Boards on the need to establish reserves for capital costs related to the EECC. At this time, staff believe it is prudent to establish capital funding commitments at roughly \$200,000 annually. We believe this number will be refined through a facility condition assessment if such work is endorsed by the Board. This number could also be favourably impacted pending the outcome of the current GICB grant application.

Deferral of any capital projects from 2023 is not recommended. Staff can support such deferrals after expressing the need for each municipal partner to still levy and sets aside the roughly the \$176,500 for capital funding in a designated reserve. To not raise this funding now creates a significant potential of large one-time increases in property taxes to address the pending backlog of capital works. Deferrals can also increase the potential that significant equipment failures that could occur at the same time and create additional one-time financial pressures.

In review of the 2023 Capital Budget the Board could defer the EECC Compressor Condenser work until 2024 in the amount of \$75,000. This is one overall capital project estimated to in the amount of \$150,000 that was broken into two portions for funding reasons. Completion of this project is not anticipated to take place until 2024 and as a result deferring the \$75,000 project this year will not have a substantial impact.

### Consultation

Similar to the Township's comments provided for Board Report no. CAO 10-23, presented at the Board's February 21, 2023 meeting, Township Staff are satisfied and have no concerns with the 2023 Operating and Capital Budgets of the EECC as prepared and presented by Town Administration. It is noted that Township Council recently supported the following items related to the EECC: Canada Day (\$10,000, half of which being funded by the Township); and, Desiccant Unit Repairs (estimated cost of \$40,000 of which \$20,000 is funded by the Township).

### Conclusion

Staff are seeking direction upon the 2023 Operational and Capital Budgets. The Capital Budget does pose a unique challenge and further discussions will be held with the Board in the spring of 2023 to seek further direction in advance of the 2024 Budget preparation.

Attachments:

Proposed 2023 Operational and Capital Budgets

Submitted by:

**Heather Sachs** 

**Director Financial Services** 

Andy Grozelle Administrator



## INDEX

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### **EXECUTIVE SUMMARY - EECC**

The East Elgin Community Complex sits on fourteen (14) acres and was built in 2004 as a joint project between Aylmer and Malahide. There are two NHL sized ice surfaces and space to host events or activities in three community rooms which have capacity of six hundred (600) people. Link to EECC

The staff at the EECC are responsible for:

- Day to day operation of refrigeration system, weekly ice maintenance, and preventative maintenance
- Set up, co-ordinate and promote community events and in-house programming (i.e., Seniors Day Out, Family New Year's Eve, Canada Day, etc.)
- Cleaning of the facility to ensure private and public spaces are hygienic & highest level of quality.
- Perform a variety of financial transactions (processing payments, bank deposits, cash handling, etc.), source funding for recreation equipment, and programming.
- Update and distribute facility schedules to concession and pro-shop and review contracts for services.
- Work with specialized contractors to maintain mechanical equipment and perform facility inspections.
- Emergency generator maintenance: co-ordinate service, (refuel, oil & filter changes).
- Annual facility inventory including replacing/repairing recreational equipment.

As pandemic restrictions impacted operations in 2022, there remains a level of uncertainty around overall return of usership. A strong return to ice utilization in the EECC in 2023 may see an increase in labour cost, material and supplies any such proportionate increase would be offset by incremental revenue.

Labour cost in the 2023 budget have been adjusted based on conservative revenue projections for 2023. Relative efficiencies identified throughout 2022 have also been incorporate into the overall Budget. The outcome of this is a slight operational increase of approximately 5k that if endorsed will translate to 2.5k increase to each of the partner's levy in 2023.

Capital projects and costs are summarized beginning of page 13 of this document. The initial 2023 Capital Budget for the EECC begins at a budget of \$385,000 or \$192,500 for each member municipality. With revised detailed budget proposed it appears that this capital budget could be approved for around 353,000 which would be 176,500 per municipality with board approval.

### TOWN OF AYLMER EECC

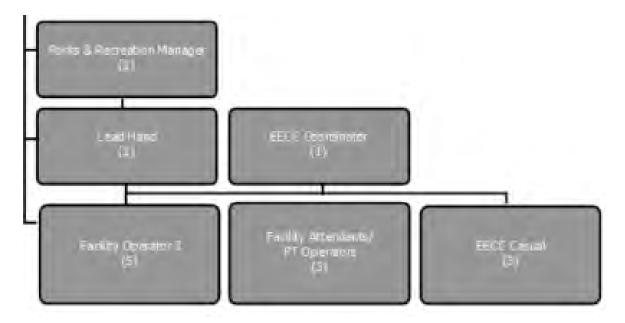
	Current Year Budget 2022	Future Budget 2023	Future Roll 2022 to 2023 increase/(decrease)	Future Roll 2022 to 2023 increase/(decrease)
2000-1900-1900-1900-1900-1900-1900-1900-	YTD	YTD	YTD	%
General Fund Expenditures	22,70,20,00	10000000	100.00	
Total Salaries, Wages & Benefits	654,835.00	662,683.00	7,848.00	
Total Admin, Materials and Supplies	559,937.00	531,414.00	-28,523.00	
Total Contracted Services	61,930.00	42,160.00	-19,770.00	
Total Rents and Financial Services	3,090.00	3,090.00	0.00	77.77
Transfer to Own Funds	0.00	0.00	0.00	
Long Term Debt	0.00	0.00	0.00	0.00%
Total General Fund Expenses	1,279,792.00	1,239,347.00	-40,445.00	-3.16%
General Fund Revenues				
Total Canada / Ontario Grants	-5,840.00	-3,600.00	2,240.00	-38.36%
Total Municipal Contributions	-55,000.00	-35,000.00	20,000.00	-36.36%
Total User Fees and Charges	-609,800.00	-592,900.00	16,900.00	-2.77%
Total Licenses, Permits and Rentals	-13,718.00	-7,685.00	6,033.00	-43.98%
Total Fines and Penalties	-400.00	-400.00	0.00	0.00%
Total General Fund Revenues	-684,758.00	-639,585.00	45,173.00	-6.60%
Net General Fund (Revenue)/Expenditure	595,034.00	599,762.00	4,728.00	0.79%
Operating Projects / Capital from Operating	0.00	0.00	0.00	0.00%
Tax Levy	595,034.00	599,762.00	4,728.00	0.79%

### OPERATIONAL OVERVIEW

Shutdowns and additional safety protocols have impacted EECC operations from March of 2020 until April of 2022. Evaluation is ongoing to review whether usership and utilization have returned to pre-pandemic levels. Within this we want to gain an understanding if the shift to outdoor activities during the pandemic has fundamentally changed how people access recreation. A consideration within this is the potential impact of broader economic pressures on sports like hockey, ringette and figure skating.

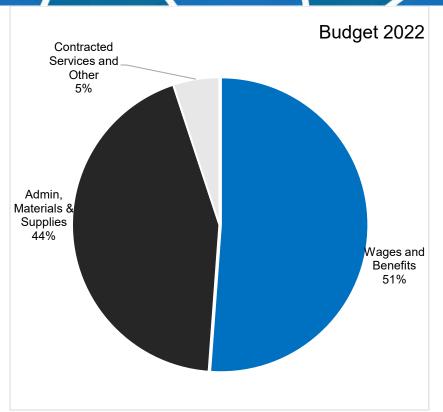
Staff are hopeful that ice time utilization will return to pre-pandemic levels. Staff are reviewing utilization of arena time to determine if options can be implemented to create efficiencies. Details upon this review will be presented to the Board for consideration. One area of initial weakness following the pandemic is advertisement and room bookings. Measures are being undertaken to address these areas.

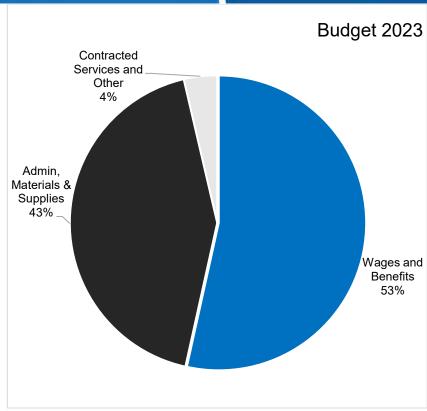
The majority of the operating cost of this facility is related to wages and benefits. A labour analysis was started in 2022 and more emphasis has been put on scheduling labour related to the ice time booking requirements. The Lead Hand at the EECC currently works with the EECC coordinator to manage headcount of operators and casual staff with ice time booked to help ensure proper utilization of the labour. The EECC labour includes the Parks and Recreation Manager, Lead Hand, Coordinator, five full-time facility operators, three part-time operators, three part-time casual staff.



A deep dive on the operations including labour utilization, programming structure and detail of revenues has been ongoing during 2022. The analysis including the finalization of the parks and recreation master plan slated to finish in Q1 - 2 of 2023 will provide the board with options to consider for the 2023 operating year.

This graph illustrates the operating department costs as a percentage of overall expenditures as compared to 2022. As mentioned previously, an effort has been made to create efficiencies in this business unit including right sizing the budget on the labour force, analysis of expenditures and cost cutting measures to determine what is necessary for running operations and prioritizing inclusive programming that can be implemented with little to no additional cost to each municipality.





### **FUNDING SOURCES**

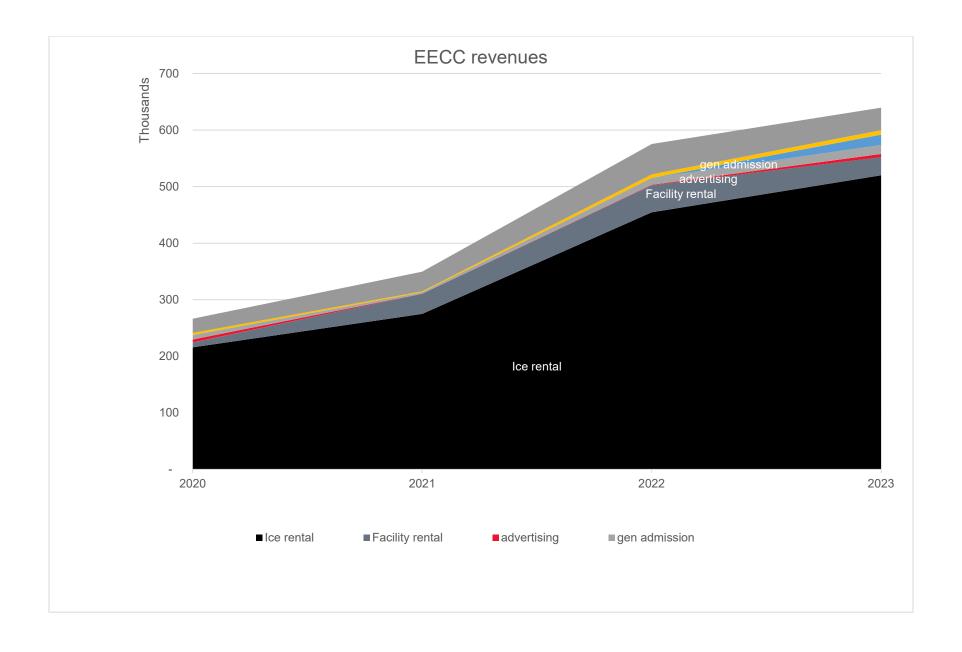
Revenues have been adjusted to a conservative budgetary amount and in turn, labour has also been adjusted to help offset the burden to the tax levy. The EECC Board previously approved no increases to user fees until the end of the pandemic which will be realized as of September 2022, but we will only see one quarter worth of user fee increases by this year end. Staff are continuing to support user groups during a challenging time by engaging the EECC followers on

social media, increasing programming for seniors, youth and compiling a list of changes for the board's review in early 2023.

As you can see by the graphic below, ice rental revenue is the foundation that keeps this facility operational. The last few years have been extremely challenging with many closures and restrictions placed on the EECC.

With restrictions being lifted in 2022, a few ideas had been suggested to generate more community involvement at the EECC. To help reduce economic barriers such as the cost of skates or admission that may otherwise deter members from utilizing the facility, a public skating sponsorship program was trialed. The EECC is currently offering public skating until March 2023 from 1 – 2:30 every Sunday and local businesses and organizations have an opportunity to sponsor a public skate (including skate rentals) to be offered free-of-charge to the community attendees. Public Skating Sponsorship package

The levy line shown on this operating budget is funded 50/50 by both Malahide and Aylmer and is subject to approval by the EECC board and subsequently by each council. The proposed budget would see \$299,881 contribution from each municipality for operational expenditures in addition to capital commitments if approved.



### **DETAILED BUDGET SUMMARY**

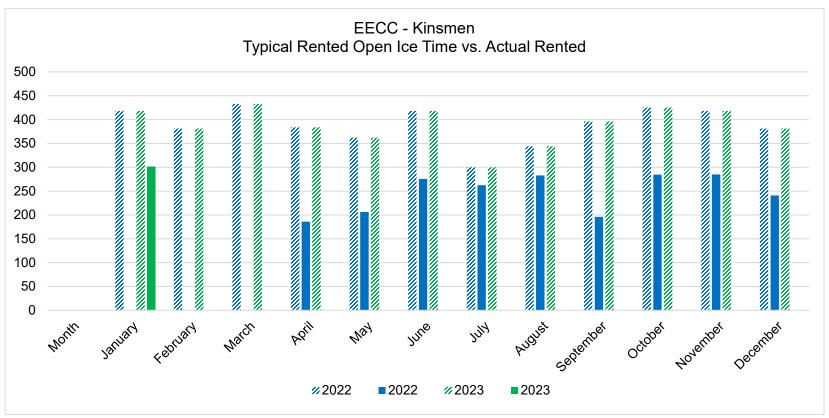
Revenue estimates generated using prorated sales figures from 2022 plus an incremental estimate for the user fee increase that was approved for Q4 of 2022. These have been decreased since the revenue projections for the facility have not materialized since 2018-19 timeframe. Consequently, a conscious effort has been made to cut expenses down to necessity which include, printing, office supplies and materials, postage and courier, phone, internet costs, and program expenses until more programming revenues are established. If incremental revenues materialize in any area, incremental costs may increase also. Historical methods of advertising have not been utilized in many years, so the budgeted revenues have been eliminated until a strategy can be implemented to target and manage these revenue streams once again. Labour for 2023 has been maintained at the same headcount as the 2022 actuals which includes a 1.5% increase for staff.

	Budget	Budget	Roll 2022 to 2023	Roll 2022 to 2023
	2022	2023	increase/(decrease)	increase/(decrease)
	YTD	YTD	YTD	%
Total General Fund Expenses	1,279,792.00	1,239,347.00	-40,445.00	(3.16%)
Total General Fund Revenues	-684,758.00	-639,585.00	45,173.00	(6.60%)
Net General Fund (Revenue)/Expenditure	595,034.00	599,762.00	4,728.00	0.79%
Malahide to Fund	297,517.00	299,881.00	2,364.00	
Aylmer to Fund	297,517.00	299,881.00	2,364.00	

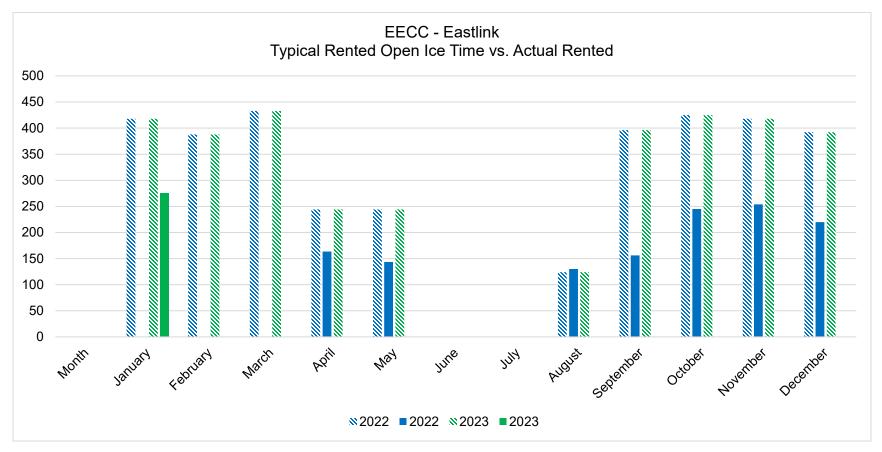
### **EFFICIENCY MEASURES**

#### HOURS AVAILABLE FOR ICE RENTAL

For the Kinsmen pad, budgeted available ice time will be added for 2023 as a measurable to identify concerns with utilization and presented to the board at the end of Q1 for review. The current budgeted open ice time values are not reflective of normal utilization trends since the majority of user groups rent ice after 3:30 on weekdays and weekends between 8am to 9pm.



For the Eastlink pad, the current budgeted open ice time values are not reflective of normal utilization trends since the majority of user groups rent ice after 3:30 on weekdays and weekends between 8am to 9pm. The ice at Eastlink has been historically taken out for 3.5 months of the year. A report will be presented by the EECC operations at the end of Q1 2023.



## EECC DETAILED OPERATING BUDGET – APPENDIX A

🔓 EECC detail - Appendix A



### CAPITAL BUDGET SUMMARY

As identified by through the annual audit process the EECC has significantly underfunded future capital requirements for the facility. Staff know this gap will not be closed quickly and will be seeking direction from the Board upon options to plan for the future of the facility. Notably the 2023 Budget will not see the Parking lot of the EECC being recommended for replacement. This project has been deferred several times due to costs, staff however feel the capital expenditure will be hard for the municipal partners to plan for in 2023 with the funding constraints and the degradation of key equipment required to sustain operations. In absence of a full building condition assessment, this presents the best estimated cost at this point.

#### **HEAT EXCHANGER**

The heat exchanger pump is an original asset to the EECC facility. The unit's replacement is anticipated to cost \$100,000. The unit services both ice pads and can only be worked on when there is a need to coordinate replacement when ice is out. The heat exchanger pump is a critical component to regulating the temperature in the arena.

The heat exchange pump has not yet undergone a mechanical assessment as this would require the unit to be off for a period of time. Staff are unsure of the internal condition or integrity of the internal gaskets until an assessment is undertaken.

Given the need for further investigation of lifecycle there is a potential that the EECC Board will defer this item until information upon the



pending mechanical assessment is available.

#### ICE RESURFACER

The Ice Resurfacer replacement was deferred in 2021 and 2022. In the preliminary 2023 Budget staff had proposed an increase in cost from \$105,000 to \$135,000 as a result of broader economic trends for purchases. Tender outcomes received in January of 2023 were more favourable than anticipated for this replacement. Consideration of the tender is before the Board with options around 110k.

The Ice Resurfacer is defined as an impaired asset, in 2022 repair and maintenance costs exceeded the resale or redemption value of the asset. Staff have no reason to believe the same outcome will not occur in 2023. The EECC Board can cancel the tender without any penalty staff are however recommending replacement in 2023 as this represents a best practice in cost avoidance.

#### ROOF TOP DESICCANT UNIT

The rooftop desiccant unit serves as a critical component that removes moisture in the EECC. The unit is only partially operational and there is a significant potential for complete failure in 2023. The desiccant unit is a large rooftop mounted item located above the Olympia room. The unit serves as a dehumidifier for the air in both arenas. It functions as an integral part of the arenas overall HVAC system. The desiccant unit was originally slated for replacement in 2027 Capital Budget. The cost estimate for replacing the unit is \$200,000 and the lead time for delivery upon a new unit is 40 weeks. The cost for repairing the unit to extend its life is estimated at \$40,000 including parts and labour. Any work on the existing desiccant unit would not be guaranteed due to the age and condition of the equipment but this has been included as an emergency capital upgrade for the 2023 budget in order to have hope to continue operations at the EECC until the capital replacement can be funded.

#### COMPRESSOR - CONDENSER

The EECC has 1 unit for the evaporator condenser which is one of the main components of the refrigeration cycle. The proposed 2023 Capital budget for this project is \$75,000 for each year 2023 & 2024 since total replacement cost is \$150,000. This unit is a cooling tower type of system that cools the ammonia gas into an ammonia liquid driven by a fan to circulate air with the pump moving water.



#### COMPRESSOR

The EECC has three (3) compressors each at 100 hp (horsepower) to operate and maintain refrigeration. Each compressor is now past the 50,000- hour mark. The industry best practice is to replace the compressors when the hours surpass 50,000 hours. The style of compressor used at the EECC is a screw compressor, these are efficient compressors and with a strong preventative maintenance program and have operated well past the expected hours. The current operation at the EECC staff only operates two (2) compressors at any time to stay below the horsepower threshold, operationally staff rotate the compressors to keep the hours balanced as much as possible on each compressor.

The current operation at the EECC staff only operates two (2) compressors at any time to stay below the horsepower threshold, operationally staff rotate the compressors to keep the hours balanced as much as possible on each compressor.



#### ANCILLARY FLOORING REPLACEMENT

Staff is proposing to replace the carpeted areas in the administration office and the three ancillary rooms.

The carpet is the original from the time of construction, the carpet is faded stained, and collect all for dust, etc. Staff is proposing to replace the carpet with laminate style flooring colour and style to be determined.

#### PARKING LOT

The EECC Parking Lot was initially presented for replacement in 2019 due to its deteriorating condition. The cost of the project was prohibitive at the time. The project was again proposed for inclusion in the 2022 budget and did not proceed. Staff are not recommending the project in 2023 to provide time for member municipalities to develop financing strategies. Operational costs associated with the Parking Lot are anticipated to increase \$10,000 annually to maintain an acceptable standard.

### EECC 10 YEAR CAPITAL PLAN – APPENDIX B

Current estimates for the 10-year capital plan represent a total required contribution of 4.261m. This represents approximately 426k per year total split between each municipality is just over 200k. Staff intend to present further information in mid-2023 regarding the Asset Management Plan requirements which may include amendments to this number. Discussions will occur with the partner municipalities and the board upon investment to gain a more thorough understanding of the asset requirements and lifecycle. Following such review, a further draft 10-year capital budget will be presented for approval in principle.

### TRUST ACCOUNT BALANCES – PROJECTED FOR 2023

T-00-000-33374 - Trust Fund - EECC Capital Replacement expected to be around 159k with 2022 closing entries\*

	Current Year	Future	Future	Future
	Budget	Budget	Roll 2022 to 2023	Roll 2022 to 2023
	2022	2023	increase/(decrease)	increase/(decrease)
	YTD	YTD	YTD	%
GENERAL FUND EXPENDITURES Total Salaries, Wages & Benefits	654,835.00	662,683.00	7,848.00	1.20%
ADM, Materials & Supplies				
Association Fees	1,000.00	1,000.00		0.00%
Travel Expenses	500.00	500.00		0.00%
Tuition Fees, Workshops, Training	5,000.00	4,000.00	-1,000.00	(20.00%)
Meetings	350.00	350.00		0.00%
Training Travel & Other	6,850.00	5,850.00	-1,000.00	(14.60%)
Cleaning - Linens, etc	200.00	100.00	-200.00	(100.00%)
Licenses and Permits	600.00	100.00	-500.00	(83.33%)
Postage & Courier	350.00 3,750.00	100.00 3,100.00	-250.00 -650.00	(71.43%)
Office Supplies & Printing Reference Material	700.00	500.00	-200.00	(17.33%) (28.57%)
Advertising	14,500.00	8,000.00	-6,500.00	(44.83%)
Telephone	9,000.00	8,136.00	-864.00	(9.60%)
Comm Devices/Cell Phones	3.800.00	1,020.00	-2,780.00	(73.16%)
Furniture & Equipment	5,000.00	4,000.00	-1,000.00	(20.00%)
SCADA/Cable/IT expense	2,900.00	3,300.00	400.00	13.79%
Hardware/Software Equipment	1,000.00	800.00	-200.00	(20.00%)
Protective Clothing	2,500.00	2,500.00		0.00%
Staff Uniforms	1,250.00	1,250.00		0.00%
Administration Fee	12,700.00	12,700.00		0.00%
Liabilty Insurance	23,000.00	30,558.00	7,558.00	32.86%
Administrative	81,250.00	76,064.00	-5,186.00	(6.38%)
Legal Fees		1,000.00	1,000.00	0.00%
Audit	2,400.00	2,400.00		0.00%
Disability Management	1,000.00	1,000.00		0.00%
Professional Fees and Charges	3,400.00	4,400.00	1,000.00	29.41%
Equipment & Tool Purchases	500.00	300.00	-200.00	(40.00%)
Repairs & Maintenance - Communi	100.00	100.00	40.000.00	0.00%
Repairs & Maintenance - Other	22,000.00	32,000.00	10,000.00	45.45%
Program Expenses	20,000.00	10,000.00	-10,000.00	(50.00%)
R&M, Tools & Supplies	42,600.00	42,400.00	-200.00	(0.47%)
Janitorial Supplies	5,300.00	5,000.00	-300.00	(5.66%)
Maintenance Supplies Repairs, Alterations, Services	11,000.00 52,000.00	7,000.00 40,000.00	-4,000.00 -12,000.00	(36.36%) (23.08%)
Hydro Costs	278,100.00	265,000.00	-13,100.00	(4.71%)
Water Costs	4,737.00	3,700.00	-1,037.00	(21.89%)
Gas/Oil Costs	51,700.00	59,000.00	7,300.00	14.12%
Property Insurance	23,000.00	23,000.00	1,000.00	0.00%
Buildings	425,837.00	402,700.00	-23,137.00	(5.43%)
User Group Expenses	7	,	•	0.00%
R&M, Operations Materials				0.00%
Total Admin, Materials and Supplies	559,937.00	531,414.00	-28,523.00	(5.09%)
Contracted Services				
Computer - Hardware & Software	7,000.00	5,000.00	-2,000.00	(28.57%)
Annual Maintenance Contracts	2,400.00	•	-2,400.00	(100.00%)
Annual Contracted Services	9,400.00	5,000.00	-4,400.00	(46.81%)
Waste Collection Contract	10,300.00	4,800.00	-5,500.00	(53.40%)
Solid Waste and Recycling	10,300.00	4,800.00	-5,500.00	(53.40%)
Snow Removal Contract	12,360.00	12,360.00		0.00%
Roads	12,360.00	12,360.00		0.00%

	<b>Current Year</b>	Future	Future	Future
	Budget	Budget	Roll 2022 to 2023	Roll 2022 to 2023
	2022	2023	increase/(decrease)	increase/(decrease)
	YTD	YTD	YTD	%
Service Agreements	29,870.00	20,000.00	-9,870.00	(33.04%)
Service Agreements	29,870.00	20,000.00	-9,870.00	(33.04%)
Total Contracted Services	61,930.00	42,160.00	-19,770.00	(31.92%)
Rents and Financial Services				
Debit & Credit Card Fees	3,090.00	3,090.00		0.00%
Cash Over and Under				0.00%
Financial Services	3,090.00	3,090.00		0.00%
Total Rents and Financial Services	3,090.00	3,090.00		0.00%
Total General Fund Expenses	1,279,792.00	1,239,347.00	-40,445.00	(3.16%)
General Fund Revenues				
Canada / Ontario Grants				
Canada Day Grant	-3,600.00	-3,600.00		0.00%
Student Grant	-2,240.00	0,000.00	2,240.00	(100.00%)
Canada Grants	-5,840.00	-3,600.00	2,240.00	(38.36%)
Total Canada / Ontario Grants	-5,840.00	-3,600.00	2,240.00	(38.36%)
Municipal Contributions				
Municipal Contributions - Other	-55,000.00	-35,000.00	20,000.00	(36.36%)
Other Municipal Contributions	-55,000.00	-35,000.00	20,000.00	(36.36%)
Total Municipal Contributions	-55,000.00	-35,000.00	20,000.00	(36.36%)
User Fees and Service Charges				
Ice Rental - Adult Prime	-155,000.00	-150,000.00	5,000.00	(3.23%)
Ice Rental - Youth Prime	-225,000.00	-275,000.00	-50,000.00	22.22%
Ice Rental - Non Prime	-10,000.00	-9,000.00	1,000.00	(10.00%)
Ice Rental - Summer Ice	-80,000.00	-80,000.00		0.00%
Ice Rental - School	-15,500.00	-6,000.00	9,500.00	(61.29%)
Ice Rental	-485,500.00	-520,000.00	-34,500.00	7.11%
Facility Rental - Community Hal	-40,000.00	-25,000.00	15,000.00	(37.50%)
Facility Rental - Blue Line Roo	-10,000.00	-3,900.00	6,100.00	(61.00%)
Facility Rental - Arena Floor	-10,000.00	-3,000.00	7,000.00	(70.00%)
Facility Rental - Meeting Room	-200.00		200.00	(100.00%)
Facility Rental - Storage				0.00%
Facility Rental - Kitchen		-300.00	-300.00	0.00%
Miscellaneous Rentals				0.00%
Facility Rental	-60,200.00	-32,200.00	28,000.00	(46.51%)
Advertising - Rink Boards	-10,000.00	-5,500.00	4,500.00	(45.00%)
Advertising - Ice Resurfacer	-1,900.00		1,900.00	(100.00%)
Advertising - Clock Message Cen	-1,000.00	E E00.00	1,000.00	(100.00%)
Advertising Control Admission Sketing	<b>-12,900.00</b> -6,000.00	<b>-5,500.00</b> -3,000.00	7,400.00	(57.36%)
General Admission - Skating General Admission - Figure Skat	-5,000.00	-2,000.00	3,000.00 3,000.00	(50.00%) (60.00%)
General Admission - Figure Skat  General Admission - Shuffleboar	•			
General Admission - Shuffleboar General Admission - Adult Shiny	-4,500.00 -7,000.00	-3,000.00 -5,000.00	1,500.00 2,000.00	(33.33%) (28.57%)
General Admission - Walking	-5,500.00	-3,000.00	2,500.00	(45.45%)
General Admission	-28,000.00	-16,000.00	12,000.00	(42.86%)
User Group	-2,500.00	-2,500.00	12,000.00	0.00%
Program Fee - March Day Break C	-1,700.00	-1,700.00		0.00%
5 ·, •	.,. 55.56	.,. 55.56		3.3370

	<b>Current Year</b>	Future	Future	Future
	Budget	Budget Roll 2022 to 2023		Roll 2022 to 2023
	2022	2023	increase/(decrease)	increase/(decrease)
	YTD	YTD	YTD	%
Program Fee - PA Day	-2,000.00	-2,000.00		0.00%
Program Revenues	-12,000.00	-12,000.00		0.00%
Program Revenues	-18,200.00	-18,200.00		0.00%
Miscellaneous Revenues	-5,000.00	-1,000.00	4,000.00	(80.00%)
SOCAN Revenue				0.00%
Other Revenue	-5,000.00	-1,000.00	4,000.00	(80.00%)
Total User Fees and Charges	-609,800.00	-592,900.00	16,900.00	(2.77%)
Licenses, Permits and Rents				
Lease - Concession	-5,500.00	-1,200.00	4,300.00	(78.18%)
Lease - Pro Shop	-2,118.00	-1,000.00	1,118.00	(52.79%)
Lease - Dressing Room	-2,300.00	-2,485.00	-185.00	8.04%
Lease - Vending Machines	-3,800.00	-3,000.00	800.00	
Rental and Lease Income	-13,718.00	-7,685.00	6,033.00	•
Total Licenses, Permits and Rentals	-13,718.00	-7,685.00	6,033.00	(43.98%)
Fines and Penalties				
Finance Charges	-400.00	-400.00		0.00%
Total Fines and Penalties	-400.00	-400.00		0.00%
Total I mod and I dilation	100.00	100.00		3.3370
Total General Fund Revenues	-684,758.00	-639,585.00	45,173.00	(6.60%)
Net General Fund (Revenue)/Expenditure	595,034.00	599,762.00	4,728.00	0.79%
Operating Projects / Capital from Operating				
Tax Levy	595,034.00	599,762.00	4,728.00	0.79%
Malahide to Fund	297,517.00	299,881.00	2,364.00	0.79%
Aylmer to Fund	297,517.00	299,881.00	2,364.00	0.79%

	2023 draft budget											
						1			<u> </u>			
PROJECT LIST	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL BUDG
EECC quipment												
EECC Ice Resurfacer	110,000	0	οl	اه	0	0	0	0	ol	ol	0	110,0
EECC Kitchen Equipment	0	0	50,000	0	0	0	0	0	0	0	150,000	200,0
EECC CNG Refueling Station	0	0	30,000	0	0		12,000		0	0	130,000	
Building, Electrical/Mechanical	U	U	U	υĮ	U	Ü	12,000	U	υĮ	U	0	12,0
EECC Heat Exchange Pump	100,000	0	ol	ار	0	٥	0	0	ol	اه	0	100,0
EECC Compressor System - Condenser		75,000	0	0	0	0	0	0	0	0	0	
EECC Infrared Heaters - 4 Units 2024	75,000	75,000	36,000	0	0	0	0	0	0	0	0	36,0
EECC HVAC/AAON Unit	0	0	275,000	0	0	0	0	0	0	0	0	
EECC HVAC Units - 11 Units	0	0	273,000	330,000	0	0	0	0	0	0	0	
EECC Compressor System - Dehumidifier - Desiccant	40,000	0	0	330,000	200,000	0	0	0	0	0	0	240,0
EECC Compressor System - Controls #2	40,000	0	0	0	30,000	0	0		0	0	0	
EECC HVAC Units - 5 Units	0	0	0	0	30,000	0	0	0	0	0	0	30,0
EECC Compressor System - Compressor 1	0	0	95,000	0	0	0	0	0	0	0	0	85,0
	0	0	85,000	0	0	<u> </u>	0	0	0	0	0	
EECC Compressor System - Compressor 2	<del> </del>	0	0	0	0	85,000				0	0	85,0
EECC Compressor System - Compressor 3	0	0	0		0	0	85,000	0	0			85,0
EECC Compressor System Controls #2	0	<u> </u>	0	0	0	<u> </u>	30,000	0	0	0	0	20.0
EECC Compressor System - Controls #3	0	0	0	0	0	0	30,000	0	0	0	0	30,0
EECC Gas Furnace, Boiler 1, 2, 3	0	0	0	0	0	0	0	0	60,000	0	0	60,0
EECC Infrared Heaters - 4 Units 2026	0	0	0	36,000	0	0	0	0	0	0	0	36,0
EECC Indirect water heaters 1, 2	0	0	0	0	0	0	14,000	14,000	0	0	0	20,0
EECC Power Factor Corrector	0	0	0	50,000	0	0	0	0	0	0	0	50,0
EECC Electrical Panels & Controls Controls (6000E/boards/PC)	0	0	0	0	100,000	0	0	О	0	0	50,000	150,0
EECC Standby Generator	0	0	0	0	0	0	0	130,000	0	0	0	130,0
EECC Fire Panel Audio/ Visual	0	0	0	0	0	0	25,000	0	0	0	0	25,0
Building, Structural/Flooring												
EECC Skate Tile Phase I	0	150,000	0	0	0	0	0	0	0	0	0	150,0
EECC Skate Tile Phase II	0	0	0	100,000	0	0	0	0	0	0	0	100,0
EECC Ancillary Flooring	0	10,000	0	0	0	0	0	0	0	0	0	10,0
EECC Blue line Flooring	0	10,000	0	0	0	0	0	0	0	0	0	10,0
EECC Low E Ceiling	0	0	0	0	0	0	0	0	35,000	0	0	35,0
EECC Windows & Doors	0	0	0	0	0	0	15,000	0	0	0	0	15,0
EECC Contingency	0	0	0	0	0	0	0	100,000	0	0	100,000	200,0
EECC Roof (Metal Section excl.) Membrane	0	0	0	0	0	0	0	0	68,500	68,500	0	137,0
EECC Vestibule & Lobby Flooring	0	0	0	0	0	0	0	0	0	0	160,000	160,0
EECC Compressor System -Chiller (plate & frame replacement)	0	0	0	0	0	0	0	0	0	0	150,000	150,0
Property EECC Concrete floor repairs Olympia room & rink access.	15,000	0	0	٥١	0	0	0	0	ol	20,000	20,000	55,0
EECC Parking lot	13,000	10,000	10,000	25,000	800,000	0	0		0	20,000	20,000	
T	0	10,000	10,000	23,000	800,000	U	0	0	٥	U	0	045,0
Security cameras and updated infrastructure		0	0	0	0	0	0	0	0	0	0	
EECC Computer Server 2023	13,000	0	0	0	0	0	0		0	0	0	
EECC Sound System	13,000	15,000	0	0	0	0	0	0	0	0	0	15,0
EECC Sound System EECC Scoreboard - Eastlink	0		0	0	0	0	0	-	0	0	0	
EECC Website Update	0	15,000	0	3,000	0		0		0	0	0	,-
EECC Booking Software upgrades	0	0		3,000	0	-	0	-	0	0	0	0,0
EECC Website Update 2028		0	0	0	0	25,000	0		0		0	,-
· · · · · · · · · · · · · · · · · · ·	0		0		0	0		3,000		0		3,0
EECC Chart Recorder	0	0	0	0	0		0	0	0	0	0	20)
EECC Refrigeration Plant Software	0	0	0	0	0	0	0		0	0	0	
EECC Computer Server 2030	0	0	0	0	0	0	0	0	0	13,000	0	13,0
	0	0	0	0	0	0	0	0	0	0	0	
Total draft 2023	353,000.00	285,000.00	456,000.00	544,000.00	1,130,000.00	120,000.00	181,000.00	297,000.00	163,500.00	101,500.00	630,000.00	



The Corporation of the Town of Aylmer 46 Talbot Street West, Aylmer, Ontario N5H 1J7 Office: 519-773-3164 Fax: 519-765-1446 www.aylmer.ca

April 4, 2023

Township of Malahide

Attention: Matt Sweetland, Director of Public Works

Via email: msweetland@malahide.ca

#### "Gear Up for Safety – Bike Rodeo and Touch a Truck Event" Request for Participation

The Town of Aylmer, in collaboration with the Aylmer Police and Aylmer Fire Department are planning to hold a "Gear Up for Safety – Bike Rodeo and Touch a Truck Event" at the East Elgin Community Complex on June 10<sup>th</sup>, 2023 at 10:00 AM to approximately 1:00 PM. The alternate date should inclement weather impact the June 10<sup>th</sup>, 2023 date, would be June 24<sup>th</sup>, 2023 from 10:00 AM to approximately 1:00 PM.

The purpose of this event has to do with the promotion of public safety through programming for children and youth in Aylmer and surrounding areas. Programming will include bike safety education, bike inspection/repair, fire safety informational tables and an opportunity to see equipment related to municipal operations such as snowplows and dump trucks.

The Committee responsible for organizing this event saw it worthwhile to engage neighboring municipalities and police forces to determine if there is an opportunity to collaborate on this event. Specifically, the purpose of this correspondence is to determine if the Township of Malahide public works department would be interested participating in the "touch a truck" component of the event. This would include making available Township of Malahide equipment (to be selected at the discretion of the Township) and staff allocation for the event date.

Communications related to this event will be circulated in the second week of May, 2023. As such, confirmation of intent to participate in the event would be appreciated in advance of May 1, 2023.

Please reach out to me directly with any questions.

Josh Brick

Director of Corporate Services/ Clerk

jbrick@town.aylmer.on.ca

### THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

#### **BY-LAW NO. 23-26**

Being a By-law to adopt the 2023 Budget for the Corporation of the Township of Malahide

**WHEREAS** Section 290 of the Municipal Act, 2001, requires that a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality; and

**WHEREAS** the Council of The Corporation of the Township of Malahide met on March 14, 2023 to review the Amended 2023 Budget and has recommended that Council Approve the 2023 Budget as amended;

**NOW THEREFORE** the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS**:

- 1. THAT the 2023 Budget as per Schedule 'A' attached hereto which incorporates estimates for revenues and expenditures be approved and adopted by the Council.
- 2. THAT Schedule 'A' attached hereto forms a part of this By-law.
- 3. THAT this By-law shall come into force and take effect on the final date of passing thereof.

**READ** a **FIRST** and **SECOND** time this 20<sup>th</sup> day of April, 2023.

**READ** a **THIRD** time and **FINALLY PASSED** this 20<sup>th</sup> day of April, 2023.

Mayor, D. Giguère	
Olayk A Adama	
Clerk, A. Adams	

### **TOWNSHIP OF MALAHIDE**

### SCHEDULE 'A' TO BY-LAW 23-26

### **2023 BUDGET**

	Revenues	Expenditures
Property Taxes	8,331,001	0
Council	0	183,685
Administration	337,950	1,203,331
Other Revenues	1,724,400	0
Conservation	19,600	19,600
Planning	129,800	251,789
Building & Bylaw	319,574	384,574
Fire	110,000	919,290
Emergency Management	2,300	73,343
Police	0	1,053,000
Road Operations	812,920	4,466,718
Streetlights & Sidewalks	31,373	47,295
Waste Management	366,994	758,345
Drainage	23,872	163,960
Parks	2,200	90,445
Recreation	82,400	722,358
Cemeteries	0	48,410
Debt Servicing	0	318,099
Reserve Funding	848,967	2,549,322
Capital	3,927,300	3,927,300
Total	17,339,759	17,339,759



#### **TOWNSHIP OF MALAHIDE**

DRAINAGE BY-LAW NO. 23-12

Drainage Act, R. S.O. 1990, c. D17 Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works on the Sparta Line Drain No. 1 in the Township of Malahide, in the County of Elgin

\*\*\*\*\*\*

**WHEREAS** the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Road allowance in the west part of Lot 9
And lands in the west half of Lot 9
Concessions 3
In the Township of Malahide (geographic Malahide)

**AND WHEREAS** the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$48,000.00.

**AND WHEREAS** \$48,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$48,000.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated February 1, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.

2.

- (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$48,000.00 being the amount necessary for construction of the drainage works.
- (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
  - i. Grants received under section 85 of the Act:
  - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
  - iii. Moneys paid under subsection 61(3) of the Act; and
  - iv. Moneys assessed in and payable by another municipality,
- (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
- 3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
- All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
- 5. This By-law comes into force on the passing thereof and may be cited as the "Sparta Line Drain No. 1".

READ A FIRST AND S	COND TIME THIS 2nd day of March, 2023.
Mayor	Clerk
READ A THIRD TIME A	ID FINALLY PASSED THIS 20th day of April, 2023.
Mayor	Clerk



#### **TOWNSHIP OF MALAHIDE**

DRAINAGE BY-LAW NO. 23-13

Drainage Act, R. S.O. 1990, c. D17 Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works on the Sparta Line Drain No. 2 in the Township of Malahide, in the County of Elgin

\*\*\*\*\*\*

**WHEREAS** the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Road allowance in Lot 8
And lands in Lot 8
Concessions 3
In the Township of Malahide (geographic Malahide)

**AND WHEREAS** the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

**AND WHEREAS** the estimated total cost of constructing the drainage works is \$43,900.00.

**AND WHEREAS** \$43,900.00 is the amount to be contributed by the municipality for construction of the drainage works.

**AND WHEREAS** \$43,900.00 is being assessed in the Township of Malahide in the County of Elgin.

**AND WHEREAS** the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated February 1, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.

2.

- (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$48,000.00 being the amount necessary for construction of the drainage works.
- (b) The Corporation may issue debentures for the amount borrowed less the total amount of.
  - i. Grants received under section 85 of the Act:
  - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
  - iii. Moneys paid under subsection 61(3) of the Act; and
  - iv. Moneys assessed in and payable by another municipality,
- (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
- 3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
- 4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
- 5. This By-law comes into force on the passing thereof and may be cited as the "Sparta Line Drain No. 2".

READ A FIRST AND SE	COND TIME THIS 2nd day of March, 2023.
Mayor	Clerk
READ A THIRD TIME AN	D FINALLY PASSED THIS 20th day of April, 2023.
Mayor	Clerk

# 279 THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

#### **BY-LAW NO. 23-37**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

**WHEREAS** Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

**NOW THEREFORE** the Council of The Corporation of the Township of Malahide **HEREBY ENACTS AS FOLLOWS**:

- 1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on April 20, 2023, in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
- 2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
- 3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
- 4. THAT this By-law shall come into force and take effect upon the final passing thereof.

**READ** a **FIRST** and **SECOND** time this 20<sup>th</sup> day of April, 2023.

**READ** a **THIRD** time and **FINALLY PASSED** this 20<sup>th</sup> day of April, 2023.

Mayor, D. Giguère	
<b>,</b> , <b>g</b>	
Clerk A Adams	