



## The Corporation of the Township of Malahide

### A G E N D A

April 21, 2022 – 7:30 p.m.

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

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**\*\* Note:** Due to COVID-19 restrictions, this meeting will have limited seating capacity for Council and Municipal Staff only. The meeting will also be streamed live on YouTube.\*\*

- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1 (Pages 7-24)**
- (D) Presentations/Delegations/Petitions **RES 2 (Pages 25-47)**
  - Presentation – Mark Loucas, Detachment Commander for Elgin OPP Services– OPP Annual Report
- (E) Reports of Departments
  - (i) Director of Fire & Emergency Services
    - Emergency Services Activity Report – March **RES 3 (Pages 48-51)**
  - (ii) Director of Public Works
    - County Road Air Brake Noise Complaint **RES 4 (Pages 52-53)**
    - Road Safety Audit Phase 3 - Appointment of Engineer **RES 5 (Pages 54-70)**

- (iii) Director of Finance/Treasurer
  - Applications for Assessment Adjustments under Section 357 of the Municipal Act, 2001 **RES 6 (Pages 71-72)**
- (iv) Clerk
- (v) Building/Planning/By-law
- (vi) CAO
- (F) Reports of Committees/Outside Boards **RES 7**
  - (i) Budget Committee - Minutes of March 29, 2022 and April 5, 2022 **(Pages 73-81)**
  - (ii) Long Point Region Conservation Authority – Annual General Meeting Minutes – March 4, 2022 **(Pages 82-87)**
  - (iii) Long Point Region Source Protection Authority Minutes – April 7, 2021 **(Pages 88-90)**
- (G) Correspondence **RES 8**
  - 1. Association of Municipalities of Ontario - Watch File – dated April 7, 2022. **(Pages C2-4)**
  - 2. The Corporation of the Municipality of Clarington – Resolution requesting the Province cease and desist all updates to Natural Heritage System designations in official plans and zoning bylaws until a review is completed by the Province. **(Pages 5-6)**
  - 3. Peterborough County – Resolution of Peterborough County’s Council position on floating accommodations and that this position be considered in the Province’s request for comments on floating accommodations. **(Pages 7-9)**
  - 4. Municipality of Grey Highlands – Resolution requesting HST rebate on new homes in Ontario. **(Pages 10-13)**
- (H) Other Business **RES 9 (Pages 91-174)**
  - (i) Approval of 2022 Draft Budget
    - Budget Committee – Approval of 2022 Budget

- (I) By-laws **RES 10 (Pages 175-176)**
  - (i) 22-24 – 2022 Budget Approval
- (J) Closed Session – **RES 11-12**
  - (i) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board relating to property on Avon Drive.
  - (ii) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, relating to a shared service agreement with a local animal shelter.
- (K) Confirmatory By-law **RES 13 (Page 177)**
- (L) Adjournment **RES 14**

***\*\*VIDEOCONFERENCE MEETING***

**Note for Members of the Public:**

**IMPORTANT ---**

Please note that the Regular Council Meeting scheduled to be held on April 21, 2022 will be via videoconference only for presenters, the press and the public.

Please note that, at this time, there is not an option for the public to call in to this meeting. However, we will be livestreaming the Council Meeting via YouTube. [Please click here to watch the Council Meeting.](#)

Written comments regarding the Council Agenda items are welcome – please forward such to the Clerk at [aadams@malahide.ca](mailto:aadams@malahide.ca).

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*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.*

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1. THAT the minutes of the regular meeting of the Council held on April 5, 2022 and April 7, 2022, be adopted as printed and circulated.
2. THAT the presentation from Inspector Mark Loucas, Detachment Commander for Elgin OPP Services, providing an OPP Annual Report be received.
3. THAT Report No. F-22-07 entitled "Emergency Services Activity Report – March" be received.
4. THAT Report No. PW-22-23 entitled "County Road Air Brake Noise Complaint" be received;

AND THAT the Township of Malahide Council requests that Elgin County Council conduct a truck study count to inform on volume of truck traffic entering and exiting the Village of Springfield on Elgin Road 52, Elgin Road 49, and Elgin Road 40;

AND THAT the Township of Malahide Council requests that Elgin County Council install prohibiting engine brake signage on all Elgin Road 52, Elgin Road 49, and Elgin Road 40 entering the Village of Springfield.

5. THAT Report No. PW-22-25 entitled "Road Safety Audit Phase 3 - Appointment of Engineer" be received;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Cyril J. Demeyere Limited of Tillsonburg, Ontario, for the purpose of completing Phase 3 of the Roadside Safety Audit.

6. THAT Report No. FIN-22- 12 titled "Applications for Assessment Adjustments under Section 357 of the Municipal Act, 2001" be received;

AND THAT, pursuant to Section 357 (a) and (d) of the *Municipal Act, 2001*, the following assessments be adjusted:

- 2018 Residential Assessment – decrease by \$79,769 (residential structure demolished)
- 2019 Residential Assessment – decrease by \$205,309 (2 residential structures removed)

- 2019 Farmland Assessment – decrease by \$ 61,915 (farm building removed)
  - 2020 Residential Assessment – decrease by \$ 1,123,900 (Tax class change to farm, residential structure demolished, tax class change from industrial)
  - 2020 Farmland Assessment – increase by \$339,900 (Tax class change from residential, storage shed/garage demolished, barn razed by fire)
  - 2020 Industrial Assessment – decrease by \$154,900 (industrial business ceased)
  - 2021 Commercial Assessment – decrease by \$90,400 (commercial operation ceased)
  - 2021 Industrial Assessment – decrease by \$154,900 (industrial business ceased)
  - 2021 Residential Assessment – decrease by \$5,700 (Tax class change from commercial, residential structure demolished, tax class change from industrial)
  - 2021 Farmland Assessment – increase by \$39,000 (barn and silo demolished, barn/shed demolished, tax class change from industrial)
  - 2022 Residential Assessment – decrease by \$249,000 (residential structure demolished)
  - 2022 Farmland Assessment – increase by \$12,000 (tax class change from residential to farm as result of house being demolished)
7. THAT the following Reports of Committees/Outside Boards be noted and filed
- (i) Malahide Budget Committee - Minutes of March 29, 2022 and April 5, 2022
  - (ii) Long Point Region Conservation Authority – Annual General Meeting Minutes – March 4, 2022
  - (iii) Long Point Region Source Protection Authority Minutes – April 7, 2021
8. THAT the following correspondence be noted and filed:
- 1. Association of Municipalities of Ontario - Watch File – dated April 7, 2022. (Pages C2-4)
  - 2. The Corporation of the Municipality of Clarington – Resolution requesting the Province cease and desist all updates to Natural Heritage System designations in official plans and zoning bylaws until a review is completed by the Province. (Pages 5-6)
  - 3. Peterborough County – Resolution of Peterborough County’s Council position on floating accommodations and that this position be considered in the Province’s request for comments on floating accommodations. (Pages 7-9)
  - 4. Municipality of Grey Highlands – Resolution requesting HST rebate on new homes in Ontario. (Pages 10-13)

9. THAT, on recommendation of the Malahide Budget Committee, Township Council approves the 2022 Budget as presented;  
AND THAT on recommendation of the Malahide Budget Committee Township Council approves the 2022 User Fees be approved as presented in Schedule A of the 2022 Budget.
10. THAT By-law No. 22-24, being a By-law to adopt the 2022 Township Budget, be given first, second and third readings, and be properly signed and sealed.
11. THAT Council move into Closed Session at \_\_\_\_\_ p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following
- (i) Litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board relating to property on Avon Drive.
  - (ii) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board, relating to a shared service agreement with a local animal shelter.
12. THAT Council move out of Closed Session and reconvene at \_\_\_\_\_ p.m. in order to continue with its deliberations.
13. THAT By-law No. 22-25, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
14. THAT the Council adjourn its meeting at \_\_\_\_\_ p.m. to meet again on May 5, 2022, at 7:30 p.m.

**The Corporation of the Township of Malahide**

**April 5, 2022 – 7:00 p.m.**

**Virtual Meeting - <https://youtu.be/uFFn8q2o1G0>**

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Due to COVID 19 and Public Health concerns, the Malahide Township Council met at the Malahide Community Place, at 12105 Whittaker Road, Springfield, at 7:30 p.m. in order to allow for physical distancing. No public attendance was permitted. The following were present:

**Council:** Mayor D. Mennill, Deputy Mayor D. Giguère, Councillor M. Widner, Councillor M. Moore, Councillor R. Cerna, Councillor S. Lewis, and Councillor C. Glinski.

**Staff:** Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Public Works M. Sweetland and Director of Finance A. Boylan.

**Council via Zoom: N/A**

**Staff via Zoom: N/A**

**CALL TO ORDER:**

Mayor Mennill took the Chair and called the meeting to order at 7:00 p.m.

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

N/A

**SPECIAL BUSINESS:**

Closed Session

**No. 22-124**

**Moved by: Mark Widner**

**Seconded by: Max Moore**

**THAT Council move into Closed Session at 7:00p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following**

- (i) **A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board relating to taxation matters.**
- (ii) **A Litigation or potential litigation, including matters before administrative**

**tribunals, affecting the municipality or local board relating to taxation matters.**

- (iii) A Labour Relations or Employee Negotiations Matter relating to a compensation and pay equity review.**
- (iv) A Labour Relations or Employee Negotiations Matter relating to Union Staff Complement.**

**Carried**

**No. 22-125**

**Moved by: Rick Cerna**

**Seconded by: Chester Glinski**

**THAT Council move out of Closed Session and reconvene at 7:39 p.m. in order to continue with its deliberations.**

**Carried**

The Mayor advised that during the Closed Session, information was received regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board relating to taxation matters. There is nothing further to report.

The Mayor advised that during the Closed Session, information was received regarding a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board relating to taxation matters. There is nothing further to report.

The Mayor advised that during the Closed Session, Council provided direction to Municipal Staff regarding a labour relations or employee negotiations matter relating to a compensation and pay equity review. There is nothing further to report.

**No. 22-126**

**Moved by: Mark Widner**

**Seconded by: Rick Cerna**

The Mayor advised that during the Closed Session That during the Closed Session, information was received regarding a labour relations or employee negotiations matter relating to Union Staff Complement and that Council provided staff direction to present the proposal to the budget committee to consider this request.

**Carried**

**ADJOURNMENT:**

**No. 22-127**

**Moved By: Chester Glinski**



**Seconded By: Mark Widner**

**THAT the Council adjourn its meeting at 7:41p.m. to meet again on April 7, 2022, at 7:30 p.m.**

**Carried**

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Mayor – D. Mennill

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Clerk – A. Adams

**The Corporation of the Township of Malahide****April 7, 2022 – 7:30 p.m.****Virtual Meeting - <https://youtu.be/PO5O1iDC4qk>**

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Due to COVID 19 and Public Health concerns, the Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30 p.m. in order to allow for physical distancing. No public attendance was permitted. The following were present:

**Council:** Mayor D. Mennill, Deputy Mayor D. Giguère, Councillor M. Widner, Councillor M. Moore, Councillor R. Cerna, Councillor S. Lewis, 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 and Emergency Services J. Spoor.

**Council via Zoom:** N/A

**Staff via Zoom:** Water/Waste Water Manager Sam Gustavson and Manager of Building Services/By-law Enforcement Scott Sutherland.

**CALL TO ORDER:**

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

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

Councillor Moore disclosed a pecuniary interest with respect to Council Agenda Section G Correspondence, item 8 - Ontario Nurses - Repeal Bill 124. The nature of the conflict being that immediate relatives of his are nurses.

**MINUTES:****No. 22–128****Moved By: Rick Cerna****Seconded By: Scott Lewis**

**THAT the minutes of the regular meeting of the Council held on March 17, 2022, be adopted as printed and circulated.**

**Carried**

**PRESENTATIONS/DELEGATIONS/PETITIONS:****No. 22 –129****Moved By: Mark Widner****Seconded By: Dominique Giguère**

**THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:34p.m. and that Mayor Dave Mennill be appointed Chairperson for the “Committee of Adjustment”.**

**Carried**Public Hearing—Minor Variance Application - Holmes

Chair Mennill advised that the purpose of this Public Meeting is to consider an application for a Minor Variance as submitted by Calvin and Hanna Holmes. CAO Betteridge stated that the application is to grant relief from the requirements of the Township of Malahide Zoning By-law which prohibit accessory structures (such as shops) from being located closer to the front lot line than the minimum distance required for the dwelling, in the front yard, closer to the road than the dwelling, and closer to a municipal drain than 7.5 metres.

Mennill asked the Applicant and/or their agent to provide any additional information and there were none.

Chair Mennill asked if any comments were received and the Clerk advised there were no additional comments received that weren’t included in the report and no other correspondence was received.

Chair Mennill asked if any person in attendance wished to make any comments regarding the application and there were none.

Chair Mennill inquired if any Committee Members had any questions regarding the application and there were none.

**No. 22 –130****Moved By: Moore****Seconded By: Rick Cerna**

**THAT Report No. DS-22-14 entitled “Minor Variance Application No. D13-MV-04-22 of Calvin and Hanna Holmes” and affecting lands described as Part Lot 11, Concession 1, Part 3 of RP 11R2824, former Geographic Township of Malahide, Township of Malahide (49395 Nova Scotia Line) be received;**

**AND THAT the Township of Malahide Committee of Adjustment**

**APPROVE** Minor Variance Application No. D13-MV-04-22 to permit a 100.26 square metre detached accessory building 4.5 metres from the front lot line, in the front yard, and closer to Nova Scotia Line than their existing dwelling, and 3.5 metres from the McDonald Drain;

**AND THAT** the approval shall be subject to the following conditions:

1) That the owner/applicant provide confirmation from a licensed surveyor of the location of the McDonald Drain and 3.5 metre setback for the structure to the satisfaction of the Township;

2) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variances apply only to the proposed accessory structure as illustrated with the application, and location changed due to the proximity to the McDonald Drain; and,

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

**Carried**

**No. 22 – 131**

**Moved By: Dominique Giguère**

**Seconded By: Chester Glinski**

**THAT** the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:38p.m.

**Carried**

Public Meeting – Zoning By-law Amendment - Loewen

**No. 22 – 132**

**Moved By: Scott Lewis**

**Seconded By: Mark Widner**

**THAT** the Public Meeting concerning the Zoning By-law Amendment Application of John Loewen, relating to the property located at Lot 23 & 24, Concession N Gore; and known municipally as 51432 Woolleyville Line, be called to order at 7:38p.m.

**Carried**

Mayor Mennill advised that the purpose of this Public Meeting is to consider an

application to amend the zoning of the subject property located at 51432 Woolleyville Line from site-specific Large Lot Agricultural (A3-4) zone to Large Lot Agricultural (A3) Zone.

Mayor Mennill asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express on March 16, 2022 and March 23, 2022. In addition, affected property owners within 120 meters were sent a notice by prepaid first class mail that was posted at least twenty days prior to this meeting.

Mayor Mennill requested that Eric Steele from Monteith Brown acting on behalf of the Township, provide an overview of the application. Mr. Steele provided an overview of the zoning application as detailed in the report and that based on the review the proposal could be supported given the conditions outlined in the report.

Mayor Mennill asked if the agent for the applicant, David Roe, wished to make any comments. Mr. Roe provided a brief additional overview of his applicant's proposal that was outlined in the report.

Mayor Mennill asked if any Council Members wished to make any comments regarding the application and there were none.

**No. 22 – 133**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT the Public Meeting concerning the Zoning By-law Amendment Application of John Loewen, relating to the property located at Lot 23 & 24, Concession N Gore; be adjourned and the Council reconvene at 7:43 p.m.**

**Carried**

**No. 22 – 134**

**Moved By: Max Moore**

**Seconded By: Dominique Giguère**

**THAT Report No. DS-22-16 entitled “Zoning By-law Amendment Application of John Loewen” be received;**

**AND THAT the Zoning By-law Amendment Application No. D14-Z01-22 of John Loewen, relating to the property located at Lot 23 & 24, Concession N Gore; and known municipally as 51432 Woolleyville Line, BE APPROVED for the reasons set out in this Report.**

**Carried**

**No. 22 – 135**

**Moved By: Scott Lewis**  
**Seconded By: Mark Widner**

**THAT By-law No. 22-21 being a By-law to amend Zoning By-law No. 18-22 insofar as it relates to the property owned by John Loewen, located at Lot 23 & 24, Concession N Gore, be given first, second and third readings, and properly signed and sealed.**

**Carried**

Public Meeting – Zoning By-law Amendment - Loewen

Mayor Mennill advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property located at 51477 Glencolin Line from General Agricultural (A1) zone to site specific General Agricultural (A1-20-H-1) zone.

Mayor Mennill asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express on March 16, 2022 and March 23, 2022. In addition, affected property owners within 120 meters were sent a notice by prepaid first class mail that was posted at least twenty days prior to this meeting.

Mayor Mennill requested that Eric Steele from Monteith Brown acting on behalf of the Township, provide an overview of the application. Mr. Steele provided an overview of the zoning application as detailed in the report and that based on the review the proposal could be supported given the conditions outlined in the report.

Mayor Mennill asked if the agent for the applicant, David Roe, wished to make any comments. Mr. Roe didn't have any additional comments.

Mayor Mennill asked if any Council Members wished to make any comments regarding the application and there were none.

**No. 22 – 136**

**Moved By: Rick Cerna**  
**Seconded By: Mark Widner**

**THAT the Public Meeting concerning the Zoning By-law Amendment Application of John Loewen, relating to Part Lot 23, Concession N Gore, Part Lot 4 on Reference Plan 11R7037 and known municipally as 51477 Glencolin Line, be called to order at 7:44 p.m.**

**Carried**

**No. 22 – 137**

**Moved By: Max Moore**

**Seconded By: Scott Lewis**

**THAT the Public Meeting concerning the Zoning By-law Amendment Application of John Loewen, relating to Part Lot 23, Concession N Gore, Part Lot 4 on Reference Plan 11R7037 be adjourned and the Council reconvene at 7:48p.m.**

**Carried**

**No. 22 – 138**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT Report No. DS-22-15 entitled “Zoning By-law Amendment Application of John Loewen” be received;**

**AND THAT the Zoning By-law Amendment Application No. D14-Z02-22 of John Loewen, relating to the property located at Lot 23, Concession N Gore, Part Lot 4 on Reference Plan 11R7037; and known municipally as 51477 Glencolin Line, BE APPROVED for the reasons set out in this Report.**

**Carried**

**No. 22 – 139**

**Moved By: Mark Widner**

**Seconded By: Dominique Giguère**

**THAT By-law No. 22-22 being a By-law to amend Zoning By-law No. 18-22 insofar as it relates to the property owned by John Loewen, located at Lot 23, Concession N Gore, Part Lot 4 on Reference Plan 11R7037, be given first, second and third readings, and properly signed and sealed.**

**Carried**

The Mayor thanked David Roe and he retired from the meeting.

**REPORTS:**

Director of Public Works

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

**No. 22 – 140**

**Moved By: Dominique Giguère**

**Seconded By: Scott Lewis**

**THAT Report No. PW-22-09 entitled “Malahide Water Distribution: Drinking Water Quality Trends and Management Review of DWQMS Operational Plan” be received.**

**Carried**

- Malahide Wastewater Collection System: 2021 Performance Report

**No. 22 – 141**

**Moved By: Max Moore**

**Seconded By: Scott Lewis**

**THAT Report No. PW-22-16 entitled “Malahide Wastewater Collection System: 2021 Performance Report” be received.**

**Carried**

-Malahide Water Distribution System-2021 Fourth Quarter Operations Report

**No. 22 – 142**

**Moved By: Mark Widner**

**Seconded By: Chester Glinski**

**THAT Report No. PW-22-19 entitled “Malahide Water Distribution System-2021 Fourth Quarter Operations Report” be received.**

**Carried**

Building/Planning/By-law

- Application to Consent to Sever of Scott Hayhoe Farms Inc.

MBPC Planner, Eric Steele provided an overview of the consent application as detailed in the report and that based on the review the application is being recommended with conditions.

**No. 22 – 143**

**Moved By: Dominique Giguère**

**Seconded By: Max Moore**



**THAT Report No. DS-22-17 entitled “Application for Consent to Sever of Scott Hayhoe Farms Inc.” be received;**

**AND THAT the Application for Consent to Sever of Scott Hayhoe Farms Inc. relating to the property located at Part Lot 32, Concession 3 and known municipally as 52947 Calton Line, be supported for the reasons set out in this Report;**

**AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.**

**Carried**

-Application to Consent to Sever of Scott Hayhoe Farms Inc.

MBPC Planner, Eric Steele provided an overview of the consent application as detailed in the report and that based on the review the application is being recommended. with conditions.

**No. 22 – 144**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT Report No. DS-22-18 entitled “Application for Consent to Sever of Scott Hayhoe Farms Inc.” be received;**

**AND THAT the Application for Consent to Sever of Scott Hayhoe Farms Inc. relating to the property located at Part Lot 32, Concession 3 and known municipally as 52887 Calton Line, be supported for the reasons set out in this Report;**

**AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.**

**Carried**

-Application to Consent to Sever of G. & M. Howe & Sons Ltd.

MBPC Planner, Eric Steele provided an overview of the consent application as detailed in the report and that based on the review the application is being recommended.

**No. 22 – 145**

**Moved By: Chester Glinski**

**Seconded By: Rick Cerna**

**THAT Report No. DS-22-19 entitled “Application for Consent to Sever of G. & M. Howe & Sons Ltd” be received;**

**AND THAT the Application for Consent to Sever of G. & M. Howe & Sons Ltd, relating to the property located in Part Lot 5, Concession 5, (Geographic Township of Malahide) (7077 Rogers Road), be supported for the reasons set out in this Report;**

**AND THAT this Report be forwarded to the Land Division Committee for its review and consideration.**

**Carried**

-Application to Consent to Sever of Susan Wiebe on behalf of Open Bible Baptist Church

MBPC Planner, Eric Steele provided an overview of the consent application as detailed in the report and that based on the review the application is not being recommended.

**No. 22 – 146**

**Moved By: Scott Lewis**

**Seconded By: Dominique Giguère**

**THAT REPORT NO. DS-22-20 entitled “Application for Consent to Sever of Susan Wiebe, on behalf of Open Bible Baptist Church” be received;**

**AND THAT the Application for Consent to Sever of Susan Wiebe, on behalf of Open Bible Baptist Church, relating to the property located in Part Lot 89, Concession NTR S (Geographic Township of Malahide) (9060 Hacienda Road) not be supported for the reasons set out herein;**

**AND THAT this Report be forwarded to the Land Division Committee for its review and consideration.**

**Carried**

Mayor Mennill thanked Eric Steele from MBPC and he retired from the meeting.

-Limiting Distance Agreement – 3311 Lakeview Drive

**No. 22 – 147**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

**THAT Report No. DS-22-21 entitled “3311 Lakeview Drive Limiting Distance Agreement” be received;**

**AND THAT the Council approve the Limiting Distance Agreement;**

**AND THAT the Mayor and Clerk be authorized to execute the Agreement.**

**Carried**

CAO

-Award for Shared Development Approvals Service Business Plan and Electronic Processing

Deputy Mayor Giguère noted that this was the same firm that did the service delivery review and that it was fitting to explore this next step with them. She inquired if the project would be done in stages and if we stopped throughout would the Township be on the hook for the full amount.

CAO Betteridge noted that typically in these processes that at each phase an invoice is sent before proceeding to the next phase and if it's not already in the contract agreement it will be added.

Councillor Glinski asked how much the Township portion would be of the expense since a portion was being paid through funding. CAO Betteridge said the Township portion would be just under \$10,000.

Councillor Glinski clarified that Bayham doesn't have to pay anything and CAO Betteridge confirmed this.

**No. 22 – 148**

**Moved By: Scott Lewis**

**Seconded By: Max Moore**

**THAT Report No. CAO-22-03 entitled "Award for Shared Development Approvals Service Business Plan and Electronic Processing" be received;**

**AND THAT the project for a review and service framework for a shared land-use planning, building/development permits, and by-law enforcement service be awarded to Performance Concepts Consulting Inc., of Uxbridge, Ontario at an expected cost (partially funded by the Province of Ontario) of \$48,000.00 (plus HST);**

**AND THAT the Chief Administrative Officer be authorized and directed to take the necessary actions to enter into an agreement with Performance Concepts Consulting Inc. to undertake the project as set out in the proposal.**

**Carried**

## **REPORTS OF COMMITTEES/OUTSIDE BOARDS:**

**No. 22 – 149**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

Deputy Mayor Giguère noted the Terrace Lodge Redevelopment Committee could always use committee members or volunteers and if anyone wants to join the committee or to invite others to the group all are welcome.

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

- (i) **Malahide Budget Committee - Minutes of March 15, 2022**
- (ii) **County of Elgin correspondence dated March 17, 2022 regarding the Terrace Lodge Redevelopment Fundraising Committee**

**Carried**

## **CORRESPONDENCE:**

Councillor Moore declared a conflict of interest with respect to Council Agenda Section G Correspondence, item 8 - Ontario Nurses - Repeal Bill 124. He retired from the meeting and abstained from all discussions and voting on the matter.

**No. 22 – 150**

**Moved By: Dominique Giguère**

**Seconded By: Rick Cerna**

Mayor Mennill noted support for the Ontario Nurses Repeal Bill 124 motion that was received and for Malahide Council to pass the following motion of support.

**Whereas nurses and health-care professionals are the backbone of our public health-care system and provide essential care to all Ontarians, and more than ever nurses and health-care professionals deserve recognition and reward for their skills and dedication; and**

**Whereas Ontario is experiencing a health human resources crisis with chronic shortages of nurses and health-care professionals in hospitals, clinical settings, long-term care, home care, and all health care environments; and**

**Whereas Ontario has the lowest RN-to-population of any province in Canada, and would need to hire 22,000 new nurses to reach the average RN staffing ratio in Canada; and**

**Whereas burnout and overwork are exacerbating the underlying health human resources crisis and driving nurses and other health-care professionals to leave the sector at an unprecedented rate; and**

**Whereas Bill 124 unfairly suppresses the wages of nurses and health-care professionals and limits their ability to negotiate freely, and further contributes to the culture of disrespect that is contributing to the staffing crisis. Further, as Bill 124 limits wage increases to a maximum of 1% per year despite growing inflation nurses have effectively seen their wages cut during the COVID-19 pandemic.**

**Now Therefore Be It Resolved that the Township of Malahide calls on the Ontario government to recognize the severity of the health human resources crisis in Ontario and take urgent action to recruit and retain skilled, experienced nurses and health-care professionals; and further**

**THAT the Township of Malahide calls on the Ontario government to repeal Bill 124, legislation that suppresses the wages of nurses and health-care professionals and prevents collective bargaining to keep up with inflation; and further**

**THAT a copy of this resolution be sent to:**

- **The Premier of Ontario, the Ontario Minister of Health, and the Ontario Minister of Long-Term Care**
- **The Leader of the Official Opposition, the Opposition Critic for Health, and the Opposition Critic for Long-Term Care**
- **All Members of Provincial Parliament representing constituencies in Malahide**
- **The Association of Municipalities of Ontario (AMO) requesting they share with all their member municipalities.**

**Carried**

**No. 22 – 151**

**Moved By: Dominique Giguère**

**Seconded By: Rick Cerna**

**THAT the following correspondence be noted and filed:**

1. **Association of Municipalities of Ontario - Watch File – dated March 17, 2022, March 24, 2022 and March 31, 2022. (Pages C2 - 9)**
2. **City of Waterloo – Resolution requesting the Province of Ontario to build it right the first time in respect to energy performance standards (Pages 10-12)**

3. **County of Elgin – Resolution regarding notice of library draft lease renewals that will be presented to Township Council for consideration and execution before the end of 2022. (Pages 13-39)**
4. **Ministry of Municipal Affairs and Housing – Information regarding the More Homes for Everyone Plan to address the housing crisis in Ontario. (Page 40)**
5. **The Corporation of the Municipality of Mississippi Mills – Resolution calling for government action concerning the current legislation and regulations surrounding municipal requirements to take over and maintain abandoned operating cemeteries. (Page 41)**
6. **Halton Hills, City of Cambridge and Reform Gravel Mining Coalition (RGMC) – Resolution requesting that the Ontario government be requested to impose an immediate temporary moratorium on all new gravel mining applications pending further review. (Pages 42-50)**
7. **Town of Fort Erie – Resolution requesting that the government tighten their timelines for Climate Change Plans to be reflective of the urgency it demands for immediate and meaningful action and that all Ontario Municipalities that do not have plans in place to implement an affirmative Climate Change Action Plan. (Pages 51-53)**

### **Carried**

Councillor Moore returned to his seat at the council table.

### **OTHER BUSINESS:**

Councillor Widner commented on an email he had received about South Dorchester Public School becoming overcrowded and concerns of proper sanitation and fire safety. The members of the public aren't having much luck with receiving a response to this issue. If the Township can send a letter regarding overcrowding and safety concerns to the school board and its representatives it may assist in recognizing this issue.

Councillor Glinski inquired about the status of school in Belmont. Mayor Mennill noted it could be four years before that school is ready. Councillor Cerna noted that it doesn't make sense to close schools when others are being overcrowded.

Deputy Mayor Giguère inquired about what the municipalities role in this is. CAO Betteridge noted that if portables are required, the Township will request that site plan control is applied for and this will address many areas such as sanitary issues etc.

**BY-LAWS:**

**No. 22 – 152**

**Moved By: Scott Lewis**

**Seconded By: Max Moore**

**THAT By-law No.22-14, being a By-law to amend the Procedural By-law 17-97 in regards to the inaugural meeting date, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**No. 22 – 153**

**Moved By: Rick Cerna**

**Seconded By: Mark Widner**

**THAT By-law No.22-19, being a By-law to delegate executive authority to the Chief Administrative Officer for decisions in the event that the Council finds itself subject to Section 275 of the Municipal Act regarding “restricted acts after nomination”, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**No. 22 – 154**

**Moved By: Rick Cerna**

**Seconded By: Chester Glinski**

**THAT By-law No.22-20, being a By-law to By-law to authorize a limiting distance agreement with property 3311 Lakeview Drive, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**CLOSED SESSION:**

**No. 22 – 155**

**Moved By: Mark Widner**

**Seconded By: Dominique Giguère**

**THAT Council move into Closed Session at 8:23 p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following**

- (i) A Labour Relations or Employee Negotiations Matter relating to a staff recruitment matter.**

**Carried**

**No. 22 – 156**

**Moved By: Max Moore**

**Seconded By: Rick Cerna**

**THAT Council move out of Closed Session and reconvene at 8:31p.m. in order to continue with its deliberations.**

**Carried**

That during the Closed Session, Council provided direction to Municipal Staff regarding a labour relations or employee negotiations relating to a staff recruitment matter. There is nothing further to report.

**CONFIRMATORY:**

**No. 22 – 157**

**Moved By: Mark Widner**

**Seconded By: Rick Cerna**

**THAT By-law No. 22-23, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**ADJOURNMENT:**

**No. 22 – 158**

**Moved By: Mark Widner**

**Seconded By: Chester Glinski**

**THAT the Council adjourn its meeting at 8:32p.m. to meet again on April 21, 2022, at 7:30 p.m.**

**Carried**

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Mayor – D. Mennill

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Clerk– A. Adams



# Elgin County OPP 2021 Annual Report



*"Committed to public safety, delivering proactive and innovative policing in partnership with our communities"*



### Elgin Group Police Services Board

**Chair: Sally Martyn**  
**Ida McCallum**  
**Trudy Kanellis**  
**Dan Froese**  
**Dave Jenkins**  
**CAO: Julie Gonyou**

Our Elgin Group Police Services Board is extremely appreciative of how responsive our members have been responding to traffic complaints and all of the diverse calls for service within Elgin County. According to Chair Sally Martyn “As chair of the Police Services Board, I would like to offer praise for all the hard work every member of our detachment has done including the listening and responding to local concerns and complaints. Also, I would offer a special thank you to Mike Butler for his great work and support as the acting Detachment Commander. He is a wonderful, caring person to work with. Finally, I want to welcome our new Detachment Commander, Mark Loucas, and praise him for how quickly and effectively he took command demonstrating a strong commitment to keeping Elgin’s OPP a compassionate, supportive and effective force.”

Sincerely,  
Sally Martyn  
Board Chair

### Detachment Commander



**Inspector Mark Loucas**

I am very pleased to be your Detachment Commander and on behalf of each of you, the dedicated officers and staff of the Elgin OPP Detachment, it gives me great pleasure to present the 2021 Annual Report. This report will showcase the high level of commitment that the Elgin County OPP has brought to all municipalities within Elgin County.

Elgin officers and administrative staff have worked in partnership with several stakeholders, partners, community groups, and services throughout the year. The continuance of the COVID-19 pandemic created several challenges which caused us to reflect and adjust how we conducted daily operations. We will continue to proactively work through the changes associated with the pandemic and I look forward to the completion of the amalgamation between Chatham-Kent and Elgin Detachments. The amalgamation will further strengthen our detachments and the availability of resources and equipment.

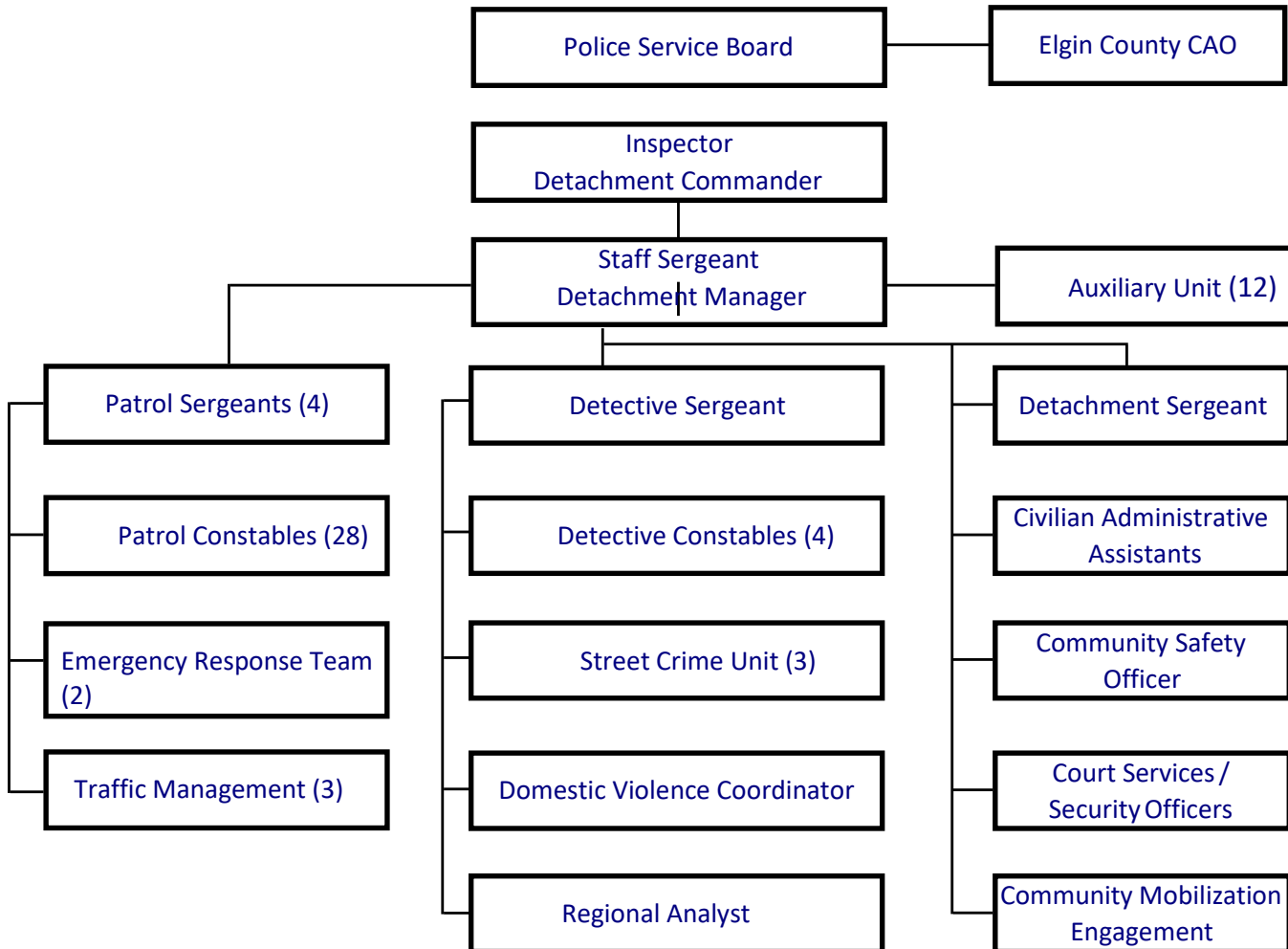
In 2021, our policing priorities outlined in our 2020-2022 Detachment Action Plan created a focus towards crime prevention, increased traffic and public safety on our roadways, waterways, and trails, and enhanced relationships with our municipalities, policing partners, and local community supports/resources.



# Organization



## ELGIN COUNTY OPP



Elgin County OPP Detachment staffing numbers remain unchanged in 2021. Results from the Provincial Service Delivery Model are extremely positive and will result in increased staffing for our detachment. The final results will be shared once they are officially released.



### Elgin County Auxiliary Unit 2021 Year in Review

The Elgin Auxiliary Unit currently has a complement of 14 members. Since March 16, 2020, the majority of members within the OPP Auxiliary Program have been stood down from active duty, while the organization addressed COVID-19 restrictions. On June 8, 2020, the Auxiliary program began implementing a three-phased approach for its members to begin returning to active duty. Due to the resurgence of COVID 19 member's attendance and assistance was limited.

2021	Patrol Hours	Major Event Hours	Community Event Hours	Training Hours	Admin Hours	Totals
Total	191.5		15.75	185.3	107	621

(File Photo)







# Business Planning



## 2020 - 2022 Action Plan

Our Annual Business Plan has been changed to a three-year Action Plan to coincide with the new OPP three-year Strategic Plan. Our 2020 - 2022 Action Plan priorities as identified with community and Police Service Board consultation are:

### **1. Crime**

- To prevent and investigate property crime.
- Continued support and engagement in the intelligence-led policing-crime abatement strategy. (ILP-CAS).
- Work in collaboration with local community resources/groups to facilitate a trusted and victim-centered approach in our processes, policies, and programs.

### **2. Traffic**

- Concentrating on “The Big Four” causal factors of fatal, personal injury, and property damage collisions which include: impaired driving, speeding/aggressive driving, inattentive/distracted driving, and seat belt use.
- To sustain a continuous and year-round focus on the causal factors of motorized vehicle collisions on our roadways, waterways, and trails.

### **3. Other**

- Streamline collision reporting through the implementation of a Detachment Collision Reporting Centre (CRC).
- Identify and implement co-response options such as our Mental Crisis Response Team (MCRT) for non-police-related demands for service.
- Develop and finalize a transfer of care protocol with the St. Thomas Elgin General Hospital (STEGH).

## Crime Management Plan

Elgin County Detachment has a comprehensive Crime Management Plan that is administered through the leadership of Regional Detective Sergeant Victoria Loucks. The Crime Unit includes four detectives assigned to major case investigations and three detectives assigned to the Community Street Crimes Unit (CSCU). The CSCU is responsible for investigating property crimes and drug investigations. The Domestic Violence Investigator position has been bundled with the Community Mobilization and Engagement Officer and is supervised by the Detachment Sergeant.

The Crime Unit is responsible for oversight and investigation of all serious crimes that occur in our detachment area. The foundation of the plan supports the OPP Results Driven Policing methodology and focuses on public safety through crime prevention and investigative excellence.

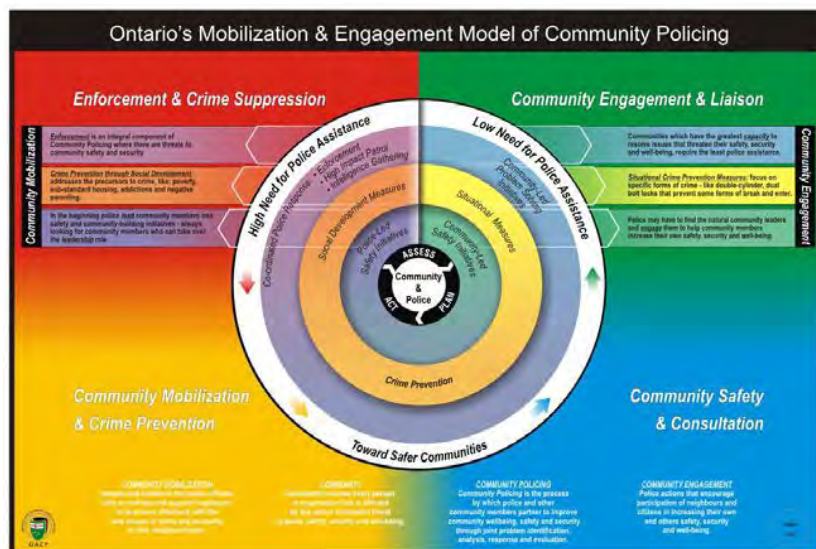
## Traffic Management Strategy

Elgin County Detachment has developed a Traffic Management Strategy with a goal of reducing motor vehicle collisions, specifically those that result in injury and death. Our focus in 2021 continued to be enforcement and education around aggressive driving, impaired driving, seat belt use, and distracted driving. These four driving habits are within complete control of the driver and together can have the largest impact on road safety. Elgin County Detachment continues to employ a Traffic Management Unit (TMU) responsible for enhanced traffic enforcement within Elgin County. Our TMU is dedicated to responding to community-identified traffic issues as well as issues identified through analysis by our Regional Analyst and the Focused Patrol Program.

## Community Policing Committees

Elgin County OPP is very fortunate to have a strong, well-established network of Community Policing Committees to represent the municipalities we serve. We work in partnership with our committees to identify and resolve issues of crime and traffic concerns that are identified by the community. Additionally, our committee members volunteer countless hours of their time to support many community initiatives; particularly those that assist children, the elderly, and vulnerable groups.

Elgin County has seven Community Policing Committees located in West Elgin, Southwold, Dutton-Dunwich, Port Stanley, Belmont, Malahide, and Bayham. Elgin County OPP is very appreciative of the hard work all of our committees do to support their community and the OPP. Although hampered by the COVID-19 pandemic, we continue to work with our committees using the Ontario Mobilization & Engagement Model of Community Policing. Additionally, all of our committees are now using the model as a guide to assist them in setting priorities and objectives.



### **What is Community Mobilization and Engagement?**

Elgin County OPP follows Ontario's Community Mobilization and Engagement Model of Community Policing. Prevention and early intervention by collaboratively working with community partners have proven effective in providing the greatest impact and lasting solutions for crime reduction and preventing victimization. Building strong relationships with community residents and stakeholders remains an effective and efficient method of preventing crime and increasing the quality of life for the residents of Elgin County.

This fairly new approach allows for more flexibility in addressing policing needs and priorities at the local level, by involving community residents in efforts to improve the overall quality of life in their communities. Community mobilization and engagement also allow for a fundamental shift in police work from the traditional response to calls for service towards a more holistic approach that builds upon localized community capacity to address the risk factors associated with crime and victimization. The goal of engaging the community is to move from police-led initiatives to community-led initiatives that contribute to the safety of all.

As the Community Mobilization and Engagement, Mental Health and Abuse Issues Coordinator, Constable Carlson has worked closely with community members, community stakeholders, businesses, and community groups to develop innovative responses and solutions to crime and social disorder. Taking part in numerous committees and collaborations such as the Elgin County Situation Table (co-chair), SAFE Communities (Co-chair), Elgin Alliance to End Violence Against Women, Elgin Elder Abuse Committee, and the Elgin County Drug Strategy Committee, Constable Carlson has relied upon his 31 years of diverse policing experiences from across Ontario to provide the policing perspective to the multitude of committees and groups that he is part of.

Working closely with the 2SLGBTQQIA community, Constable Carlson has worked to foster trust while breaking down barriers by recognizing diversity, and the responsibility of the OPP to work towards creating a safe and accepting environment for persons of all gender identities, expressions, and sexual orientations.

The following Community Mobilization Projects remain a priority for Elgin County OPP:

- Elgin Community Drug and Alcohol Strategy Development
- Elder Abuse Prevention
- Mental Health and Crisis Response Team
- Police and Hospital Transition Framework
- Senior Frauds/Scams
- Rapid Response Working Group – Alzheimer's Society

## Elgin County Drug and Alcohol Strategy

Based on community concerns, in 2018 the Elgin Situation Table identified a need for a comprehensive drug and alcohol strategy within our community. A dedicated workgroup/task force was formed with the primary focus of developing a collaborative plan based on a “Four Pillars” approach of prevention, treatment, harm reduction, and justice. **The mission:** Create, implement, and evaluate a comprehensive drug and alcohol strategy that meets the needs of our community based on the pillars of prevention, treatment, harm reduction, and justice. **The vision:** A safe and healthy Community in Elgin County without the negative impacts of drugs and alcohol.

The workgroup has worked hard to continue to develop a community-based Drug and Alcohol Strategy, while navigating the challenges of the pandemic.



## Community Safety Officer / Media Officer

Constable Norm Kelso was identified as our Community Safety Officer (CSO) and media officer in 2021 and has continued to achieve successes with strengthening connections with community stakeholders, schools, and media partners.



P/C Kelso delivering hand-made hats for the Elgin County Youth Shelter.



P/C Kelso has continued to work with our media partners within the County and surrounding area which has facilitated greater messaging for our communities regarding public safety, crime trends, and traffic issues.

P/C Kelso often provides reporting on regional issues for mainstream media at the request of West Region Headquarters.

Social media continues to be a priority for P/C Kelso which enables our communities to be instantly connected to investigations and police activities within their specific communities.

**COMMUNITY****SPECIAL PROJECTS****ATV Patrols****Marine Patrols**

Enhanced visibility on our roadways, waterways, and trails remains a priority for Elgin County OPP members.

## ATV Patrols

34

In recent years, Elgin County has experienced growth in rural trail usage with the establishment of the Talbot Trail ATV Club (TTAC). The TTAC have worked with several private property owners to establish over 100 kms of well-maintained ATV trails within Elgin County. As a result, ATV patrols along our county trails in response to community concerns has resulted in positive, community feedback regarding the enhanced OPP visibility and enforcement along our county trails.

## Marine Unit

Elgin County OPP marine members recorded over 186 hours of patrol during the 2021 season while responding to 48 calls for service. The marine unit is responsible for approximately 450 square kilometers of Lake Erie and covers approximately 100 kms of shoreline along the north shore of the Lake. Enhanced visibility along Lake Erie remains a priority for our marine operators to ensure the safety of community residents, swimmers, and boaters who enjoy our popular beaches including Port Glasgow, Port Stanley, Port Bruce, and Port Burwell.



## **Community Street Crimes Unit**

Our Elgin/Middlesex Community Street Crimes Unit (CSCU) has been extremely successful in 2021. The CSCU investigated 181 occurrences, executed 131 judicial warrants, charged 197 persons, and laid 1024 charges. CSCU investigations required countless hours of investigative expertise from our members to maintain the safety and security of our community residents and business owners.

**Dump/Utility Trailer Investigation** – In January of 2021, Elgin/Middlesex CSCU commenced an investigation into the theft, re-vin and sale of dump/utility trailers. The accused stole trailers, altered VINs, re-registered trailers at MTO, then sold them as licensed trailers. Trailers were often registered to stolen IDs. The accused party was arrested in January 2021, and a Criminal Code Section 487 Search Warrant executed on his residence. Multiple IDs were recovered as well a laptop which linked to the accused to the creation of fraudulent ‘sales receipts’ for registering ‘new’ trailers.

Sixteen trailers were recovered, valuing approximately \$150,000. Five people were arrested and charged in relation to this investigation.

**Drugs/Weapons/Counterfeit Currency** – In April of 2021, Elgin/Middlesex CSCU commenced an investigation following a traffic stop of a suspended driver.

A CDSA Section 11 Search Warrant was authored and granted for the residence of the accused. The search of the residence resulted in further charges for weapons and counterfeit money. A meth lab was discovered in the basement and dismantled by Elgin/Middlesex CSCU.

On April 18, 2021, a traffic stop was conducted by Middlesex frontline for an unattached plate. After conducting a Liquor Licence Act search, officers located a small amount of methamphetamine. Both occupants were arrested for CDSA 4(1). Officers continued searching the vehicle and came across suspicious items in the trunk that were believed to be utilized for the production of methamphetamine. Elgin/Middlesex CSCU were contacted and immediately attended the scene and continued the search, locating more items indicative of methamphetamine production as well as counterfeit currency. CSCU members formulated grounds to further the investigation and authored a CDSA Sec.11 Search Warrant for the residence. Police located a small methamphetamine lab as well as an office set up for producing counterfeit money and credit cards. Numerous items were seized including methamphetamine precursors, lab equipment, fraudulent identity documents, over \$6000 of counterfeit USD money, stolen credit cards, several unregistered and prohibited firearms including a sawed-off shotgun and sawed-off rifle readily accessible with ammunition, brass knuckles, two altered batons, instruments used for encoding fraudulent credit cards, and 24 grams of finished methamphetamine. Three people were charged with a total of 42 offences.





**Cocaine Trafficking** – Elgin/Middlesex CSCU commenced an investigation in August of 2021, following information that a suspect was trafficking large quantities of cocaine.

Elgin/Middlesex CSCU conducted consistent surveillance and a TDR/Tracking warrant was granted to aid in the investigation.

A CDSA Section 11 Search Warrant was obtained in November 2021, for two separate residences associated to the suspect. The search of the residences was conducted by members of the Emergency Response Team (ERT) and Elgin/Middlesex CSCU, resulting in the seizure of 2012 grams of Cocaine, 574 grams of Psilocybin, 251 pills of Oxycodone, 9 firearms, and over \$100,000 in Canadian currency.

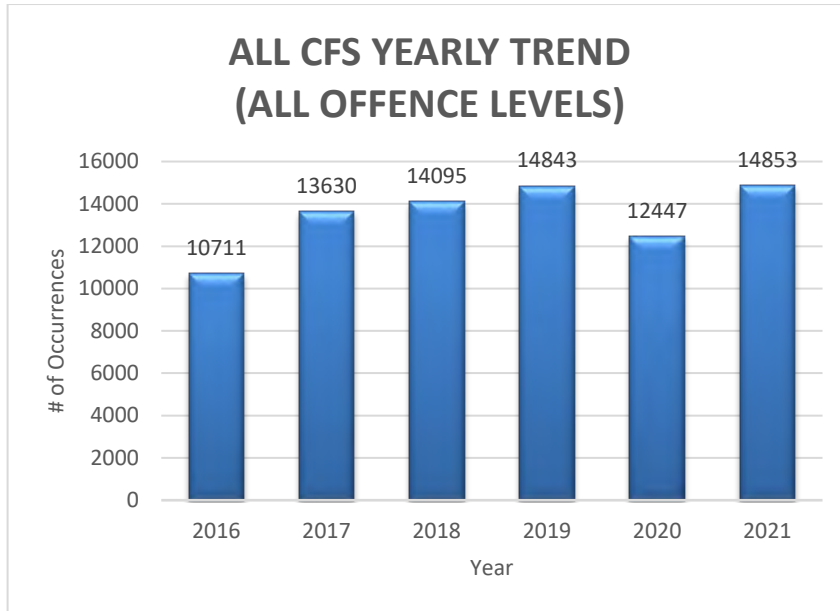




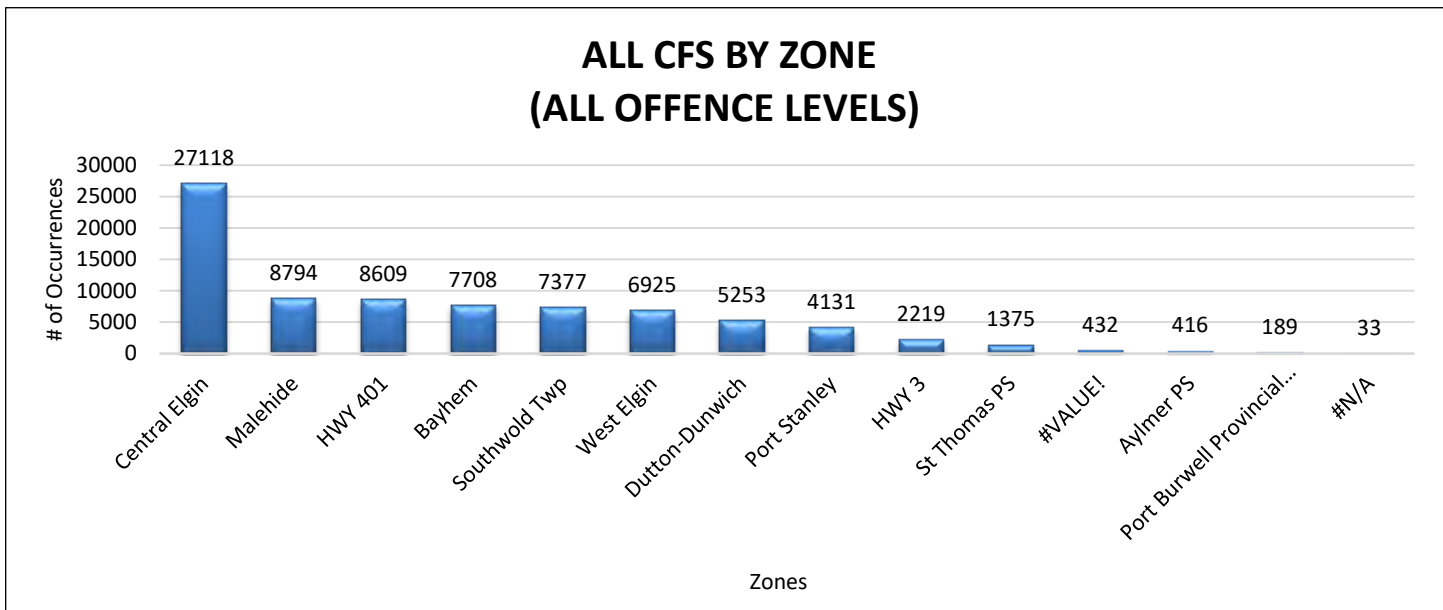
# Detachment Statistics



## All Calls for Service 2016-2021



## All Calls for Service by Zone



## Traffic Safety



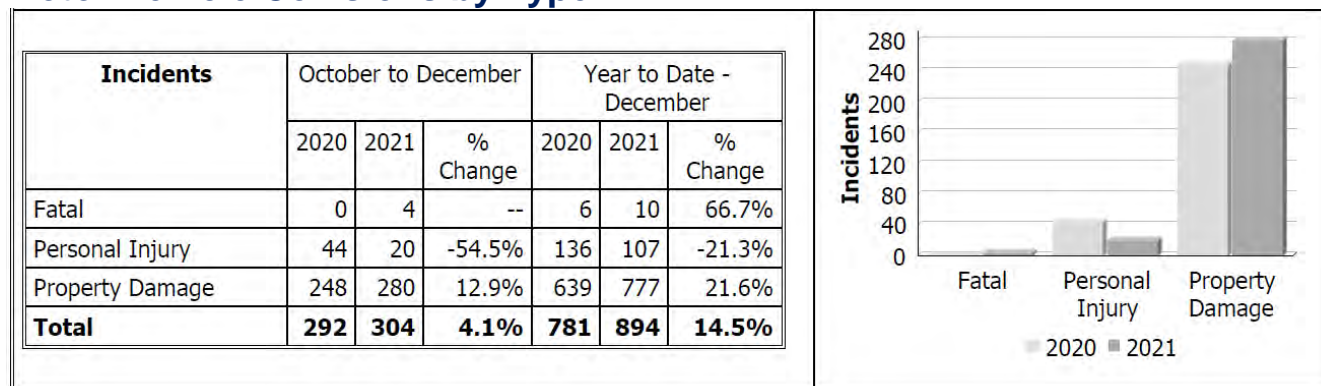
The safety of motorists on Elgin County roads has always remained a priority for Elgin Detachment. Our Traffic Management Team (TMU) is dedicated to enforcement and response to traffic complaints within the County.

Elgin County OPP Officers conducted 219 static RIDE checks in 2021, including RIDE initiatives performed and funded through our RIDE Grant Funding Stream. For 2021, Elgin County was awarded \$13,243 for RIDE checks, with all of the funds used to support RIDE checks throughout Elgin County.

We have seen a significant increase in motor vehicle collisions in Elgin County. In 2020, our total collisions amounted to 782 for the year. In 2021, with easing COVID restrictions, our total collisions have increased to 895. Although our total collisions have increased, we are still below the 914 pre-pandemic collisions reported in 2019. We will continue to use statistical analysis and focus on targeted enforcement of Impaired Driving, Aggressive Driving, Seat Belt Use, and Distracted Driving to attempt to bring the total crashes down.

These four factors can often be the difference between a minor crash with no injuries and a major crash resulting in injuries or death. Below are the comparison tables outlining collision statistics in Elgin County between 2021 – 2021.

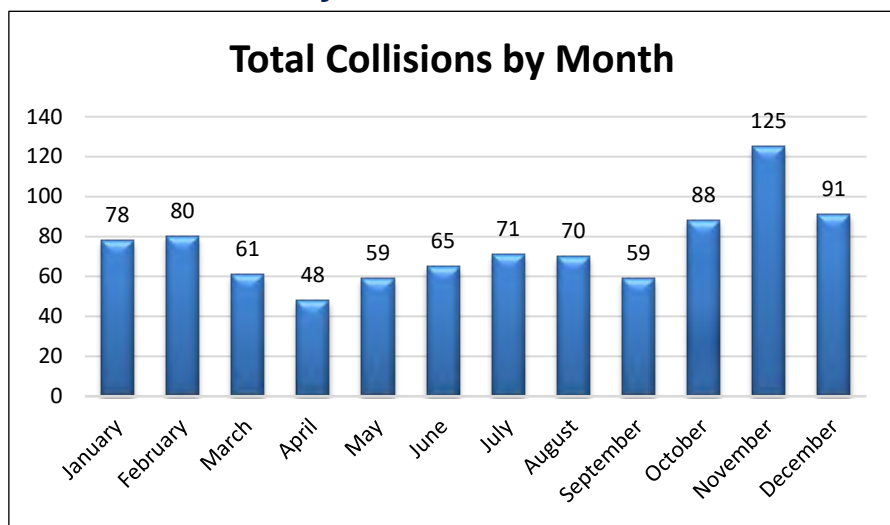
### Motor Vehicle Collisions by Type:



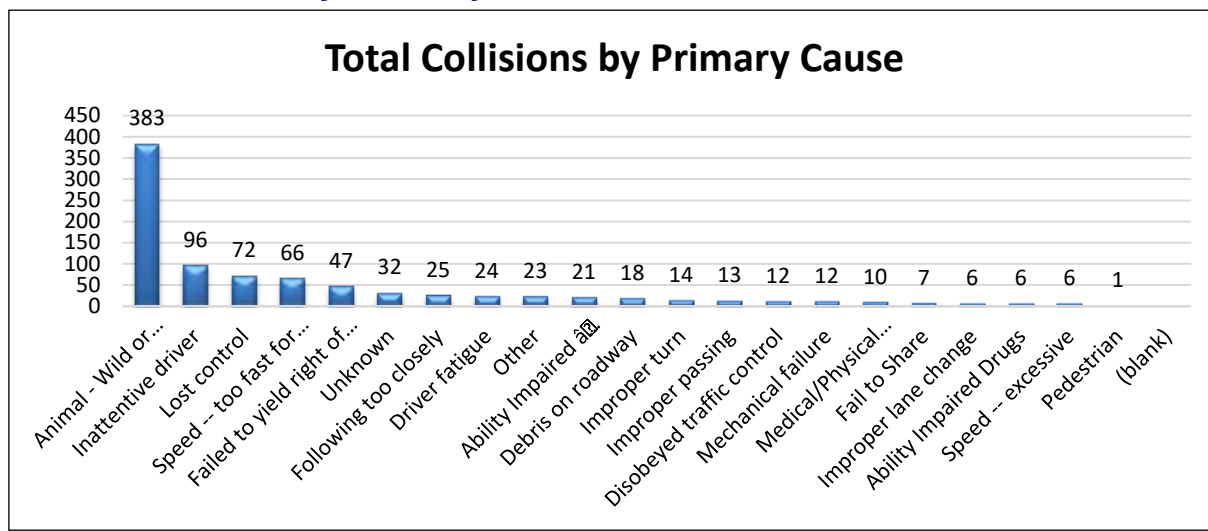


Fatalities in Detachment Area							
Incidents		October to December			Year to Date - December		
		2020	2021	% Change	2020	2021	% Change
Motor Vehicle Collision	Fatal Incidents	0	4	--	4	10	150.0%
	Alcohol Related	0	1	--	1	1	0.0%
Off-Road Vehicle	Fatal Incidents	0	0	--	1	0	-100.0%
	Alcohol Related	0	0	--	0	0	--
Motorized Snow Vehicle	Fatal Incidents	0	0	--	1	0	-100.0%
	Alcohol Related	0	0	--	1	0	-100.0%
Persons Killed		October to December			Year to Date - December		
		2020	2021	% Change	2020	2021	% Change
Motor Vehicle Collision		0	5	--	4	11	175.0%
Off-Road Vehicle		0	0	--	1	0	-100.0%
Motorized Snow Vehicle		0	0	--	1	0	-100.0%

## Total Collisions by Month



## Total Collisions by Primary Cause

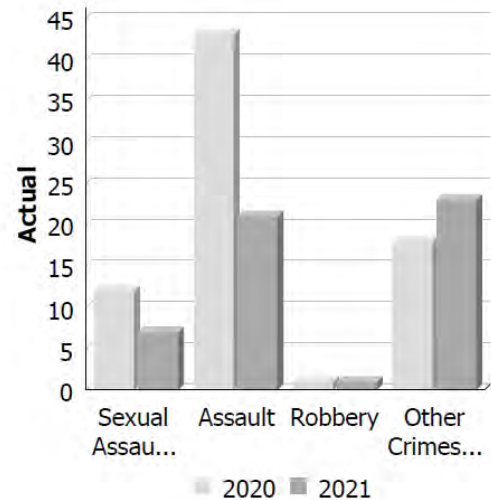


## Crime Prevention

Throughout 2021, Elgin County Detachment continued our commitment to crime prevention. A large component of this goal is the pro-active education provided through media outlets, increased officer visibility, and adherence to the principles of Intelligence Led Policing. Using analytics from the Regional Analyst we identify areas of concern and assign officers to specific focused patrols related to crime and traffic trends. The creation of our Community Street Crimes Unit in conjunction with the expertise provided by our Crime Unit has increased the effectiveness of our investigations and provided targeted enforcement.

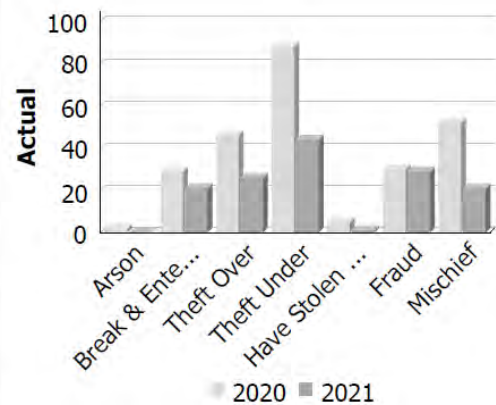
### Violent Crime

Actual	October to December			Year to Date - December		
	2020	2021	% Change	2020	2021	% Change
Murder	0	0	--	0	1	--
Other Offences Causing Death	0	0	--	0	1	--
Attempted Murder	0	0	--	1	0	-100.0%
Sexual Assault	12	7	-41.7%	41	38	-7.3%
Assault	43	21	-51.2%	156	126	-19.2%
Abduction	0	0	--	5	1	-80.0%
Robbery	1	1	0.0%	2	5	150.0%
Other Crimes Against a Person	18	23	27.8%	54	71	31.5%
<b>Total</b>	<b>74</b>	<b>52</b>	<b>-29.7%</b>	<b>259</b>	<b>243</b>	<b>-6.2%</b>



### Property Crime

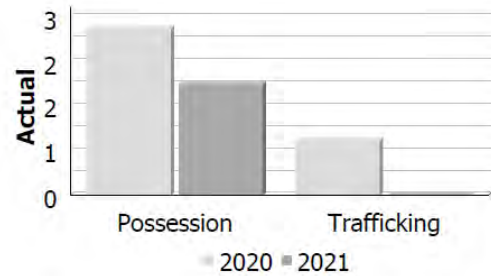
Actual	October to December			Year to Date - December		
	2020	2021	% Change	2020	2021	% Change
Arson	2	0	-100.0%	5	0	-100.0%
Break & Enter	29	21	-27.6%	96	102	6.2%
Theft Over	46	26	-43.5%	108	102	-5.6%
Theft Under	88	44	-50.0%	232	206	-11.2%
Have Stolen Goods	5	1	-80.0%	14	16	14.3%
Fraud	30	29	-3.3%	148	137	-7.4%
Mischief	52	21	-59.6%	150	114	-24.0%
<b>Total</b>	<b>252</b>	<b>142</b>	<b>-43.7%</b>	<b>753</b>	<b>677</b>	<b>-10.1%</b>





**Drug Crime**

Actual	October to December			Year to Date - December		
	2020	2021	% Change	2020	2021	% Change
Possession	3	2	-33.3%	13	6	-53.8%
Trafficking	1	0	-100.0%	4	7	75.0%
Importation and Production	0	0	--	0	0	--
<b>Total</b>	<b>4</b>	<b>2</b>	<b>-50.0%</b>	<b>17</b>	<b>13</b>	<b>-23.5%</b>

London-Elgin-Middlesex Crime Stoppers

Elgin County OPP continues to support the London-Elgin-Middlesex Crime Stoppers Program. This program has been very successful in 2021, resulting in over \$177,668 in recovered assets and currency.

Statistic	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Tips Received	98	97	178	145	165	141	106	150	184	128	128	99
Tip Follow-ups	70	74	146	78	155	131	98	101	85	93	102	81
Arrests	4	4	8	1	0	1	1	3	1	2	2	0
Cases Cleared	3	4	12	1	0	1	1	2	1	1	3	0
Charges Laid	15	6	13	3	0	0	0	4	13	5	3	0
Fugitives	0	0	0	0	0	0	0	0	0	0	0	0
Administrative Discipline	0	0	0	0	0	0	0	0	0	0	0	0
# of Rewards Approved	0	6	2	10	1	0	1	1	5	1	2	3
Rewards Approved	\$0	\$1,311	\$350	\$1,625	\$128	\$0	\$53	\$90	\$348	\$158	\$244	\$173
# of Rewards Paid	0	0	0	1	1	0	0	0	0	0	0	0
Rewards Paid	\$0	\$0	\$0	\$50	\$75	\$0	\$0	\$0	\$0	\$0	\$0	\$0
# of Weapons Recovered	4	0	6	2	0	0	0	0	1	0	0	0
# of Vehicles Recovered	1	0	0	1	0	0	0	0	0	0	0	0
Property Recovered	\$2,000	\$0	\$0	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	\$500	\$0
Cash Recovered	\$0	\$0	\$12,553	\$0	\$0	\$0	\$0	\$0	\$0	\$3,000	\$0	\$0
Drugs Seized	\$4,500	\$1,200	\$115,400	\$0	\$0	\$0	\$0	\$0	\$500	\$3,015	\$0	\$0
Total Recovered	\$6,500	\$1,200	\$127,953	\$35,000	\$0	\$0	\$0	\$0	\$500	\$6,015	\$500	\$0

Statistic	Q1	Q2	Q3	Q4	YTD
Tips Received	373	451	440	355	1,619
Tip Follow-ups	290	364	284	276	1,214
Arrests	16	2	5	4	27
Cases Cleared	19	2	4	4	29
Charges Laid	34	3	17	8	62
Fugitives	0	0	0	0	0
Administrative Discipline	0	0	0	0	0
# of Rewards Approved	8	11	7	6	32
Rewards Approved	\$1,661	\$1,753	\$491	\$574	\$4,478
# of Rewards Paid	0	2	0	0	2
Rewards Paid	\$0	\$125	\$0	\$0	\$125
# of Weapons Recovered	10	2	1	0	13
# of Vehicles Recovered	1	1	0	0	2
Property Recovered	\$2,000	\$35,000	\$0	\$500	\$37,500
Cash Recovered	\$12,553	\$0	\$0	\$3,000	\$15,553
Drugs Seized	\$121,100	\$0	\$500	\$3,015	\$124,615
Total Recovered	\$135,653	\$35,000	\$500	\$6,515	\$177,668



## Financial Reports



### Elgin Group Annual Billing Report

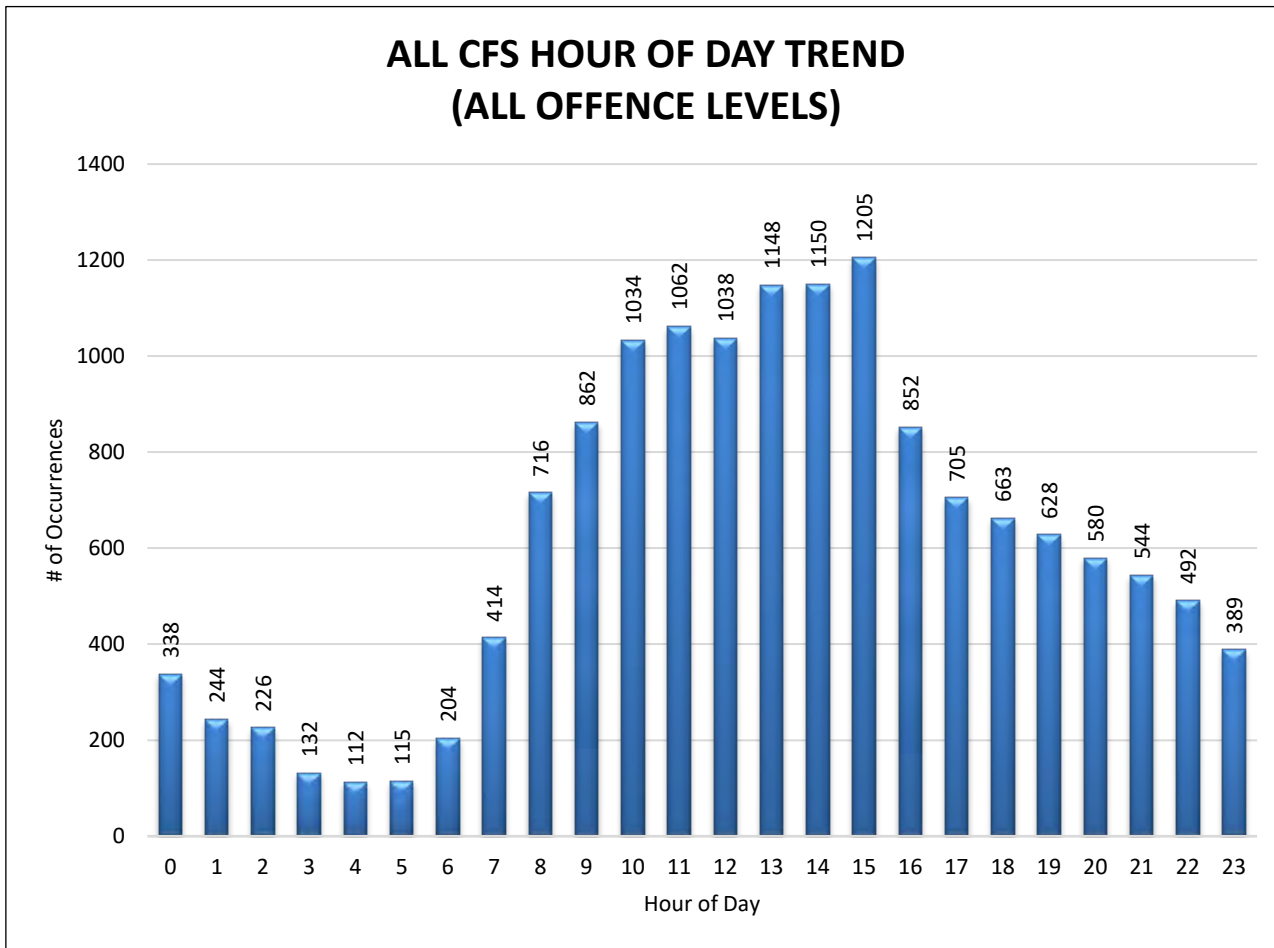
The average 2022 municipal policing cost per property (for municipalities billed applying the OPP Billing Model) across the province (including the cost of all contract enhancements) is \$354.80, a decrease of \$0.26. The total estimated cost recovery is up by \$5.9M or 1.4%.

The 2022 Estimate of Base Services cost per property is a record low at \$172.07. The trend of year over year increased Calls for Service workload allocation continues. The 2022 Base Services vs. Calls for Service workload allocation split is 51.3% : 48.7% (2021 - 53.1% : 46.9%).

The total 2020 reconciled costs recovered under the billing model were slightly lower than estimated, a 0.2% reduction, while the total 2020 reconciled Base and Calls for Service costs were slightly higher than estimated, up 0.8% due to cost increases in benefits (WSIB, pensions, and termination pay). Overall, overtime cost increased slightly compared to estimated, up 0.6%. Court security and prisoner transportation costs were less than estimated by 20% and 37% respectively. Contract enhancements were 13% less than estimated.

Elgin County OPP remain committed to the efficient implementation of cost effective policing and have implemented a number of strategies to reduce the use of overtime, including the creation of overlap shifts from 2:00 pm to 2:00 am, and noon to midnight shifts to match peak time frames for calls for service. In addition, there are target staffing policies that govern when officers are called in to work on overtime.

## All Calls for Service by Hour of Day Trend



## Elgin Group Revenue Report

The chart below outlines the revenue collected on behalf of the municipality for services provided through criminal records checks completed by Elgin Detachment in 2021.

Criminal Record Checks 2021													
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total
Vulnerable Screening	56	63	119	78	71	109	122	136	146	142	137	97	1,276
Regular	19	18	29	35	22	43	16	19	19	35	16	14	285
Pardon	1	1	0	1	1	0	2	2	1	1	1	1	12
Local PS	3	3	5	0	1	0	1	6	3	2	3	2	29
<b>TOTAL</b>	<b>79</b>	<b>85</b>	<b>153</b>	<b>114</b>	<b>95</b>	<b>152</b>	<b>141</b>	<b>163</b>	<b>169</b>	<b>180</b>	<b>157</b>	<b>114</b>	<b>1,602</b>
CRC Paid	74	74	127	112	86	131	108	125	109	103	93	84	1,226
Prints	5	4	5	3	3	4	7	4	7	7	4	5	58
CR Revenue	2833.00	2747.00	5002.00	4338.00	3635.00	5341.00	4387.00	5007.00	4518.00	4100.00	3772.00	3116.00	48796.00
Print Revenue	132.50	106.00	132.50	79.50	79.50	106.00	185.50	106.00	185.50	185.50	106.00	132.50	\$1,537.00
<b>Total Revenue</b>	<b>\$2,965.50</b>	<b>\$2,853.00</b>	<b>\$5,134.50</b>	<b>\$4,417.50</b>	<b>\$3,714.50</b>	<b>\$5,447.00</b>	<b>\$4,572.50</b>	<b>\$5,113.00</b>	<b>\$4,703.50</b>	<b>\$4,285.50</b>	<b>\$3,878.00</b>	<b>\$3,248.50</b>	<b>\$50,333.00</b>
Volunteer CRC/VS	1	8	20	2	8	17	32	33	57	74	61	84	397
Volunteer Prints	0	1	3	0	2	2	2	2	7	11	5	5	40
<b>TOTAL</b>	<b>1</b>	<b>9</b>	<b>23</b>	<b>2</b>	<b>10</b>	<b>19</b>	<b>34</b>	<b>35</b>	<b>64</b>	<b>85</b>	<b>66</b>	<b>89</b>	<b>437</b>
<b>CRC per Municipality</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>Jun</b>	<b>Jul</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>Total</b>
Bayham	0	4	8	14	7	15	7	23	23	12	19	5	137
Central Elgin	20	41	62	37	39	63	51	44	54	77	60	51	599
Dutton/Dunwich	10	9	16	16	13	15	17	18	13	17	16	12	172
Malahide	17	15	25	21	13	14	30	25	36	26	17	22	261
Southwold	10	8	18	13	10	27	16	29	25	27	17	12	212
West Elgin	12	5	17	13	10	17	19	20	14	20	16	9	172

### **R.I.D.E. Grant**

Each year, Elgin County OPP completes an application for a RIDE Grant through Mothers Against Drinking and Driving. In 2021, Elgin OPP received \$13,243 to fund police officers at RIDE checks throughout the County, with the bulk of those checks occurring during the Festive RIDE Season. We are very proud and appreciative to be partners with Mothers Against Drinking and Driving in the fight to keep impaired drivers off our roadways.







**Port Burwell Public  
School "Build a Boat"  
Project**



**Elgin County OPP  
Supports Community  
Initiatives**



**Elgin OPP/Aylmer Police  
MCRT Partnership**

**Elgin County Detachment  
Awards/Recognition Presentations**







Elgin County OPP, 42696 John Wise Line, RR#5 St Thomas, ON. N5P 3S9 EMERGENCY CALL 911



## Report to Council

**REPORT NO.:** F-22-07  
**DATE:** April 21, 2022  
**ATTACHMENT:** None  
**SUBJECT:** EMERGENCY SERVICES ACTIVITY REPORT - MARCH

### Recommendation:

THAT Report No. F-22-07 entitled “Emergency Services Activity Report – March” be received.

### Comments:

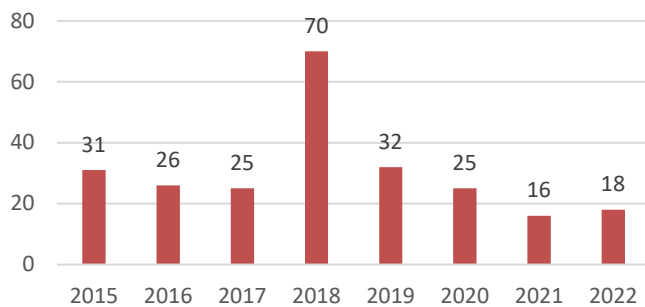
This report provides information reported for the month of March, 2022 unless otherwise stated.

### Department Responses

The Malahide Fire Services responded to eighteen (18) incidents. A comparison of these incidents to the same month of previous years is shown in the bar graph at right:

Medical incidents accounted for approximately forty-four (44%) of all incidents in the subject month. Incident by type is shown on the chart at right.

### Responses Month to Month Comparison



Fire	3
Burn Complaint	2
Alarm Malfunction	1
CO Alarm	0
Public Hazard - Wires Down	0
Technical Rescue MVC	3
Technical Rescue Other	0
Medical	8
Assisting Other Fire Department	1
<b>Total</b>	<b>18</b>



The average age of persons requiring

medical response was 76 with a 71/29 male/female ratio.

The split of incidents (North/South) was:

South Station: 8

North Station: 10

### Fire Events Loss/Save, Fire Prevention, and Fire Safety Inspections

There were three fires with a combined estimated total dollar loss of \$121,200.00, and a total estimated dollar saved of \$50,300.00.

This month's fire safety message was "Change your clock, smoke and CO alarm batteries together".

Fire Prevention Staff had no activities for fire prevention instruction or public education.

For this month the Staff conducted no inspections. No inspection orders for non-compliance were issued.

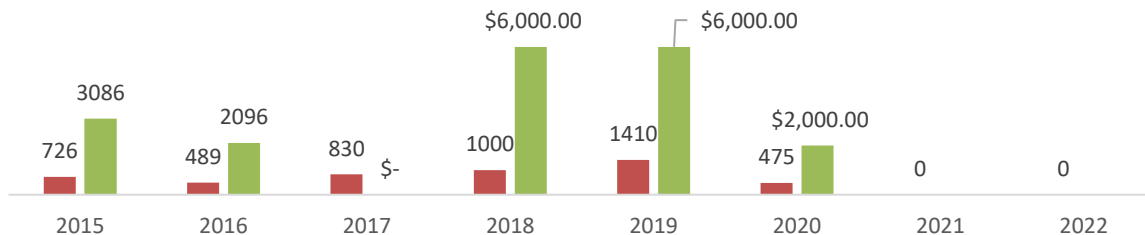
### Ontario Police College ("OPC")

To date the Staff have not trained any Police Cadets. The current agreement with the OPC is that it will reimburse Malahide Fire Service \$2,000.00 per session, as well as cover the cost of any equipment that is damaged during any presentation.

The next training session at OPC has not been scheduled.

In the below bar graph, the total number of cadets trained per year is shown in red, and the amount invoiced to the OPC is shown in green:

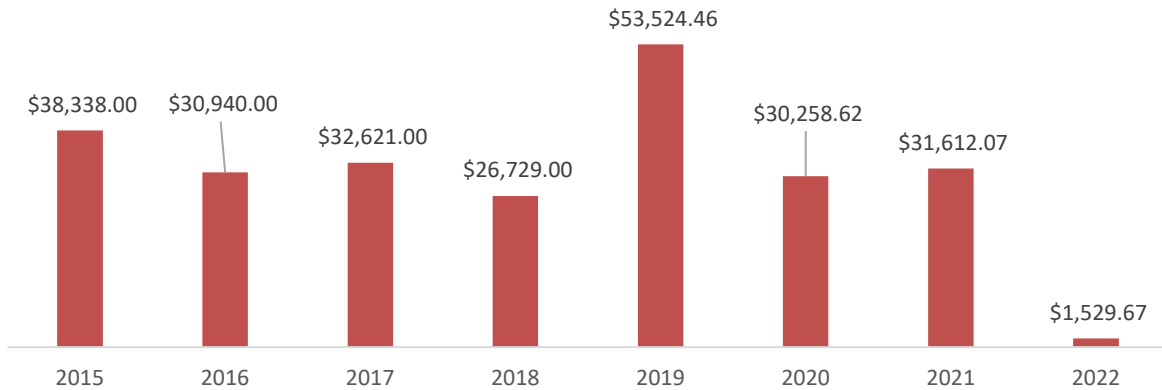
**OPC Cadet Training - Year to Date Comparison**



### Motor Vehicle Collision Revenues

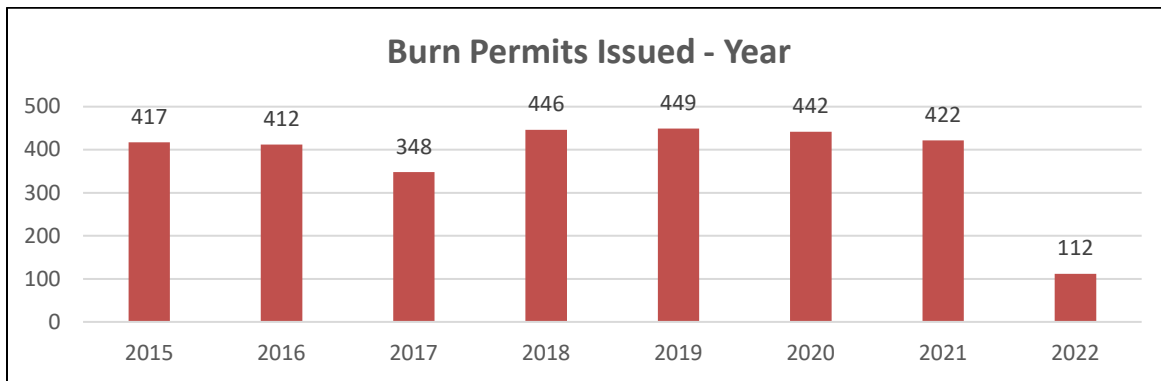
Malahide Fire Services responded to three (3) motor vehicle collisions ("MVC"). Year-to-date invoicing for services provided (e.g. to MTO and to non-residents of Malahide), and total for prior years, is provided below:

### Accident Invoices - Year



### Burn Permits

Year-to-date permits issued, and total for prior years, is provided below:



### General

#### *Automatic Aid Agreement(s)*

The Automatic Aid Agreement with Central Elgin was not activated in the subject month.

#### *Mutual Aid*

Malahide Fire Services was requested for Mutual Aid assistance once by Aylmer in the subject month. Malahide Fire Services requested Mutual Aid from Bayham once in the subject month.

### Emergency Management Program

#### Emergency Response

Port Bruce Flooding Review of the EM processes and debrief of the incident was held on March 29<sup>th</sup>, 2022.

#### Public Education/Awareness, Training, and Emergency Management Program Committee

Public education/awareness included above as a part of Fire Prevention activities.

Training: TBD.

Next Emergency Management Program Committee meeting: TBD.

2022 Program Compliance Activities

EMPC Meeting – TBD  
 ERP Review – TBD  
 Annual Exercise – TBD  
 Malahide Flood Plan Review – TBD  
 Annual CCG Training – TBD

**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 Community” Strategic Pillar relates to “Keep Our Community Safe”. By undertaking a long-range strategy, in consultation with the appropriate emergency services authorities, to identify resources required to optimize the provision of emergency services.

Submitted by:	Approved by:
Jeff Spoor Director of Fire & Emergency Services	Adam Betteridge Chief Administrative Officer



## Report to Council

**REPORT NO.:** PW-22-23  
**DATE:** April 21, 2022  
**ATTACHMENT:**  
**SUBJECT:** County Road Air Brake Noise Complaint

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### **Recommendation:**

**THAT Report No. PW-22-23 entitled “County Road Air Brake Noise Complaint” be received;**

**AND THAT the Township of Malahide Council requests that Elgin County Council conduct a truck study count to inform on volume of truck traffic entering and exiting the Village of Springfield on Elgin Road 52, Elgin Road 49, and Elgin Road 40;**

**AND THAT the Township of Malahide Council requests that Elgin County Council install prohibiting engine brake signage on all Elgin Road 52, Elgin Road 49, and Elgin Road 40 entering the Village of Springfield.**

### **Background:**

At the meeting of Township Council on 3 March 2022, Staff received direction to review truck traffic concerns at roadway entrances to the Village of Springfield.

### **Comments/Analysis:**

As requested by the Council, staff will endeavor to consider truck traffic consideration as part of the planned 2023 Capital reconstruction project on Pressey Line from Elgin Road 40 to Catherine Street.

All other entrances to the Village of Springfield are part of the County Road system and as such, County Council requires a resolution to be passed by the Township in order to provide such direction to County Staff for operations within the road allowance in the County’s jurisdiction. Accordingly, the recommended resolutions herein provide such direction.

**Financial Implications to Budget:**

At this time there are no expected financial implications to the Township as a result of the recommended resolutions.

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



## Report to Council

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**REPORT NO.:** PW-22-25  
**DATE:** April 21, 2022  
**ATTACHMENT:** CJDLC Proposal for Consulting Engineering Services  
**SUBJECT:** Road Safety Audit Phase 3 - Appointment of Engineer

### **Recommendation:**

**THAT Report No. PW-22-25 entitled “Road Safety Audit Phase 3 - Appointment of Engineer” be received;**

**AND THAT the Mayor and Clerk be authorized to enter into an agreement with Cyril J. Demeyere Limited of Tillsonburg, Ontario, for the purpose of completing Phase 3 of the Roadside Safety Audit.**

### **Background:**

As Council is aware, beginning in 2019, the Township began undertaking a safety review of the rural road network (not including Village roads). The purpose was to review existing physical features and identify hazards that may affect road user safety. This would allow appropriate capital planning to increase safety on the road network.

The review was split into three phases, dividing the Township into thirds being: North of Ron McNeil Line, Ron McNeil Line to John Wise Line, John Wise Line to South Limit. The first two phases were complete in 2019 and 2021 and staff propose completion of Phase 3 in 2022 to complete the project.

### **Comments/Analysis:**

Phase 1 and 2 of the Roadside Safety Audit were completed by Cyril J. Demeyere Limited (“CJDLC”) of Tillsonburg. Early in 2022 Staff sent a request to CJDLC to provide the Township with a proposal for consulting engineering services to complete Phase 3 of the Road Safety Audit. Due to CJDLC’s familiarity and experience with the Phase 1 and Phase 2 reports, no other engineering companies were contacted to provide proposals.

The Township’s Procurement Policy allows for circumstances where it might be prudent for the Township to single source goods and services and for the Purchasing Manager

to negotiate the best possible price. A Single Source Purchase is a method of procurement used after soliciting and negotiation with only one contractor when there is more than one potential source available for such procurement, and accordingly sections 5.2.1 (d) and 5.2.1(h) of the Township's Procurement Bylaw 18.47 were followed noting the need for compatibility with goods/services previously acquired without reasonable alternative, specialized knowledge, skill and expertise of the sole proponent.

Staff are recommending that CJDL be appointed to complete Phase 3 of the Roadside Safety Audit noting their past familiarity with the multiple provincial and technical guidelines utilized (per section 5.2.1(h)), and the need for consistency and compatibility (per section 5.2.1(d)) with Phases 1 and 2 of the work.

These anticipated efficiencies will be realized by retaining CJDL on a single source basis to complete the final phase. Township Staff are satisfied with the first two phases of the study done by CJDL and are satisfied they can complete the work tasked to them for Phase 3.

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

The 2022 Draft Budget provides for funds of \$30,000 for Phase 3 of the Roadside Safety Audit which was pre-approved by resolution No. 22-54, in advance of formal adoption of the 2022 Budget.

Staff have received a quotation from CJDL Ltd. for a total of \$25,724.00 plus disbursements to complete Phase 3 of the Roadside Safety Audit.

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

PROPOSAL FOR  
CONSULTING ENGINEERING SERVICES  
TO  
CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
FOR  
ROAD SAFETY AUDIT – PHASE 3  
JOHN WISE LINE - SOUTH

**CJDL**  
Consulting Engineers

22031  
15 March 2022



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## APPENDIX 'A'

- STUDY AREA

## APPENDIX 'B'

- PROJECT SCHEDULE
- PROPOSED ENGINEERING HOURS AND COSTS

## APPENDIX 'C'

- CJD L 2022 BILLING RATES
- CJD L 2022 EXPENSE RATES

22031

15 March 2022

Township of Malahide  
87 John Street South  
Aylmer, Ontario  
N5H 2C3

RE: REQUEST FOR PROPOSAL  
ROAD SAFETY AUDIT – PHASE 3  
TOWNSHIP OF MALAHIDE

ATTENTION: MR. MATT SWEETLAND, DIRECTOR OF PUBLIC WORKS

In response to your Request for Proposal for CJDL to complete the third phase of a Road Safety Audit on behalf of the Township of Malahide, we are pleased to provide the following information:

#### 1.0 OVERALL COMPANY EXPERIENCE

Cyril J. Demeyere Limited (CJDL), based in Tillsonburg, Ontario was established as a Consulting Engineering firm in 1963, specializing in municipal engineering projects. For over fifty-eight years, our firm has successfully undertaken projects for numerous Municipalities with the scope of projects including:

- Class Environmental Assessments;
- Asset Management Plans incl. Road Needs and Safety Studies;
- Street and road construction/reconstruction;
- Sanitary sewage collection, pumping stations and treatment;
- Storm sewers and stormwater management;
- Water distribution, supply, storage and booster pumping stations;
- Municipal drains; and
- Residential and industrial subdivisions.

CJDL's involvement in the aforementioned scope of projects often includes planning oversight during project initiation, field work necessary for reporting or design, master planning/conceptual design preparation including presentations at Council, etc., report preparation, detailed engineering design, tender document preparation including contract administration, on-site inspection services, and as-constructed drawing preparation.

Please see our website [www.cjdleng.com](http://www.cjdleng.com) for further company details and for a list of major projects with total budgets, completed by CJDL; past projects listed are in the process of being updated.

#### 2.0 PROJECT TEAM

For this assignment, CJDL presents the following senior Project Team that have worked together successfully on numerous similar projects.

Project Manager– Deren Lyle, P.Eng.

Education: B.Eng., Environmental Engineering, University of Guelph

Professional Affiliations: Licensed Member, Professional Engineers Ontario

Professional Experience: 2011 – Date Cyril J. Demeyere Limited

Deren Lyle, having more than 10 years of professional engineering experience, will be the supervising Project Manager for the Road Safety Audit. Deren has previously assumed the Project Manager roll for many large municipal and private development projects in the Township of Malahide, City of St. Thomas, Elgin County, and the Town of Aylmer.

Many recent projects have been subject to tight schedules dictated by funding requirements and have been completed on time to meet the requirements. Deren stays involved frequently with the Project Team and identifies the critical steps in the planning, design, and approval process to ensure the project is completed on time and on budget.

Design Engineer – Cameron Cluett, P.Eng.

Education: M.Eng., Civil Engineering, University of Toronto  
B.A.Sc., Geological Engineering, Queen's University

Professional Affiliations: Licensed Member, Professional Engineers Ontario

Professional Experience: 2020 – Date Cyril J. Demeyere Limited  
2014 – 2019 WSP Canada Inc.

Cameron Cluett will be the Design Engineer for the Road Safety Audit and will complete site inspections and prepare the Road Safety Audit Report. Cameron has more than 7 years of professional engineering experience in all stages of civil and municipal engineering projects including subdivision design, roadway geometric and servicing design, solar and wind farm construction, and geotechnical investigations. Cameron has proven management and engineering skills from working with both private and public sectors throughout Oxford County, Town of Tillsonburg, Elgin County, Norfolk County, Haldimand County, the City of Brantford, Regional Municipality of Niagara, and the City of Hamilton. Cameron is familiar with all applicable codes, standards, and regulations required for effective design evaluation. Cameron's experience and proven success makes him a valuable asset to this project.

Senior Engineering Technologist – Andrew Vranckx, Associate C.E.T.

Education: Mechanical Engineering Technology, Conestoga College

Professional Experience: 2007 – Date Cyril J. Demeyere Limited

Andrew Vranckx has over 14 years of drafting and design experience and will be the AutoCAD Technologist responsible for compiling background information necessary to complete design, leading CJDL's drafting staff in preparation of plans. Andrew will be the supervisor for all drafting tasks related to this assignment. Andrew has been the primary Design Technologist responsible for master drawing production and conceptual/preliminary design drawings for many recent municipal reconstruction projects all in accordance with relevant design standards, including the Town of Tillsonburg, Oxford County, City of St. Thomas, Municipality of Central Elgin and the Town of Aylmer. Andrew has experience with design in a supervision role, and has been involved in all stages of projects in the Civil engineering field since 2007.

### Senior Surveyor – Trevor McElhone

Education: Civil Engineering Technology, Fanshawe College (London)

Professional Experience: 1994 - Date Cyril J. Demeyere Limited

Trevor McElhone will be the senior surveyor responsible for completing topographic survey of vertical and horizontal curves on the roads being audited. He can also provide layout services for construction, if requested. Trevor has more than 27 years of relevant surveying experience.

## 3.0 PROJECT UNDERSTANDING AND WORK PLAN

### 3.1 PROJECT UNDERSTANDING

In 2017, the Township of Malahide has expressed interest to complete a 'Road Safety Audit' of all Township roads. The purpose of the Audit is to review existing physical features and identify hazards that may affect road user safety. The Road Safety Audit was divided into 3 phases; Phases 1 and 2 of the Audit were completed in 2018 and 2021 respectively. The following workplan describes Phase 3 of the Audit, which includes all Township roads south of John Wise Line. John Wise Line was audited under Phase 2 of this assignment. County and MTO roads are excluded from the Audit, as well as local streets within Port Bruce. There are approximately 60±km of roads meeting these criteria within the Phase 3 study area, as shown on the Study Area Plan enclosed in Appendix A.

The Phase 3 Road Safety Audit will recommend corrective measures to address each noted safety concerns, including prioritizing the urgency of which corrective measures should be implemented. Detailed design of corrective measures can be completed upon request; however, is beyond the scope of work anticipated by this proposal.

The following methodology will be undertaken to complete Phase 3 of the Road Safety Audit:

### 3.2 DETAILED WORK PLAN

#### 3.2.1 Project Initiation/Collection of Background Information

CJDL staff will collect available information for each segment of road to be studied within the phase limits. Primary sources of information will include the Road Needs Study and direct communication with Township staff. Relevant information would include reconstruction history, Municipal Drain mapping, traffic volumes, accident history, etc.

Roads will be subdivided into segments with deficiencies that are similar in nature based on existing characteristics prior to commencement of field work.

#### 3.2.2 Field Survey

Prior to site inspection, areas of horizontal or vertical curve non-conformance are suspected, the centreline profile of each road segment will be obtained by CJDL staff using GPS and/or Total Station survey equipment. Data collected will be downloaded into AutoCad Civil 3D and analyzed to fit horizontal and vertical curve gradients to each segment.

It is assumed that collection of data pertaining to underground infrastructure (watermain, sewers, etc.) is not required, and further that bridge or culvert condition assessment is also omitted from this study.

### 3.2.3 Site Inspections

After reviewing available background information and survey data in the office, CJDL staff will complete a site visit to each road segment and evaluate road safety criteria using methodology outlined in 'Geometric Design Guide for Canadian Roads' (TAC, 1999), 'Roadside Safety Manual' (MTO, 1993), 'Roadside Design Manual' (MTO, 2020), 'Rural Intersection Safety Handbook' (Transport Canada, 2006) among other sources.

Site visits will be documented using a standardized evaluation template. Areas of non-conformance will be examined and documented in detail, including photographs to be included in the report.

### 3.2.4 Drafting/Engineering Review

The Engineer will visit each studied road segment, particularly noting deficient areas out of conformity with recommended design criteria. Site measurements and observations will help determine the severity of non-conformance, and will form basis of priority rating contained within the report.

Comments on recommended mitigation or corrective measures will be included in the report, such as speed reductions, embankment protection, additional signage, line painting, etc.

### 3.2.5 Preparation of Final Report

A Road Safety Audit report will be prepared, inclusive of all road segments analyzed for that phase of the project.

The standard evaluation templates on each section of road evaluated will be completed on site by CJDL staff to ensure consistent report and presentation of each segment. These templates will be included in the appendices of the final report for reference.

Deficiencies throughout the study area will be evaluated against each other in the final report and prioritized in order of urgency to the Municipality. Unless otherwise requested by the Municipality, it is not anticipated that estimated costs of corrective measures will be included in the report.

The Phase 3 Road Safety Audit Report will contain a succinct recommendation of each road segment's needs to improve upon existing safety measures as well as a detailed outline of all methodology and criteria used to justify the recommendations.

Figures and Tables will be developed by CJDL staff and presented in the Final Report, to clearly identify what improvements are recommended for each road segment.

CJDL has allotted time for preparation of a slideshow presentation to summarize the report's findings to Township council members.

#### 4.0 PROJECT SCHEDULE

A project schedule is enclosed in Appendix B which outlines CJDL's proposed timeline for the tasks described in this proposal. CJDL confirms the ability to assign staff to this project immediately; field survey will be completed in Spring 2022. Report recommendations will be reviewed with the Township in draft form prior to submittal of the Final Report. It is anticipated that the final report will be completed 2 September 2022.

#### 5.0 PROPOSED ENGINEERING FEES

A breakdown of team member hours and associated fees are listed in a time-task matrix enclosed in Appendix B.

Invoices will be submitted monthly and will include detail of personnel hours, fees and disbursements. Any additional work not covered in the scope of this assignment will be undertaken on a time and materials basis at the hourly rates for CJDL team members as identified in Appendix C, only after receiving confirmation to proceed from the Township's project team. Before any additional work is undertaken, the project team will be made aware of the effect on schedule and budget before requested changes are implemented.

#### 6.0 CLOSING

We believe that our engineering proposal fully addresses the requirements of a Road Safety Audit for the Township of Malahide. The opportunity to submit this proposal is appreciated. If any further information or clarifications are required, please do not hesitate to contact this office.

Respectfully submitted,



Deren Lyle, P. Eng.

CJC/

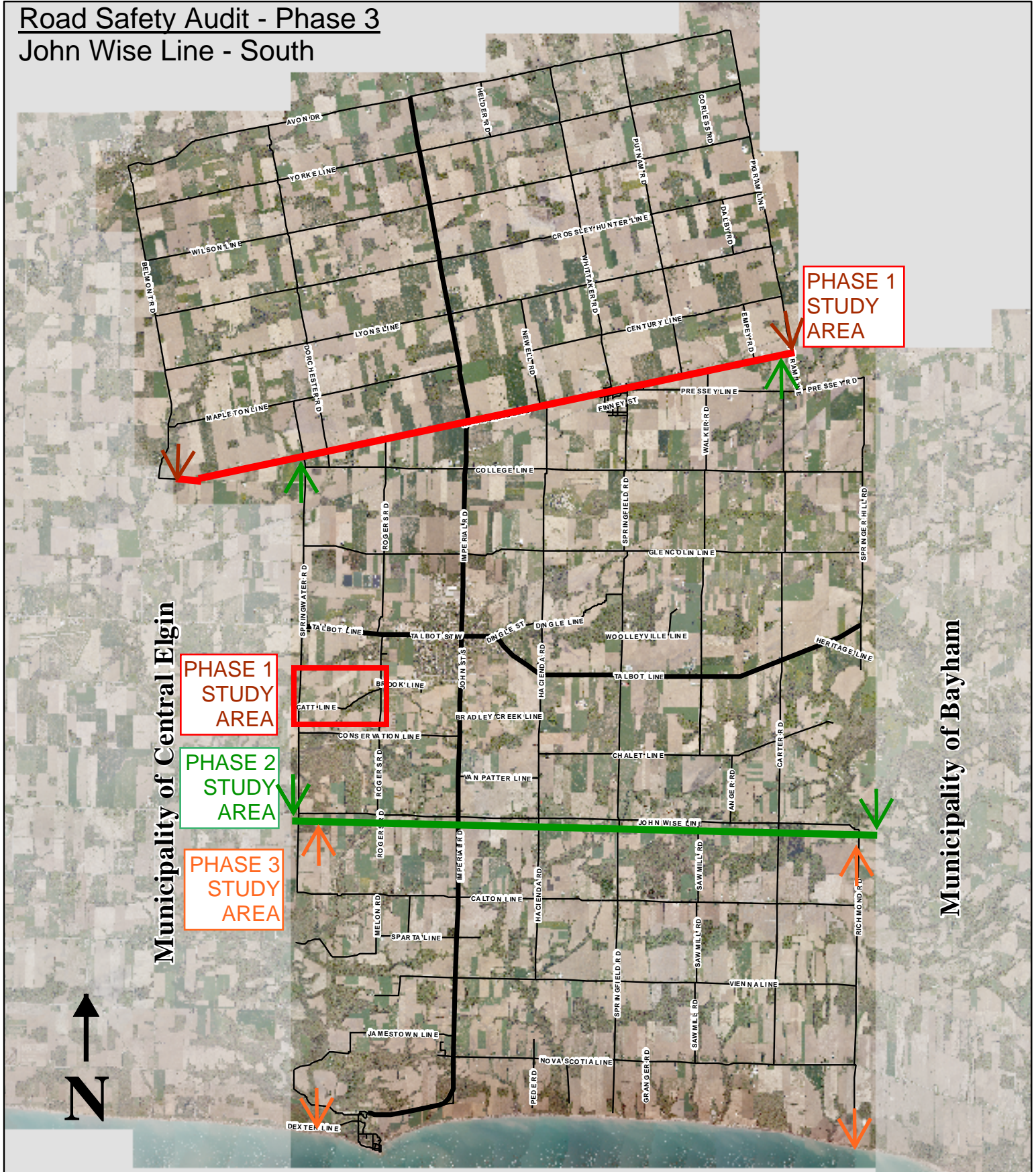
## APPENDIX 'A'

- STUDY AREA



# Township of Malahide

## Road Safety Audit - Phase 3 John Wise Line - South



0 2,000 4,000 8,000 12,000  
Meters

Map Produced by:  
Township of Malahide GIS Department  
Projection: NAD 83 UTM Zone 17  
Date: Oct 01, 2009

This drawing is neither a legally recorded map  
nor a survey and is not intended to be used as one.



## APPENDIX 'B'

- PROJECT SCHEDULE
- PROPOSED ENGINEERING HOURS AND COSTS

TASK NO.	DESCRIPTION OF TASK	DEREN LYLE, P. ENG. PROJECT MANAGER \$148.00 / HOUR		CAMERON CLUETT, P. ENG. DESIGN ENGINEER \$86.00 / HOUR		ANDREW VRANCKX SENIOR DESIGN TECHNOLOGIST \$103.00 / HOUR		TYLER MANIKUS DRAFTING TECHNICIAN \$72.00 / HOUR		SUE DAVIS SENIOR ADMINISTRATOR \$93.00 / HOUR		TREVOR McELHONE SENIOR SURVEYOR \$103.00 / HOUR		SURVEYING TECHNICIAN \$88.00 / HOUR		TEAM MEMBER TOTALS		DISBURSEMENTS	SUB-CONSULTANTS	TOTAL
		HRS.	COST	HRS.	COST	HRS.	COST	HRS.	COST	HRS.	COST	HRS.	COST	HRS.	COST	HRS.	COST			
1.0	PROJECT INITIATION/COLLECTION OF AVAILABLE BACKGROUND INFORMATION	1	\$148	8	\$688	4	\$412		\$0		\$0	4	\$412		\$0	17	\$1,660			\$ 1,660
2.0	FIELD SURVEY			4	\$344		\$0		\$0		\$0	30	\$3,090	8	\$704	43	\$4,286	\$ 1,039		\$ 5,325
3.0	SITE INSPECTIONS	8	\$1,184	40	\$3,440		\$0		\$0		\$0		\$0	48	\$4,624		\$0	\$ 177		\$ 4,801
4.0	DRAFTING/ENGINEERING REVIEW		\$0	32	\$2,752	30	\$3,090	48	\$3,456		\$0		\$0	110	\$9,298		\$0	\$ 1,560		\$ 10,858
5.0	PREPARATION OF FINAL REPORT	8	\$1,184	50	\$4,300		\$0		\$0	4	\$372		\$0		\$0	62	\$5,856			\$ 5,856
TOTAL HOURS AND ASSOCIATED COSTS OF TEAM MEMBERS =		18	\$2,664	134	\$11,524	34	\$3,502	48	\$3,456	4	\$372	34	\$3,502	8	\$704	280	\$25,724	\$ 2,776	\$ -	\$ 28,500

**NOTES:**

1. PHASE 3 ASSUMES TWO (2) PROJECT MEETINGS WILL BE REQUIRED WITH TOWNSHIP STAFF.
2. ALL MEETINGS INCLUDE ALLOCATED TIME FOR PREPERATION AND CIRCULATION OF MEETING AGENDAS AND MINUTES.
3. DISBURSEMENT FEES INCLUDE MILEAGE, TOTAL STATION USAGE, SURVEY SUPPLIES, PRINTING/POSTAGE

ENGINEERING DESIGN FEES SUBTOTAL = \$25,724

PLUS DISBURSEMENTS <sup>3</sup> = \$2,776

SUBCONSULTANTS = \$0

TOTAL UPSET PRICE (EXCL. HST) = \$28,500

ASSUMING WRITTEN INSTRUCTION TO COMMENCE WORK IS RECEIVED FROM THE TOWNSHIP ON OR AROUND 1 APRIL 2022, THE FOLLOWING CHART INDICATES THE ESTIMATED COMPLETION TIME AND DATES FOR THE MAJOR PROJECT TASKS:

[illegible]

## APPENDIX 'C'

- CJD L 2022 BILLING RATES
- CJD L 2022 EXPENSE RATES

2022 BILLING RATES  
(excl. HST)

		<u>Hourly Rate(\$)</u>
Principal:	Peter Penner	155.00
Senior Engineer:	Andrew Gilvesy	148.00
	Deren Lyle	148.00
Senior Surveyor:	Trevor McElhone	103.00
Senior Field Supervisor:	Jeff Vickers	103.00
Planning Technician	Trevor Benjamins	79.00
Senior Technician:	Andrew Vranckx	103.00
	Mike Hamilton	98.00
	Andrew Difazio	88.00
	Mike Reeves	88.00
	Trevor Acciaroli	81.00
Junior Engineer	Cameron Cluett	86.00
	Jangsoo Lee	81.00
Engineer-in-Training	Alexander Muirhead	93.00
	Graham Nickerson	62.00
Engineering Graduate	Daniel Vandenbrink	82.00
Intermediate Technician:	Josh Penner	76.00
	Chris Tillaart	72.00
	Tyler Manikus	72.00
	Garion Davey	72.00
	Stephen DeSousa	69.00
Junior Technician:	Rachel Haverkamp	63.00
	Daniel Karpovich	63.00
	Josh Hiemstra	63.00
	Chandan	57.00
Senior Administrator:	Sue Davis	93.00

2022 SCHEDULE OF CHARGES FOR REIMBURSABLE EXPENSES  
(excl. HST)

1.	<u>COMMUNICATIONS</u>	<ul style="list-style-type: none"><li>Long distance telephone</li><li>Advertising</li><li>Special delivery/courier</li><li>Telefax</li></ul>	No charge Cost borne directly by client \$20.00 No charge								
2.	<u>TRAVEL</u>	<ul style="list-style-type: none"><li>Automobile travel</li></ul>	\$0.59/km								
3.	<u>REPRODUCTIONS</u>	<u>Plotting (in house)</u> <ul style="list-style-type: none"><li>Bond paper</li><li>Mylar Film</li></ul>	<table><thead><tr><th><u>Black &amp; White</u></th><th><u>Colour</u></th></tr></thead><tbody><tr><td>\$0.33/sq.ft</td><td>\$3.33/sq.ft</td></tr><tr><td>\$3.33/sq.ft</td><td>\$6.67/sq.ft</td></tr></tbody></table>	<u>Black &amp; White</u>	<u>Colour</u>	\$0.33/sq.ft	\$3.33/sq.ft	\$3.33/sq.ft	\$6.67/sq.ft		
<u>Black &amp; White</u>	<u>Colour</u>										
\$0.33/sq.ft	\$3.33/sq.ft										
\$3.33/sq.ft	\$6.67/sq.ft										
		<u>Photocopies/Printing</u> 8-1/2 x 11 8-1/2 x 14 11 x 17	<table><thead><tr><th><u>Black &amp; White</u></th><th><u>Colour</u></th></tr></thead><tbody><tr><td>\$0.20/copy</td><td>\$0.40/copy</td></tr><tr><td>\$0.20/copy</td><td>\$0.40/copy</td></tr><tr><td>\$0.40/copy</td><td>\$0.80/copy</td></tr></tbody></table>	<u>Black &amp; White</u>	<u>Colour</u>	\$0.20/copy	\$0.40/copy	\$0.20/copy	\$0.40/copy	\$0.40/copy	\$0.80/copy
<u>Black &amp; White</u>	<u>Colour</u>										
\$0.20/copy	\$0.40/copy										
\$0.20/copy	\$0.40/copy										
\$0.40/copy	\$0.80/copy										
		<u>Other</u> <ul style="list-style-type: none"><li>Outside printing</li></ul>	Cost								
4.	<u>PROJECT SUPPLIES</u>	<ul style="list-style-type: none"><li>Expendable Items (stakes, paint, etc.)</li></ul>	Cost + 20±%								
5.	<u>SPECIAL SERVICES</u>	<ul style="list-style-type: none"><li>Special Consultations</li><li>Sub-surface investigations</li><li>Testing services</li><li>Legal surveys</li><li>Sub-consultants</li></ul>	<table><tbody><tr><td>)</td><td rowspan="5">Cost borne directly by client</td></tr><tr><td>)</td></tr><tr><td>)</td></tr><tr><td>)</td></tr><tr><td>)</td></tr></tbody></table>	)	Cost borne directly by client	)	)	)	)		
)	Cost borne directly by client										
)											
)											
)											
)											
6.	<u>ELECTRONIC EQUIPMENT</u>	<ul style="list-style-type: none"><li>AutoCad time</li><li>Total Station</li></ul>	\$25.00/hour \$25.00/hour								



## Report to Council

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**REPORT NO.:** FIN-22-12  
**DATE:** April 21, 2022  
**ATTACHMENT:** None  
**SUBJECT:** Section 357 Assessment Adjustments

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### Recommendation:

**THAT Report No. FIN-22- 12 titled “Applications for Assessment Adjustments under Section 357 of the Municipal Act, 2001” be received;**

**AND THAT, pursuant to Section 357 (a) and (d) of the *Municipal Act, 2001*, the following assessments be adjusted:**

- **2018 Residential Assessment – decrease by \$79,769** (residential structure demolished)
- **2019 Residential Assessment – decrease by \$205,309** (2 residential structures removed)
- **2019 Farmland Assessment – decrease by \$ 61,915** (farm building removed)
- **2020 Residential Assessment – decrease by \$ 1,123,900** (Tax class change to farm, residential structure demolished, tax class change from industrial)
- **2020 Farmland Assessment – increase by \$339,900** (Tax class change from residential, storage shed/garage demolished, barn razed by fire)
- **2020 Industrial Assessment – decrease by \$154,900** (industrial business ceased)
- **2021 Commercial Assessment – decrease by \$90,400** (commercial operation ceased)
- **2021 Industrial Assessment – decrease by \$154,900** (industrial business ceased)
- **2021 Residential Assessment – decrease by \$5,700** (Tax class change from commercial, residential structure demolished, tax class change from industrial)
- **2021 Farmland Assessment – increase by \$39,000** (barn and silo demolished, barn/shed demolished, tax class change from industrial)
- **2022 Residential Assessment – decrease by \$249,000** (residential structure demolished)
- **2022 Farmland Assessment – increase by \$12,000** (tax class change from residential to farm as result of house being demolished)

**Background:**

As changes are made to individual properties such as removing buildings or changing the use of a property, ratepayers may submit an application for refund of taxes resulting from a revision to the assessed value of their property according to section 357 of the *Municipal Act, 2001*. MPAC undertakes any property inspections where required and provides the Township with information about the change in the valuation of assessments resulting from the applications.

The Township reviews the changes in valuation and processes the applications to determine the amount of reduction in property taxes. Reductions will be applied first to any amounts outstanding on account and then to current tax installments. Any credit remaining will be refunded to property owners by cheque.

As required under the *Municipal Act, 2001*, notice has been issued via regular mail that the Section 357 applications will be heard by the Council at the April 21, 2022 virtual meeting.

**Financial Implications to Budget:**

The total reduction in property taxes is \$ 28,291.47 of which \$ 12,456.89 pertains to the Township.

The 2022 budget includes \$102,500 for any potential reductions in property taxes such as these. So far in 2022, the total reductions are \$16,429.05. Thus, the approval of these reductions is within the proposed 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 Local Government. One of the goals that support the “Our Local Government” Strategic Pillar relates to “embody[ing] financial efficiency throughout decision making”.

Property Taxes are one of the legislated sources of municipal revenues to provide for municipal services and amenities. When changes by MPAC to a property’s valuation occur mid-year, the Municipal Staff brings forward the applicable tax adjustments to the Council so that the ratepayers receive the benefit of the change to property assessment in a timely fashion.

Submitted by:	Approved by:	Approved for Council:
Tanya Hoover Assistant Treasurer/Tax Collector	Adam Boylan Director of Finance	Adam Betteridge Chief Administrative Officer



**The Corporation of the Township of Malahide**

**BUDGET COMMITTEE MEETING**

**April 5, 2022 – 7:00 p.m.**

**Virtual Meeting - <https://youtu.be/uFFn8q2o1G0>**

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Due to COVID 19 and Public Health concerns no public attendance was permitted. The following were present:

**Council:** Mayor D. Mennill, Deputy Mayor D. Giguère, Councillor M. Widner, Councillor M. Moore, Councillor S. Lewis, Councillor R. Cerna and Councillor C. Glinski.

**Staff:** Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Public Works M. Sweetland, Director of Finance A. Boylan, and IT Manager C. Coxen

**Council/Staff via Zoom:**

N/A

**CALL TO ORDER:**

Mayor Mennill took the Chair and called the meeting to order at 7:00 p.m.

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

No disclosures of pecuniary interests were declared.

**MINUTES:**

**No. B22-10**

**Moved by: Dominique Giguère**

**Seconded by: Scott Lewis**

**THAT the Minutes of the Regular Meeting of the Budget Committee held on March 29, 2022 be adopted as printed and circulated.**

**Carried**

**DELEGATIONS:**

N/A

**PRESENTATIONS:**Public Works – Hiring of Road Employee

Director of Public Works Sweetland provided an overview of the public works road employee options as summer student applications after the initial advertising did not provide suitable candidates. Director Sweetland provided the rationale behind hiring a full-time employee as it will be an increase but with a reduction of other costs such as summer student wages, rental trucks, seasonal employee wages etc. This will have an effect on the 2022 budget.

The committee recommended that staff need to update the budget figures in its final form since the addition of the roads department staff member and present it to the committee at a next meeting.

**No. B22-11**

**Moved by: Dominique Giguère**

**Seconded by: Max Moore**

**THAT the budget committee recommend that on April 21<sup>st</sup> it consider an additional roads department staff member for the final 2022 operating budget.**

**AND WHEREAS Council will consider this for final approval.**

**Carried**

- 2022 Draft Budget for Approval

**No. B22-12**

**Moved by: Scott Lewis**

**Seconded by: Rick Cerna**

**THAT Report No. FIN 22-11 titled “2022 Draft Budget for Approval” be received;**

**Carried**

**CORRESPONDENCE:**

N/A

**OPEN QUESTION PERIOD:**

The committee received no comments/questions from the public concerning the 2022 Draft Operating Budget.

**NEXT BUDGET COMMITTEE MEETING:**

The next budget committee meeting will be April 21, 2022 at 7:30pm before the Regular Council Meeting.

**ADJOURNMENT:**

**No. B22-13**

**Moved by: Mark Widner**

**Seconded by: Chester Glinski**

**THAT the Budget Committee adjourn its meeting at 7:54 p.m.**

**Carried.**

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**D. Mennill, Mayor**

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**A. Adams, Clerk**

The Corporation of the Township of Malahide

**BUDGET COMMITTEE MEETING**

**March 29, 2022 – 7:00 p.m.**

**Virtual Meeting - <https://youtu.be/YndkaubRARA>**

---

Due to COVID 19 and Public Health concerns no public attendance was permitted. The following were present:

**Council:** Mayor D. Mennill, Deputy Mayor D. Giguère, Councillor M. Widner, Councillor M. Moore, Councillor S. Lewis, Councillor R. Cerna and Councillor C. Glinski.

**Staff:** Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Public Works M. Sweetland, Director of Fire and Emergency Services J. Spoor, Director of Finance A. Boylan, Assistant Treasurer/Tax Collector T. Hoover and IT Manager C. Coxen

**Council/Staff via Zoom:**

N/A

**CALL TO ORDER:**

Mayor Mennill took the Chair and called the meeting to order at 7:00 p.m.

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

No disclosures of pecuniary interests were declared.

**MINUTES:**

**No. B22-05**

**Moved by: Max Moore**

**Seconded by: Rick Cerna**

**THAT the Minutes of the Regular Meeting of the Budget Committee held on March 15, 2022 be adopted as printed and circulated.**

**Carried**

**DELEGATIONS:**

N/A

**PRESENTATIONS:****- 2022 Grant Requests from Community Groups**

The Assistant Treasurer/Tax Collector Hoover presented Report No. FIN-22-08 relating to requests from Community Groups.

Councillor Cerna inquired how much the Town of Aylmer provides the Aylmer Malahide Muesum. Assistant Treasurer/Tax Collector Hoover indicated the grant request that the Town of Aylmer provided last year was \$20,000. Mayor Mennill noted it was located in the Town of Aylmer and why the request would be more. Deputy Mayor Giguère noted the reason listed for additional funding was because of the inability to fundraise due to COVID. However, she noted she has been apart of groups actively fundraising during this time and she appreciates there are some limitations but its certainly possible. The amount for this request was altered.

Mayor Mennill inquired with Councillor Moore who sits on the committee for the Malahide Community Policing regarding the funds requested. Councillor Moore noted that ads were being done for the schools referencing community safety. Deputy Mayor Giguère noted she is also on this board and suggests the amount remain at the 2021 rate as not much has been done due to COVID.

Councillor Glinski inquired if the Town of Aylmer matches the Knights of Columbus grant request as Malahide and Aylmer residents both use this. Mayor Mennill noted it was likely matched by the Town of Aylmer.

Assistant Treasurer/Tax Collector Hoover noted that the Kinsmen have never requested a grant for the Fireworks but rather instead the Santa Claus Parade which they didn't apply for this year. Councillor Glinski asked if the collection they take on the night of the event would pay for it. Mayor Mennill noted that the collection for fireworks assists with supporting the event but likely not enough. Councillor Lewis recommended that the amount be reduced to \$1000.00 as it's important to support our local clubs and community groups.

**No. B22-06****Moved by: Mark Widner****Seconded by: Max Moore****THAT Report No. FIN 22-08 titled "2022 Grant requests" be received;****AND THAT the following 2022 grant requests from Community Groups be included in the Draft 2022 Budget:**

<b>Community Group</b>	<b>Amount</b>
<b>Springfield Santa Claus Parade</b>	<b>\$ 1,500.00</b>
<b>Springfield Family Fun Day</b>	<b>\$325.00 + insurance cost \$175.00</b>
<b>Aylmer-Malahide Museum</b>	<b>\$6,500.00</b>
<b>Malahide Community Policing Committee</b>	<b>\$1,500.00</b>
<b>Knights of Columbus</b>	<b>\$1,250.00</b>
<b>Elgin County Plowmen's Association</b>	<b>\$ 500.00</b>
<b>Kinsmen Club of Aylmer</b>	<b>\$1,000.00</b>
<b>Springfield Cemetery Board</b>	<b>\$5,000.00</b>
<b>Aylmer Cemetery</b>	<b>\$18,000.00</b>
<b>Luton Cemetery Board</b>	<b>\$2,250.00</b>
<b>Springfield Family Fun Day</b>	<b>\$1,350.00</b>
<b>South Dorchester Optimists</b>	<b>\$ 3,000.00</b>
<b>Springfield Swans</b>	<b>\$2,000.00</b>
<b>Springfield Brewers Softball Association</b>	<b>\$1,600.00</b>

### **Carried**

#### **- Presentation of Draft 2022 Budget – Operating Budget**

Director of Finance Boylan provided an overview of the components of the operating budget and how they compose the 2022 draft operating budget being presented tonight. Director Boylan provided a financial update of items that have occurred since budget publish date and today. Director Boylan noted that the Port Bruce flood breakdown expenses are primarily from excavation, staff wages and garbage collection. Not all invoices have been received and staff have requested interim billings to determine whether the Township meets the requirements of the Municipal Disaster Recovery Assistance program. At this point, it does not appear that the Township meets the requirements for this funding.

Director Boylan mentioned that there were some matters that would require a closed session meeting amongst Council once the matter is resolved. There may be some bills that will require the Township to use their contingency funding to fund. Mayor Mennill noted that this would be appreciated to be brought forward for the next meeting.

Director of Finance Boylan described the assessment breakdown when assessments are brought in line with market value. Director Boylan stated that taxes will not double. That when assessment goes up our tax rate is going to go down. There is a market value shift in classes that occurs. For instance, when farmland increased in value, residential values didn't. This time we will see the shift to residential. Mayor Mennill inquired if this shift occurs will farmland assessment decrease. Director Boylan noted that tax shifts will happen if one class goes up faster than another, there will be a tax shift. There will be winners and losers. The Township is tax neutral and we don't collect more on our end. Mayor Mennill inquired if MPAC has indicated when they would be reviewing assessments as still using 2016 values. Assistant Treasurer/Tax Collector Hoover indicated that 2023 will still be frozen values and that assessment values were going to be reviewed for 2024.

Director Boylan finished his presentation and asked if there were any questions of what was presented.

Councillor Widner asked about the increase insurance costs and if there were any claims last year. Director Boylan said he would have to look into that. Councillor Widner wondered if the increased insurance costs were because of that or because insurance companies simply can. Director Boylan noted that Township's are viewed as risky to insurance companies as we are viewed as a lawsuit magnet. Township's are risky because of how the law works and what Township's represent.

Councillor Widner inquired about the extra costs for Port Bruce flooding and if the dredging costs are already apart of the budget in the annual tendering process. CAO Betteridge noted that every year we tender to retain the consultant to do the work on standby. When Catfish Creek provided notice that ice breaking should commence that would be the bill in relation to the flood.

Councillor Cerna asked about inflation and how much that is going to affect our budget. Director Boylan stated that the 1.5% inflationary increase was for staff wages and it is not matching the cost of living. The 5% is aggregate of all costs and not all apply to municipalities. It is a difficult year and why contingency funding is important to have included.

Deputy Mayor Giguère commented on the clear and well organized budget document. She noted that there is a strategy, there are items we haven't experienced yet but there is a plan for addressing these items. It is clear that we are responding to inflation within our operating budgeting but within our own strategies and our own growth we are able to absorb that inflation cost to lower the increase. This again shows the thought behind this budget where

we can cut without impacting service levels. A decent result that we can afford as ratepayers despite the financial pressures.

Deputy Mayor Giguère asked Director Boylan given the uncertainty in today's world what is his opinion on paying debt vs. reserves as the strategy presented is to maintain the plan with reserves. Director Boylan stated that the approach he takes is to use debt for growth related items. There is merit to using debt to fund other things like the pier. The further you get away from equilibrium the more tempting it is to take on debt. If you use all reserves it will affect other areas like capital spending later which you don't want. The good thing about debt is that it forces the person enjoying the item to pay for it instead of reserves that people save up for that future people will get to use and enjoy. The downside is the interest rate and they are going to go up and that will make borrowing less favourable for us. Director Boylan noted that what the Township needs to do is a long-term capital plan where debt is apart of that as there may be instances when it may be too much of a burden to put on current taxpayers. Staff are working on this idea on the asset management side and will present to Council when complete. Mayor Mennill noted that the Township's long-term debt with Infrastructure Ontario has reasonable rates and they were locked in. Director Boylan responded that they are good rates and are locked in.

Councillor Glinski inquired what the amount that the Township has in investment reserves. Director Boylan said he could provide that answer at a later date as it would have been provided to Council last Fall. Councillor Glinski asked if that would be the same as regular reserves. Director Boylan stated that not all reserves are purely investments as have to keep cash on hand and that they are a mix of cash investments and other collectable items that we haven't received yet.

Councillor Moore reiterated Deputy Mayor Giguère's comment on the budget preparation and its presentation, explanation and end results is superior to others in the past.

**No. B22-07**

**Moved by: Rick Cerna**

**Seconded by: Scott Lewis**

**THAT Report No. FIN 22-07 titled "2022 Draft Operating Budget" be received;**

**Carried**

**CORRESPONDENCE:**

N/A

**OPEN QUESTION PERIOD:**



The committee received no comments/questions from the public concerning the 2022 Draft Operating Budget.

**NEXT BUDGET COMMITTEE MEETING:**

**No. B22-08**

**Moved By: Max Moore**

**Seconded By: Rick Cerna**

**THAT the next budget committee meeting be scheduled for April 5<sup>th</sup> at 7:00pm.**

**Carried**

**ADJOURNMENT:**

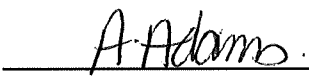
**No. B22-09**

**Moved by: Councillor Glinski**

**Seconded by: Councillor Widner**

**THAT the Budget Committee adjourn its meeting at 7:55p.m. to meet again on April 5, 2022 at 7:00 p.m.**

**Carried.**

  
\_\_\_\_\_  
D. Mennill, Mayor  
\_\_\_\_\_  
A. Adams, Clerk



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Annual General Meeting Minutes of March 4, 2022**  
**Approved April 6, 2022**

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The Board of Directors Annual General Meeting was held via videoconference, on Friday, March 4, 2022 pursuant to section C.9, of the LPRCA's Board of Directors Administrative By-Law.

Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Valerie Donnell	Municipality of Bayham/Township of Malahide
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Ian Rabbitts	Norfolk County
Peter Ypma	Township of South-West Oxford

Regrets:

Kristal Chopp	Norfolk County
Ken Hewitt	Haldimand County

Staff in attendance:

Judy Maxwell, General Manager  
 Aaron LeDuc, Manager of Corporate Services  
 Zachary Cox, Marketing Coordinator  
 Dana McLachlan, Executive Assistant

**1. Welcome and Call to Order**

Chair, John Scholten, called the meeting to order at 1:30 p.m. and read the following statement.

The Chair advised that the meeting was video/audio recorded and live-streamed through the LPRCA YouTube channel.

**2. Declaration of Conflicts of Interest**

None were declared.

**3. Additional Agenda Items**

There were no additional agenda items.

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
 Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbitts, John Scholten, Peter Ypma

#### **4. Minutes of the Previous Meeting**

a) Special Board of Directors Meeting of February 23, 2022

There were no questions or comments.

#### **A-31/22**

Moved by R. Chambers

Seconded by P. Ypma

*That the minutes of the Board of Directors Meeting held February 23, 2022 be adopted as circulated.*

**Carried**

#### **5. Business Arising**

There was no business arising from the previous minutes.

#### **6. Chair's Remarks**

Chair, John Scholten, thanked Michael Columbus, former LPRCA Chair, for his leadership and dedication to the organization this past year. He also thanked the members of the Board, the Lee Brown Marsh Management Committee, and the Backus Museum committee for their contributions and support.

COVID-19 was again a factor in 2021 operations. Despite the challenges, the staff achieves many milestones in 2021, including various parks enhancements, and improved turn-around times for the permitting process.

#### **7. Audit and Finance Committee**

The Chair called upon Dave Beres, Chair of the Audit and Finance Committee to present the committee report.

After introducing Ashley Didone, Audit Partner of MNP, Audit and Finance Committee Chair Beres reported that the Committee met on February 18, 2022 and received and reviewed the financial statements in detail. MNP issued a clean opinion of the Authority's 2021 financial reports and found that the financial statements fairly presented the Authority's position.

#### **A-32/22**

Moved by T. Masschaele

Seconded by V. Donnell

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#### **FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbitts, John Scholten, Peter Ypma

*THAT the minutes of the LPRCA Audit and Finance Committee's meeting held February 18, 2022 be adopted as circulated.*

**Carried**

**A-33/22**

Moved by S. Patterson  
Seconded by I. Rabbitts

*THAT the LPRCA Board of Directors approves the financial statements for the year ended December 31<sup>st</sup>, 2021 audited by MNP, LLP, Chartered Accountants.*

**Carried**

**A-34/22**

Moved by P. Ypma  
Seconded by V. Donnell

*THAT the LPRCA Board of Directors receives the LPRCA 2021 Audit Findings Report from MNP, LLP Chartered Professional Accountants.*

**Carried**

**A-35/22**

Moved by M. Columbus  
Seconded by T. Masschaele

*THAT the LPRCA Board of Directors approves the appointment of MNP, LLP Chartered Accountants as LPRCA's auditors for the 2022 fiscal period.*

**Carried**

**8. Notice of Formal Motions**

**a) Designate Signing Officers**

**A-36/22**

Moved by D. Beres  
Seconded by I. Rabbitts

*That the LPRCA Board of Directors approves the Chair, Vice-chair, General Manager, and Manager of Corporate Services as designated signing officers for Authority business for the year 2022.*

**Carried**

**b) Borrowing**

**A-37/22**

Moved by V. Donnell  
Seconded by S. Patterson

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbitts, John Scholten, Peter Ypma

*That the LPRCA Board of Directors authorizes the Chair or Vice-Chair and the General Manager or Manager of Corporate Services to borrow funds as required for the day-to-day operations of the Authority.*

**Carried**

**c) Designate Conservation Ontario Council Representatives**

**A-38/22**

Moved by T. Masschaele

Seconded by D. Beres

*That the LPRCA Board of Directors designates the Authority Chair as the Authority's representative to Conservation Ontario (CO), with the Vice-Chair designated as alternate,*

*AND*

*Further that the General Manager be directed to participate on appropriate committees of CO and be authorized to vote in the absence of the designated representatives.*

**Carried**

**9. 2021 Annual Report**

The General Manager presented the 2021 annual report and provided an overview of the year's activities.

Enhanced safety protocols within the parks, initiated in 2020 due to the COVID-19 pandemic, continued throughout 2021. Additional serviced sites were added to the Waterford North Conservation Area, and seven sites were upgraded at Deer Creek Conservation Area. The Planning Department issued 272 permits, and the Flood Forecasting and Warning department issued 11 flood messages.

The GM thanked staff, the Board, municipal partners, the various community partners, and customers for their continued support.

**A-39/22**

Moved by P. Ypma

Seconded by D. Beres

*That the LPRCA Board of Directors receives the 2021 Annual Report as information.*

**Carried**

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbitts, John Scholten, Peter Ypma

## **10. Stewardship Award Presentation**

Paul DeCloet, nominated by Kristen Bernard of the Nature Conservancy of Canada, was selected as the recipient of the 2021 Long Point Region Conservation Stewardship Award.

Paul's participation in tree planting and restoration projects throughout the watershed has earned him respect and gratitude from his peers, community, and conservation organizations. Thanks to his efforts, well over 100,000 trees have been planted in the area.

From 1987 to 1997, Paul was a member of the LPRCA Board of Directors. During his tenure, he sat on many LPRCA committees and served as Vice-Chair in 1992 and as Chair from 1993 to 1996.

Mr. DeCloet was unable to attend the meeting and will be presented with his award at a later meeting.

## **11. Service Awards Presentation**

The following staff were recognized for reaching service milestones with LPRCA this past year.

Leigh-Ann Mauthe, Interim Manager of Watershed Services	5 years
Jeff Calliau, Carpenter, Waterford Workshop	5 years
Don Chapman, Support Staff, Norfolk Conservation Area	5 years
Frank Schram, Workshop Supervisor	10 years
Paul Gagnon, Lands and Waters Supervisor	20 years
Bonnie Bravener, Resource Planner	30 years
Ginny Van Louwe, Accounting Clerk	35 years

## **12. New Business**

### **a) Dump Truck Tender LP-025-22**

No bids were received from the tender. Staff requested quotes from three suppliers and received one quote from Carrier Truck Center Inc. yesterday.

New information from Carrier was provided to staff this morning, advising that the price quoted is not guaranteed due to price fluctuations caused by supply chain issues. The price would only be locked-in once the build date is scheduled, which is expected to be in mid-2023.

LPRCA is currently without a dump truck and staff requested flexibility to seek further quotes and to proceed with an order if the quote is within budget.

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### **FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbitts, John Scholten, Peter Ypma

**A-40/22**

moved: V. Donnell

seconded: P. Ypma

*THAT the LPRCA Board of Directors does not accept staff's recommendation,*

*AND*

*THAT the Board directs the GM to seek additional quotes,*

*AND*

*THAT the Board authorizes the General Manager to purchase a dump truck within the approved budget.*

**Carried**

Member, Robert Chambers announced that former Board Member Sam Lamb recently passed away and offered his condolence. Condolences will be sent by LPRCA on behalf of the Board and staff.

**14. Adjournment**

The Chair adjourned the meeting at 2:15 p.m.

\_\_\_\_\_  
John Scholten  
Chair

\_\_\_\_\_  
Judy Maxwell  
General Manager

/dm

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**FULL AUTHORITY COMMITTEE MEMBERS**

Dave Beres, Robert Chambers, Kristal Chopp, Michael Columbus, Valerie Donnell,  
Ken Hewitt, Tom Masschaele, Stewart Patterson, Ian Rabbitts, John Scholten, Peter Ypma



Members in attendance:

Michael Columbus, Chair	Norfolk County
John Scholten, Vice-Chair	Township of Norwich
Dave Beres	Town of Tillsonburg
Robert Chambers	County of Brant
Valerie Donnell	Municipality of Bayham/Township of Malahide
Stewart Patterson	Haldimand County
Peter Ypma	Township of South-West Oxford

Regrets:

Kristal Chopp	Norfolk County
Ken Hewitt	Haldimand County
Tom Masschaele	Norfolk County
Ian Rabbitts	Norfolk County

Guest:

Martin Keller, Source Protection Program Manager for the Lake Erie Source Protection Region.

Staff in attendance:

Judy Maxwell, General Manager  
 Aaron LeDuc, Manager of Corporate Services  
 Ben Hodi, Manager of Watershed Services  
 Zachary Cox, Marketing Coordinator  
 Dana McLachlan, Administrative Assistant

**1. Welcome and Call to Order**

The meeting was called to order at 6:10 p.m.

**2. Additional Agenda Items**

There were no additional agenda items.

**3. Disclosures of Conflicts of Interest:**

None were declared.

**4. Approval of Minutes**

No questions or comments.

**SPA- 1/21**

moved: R. Chambers

seconded: J. Scholten

*THAT the minutes of the Long Point Region Source Protection Authority held December 2, 2020 be adopted as circulated.*

**CARRIED**

**5. Business Arising**

There was no business arising from the minutes.

**6. Correspondence**

- a) Lake Erie Region Source Protection Committee re: Submission of Source Protection Plans Annual Progress Reports (Attachments referred to in this correspondence are included with the report at agenda item 7.a))

No discussion.

**SPA- 2/21**

moved: V. Donnell

seconded: P. Ypma

*THAT the correspondence outlined in the Source Protection Authority Agenda of April 7, 2021 be received as information.*

**CARRIED**

**7. New Business**

- a) Submission of the 2020 Long Point Region Annual Progress Report and Supplemental Form

Staff provided a report for the annual Long Point Region Source Plan due May 1<sup>st</sup> summarizing the implementation activities for municipal drinking water supplies covered within the plan for the period of January 1 through December 31, 2020.

As noted in the correspondence, the Committee's efforts for completing the plan objectives is progressing well.

The Committee noted that the overall progress had improved over the previous year although impeded slightly due to COVID19. Implementation is currently at 68% of Source Protection Plan policies up from 61% in 2019.

The Committee did not have any additional comments to include with this submission.

**SPA-3/21**

moved: D. Beres

seconded: P. Ypma

*THAT the Long Point Region Source Protection Authority is satisfied that the 2020 Long Point Region Annual Progress Report and Supplemental Form meets the requirements of S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.;*

*AND THAT Lake Erie Region staff be directed to submit the 2020 Long Point Region Annual Progress Report and Supplemental Form to the Director of the Source Protection Programs Branch, Ministry of the Environment, Conservation and Parks along with any Source Protection Committee comments, in accordance with S.46 of the Clean Water Act, 2006 and any Director's instructions established under O. Reg. 287/07 S.52.*

**CARRIED**

The meeting was adjourned at 6:25 p.m.

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Michael Columbus  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

/dm



## Report to Budget Committee

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**REPORT NO.:** FIN-22-13  
**DATE:** April 21, 2022  
**ATTACHMENTS:** 2022 Budget  
**SUBJECT:** 2022 Budget Approval

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### **Recommendation:**

**THAT the Budget Committee recommend to Township Council that the 2022 Budget be approved as presented;**

**AND THAT the Budget Committee recommend to Township Council that the 2022 User Fees be approved as presented in Schedule A of the 2022 Budget**

### **Background:**

#### **2022 Draft Budget Published – February 14, 2022**

The Township's 2022 Draft Budget was published on February 14, 2022 for Council and the public's consideration. It was recommended that a consolidated tax increase of 1.88% be approved, which would have resulted in an additional \$74/year (\$69 in property taxes, \$5 for the garbage levy) for the average residential property.

#### **Capital Budget Deliberations – March 15, 2022**

The 2022 Draft Budget had originally recommended a total of \$3,252,500 in capital investments. At the March 15<sup>th</sup> meeting, staff requested the design work for the Vienna Line Culvert Project, estimated at \$50,000, be approved for 2022 but the remainder of the project budget (\$950,000) be deferred to 2023. The Budget Committee conditionally approved the East Elgin Community Complex capital budget with the exception of the skate tile project (\$75,000) which was deferred to future budgets. Due to these changes, the final 2022 Capital Budget totals \$2,227,500. These changes did not affect the Township's 2022 tax levy.

### Operating Budget Deliberations – March 29, 2022

At the March 29<sup>th</sup> meeting, staff provided a recap on financial activities that had occurred since the February 14<sup>th</sup> publish date. These activities, which included reporting on the Port Bruce Flood and upcoming assessment write-offs justified an increase to the Township's tax levy of \$34,200. The Committee then reviewed community grant requests resulting in cuts totaling \$2,750. These changes brought the total consolidated tax rate increase from 1.88% to 2.08%. The increase to an average residential property changed from \$74/year to \$80/year.

### Budget Approval Deliberations – April 5, 2022

At the Committee's April 5, 2022 meeting, a reorganization of the Public Works department was deliberated and ultimately approved by the Committee. A full-time Public Works operator was approved to be hired in 2022, while a seasonal operator and two student staff positions are no longer required. The net cost of this change is an increase in the Township's property tax levy of \$35,200. This change increased the Township's consolidated tax rate to 2.29% resulting in the average residential property paying an additional \$88/year (\$83 in property taxes, \$5 in garbage levies). If no other revisions are requested, this will be the final impact on residents as a result of the Township's 2022 Budget.

### **Financial Implications:**

Consolidated tax rate increase of 2.29% resulting in the average residential property paying an additional \$88/year.

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

# Township of Malahide

*“Planting the Seeds Together For Our Future”*

## 2022 Budget



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### 2022 BUDGET

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## INTRODUCTION

The Township of Malahide's 2022 Budget reflects our vision as a municipality: to maintain and improve the Township's infrastructure to meet the demands of a growing community while incorporating fiscal responsibility into our operations and services.

In preparing this year's budget, the Township was mindful of the recent challenges faced by residents and businesses. The financial uncertainties brought upon us by the COVID-19 pandemic and rising costs of living has affected us all, including the Township's financial operations. To address these challenges, a noticeable effort has been made to reorganize the Township's operating budget, cutting back where able and redistributing funds to areas where tax increases would otherwise have been required. Council and staff are committed to performing these ongoing reviews of its finances to ensure tax payer money is being efficiently managed.

One of the main focuses of the Township's annual budget is to set tax rates for the year. Nobody likes paying more property taxes, so why have they gone up across Ontario for the last two decades? While circumstances differ by municipality, increases are often required due to three overarching factors:

1. **Inflation** - the cost of goods and services purchased by the municipality increase each year. Just like how it costs more to buy a loaf of bread today than it did 20 years ago, it too costs more to fix roads, plow snow, put out fires and pick up garbage. Some costs unique to municipalities have increased at rates much higher than those faced by residents such as municipal insurance and construction costs.

2. **Infrastructure** – over two decades ago, the division of responsibilities between the Province and municipalities shifted. Municipalities' set of services, including ownership of infrastructure used to deliver these services, expanded. Over time, the realization that municipalities would not be able to afford replacement of critical infrastructure led to the advent of asset management planning and its related legislation. Municipalities have been trying to make up ground through their budgets ever since.
3. **Regulation** – the amount and complexity of regulation has increased over the years. Municipalities are required to comply with dozens of different legislations. Though these legislations are warranted, whether they enhance public safety, ensure sustainable development, or promote public transparency, they too come with costs that municipalities must bear.

While the Township may not be able to outright prevent property tax increases for these reasons, it can mitigate the impact on tax payers. Through careful balancing of current and future needs, a series of predictable, modest rate increases can be offered to prevent future large, single-year tax hikes that would otherwise place significant burden on the Township's residents and businesses.

Overall, the Township's 2022 Budget provides a fair increase to property taxes for 2022 while strategically addressing some of the Township's future financial challenges.

## BUDGET IMPACT TO PROPERTY OWNERS

After careful review of the Township's current and future financial needs, it is recommended that the general tax levy increase by \$301,911, or 4%. It is important to note, however, that the average property owner will not pay 4% more in property taxes for 2022. New assessment in the form of new builds and additions to existing buildings absorb a portion of the levy increase. Instead, the average property owner will pay 1.88% more in property taxes than last year. The details of these impacts are provided in Table A below:

Property Tax Statistics		Table A
<b>2021</b>		
A   Levy		\$7,549,840
B   Weighted Taxable Assessment		\$1,116,105,600
A/B   Tax Rate – Residential		0.00676445
<b>2022</b>		
A   Levy		\$7,915,001
B   Weighted Taxable Assessment		\$1,132,398,248
A/B   Tax Rate – Residential		0.00699232

A property owner's tax bill is calculated by multiplying the property assessment value (determined by the Municipal Property Assessment Corporation (MPAC)) by the tax rate. With reassessments delayed until 2024, most property owners' assessments will not have changed from 2021 to 2022, therefore, increases in taxes paid are solely attributed to tax rate changes. Table B at top-right provides a summary of how different properties will be impacted by this year's budget:

Township Impact to Property Owners				Table B
Property Class	Median Assessment*	2021 Taxes	2022 Taxes	Change
Residential	\$250,000	\$1,691	\$1,748	\$57
Farmland	\$822,200	\$1,279	\$1,322	\$43
<i>*Median assessment values unchanged from 2021 to 2022</i>				

Property owners do not only pay property taxes for Township services. The County of Elgin and Provincial education levies are also collected on the Township's property tax bills. Though tax rates are yet to be finalized, the County is projecting a 1.68% increase and Provincial education rates are remaining the same as 2021. The combined impact of rate changes in 2022 is provided in Table C below:

Consolidated Impact to Property Owners					Table C
Residential	2021	2022	Change (\$)	Change (%)	
Township	1,691	1,748	\$57	3.37%	
County	1,562	1,588	\$26	1.68%	
Education	383	383	0	0%	
	<b>3,636</b>	<b>3,719</b>	<b>\$83</b>	<b>2.29%</b>	
Farm	2021	2022	Change (\$)	Change (%)	
Township	1,279	1,322	\$43	3.37%	
County	1,182	1,202	\$20	1.68%	
Education	314	314	0	0%	
	<b>2,775</b>	<b>2,827</b>	<b>\$63</b>	<b>2.29%</b>	

Including a \$5 increase to the Township's annual garbage levy, the average residential tax payer is projected to pay an additional \$88/year or \$7.33/month while the average farm property owner is projected to pay an additional \$63/year or \$5.25/month.

## SUMMARY OF CHANGES

Although full operating budget details by department are provided in this document for those that prefer line-by-line reviews, a more thorough explanation for significant changes made to this year's budget has been provided for additional context. Table D at right provides a summary of these changes, each of which are explained below.

### Wages & Benefits

The Township's wage budgets are updated each year to account for the following:

- Additional, removal and/or restructuring of positions;
- Inflationary increases to general pay grid;
- Employee step progression through satisfactory performance reviews;
- Mandated changes to benefits calculations; and,
- Changes to estimates (e.g. hours worked, functional use of time).

A new Public Works Operator was approved to be added to the Township's staff in 2022 while two students and a seasonal position were eliminated. This resulted in additional net costs of \$35,200. Organizational restructuring took place during 2021 though this did not contribute to an increase of cost. Increases to wage budgets are primarily due to a flat 1.5% increase to the general pay grid to account for inflation and employee step progressions. Many Township employees are paid on a 5-step grid; as they prove competence in their roles, they receive higher pay up to a maximum value based on their job evaluation. Many of the Township's employees are new and will be presumably progressing along the pay grid for the next few years. A

notable wage adjustment has been made to the Drainage Department to account for historical costs incurred.

Summary of Levy Increase	Table D
<b>Add: Funding Requirements</b>	
Wages & Benefits	168,693
Waste Collection & Disposal	119,656
Vehicle & Equipment Repairs	54,147
Building Code Act Compliance	52,926
Pier Debt Payments	22,867
EECC Operations	19,017
Insurance	15,331
Capital Funding	107,955
	<b>560,592</b>
<b>Less: Additional Revenues</b>	
OMPF Funding	(43,900)
Blue Box Grant	(45,724)
Garbage Levy	(9,970)
	<b>(99,594)</b>
<b>Less: 2022 Budget Cuts</b>	
Interest on Debt (Administration)	(14,500)
Enforcements (Animal Control)	(8,500)
Beach Maintenance (Econ. Dev.)	(10,808)
Ice Management Estimate (ES)	(40,000)
Fuel Estimate	(32,500)
	<b>(106,308)</b>
<b>Add: Other Budget Adjustments</b>	<b>8,474</b>
<b>Increase in Levy</b>	<b>\$363,164</b>

### **Waste Collection & Disposal**

Waste collection and disposal is a service that the Township contracts out to external service providers. The Township's previous contract expired in mid-2021. Although a competitive procurement process was held to find adequate service in accordance with the Waste Management Master Plan, all bids received were priced higher than our previous contract. With no other reasonable options available, the Township signed a new garbage collection contract to the highest scoring and lowest cost bid which has been factored into 2022's budget. Contract costs will continue to increase by inflation each year according to the Township's agreement.

### **Vehicle Repairs**

Vehicle repairs for Public Works fleet have been on average \$165,932 from 2019 to 2021 with a high of \$208,162 in 2021. The 2022's budget provides an allowance of \$205,000. The Township got off to an unlucky start in 2022 with a significant repair required to its grader at a cost of around \$46,000. Staff believe a \$205,000 allowance is reasonable given these circumstances. The Township endeavors to replace its fleet and equipment before significant repairs are required so that tax payer money can be efficiently managed though some repairs are unpredictable and unavoidable.

### **Building Code Act Compliance**

The Building Code Act allows municipalities to set permit fees to cover the cost of administering and enforcing the Building Code Act, and make reasonable contributions to a reserve. The reserve can be used to offset periods of low building and construction activity, make service enhancements, and cover unexpected expenses. The fees are not permitted to exceed the anticipated reasonable costs of the municipality to enforce the Building Code Act, nor can they be used to

subsidize property tax-funded services.

The Township, by legislation, has an obligatory reserve fund named "Building & Development" to hold excess permit funds. The annual amount required to be transferred to this reserve is the amount by which building permit revenue exceeds Building Services costs. While the Township used to transfer the correct amount to this reserve, since 2019 building permits have increasingly subsidized the property tax base. A correction is required in 2022 to bring the net budget impact of excess building permit revenue on property taxes to nil. In future years, Building Services should continue to be budgeted at a nil budget impact unless the Township decides to reduce its permit fees to the point where property taxes would be required to subsidize building activities.

### **Pier Debt Payments**

Near the end of 2021, the Township made its first payment on its debenture relating to the rehabilitation of Port Bruce's pier. Starting in 2022, the Township will be making two payments on this debenture at a combined annual cost of \$82,050. The impact of the debenture was mostly accounted for in 2021's budget though an additional \$22,867 in annual funding is required. These debenture payments will be made until 2041's budget.

### **East Elgin Community Centre ("EECC") Operations**

As a 50% owner of the EECC, the Township of Malahide is responsible to fund 50% of the operating and capital costs of the facility, administered by the Town of Aylmer. If the EECC budget is passed as proposed, Malahide's cost will increase to \$297,517 (50% of the facility's \$595,034 annual operating costs), an increase of \$19,017 from prior year. EECC capital projects are budgeted separately in the Township's capital budget.

### **Insurance**

The rising cost of municipal insurance is well documented by this point and has been a problem for a number of years. No municipality is immune to increases in premiums regardless of their past claims history. Municipalities have become risky to insure due to unfavourable legislation that requires they pay amounts of damages disproportionate to their relative fault (joint and several liability) for incidents. The Township insurance costs increased by approximately 12.5% for 2022.

### **Capital Funding**

A portion of taxes collected during the year and transferred to the Township's reserves to fund capital projects. The Township funds its entire capital program through its reserves, so it's important to match reserve inflows (transfers from the operating budget) to reserve outflows (capital budget projects) over the long-term to ensure financial sustainability. While work is still needed in some project categories to assess financial sustainability, staff honed in on a few key areas for 2022's budget: Roads, Bridges, Drainage & Vehicles. Staff have a good sense of what reserve outflows are required to fund these areas, so budget adjustments are being made to progress reserve inflows closer to parity. The benefits of this strategy are further discussed in the Township's 2022 Capital Budget.

### **Additional Revenues**

The Province provided notice to the Township in October 2021 that our 2022 Ontario Municipal Partnership Fund (OMPF) allocation would be \$837,200. This is welcome news for the Township and represents a \$43,900 increase for 2021. This funding is unrestricted and being used to subsidize property tax funded services.

The Resource Productivity & Recovery Authority (RPRA) changed their funding formula for the Blue Box grant for 2022. This change favourably impacted the Township by providing an increase of \$24,144 from last year's amount which helps offset waste collection and disposal costs. The 2021 budget for this grant was understated which has also been accounted for thereby reducing waste collection costs borne by taxpayers for a total of \$45,724 for 2022.

As per the Township's 2019 – 2022 user fee schedule, our waste management fee is increasing from \$45/year to \$50/year resulting in an estimated \$9,970 additional revenue.

### **Budget Cuts & Other Adjustments**

The Township's new senior management team completed a thorough line-by-line review of prior year's budget to get a sense of where cuts could be made to benefit taxpayers. The presentation of prior budgets did not lend itself well to such a review as a number of costs were unbudgeted and a number of budgets were unused. A minor reorganization of the Township's operating budgets was completed which highlighted some of the savings staff were looking for.

Some budget lines weren't being used at all, such as interest on long-term debt in the Administration Budget. While some were overbudgeted such as animal control by-law enforcement, beach maintenance and ice management. None of these budget cuts will affect the levels of service the Township provides, they are simply to prevent over-taxing of Township residents.

Fuel costs are expected to rise considerably for 2022. Despite this, fuel budgets were grossly overstated in prior years, therefore, a reduction has been made to bring the budget more in line with expectations.



### **Budget Cuts & Other Adjustments (continued)**

Historically, a number of transfers to reserves were made under each department. The transfers varied in purpose but were presented as a single consolidated line. These annual transfers to reserves have mostly been centralized within a single budget department and presented based on their stated purpose. A full reserve policy document is currently in progress that recommends adjustments and benchmarks, as well as justifications for these benchmarks, for every reserve the Township holds.

### **Other Areas of Interest**

#### **COVID-19**

With the Township's COVID funding from the Province dwindling, a decision had to be made in regards to how to budget for items impacted by the pandemic. The areas most impacted are Recreation and POA, both of which have underperforming revenues. It is recommended to leave affected budget lines unadjusted so as to not pass on pandemic costs to taxpayers. Overall, through cost mitigation and use of remaining Safe Restart Funding, we believe the Township will be in a reasonable financial position by the end of 2022.

#### **Policing**

The Township's policing budget has decreased from 2021 to 2022 which would seem like an error at face value. A few things are going on in the background to explain this change. The Township's contracted services budget line includes three components:

- OPP's annual billing amount for 2022 based on per property charges and calls for service estimates;
- OPP's billing reconciliation for two years prior that compares

- how much the Township was billed to the OPP's actual cost to provide services that year; and,
- Court security service estimate provided to Central Elgin

The OPP's 2019's reconciliation resulted in additional billing which had to be absorbed into the Township's 2021's budget. For the 2020 reconciliation, it was determined the Township overpaid resulting in a reduction to 2022's payments. Aside from this, a change in estimate to the Township's policing grants was changed to reflect historical revenues.

#### **Animal Control**

Some neighbouring municipalities have discontinued the use of dog tag fees. While this approach may have merit, the Township has not yet undertaken a thorough review of such a change. With correspondence already provided to residents and payments being collected, administration felt it would be unfair to make any changes this year. From a budget prospective, these fees collected are exceeding the cost to provide the service. There are options to correct this in the future by reducing tag fees, the excessive late penalties placed on them, or eliminating them altogether. With Council's support, future reports could be brought forward discussing the issue further.

#### **User Fees**

The Township is relying upon the 2019 to 2022 user fee schedule to set 2022's rates. A full review of all the Township's user fees should be pursued for 2023. This could likely be provided in-house subject to staff workload capacities.

## 2021 Financial Performance & Surplus Management

It is currently estimated that the Township will generate a \$163,479 surplus for 2021. At the time of writing this report, this figure is not finalized and therefore cannot be fully relied upon. Once staff are able to close out 2021's financials, a full report will be provided to Council which details the sources of the surplus as well as make recommendations on how to transfer funds. Despite relative uncertainty, it seems likely that the Township will receive a surplus of some magnitude so it's worth providing some discussion on how to best manage prior year surpluses and how they impact current and future budgets.

The trap some municipalities fall into is using prior year surpluses to offset annual operating costs to purchase a single-year tax deferral. This is a tactic which tends to hurt taxpayers over the long-term in exchange for providing a single-year reprieve. A key principal to sound budget management is matching annual costs with annual revenues, and one-time costs with one-time revenues. If a one-time surplus is used to fund annual operating costs, the funds will be used in a single year, but the costs will persist and still need to be funded in next year's budget. This shift of tax burden from the

current year to next year makes it difficult to provide consistent rate increases and often results in rate spikes.

A better strategy is to use surplus funds to address weak spots in reserve funding so that future tax increases for contributions to those reserves may be reduced thereby spreading the financial benefit to taxpayers over many years rather than using it all up at once. There are a number of better ways Council could explore use of these funds, from implementation of the Parks and Recreation Master Plan, to saving funding for East Elgin Community Complex's parking lot project, or provide contingency against upcoming tax write-offs such as those addressed formerly in a closed-session meeting. Such options can be discussed by Council when the year-end report is brought forward, but using the funds against the 2022 operating budget is considered the weakest amongst a set of good options and is therefore not being recommended.

## 2022 Operating Budgets

The remainder of the operating budget provides readers full financial details for each of the Township's budget areas.

Departmental Summary	2019 Budget	2019 Actuals	2020 Budget	2020 Actuals	2021 Budget	2021 Estimate	2022 Budget	Change (\$)
Property Taxes	-8,074,505	-8,126,834	-8,322,398	-8,102,336	-8,481,819	-8,475,234	8,846,980	-365,161
Other Revenues	-1,037,135	-1,035,879	-1,050,800	-1,086,464	-1,044,300	-1,041,728	1,088,200	-43,900
Governance	186,054	174,698	198,236	173,491	218,936	188,332	206,829	-12,107
Administration	881,920	1,032,539	957,165	1,084,003	1,003,782	1,050,565	1,054,901	51,119
Grants	25,712	22,908	26,818	12,053	24,625	15,305	20,450	-4,175
Animal Control	-2,378	-21,239	-2,027	-19,496	-3,027	-26,291	-19,689	-16,662



**Departmental Summary**  
*(continued)*

	2019 Budget	2019 Actuals	2020 Budget	2020 Actuals	2021 Budget	2021 Estimate	2022 Budget	Change (\$)
Conservation	141,077	141,358	153,189	153,189	159,879	159,879	164,610	4,731
Policing	1,033,415	1,000,564	1,056,221	1,008,229	1,064,358	1,074,873	1,054,603	-9,755
POA	-34,289	-20,666	-19,089	-7,720	-19,085	-19,368	-18,657	428
Planning	41,750	60,386	73,770	61,656	44,810	56,212	51,643	6,833
Building	-29,827	-24,452	-45,543	309	-52,926	0	0	52,926
Economic Development	33,650	11,729	32,203	24,497	34,767	14,402	25,898	-8,869
GIS	-2,108	2,978	5,403	-27,313	1,422	-22,361	1,505	83
Fire	749,662	743,008	780,423	646,287	803,472	774,709	857,148	53,676
Emergency Management	96,125	107,799	94,464	77,780	94,804	42,020	49,145	-45,659
Road Operations	3,021,720	2,848,384	3,096,182	2,910,756	3,195,407	2,921,819	3,233,371	37,964
County Roads	-5,000	-14	-5,000	4	-4,999	0	0	4,999
Drainage	71,208	101,203	73,027	203,161	69,914	124,378	132,203	62,289
Streetlights & Sidewalks	15,825	8,080	16,073	2,177	16,407	-1,008	15,922	-485
Waste	346,119	341,365	356,415	321,028	354,575	397,976	431,406	76,831
Parks	49,802	94,987	57,830	63,662	79,688	130,095	91,204	11,516
Malahide Community Place	241,912	244,805	264,063	219,190	267,304	236,736	269,414	2,110
Library	-14,871	-18,383	-15,335	-19,616	-15,543	-19,782	-19,342	-3,799
Ball Diamonds	-195	4,932	-498	8,715	-684	9,051	2,813	3,497
Concession Booth	-3,010	-4,038	-3,991	1,921	-3,806	1,329	-4,471	-665
South Dorchester Community Hall	12,780	11,384	9,337	17,929	6,573	28,542	19,344	12,771
Cemeteries	44,040	47,298	40,734	31,324	43,683	48,444	44,459	776
East Elgin Community Complex	295,000	274,342	295,000	329,480	295,000	295,727	314,017	19,017
Long-term Debt Payments	220,728	190,183	259,615	271,988	295,232	280,563	318,099	22,867
Transfers to Reserves	1,639,319	1,629,319	1,603,513	1,613,513	1,541,551	1,541,551	1,638,355	96,804
Tax Funded Capital	55,500	157,256	15,000	26,603	10,000	49,786	0	-10,000
	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-163,479</b>	<b>0</b>	<b>0</b>

<b>Property Taxes</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Residential	5,181,064	5,181,062	5,337,756	5,321,833	5,436,775	5,436,775	5,771,213	274,438
Commercial	262,827	262,827	264,276	264,342	293,299	293,299	294,127	828
Industrial	195,403	195,403	195,172	195,170	202,076	202,076	232,856	30,780
Pipelines	124,423	124,423	121,907	121,906	125,902	125,902	132,072	6,170
Managed Forest	6,289	6,289	6,961	6,961	7,328	7,328	7,114	-214
Farmland	1,358,897	1,358,894	1,413,847	1,415,783	1,484,460	1,486,457	1,537,619	53,159
<b>Township Tax Levy</b>	<b>\$7,128,903</b>	<b>\$7,128,898</b>	<b>\$7,339,919</b>	<b>\$7,325,995</b>	<b>\$7,549,840</b>	<b>\$7,551,837</b>	<b>\$7,915,001</b>	<b>\$365,161</b>
Residential	100,000	104,523	86,000	44,202	77,400	83,604	75,000	-2,400
Commercial	0	4,693	2,000	10,809	1,800	5,998	5,000	3,200
Industrial	0	20,958	2,000	0	1,800	16,035	10,000	8,200
Pipelines	0	1,868	2,000	780	1,800	2,379	1,500	-300
Managed Forest	0	0	0	0	0	0	0	0
Tax Supps-Farmland	0	16,053	8,000	59,690	7,200	31,548	21,000	13,800
<b>Supplementary Taxes</b>	<b>\$100,000</b>	<b>\$148,095</b>	<b>\$100,000</b>	<b>\$115,481</b>	<b>\$90,000</b>	<b>\$139,564</b>	<b>\$112,500</b>	<b>\$22,500</b>
PIL - Commercial	895,602	896,336	922,479	872,581	921,979	911,251	921,979	0
<b>Payments In Lieu</b>	<b>\$895,602</b>	<b>\$896,336</b>	<b>\$922,479</b>	<b>\$872,581</b>	<b>\$921,979</b>	<b>\$911,251</b>	<b>\$921,979</b>	<b>\$0</b>
<b>Total Revenues</b>	<b>\$8,124,505</b>	<b>\$8,173,329</b>	<b>\$8,362,398</b>	<b>\$8,314,057</b>	<b>\$8,561,819</b>	<b>\$8,602,652</b>	<b>\$8,886,230</b>	<b>\$387,661</b>

<b>Property Taxes</b> <i>(continued)</i>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Expenses (Write-offs)</b>								
Residential	50,000	43,546	36,500	208,789	73,000	120,757	95,000	22,000
Commercial	0	2,640	3,000	-72	6,000	4,763	6,000	0
Industrial	0	309	500	3,004	1,000	1,919	1,500	500
Pipeline	0	0	0	0	0	0	0	0
Managed Forest	0	0	0	0	0	-21	0	0
<b>Total Write-offs</b>	<b>\$50,000</b>	<b>\$46,495</b>	<b>\$40,000</b>	<b>\$211,721</b>	<b>\$80,000</b>	<b>\$127,418</b>	<b>\$102,500</b>	<b>\$22,500</b>
<b>Net Revenues</b>	<b>\$8,074,505</b>	<b>\$8,126,834</b>	<b>\$8,322,398</b>	<b>\$8,102,336</b>	<b>\$8,481,819</b>	<b>\$8,475,234</b>	<b>\$8,783,730</b>	<b>\$365,161</b>

<b>Other Revenues</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Grant - OMPF	780,200	780,200	797,800	797,800	793,300	793,300	837,200	43,900
Licences	500	617	500	293	500	920	500	0
Interest - Bank General	40,000	52,537	40,000	160,247	40,000	10,569	40,000	0
Other Interest Revenue	500	363	500	495	500	-169	500	0
Tax Late Penalties & Interest	192,000	179,387	190,000	109,804	188,000	210,715	188,000	0
Tax & Zoning Certificates	20,000	20,825	20,000	21,795	20,000	20,610	20,000	0
Sale of Property	0	0	0	0	0	5,759	0	0
Miscellaneous	3,935	1,950	2,000	-3,970	2,000	24	2,000	0
<b>Total Revenues</b>	<b>1,037,135</b>	<b>1,035,879</b>	<b>1,050,800</b>	<b>1,086,464</b>	<b>1,044,300</b>	<b>1,041,728</b>	<b>1,088,200</b>	<b>43,900</b>
<b>Net From Taxes</b>	<b>-\$1,037,135</b>	<b>-\$1,035,879</b>	<b>-\$1,050,800</b>	<b>-\$1,086,464</b>	<b>-\$1,044,300</b>	<b>-\$1,041,728</b>	<b>-\$1,088,200</b>	<b>-\$43,900</b>

<b>Governance</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Transfer from Reserve	10,000	0	0	0	60,000	74,695	28,800 <sup>a</sup>	-31,200
<b>Total Revenues</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$60,000</b>	<b>\$74,695</b>	<b>\$28,800</b>	<b>-\$31,200</b>
<b>Expenditures</b>								
Wages & Benefits	151,915	148,591	166,954	154,280	166,717	162,430	173,684	6,967
Mileage	4,550	4,097	4,550	4,066	4,800	4,800	4,800	0
Training & Conferences	2,000	921	4,000	0	4,000	814	4,000	0
Dues & Memberships	3,050	2,845	3,100	0	3,150	3,165	3,400	250
Utilities	2,100	1,976	2,100	1,727	2,142	2,012	2,142	0
Janitorial Supplies	120	0	120	0	120	0	0	-120
Building Maintenance	1,020	0	1,040	278	1,061	0	200	-861
Grounds Maintenance	320	82	320	0	320	1,341	1,400	1,080
Phone & Internet	1,464	1,479	1,494	1,374	1,524	1,596	1,600	76
Computer Licenses, Support	250	0	250	0	250	0	0	-250
Office Supplies	100	81	100	111	100	233	250	150
Insurance	2,165	1,911	2,208	3,322	2,752	2,999	3,353	601
Legal	2,000	2,544	2,000	0	2,000	0	2,000	0
Miscellaneous	2,000	2,171	2,000	333	2,000	942	2,000	0
Overhead - Transfer In	8,000	8,000	8,000	8,000	8,000	8,000	8,000	0
Studies	15,000	0	0	0	80,000	74,695	0	-80,000
Election Expenses	0	0	0	0	0	0	28,800 <sup>a</sup>	28,800
<b>Total Expenditures</b>	<b>\$196,054</b>	<b>\$174,698</b>	<b>\$198,236</b>	<b>\$173,491</b>	<b>\$278,936</b>	<b>\$263,027</b>	<b>\$235,629</b>	<b>-\$43,307</b>
<b>Net From Taxes</b>	<b>\$186,054</b>	<b>\$174,698</b>	<b>\$198,236</b>	<b>\$173,491</b>	<b>\$218,936</b>	<b>\$188,332</b>	<b>\$206,829</b>	<b>-\$12,107</b>

<sup>a</sup> The cost of election is fully paid through reserves. An annual allocation equal to ¼ of the cost of an election is transferred to reserves each year

<b>Administration</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Grants	11,960	37,147	0	4,304	0	9,339	0	0
Transfer from Reserve	51,000	51,000	12,000	132,000	0	0	0	0
Sales - Maps, Pins, Copies	500	19	500	19	500	7	250	-250
IT Billing	70,000	16,493	50,000	15,115	30,000	14,962	20,000	-10,000
Admin Charges To County	36,580	36,580	37,677	37,677	38,808	38,808	39,972 <sup>b</sup>	1,164
Miscellaneous Revenue	6,000	2,542	6,000	17,109	6,000	3,307	6,000	0
WSIB NEER Refund	0	3,717	0	5,912	0	-18,097	0	0
<b>Total Revenues</b>	<b>\$176,040</b>	<b>\$147,498</b>	<b>\$106,177</b>	<b>\$212,136</b>	<b>\$75,308</b>	<b>\$48,326</b>	<b>\$66,222</b>	<b>-\$9,086</b>
<b>Expenditures</b>								
Wages & Benefits	872,725	908,767	890,040	928,519	908,593	923,210	947,412 <sup>c</sup>	38,819
Mileage	7,500	6,182	7,500	3,752	7,500	1,572	6,500	-1,000
Training & Conferences	20,968	12,821	21,387	10,097	21,815	7,568	17,000	-4,815
Dues & Memberships	8,585	4,797	8,671	8,003	8,758	7,394	8,758	0
Subscriptions	500	44	500	44	500	44	50	-450
Health & Safety	2,000	1,238	2,000	914	2,000	1,174	1,500	-500
Staff Recruitment	500	17,304	500	2,845	500	8,878	1,000	500
Utilities	15,979	9,979	15,979	17,729	16,299	10,704	17,000	701
Janitorial Supplies	600	20	600	437	600	469	600	0
Building Maintenance	26,000	30,076	21,000	19,899	13,000	21,342	20,000 <sup>d</sup>	7,000
Phone & Internet	12,000	12,308	12,240	12,924	12,485	10,686	12,485	0
Equipment Leases	5,400	3,296	5,400	3,260	5,400	4,921	5,400	0
Equipment Under \$5,000	200	7,327	200	120	200	0	200	0

<sup>b</sup> Recoveries generated by the Township for providing services otherwise performed by the County of Elgin

<sup>c</sup> Mix of CAO, Finance, Human Resources & Clerks departmental wages

<sup>d</sup> Township Hall cleaning: \$13,500, rental of parking spaces \$3,000, allowance for repairs \$3,500

<b>Administration (continued)</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
Computer Software	15,500	2,465	15,500	19,263	15,500	23,499	24,000 <sup>e</sup>	8,500
Computer Licenses, Support	28,000	48,559	28,000	4,626	28,000	29,382	30,000 <sup>e</sup>	2,000
Office Supplies	10,000	8,784	10,200	4,848	10,404	8,935	9,000	-1,404
Postage & Courier	14,000	17,171	14,280	10,240	14,566	13,524	14,566	0
Insurance	10,524	14,007	10,734	20,765	21,720	19,387	21,800	80
Legal	4,500	30,111	4,500	23,132	4,500	16,048	9,000	4,500
Audit	20,500	26,015	21,000	16,790	21,500	26,025	25,000	3,500
Advertising	2,122	2,414	2,165	2,687	2,208	3,658	3,000	792
Bank Charges	5,100	5,993	5,202	6,305	5,306	7,226	5,306	0
Contracted Services	14,000	14,982	21,886	131,167	16,044	9,213	16,044	0
Miscellaneous	2,000	1,874	2,000	453	2,000	1,258	2,000	0
Overhead Transfer	-73,113	-73,113	-75,049	-75,049	-77,254	-77,254	-78,215	-961
Fuel	650	556	683	1,091	717	1,074	717	0
Vehicle Maintenance	1,000	287	1,000	1,181	1,000	850	1,000	0
Vehicle Insurance	220	120	224	0	229	0	0	-229
Studies	15,000	24,893	0	0	0	0	0	0
Bad Debt Write Off	500	10,044	500	114,185	500	7	0	-500
Interest On Long Term Debt	14,500	0	14,500	0	14,500	0	0	-14,500
Transfers - NEER Surplus	0	3,716	0	5,912	0	18,097	0	0
Transfers - Project Deferral	0	12,000	0	0	0	0	0	0
Transfers - OCLIF Grant	0	15,000	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$1,057,960</b>	<b>\$1,180,037</b>	<b>\$1,063,342</b>	<b>\$1,296,139</b>	<b>\$1,079,090</b>	<b>\$1,098,891</b>	<b>\$1,121,123</b>	<b>\$42,033</b>
<b>Net From Taxes</b>	<b>\$881,920</b>	<b>\$1,032,539</b>	<b>\$957,165</b>	<b>\$1,084,003</b>	<b>\$1,003,782</b>	<b>\$1,050,565</b>	<b>\$1,054,901</b>	<b>\$51,119</b>

<sup>e</sup> Adjusting up to actual costs incurred plus inflationary increase

<b>Grants</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Expenditures</b>								
Community Grants	25,712	22,908	26,818	12,053	24,625	15,305	20,450 <sup>f</sup>	-4,175
<b>Total Expenditures</b>	<b>\$25,712</b>	<b>\$22,908</b>	<b>\$26,818</b>	<b>\$12,053</b>	<b>\$24,625</b>	<b>\$15,305</b>	<b>\$20,450</b>	<b>-\$4,175</b>
<b>Net From Taxes</b>	<b>\$25,712</b>	<b>\$22,908</b>	<b>\$26,818</b>	<b>\$12,053</b>	<b>\$24,625</b>	<b>\$15,305</b>	<b>\$20,450</b>	<b>-\$4,175</b>

<sup>f</sup> Set to amount required to approve grant requests for 2022



<b>Animal Control</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Livestock Claims Funding	500	0	500	0	500	0	0	-500
Licences - Dog Tags	42,000	40,940	42,000	43,630	42,420	46,149	48,650	6,230
<b>Total Revenues</b>	<b>\$42,500</b>	<b>\$40,940</b>	<b>\$42,500</b>	<b>\$43,630</b>	<b>\$42,920</b>	<b>\$46,149</b>	<b>\$48,650</b>	<b>\$5,730</b>
<b>Expenditures</b>								
Wages & Benefits	5,000	3,461	5,100	2,494	5,202	3,972	4,149	-1,053
Dog Tags	531	433	541	0	0	757	500	500
Postage & Courier	579	0	608	0	250	0	250	0
Legal	500	0	500	3,348	500	458	500	0
Advertising	500	0	500	0	500	0	0	-500
Animal Control Officer	10,000	10,176	10,000	7,888	10,000	8,059	9,000	-1,000
Shelter	10,612	3,027	10,824	7,232	11,041	4,233	11,262	221
Livestock Claims	600	0	600	0	600	0	0	-600
Animal Control Enforcement	10,000	804	10,000	1,372	10,000	579	1,500	-8,500
Overhead - Transfer In	1,800	1,800	1,800	1,800	1,800	1,800	1,800	0
<b>Total Expenditures</b>	<b>\$40,122</b>	<b>\$19,701</b>	<b>\$40,473</b>	<b>\$24,134</b>	<b>\$39,893</b>	<b>\$19,858</b>	<b>\$28,961</b>	<b>-\$10,932</b>
<b>Net From Taxes</b>	<b>-\$2,378</b>	<b>-\$21,239</b>	<b>-\$2,027</b>	<b>-\$19,496</b>	<b>-\$3,027</b>	<b>-\$26,291</b>	<b>-\$19,689</b>	<b>-\$16,662</b>

<b>Conservation</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Expenditures</b>								
CCCA Levy	119,991	119,991	131,407	131,407	137,242	137,242	141,813	4,571
LPRCA Levy	14,471	14,471	14,652	14,652	15,229	15,229	15,313	84
KCCA Levy	6,615	6,896	7,130	7,130	7,408	7,408	7,484	76
<b>Total Expenditures</b>	<b>\$141,077</b>	<b>\$141,358</b>	<b>\$153,189</b>	<b>\$153,189</b>	<b>\$159,879</b>	<b>\$159,879</b>	<b>\$164,610</b>	<b>\$4,731</b>
<b>Net From Taxes</b>	<b>\$141,077</b>	<b>\$141,358</b>	<b>\$153,189</b>	<b>\$153,189</b>	<b>\$159,879</b>	<b>\$159,879</b>	<b>\$164,610</b>	<b>\$4,731</b>

<b>Policing</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Grants	20,000	25,437	20,000	34,539	20,000	30,694	30,000	10,000
<b>Total Revenues</b>	<b>\$20,000</b>	<b>\$25,437</b>	<b>\$20,000</b>	<b>\$34,539</b>	<b>\$20,000</b>	<b>\$30,694</b>	<b>\$30,000</b>	<b>\$10,000</b>
<b>Expenditures</b>								
Utilities	868	868	868	868	886	886	900	14
Building Maintenance	200	0	200	200	200	0	200	0
Phone & Internet	2,547	889	1,700	922	1,734	913	950	-784
Contracted Services	1,049,700	1,024,244	1,073,353	1,040,778	1,081,438	1,103,768	1,082,553 <sup>g</sup>	1,115
Miscellaneous	100	0	100	0	100	0	0	-100
<b>Total Expenditures</b>	<b>\$1,053,415</b>	<b>\$1,026,001</b>	<b>\$1,076,221</b>	<b>\$1,042,768</b>	<b>\$1,084,358</b>	<b>\$1,105,567</b>	<b>\$1,084,603</b>	<b>\$245</b>
<b>Net From Taxes</b>	<b>\$1,033,415</b>	<b>\$1,000,564</b>	<b>\$1,056,221</b>	<b>\$1,008,229</b>	<b>\$1,064,358</b>	<b>\$1,074,873</b>	<b>\$1,054,603</b>	<b>-\$9,755</b>

<sup>g</sup> Includes impact of billing reduction to 2022 due to a 2020 reconciliation surplus

<b>POA</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Fines	45,000	31,957	30,000	13,090	30,000	2,375	30,000	0
Transfers from SRF	0	0	0	0	0	27,625 <sup>h</sup>	0	0
<b>Total Revenues</b>	<b>\$45,000</b>	<b>\$31,957</b>	<b>\$30,000</b>	<b>\$13,090</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$30,000</b>	<b>\$0</b>
<b>Expenditures</b>								
Wages & Benefits	3,750	2,233	3,825	2,951	3,901	4,130	4,829	928
Legal	500	0	500	0	500	0	0	-500
By-Law Enforcement	6,261	9,058	6,386	2,419	6,514	6,436	6,514	0
Miscellaneous	200	0	200	0	0	66	0	0
<b>Total Expenditures</b>	<b>\$10,711</b>	<b>\$11,291</b>	<b>\$10,911</b>	<b>\$5,370</b>	<b>\$10,915</b>	<b>\$10,632</b>	<b>\$11,343</b>	<b>\$428</b>
<b>Net From (To) Taxes</b>	<b>-\$34,289</b>	<b>-\$20,666</b>	<b>-\$19,089</b>	<b>-\$7,720</b>	<b>-\$19,085</b>	<b>-\$19,368</b>	<b>-\$18,657</b>	<b>\$428</b>

<sup>h</sup> Recommended transfer from Safe Restart Reserve to offset financial impact of COVID. Could be used again for 2022.

<b>Planning Services</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Transfer From Reserve	60,000	60,000	30,000	30,000	12,500	37,655	30,000 <sup>i</sup>	17,500
Planning Fees	20,700	21,376	20,700	25,256	20,700	37,662	23,300	2,600
<b>Total Revenues</b>	<b>\$80,700</b>	<b>\$81,376</b>	<b>\$50,700</b>	<b>\$55,256</b>	<b>\$33,200</b>	<b>\$75,317</b>	<b>\$53,300</b>	<b>\$20,100</b>
<b>Expenditures</b>								
Wages & Benefits	51,000	59,936	52,020	52,670	53,060	55,880	57,343	4,283
Legal	500	115	500	0	500	0	1,000	500
Advertising	500	179	1,500	233	1,500	208	1,500	0
Consultant	10,000	8,769	10,000	20,741	10,000	4,338	15,000	5,000
Official Plan	30,000	36,219	30,000	20,363	0	55,639	10,000	10,000
Zoning By-Law	0	5,770	0	2,905	0	0	20,000	20,000
Development Charges	30,000	30,286	30,000	0	12,500	15,399	0	-12,500
Miscellaneous	450	488	450	0	450	65	100	-350
Transfers – Unused CBC	0	0	0	20,000	0	0	0	0
<b>Total Expenditures</b>	<b>\$122,450</b>	<b>\$141,762</b>	<b>\$124,470</b>	<b>\$116,912</b>	<b>\$78,010</b>	<b>\$131,529</b>	<b>\$104,943</b>	<b>\$26,933</b>
<b>Net From Taxes</b>	<b>\$41,750</b>	<b>\$60,386</b>	<b>\$73,770</b>	<b>\$61,656</b>	<b>\$44,810</b>	<b>\$56,212</b>	<b>\$51,643</b>	<b>\$6,833</b>

<sup>i</sup> To fund the Official Plan & Zoning bylaw through one-time funds

<b>Building Services</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Transfer from Reserve	25,000	25,000	20,000	20,000	20,000	9,522	0	-20,000
Building Permits	220,000	201,531	220,000	392,545	230,000	278,180	270,000	40,000
Septic Permits	20,000	20,184	20,000	30,852	20,000	25,093	25,000	5,000
Lot Assessment	1,000	975	1,000	300	1,000	1,200	800	-200
CBO Billed Out	1,000	1,781	1,000	0	1,000	0	0	-1,000
<b>Total Revenues</b>	<b>\$267,000</b>	<b>\$249,471</b>	<b>\$262,000</b>	<b>\$443,697</b>	<b>\$272,000</b>	<b>\$313,995</b>	<b>\$295,800</b>	<b>\$23,800</b>
<b>Expenditures</b>								
Wages & Benefits	200,550	163,840	178,661	145,572	179,849	155,961	161,784	11,935
Mileage	1,500	1,725	1,500	96	1,500	0	0	-1,500
Training & Conferences	6,000	9,458	6,000	2,256	6,000	688	4,000	-2,000
Dues & Memberships	1,020	1,398	1,040	1,128	1,061	895	1,061	0
Subscriptions	100	0	100	0	100	0	0	-100
Safety Apparel	400	181	400	249	400	249	400	0
Staff Recruitment	0	0	0	0	0	515	0	0
Phone & Internet	690	559	704	247	718	227	250	-468
Computer Licenses, Support	850	0	850	0	850	4,052	18,550	17,700
Supplies	350	69	350	192	350	88	350	0
Contracted Services	3,050	0	3,050	560	3,050	9,522	30,000	26,950
Overhead - Transfer In	16,500	16,500	17,500	17,500	18,750	18,750	19,125	375
Fuel	2,500	1,356	2,625	1,069	2,756	1,333	1,500	-1,256
Vehicle Maintenance	1,000	2,227	1,000	6,000	1,000	894	1,000	0
Vehicle Insurance	663	706	677	137	690	810	912	222
Transfers - Building Code Act	2,000	27,000	2,000	269,000	2,000	120,011	56,868	24,868
<b>Net From Taxes</b>	<b>\$237,173</b>	<b>\$225,019</b>	<b>\$216,457</b>	<b>\$444,006</b>	<b>\$219,074</b>	<b>\$313,995</b>	<b>\$295,800</b>	<b>\$76,726</b>
<b>Net From (To) Taxes</b>	<b>-\$29,827</b>	<b>-\$24,452</b>	<b>-\$45,543</b>	<b>\$309</b>	<b>-\$52,926</b>	<b>\$0</b>	<b>\$0</b>	<b>\$52,926</b>

<b>Economic Development</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Elgincentives	0	11,874	0	9,543	0	17,907	0	0
Transfer From Reserve	2,500	2,500	0	0	0	0	0	0
<b>Total Revenues</b>	<b>\$2,500</b>	<b>\$14,374</b>	<b>\$0</b>	<b>\$9,543</b>	<b>\$0</b>	<b>\$17,907</b>	<b>\$0</b>	<b>\$0</b>
<b>Expenditures</b>								
Wages & Benefits	7,650	1,842	7,803	12,888	7,959	9,281	9,498	1,539
Training & Conferences	500	0	500	0	500	0	500	0
Dues & Memberships	0	0	0	100	0	407	400	400
Beach Maintenance	20,000	9,472	20,400	10,286	20,808	4,439	10,000 <sup>j</sup>	-10,808
Promotional Initiatives	1,500	254	1,500	275	3,500	275	3,500	0
Advertising	1,500	636	1,000	948	1,000	0	1,000	0
Doors Open	1,500	0	0	0	0	0	0	0
Initiatives	1,000	13,899	1,000	9,543	1,000	17,907	1,000	0
Interest On Long Term Debt	2,500	0	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$36,150</b>	<b>\$26,103</b>	<b>\$32,203</b>	<b>\$34,040</b>	<b>\$34,767</b>	<b>\$32,309</b>	<b>\$25,898</b>	<b>-\$8,869</b>
<b>Net From Taxes</b>	<b>\$33,650</b>	<b>\$11,729</b>	<b>\$32,203</b>	<b>\$24,497</b>	<b>\$34,767</b>	<b>\$14,402</b>	<b>\$25,898</b>	<b>-\$8,869</b>

<sup>j</sup> Allowance for repairs to the park, washrooms, etc. Adjusting budget to historical level of spending.

<b>GIS</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Transfer In	0	0	0	0	0	0		0
Sales - GIS Services	50,000	59,616	50,000	74,741	50,000	51,401	30,000 <sup>k</sup>	-20,000
Misc GIS - Maps, Etc	0	120	0	34	0	0		0
<b>Total Revenues</b>	<b>\$50,000</b>	<b>\$59,736</b>	<b>\$50,000</b>	<b>\$74,775</b>	<b>\$50,000</b>	<b>\$51,401</b>	<b>\$30,000</b>	<b>-\$20,000</b>
<b>Expenditures</b>								
Wages & Benefits	19,125	34,901	19,508	21,600	19,898	23,227	23,805	3,907
Mileage	200	0	200	0	200	0	200	0
Training & Conferences	500	0	500	1,069	500	0	500	0
Dues & Memberships	100	0	100	0	100	194	200	100
Phone & Internet	6,367	5,769	6,495	5,487	6,624	5,495	5,700	-924
Equipment Maintenance	500	2,764	2,000	0	2,000	0	600	-1,400
Computer Licenses, Support	20,000	18,077	20,500	14,864	21,000	124	0 <sup>l</sup>	-21,000
Office Supplies	1,100	576	1,100	0	1,100	0	500	-600
Postage & Courier	0	627	0	0	0	0	0	0
Contracted Services	0	0	5,000	4,442	0	0	0	0
<b>Total Expenditures</b>	<b>\$47,892</b>	<b>\$62,714</b>	<b>\$55,403</b>	<b>\$47,462</b>	<b>\$51,422</b>	<b>\$29,040</b>	<b>\$31,505</b>	<b>-\$19,917</b>
<b>Net From Taxes</b>	<b>-\$2,108</b>	<b>\$2,978</b>	<b>\$5,403</b>	<b>-\$27,313</b>	<b>\$1,422</b>	<b>-\$22,361</b>	<b>\$1,505</b>	<b>\$83</b>

<sup>k</sup> Reduction in billings from discontinuation of services to Aylmer

<sup>l</sup> County purchased an enterprise license agreement and provided lower tiers licenses for no cost.



<b>Fire Services</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Grants/MTO	30,000	54,542	30,000	43,715	30,000	39,290	40,000	10,000
Fees And Recoveries	10,000	13,741	10,000	1,134	10,000	15,917	10,000	0
Donations	0	0	0	63,026	0	50	0	0
Training Revenues	10,000	15,100	12,500	14,275	15,000	37,813	15,000	0
<b>Total Revenues</b>	<b>\$50,000</b>	<b>\$83,383</b>	<b>\$52,500</b>	<b>\$122,150</b>	<b>\$55,000</b>	<b>\$93,070</b>	<b>\$65,000</b>	<b>\$10,000</b>
<b>Expenditures</b>								
Wages & Benefits	260,922	271,782	268,040	261,675	304,786	263,530	299,395	-5,391
Volunteer Points Pay	195,000	203,085	213,200	197,336	220,800	222,519	238,500	17,700
Volunteer Training Pay	46,713	19,750	47,647	22,105	37,440	31,343	37,440	0
Mileage	300	1,915	1,000	0	1,000	282	1,000 <sup>m</sup>	0
Training & Conferences	29,580	32,956	30,172	24,372	23,775	27,454	31,857 <sup>n</sup>	8,082
DZ Training Expenses	0	126	0	1,001	0	1,000	6,250 <sup>o</sup>	6,250
Dues & Memberships	1,530	940	1,561	1,052	1,592	964	1,000	-592
Health & Safety	4,000	2,035	4,000	0	4,000	292	0	-4,000
Medical Health & Safety	3,000	4,272	3,000	1,187	2,400	855	6,400 <sup>p</sup>	4,000
Staff Recognition	500	36	500	968	500	194	500	0
Staff Recruitment	400	0	400	0	400	364	400	0
Utilities	32,414	32,780	32,414	26,055	33,062	28,931	30,000 <sup>q</sup>	-3,062
Janitorial Supplies	750	384	750	453	750	327	750	0
Building Maintenance	13,000	19,134	13,260	14,856	13,525	24,504	20,189 <sup>r</sup>	6,664
Grounds Maintenance	7,500	12,132	10,500	13,909	7,500	20,083	21,000 <sup>r</sup>	13,500

<sup>m</sup> Recruits driving to training<sup>n</sup> Added training requirements and two years of recruits due to COVID<sup>o</sup> Costs to administer courses and training for additional instructor and signing authorities recoverable in DZ course revenues<sup>p</sup> Combined location for medical DZ license, new recruits and medical materials<sup>q</sup> Lowered to reflect yearly trend<sup>r</sup> Raised to bring budget closer to actual

<b>Fire Services (continued)</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
Phone & Internet	17,000	27,949	17,000	21,897	17,000	18,733	17,000	0
Radio Licenses	4,100	3,211	4,100	3,305	4,100	4,086	4,100	0
Repairs & Maintenance	41,069	47,165	41,621	42,850	42,178	55,366	45,075	2,897
Computer Licenses, Support	2,700	3,493	2,700	2,973	2,700	2,750	2,800	100
Office Supplies	2,300	2,089	2,300	1,358	2,300	1,355	1,600	-700
Other Supplies	4,900	1,270	4,900	4,648	4,900	2,156	4,500	-400
Uniforms	1,600	12,338	1,600	630	1,600	12,249	2,000	400
Postage & Courier	800	54	800	28	800	0	400	-400
Insurance	22,889	23,879	23,347	23,705	21,814	23,319	26,220	4,406
Legal	500	3,639	500	197	500	0	500	0
Advertising	500	298	500	342	500	254	600	100
Public Education	5,000	4,404	5,000	2,115	5,000	4,972	5,250	250
Dispatch Services	37,067	36,304	37,438	38,848	37,812	40,164	37,812	0
Cell Tower Rental	7,400	1,297	7,400	2,799	7,400	7,748	7,400	0
Miscellaneous	4,000	2,949	4,000	9,922	4,000	11,617	4,000	0
Fuel	10,404	11,141	10,612	10,667	10,824	15,691	18,829 <sup>s</sup>	8,005
Vehicle Maintenance	32,500	33,902	33,150	37,184	33,813	31,452	34,489	676
Vehicle Insurance	9,324	9,682	9,511	0	9,701	13,225	14,892 <sup>t</sup>	5,191
<b>Total Expenditures</b>	<b>\$799,662</b>	<b>\$826,391</b>	<b>\$832,923</b>	<b>\$768,437</b>	<b>\$858,472</b>	<b>\$867,779</b>	<b>\$922,148</b>	<b>\$63,676</b>
<b>Net From Taxes</b>	<b>\$749,662</b>	<b>\$743,008</b>	<b>\$780,423</b>	<b>\$646,287</b>	<b>\$803,472</b>	<b>\$774,709</b>	<b>\$857,148</b>	<b>\$53,676</b>

<sup>s</sup> Fuel cost trend<sup>t</sup> Adjusted to actual plus increase for 2022

<b>Emergency Management</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Transfer From SRF	0	0	0	162,935	0	113,633	0	0
Sales - 911 Signs	2,300	2,127	2,300	1,216	2,300	1,269	2,300	0
Miscellaneous Revenue	0	0	0	6,544	0	0	0	0
<b>Total Revenues</b>	<b>\$2,300</b>	<b>\$2,127</b>	<b>\$2,300</b>	<b>\$170,695</b>	<b>\$2,300</b>	<b>\$114,902</b>	<b>\$2,300</b>	<b>\$0</b>
<b>Expenditures</b>								
Wages & Benefits	12,750	7,536	13,005	53,795	13,258	5,345	5,899	-7,359
Mileage	100	0	100	0	100	0	0	-100
Training & Conferences	2,100	0	100	0	100	32	1,500 <sup>u</sup>	1,400
One Call Phone	100	0	100	63	100	59	0	-100
Equipment Maintenance	700	2,147	700	1,121	700	761	1,200	500
Supplies	1,300	1,119	1,300	1,628	1,300	2,463	1,300	0
Advertising	400	0	400	0	400	66	400	0
Public Education	1,000	0	1,000	0	1,000	0	1,000	0
Ice Management	75,000	32,731	75,000	29,942	75,000	29,526	35,000 <sup>v</sup>	-40,000
Contracted - 911 Services	4,225	4,233	4,309	4,418	4,396	4,419	4,396	0
COVID related expenses	0	2,023	0	56,762	0	113,633	0	0
Miscellaneous	250	0	250	562	250	0	250	0
Vehicle Maintenance	500	137	500	5,184	500	618	500	0
Transfer To Reserves	0	60,000	0	95,000	0	0	0	0
<b>Total Expenditures</b>	<b>\$98,425</b>	<b>\$109,926</b>	<b>\$96,764</b>	<b>\$248,475</b>	<b>\$97,104</b>	<b>\$156,922</b>	<b>\$51,445</b>	<b>-\$45,659</b>
<b>Net From Taxes</b>	<b>\$96,125</b>	<b>\$107,799</b>	<b>\$94,464</b>	<b>\$77,780</b>	<b>\$94,804</b>	<b>\$42,020</b>	<b>\$49,145</b>	<b>-\$45,659</b>

<sup>u</sup> CEMC Training<sup>v</sup> Ice breaking contract savings

<b>Road Operations</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Transfer From Reserve	7,000	7,000	17,000	17,000	0	0	0	0
Wind Easement	2,200	2,701	2,200	2,701	2,200	2,971	3,268	1,068
Permits	4,500	1,410	4,500	2,355	4,500	1,320	4,500	0
Solar Park License	4,425	4,425	4,425	4,425	4,425	4,425	4,425	0
Equipment & Materials	4,500	480	4,500	112	4,500	1,347	2,000	-2,500
Aylmer Patrol	10,300	11,134	10,300	11,299	10,300	11,549	11,775	1,475
Other Recovery	0	22,011	0	16,542	0	11,609	0	0
Vehicle Recoveries (County)	203,795	224,314	204,795	178,008	205,795	237,625	205,795	0
<b>Total Revenues</b>	<b>\$236,720</b>	<b>\$273,475</b>	<b>\$247,720</b>	<b>\$232,442</b>	<b>\$231,720</b>	<b>\$270,846</b>	<b>\$231,763</b>	<b>\$43</b>
<b>Expenditures</b>								
Wages & Benefits	1,351,296	1,166,413	1,378,322	1,180,946	1,405,889	1,329,276	1,430,877	24,988
Mileage	750	243	750	574	750	36	750	0
Training & Conferences	21,500	15,678	22,000	8,936	22,500	5,975 <sup>w</sup>	22,500	0
Dues & Memberships	2,500	2,406	2,500	2,915	2,500	1,440	2,500	0
Subscriptions	2,550	0	2,601	0	2,653	0	1,000	-1,653
Health & Safety	2,000	2,033	2,000	1,155	2,000	3,042	2,500	500
Staff Recruitment	200	1,603	200	0	200	102	200	0
Utilities	31,256	21,337	31,256	19,741	31,881	22,950	23,409	-8,472
Janitorial Supplies	4,060	6,466	4,060	7,452	4,060	5,372	5,000	940
Building Maintenance	14,000	13,030	21,000	46,793	14,000	25,709	16,000 <sup>x</sup>	2,000
Grounds Maintenance	1,500	1,526	1,500	2,435	1,500	3,315	2,000	500
Phone, Internet & Radios	22,000	16,678	22,000	21,097	22,000	17,664	22,000	0

<sup>w</sup> Unused due to COVID-19 pandemic. Expected to return in 2022.

<sup>x</sup> Increased due to end-of-life building condition and frequency of required repairs

<b>Road Operations</b> <i>(continued)</i>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
Equipment Maintenance	12,000	9,198	12,000	8,916	12,000	11,230	12,000	0
Small Tools	7,500	4,299	7,500	9,618	7,500	5,242	7,500	0
Computer Licenses, Support	12,500	26,126	12,500	22,298	12,500	23,606	24,000 <sup>y</sup>	11,500
Office Supplies	2,000	1,243	2,000	1,266	2,000	3,557	2,000	0
Shop Supplies	11,000	9,871	11,000	13,070	11,000	15,810	11,673	673
Clothing & PPE	10,000	10,497	10,000	11,117	10,000	11,333	10,200	200
Postage & Courier	0	0	0	23	0	18	0	0
Insurance	41,208	36,377	42,032	53,927	54,691	52,357	56,692	2,001
Insurance Deductibles	7,500	7,739	7,500	0	7,500	0	7,500	0
Legal	14,000	25,308	14,000	1,266	14,000	7,201	14,000	0
Surveying	10,000	6,991	10,000	0	10,000	16,474	10,000	0
Advertising	1,000	818	1,000	567	1,000	728	1,000	0
Studies	27,000	29,294	20,000	0	0	19,483	0	0
Consultants	0	0	0	1,565	0	29,145	0	0
Miscellaneous	1,000	1,368	1,000	366	1,000	537	1,000	0
Road Closings/Purchases	9,000	0	9,000	10,094	9,000	0	9,000	0
Safety Supplies	15,500	23,070	15,500	7,135	15,500	41,817	17,825 <sup>z</sup>	2,325
Safety - Contractor	0	5,312	0	0	0	0	0	0
Guiderail Maintenance	8,000	0	10,000	0	10,000	0	5,000	-5,000
Safety - Rail Crossings	0	0	0	0	0	0	5,000 <sup>aa</sup>	5,000
Drain Maintenance	7,000	10,380	7,000	11,533	7,000	9,411	8,000	1,000
Streetlight Hydro	579	0	608	0	638	0	0	-638
Portable Washroom Rental	500	817	500	1,040	500	766	1,000	500
Transfers -Project Deferrals	0	188,280	0	185,000	0	0	0	0

<sup>y</sup> Reflecting actual required programming

<sup>z</sup> Market reflective increase to material pricing

<sup>aa</sup> Addition of budget considering sale of rail corridor

<b>Road Operations</b> <i>(continued)</i>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b><u>Bridges &amp; Culverts</u></b>								
Materials And Supplies	33,500	40,151	33,700	0	33,904	28,307	34,582	678
Contractors	23,500	20,727	23,500	4,418	23,500	5,484	28,000	4,500
Equipment Rental	8,000	6,777	8,000	0	8,000	0	8,000	0
Consultant/Studies	0	0	17,000	7,997	0	0	0	0
<b><u>Ditching</u></b>								
Materials & Supplies	8,100	7,295	8,100	4,704	8,100	193	8,100	0
Contractors	60,000	57,693	86,200	5,787	87,924	30,952	89,682	1,758
Equipment Rental	0	0	0	5,463	0	0	0	0
<b><u>Catch Basins</u></b>								
Materials & Supplies	6,000	3,416	6,120	3,722	6,242	4,698	4,000	-2,242
Contractors	2,500	683	2,550	1,681	2,601	4,775	2,653	52
<b><u>Shoulders</u></b>								
Materials & Supplies	15,000	11,773	15,000	15,566	15,000	15,661	16,500	1,500
Equipment Rental	12,000	5,134	12,000	0	12,000	0	0 <sup>bb</sup>	-12,000
<b><u>Debris &amp; Sweeping</u></b>								
Materials	2,100	0	2,100	0	2,100	0	0	-2,100
Contractors	1,000	2,906	1,000	641	1,000	36	1,000	0
Equipment Rental	0	168	0	0	0	0	0	0

<sup>bb</sup> Budget deleted, adequate equipment

<b>Road Operations</b> <i>(continued)</i>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b><u>Grass &amp; Brush</u></b>								
Materials	1,200	376	1,200	271	1,200	65	500	-700
Contractor	45,500	47,214	46,410	37,795	47,338	67,415	57,000	9,662
Equipment Rental	0	4,319	0	19,448	0	0	0	0
<b><u>Tar &amp; Chip Roads</u></b>								
Materials	10,000	1,593	10,000	10,573	10,200	9,490	10,710	510
Contractors	495,000	504,460	500,000	500,137	502,000	456,540	503,302	1,302
Equipment Rental	5,000	12,226	5,000	8,360	5,100	19,996	3,000	-2,100
Line Painting	67,220	46,536	68,565	62,719	131,936	56,293	73,500	-58,436
Maintenance Enhancements	70,000	53,932	70,000	112,016	71,400	72,023	72,828	1,428
Patching	15,000	9,177	15,000	12,086	15,300	6,769	15,606	306
<b><u>Gravel Roads</u></b>								
Materials & Supplies	20,000	13,513	20,000	22,422	20,400	15,976	20,808	408
Contractor	170,600	106,739	170,000	267,607	180,000	174,599	190,000	10,000
Equipment Rental	5,000	0	5,000	5,631	5,100	4,946	5,100	0
Dust Control	56,000	60,326	57,120	63,709	58,262	58,881	59,427	1,165
Maintenance Enhancements	1,000	0	1,000	0	1,000	0	0	-1,000
<b><u>Winter Control</u></b>								
Materials & Supplies	44,000	101,698	44,000	69,847	44,000	67,821	80,000	36,000
Contractor	5,500	661	5,500	254	5,500	0	5,500	0
Equipment Rental	2,000	0	2,000	0	2,000	0	2,000	0
Equipment Repairs	28,500	11,242	28,500	11,415	28,500	28,301	15,000	-13,500
Mailbox Replacement	500	280	500	271	500	740	500	0

<b>Road Operations</b> <i>(continued)</i>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b><u>Vehicle Expenses</u></b>								
Repairs & Maintenance	144,995	153,227	147,895	136,406	150,853	208,162	205,000 <sup>cc</sup>	54,147
Insurance	14,326	12,647	14,613	0	14,905	17,504	19,710	4,805
Fuel	212,500	162,002	212,500	121,260	212,500	150,979	180,000	-32,500
Licences	22,000	18,567	22,500	147	23,000	21,963	23,500	500
<b>Total Expenditures</b>	<b>\$3,258,440</b>	<b>\$3,121,859</b>	<b>\$3,343,902</b>	<b>\$3,143,198</b>	<b>\$3,427,127</b>	<b>\$3,192,665</b>	<b>\$3,465,134</b>	<b>\$38,007</b>
<b>Net From Taxes</b>	<b>\$3,021,720</b>	<b>\$2,848,384</b>	<b>\$3,096,182</b>	<b>\$2,910,756</b>	<b>\$3,195,407</b>	<b>\$2,921,819</b>	<b>\$3,233,371</b>	<b>\$37,964</b>

<sup>cc</sup> Reflecting updated actual projected pricing



<b>County Roads</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
County Grant	725,243	710,514	747,000	722,593	769,410	727,651	763,306	-6,104
Extra County Work	5,000	55,184	5,000	6,388	5,000	4,503	5,000	0
<b>Total Revenues</b>	<b>\$730,243</b>	<b>\$765,698</b>	<b>\$752,000</b>	<b>\$728,981</b>	<b>\$774,410</b>	<b>\$732,154</b>	<b>\$768,306</b>	<b>-\$6,104</b>
<b>Expenditures</b>								
Wages & Benefits	\$206,250	\$247,870	\$210,375	\$201,563	\$214,583	\$224,223	\$221,194	\$6,611
Bridges & Culverts	518,993	7,459	536,625	3,919	554,828	8,879	10,000	-544,828
Ditching	0	16,160	0	6,404	0	34,165	40,000	40,000
Catch Basins	0	3,170	0	3,645	0	2,362	2,500	2,500
Shoulders	0	54,804	0	70,059	0	53,948	67,500	67,500
Debris & Sweeping	0	3,331	0	8,532	0	6,516	6,500	6,500
Grass & Brush	0	55,590	0	26,270	0	40,481	45,000	45,000
Hard Surface	0	8,161	0	8,328	0	6,048	8,000	8,000
Winter Control	0	239,269	0	165,575	0	183,223	230,000	230,000
Safety & Inspections	0	48,469	0	83,852	0	85,484	95,304	95,304
Extra County Work	0	29,321	0	3,709	0	3,478	3,500	3,500
Overhead Charges	0	36,580	0	37,677	0	38,808	38,808	38,808
Transfer To/(From) Reserve	0	15,500	0	109,452	0	44,539	0	0
<b>Total Expenditures</b>	<b>\$725,243</b>	<b>\$765,684</b>	<b>\$747,000</b>	<b>\$728,985</b>	<b>\$769,411</b>	<b>\$732,154</b>	<b>\$768,306</b>	<b>-\$1,105</b>
<b>Net From Taxes</b>	<b>-\$5,000</b>	<b>-\$14</b>	<b>-\$5,000</b>	<b>\$4</b>	<b>-\$4,999</b>	<b>\$0</b>	<b>\$0</b>	<b>\$4,999</b>

<b>Drainage</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Drainage Superintendent Grant	20,000	13,254	20,000	15,811	20,000	16,173	16,500	-3,500
Drainage Reports	3,000	0	3,000	0	3,000	0	0	-3,000
Miscellaneous Drain Charges	0	124	0	488	0	4,401	0	0
Debenture - Payment In	0	6,372	0	-58,399	0	6,372	6,372	6,372
<b>Total Revenues</b>	<b>\$23,000</b>	<b>\$19,750</b>	<b>\$23,000</b>	<b>-\$42,100</b>	<b>\$23,000</b>	<b>\$26,946</b>	<b>\$22,872</b>	<b>-\$128</b>
<b>Expenditures</b>								
Wages & Benefits	82,875	102,171	84,533	134,722	81,251	132,777	136,285	55,034
Training & Conferences	1,500	977	1,500	1,208	1,500	1,394	2,000	500
Dues & Memberships	531	547	541	717	552	317	730	178
Health & Safety	100	0	100	0	100	32	100	0
Phone & Internet	1,061	999	1,082	649	1,104	731	1,000	-104
Computer Licenses, Support	1,300	0	1,300	1,572	1,300	0	0	-1,300
Supplies	1,000	1,275	1,000	664	1,000	935	1,000	0
Uniforms & Clothing	0	220	0	0	0	183	0	0
Legal	0	2,285	0	905	0	0	1,000	1,000
Miscellaneous Repairs	250	124	250	2,359	250	2,639	250	0
Tree Planting	1,500	1,783	1,500	750	1,500	1,427	1,500	0
Fuel	2,315	2,801	2,431	2,119	2,553	2,641	2,808	255
Vehicle Maintenance	1,100	537	1,100	9,024	1,100	1,050	1,100	0
Vehicle Insurance	676	862	690	0	704	826	930	226
Tile Drain Loan Payment Out	0	6,372	0	6,372	0	6,372	6,372	6,372
<b>Total Expenditures</b>	<b>\$94,208</b>	<b>\$120,953</b>	<b>\$96,027</b>	<b>\$161,061</b>	<b>\$92,914</b>	<b>\$151,324</b>	<b>\$155,075</b>	<b>\$62,161</b>
<b>Net From Taxes</b>	<b>\$71,208</b>	<b>\$101,203</b>	<b>\$73,027</b>	<b>\$203,161</b>	<b>\$69,914</b>	<b>\$124,378</b>	<b>\$132,203</b>	<b>\$62,289</b>

<b>Streetlights &amp; Sidewalks</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Sidewalk & Streetlight Levy	30,766	28,466	31,068	31,068	31,373	31,373	31,373	0
Transfer From Reserve	0	0	0	0	20,000	0	0	-20,000
<b>Total Revenues</b>	<b>\$30,766</b>	<b>\$28,466</b>	<b>\$31,068</b>	<b>\$31,068</b>	<b>\$51,373</b>	<b>\$31,373</b>	<b>\$31,373</b>	<b>-\$20,000</b>
<b>Expenditures</b>								
Wages	0	898	0	0	0	144	0	0
Utilities	6,946	5,597	6,946	4,847	7,085	5,796	6,100	-985
Sidewalk Maintenance	5,000	5,881	5,000	177	5,000	0	5,000	0
Streetlight Maintenance	2,000	1,009	2,000	1,414	2,000	1,823	2,000	0
Sidewalk Winter Control	22,450	10,466	23,000	16,612	23,500	12,407	24,000	500
Studies	0	0	0	0	20,000	0	0	-20,000
Transfer To Reserve	10,195	12,695	10,195	10,195	10,195	10,195	10,195	0
<b>Total Expenditures</b>	<b>\$46,591</b>	<b>\$36,546</b>	<b>\$47,141</b>	<b>\$33,245</b>	<b>\$67,780</b>	<b>\$30,365</b>	<b>\$47,295</b>	<b>-\$20,485</b>
<b>Net From Taxes</b>	<b>\$15,825</b>	<b>\$8,080</b>	<b>\$16,073</b>	<b>\$2,177</b>	<b>\$16,407</b>	<b>-\$1,008</b>	<b>\$15,922</b>	<b>-\$485</b>

<b>Waste</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Blue Box Grant	47,000	54,447	47,000	66,470	47,000	68,580	92,724	45,724
Transfers From Reserve	300	300	0	0	0	0	0	0
Blue Boxes & Composters	1,000	1,812	1,000	875	1,000	1,459	1,250	250
Garbage Bag Tags	11,000	25,161	12,000	19,541	13,000	20,154	20,000	7,000
Garbage Collection Levy	115,290	111,125	132,560	131,090	150,030	148,800	160,000	9,970
Recyclables From MRF	40,000	29,968	35,000	36,162	30,000	34,394	30,000	0
<b>Total Revenues</b>	<b>\$214,590</b>	<b>\$222,813</b>	<b>\$227,560</b>	<b>\$254,138</b>	<b>\$241,030</b>	<b>\$273,387</b>	<b>\$303,974</b>	<b>\$62,944</b>
<b>Expenditures</b>								
Wages & Benefits	11,475	11,115	11,705	12,399	11,939	11,548	11,978	39
Blue Boxes And Composters	1,600	5,598	2,000	0	2,000	0	2,000	0
Bag Tag Costs	6,242	6,157	6,367	5,281	6,495	2,106	6,625	130
Postage & Courier	0	0	0	5,266	0	10,507	10,500 <sup>dd</sup>	10,500
Legal	0	0	0	3,562	0	3,409	0	0
Advertising	525	81	525	743	525	6,767	0	-525
Waste - Collection Costs	192,890	189,171	196,748	187,869	200,683	237,614	265,000 <sup>ee</sup>	64,317
Waste - Disposal Fees	108,485	108,509	110,655	112,154	112,868	103,914	115,125	2,257
Diversion - Collection Costs	155,384	153,399	158,491	153,203	161,661	194,411	217,000 <sup>ee</sup>	55,339
Diversion - Disposal Fees	50,000	57,041	63,000	60,674	64,260	52,266	65,545	1,285
St Thomas Transfer Facility	20,808	20,788	21,224	21,245	21,649	21,457	22,082	433
Leaf & Yard Waste	13,000	12,262	13,260	12,770	13,525	27,364	19,000	5,475
Miscellaneous	300	57	0	0	0	0	525	525
<b>Total Expenditures</b>	<b>\$560,709</b>	<b>\$564,178</b>	<b>\$583,975</b>	<b>\$575,166</b>	<b>\$595,605</b>	<b>\$671,363</b>	<b>\$735,380</b>	<b>\$139,775</b>
<b>Net From Taxes</b>	<b>\$346,119</b>	<b>\$341,365</b>	<b>\$356,415</b>	<b>\$321,028</b>	<b>\$354,575</b>	<b>\$397,976</b>	<b>\$431,406</b>	<b>\$76,831</b>

<sup>dd</sup> Continuance of bag tag mailout due to COVID-19

<sup>ee</sup> New 7-year waste collection contractor started in 2021

<b>Parks</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Grants	3,950	5,093	2,000	0	2,000	0	2,000	0
Donations	0	3,828	0	0	0	0	0	0
<b>Total Revenues</b>	<b>\$3,950</b>	<b>\$8,921</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>
<b>Expenditures</b>								
Wages & Benefits	4,600	14,876	4,692	24,332	4,786	27,129	27,808	23,022
Dues & Memberships	500	321	510	316	520	1,254	1,250	730
Wages - Transfer In	0	-4,600	0	0	0	0	0	0
Utilities	3,859	5,562	3,859	4,184	3,936	7,141	7,000	3,064
Janitorial Supplies	2,550	6,201	2,601	1,057	2,653	4,891	4,000	1,347
Building Maintenance	6,500	6,735	6,500	6,499	6,500	16,801	6,500	0
Grounds Maintenance	11,000	28,404	15,720	19,430	16,034	25,300	17,637	1,603
Phone & Internet	0	179	0	153	0	106	120	120
Playground Equipment	1,000	1,178	1,000	0	1,000	222	1,000	0
Insurance	622	549	635	815	748	760	856	108
Legal	500	0	500	0	500	0	0	-500
Miscellaneous	200	3,011	200	737	200	1,251	1,500	1,300
Swimming Pool	17,000	31,235	18,000	0	19,000	0	19,000	0
Fuel	2,750	4,751	2,888	2,760	3,032	11,585	3,487	455
Vehicle Maintenance	2,000	1,109	2,040	3,379	2,081	3,274	2,123	42
Vehicle Insurance	671	597	685	0	698	820	923	225
Studies	0	0	0	0	20,000	29,561	0	-20,000
Transfers - Donations	0	3,800	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$53,752</b>	<b>\$103,908</b>	<b>\$59,830</b>	<b>\$63,662</b>	<b>\$81,688</b>	<b>\$130,095</b>	<b>\$93,204</b>	<b>\$11,516</b>
<b>Net From Taxes</b>	<b>\$49,802</b>	<b>\$94,987</b>	<b>\$57,830</b>	<b>\$63,662</b>	<b>\$79,688</b>	<b>\$130,095</b>	<b>\$91,204</b>	<b>\$11,516</b>

<b>Malahide Community Place</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
MCP Hall Rentals	33,000	23,639	33,000	7,128	33,000	8,793	33,000	0
Capital Surcharge	2,200	1,138	2,200	348	2,200	406	2,200	0
<b>Total Revenues</b>	<b>\$35,200</b>	<b>\$24,777</b>	<b>\$35,200</b>	<b>\$7,476</b>	<b>\$35,200</b>	<b>\$9,199</b>	<b>\$35,200</b>	<b>\$0</b>
<b>Expenditures</b>								
Wages & Benefits	183,925	182,461	198,707	142,188	203,839	162,695	207,943	4,104
Mileage	750	1,443	750	814	750	1,156	750	0
Conferences & Training	1,061	1,057	1,082	1,067	1,104	1,704	1,250	146
Health & Safety	150	0	150	31	150	99	150	0
Staff Recruitment	0	82	0	0	0	0	0	0
Utilities	44,100	35,520	44,100	27,139	44,982	26,842	37,694	-7,288
Janitorial Supplies	3,714	2,041	3,789	3,505	3,864	801	3,720	-144
Building Maintenance	12,673	14,048	15,427	15,627	12,195	8,708	14,908	2,713
Grounds Maintenance	5,000	12,028	7,000	5,012	6,000	16,210 <sup>ff</sup>	8,000	2,000
Phone & Internet	6,049	5,811	6,170	5,857	6,293	4,980	6,419	126
Copier Lease	974	595	994	373	1,014	216	250	-764
Equipment Maintenance	0	41	2,208	1,711	2,252	136	2,297	45
Minor Equipment	0	111	0	1,070	0	5,183 <sup>gg</sup>	0	0
Computer Licenses, Support	500	183	500	0	500	0	0	-500
Supplies	4,500	3,384	4,500	5,482	4,500	2,397	4,500	0
Uniforms	531	613	541	884	552	386	563	11
Postage & Courier	25	0	25	0	25	0	0	-25
Insurance	8,010	7,071	8,170	10,483	9,334	9,787	11,020	1,686
Advertising	4,100	1,816	4,100	2,016	4,100	3,797	4,100	0

<sup>ff</sup> Increased grass cutting required due to 2021 growing season weather and significant winter maintenance requirements

<sup>gg</sup> 2021 actual cost incurred due to MPC/SDCH damaged items requiring replacement per asset management plan

<b>Malahide Community Place (continued)</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
Transaction Fees	1,050	1,277	1,050	656	1,050	822	1,050	0
Contracted Services	0	0	0	851	0	16	0	0
Transfers To Reserve	0	0	0	1,900	0	0	0	0
<b>Total Expenditures</b>	<b>\$277,112</b>	<b>\$269,582</b>	<b>\$299,263</b>	<b>\$226,666</b>	<b>\$302,504</b>	<b>\$245,935</b>	<b>\$304,614</b>	<b>\$2,110</b>
<b>Net From Taxes</b>	<b>\$241,912</b>	<b>\$244,805</b>	<b>\$264,063</b>	<b>\$219,190</b>	<b>\$267,304</b>	<b>\$236,736</b>	<b>\$269,414</b>	<b>\$2,110</b>

<b>Library</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Lease Revenue - County	26,106	26,318	26,628	26,766	27,160	26,953	27,142	-18
<b>Total Revenues</b>	<b>\$26,106</b>	<b>\$26,318</b>	<b>\$26,628</b>	<b>\$26,766</b>	<b>\$27,160</b>	<b>\$26,953</b>	<b>\$27,142</b>	<b>-\$18</b>
<b>Expenditures</b>								
Wages & Benefits	0	0	0	0	0	43	0	0
Utilities	7,718	5,128	7,718	3,611	7,872	3,785	3,955	-3,917
Janitorial Supplies	106	107	108	100	110	0	112	2
Building Maintenance	2,335	2,280	2,381	2,316	2,429	2,261	2,478	49
Grounds Maintenance	500	0	500	500	500	500	500	0
Insurance	476	420	486	623	606	582	655	49
Miscellaneous	100	0	100	0	100	0	100	0
<b>Total Expenditures</b>	<b>\$11,235</b>	<b>\$7,935</b>	<b>\$11,293</b>	<b>\$7,150</b>	<b>\$11,617</b>	<b>\$7,171</b>	<b>\$7,800</b>	<b>-\$3,817</b>
<b>Net From Taxes</b>	<b>-\$14,871</b>	<b>-\$18,383</b>	<b>-\$15,335</b>	<b>-\$19,616</b>	<b>-\$15,543</b>	<b>-\$19,782</b>	<b>-\$19,342</b>	<b>-\$3,799</b>



<b>Ball Diamonds</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Ball Diamond Rental	14,500	11,325	15,000	0	15,500	2,377	12,000	-3,500
Sponsorship Boards	6,000	4,204	6,000	0	6,000	0	0	-6,000
<b>Total Revenues</b>	<b>\$20,500</b>	<b>\$15,529</b>	<b>\$21,000</b>	<b>\$0</b>	<b>\$21,500</b>	<b>\$2,377</b>	<b>\$12,000</b>	<b>-\$9,500</b>
<b>Expenditures</b>								
Wages & Benefits	4,692	4,600	4,786	0	4,882	4,418	5,079	197
Utilities	2,042	1,680	2,042	1,725	2,083	1,710	1,783	-300
Building Maintenance	265	183	271	101	276	1,075	282	6
Grounds Maintenance	4,590	9,021	4,682	6,606	4,775	1,407	4,871	96
Cost Of Sponsorship Boards	6,000	4,786	6,000	0	6,000	0	0 <sup>hh</sup>	-6,000
Insurance	216	191	221	283	300	265	298	-2
Miscellaneous	2,500	0	2,500	0	2,500	2,553	2,500	0
<b>Total Expenditures</b>	<b>\$20,305</b>	<b>\$20,461</b>	<b>\$20,502</b>	<b>\$8,715</b>	<b>\$20,816</b>	<b>\$11,428</b>	<b>\$14,813</b>	<b>-\$6,003</b>
<b>Net From Taxes</b>	<b>-\$195</b>	<b>\$4,932</b>	<b>-\$498</b>	<b>\$8,715</b>	<b>-\$684</b>	<b>\$9,051</b>	<b>\$2,813</b>	<b>\$3,497</b>

<sup>hh</sup> Springfield Brewers undergoing organizational restructuring in 2022 and will not be selling outfield sponsorship (shared revenue with Township)

<b>Concession Booth</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Concession Booth Rental	6,000	6,000	7,000	0	7,000	0	7,000 <sup>ii</sup>	0
<b>Total Revenues</b>	<b>\$6,000</b>	<b>\$6,000</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$0</b>	<b>\$7,000</b>	<b>\$0</b>
<b>Expenditures</b>								
Utilities	1,985	1,270	1,985	801	2,024	879	1,348	-676
Janitorial Supplies	106	147	108	73	110	0	112	2
Building Maintenance	531	220	541	565	552	0	563	11
Insurance	368	325	375	482	508	450	506	-2
<b>Total Expenditures</b>	<b>\$2,990</b>	<b>\$1,962</b>	<b>\$3,009</b>	<b>\$1,921</b>	<b>\$3,194</b>	<b>\$1,329</b>	<b>\$2,529</b>	<b>-\$665</b>
<b>Net From Taxes</b>	<b>-\$3,010</b>	<b>-\$4,038</b>	<b>-\$3,991</b>	<b>\$1,921</b>	<b>-\$3,806</b>	<b>\$1,329</b>	<b>-\$4,471</b>	<b>-\$665</b>

<sup>ii</sup> Concession booth closed in 2021 due to COVID-19; contract extended

<b>South Dorchester Community Hall</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
SDCH Hall Rentals	9,000	9,250	9,000	2,584	9,000	3,497	9,000	0
Capital Surcharge	450	463	450	129	450	175	450	0
<b>Total Revenues</b>	<b>\$9,450</b>	<b>\$9,713</b>	<b>\$9,450</b>	<b>\$2,713</b>	<b>\$9,450</b>	<b>\$3,672</b>	<b>\$9,450</b>	<b>\$0</b>
<b>Expenditures</b>								
Wages & Benefits	0	0	0	5,672	0	12,445	12,632	12,632
Utilities	4,961	960	4,961	1,932	5,060	2,659	2,595	-2,465
Janitorial Supplies	1,000	601	1,000	428	1,000	58	750	-250
Building Maintenance	7,684	7,789	3,337	5,023	3,404	4,965	3,472	68
Grounds Maintenance	2,000	8,627	5,000	3,718	2,000	6,610 <sup>jj</sup>	4,000	2,000
Phone & Internet	866	858	883	861	901	853	919	18
Equipment Maintenance	2,446	108	287	0	293	1,118	299	6
Supplies	1,000	147	1,000	33	1,000	729	1,000	0
Insurance	2,273	2,007	2,319	2,975	2,365	2,777	3,127	762
<b>Total Expenditures</b>	<b>\$22,230</b>	<b>\$21,097</b>	<b>\$18,787</b>	<b>\$20,642</b>	<b>\$16,023</b>	<b>\$32,214</b>	<b>\$28,794</b>	<b>\$12,771</b>
<b>Net From Taxes</b>	<b>\$12,780</b>	<b>\$11,384</b>	<b>\$9,337</b>	<b>\$17,929</b>	<b>\$6,573</b>	<b>\$28,542</b>	<b>\$19,344</b>	<b>\$12,771</b>

<sup>jj</sup> Increased grass cutting required due to 2021 growing season weather and significant winter maintenance requirements

<b>Cemeteries</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Revenues</b>								
Interest Income	0	119	0	43	0	0	0	0
Sale of Plots	1,000	0	1,000	0	1,000	0	1,000	0
Interment Fees	1,000	700	1,000	0	1,000	0	1,000	0
Maintenance Receipts	0	0	0	57	0	0	0	0
<b>Total Revenues</b>	<b>\$2,000</b>	<b>\$819</b>	<b>\$2,000</b>	<b>\$100</b>	<b>\$2,000</b>	<b>\$0</b>	<b>\$2,000</b>	<b>\$0</b>
<b>Expenditures</b>								
Wages & Benefits	1,250	749	1,275	72	1,300	4,485	1,326	26
Headstone Maintenance	5,000	0	5,000	0	5,000	0	0	-5,000
Grounds Maintenance	10,490	8,798	10,659	6,852	12,833	18,709 <sup>kk</sup>	17,833	5,000
Contractor - Interments	1,000	570	1,000	0	1,000	0	1,000	0
Miscellaneous	300	0	300	0	300	0	300	0
External Support	28,000	28,000	24,500	24,500	25,250	25,250	26,000	750
Transfers To Reserve	0	10,000	0	0	0	0	0	0
<b>Total Expenditures</b>	<b>\$46,040</b>	<b>\$48,117</b>	<b>\$42,734</b>	<b>\$31,424</b>	<b>\$45,683</b>	<b>\$48,444</b>	<b>\$46,459</b>	<b>\$776</b>
<b>Net From Taxes</b>	<b>\$44,040</b>	<b>\$47,298</b>	<b>\$40,734</b>	<b>\$31,324</b>	<b>\$43,683</b>	<b>\$48,444</b>	<b>\$44,459</b>	<b>\$776</b>

<sup>kk</sup> Increased grass cutting required due to 2021 growing season weather

<b>East Elgin Community Complex</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Expenditures</b>								
50% of Net Operating Costs	278,500	248,167	278,500	320,651	278,500	278,500	297,517 <sup>II</sup>	19,017
50% of Youth Ice Time	16,500	26,175	16,500	8,829	16,500	17,227	16,500	0
<b>Total Expenditures</b>	<b>\$295,000</b>	<b>\$274,342</b>	<b>\$295,000</b>	<b>\$329,480</b>	<b>\$295,000</b>	<b>\$295,727</b>	<b>\$314,017</b>	<b>\$19,017</b>
<b>Net From Taxes</b>	<b>\$295,000</b>	<b>\$274,342</b>	<b>\$295,000</b>	<b>\$329,480</b>	<b>\$295,000</b>	<b>\$295,727</b>	<b>\$314,017</b>	<b>\$19,017</b>

<sup>II</sup> As proposed at the EECC 2022 Budget meeting

<b>Long-term Debt Payments</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b><u>Imperial Road Firehall</u></b>								
Principal	65,574	0	81,066	81,069	83,750	83,751	86,521	2,771
Interest	70,587	73,149	67,987	67,987	65,304	65,304	62,533	-2,771
Transfer From DC Reserve	-32,470	0	-31,274	0	-30,040	-30,040	-30,040	0
	<b>103,691</b>	<b>73,149</b>	<b>117,779</b>	<b>149,056</b>	<b>119,014</b>	<b>119,015</b>	<b>119,014</b>	<b>0</b>
<b><u>MCP &amp; SDCH</u></b>								
Principal	82,657	82,653	86,043	86,043	89,572	89,571	93,246	3,674
Interest	25,755	25,756	22,366	22,366	18,837	18,837	15,163	-3,674
	<b>108,412</b>	<b>108,409</b>	<b>108,409</b>	<b>108,409</b>	<b>108,409</b>	<b>108,408</b>	<b>108,409</b>	<b>0</b>
<b><u>Pier</u></b>								
Principal	0	0	14,801	0	36,183	23,525	48,043	11,860
Interest	0	0	10,000	5,897 <sup>mm</sup>	23,000	20,989	34,007	11,007
	<b>0</b>	<b>0</b>	<b>24,801</b>	<b>5,897</b>	<b>59,183</b>	<b>44,514</b>	<b>82,050</b>	<b>22,867</b>
<b><u>Streetlights &amp; Sidewalks</u></b>								
Principal	7,376	7,376	7,580	7,580	7,789	7,789	8,004	215
Interest	1,249	1,249	1,046	1,046	837	837	622	-215
	<b>8,625</b>	<b>8,625</b>	<b>8,626</b>	<b>8,626</b>	<b>8,626</b>	<b>8,626</b>	<b>8,626</b>	<b>0</b>
<b>Net From Taxes</b>	<b>\$220,728</b>	<b>\$190,183</b>	<b>\$259,615</b>	<b>\$271,988</b>	<b>\$295,232</b>	<b>\$280,563</b>	<b>\$318,099</b>	<b>\$22,867</b>

<sup>mm</sup> Interest only payments were being made until construction was completed

<b>Transfers to Reserves</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Restricted Revenues</b>								
Canada Community-Building	573,192	578,619	281,884	281,884	294,697	577,998	294,697	0
OCIF Funding	234,039	234,039	238,268	558,469	238,268	238,268	463,384	225,116
Grants - Other	558,587	558,587	0	0	0	911,732 <sup>nn</sup>	0	0
Development Charges Income	0	218,454	0	197,717	0	122,589	120,000	120,000
Interest Income - DCs	0	8,308	0	3,928	0	0	5,000	5,000
<b>Total Restricted Revenues</b>	<b>1,365,818</b>	<b>1,598,007</b>	<b>520,152</b>	<b>1,041,998</b>	<b>532,965</b>	<b>1,850,587</b>	<b>883,081</b>	<b>350,116</b>
<b>Restricted Transfers</b>								
Transfer of Grants to Reserves	1,365,818	1,371,245	520,152	840,353	532,965	1,727,998	758,081	225,116
Transfer To DC Reserve	0	226,762	0	201,645	0	122,589	125,000	125,000
<b>Total Restricted Transfers</b>	<b>1,365,818</b>	<b>1,598,007</b>	<b>520,152</b>	<b>1,041,998</b>	<b>532,965</b>	<b>1,850,587</b>	<b>883,081<sup>oo</sup></b>	<b>350,116</b>

<sup>nn</sup> Modernization grant \$17,500, Safe Restart Funding \$163,818, COVID – Fire \$6,800, OCLIF \$5,000, OCIF Pump Station Rebuild \$618,614, ICIP park project \$100,000

<sup>oo</sup> Net impact to property taxes is nil. Funds are fully transferred to obligatory reserves to be used for their legislative purposes

<b>Transfers to Reserves (continued)</b>	<b>2019 Budget</b>	<b>2019 Actuals</b>	<b>2020 Budget</b>	<b>2020 Actuals</b>	<b>2021 Budget</b>	<b>2021 Actuals</b>	<b>2022 Budget</b>	<b>Change (\$)</b>
<b>Capital Transfers</b>								
Roads Reserve	545,000	545,000	475,000	475,000	482,000	482,000	562,430	80,430
Buildings Reserve	176,000	176,000	226,100	226,100	193,700	193,700	193,700	0
Vehicles Reserve	457,500	457,500	469,000	469,000	476,500	476,500	500,325	23,825
Equipment & Furniture Reserve	224,950	224,950	227,600	227,600	225,250	225,250	225,250	0
Land Improvements Reserve	71,050	71,050	72,550	72,550	74,050	74,050	77,750	3,700
Administration / Council Reserve	5,000	5,000	5,000	5,000	5,000	5,000	0	-5,000
Fire Reserve (Hydrants)	5,000	5,000	5,000	5,000	5,000	5,000	0	-5,000
Parks & Community Centres	1,700	1,700	1,700	1,700	1,700	1,700	1,700	0
Community Service Reserve	175	175	175	175	175	175	0	-175
Plans & Studies	35,500	35,500	36,000	36,000	36,000	36,000	35,000	-1,000
<b>Total Capital Transfers</b>	<b>1,521,875</b>	<b>1,521,875</b>	<b>1,518,125</b>	<b>1,518,125</b>	<b>1,499,375</b>	<b>1,499,375</b>	<b>1,596,155</b>	<b>96,780</b>
<b>Total Capital Funding<sup>PP</sup></b>	<b>2,887,693</b>	<b>3,119,882</b>	<b>2,038,277</b>	<b>2,560,123</b>	<b>2,032,340</b>	<b>3,349,962</b>	<b>2,479,236</b>	<b>446,896</b>
<b>Stabilization Transfers</b>								
Election Stabilization	7,500	7,500	7,500	7,500	6,500	6,500	8,000 <sup>qq</sup>	1,500
Insurance Claims	6,500	6,500	6,500	6,500	6,500	6,500	0	-6,500
Legal Contingencies	6,500	6,500	6,500	16,500	5,000	5,000	0	-5,000
General Contingencies	56,944	46,944	24,888	24,888	5,000	5,000	0	-5,000
Wage Related Contingencies	20,000	20,000	20,000	20,000	19,176	19,176	0	-19,176
Tax Write-off Stabilization	20,000	20,000	20,000	20,000	0	0	34,200	34,200
<b>Total Stabilization Transfers</b>	<b>117,444</b>	<b>107,444</b>	<b>85,388</b>	<b>95,388</b>	<b>42,176</b>	<b>42,176</b>	<b>42,200</b>	<b>24</b>
<b>Net From Taxes</b>	<b>\$1,639,319</b>	<b>\$1,629,319</b>	<b>\$1,603,513</b>	<b>\$1,613,513</b>	<b>\$1,541,551</b>	<b>\$1,541,551</b>	<b>\$1,638,355</b>	<b>\$96,804</b>

<sup>PP</sup> Annual funding allocated to fund capital projects, includes transfers of obligatory reserve funds from prior page

<sup>qq</sup> One quarter of the estimated cost of the next election

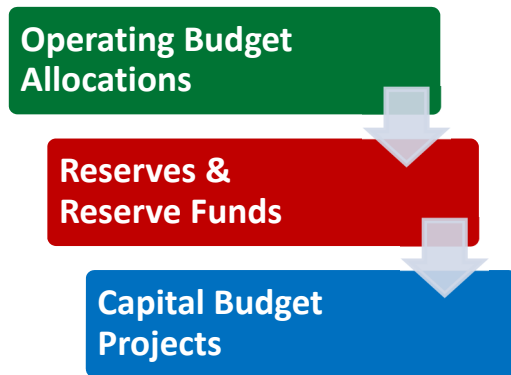


## CAPITAL PROJECTS

While the Township's operating budget looks at the day-to-day expenditures of the municipality, the capital budget looks at new significant investments. Historically, the capital budget has been reserved for costs relating to the purchase, construction or rehabilitation of tangible capital assets, though this scope has been expanded in 2022 to include other one-time strategic initiatives of significance.

Understanding the relationship between the Township's Operating Budget, Reserves and Capital Budget is key to developing a sustainable long-term financial plan.

All Township revenues, including property taxes, user fees, grants and development charges, are collected through the operating budget and transferred to reserves. Transfers from reserves are in-turn used to finance capital projects.



Reserves are used as an intermediary so tax rates can remain stable when capital financing needs and reserve balances fluctuate.

The Township's 2022 Operating Budget provides \$2,479,236 in annual capital funding. Though a portion of this is restricted to growth related projects of which none are proposed in 2022. These funding sources include:

Funding Source	2022
Property Taxes	\$1,596,155
Canada Community Building Fund	\$294,697
OCIF Funding	\$463,384
<b>Total Annual Non-Growth-Related Capital Funding</b>	<b>\$2,354,236</b>
Development Charges	\$125,000
<b>Total Annual Capital Funding</b>	<b>\$2,479,236</b>

Conversely, the Township's 2022 Capital Budget is recommending a \$2,227,500 spend. The way the Township budgets for capital projects allows for single year differences between capital funding and spending, as long as parity is considered over the long-term.

Capital funding is proposed to be spent in these areas for 2022:

Project Category	2022 Budget	%
Plans & Studies	120,000	5.4%
Governance & Administration	43,500	1.9%
Fire & Emergency Services	83,200	3.7%
Fleet & Equipment	526,300	23.6%
Parks, Recreation & Facilities	75,000	3.4%
East Elgin Community Complex	113,500	5.1%
Road Network	1,126,000	50.6%
Municipal Drainage	140,000	6.3%
<b>Total</b>	<b>2,227,500</b>	<b>100%</b>

Capital Budget	2021 Carry Forwards	New Projects	2022 Capital Budget	Funding Source(s)
<b>Plans &amp; Studies</b>				
Bi-Annual OSIM Bridge Inspections	0	40,000	40,000	Roads Reserve
Road Safety Audit	0	30,000	30,000	Roads Reserve
Shared Building, Planning & Bylaw Enforcement	0	50,000	50,000	Building Stabilization (25%) & Modernization Fund (75%)
	<b>0</b>	<b>145,000</b>	<b>145,000</b>	
<b>Governance &amp; Administration</b>				
<sup>1</sup> Servers, Computers, Network & Other IT Equipment	0	25,000	25,000	Equipment & Furniture Reserve
<sup>2</sup> Software Modernization Initiatives	0	13,500	13,500	Modernization Funds
	<b>0</b>	<b>38,500</b>	<b>38,500</b>	
<b>Fire &amp; Emergency Services</b>				
<sup>3</sup> SCBA & Bunker Gear	0	42,600	42,600	Equipment & Furniture Reserve
<sup>4</sup> Fire Communications Equipment - Radios & Pagers	0	3,000	3,000	Equipment & Furniture Reserve
<sup>5</sup> General Equipment Allowance – Hose, Nozzles, Etc.	0	8,000	8,000	Equipment & Furniture Reserve
<sup>6</sup> Water & Ice Rescue Equipment	0	6,000	6,000	Equipment & Furniture Reserve
<sup>7</sup> Vent / Extrication Saws	0	3,400	3,400	Equipment & Furniture Reserve
<sup>8</sup> Power Washers Station 3/4	0	12,200	12,200	Equipment & Furniture Reserve
<sup>9</sup> County Radio System Backup Batteries	0	8,000	8,000	Equipment & Furniture Reserve
	<b>0</b>	<b>83,200</b>	<b>83,200</b>	

<sup>1</sup> Replacement of servers and computer equipment required in 2022

<sup>2</sup> Allows for transition to cloud solutions offered by Microsoft resulting in reduced future capital costs while enhancing staff's current ability to collaborate on projects

<sup>3</sup> Yearly allowance for replacement, PPE lifespan 10 years

<sup>4</sup> Allowance to replace existing stock – lifespan around 7 years

<sup>5</sup> Replacing nozzles to match water flow tactics for fires

<sup>6</sup> Replacing aging equipment

<sup>7</sup> Completion of saw replacement project

<sup>8</sup> To maintain equipment

<sup>9</sup> Township share of battery back-up for County radio system

Capital Budget	2021 Carry Forwards	New Projects	2022 Capital Budget	Funding Source(s)
<b>Fleet &amp; Equipment</b>				
<sup>10</sup> Truck 85: 2010 Ford F350 1 Ton Pickup	0	80,000	80,000	Vehicles Reserve
<sup>10</sup> Truck 86: 2012 ¾ ton Chevrolet	0	40,000	40,000	Vehicles Reserve
<sup>10</sup> Tandem #15	225,750	130,550	356,300	Vehicles Reserve
<sup>11</sup> Chipper #61	50,000	0	50,000	Equipment & Furniture Reserve
	<b>275,750</b>	<b>250,550</b>	<b>526,300</b>	
<b>Roads &amp; Bridges</b>				
<sup>12</sup> Community Safety - Speed Reduction Signage	0	9,000	9,000	Roads Reserve
<sup>12</sup> Community Safety - Warning Signage	0	32,000	32,000	Roads Reserve
Wooleyville Line	50,000	0	50,000	Roads Reserve
Roadworks - Pressey Line: Catherine to Walker	0	550,000	550,000	OCIF
Roadworks - Pier Parking Lot Construction and Drainage	0	125,000	125,000	Roads Reserve
<sup>13</sup> Roadworks - Colin St. One-Way Conversion	0	15,000	15,000	Roads Reserve
<sup>14</sup> Hacienda Line & Vienna Line Culvert Rehab Review	30,000	0	30,000	Roads Reserve
<sup>14</sup> Carter Rd Bridge Rehab Design	0	25,000	25,000	Roads Reserve
<sup>14</sup> Hacienda Rd Culvert Rehab Design	0	40,000	40,000	Roads Reserve
<sup>14</sup> Vienna Ln Culvert Rehab Design & Construction	0	50,000	50,000	Canada Community Building Fund
<sup>12</sup> Community Safety - Guiderails	100,000	100,000	200,000	Roads Reserve
	<b>180,000</b>	<b>1,896,000</b>	<b>1,126,000</b>	
<b>Municipal Drainage</b>				
Norton Street	0	40,000	40,000	Roads Reserve
Sparta Line	0	100,000	100,000	Roads Reserve
	<b>0</b>	<b>140,000</b>	<b>140,000</b>	

<sup>10</sup> Per Fleet Replacement Plan<sup>11</sup> No 2021 replacement awarded, budget provided for refurbishment of existing chipper<sup>12</sup> Per road safety audit phase 2<sup>13</sup> Per resolution No. 21-338<sup>14</sup> Per 2020 Bridge and Culvert Inspection

Capital Budget	2021 Carry Forwards	New Projects	2022 Capital Budget	Funding Source(s)
<b>Parks, Recreation &amp; Facilities</b>				
Copenhagen Park	30,000	10,000	40,000	Land Improvements Reserve
<sup>15</sup> Ball Diamonds - Lighting Switchover	0	6,500	6,500	Land Improvements Reserve
<sup>16</sup> Ball Diamonds - Drainage Improvements	0	4,000	4,000	Land Improvements Reserve
<sup>17</sup> Facilities - Floor Scrubber (MCP)	0	6,000	6,000	Equipment & Furniture Reserve
<sup>18</sup> Facilities - MCP Wood Fence Replacement	0	6,000	6,000	Land Improvements Reserve
<sup>19</sup> Facilities - Health and Safety - Defibrillator devices	0	6,000	6,000	Equipment & Furniture Reserve
<sup>20</sup> Facilities - Dehumidifier	0	6,500	6,500	Equipment & Furniture Reserve
	<b>30,000</b>	<b>45,000</b>	<b>75,000</b>	
<b>East Elgin Community Complex (Township share only)</b>				
Ice Resurfacer	0	52,500	52,500	Equipment & Furniture Reserve
Parking Lot	0	27,500	27,500	Land Improvements Reserve
Hot Water Heaters	0	16,000	16,000	Buildings Reserve
Concrete Floor Repairs - Olympia Room & Rink Access	0	7,500	7,500	Buildings Reserve
Security Cameras and Updated Infrastructure	0	10,000	10,000	Buildings Reserve
	<b>0</b>	<b>113,500</b>	<b>113,500</b>	
<b>2022 Total Capital Budget</b>	<b>485,750</b>	<b>1,741,750</b>	<b>2,227,500</b>	

<sup>15</sup> Move lighting onto new poles installed in 2021

<sup>16</sup> Ponding issues at west corner of front diamond and green space between front and back diamond

<sup>17</sup> Existing scrubber from MCB moved to South Fire Hall

<sup>18</sup> Poor condition fence along pathway from road to MPC parking lot

<sup>19</sup> Municipal building health and safety consideration

<sup>20</sup> To address ongoing air moisture issues

## CAPITAL FINANCING STRATEGY

One of the most difficult concepts municipalities grapple with is understanding how much to contribute and retain in reserves. Although there's no one-size fits-all answer to this question, answers can be found by looking ahead to the Township's future in order to develop a greater understanding of how decisions today impact the Township tomorrow.

This process of looking ahead is not new to the Township, who completed a fixed, multi-year budget for 2019 to 2022. With this being the last year of the multi-year budget, staff thought it would be prudent to look ahead to future requirements for some of its most costly capital project categories to assess the Township's current financial trajectory.

Although this work has been limited Roads, Bridges, Drainage & Vehicles for 2022, it is our goal to have capital forecasts for all project categories for next year's budget. The work provided in 2022's budget should serve as a roadmap for how other project categories will be approached.

### Roads, Bridges & Drainage

The Township spends the majority of its capital funding on roads, bridges and drainage, 56.9% of 2022's capital budget. Therefore, the Township has the most to gain through optimized financial management in this area. The benefits of improving roads capital funding are obvious from a public safety prospective, but there's also financial benefits to taxpayers as well. Funding levels should be set so that the Township is able to rehabilitate roads when needed. Inadequate funding leads to project delays which often causes the projects to become more expensive as deterioration compounds.

A review of the Township's current financial trajectory, based on the attached forecasted projects, indicated the Roads Reserve would be nearly depleted by 2029. Funds were able to be redistributed from the Development Charges Reserve, discussed later, and an increase to the reserve contribution of \$80,430 was made to balance things out. Though the reserve will still be slightly drawn down from its position at the end of 2022, but still in a very managed position moving forward.

### Fleet

The next largest area for capital spending at the Township is for Fleet. While the Township does have a fleet replacement plan in place, which informs the 2022's Capital Budget forecasts, there has historically been some dispute over the timing of projects. For these reasons, a more conservative approach has been taken for 2022 in hopes the plan will continue to be fleshed out in future years.

Setting aside the actual timing of fleet replacements, the need for significant financial contributions to this project category are apparent, especially when factoring in Fire service vehicles. A modest adjustment of \$27,525 is being proposed for 2022's budget, with future increases of \$25,000 being tentatively suggested. Using this approach, the reserve will still be drawn down to \$577,205 by the end of 2027. Staff will continue to monitor this area and look for opportunities to redistribute funding from lower priority sources as plans continue to be developed.

### Capital Forecasts

The prospective set of projects and reserve balances has been provided in subsequent pages in the interest of full transparency.

## Capital Forecast – Drainage, Roads & Bridges *(continued)*

	2023	2024	2025	2026	2027	2028
<b>Drainage</b>						
Wooleyville Line	250,000					
Pressey Line: Springfield Rd to Catherine St	100,000					
Various		100,000	100,000			
Weldon Street: Springwater road to East Limit				100,000		
Rush Creek Line - Imperial Rd to Jamestown Ln					100,000	
<b>Total Drainage</b>	<b>350,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>
<b>Roads</b>						
Wooleyville Line Reconstruction	350,000					
Pressey Line: Springfield Rd to Catherine St	650,000					
Brook Line: Rogers Road to Caverly Road	275,000					
College Line: Springwater Road to Imperial Road		725,000				
Chalet Line: Carter Road to East Limit			275,000			
Vienna Line: West Limit to Imperial Road			500,000			
Weldon Street: Springwater Rd to East Limit						700,000
College Line: Imperial Road to Hacienda Road				380,000		
Pigram Road: Wilson Line to Avon Drive					875,000	
<b>Total Roads</b>	<b>1,275,000</b>	<b>725,000</b>	<b>775,000</b>	<b>380,000</b>	<b>875,000</b>	<b>700,000</b>

## Capital Forecast – Drainage, Roads & Bridges *(continued)*

### Bridges

	2023	2024	2025	2026	2027	2028
Carter Rd. Bridge Rehab	150,000					
Vienna Line Culvert Rehabilitation	1,400,000					
Hacienda Rd Rehab/Replacement Construction		750,000				
Calton Line Culvert Rehab Design		40,000				
Calton Line Rehab			350,000			
Pigram Rd Rehab Design			40,000			
Pigram Rd Rehab				400,000		
Dorchester Rd. Culvert EA				80,000		
Dorchester Rd. Culvert Design					40,000	
Dorchester Rd. Culvert Construction						750,000
Glencolin Ln Culvert Rehab Design					40,000	
Glencolin Ln Culvert Rehab						150,000
<b>Total Bridges</b>	<b>1,550,000</b>	<b>890,000</b>	<b>490,000</b>	<b>580,000</b>	<b>180,000</b>	<b>1,000,000</b>
<b>Total Road Network Capital Costs</b>	<b>\$3,175,000</b>	<b>\$1,715,000</b>	<b>\$1,365,000</b>	<b>\$1,060,000</b>	<b>\$1,155,000</b>	<b>\$1,700,000</b>

### Consolidated Roads Capital Reserve Forecast

Opening Eligible Reserve Balance	2,789,502	935,013	563,021	564,426	895,165	1,156,209
Annual Funding - Roads Reserve	562,430	573,679	585,152	596,855	608,792	620,968
Annual Funding - OCIF	463,384	463,384	463,384	463,384	463,384	463,384
Annual Funding – Canada Community Benefit Fund	294,697	294,697	294,697	294,697	294,697	294,697
Less: Proposed Capital Projects	(3,175,000)	(1,715,000)	(1,365,000)	(1,060,000)	(1,155,000)	(1,700,000)
<b>Consolidated Closing Reserve Balance</b>	<b>935,013</b>	<b>563,021</b>	<b>564,426</b>	<b>895,165</b>	<b>1,156,209</b>	<b>898,572</b>

**Capital Forecast – Fleet**

	2023	2024	2025	2026	2027
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<b>Fleet</b>					
Portable Man-Lift for working at heights			30,000		
Subcompact Tractor for Parks Department			40,000		
Equip. 61: 2022 Vermeer 1250 Chipper		120,000			
Truck 87: 2013 ¾ Ton F250	40,000				
Car 1: 2009 Focus	36,000				
Truck 71: 2009 ½ Ton Chevrolet	36,000				
Truck 10: International Single Axle Dump	250,000				
Truck 44: 2008 Case Tractor/Loader	240,000				
Truck 74: 2016 ¾ ton F250		37,000			
Truck 22: 2012 Mack tandem dump w/ plow		371,000			
Truck 75 2018 ¾ Ton F250				41,000	
Truck 78 2020 ½ Ton F150				36,000	
Truck 79 2020 ½ Ton F150				36,000	
Truck 23: 2014 Tandem dump w/ plow				386,000	
Truck 76: 2018 ¾ Ton F250					42,000
Truck 88: 2016 Ford F550 2-ton service truck					100,000
Truck 42: 2011 John Deere Tractor					205,000
Fire: Tanker 3		468,000			
Fire: Car 1				60,000	
Fire: Pumper 3					675,000
<b>Total Fleet Capital Costs</b>	<b>602,000</b>	<b>996,000</b>	<b>70,000</b>	<b>559,000</b>	<b>1,022,000</b>

**Vehicles Reserve Forecast**

Opening Reserve Balance	1,074,580	972,905	502,230	982,555	998,880
Annual Funding	500,325	525,325	550,325	575,325	600,325
Less: Proposed Capital Projects	(602,000)	(996,000)	(70,000)	(559,000)	(1,022,000)
<b>Consolidated Closing Reserve Balance</b>	<b>972,905</b>	<b>502,230</b>	<b>982,555</b>	<b>998,880</b>	<b>577,205</b>



## RESERVES & RESERVE FUNDS

Reserves and Reserve Funds are financial management tools that are an essential part of a municipality's financial strategy. Effective management of the Township's reserves is important to ensure tax payer money is spent efficiently, critical infrastructure is replaced when needed, and some control is retained over tax rates. Contributions to reserves are made through deliberate operating budget allocations, receipt of restricted funding such as grants and donations as well as transfers of any left-over spending at the end of each year.

### Reserve Categories

The Township's reserves have been divided into three categories based on how they are established, used and managed.

Category	Establishment	Uses	Management
<b>Obligatory Reserve Funds</b>	Through funding agreements or Provincial legislation	Use of these funds requires adherence to statutory requirements tied to each fund	Plan for use against costs which are considered both eligible according to legislation and offset amounts that tax payers would otherwise fund
<b>Reserves – Contingencies &amp; Stabilization</b>	By Council	To offset the costs of unexpected one-time events and to provide sufficient operating cash flows	Amounts in reserves should be based on assessments of potential financial threats that would result in significant, single-year tax rate increases or unnecessary borrowing costs
<b>Reserves – Capital</b>	By Council	Funding the Township's capital budget	Amounts set aside in each reserve should be supported by a long-term capital plan which justifies its balance in a given year

**RESERVES & RESERVE FUND CONTINUITY SCHEDULES**

<b>Obligatory Reserve Funds</b>	<b>2021 Forecasts</b>				<b>2022 Budget</b>		
<b>Reserve/Reserve Fund</b>	<b>Opening Balance</b>	<b>Net Transfers</b>	<b>Recommended Reallocations</b>	<b>Closing</b>	<b>Operating Contributions</b>	<b>Uses</b>	<b>Closing</b>
Building & Development	520,659	110,489	0	631,148	56,868	(12,500)	675,516
Development Charges Reserve Fund	774,491	81,149	(198,509)	657,131	125,000	(40,040)	742,091
Canada Community Building Fund	536,149	189,583	0	725,732	294,697	(50,000)	970,428
Ontario Community Infrastructure Fund	57,252	241,541	0	298,793	463,384	(550,000)	212,177
Cash in Lieu of Parkland	30,787	(10,080)	0	20,707	0	0	20,707
Ontario Cannabis Legalization Fund	15,000	5,000	0	20,000	0	0	20,000
Restricted Grants & Donations	0	17,500	0	17,500	0	(37,500)	(20,000)
Safe Restart Fund	32,165	29,360	0	61,525	0	0	61,525
Springfield Streetlights	44,376	0	0	44,376	0	0	44,376
Avon Streetlights	1,386	195	0	1,581	195	0	1,776
<b>Total</b>	<b>2,012,265</b>	<b>664,737</b>	<b>(198,509)</b>	<b>2,478,493</b>	<b>940,144</b>	<b>(690,040)</b>	<b>2,728,597</b>

<b>Contingency &amp; Stabilization</b>	<b>2021 Forecasts</b>				<b>2022 Budget</b>		
<b>Reserve/Reserve Fund</b>	<b>Opening Balance</b>	<b>Net Transfers</b>	<b>Recommended Reallocations</b>	<b>Closing</b>	<b>Operating Contributions</b>	<b>Uses</b>	<b>Closing</b>
Working Capital	856,775	0	0	856,775	34,200	0	890,975
WSIB NEER	22,469	(18,097)	(4,372)	0	0	0	0
Protective Reserve	221,169	5,000	(226,169)	0	0	0	0
Building Legal Defence Contingency	28,037	0	(28,037)	0	0	0	0
Computer Licences	4,824	0	(4,824)	0	0	0	0
Waste Management	5,919	0	(5,919)	0	0	0	0
County Roads	54,426	44,539	0	98,965	0	0	98,965
Municipal Elections	0	0	0	0	8,000	0	8,000
Fire Reserve	149,458	12,000	0	161,458	0	0	161,458
Planning & Development Reserve	253,280	26,000	0	279,280	0	(20,000)	259,280
Contingency – Parks, CC, EECC	60,266	175	0	60,441	0	0	60,441
Operating Budget Carryforwards	179,700	15,300	0	195,000	0	(195,000)	0
<b>Total</b>	<b>1,836,323</b>	<b>84,917</b>	<b>(269,321)</b>	<b>1,651,919</b>	<b>42,200</b>	<b>(215,000)</b>	<b>1,479,119</b>

Capital Reserves		2021 Forecasts				2022 Budget		
Reserve/Reserve Fund	Opening Balance	Net Transfers	Recommended Reallocations	Closing	Operating Contributions	Uses	Closing	
Land Purchase Reserve	26,172	0	0	26,172	0	0	26,172	
Land Improvements Reserve	494,911	55,659	0	550,570	77,050	(84,000)	544,320	
Buildings Reserve	431,878	190,700	0	622,578	193,700	(33,500)	782,778	
Vehicles Reserve	694,605	352,250	0	1,046,855	500,325	(476,300)	1,070,880	
Administration / Council Reserve	800,848	(71,019)	(470,118)	259,711	0	(28,800)	230,911	
Modernization Fund Reserve	0	0	470,118	470,118	0	(13,500)	456,618	
Cemetery Reserve	81,110	1,700	0	82,810	1,700	0	84,510	
Roads Reserve	952,767	(173,361)	471,147	1,250,553	562,430	(736,000)	1,076,983	
Sidewalks Reserve	(33,792)	10,000	0	(23,792)	10,000	0	(13,792)	
Streetlights Reserve	3,317	0	(3,317)	0	0	0	0	
Equipment & Furniture	901,463	137,250	0	1,038,713	225,250	(234,200)	1,029,763	
Plans & Studies Reserve	0	0	0	0	35,000	0	35,000	
<b>Total</b>	<b>4,353,279</b>	<b>503,179</b>	<b>(467,830)</b>	<b>5,324,288</b>	<b>1,606,155</b>	<b>(1,606,300)</b>	<b>5,324,143</b>	
<b>Grand Total</b>	<b>8,201,867</b>	<b>1,252,833</b>	<b>0</b>	<b>9,454,700</b>	<b>2,588,499</b>	<b>(2,511,340)</b>	<b>9,531,856</b>	

## Reallocations

Although a full review of reserves and reserve funds is still in progress, some funding can be safely reallocated as part of 2022's Budget.

Development Charges – as part of the development charges background study and bylaw update, Watson & Associates adjusted prior capital funding so the Township remained compliant with the Development Charges Act. These adjustments are common as part of a DC bylaw update. This resulted in the derestriction of \$198,509 which is recommended to be reallocated to the Roads Reserve.

Protective Reserve – according to Township policy, this reserve was to be used for future building, bylaw, policing and emergency

management services. This reserve has historically not been used. Future costs relating to building and bylaw will be funded through the Township's obligatory reserve fund "Building & Development" instead. OPP's billing methodology does not require a contingency reserve and emergency services can be funded through the Fire Reserve.

Building Legal Defence Contingency Reserve – future costs in this area will be funded through the "Building & Development" Reserve funded through building permits.

Others – a number of reserves without annual allocations haven't been used in years. The funding is being distributed to areas where it can be utilized.

## Obligatory Reserve Fund Explanations & Updates

### Building & Development

**Source of funding:** Annual building permit surpluses

**Uses & Restrictions:** Uses are restricted under the Building Code Act to offset the cost of administration and enforcement of the Building Code Act when fee revenues are less than costs for delivering building services, to implement service enhancements, and to purchase capital items required for the building department.

**2022 Financial update:** the balance of this reserve has increased from \$213,359 in 2017 to a forecasted \$631,148 by the end of 2021. While building permit surpluses are expected given the rate of permit activity over the last few years, the growth of this reserve was becoming somewhat concerning as more of the Township's funds became restricted. With the organizational restructuring that took place in 2021, further use of contracted services and implementation of a permitting software, the rate of growth for this reserve should slow in future years (estimating growth of nearly \$44,368 for 2022). A review of fees can be undertaken during 2023.

### Development Charges Reserve Fund

**Source of funding:** Development charges

**Uses & Restrictions:** To fund growth related projects in accordance with the Development Charges Act and contemplated as part of the Township's Development Charges Background Study.

**2022 update:** As part of the Development Charges Background Study process, Watsons and Associates made a number of adjustments to the Township's reserves in bring the Township in line with Development Charges Act requirements. These adjustments were favorable to the Township as they derestricted \$198,509 of funding retained in this reserve. The derestricted funds are eligible to be redistributed to property tax funded reserves.

**Canada Community Building Fund** (formerly Federal Gas Tax Fund)

**Source of funding:** Annual funding provided by the Government of Canada under the agreement signed with the Government of Ontario and the Association of Municipalities of Ontario (AMO).

**Uses & Restrictions:** Uses must adhere to the eligibility criteria contained in the Township's funding agreement.

**2022 Financial update:** existing funds are being built up to fund the Vienna Line Culvert Rehabilitation project at an estimated \$1,400,000 in 2023. Future CCBF funding allocations are considered to be earmarked for future road and bridge projects for financial modelling purposes.

**Ontario Community Infrastructure Fund (OCIF)**

**Source of funding:** Annual funding provided by the Province of Ontario under the agreement signed with the Government of Ontario.

**Uses & Restrictions:** Uses must adhere to the eligibility criteria contained in the Township's funding agreement with the Province.

**2022 Financial update:** As part of the Township's funding agreement, OCIF funds are required to be retained in an interest-bearing reserve fund. Future OCIF funding allocations are considered to be earmarked for future road and bridge projects for financial modelling purposes. A change to the OCIF funding formula has increased the Township's annual funding from \$238,268 in 2021 to \$463,384 in 2022. This bump-up in funding is expected to continue to be provided in future years.

**Cash In Lieu of Parkland Reserve Fund**

**Source of funding:** Developer contributions received in lieu of land being conveyed to the Municipality for parkland requirements as per the Planning Act.

**Uses & Restrictions:** Use is restricted under the Planning Act for the purchase and development of parkland and/or to support the upgrading of existing park facilities provided the need to upgrade is due to intensification of the surrounding neighbourhood.

**2022 Financial update:** With the Township's now having completed a development charge background study and parks and recreation master plan, a review of these fees may be timely for 2022's workplan. It would be ideal to perform such a review prior to any significant development. This would ensure parkland dedication fee collections are sufficient to fund future parkland acquisitions and enhancements, particularly in Springfield if significant growth were to occur.

**Ontario Cannabis Legalization Fund (OCLIF)**

**Source of funding:** Funding provided by Province to help with implementation costs of recreational cannabis legalization.

**Uses & Restrictions:** Use is restricted to expenses incurred as a result of cannabis legalization.

**2022 Financial update:** None of the \$20,000 in funding has been used by the Township. There may be opportunities to apply this funding retroactively to past costs incurred in relation to legal matters resulting from cannabis legalization.

**Restricted Grants & Donations Reserve Fund NEW**

**Source of funding:** One-time grants or donations which are received on the basis that they are used for specific (restricted) purposes

**Uses & Restrictions:** Restricted to the purpose for which the funds have been received – either through a grant or donation agreement.

**2022 Financial update:** This reserve is recommended to provide the Township a temporary holding account for one-time grants and donations which have restricted uses. Previously, such items were held in unrestricted accounts making it difficult to understand what portion of their balances were actually unrestricted.

**Safe Restart Reserve Fund**

**Source of funding:** One-time grants provided by the Province of Ontario.

**Uses & Restrictions:** Restricted to COVID-19 pandemic expenses or revenues shortfalls as a result of COVID-19.

**2022 Financial update:** All but \$61,525 in Safe Restart Funding has been applied to the Township's operating budget to offset pandemic related cost pressures. With purchases of personal protective equipment and social distancing measures slowing, the remaining balance could be used to offset potential declines in POA and recreation revenue.

## APPENDIX A

**2022 USER FEE SCHEDULE****CLERK'S & CORPORATE SERVICES**

## SECTION 1: Licences

**Items are exempt from HST.**

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Lottery Licences</b>	<b>Minimum fee of \$5.00 or 3% of prize value</b>	<b>Minimum fee of \$5.00 or 3% of prize value</b>	<b>Minimum fee of \$5.00 or 3% of prize value</b>	<b>Minimum fee of \$5.00 or 3% of prize value</b>
<b>Solar Farm Licence (CPI 2013 = 122.8)</b>	<b>2019 is year 6 - \$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)</b>	<b>2020 is year 7 - \$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)</b>	<b>2021 is year 8 - \$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)</b>	<b>2022 is year 9 - \$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)</b>



## SECTION 2: Vital Statistics, Freedom of Information &amp; Commissioner of Oaths

**All items are subject to HST.**

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Burial Permit Fee (non-residents only)</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$15.00</b>	<b>\$15.00</b>
<b>Document Certification/ Commissioner of Oaths (HST included)</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>
<b>Meeting Investigation Fee (HST exempt)</b>	<b>\$25.00 (refundable if deemed valid issue)</b>	<b>\$25.00 (refundable if deemed valid issue)</b>	<b>\$25.00 (refundable if deemed valid issue)</b>	<b>\$25.00 (refundable if deemed valid issue)</b>
<b>MFIPPA (no HST on initial \$5.00; HST on all other costs/charges)</b>	<b>\$5.00 per request plus cost of copies, staff time and shipping fees</b>	<b>\$5.00 per request plus cost of copies, staff time and shipping fees</b>	<b>\$5.00 per request plus cost of copies, staff time and shipping fees</b>	<b>\$5.00 per request plus cost of copies, staff time and shipping fees</b>

## SECTION 3: Mapping and General

**All items in this section are subject to HST.**

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>GIS Property Map including the property (MPAC) parcels and Road Network only</b>	<b>\$10.00 per 8.5"x11" page \$8.00 per pdf document</b>	<b>\$10.00 per 8.5"x11" page \$8.00 per pdf document</b>	<b>\$10.00 per 8.5"x11" page \$8.00 per pdf document</b>	<b>\$10.00 per 8.5"x11" page \$8.00 per pdf document</b>
<b>GIS Mapping - each additional pre-existing layer</b>	<b>\$2.00 per layer</b>	<b>\$2.00 per layer</b>	<b>\$2.00 per layer</b>	<b>\$2.00 per layer</b>
<b>GIS Custom Map including mark ups</b>	<b>\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.</b>	<b>\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.</b>	<b>\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.</b>	<b>\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.</b>
<b>County Road Map</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>
<b>Municipal Map</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>	<b>\$1.50</b>
<b>Official Plan Document</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>Zoning by-law Document</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>Photocopying/computer print out –black/white</b>	<b>\$.75/page</b>	<b>\$.75/page</b>	<b>\$.75/page</b>	<b>\$.75/page</b>
<b>Photocopying/computer print out – colour copies</b>	<b>\$1.50/page</b>	<b>\$1.50/page</b>	<b>\$1.50/page</b>	<b>\$1.50/page</b>
<b>Fax</b>	<b>\$1.00/page</b>	<b>\$1.00/page</b>	<b>\$1.00/page</b>	<b>\$1.00/page</b>
<b>Township Pin or Spoon</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>\$2.00</b>	<b>\$2.00</b>
<b>Township Flag</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>

## DEVELOPMENT SERVICES DEPARTMENT

## SECTION 1: Planning Fees

The following are Planning Application Deposits used towards the actual costs which shall be incurred by the Township during the review and approval process. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal staff time and associated costs.

Planning deposits and fees are exempt from HST.

ITEM	2019 DEPOSIT	2020 DEPOSIT	2021 DEPOSIT	2022 DEPOSIT
<b>Official Plan Amendment Application</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<b>Defence of Ontario Municipal Board Appeals</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>Minor Variance Applications</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
<b>Site Plan Agreement Application</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>	<b>\$2,000.00</b>
<b>Temporary Use By-law Applications</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Temporary Use By-law Renewal Application</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>	<b>\$3,000.00</b>
<b>Plan of Subdivision Application</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>Plan of Condominium Application</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>	<b>\$10,000.00</b>
<b>Zoning By-law Application</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>	<b>\$4,000.00</b>
<b>Development Agreement Fee</b>	<b>\$560.00</b>	<b>\$570.00</b>	<b>\$580.00</b>	<b>\$590.00</b>
<b>Site Evaluation Fee including Private Septic System Verification Fee – required on all severances to confirm the septic system is confined entirely within the property boundaries and conforms to all property line setbacks.</b>	<b>\$155.00</b>	<b>\$160.00</b>	<b>\$165.00</b>	<b>\$170.00</b>
<b>Percolation Test</b>	<b>\$240.00</b>	<b>\$245.00</b>	<b>\$250.00</b>	<b>\$255.00</b>
<b>Ontario Power Authority Review and Response for Feed-In-Tariff (FIT) Applications</b>	<b>\$160.00</b>	<b>\$165.00</b>	<b>\$170.00</b>	<b>\$175.00</b>

## SECTION 2: Municipal By-law Enforcement Fees

**Items in this section are exempt from HST.**

**A surcharge of \$33.00 is applicable for all licence fees paid after March 31<sup>st</sup>**

Effective 2021, permanent (lifetime) dog tags will be issued. Fees will be payable every year.

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
DOG LICENCES				
- first dog	\$33.00	\$34.50	\$34.50	\$35.20
- second dog	\$38.00	\$39.50	\$39.50	\$40.30
- third dog	\$58.00	\$59.50	\$59.50	\$60.70
- kennel licence	\$132.00	\$142.00	\$142.00	\$145.00
- replacement tag	\$5.00	\$5.00	\$5.00	\$5.00
- dangerous dog	\$207.00	\$212.00	\$212.00	\$216.30
- guide dog & service dog	\$0.00	\$0.00	\$0.00	\$0.00

## FACILITY SERVICES DEPARTMENT

## SECTION 1: Community Building Fees

**Unless otherwise noted, Community Building Fees are subject to a 5% Capital Replacement Surcharge.**

**All items in this section, with the exception of the Damage Deposit, are subject to HST.**

MALAHIDE COMMUNITY PLACE ITEM	2019 FEE BEFORE 5% SURCHARGE	2020 FEE BEFORE 5% SURCHARGE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE
Licensed Event – Community Room A, any day of the week	\$61.80/day	\$63.34/day	\$63.34/day	\$64.92/day
Licensed Event – Community Room B or C, Friday or Saturday	\$309.05/day	\$316.77/day	\$316.77/day	\$324.68/day
Licensed Event – Community Room B or C, Sunday to Thursday	\$254.51/day	\$260.87/day	\$260.87/day	\$267.39/day
Licensed Event – Community Rooms B & C, Friday or Saturday	\$432.88/day	\$443.70/day	\$443.70/day	\$454.79/day
Licensed Event – Community Rooms B & C, Sunday to Thursday	\$371.11/day	\$380.38/day	\$380.38/day	\$389.88/day
Licensed Event – Community Rooms A,B & C, Friday or Saturday	\$494.64/day	\$507.00/day	\$507.00/day	\$519.67/day
Licensed Event – Community Rooms A,B & C, Sunday to Thursday	\$432.88/day	\$443.70/day	\$443.70/day	\$454.79/day
Licensed Hourly – Community Room B or C	\$55.65/day	\$57.04/day	\$57.04/day	\$58.46/day
Licensed Hourly –	\$67.41/day	\$69.09/day	\$69.09/day	\$70.81/day

MALAHIDE COMMUNITY PLACE ITEM	2019 FEE BEFORE 5% SURCHARGE	2020 FEE BEFORE 5% SURCHARGE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE
<b>Community Rooms A &amp; B</b>				
<b>Licensed Hourly – Community Rooms B &amp; C</b>	<b>\$74.12/day</b>	<b>\$75.97/day</b>	<b>\$75.97/day</b>	<b>\$77.87/day</b>
<b>Licensed Hourly – Community Rooms A, B &amp; C</b>	<b>\$88.58/hour</b>	<b>\$90.79/hour</b>	<b>\$90.79/hour</b>	<b>\$93.06/day</b>
<b>Recurring Program – Community Room A</b>	<b>\$18.57/hour</b>	<b>\$19.03/hour</b>	<b>\$19.03/hour</b>	<b>\$19.51/day</b>
<b>Recurring Program – Community Room B or C</b>	<b>\$30.89/hour</b>	<b>\$31.66/hour</b>	<b>\$31.66/hour</b>	<b>\$32.45/day</b>
<b>Meetings - Meeting Room</b>	<b>\$30.14/three hour meeting</b>	<b>\$31.66/three hour meeting</b>	<b>\$31.66/three hour meeting</b>	<b>\$32.39/three hour meeting</b>
<b>Meetings – Community Room A</b>	<b>\$45.43/three hour meeting</b>	<b>\$47.72/three hour meeting</b>	<b>\$47.72/three hour meeting</b>	<b>\$48.91/three hour meeting</b>
<b>Unlicensed Event – Community Room A</b>	<b>\$30.14/hour</b>	<b>\$31.66/hour</b>	<b>\$31.66/hour</b>	<b>\$32.45/hour</b>
<b>Unlicensed Event – Community Room B or C</b>	<b>\$48.28/hour</b>	<b>\$50.71/hour</b>	<b>\$50.71/hour</b>	<b>\$51.98/hour</b>
<b>Unlicensed Event – Community Rooms A &amp; B</b>	<b>\$54.30/hour</b>	<b>\$57.04/hour</b>	<b>\$57.04/hour</b>	<b>\$58.47/hour</b>
<b>Unlicensed Event – Community Rooms B &amp; C</b>	<b>\$65.77/day</b>	<b>\$69.09/day</b>	<b>\$69.09/day</b>	<b>\$70.82/hour</b>
<b>Unlicensed Event – Community Rooms A,B &amp; C</b>	<b>\$77.02/hour</b>	<b>\$80.91/hour</b>	<b>\$80.91/hour</b>	<b>\$82.93/hour</b>
<b>Kitchen Rental – with full- day hall rental</b>	<b>\$99.50/event</b>	<b>\$104.52/event</b>	<b>\$104.52/event</b>	<b>\$107.13/event</b>
<b>Kitchen Rental – stand alone event</b>	<b>\$14.00/hour</b>	<b>\$14.70/hour</b>	<b>\$14.70/hour</b>	<b>\$15.06/hour</b>
<b>Portable Bar, Fridge and Ice Caddy</b>	<b>\$27.60 per event</b>	<b>\$28.99 per event</b>	<b>\$28.99 per event</b>	<b>\$29.71 per event</b>
<b>Bagged Ice</b>	<b>\$2.70/bag (surcharge exempt)</b>	<b>\$2.80/bag (surcharge exempt)</b>	<b>\$2.80/bag (surcharge exempt)</b>	<b>\$2.80/bag (surcharge exempt)</b>
<b>Storage Room Rental</b>	<b>\$52.53/day</b>	<b>\$55.18/day</b>	<b>\$55.18/day</b>	<b>\$55.18/day</b>

<b>MALAHIDE COMMUNITY PLACE ITEM</b>	<b>2019 FEE BEFORE 5% SURCHARGE</b>	<b>2020 FEE BEFORE 5% SURCHARGE</b>	<b>2021 FEE BEFORE 5% SURCHARGE</b>	<b>2022 FEE BEFORE 5% SURCHARGE</b>
<b>Ball Diamond Rental – Youth Game Rate Non-Competitive (Rec) League</b>	<b>\$18.50/two hour game</b>	<b>\$19.50/two hour game</b>	<b>\$19.50/two hour game</b>	<b>\$19.98/two hour game</b>
<b>Ball Diamond Rental – Youth Game Rate Competitive League</b>	<b>\$23.50/two hour game</b>	<b>\$24.70/two hour game</b>	<b>\$24.70/two hour game</b>	<b>\$25.31/two hour game</b>
<b>Ball Diamond Rental – Adult Game Rate</b>	<b>\$34.00/two hour game</b>	<b>\$35.75/two hour game</b>	<b>\$35.75/two hour game</b>	<b>\$36.64/two hour game</b>
<b>Youth Ball Tournament with access to both diamonds</b>	<b>\$66.70/day</b>	<b>\$73.53/day</b>	<b>\$73.53/day</b>	<b>\$75.37/day</b>
<b>Adult Ball Tournament with access to both diamonds</b>	<b>\$125.66/day</b>	<b>\$138.53/day</b>	<b>\$138.53/day</b>	<b>\$141.99/day</b>
<b>Relining Diamonds for Adults</b>	<b>\$15.00</b>	<b>\$17.00</b>	<b>\$17.00</b>	<b>\$19.00</b>
<b>Relining Diamonds for Youth</b>	<b>\$10.00</b>	<b>\$12.00</b>	<b>\$12.00</b>	<b>\$14.00</b>
<b>Ball Diamond Lights</b>	<b>\$11.00/game</b>	<b>\$13.00/game</b>	<b>\$13.00/game</b>	<b>\$13.50/game</b>
<b>Gary Barat Pavilion</b>	<b>\$27.60/event</b>	<b>\$28.99/event</b>	<b>\$28.99/event</b>	<b>\$29.75/event</b>
<b>Ball Diamond Advertising Signage - full fence section (surcharge exempt)</b>	<b>\$400.00 per year for each of year 1, 2 &amp; 3</b>	<b>\$425.00 per year for each of year 1, 2 &amp; 3</b>	<b>\$425.00 per year for each of year 1, 2 &amp; 3</b>	<b>\$425.00 per year for each of year 1, 2 &amp; 3</b>
<b>Ball Diamond Advertising Signage - partial fence section (surcharge exempt)</b>	<b>\$250.00 per year for each of year 1, 2 &amp; 3</b>	<b>\$260.00 per year for each of year 1, 2 &amp; 3</b>	<b>\$260.00 per year for each of year 1, 2 &amp; 3</b>	<b>\$260.00 per year for each of year 1, 2 &amp; 3</b>

<b>SOUTH DORCHESTER COMMUNITY HALL ITEM</b>	<b>2019 FEE BEFORE 5% SURCHARGE</b>	<b>2020 FEE BEFORE 5% SURCHARGE</b>	<b>2021 FEE BEFORE 5% SURCHARGE</b>	<b>2022 FEE BEFORE 5% SURCHARGE</b>
<b>Licensed Event – Community Room, Friday or Saturday</b>	<b>\$155.10</b>	<b>\$158.97</b>	<b>\$158.97</b>	<b>\$162.95</b>
<b>Licensed Event – Community Room, Sunday to Thursday</b>	<b>\$117.47/day</b>	<b>\$120.40/day</b>	<b>\$120.40/day</b>	<b>\$123.41/day</b>
<b>Recurring Program – Community Room</b>	<b>\$18.57/hour</b>	<b>\$19.03/hour</b>	<b>\$19.03/hour</b>	<b>\$19.51/hour</b>
<b>Meeting – Community Room</b>	<b>\$46.57/three hour meeting</b>	<b>\$47.73/three hour meeting</b>	<b>\$47.73/three hour meeting</b>	<b>\$48.92/three hour meeting</b>
<b>Unlicensed Event – Community Room</b>	<b>\$28.29/hour</b>	<b>\$28.99/hour</b>	<b>\$28.99/hour</b>	<b>\$29.72/hour</b>
<b>Kitchen Rental</b>	<b>\$56.68/event</b>	<b>\$58.09/event</b>	<b>\$58.09/event</b>	<b>\$59.54/event</b>
<b>Kitchen Rental – stand alone event</b>	<b>\$10.25/hour</b>	<b>\$10.50/hour</b>	<b>\$10.50/hour</b>	<b>\$11.00/hour</b>

<b>ITEMS COMMON TO BOTH MALAHIDE COMMUNITY PLACE &amp; SOUTH DORCHESTER COMMUNITY HALL</b>	<b>2019 FEE BEFORE 5% SURCHARGE</b>	<b>2020 FEE BEFORE 5% SURCHARGE</b>	<b>2021 FEE BEFORE 5% SURCHARGE</b>	<b>2022 FEE BEFORE 5% SURCHARGE</b>
<b>Staff Overtime before 8 am or after 2 am</b>	<b>\$33.82/hour/staff person</b>	<b>\$34.66/hour/staff person</b>	<b>\$34.66/hour/staff person</b>	<b>\$35.53/hour/staff person</b>
<b>Facility Set-up, day prior to booking</b>	<b>\$33.82/hour</b>	<b>\$34.66/hour</b>	<b>\$34.66/hour</b>	<b>\$35.53/hour</b>
<b>Green Space Event Rental for up to 4 hours</b>	<b>\$28.29/4 hour</b>	<b>\$28.99/4 hour</b>	<b>\$28.99/4 hour</b>	<b>\$29.72/4 hour</b>
<b>Parking Lot Event Rental</b>	<b>\$28.29/4 hour</b>	<b>\$28.99/4 hour</b>	<b>\$28.99/4 hour</b>	<b>\$29.72/4 hour</b>
<b>Place Setting</b>	<b>\$0.90</b>	<b>\$0.95</b>	<b>\$0.95</b>	<b>\$1.00</b>
<b>Damage Deposit (surcharge exempt)</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>	<b>\$250.00</b>



## SECTION 2: Cemeteries

**All items in this section are subject to HST.**

INTERMENT RIGHTS FEES	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Regular Lot - 4' x 10' – permits 1 full burial and 1 cremated remains OR up to 3 cremated remains only</b>	<b>\$ 700.00</b>	<b>\$ 750.00</b>	<b>\$ 750.00</b>	<b>\$ 800.00</b>
<b>Regular Lot – Care &amp; Maintenance Fee</b>	<b>\$ 280.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 320.00</b>

INTERMENT FEES	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Adult</b>	<b>\$ 700.00</b>	<b>\$ 725.00</b>	<b>\$ 725.00</b>	<b>\$ 750.00</b>
<b>Child</b>	<b>\$ 475.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 525.00</b>
<b>Cremated Remains</b>	<b>\$ 375.00</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ 425.00</b>
<b>2 Cremated Remains at the same time</b>	<b>\$ 625.00</b>	<b>\$ 650.00</b>	<b>\$ 650.00</b>	<b>\$ 675.00</b>
<b>1 full burial and 1 Cremated remains at the same time</b>	<b>\$ 925.00</b>	<b>\$ 950.00</b>	<b>\$ 950.00</b>	<b>\$ 975.00</b>
<b>Saturday Interment Surcharge</b>	<b>\$ 150.00</b>	<b>\$ 175.00</b>	<b>\$ 175.00</b>	<b>\$ 200.00</b>
<b>Weekday Interment after 4:00 p.m. Surcharge</b>	<b>\$ 125.00</b>	<b>\$ 150.00</b>	<b>\$ 150.00</b>	<b>\$ 175.00</b>

DISINTERMENT FEES	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Full Burial</b>	<b>\$ 950.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1,000.00</b>	<b>\$ 1050.00</b>
<b>Cremated Remains</b>	<b>\$ 600.00</b>	<b>\$ 650.00</b>	<b>\$ 650.00</b>	<b>\$ 700.00</b>

MONUMENT/MARKER CARE & MAINTENANCE FEES	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Flat Marker</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>	<b>\$ 50.00</b>
<b>Monument</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>Large Monument</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>	<b>\$ 200.00</b>

OTHER FEES	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Lots Purchased Prior to 1955 - per lot - Fee required at time of resale/transfer or interment as applicable.</b> <b>Fee will be deposited into the Care and Maintenance Fund.</b>	<b>\$ 280.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 320.00</b>
<b>Administration Fee for the Resale/Transfer of Lots - per resale/transfer of lot</b>	<b>\$ 90.00</b>	<b>\$ 105.00</b>	<b>\$ 105.00</b>	<b>\$ 120.00</b>
<b>Genealogical Requests</b>	<b>Photocopying charges as stated under Corporate Services within this By-law</b>	<b>Photocopying charges as stated under Corporate Services within this By-law</b>	<b>Photocopying charges as stated under Corporate Services within this By-law</b>	<b>Photocopying charges as stated under Corporate Services within this By-law</b>

## FINANCE DEPARTMENT

Items in this section marked with an \* are subject to HST.

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Tax Certificate</b> New property owners will receive a duplicate copy of the tax bill and statement of tax account history.	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance.</b>	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance.</b>	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance.</b>	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance.</b>
<b>Zoning Certificate *</b>	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>
<b>Engineer's Report including utility arrears *</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>
<b>Proof of Septic Certificate *</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>	<b>\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance</b>
<b>NSF cheque or returned payment</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>	<b>\$30.00</b>
<b>Tax Bill Reprint, Tax or Water Account History Print, or duplicate</b>	<b>\$10.00 each</b>	<b>\$10.00 each</b>	<b>\$10.00 each</b>	<b>\$10.00 each</b>

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>receipt, Statement of Tax Account (HST included)</b>				
<b>Transfer to Taxes *</b>	<b>\$25.00</b> administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account.	<b>\$25.00</b> administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account.	<b>\$25.00</b> administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account.	<b>\$25.00</b> administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account
<b>Tax Sale Registration Process</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>	<b>Full cost recovery</b>
<b>Account Collection Fee, when sent to Collection Agency *</b>	<b>\$65.00</b>	<b>\$65.00</b>	<b>\$65.00</b>	<b>\$65.00</b>
<b>Delivery Fee, when send correspondence by Registered Mail *</b>	<b>\$9.00</b>	<b>\$9.00</b>	<b>\$9.00</b>	<b>\$9.00</b>
<b>Penalty on Accounts Receivable 30 days in arrears</b>	<b>2% on the first day of each month</b>	<b>2% on the first day of each month</b>	<b>2% on the first day of each month</b>	<b>2% on the first day of each month</b>
<b>US Exchange Administration Fee *</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>	<b>\$10.00</b>

EMERGENCY SERVICES  
All items in this section are subject to HST.

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Civic Addressing Sign &amp; Post installed-1 only</b>	<b>\$ 125.00</b>	<b>\$ 127.50</b>	<b>\$ 127.50</b>	<b>\$ 130.00</b>
<b>Civic Addressing Sign &amp; Post installed – 2<sup>nd</sup> &amp; subsequent</b>	<b>\$ 90.00</b>	<b>\$ 92.50</b>	<b>\$ 92.50</b>	<b>\$ 95.00</b>
<b>Civic Addressing Sign – replacement only</b>	<b>\$ 44.00</b>	<b>\$ 45.00</b>	<b>\$ 45.00</b>	<b>\$ 46.00</b>
<b>Civic Addressing Post – replacement only</b>	<b>\$ 25.00</b>	<b>\$ 25.50</b>	<b>\$ 25.50</b>	<b>\$ 26.00</b>
<b>Civic Addressing Sign &amp; Post only</b>	<b>\$ 69.00</b>	<b>\$ 70.50</b>	<b>\$ 70.50</b>	<b>\$ 72.00</b>

## DRAINAGE DEPARTMENT

**All items in this section, with the exception of the Fence Viewing Deposit, are subject to HST.**

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Municipal Drainage Reports Assessment Splits</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
<b>Tile Drain Loan Processing Fee</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>	<b>\$ 100.00</b>
<b>Livestock Valuation Fee - \$50.00 for each report + mileage</b>	<b>\$50.00 per report + mileage</b>	<b>\$50.00 per report + mileage</b>	<b>\$50.00 per report + mileage</b>	<b>\$50.00 per report + mileage</b>
<b>Fence Viewing Deposit</b>	<b>\$ 250.00</b>	<b>\$ 260.00</b>	<b>\$ 270.00</b>	<b>\$ 280.00</b>
<b>Fence Viewer Fee – to be deducted from the Fence Viewing Deposit</b>	<b>\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee</b>	<b>\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee</b>	<b>\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee</b>	<b>\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee</b>

WASTE MANAGEMENT DEPARTMENT  
Items in this section marked with an \* are subject to HST.

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Waste Management Fee</b>  <b>NOTE:</b> The waste management fee entitles each eligible unit/property to the annual allotment of tags decided by Council	<b>\$35.00 annual fee for each assessed unit/property to be billed through annual tax assessment</b>	<b>\$40.00 annual fee for each assessed unit/property to be billed through annual tax assessment</b>	<b>\$45.00 annual fee for each assessed unit/property to be billed through annual tax assessment</b>	<b>\$50.00 annual fee for each assessed unit/property to be billed through annual tax assessment</b>
<b>Bag Tag</b>	<b>\$1.50 each tag</b>	<b>\$1.50 each tag</b>	<b>\$1.50 each tag</b>	<b>\$1.50 each tag</b>
<b>Blue Box Replacement *</b>	<b>\$10.00</b>	<b>\$7.00</b>	<b>\$7.00</b>	<b>\$7.00</b>
<b>Composters *</b>	<b>\$30.00</b>	<b>\$35.00</b>	<b>\$35.00</b>	<b>\$35.00</b>
<b>Processing illegally dumped garbage which is recovered by Municipal Staff and where the offender can be identified.</b> *	<b>\$100.00 or the total cost of the clean-up, whichever is greater.</b>	<b>\$100.00 or the total cost of the clean-up, whichever is greater.</b>	<b>\$100.00 or the total cost of the clean-up, whichever is greater</b>	<b>\$100.00 or the total cost of the clean-up, whichever is greater</b>

ROADS DEPARTMENT  
All items in this section are exempt from HST.

ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>Entrance/Encroachment Permit-Twp Road</b>	<b>\$165.00</b>	<b>\$165.00</b>	<b>\$165.00</b>	<b>\$165.00</b>
<b>Rural Entrance Permit Deposit-Twp Road</b> The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	<b>\$1,000.00 min.</b> based on estimated restoration and installation costs	<b>\$1,000.00 min.</b> based on estimated restoration and installation costs	<b>\$1,000.00 min.</b> based on estimated restoration and installation costs	<b>\$1,000.00 min.</b> based on estimated restoration and installation costs
<b>Urban Entrance Permit Deposit-Twp Road (RE: curb/sidewalk damage)</b> The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	<b>\$1,500.00 min.</b> based on estimated restoration and installation costs	<b>\$1,500.00 min.</b> based on estimated restoration and installation costs	<b>\$1,500.00 min.</b> based on estimated restoration and installation costs	<b>\$1,500.00 min.</b> based on estimated restoration and installation costs
<b>Permit to Hard Surface Entrance – Twp Road</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Driveway Culvert Installation Deposit</b> deposit. The applicant will be invoiced for the difference between the actual Township cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	<b>\$2,400.00 min.</b> based on estimated installation costs	<b>\$2,400.00 min.</b> based on estimated installation costs	<b>\$2,400.00 min.</b> based on estimated installation costs	<b>\$2,400.00 min.</b> based on estimated installation costs
<b>Road Occupancy Permit Deposit (RE: boring, open cuts to install e.g. private drains, water services).</b> The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall	<b>\$1,400.00 min.</b> based on estimated installation costs	<b>\$1,400.00 min.</b> based on estimated installation costs	<b>\$1,400.00 min</b> based on estimated installation costs	<b>\$1,400.00 min</b> based on estimated installation costs



ITEM	2019 FEE	2020 FEE	2021 FEE	2022 FEE
<b>be based on municipal time and associated costs.</b>				
<b>Moving Permit-Twp Road</b>	<b>\$210.00</b>	<b>\$210.00</b>	<b>\$210.00</b>	<b>\$210.00</b>
<b>Moving Permit Deposit-Twp Road</b> The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	<b>\$2,700.00</b>	<b>\$2,700.00</b>	<b>\$2,700.00</b>	<b>\$2,700.00</b>

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 22-24**

Being a By-law to adopt the 2022 Budget for the Corporation of the Township of Malahide

**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 2022 for the purposes of the Municipality, including the sums required by law to be provided for School purposes and County purposes for the Year 2022;

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

1. THAT the 2022 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 21<sup>st</sup> day of April, 2022.

**READ** a **THIRD** time and **FINALLY PASSED** this 21<sup>st</sup> day of April, 2022.

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Mayor, D. Mennill

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Clerk, A. Adams

**TOWNSHIP OF MALAHIDE**

**SCHEDULE 'A' TO BY-LAW 22-24**

**2022 BUDGET**

	<b>Revenues</b>	<b>Expenditures</b>
Property Taxes	8,949,480	102,500
Other Revenues	1,088,200	-
Governance	28,800	235,629
Administration	66,222	1,121,123
Grants	-	20,450
Animal Control	48,650	28,961
Conservation	-	164,610
Policing	30,000	1,084,603
POA	30,000	11,343
Planning	53,300	104,943
Building	295,800	295,800
Economic Development	-	25,898
GIS	30,000	31,505
Fire	65,000	922,148
Emergency Management	2,300	51,445
Roads Operations	231,763	3,465,134
County Roads	768,306	768,306
Drainage	22,872	155,075
Streetlights & Sidewalks	31,373	47,295
Waste	303,974	735,380
Parks	2,000	93,204
Malahide Community Place	35,200	304,614
Library	27,142	7,800
Ball Diamond	12,000	14,813
Concession Booth	7,000	2,529
South Dorchester Community Hall	9,450	28,794
Cemetery	2,000	46,459
East Elgin Community Complex	-	314,017
Long-Term Debt Payments	-	318,099
Transfers To Reserves	883,081	2,521,436
Capital	2,227,500	2,227,500
<b>Total</b>	<b>15,251,413</b>	<b>15,251,413</b>

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE  
BY-LAW NO. 22-25**

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 21, 2022, 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 21<sup>st</sup> day of April, 2022.

**READ** a **THIRD** time and **FINALLY PASSED** this 21<sup>st</sup> day of April, 2022.

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Mayor, D. Mennill

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Clerk, A. Adams