

The Corporation of the Township of Malahide

AGENDA

January 20, 2022 – 7:30 p.m.

Malahide Township Office 87 John St. South, Aylmer

** Note:

Due to the COVID-19 restrictions, this meeting will be held electronically via videoconference. The meeting will be streamed live on YouTube. **

- (A) Roll Call
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1 (Pages 10-21)**
- (D) Presentations/Delegations/Petitions
 - (i) Court of Revision Maginnis Drain 2021 relating to property at Part Lots 20 22, Concessions 2 4, Geographic Township of Malahide. **RES 2-7 (Page 22)**
 - (ii) Public Hearing Minor Variance Application Applicant Doyle and Prendergast for Frank Enns relating to property at Part of Lot 35, Concession 4, municipally known as 6791 Richmond Road. **RES** 8-9 (Pages 23-37)
 - (iii) Presentation Melissa Schneider and Greg Fentie, of the Ontario Federation of Agriculture, relating to the Home Grown Campaign Farmland Preservation. **RES 10 (Pages 38-49)**
- (E) Reports of Departments

- (i) Director of Fire & Emergency Services
- (ii) Director of Public Works
 - Petition for Drainage Giesbrecht Petition. RES 11 (Pages 50-57)
 - Petition for Drainage Muilwyk/Dykxhoorn Petition. RES 12 (Pages 58-62)
 - Tender Results Hydraulic Wood Chipper. RES 13 (Pages 63-66)
- (iii) Director of Finance/Treasurer
- (iv) Building/Planning/By-law
 - Severance Application Wendy D'Angelo relating to property at 11789 Superior Street, Geographic Village of Springfield. RES 14-15 (Pages 67-84)
 - 2021 Building Permit Activity Report. RES 16 (Pages 85-86)
- (v) Clerk
 - Multi Year Accessibility Report. RES 17 (Pages 87-138)
- (vi) CAO
- (F) Reports of Committees/Outside Boards RES 18
 - (i) Long Point Region Conservation Authority Board of Directors Minutes of December 1, 2021. (Pages 139-146)
- (G) Correspondence RES 19
 - Association of Municipalities of Ontario Watch File dated January 6 and 13, 2022. (Pages C2 - 5)
 - 2. Township of South Frontenac Resolution reaffirming its concerns regarding joint and several liability and requesting the Province to review the law to ensure a fair and reasonable way to ensure those who suffer losses are made whole while preventing the further scaling back of public services owing to the excessive insurance costs that result from joint and several liability. (Pages C6)
 - 3. Town of Bradford West Gwillimbury Resolution declaring their opposition to Quebec's Bill 21 and supports efforts to see this discriminatory law overturned. (Pages C7-8)
 - 4. Ministry of Northern Development, Mines, Natural Resources and Forestry Correspondence advising of proposed regulatory changes under the *Aggregate Resources Act.* (Pages C9)

- Ministry of Agriculture, Food and Rural Affairs Correspondence to CN Rail advising federally regulated railways are subject to the Drainage Act and expecting CN Rail to pay its costs assessed under the Drainage Act and not hinder the progress of drainage projects. (Pages C10-11)
- Catfish Creek Conservation Authority 2022 Meeting Dates. (Page C12)
- 7. Kettle Creek Conservation Authority Notice of Meeting for Conservation Authority Levy Approval. (Pages C13-15)

(H) Other Business

- (i) Elgin Group Police Services Board Request for reappointment of East Elgin representative until Ministry approves new Board composition. **RES 20 (Pages 147-148)**
- (ii) County of Elgin Correspondence Response to Malahide's request for consideration of Guide rails on Imperial Road entering Port Bruce. **RES 21 (Pages 149-152)**
- (I) By-laws
 - (i) By-law No. 22-05 Development Agreement with Frank Enns, relating to property at Part of Lot 35, Concession 4, municipally known as 6791 Richmond Road. **RES 22 (Pages 153-154)**
- (J) Closed Session
- (K) Confirmatory By-law RES 23 (Page 155)
- (L) Adjournment RES 24

**VIDEOCONFERENCE MEETING

In order to respect the current recommendations of South Western Public Health regarding large public gatherings, please note that the Regular Council Meeting scheduled to be held on January 20, 2022 will be via videoconference only.

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

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

- 1. THAT the minutes of the regular meeting of the Council held on January 6, 2022 be adopted as printed and circulated.
- 2. THAT the Council of the Township of Malahide does hereby appoint the following members to sit on the Court of Revision for the Maginnis Drain 2021:

Mayor Dave Mennill (Chair)
Deputy Mayor Dominique Giguère
Councillor Scott Lewis

3. THAT the Court of Revision for the Maginnis Drain 2021 be called to order at 7: p.m.

AND THAT Dave Mennill be appointed Chairman.

- 4. THAT the Court of Revision members for the Maginnis Drain 2021 do hereby accept the recommendations of Drainage Engineer Mike DeVos, Spriet Associates London Limited; and further, does hereby confirm the drainage assessments as outlined in the Report of the Drainage Engineer dated October 28, 2021.
- 5. THAT the Court of Revision relating to the Maginnis Drain 2021 be adjourned and the Council Meeting reconvene at 7: p.m.
- 6. THAT the tender for the Maginnis Drain 2021 be awarded to Laemers Excavating in the amount of \$6,090.00; subject to the expiration of all appeal periods and subject to no appeals having been received related to the Maginnis Drain 2021.
- 7. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:___ p.m. and that Mayor Dave Mennill be appointed Chairperson for the "Committee of Adjustment".
- THAT Report No. DS-22-03 entitled "Minor Variance Application No. D13-MV-11-21 of Frank Enns" and affecting lands described as Part of Lot 35, Concession 4 in the Township of Malahide (specifically being Part 2 on RP

11R-10782) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-11-21 to permit the construction of an accessory building (a 26' x 40' shop) on the nothwest corner of the property prior to the construction of a single unit dwelling;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 1 year from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as described and illustrated with the application;
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and building size) to the satisfaction of the Chief Building Official; and,
- 3) That the owner/applicant enter into a development agreement with the Township of Malahide to require the construction of a single-unit dwelling on the subject property within a specified period of time to the satisfaction of the Township of Malahide.
- 9. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at _____ p.m.
- 10. THAT the presentation from Melissa Schneider and Greg Fentie, of the Ontario Federation of Agriculture, relating to the Home Grown Campaign Farmland Preservation, be received.
- 11. THAT Report No. PW-22-06 entitled "Petition for Drainage Giesbrecht Petition" be received;
 - AND THAT, the Petition for Drainage be accepted by the Council and that notice be sent to the CA/MMNRF, OMAFRA and local municipalities affected so they may request a Benefit Cost Statement or Environmental Appraisal.
- THAT Report No. PW-22-07 entitled "Petition for Drainage Muilwyk/ Dykxhoorn Petition" be received;
 - AND THAT the Petition for Drainage be accepted by the Council and that notice be sent to the CA/MMNRF, OMAFRA and local municipalities affected so they may request a Benefit Cost Statement or Environmental Appraisal.

13. THAT Report No. PW-22-08 entitled "Tender Results – Hydraulic Wood Chipper" be received;

AND THAT tender PW-21-10 for the procurement of a hydraulic wood chipper not be awarded at the recommendation of the Equipment Committee;

AND THAT remediation measures for existing fleet be brought to the 2022 Budget Committee.

14. THAT Report No. DS-22-04 entitled "Application for Consent to Sever of Wendy D'Angelo" be received;

AND THAT the Application for Consent to Sever of Wendy D'Angelo relating to the property located at Lots 105 through 110 on Plan 78, and known municipally as 11789 Superior Street, 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.

- 15. THAT the Malahide Township Council has no objection to the Land Severance No. E1/22 in the name of Wendy D'Angelo, relating to the property located at Lots 105 through 110, Plan 78, Geographic Village of Springfield, subject to the following conditions:
- 1. That the applicant be required to initiate and assume, if required, all cost associate with connection to the Municipal Sanitary Sewer Service, with such costs to be paid in full to the township prior to the condition being deemed fulfilled.
- 2. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
- 3. That the applicant initiate and assume, if required, all engineering and construction costs associated with construction of a new Municipal drain, or, the relocation of Municipal drain. To be commenced in accordance with the Drainage Act, RSO 1990. All costs to be paid in full to the township prior to the condition being deemed fulfilled. If a lot grading plan is required as a condition of severance, it should be done in conjunction with the new Municipal drain or relocation of Municipal Drain.
- 4. That all entrance permits are acquired from the appropriate road authority as per our entrance control policy.

- 5. That the applicant be required to retain the services of a professional designer and have an engineered Lot grading development plan and ditch grading plan prepared in accordance with good engineering practices, that are suitable to the Township prior to the condition being deemed fulfilled.
- That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
- That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted in triplicate prior to certification all of which are to be fully executed.
- 8. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
- 9. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.
- 10. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.
- 11. That the applicants initiate and assume the full cost associated with the required Development Agreement with the Township of Malahide in accordance with section 53 of the Ontario Planning Act, R.S.O. 1990 to ensure a single unit dwelling is constructed in accordance with the Ontario Building Code and within a specified period of time to the satisfaction of the Township of Malahide.
- 16. THAT Report No. DS-22-05 entitled "2021 Building Permit Activity Report" be received.
- 17. THAT Report No. CLERK 22-01 entitled "Multi-Year Accessibility Plan" be received;
 - AND THAT the Municipal Staff be requested to post the Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan 2021-2026 on the Township's website.
- 18. THAT the following Reports of Committees/Outside Boards be noted and filed:
 - (i) Long Point Region Conservation Authority Board of Directors Minutes of December 1, 2021.
- 19. THAT the following correspondence be noted and filed:
 - 1. Association of Municipalities of Ontario Watch File dated January 6 and 13, 2022. (Pages C2 5)

- Township of South Frontenac Resolution reaffirming its concerns regarding joint and several liability and requesting the Province to review the law to ensure a fair and reasonable way to ensure those who suffer losses are made whole while preventing the further scaling back of public services owing to the excessive insurance costs that result from joint and several liability. (Pages C6)
- Town of Bradford West Gwillimbury Resolution declaring their opposition to Quebec's Bill 21 and supports efforts to see this discriminatory law overturned. (Pages C7-8)
- 4. Ministry of Northern Development, Mines, Natural Resources and Forestry Correspondence advising of proposed regulatory changes under the *Aggregate Resources Act.* (Pages C9)
- Ministry of Agriculture, Food and Rural Affairs Correspondence to CN Rail advising federally regulated railways are subject to the Drainage Act and expecting CN Rail to pay its costs assessed under the Drainage Act and not hinder the progress of drainage projects. (Pages C10-11)
- Catfish Creek Conservation Authority 2022 Meeting Dates. (Page C12)
- 7. Kettle Creek Conservation Authority Notice of Meeting for Conservation Authority Levy Approval. (Pages C13-15)
- 20. THAT Dan Froese be reappointed to the Elgin Group Police Services Board as the joint representative from the Eastern Elgin area, until the Ministry approves the Board Composition.
- 21. THAT the County of Elgin correspondence dated January 11, 2022, and Report of County of Elgin General Manager of Engineering, Planning and Enterprise dated December 21, 2021, relating to a safety review on Imperial Road entering into Port Bruce be received.
- 22. THAT By-law No. 22-05 being a Development Agreement with Frank Enns, relating to property at Part of Lot 35, Concession 4, municipally known as 6791 Richmond Road, be given first, second and third readings, and be properly signed and sealed.
- 23. THAT By-law No. 22-04, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
- 24. THAT the Council adjourn its meeting at _____ p.m. to meet again on February 3, 2022, at 7:30 p.m.

The Corporation of the Township of Malahide

January 6, 2022- 7:30 p.m.

Virtual Meeting – https://youtu.be/nUH1_i1IR70

The Malahide Township Council met via videoconference. The Clerk, Allison Adams and Director of Finance Adam Boylan were present in the Township Office, 87 John Street South, Aylmer, Ontario.

Due to COVID-19 and public health concerns, public attendance was not permitted at this meeting. The Mayor and other Members of Council participated remotely.

The following members were present:

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

Staff via Videoconference: Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Financial Services A. Boylan, Director of Fire & Emergency Services J. Spoor, Director of Public Works M. Sweetland, Manager of IT C. Coxen, Drainage Superintendent B. Lopez and Water/Waste Water Manager S. Gustavson.

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 Glinski disclosed a pecuniary interest with respect to Council Agenda Report item PW22-04 and PW-22-05. The nature of the conflict being that he is an owner of one of the affected properties.

Councillor Widner disclosed a pecuniary interest with respect to Council Agenda Report item PW22-02, PW22-03, PW22-04 and PW-22-05. The nature of the conflict being that a Junior Partner at Spriet Associates is an immediate relative of his.

MINUTES:

No. 22-01

Moved by: Rick Cerna Seconded by: Max Moore

THAT the minutes of the regular meeting of the Council held on December 16, 2021 be adopted as printed and circulated.

Carried.

PRESENTATIONS/DELEGATIONS/PETITIONS:

<u>Public Hearing – Minor Variance Application - Applicant Matthew Morrison,</u> relating to property at Part of Lot 19, Concession 12, municipally known as 12215 Dorchester Road

No. 22-02

Moved by: Dominique Giguère Seconded by: Mark Widner

THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:32 p.m. and that Mayor Dave Mennill be appointed Chairperson for the "Committee of Adjustment".

Carried.

Chair Mennill advised that the purpose of this Public Meeting is to consider an application for a Minor Variance as submitted by Matt Morrison. Chair Mennill requested the Chief Administrative Officer to provide an overview of the application. The CAO advised that the applicant is seeking relief from the requirements of the Township of Malahide Zoning By-law which prohibit accessory structures from being located in the required 6.0 meter exterior side yard and closer to the road than the dwelling. The property owners seek to construct a detached accessory building 4.5 metres from the exterior side lot line and closer to Dorchester Road than their existing dwelling.

Chair 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. 22-03

Moved by: Max Moore Seconded by: Mark Widner

THAT Report No. DS-22-01 entitled "Minor Variance Application No. D13-MV-10-21 of Mathew Morrison" and affecting lands described as Part of Lot 19, Concession 12 in the Township of Malahide (12215 Dorchester Road) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-10-21 to permit a detached accessory building approximately 4.5 meters from the exterior side lot line and closer to Dorchester Road than the existing dwelling;

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

- 1) That the owner/applicant obtain the necessary Building and Demolition Permits within two (2) years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.

THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:35 p.m.

Carried.

<u>Public Meeting - Zoning By-law Amendment Application – TMP Haulage</u> (2713612 Ontario Inc.) relating to Part of Lot 19, Concession N Gore, Geographic Township of Malahide, municipally known as 50845 Glencolin Line.

No. 22-04

Moved by: Rick Cerna

Seconded by: Chester Glinski

THAT the Public Meeting concerning the Zoning By-law Amendment Application of TMP Haulage (2713612 Ontario Inc.) relating to Part of Lot 19, Concession N Gore, be called to order at 7:36 p.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 50845 Glencolin Line from Small Lot Agricultural (A4) to 'site-specific' Small Lot Agricultural (A4-23).

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 December 15, 2021 and December 22, 2021. 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 Dan Smith from Monteith Brown acting on behalf of the Township, provide an overview of the application. Mr. Smith 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 stated he was in attendance for any questions regarding the application and agreed with what was being recommended by the Township.

Mayor Mennill asked if the applicants Mr. Empey and Constance Camilleri had any comments. Mr. Empey provided a brief overview of the application and provided an explanation of why the application was applied for in order to shift routine maintenance and repair to this location of the business.

Mayor Mennill asked if any Council Members wished to make any comments regarding the application.

Councillor Widner asked if there were any plans to change the parking areas. Mr. Empey indicated that these issues of parking had already been addressed.

Councillor Widner inquired if the owner planned to increase the size of the building and Mr. Empey indicated he had no plans at this time to increase the building size.

No. 22-05

Moved by: Rick Cerna Seconded by: Scott Lewis

THAT the Public Meeting concerning the Zoning By-law Amendment Application of TMP Haulage (2713612 Ontario Inc.) relating to Part of Lot 19, Concession N Gore, be adjourned and the Council meeting reconvene at 7:45p.m

Carried.

No. 22-06

Moved by: Mark Widner

Seconded by: Dominique Giguère

THAT Report No. DS-22-02 entitled "Zoning By-law Amendment Application of Ted Empey and Constance Camilleri" be received;

AND THAT the Zoning By-law Amendment Application No. D14-Z15-21 of Ted Empey and Constance Camilleri, relating to the property located at Part of Lot 19, Concession N Gore; Part 1 of 11R1958, and known municipally as 50845 Glencolin Line, BE APPROVED for the reasons set out in this Report.

Carried.

No. 22-07

Moved by: Max Moore

Seconded by: Dominique Giguère

THAT By-law No. 22-03-being a By-law to amend Zoning By-law No. 18-22 insofar as it relates to the property Ted Empey and Constance Camilleri, relating to the property located at Part of Lot 19, Concession N Gore; Part 1 of 11R1958, be given first, second and third readings, and properly signed and sealed.

Carried.

The Mayor thanked Dan Smith, David Roe, Ted Empey and Constance Camilleri and they retired from the meeting.

REPORTS:

<u>Director of Fire and Emergency Services</u>

Emergency Services Activity Report – November 2021

No. 22-08

Moved by: Mark Widner

Seconded by: Dominique Giguère

THAT Report No. F21-16 entitled "Emergency Services Activity Report – November" be received.

Carried.

Director of Public Works

 Malahide Water Distribution System – 2021 Review and Provision of Infrastructure Report No. 22-09

Moved by: Chester Glinski Seconded by: Rick Cerna

THAT Report No. PW-22-01 entitled "Malahide Water Distribution System – 2021 Review and Provision of Infrastructure Report" be received.

Carried.

- Petition for Drainage – Burks Petition

Councillor Widner declared a conflict of interest with respect to Council Agenda Report PW22-02, PW22-03, PW22-04 and PW-22-05. He retired from the meeting and abstained from all discussions and voting on the matter.

No. 22-10

Moved by: Max Moore Seconded by: Rick Cerna

THAT Report No. PW-22-02 entitled "Petition for Drainage – Burks Petition" be received;

AND THAT George Vereyken, P. Eng., of Spriet Associates Ltd., be appointed to prepare an Engineer's Report for the Burks Petition.

Carried.

- Request for Improvement – J.L. Ferguson Drain

No. 22-11

Moved by: Scott Lewis

Seconded by: Dominique Giguère

THAT Report No. PW-22-03 entitled "Request for Improvement – J. L. Ferguson Drain" be received;

AND THAT Mike Devos, P. Eng. of Spriet Associates Ltd., be appointed to prepare an Engineer's Report for this petition.

Carried.

- Drainage Update Report

Councillor Glinski declared a conflict of interest with respect to Council Agenda Report PW22-04 and PW-22-05. He retired from the meeting and abstained from all discussions and voting on the matter.

No. 22-12

Moved by: Rick Cerna

Seconded by: Dominique Giguère

THAT Report No. PW-22-04 entitled "Drainage Update Report" be received.

Carried.

- Re-Appointment of Drainage Engineers – Various Drains

No. 22-13

Moved by: Scott Lewis

Seconded by: Dominique Giguère

THAT Report No. PW-22-05 entitled "Re-Appointment of Drainage Engineers – Various Drains" be received;

AND THAT Mike Devos, P.Eng, of Spriet Associates London Ltd. be re-appointed to prepare an Engineer's Report for the Woolleyville Line Drain, (Township of Malahide petition);

AND THAT Andrew Gilvesy, P.Eng., of Cyril J. Demeyere Limited, be re-appointed to prepare an Engineer's Report for Cook Drain, (Aylmer Evangelical Mennonite Mission Church and Banman petition);

AND THAT Peter Penner, P.Eng., of Cyril J. Demeyere Limited, be re-appointed to prepare an Engineer's Report for the Thompson Drain – Branches D & E;

AND THAT Mike Devos, P.Eng, of Spriet Associates London Ltd. be re-appointed to prepare an Engineer's Report for the Tate Drain.

Carried.

Councillor Widner and Councillor Glinski returned to their seats.

Director of Financial Services/Treasurer

Draft Malahide Water Budget 2022 and User Fee Schedule

Deputy Mayor Giguère noted the <u>powerpoint presentation</u> that was included to further detail the report was a resourceful tool as it provided rational behind the strategy and recommended it be added to the minutes.

In response to an inquiry from Deputy Mayor Giguère regarding the continuation of surplus funds being placed in reserves, the Director advised that this would be the best approach in order to ensure the Township's ability to fund a capital project.

Councillor Widner said not having money in reserves isn't an excuse and is two million in reserves enough to fix a major problem. Director Boylan stated that regardless of the reserve amount if there was an issue that affected public health and safety that the project would be done as finances do not come before health and safety and the Township would take on the debt.

Deputy Mayor Giguère inquired if there is a target of where the reserves should be. Director Boylan stated that with the rates study lapsing in 2022 the Township doesn't have a strong financial plan going forward and a rate study to be completed next year is important. He noted it was important to develop these targets for our reserve balances to ensure accountability for how money is spent.

No. 22-14

Moved by: Mark Widner

Seconded by: Dominique Giguère

THAT Report No. FIN 21-01 titled "Draft Malahide Water 2022 Budget and User Fee Schedule" be received;

AND THAT the Draft Malahide Water 2022 Budget and the User Rates for 2022 be approved;

AND THAT the Municipal Staff be authorized to carry out the administrative acts necessary to implement such budget and user rates as approved.

Carried.

- Draft Malahide Sewer 2022 Budget and User Fee Schedule

Deputy Mayor Giguère noted the <u>powerpoint presentation</u> that was included to further detail the report was as a resourceful tool as it provided rational behind the strategy and recommended it be added to the minutes.

No. 22-15

Moved by: Scott Lewis

Seconded by: Dominique Giguère

THAT Report No. FIN 22-02 titled "Draft Malahide Sewer 2022 Budget and User Fee Schedule" be received;

AND THAT the Draft Malahide Sewer 2022 Budget and the User Rates for 2022 be approved;

AND THAT the Municipal Staff be authorized to carry out the administrative acts necessary to implement such budget and user rates as approved.

Carried.

CORRESPONDENCE:

No. 22-16

Moved by: Max Moore Seconded by: Rick Cerna

THAT the City of Sarnia's resolution requesting that the Federal & Provincial Governments to find meaningful improvements to the current state of "catch and release" justice in the Ontario legal system as the Police Services across Ontario are exhausting precious time and resources having to manage the repeated arrests of the same offenders which impacts to officers and the system be supported.

Carried

No. 22-17

Moved by: Max Moore Seconded by: Rick Cerna

THAT South Frontenac's resolution supporting Bill 214 passed by the Legislative Assembly of Ontario in 2020 to make Daylight Saving Time standard time be supported.

Carried

No. 22-18

Moved by: Max Moore Seconded by: Rick Cerna

THAT the following correspondence be noted and filed:

- 1. Association of Municipalities of Ontario Watch File dated December 9, 2021, December 16, 2021 and December 23, 2021. (Pages C3 9)
- 2. Fort Erie Resolution requesting that the provincial government take the necessary steps to work with the federal government on a bilateral agreement to ensure the new national child care program be made available to all Ontarians, and that it focuses on increased access, affordability, quality and responsiveness; and that staff actively monitor

federal developments and engage in provincial and regional discussions. (Pages C10-12)

- 3. Southwestern Public Health Southwestern Public Health Issues Letter of Instruction Reinstatement of Capacity Limits related specifically at businesses in municipalities with weekly incidence rates of 80 cases per 100,000 people or greater and/or vaccination rates of fewer than 80% of 12+ fully vaccinated. (Pages C13-14)
- 4. Township of Mulmur Resolution authorizing the Township of Mulmur and the Province to take the actions listed in Mulmur's correspondence/resolution dated December 13, 2021, to address the Truth and Reconciliation Commission's Calles to Action directed at municipal government. (Pages C15-17)
- 5. Township of Southgate Resolution requesting the Province of Ontario to amend Ontario Regulation 380/04 under the Emergency Management and Civil Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year in recognition of the significant resources used to respond to the emergency and the effectiveness of such response in evaluating the municipality's emergency response plan and procedures. (Pages C18-19)
- 6. Elgin County Proposed Draft Plan of Subdivision Notice relating to: (Page C22)
 - Clergy Reserve Lot "D" North of the Lake Road, Part of James Begg Lots 14 & 15, Registered Plan No. 20 (MIDD), Part of Road Allowance Between Lots 14 & 15 North of the Lake Road, and all of Lot "T", Registered Plan No. 39 in the Township of Southwold now Municipality of Central Elgin.
- 7. Town of Aylmer Notice of Public Hearing relating to 140 Elk Street Aylmer. (Pages C23-24)
- 8. Municipality of Central Elgin Notice of Passing Zoning By-law Amendment relating to the following: (Pages C25-26)
 - 44598 Dexter Line
 - 44651 Roberts Line

Carried.

OTHER BUSINESS:

 Enhancing Program and Services for Older Adults in Elgin County – Strategic Review & Recommendations

No. 22-19

Moved by: Mark Widner Seconded by: Rick Cerna

THAT the correspondence received from the County of Elgin, relating to an Enhancing Program and Services for Older Adults in Elgin County – Strategic Review & Recommendations Report be received.

Carried.

- Municipal Staff meeting with CCCA Representatives

Councillor Cerna extended his thanks to the CAO and Director of Finance for meeting with the Catfish Creek Conservation Authority staff. He and the CCCA staff were appreciative to have had to opportunity to meet as there have been staff changes to both organizations.

BY-LAWS:

No. 22-20

Moved by: Max Moore

Seconded by: Chester Glinski

THAT By-law No. 22-01 being a By-law to provide for an interim tax levy for the year 2022, be given first, second and third readings, and be properly signed and sealed.

Carried.

No. 22-21

Moved by: Scott Lewis

Seconded by: Dominique Giguère

THAT Council move into Closed Session at 8:22 p.m., pursuant to Section 239(2)of the Municipal Act, 2001, as amended, regarding advice that is subject to Solicitor Client privilege including communications necessary for that purpose relating to Public Works Tender matter.

Carried.

No. 22-22

Moved by: Max Moore

Seconded by: Chester Glinski

THAT Council move out of Closed Session and reconvene at 8:55 p.m. in order to continue with its deliberations.

Carried.

The Mayor advised that during the Closed Session, the Council provided direction to the Municipal Staff regarding advice that is subject to Solicitor Client privilege including communications necessary for that purpose relating to a public works tender. There is nothing further to report.

No. 22-23

Moved by: Rick Cerna Seconded by: Max Moore

THAT By-law No. 22-02, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried.

No. 22-24

Carried

Moved by: Mark Widner

Seconded by: Chester Glinski

THAT the Council adjourn its meeting at 8:56 p.m. to meet again on January 20, 2022, at 7:30 p.m.

Mayor – D. Mennill	
Clerk – A. Adams	

Maginnis Drain Quote Results January 13, 2022 - 11:00 AM (Prices do not include HST)

In attendance: Bob Lopez, Ashley MacArthur

Laemers Excavating	\$6,090.00
Edgar Excavating & Haulage Inc	\$7,900.00
New Day Construction Inc.	\$8,050.00
Murray Mills Excavating & Trucking Ltd.	\$8,780.00



Report to Council

REPORT NO.: DS-22-03

DATE: January 20, 2022

ATTACHMENT: Report Photo, Application, Draft Development Agreement, and

Comments Received to Date

SUBJECT: MINOR VARIANCE APPLICATION NO. D13-MV-11-21 OF

FRANK ENNS

(AUTHORIZED AGENT: DOYLE & PRENDERGAST)

Recommendation:

THAT Report No. DS-22-03 entitled "Minor Variance Application No. D13-MV-11-21 of Frank Enns" and affecting lands described as Part of Lot 35, Concession 4 in the Township of Malahide (specifically being Part 2 on RP 11R-10782) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-11-21 to permit the construction of an accessory building (a 26' x 40' shop) on the nothwest corner of the property prior to the construction of a single unit dwelling;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 1 year from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as described and illustrated with the application;
- 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and building size) to the satisfaction of the Chief Building Official; and,
- 3) That the owner/applicant enter into a development agreement with the Township of Malahide to require the construction of a single-unit dwelling on the subject property within a specified period of time to the satisfaction of the Township of Malahide.

Background:

The subject Application relates to the property located in the Hamlet of Calton, being a newly created lot as per recent consent application no. E29-21. The subject property is currently vacant, and hasn't yet been assigned a local municipal address, but such will occur as part of the issuance for a new entrance (driveway) permit through the County of Elgin.

The Application seeks relief from the requirement that a single unit dwelling be constructed prior to an accessory building. Such relief would allow the construction of an accessory building (a 26' x 40' shop) on the northwest corner of the property prior to the construction of a single unit dwelling. The property owner seeks to construct an accessory building prior to the single unit dwelling as construction access to the rear yard will decrease following the construction of the single unit dwelling.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the January 20, 2022 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-11-21.

Malahide Council considered the severance of this property through report no. DS-21-23, which reviewed and assessed the associated County Consent Application No. E29-21, and the Committee of Adjustment considered and approved a Minor Variance (as a condition of the Consent Application) through report no. DS-21-31.

Comments/Analysis:

The subject property is approximately 1,673.9 square metres (0.41 acres) in area, and has 25 metres (approximately 82 feet) of frontage along Richmond Road.

Public/Agency Comments Received

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

 Township Staff, including the CBO and Drainage Superintendent, have expressed general concern with regard to the associated Consent/Severance application being finalized without the necessary drainage work being completed. More commentary on this piece is provided below, however this Minor Variance Application is mutually exclusive from the consent. It is the CAOs opinion that his Minor Variance should not be held up due to a separate matter.

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These 4 tests are as follows: maintains the general intent and purpose of the Official Plan; maintains the general intent and purpose of the By-law; the application is "minor"

in nature; and, the proposed development is desirable for the appropriate development or use of the subject property.

Accessory structures, such as detached garages and shops, are defined and permitted in the Zoning By-law provided they are incidental, subordinate and exclusively devoted to a main permitted use, building or structure (in this case, a residence/dwelling), and located on the same lot as the main permitted use, building or structure.

The above is a common requirement of local municipal zoning by-laws, and such requirements ensures that properties are used for their intended purposes.

It is also common, especially in more rural areas where accessory structures are larger than what would be seen in more urban areas, to allow a shop to be constructed prior to the construction of the residence. This allows tools and equipment to be stored safely and securely in preparation for construction of a dwelling, and also, on narrow or more tightly configured lots, a dwelling would complicate or obstruct the construction of such accessory structure to the rear (unless alternate means of access to the rear lot were available).

The above is usually granted provided the municipality is assured that a dwelling will be constructed soon after the accessory building is completed; this can be done with a simple development agreement and financial security deposit with the municipality to ensure such is completed as intended by the Zoning By-law. If the application is granted, Township Council (not the Committee of Adjustment) can authorize (by By-law) the execution of such agreement.

The pertinent clauses of such agreement would state:

"1. The Owners agree:

- a) To obtain the necessary Building Permit and obtain occupancy of the accessory structure within one (1) year from the date of decision, and to the satisfaction of the Chief Building Official for the Township of Malahide, ensuring that the approved variance applies only to the proposed accessory structure which is to be situated as illustrated with the Application;
- b) To obtain the necessary Building Permit and obtain occupancy for a single-unit dwelling within two (2) years from the date of decision, and to the satisfaction of the Township of Malahide;
- c) That if a single-unit dwelling is not established within the stated timeframe as set-out in clause 1. b) above, that the Township can utilize its powers to have the accessory structure demolished;
- d) To provide the Township of Malahide with a financial security deposit in the amount of \$5,000.00 to ensure that the above clauses are satisfactorily addressed, upon such time the Township agrees to return such financial security deposit in full to the Owners; and,
- e) That the security deposit can be used by the Township to have the accessory building demolished if the above clauses are not satisfactorily addressed."

If the Committee approves the Application as recommended, Township Council could consider a by-law and such agreement at the same meeting.

The Township Planning Staff have no concerns with this application.

Additional comments are as follows:

It should be noted that the lot was indeed finalized (i.e. deed stamped, and lot created) by the County prematurely, specifically, there was to be the following condition completed prior to the Deed being stamped:

"That the applicant initiates and assume, if required, all engineering and construction costs associated with construction of a new Municipal drain, or, the relocation of Municipal drain. To be commenced in accordance with the Drainage Act, RSO 1990. All costs to be paid in full to the Township prior to the condition being deemed fulfilled. If a lot grading plan is required as a condition of severance, it should be done in conjunction with the new Municipal drain or relocation of Municipal Drain."

The CAO has discussed this drainage/severance matter with County staff. The Township CAO is of the opinion that this is unfortunate, however this minor variance process should not be used to rectify the matter. The responsibility to address drainage was that of the Applicants who severed this lot (as per E29-21), and not this new lot owner, being the Applicant of the subject Minor Variance.

This is now a legal lot given all rights for development under the Planning Act, RSO, 1990.

Financial Implications to Budget:

There will be no financial implications as a result of the recommendations being proceeded upon.

Relationship to Cultivating Malahide:

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

One of the goals that supports the "Our Land" Strategic Pillar is "Promote growth in a responsible manner". By promoting new development that maintains the intent and purpose of the Township's Zoning By-law and that is located within appropriate areas of the Township, the Committee is achieving this goal.

Submitted/Approved by:

Adam Betteridge, MCIP, RPP Chief Administrative Officer

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

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

The undersigned hereby applies to the Committee of Adjustment for the

OWNER(S)

TOWNSHIP OF MALAHIDE

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

	a)	Name	Frank Enns
	b)	Mailing Address	6886 Richmond Rd Aylmer ON
			N5H 2R5 RR+6
	c)	Telephone No.	519 614 2344
	d)	Fax No.	Frank enns 65@ gn
2.	SOL	ICITOR / AUTHORI	ZED AGENT
	a)	Name	Doyle & Prendergast In Trust.
	b)	Mailing Address	10 Sydenham St E Aumer
			NSH 1L2
	c)	Telephone No.	519 773 3105
	d)	Fax No.	
3.	LOC	ATION OF LAND	
	a)	Lot and Plan or Concession No.	Part lot 35 Con. 4
	b)	Street No. and Name	Richmond Rd

	Name:	Address:
	N/A	
Nat	ure and extent of	relief applied for:
10	construct	a 26×40 shop prior to constructing
ho	me becau	a 26×40 shop prior to constructing use access would be much easier before
71		
Wh	y is it not possibl	e to comply with the provisions of the Bylaw?
SO	me 05 0	bove

Dim	ensions of the la	nd affected:
a)	Frontage (m)	25
b)	Depth (m)	25 m
c)	Area (sq.m / ha)	6/8/m
٥,	7 (10a (0q.1117 11a)	1696.75 sq. m
Par	ticulars of all buil	dings and structures on or proposed for the subject land (specify
gro	und floor area, gr	oss floor area, number of storeys, width, length, height, etc.)
a)	Existing	none.
b)	Proposed	21. ft × 40 ft she 12 ft him
,	·	26ft x 40ft. shop 12ft. high. One story 1040 sq ft. floor area
		One Story 1840 sq fa. Floor area
Dat	e of acquisition o	f subject land: Nov 3 2021
Dat	o or abquisition o	1 Janjour Idild.
). Dat		of all buildings and structures on subject lands:

Township of MalahideApplication for Minor Variance
Page 5

Exis				
	ting uses of abutting p	properti	es:	
a)	North			
b)	East			
c)	South			
d)	West			
Serv	vices available (check a	appropi	iate s	space(s))
a)	Method of Water Supp	ly (if app	olicab	le)
	Public Water Supply S	ystem		Private Individual Well 🔲
	Private Communal We	ell		Other (please specify)
				none as of yet.
b)	Method of Sanitary Wa	aste Dis _l	oosal	(if applicable)
			_	Private Communal System
	Tile Fleid System		Ц	Other (please specify)
				none as of yet.
Ann	licable Official Plan de	cianati	an/e\·	
whh	ilicable Official Flaif de	Signati	on(s).	
App	licable Zoning By-law	zone(s)	•	
			•	
Has	the owner previously	applied	for a	minor variance in respect to the subject property?
a)		No	Ø	
If Ye	es, describe briefly:			
	C) d) Serv App App Has	South Services available (check and and a services available (check and a services available Communal Wester Supply Supplied Water Supply Supplied Communal Wester Communal Weste	Services available (check appropria) Method of Water Supply (if appropria) Public Water Supply System Private Communal Well Method of Sanitary Waste Disprivate Septic Tank and Tile Field System Applicable Official Plan designation Applicable Zoning By-law zone(s) Has the owner previously applied a) Yes No	Services available (check appropriate s a) Method of Water Supply (if applicab Public Water Supply System Private Communal Well b) Method of Sanitary Waste Disposal Private Septic Tank and Tile Field System Applicable Official Plan designation(s): Applicable Zoning By-law zone(s): Has the owner previously applied for a a) Yes No

STATUTORY DECLARATION

R.S.O. 1990, C.17, Para. 1(2)

I, Fo	ank	Enns	of the _	Calton	Malahid	0
(Na	me of Applic	ant)			icipality, Town, Town	
in the .	Elgi	the second contract of the last of the las	inty			
	U (()	County / Distri	ct / Region)			

SOLEMNLY DECLARE THAT the information provided in this application as required under Section 45 of the Planning Act R.S.O. 1990 and Ontario Regulation 200 / 96 as amended is true.

AND I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and affect as if made under oath.

DECLARED before me	
Township of Malahide.	
(City, Municipality, Town, Township	
) / ///
in the Town of Aymer, County of (County / District / Region)	
(County / District / Region) ビザバ) Signature of Applicant or
) Authorized Agent *
this 13th day of Ocember, 2021)
)
)
)
)
	,
A Commissioner etc	1
A Commissioner, etc. A HAWW	,
Allison Adams, a Commissioner	* If authorized agent, a letter from the owner of the
for taking Affidavits, Pursuant to	property must accompany this application.

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

Municipal Freedom of Information Declaration

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

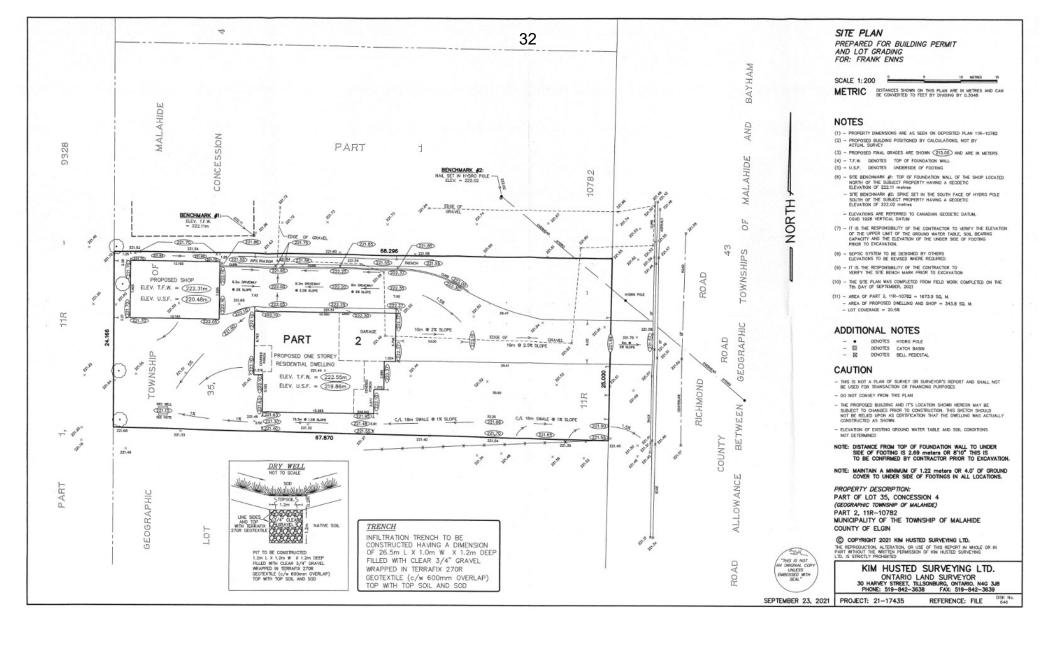
Personal information contained on this form is collected pursuant to the Planning Act, R.S.O. 1990, O.Reg 200/96 as amended and will be used for the purpose of determining permission for minor variance. The personal information collected will be maintained in accordance with the provisions of the Municipal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

In submitting this development application and supporting documentation, I				
I hereby authorize the Township of Malahide to post a Change				al staff to have
access to the subject site for purposes of evaluation of the subject	ect ap	plicatio	n.	
			_ ,	
13		12	2(
Signature Day		Month	Year	
				-
Signature	Day	,	Month	Year

REQUIRED SKETCH FOR MINOR VARIANCE APPLICATIONS

APPLICANT NAME ADDRESS	Frank Richmo			
Lot Part 3	Concession	n <u>4</u>	Municipalit —	Malahide
Registration Plan No.	118107	82		
Quarter of Township Lot	N.E. 🗆	N.W. 🗆	s.w.	S.E. 🗆
See Sketch Instructions on t				
	arm	land (u	lest)	
STN	House buil	26' - 7' A	neighbor's house to the North was th	
neighbon's house to the south	22	100		note: site/ grade Plan attached

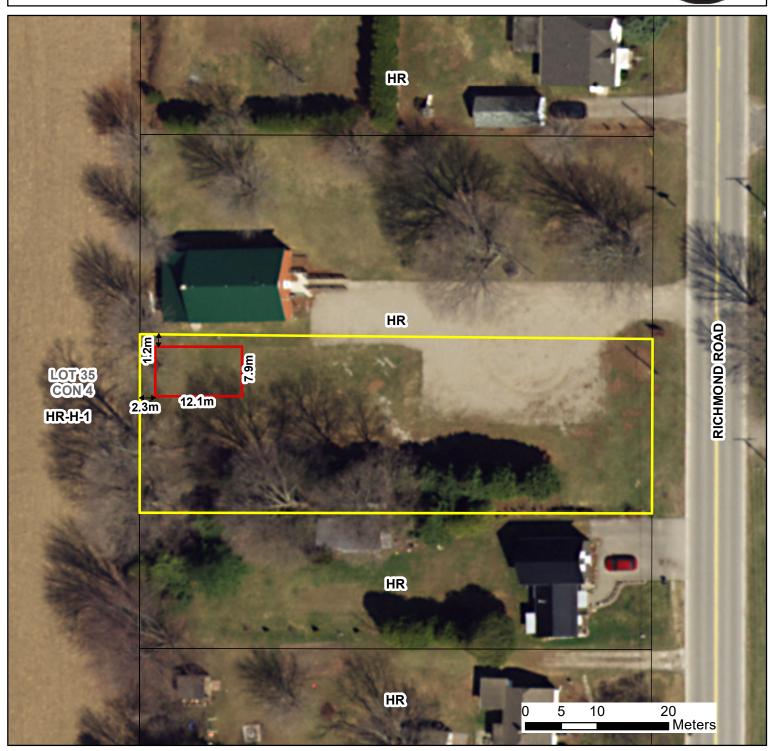
Richmond od (public travelled Road)



APPLICATION FOR A MINOR VARIANCE FRANK ENNS (AUTHORIZED AGENT: DOYLE & PRENDERGAST

Part of Lot 35, Concession 4 Township of Malahide Township of Malahide Figure 1





OFFICIAL PLAN DESIGNATION HAMLET

Proposed accesory building



AGREEMENT MADE UNDER SECTION 45 OF THE PLANNING ACT, R.S.O. 1990

THIS AGR	EEMENT made this	day of	A.D. 2022.
BETWEEN:	FRANK ENNS (Hereinafter called the "C	Owners") - and -	OF THE FIRST PART
	THE CORPORATION O (Hereinafter called the "T		IP OF MALAHIDE OF THE SECOND PART
in the Towns 11R-10782),	hip of Malahide describe and registered in the Reg	d as Part of Lot 3 istry Office for the	ers of the lands in the Hamlet of Calton 35, Concession 4 (being Part 2 on RP 2 Land Titles Division of Elgin (No. 11), (LT) (the "Property");
Adjustment (I Planning Act northwest co	nerein called "the Commit to permit the construction rner of the property prior	ttee") for a Minor on of an accessor to the construction	Fownship of Malahide Committee of Variance pursuant to Section 45 of the bry building (a 26' x 40' shop) on the on of a single unit dwelling pursuant to 1 (herein called "the Application");
certain condi			ation subject to the Owners satisfying ding permit for the accessory building

AND WHEREAS this Agreement is being entered into by the parties hereto in order to satisfy one of the conditions to the approval of the Application which reads as follows:

"3) That the owner/applicant enter into a development agreement with the Township of Malahide to require the construction of a single-unit dwelling on the subject property within a specified period of time to the satisfaction of the Township of Malahide."

AND WHEREAS this Agreement is being registered against the lands as described above and the Township is entitled to enforce the provisions thereof against the Owners and, subject to the provisions of the Registry Act and the Land Titles Act, any and all subsequent owners of the land in accordance with Subsection (9.2) of Section 45 of the Planning Act, R.S.O. 1990, as amended;

NOW THEREFORE WITNESSETH THAT in consideration of the premises and the sum of TWO (\$2.00) DOLLARS paid to the Township by the Owners (the receipt whereof is hereby acknowledged) and in consideration of the Township being supportive of the Owners' intentions for the Proposed Enlarged Structure on the lands as proposed in Application No. D13-MV-01-21, the Owners covenant and agree with the Township to provide, to the satisfaction of and at no expense to the Township, the following:

- 1. The Owners agree:
 - a) To obtain the necessary Building Permit and obtain occupancy of the accessory structure within one (1) year from the date of decision, and to the satisfaction of the Chief Building Official for the Township of Malahide,

- ensuring that the approved variance applies only to the proposed accessory structure which is to be situated as illustrated with the Application;
- b) To obtain the necessary Building Permit and obtain occupancy for a singleunit dwelling within two (2) years from the date of decision, and to the satisfaction of the Township of Malahide;
- c) That if a single-unit dwelling is not established within the stated timeframe as set-out in clause 1. b) above, that the Township can utilize its powers to have the accessory structure demolished;
- d) To provide the Township of Malahide with a financial security deposit in the amount of \$ 5,000.00 to ensure that the above clauses are satisfactorily addressed, upon such time the Township agrees to return such financial security deposit in full to the Owners; and,
- e) That the security deposit can be used by the Township to have the accessory building demolished if the above clauses are not satisfactorily addressed.
- 2. Adjustments to the requirements and provisions of this Agreement may be made subject to the approval of the Township provided that such adjustments are in the spirit of this Agreement and the intent of this Agreement is maintained. Such minor adjustments shall not require an amendment to this Agreement; however, the written approval of the Township is required before such minor adjustments can be made.
- 3. Nothing in this Agreement constitutes a waiver of the obligation of the Owners to comply with the Zoning By-law of the Township or any other By-laws of the Township or any regulations or restrictions legally imposed by any government authority or agency having jurisdiction in connection therewith.
- 4. The Owners agree that all the facilities and matters required by this Agreement shall be provided and maintained at their sole risk and expense and to the satisfaction of the Township. The Owners further agree that in the event that they fail to comply with any of the provisions of this Agreement, in the sole discretion of the Township, the Township may perform such requirements at the expense of the Owners upon seven (7) days prior notice, in writing, to the Owners and forthwith in the case of any emergency. The Owners acknowledge that any expense incurred by the Township in performance of such requirements is the responsibility of the Owners and shall be recoverable by the Township.
- 5. The Owners, on behalf of themselves, their successors and assigns, hereby covenant to indemnify and save harmless the Township against any legal liability for losses, damages, claims, actions, demands, suits, and costs arising directly or indirectly from anything done by it or its servants, contractors or agents in connection with its performance under this Agreement.
- 6. This Agreement shall be registered against the Property. The covenants, agreements, conditions, and understandings herein contained on the part of the Owners shall run with the lands and shall enure to the benefit of and be binding upon the parties hereto and their successors and assigns. The Owners further covenant and agree to pay to the Township the cost of registration of this Agreement.
- 7. If any terms of this Agreement shall be found to be ultra vires the Township, or otherwise unlawful, such terms shall inclusively be deemed to be severable, and the remainder of this Agreement mutatis mutandis shall be and remain in full force and effect.
- 8. The Owners agree to obtain and to register such postponements as may be acceptable to the Township of any charges, mortgages or encumbrances on the Property prior to the registration of this Agreement. The Owners acknowledge that the Township will not be required to finalize or register this Agreement until it has been satisfied that no other

outstanding charges or encumbrances are registered on the Property.

- 9. The Owners acknowledge that the Township, in addition to any other remedy it may have at law, shall also be entitled to enforce this Agreement in accordance with section 446 of the *Municipal Act*, 2001, S.O. 2001, c. 25.
- 10. The parties covenant and agree with each other not to call into question or challenge, directly or indirectly, in any proceeding or action in court, or before any administrative tribunal, the other party's right to enter into and enforce this Agreement. This provision may be pleaded by either party in an action or proceeding as an estoppel of any denial of such right.
- 11. This Agreement shall be interpreted under and be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the Owners have hereunto affixed their signatures and the Township has hereunto affixed its corporate seal under the hands of its Mayor and Clerk.

Witness	Fronk ENING
Witness	Frank ENNS
	The Corporation of the Township of Malahide
	Per: Dave Mennill, Mayor
	Per:
	Allison Adams, Clerk







Our Mission: Farms and Food Forever

- Over 38,000 farm business members
- 51 local federations for strong, grassroots leadership
- 45 knowledgeable and experienced staff strategically located across Ontario
- 31 commodity and industry organizational members
- 18 member-elected Board of Directors



Home Grown Campaign



Campaign – homegrown.ofa.on.ca
– an advocacy campaign focused on protection and preserving Ontario's farmland and domestic food production.



Purpose – increase awareness, educate the public, and enhance consumer knowledge on the threat and negative impacts urban development poses to Ontario's agri-food system.



Call-to-Action – engage in the campaign on social media, sign the online petition and share our message in support of the protection and preservation of Ontario's farmland.



Online Petition – <u>Change.org</u> – has received signatures from more than 5,900 supporters.





Based on data from the Census of Agriculture, Ontario is losing 175 acres of farmland every day to urban development.

It's a concerning number. Roughly the size of 135 football fields. Every day.

Whether you are talking about your morning toast, an apple in your lunch or grilled chicken for dinner, it all comes from Ontario farmland.

We get it - urban development matters. But where our food comes from matters too.





Agriculture in 2021

- Produce more than 200 commodities
- The agri-food sector (field-to-fork) employs more than 860,494 Ontarians and grosses 47.3 billion in GDP
- 1 in 8 people are employed in agriculture and agri-food



Local Planning Process



Land Use Planning

- Protecting farmland because of urban pressures for growth
- Approach agriculture as a system, including the need for infrastructure and economic viability of farming





Minister's Zoning Orders (MZOs)

- Frequent use undermines the local planning process
- Bypasses long-standing processes intended to protect farmland
- Eliminates local input or any type of appeal mechanism
- OFA recognizes need for MZOs to be executed in certain circumstances – but not when they impact productive farmland





Recent Planning Act Amendments

 Ontario cannot sustain continuing losses of agricultural land – it is a limited and declining land base.

 OFA recommends higher density development should be mandated province-wide to take advantage of existing infrastructure and reduce demand on agricultural land for future development.







Local Input

- Imperative for MZOs and amendments to them to solicit local input
- Advanced public notice should be provided before MZOs are issued
- MZOs need to be posted on the environmental registry for consultation, not just as decisions





 OFA understands the importance of urban growth and expansion – but where our food comes from matters too.

 Focus needs to be on protecting agricultural land to ensure we have the resources available to continue producing food for future generations.





Environmental Benefits

- Carbon sequestration, reduced soil erosion and watershed and wildlife habitat protection
- Aesthetic and recreational space, air quality & climate change mitigation
- Nutrient cycling, pollination services, soil erosion control
- Water cycling, groundwater recharge











Access to Local Food

- Food security
- Food access
- Enhancing agricultural productivity
- Urban-rural connections





Economic Opportunity in Agriculture

- Attract & Retain
 Youth to grow
 a skilled future
 workforce and fill
 current critical job
 vacancies
- Enable Diversification through value-added, direct farm marketing and agri-tourism



Thank You

Tracey Arts
OFA Director,
Oxford & Elgin County
Tracey.arts@ofa.on.ca





Report to Council

REPORT NO.: PW-22-06

DATE: January 20, 2022

ATTACHMENT: Petition

SUBJECT: Petition for Drainage – Giesbrecht Petition

Recommendation:

THAT Report No. PW-22-06 entitled "Petition for Drainage – Giesbrecht Petition" be received;

AND THAT the Petition for Drainage accepted by the Council, and that notice be sent to the CA/MNRF, OMAFRA and local municipalities affected so they may request a Benefit Cost Statement or Environmental Appraisal.

Background:

The Township of Malahide has received a request (petition attached) for drainage. The petition is to construct a new branch drain. The drain is required as a condition of severance to provide the development with a legal and adequate outlet. This is a typical severance requirement.

The landowner, Anna Giesbrecht, has petitioned the Township to have a new drain constructed on the south side of Nova Scotia Line, to accommodate a proposed severed lot. The estimated length of the project is 30 meters. A sketch is attached showing the location of the proposed severance.

Comments/Analysis:

Once Council has decided to proceed with the drainage works described in the petition, notice will be sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs. These agencies have the right to request an environmental appraisal or a cost benefit analysis at their own expense. If no notice is received from the aforementioned agencies after 30 days, Council may proceed to appoint an engineer to examine the drain in question and prepare a new engineers report.

Section 6(1) of the Drainage Act R.S.O. 1990 states:

Upon receipt of a notice from the initiating municipality under subsection 5 (1), a local municipality, conservation authority or the Minister of Natural Resources, as the case may be, may send to the council of the initiating municipality within thirty days a notice that an environmental appraisal of the effects of the drainage works on the area is required, and the cost thereof shall be paid by the party who requested it.

Section 7(1) of the Drainage Act R.S.O. 1990 states:

The council of any local municipality to which notice was given under subsection 5 (1) or the Minister may send to the council of the initiating municipality within thirty days a notice that a benefit cost statement is required and the cost of preparing such statement shall be paid by the party who required it.

Summary:

The Township received a Petition for Drainage from the landowner at 49485 Nova Scotia Line.

Staff are recommending that Council accept the Petition for Drainage and proceed with the provisions as outlined under *Sections 5 to 7* of the *Drainage Act R.S.O. 1990*.

Financial Implications to Budget:

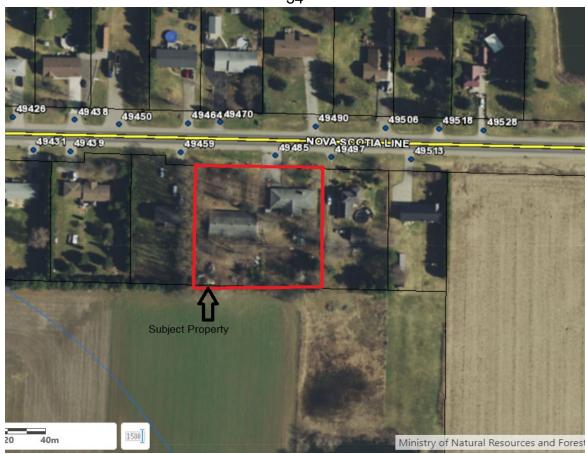
N/A

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ACSP) 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,	Matt Sweetland, P.Eng.,	Adam Betteridge,
Engineering Technologist/	Director of Public Works	Chief Administrative Officer
Drainage Superintendent		





Ministry of Agriculture, Food and Rural Affairs

Petition for Drainage Works by Owners Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

55

To: The Council of the	Corporation of the $\underline{\text{To}}$	wnship	o	f Malahide			
The area of land descri require drainage impro- See Sketch		inage (provid	e a description o	f the properties o	r the p	ortions of proper	ties that
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Road/Street Number 49485	Road/Street Name Nova Scotia Line						
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Estimated length of proj	iect						
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What is the purpose of t							
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Property Owners Signing The Petition	56		Page of
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In urban areas, the property description should be in t			
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Ward or Geographic Township Township of Malahide	Parcel Roll N 340800000		
hereby petition for drainage for the land described and a	cknowledge my fina	ncial obligations.	
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Owner Name (Last, First Name) (Type/Print)	Signature		Date (yyyy/mm/dd)
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Name of Corporation			
		I have the authority	to bind the Corporation.
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Check here if additional sheets are attached			Clerk initial
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Once the petition is accepted by council, an engineer is appo		e petition. <i>Drainage Act.</i> F	R.S.O. 1990, c. D. 17 subs. 8(1
After the meeting to consider the preliminary report, if the pet	tition does not comply	with section 4, the project	
petitioners are responsible in equal shares for the costs. <i>Drai</i>			ninated and the original
After the meeting to consider the final report, if the petition do petitioners are responsible for the costs in shares proportions			
c. D. 17 s. 43.			
If the project proceeds to completion, a share of the cost of th	ne project will be asses	ssed to the involved property	erties in relation to the

assessment schedule in the engineer's report, as amended on appeal. Drainage Act, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)



Report to Council

REPORT NO.: PW-22-07

DATE: January 20, 2022

ATTACHMENT: Petition

SUBJECT: Petition for Drainage – Muilwyk/Dykxhoorn Petition

Recommendation:

THAT Report No. PW-22-07 entitled "Petition for Drainage – Muilwyk/Dykxhoorn Petition" be received;

AND THAT the Petition for Drainage be accepted by the Council, and that notice be sent to the CA/MNRF, OMAFRA and local municipalities affected so they may request a Benefit Cost Statement or Environmental Appraisal.

Background:

The Township of Malahide has received a request (petition attached) for drainage. The petition is to construct a new drain.

Landowners Aart Muilwyk and Harry Dyhxhoorn have petitioned the Township to have a new drain constructed on the west side of Pigram Road, from south of Lyons Line to Century Line. The estimated length of the project is 2000 meters. A sketch is included with the petition showing the location of the area requiring drainage.

Comments/Analysis:

Once Council has decided to proceed with the drainage works described in the petition, notice will be sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs. These agencies have the right to request an environmental appraisal or a cost benefit analysis at their own expense. If no notice is received from the aforementioned agencies after 30 days, Council may proceed to appoint an engineer to examine the drain in question and prepare a new engineers report.

Section 6(1) of the Drainage Act R.S.O. 1990 states:

Upon receipt of a notice from the initiating municipality under subsection 5 (1), a local municipality, conservation authority or the Minister of Natural Resources, as the case may be, may send to the council of the initiating municipality within thirty days a notice that an environmental appraisal of the effects of the drainage works on the area is required, and the cost thereof shall be paid by the party who requested it.

Section 7(1) of the Drainage Act R.S.O. 1990 states:

The council of any local municipality to which notice was given under subsection 5 (1) or the Minister may send to the council of the initiating municipality within thirty days a notice that a benefit cost statement is required and the cost of preparing such statement shall be paid by the party who required it.

Summary:

The Township received a Petition for Drainage from landowners Aart Muilwyk and Harry Dyhxhoorn.

Staff are recommending that Council accept the Petition for Drainage and proceed with the provisions as outlined under *Sections 5 to 7* of the *Drainage Act R.S.O. 1990*.

Financial Implications to Budget:

N/A

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ACSP) 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,	Matt Sweetland, P.Eng.,	Adam Betteridge,
Engineering Technologist/	Director of Public Works	Chief Administrative Officer
Drainage Superintendent		



This form is to be used to petition municipal council for a new drainage works under the Drainage Act. It is not to be



Ministry of Agriculture, Food and Rural Affairs

Petition for Drainage Works by Owners Form 1

Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

used to request the in	nprovement or modific	ation of an existing dra	inage works ur	nder the <i>Drainage Act.</i>
To: The Council of the	Corporation of the Tow	vnship	of <u>Malahide</u>	
The area of land descri require drainage improv See sketch	•	nage (provide a descripti	on of the propert	ies or the portions of properties that
In accordance with sect		Act, the description of the	e area requiring	drainage will be confirmed or modified
, 0	ŭ	rea requiring drainage, w	e hereby petition	n council under subsection 4(1) of the
Drainage Act for a drain		ce with sections 10(4), 4	3 and 59(1) of th	e Drainage Act, if names are withdrawn
				ibility for costs.
Contact Person (Last Nam	n (To be completed by one)	(First Name)	ase type/print)	Telephone Number
Muil wy	<u> </u>	<u> </u>	27	519077 -000
Road/Street Number	Road/Street Name	11 - ad	R	. 14
<u> 2033.06 </u>	FESWICK	Road	Trown:	SUSUR
Location of Project				
Lot	Concession	Municipality	la.	Former Municipality (if applicable) South Dorchester
A	iro2 (Chack all appropria	Township of Malahic		South Dorchester
Construction of new	ire? (Check all appropria open channel	ne boxes)		
✓ Construction of new				
	ning of existing watercoul		cipal drain)	
Other (provide desc	g watercourse (not curre cription ▼)	entry a municipal drain)		
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Name of watercourse (i	f known)			
Estimated length of proj	iect	and the second of the second o		
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General description of s	oils in the area			
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Tile drainage only		er drainage only	✓ Both	
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Petition filed this	th day of Jano	19 20 <u>2</u> 2		
Name of Clerk (Last, firs	st name)	•	Signature	
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Property Owners Signing The Petition	01		Page	of
Your municipal property tax bill will provide the property des				
· In rural areas, the property description should be in the form	n of (part) lot and	concession and civic ad	idress.	
· In urban areas, the property description should be in the for				
 If you have more than two properties, please take copy(ies) 	of this page and	continue to list them all.	•	
Number Property Description				
52674 PT Lot A, Concession 10				
Ward or Geographic Township	Parcel Roll Nui	mber		
Township of Malahide	34080140101	3200		
I hereby petition for drainage for the land described and acknow	vledge my financ	ial obligations		
	vicage my imano	ar obligations.		
Ownership				
Sole Ownership	Ciamatuna		Data (annulmm)	44)
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Corporation (The individual with authority to bind the corporation)	ation must sign th	ne petition)		
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Number Property Description				
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I hereby petition for drainage for the land described and acknow	ıledge my financi	al obligations.		
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Sole Ownership				
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Name of Corporation		06		
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Position Title		Date (yyyy/mm/dd)	1	
President		2021 - 12	- 23	
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- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 6(1) After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4). After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990,
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information

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Report to Council

REPORT NO.: PW-22-08

DATE: January 13, 2022

ATTACHMENT: Tender Summary

SUBJECT: Tender Results – Hydraulic Wood Chipper

Recommendation:

THAT Report No. PW-22-08 entitled "Tender Results – Hydraulic Wood Chipper be received;

AND THAT tender PW-21-10 for the procurement of a hydraulic wood chipper not be awarded at the recommendation of the Equipment Committee;

AND THAT remediation measures for existing fleet be brought to the 2022 Budget Committee.

Background:

The current fleet replacement schedule identified the replacement of the existing 2000 Vermeer BC1230A hydraulic wood chipper in 2015. At the time, it was decided that with some repairs, the lifecycle of the existing chipper could be extended, and the replacement was budgeted for 2022 at the time of the creation of the four-year budget in 2019. Since 2015, the wood chipper has seen several breakdowns resulting in the accumulation of higher than normal amount of maintenance costs. In an attempt to mitigate inflating rental cost due to the experienced down time of repairs, the Staff recommended the replacement of the wood chipper be moved from the planned 2022 replacement for inclusion in the 2021 Capital Equipment Replacement budget.

In May 2021, the Township Equipment Committee met virtually to review the status of the existing wood chipper, and to develop tender specifications for a replacement unit.

At the recommendation of the Equipment Committee, the Municipal Staff issued a tender on June 25, 2021 for one (1) new Hydraulic Wood Chipper, with delivery expected in late 2021.

The tender was open for two (2) weeks, closing at 11:00am local time on July 9, 2021 with one supplier providing two separate bid options.

Following the tender closing, the Equipment Committee reported to Council advising that the Committee had concerns regarding the specifications in the original tender document, and recommended that council cancel tender PW-21-10 and have staff retender the purchase of a hydraulic wood chipper with revised specifications better suited to meet health and safety expectation, which was passed by resolution No. 21-366

"No. 21-366

Moved by: Mark Widner Seconded by: Scott Lewis

THAT Report No. PW-21-45 entitled "Tender Update – Hydraulic Wood Chipper" be received;

AND THAT the Staff be directed to revise the tender document as per the Equipment Committee recommendations;

AND THAT the Staff be authorized to proceed to re-tender for the purchase of one (1) new hydraulic wood chipper, as per the revised tender specifications.

Carried."

A revised tender was issued on September 17, 2021, and closed on October 1, 2021 at 11:00am local time. Two suppliers submitted two bids each for a total of four separate bids.

Comments/Analysis:

The Equipment Committee carefully evaluated the bids to verify complete conformity to the required tender and equipment specifications. A demonstration of a similar unit was provided following the first tender offering by the low bidder Douglas Powertech. A demonstration of the submitted unit was provided following the second tender offering by high bidder Vermeer Canada.

Upon demonstration and consideration by the Equipment Committee including checking references of similar units, it was determined that the intended replacement will not produce a safer and improved performance in comparison to the existing wood chipper, without the consideration of additional after-market purchases to be implemented onto the new unit, despite the existing chipper end-of-life condition,

As all bids received by Douglas Powertech were low among the four tendered categories for gas and diesel engines, the terms of tender PW-21-10 suggest an award for the most suitable unit as determined by the Township. Upon further consideration as described, the Equipment Committee does not suggest that an award would result in a cost-effective improvement in the service provided.

Accordingly, and by direction of the Equipment Committee, Staff recommend that tender PW-21-10 for a hydraulic wood chipper not be awarded.

Financial Implications to Budget:

The approved 2021 Capital Budget includes \$100,000 for the replacement of the existing hydraulic wood chipper through the Capital Equipment Reserve fund. While sufficient funding is available in the 2021 budget to include the wood chipper and extended warranty option in the purchase, Equipment Committee concerns noted herein and resultant recommendation not to proceed will allow this budget to remain unspent from the Capital Equipment Reserve. A portion of this reserve will be brought to the 2022 Equipment Committee with improvement recommendation to existing fleet to extend enhanced service life until future replacement is deemed imminent.

Relationship to Cultivating Malahide:

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

One of the goals that support the "Embody Financial Efficiency throughout Decision-Making" Strategic Pillar is ensuring that the cost of maintaining municipal infrastructure is equitably borne by current and future ratepayers.

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

65 APPENDIX 'A'

HYDRAULIC WOOD CHIPPER TENDER – RESULTS October 1, 2021 - 11:00 AM (Prices do not include HST)

In attendance: N/A - Electronic Submission

OPTION #1 – 18in GAS ENGINE WOOD CHIPPER

SUPPLIER	MODEL	PRICE
Douglas Powertech Enterprises Inc.	2022 Bandit 18XP	\$82,100.00
Vermeer Canada Inc.	2021 BC1800XL	\$105,000.00

OPTION #2 – 18in DIESEL ENGINE WOOD CHIPPER

SUPPLIER	MODEL	PRICE
Douglas Powertech Enterprises Inc.	2022 Bandit 18XP	\$95,855.00
Vermeer Canada Inc.	2021 BC1800XL	\$120,000.00

OPTION #3 – 15in GAS ENGINE WOOD CHIPPER

SUPPLIER	MODEL	PRICE
Douglas Powertech Enterprises Inc.	2022 Bandit 15XPC	\$78,065.00
Vermeer Canada Inc.	2021 BC1500XL	\$82,000.00

OPTION #4 – 15in DIESEL ENGINE WOOD CHIPPER

SUPPLIER	MODEL	PRICE
Douglas Powertech Enterprises Inc.	2022 Bandit 15XPC	\$89,042.00
Vermeer Canada Inc.	2021 BC1500XL	\$109,000.00



Report to Council

REPORT NO.: DS-22-04

DATE: January 20, 2022

ATTACHMENT: Report Photo, Application, Recommended Conditions

SUBJECT: Application for Consent to Sever of Wendy D'Angelo

(Authorized Agent: Matt Campbell, BA, CPT c/o Zalinka Priamo

Ltd.)

LOCATION: Lots 105 through 110 on Plan 78, Parts 1 and 2 on 11R1568

(11789 Superior Street)

Recommendation:

THAT Report No. DS-22-04 entitled "Application for Consent to Sever of Wendy D'Angelo" be received;

AND THAT the Application for Consent to Sever of Wendy D'Angelo relating to the property located at Lots 105 through 110 on Plan 78, and known municipally as 11789 Superior Street, 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.

Background:

The subject application for Consent to Sever (the "Application") has been submitted by Matt Campbell, BA, CPT c/o Zalinka Priamo Ltd., on behalf of Wendy D'Angelo in order to create one new residential parcel.

The Application relates to the property located in Springfield and known municipally as 11789 Superior Street (as shown on the attached Report Photo).

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on January 26, 2022.

Comments/Analysis:

The subject property is approximately 0.3 hectares (0.75 acres) in area, and has approximately 25 metres (84 feet) of legal frontage along Finney Street, and 120 metres (approximately 393 feet) of flankage along Superior Street. The existing dwelling is oriented towards/facing Superior Street.

Development Services staff have reviewed the Covering Letter provided by the Applicant's Planner from Zelinka Priamo Ltd. (attached) and believes the Planner's Covering Letter properly summarizes and justifies the proposed severance (being consistent with the policies of the 2020 Provincial Policy Statement, and in conformity with the applicable policies of the County and Township Official Plans).

The subject property is within the "Village Residential One (VR1) Zone" on Key Map D3 of Schedule "A" to the Township's Zoning By-law No. 22-18.

The "Village Residential One (VR1) Zone" zone requires the following with regard to minimum lot area and frontage:

"VR1" Zone	Required:	Proposed Severed Lot:
Min. Lot Area	800 m ² (8,611 sq. ft.)	1,400 m ² (15,069.5 sq. ft.)
Min. Lot Frontage	20 m (65.6 feet)	60.38m (198 feet)

The new lot is proposed in a manner that ensures the existed detached garage will meet the minimum setback (1.2 metres) from the newly-established lot line.

The Development Services Staff has also considered comments provided by other internal departments. Necessary requirements will be secured through the attached recommended conditions (entrance permit, new municipal address, sanitary service, etc.).

The Township's CAO has also reviewed and has no concerns with the proposal. The CAO has advised that given the newly severed lot will contain the existing garage, that a single-detached dwelling should be constructed within a short period of time to establish the primary, residential use of the property (otherwise the lot would not conform with the "VR1" provisions of the Zoning By-law).

As such, the following condition has been included:

"That the applicants initiate and assume the full cost associated with the required Development Agreement with the Township of Malahide in accordance with section 53 of the Ontario Planning Act, R.S.O. 1990 to ensure a single unit dwelling is constructed in accordance with the Ontario Building Code and within a specified period of time to the satisfaction of the Township of Malahide."

Financial Implications to Budget:

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

Relationship to Cultivating Malahide:

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

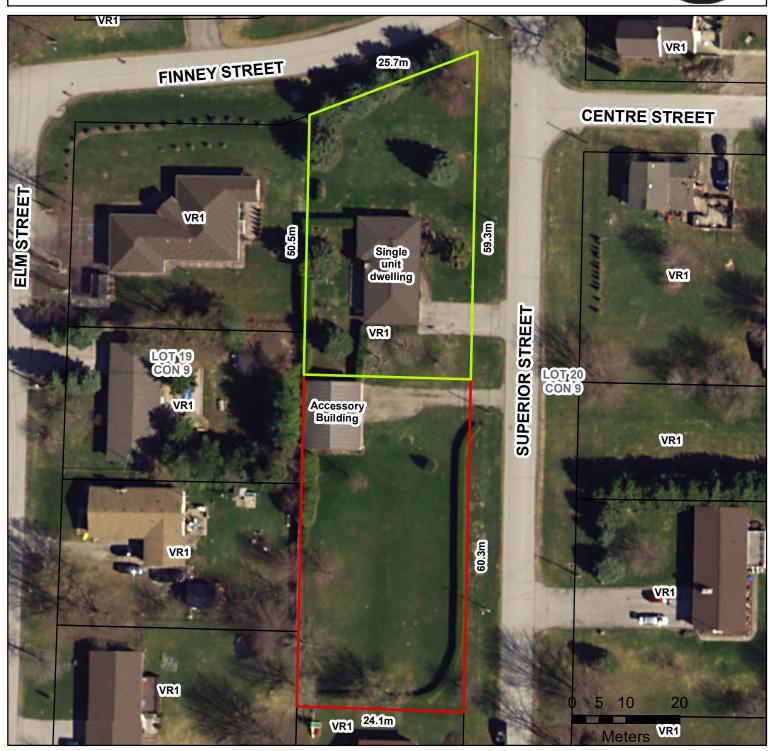
One of the goals that supports the "Our Land" Strategic Pillar is "Promote growth in a responsible manner". By promoting new development and directing growth to appropriate areas within the Township through its support of this proposal, the Council is achieving this goal.

Submitted by:	Approved by:
Christine Strupat, CPT Development Services Technician/ Assistant Planner	Adam Betteridge, MCIP, RPP Chief Administrative Officer

APPLICATION FOR A CONSENT TO SEVER Wendy D'Angelo (Authorized Agent: Matt Campbell, BA,CPT c/o Zalinka Priamo Ltd.)

11789 SUPERIOR STREET Lots 105 through 110 on Registered Plan 78 Township of Malahide Township of Malahide Figure 1





Residential
ZONING
VR1 Village Residential Zone

OFFICIAL PLAN DESIGNATION

LANDS TO BE SEVERED

LANDS TO BE RETAINED



E 1-22Wendy D'Angelo
11789 Superior Street



APPLICATION FOR CONSENT

1.	Nai	me of Approval Aut	thorityELGIN COU	NTY LAND DIVISION COMMITTEE		
2.		Name of Owner Wendy D'Angelo				
	et, Springfield, ON, N0L 2J0					
Telephone Number 519-495-1084 Email jdangelo13				Email jdangelo13@gmail.com		
Name of owner's solicitor or authorized agent Address 318 Wellington Road, London, Ontario, N6C4P4						
3.	Ow	ners	e of proposed transaction: creation of a ne	Agent (check appropriate space) w lot Other: mortgage/charge		
	(b)	Name of person(s	addition to a lot surplus farm dw technical severa other (specify)	velling easement/R.O.W. ance correction of title		
	(5)	charged:	y, a known, to whom land	or interest in faire to be transferred, reased or		
	(c) If a lot addition, identify the assessment roll number and property owner of the lands to which the parcel will be added:					
4.	(a)	Location of land:	nship of Malahide	Concession No.		
	Lot(s) No. 105-110 Name of Street Superior Street			Registered Plan No. 78		
Assessment Roll No. <u>340801200119200</u>						
	(b) Are there any easements or restrictive covenants affecting the subject land? Yes No If Yes, describe the easement or covenant and its effect:					

5.	Description of land	intended to be severed	: (Accura	ate Measurement	s in Metric)	
	Frontage	60.38 m	Depth	24.14	Area	0.14 ha
	Existing Use	Garage and Vacant	land	Proposed Use	Residential	
		se of buildings and stru	ctures on	the land to be se	evered:	
	Existing_One	Detached Garage				
	Proposed_Ret	ain garage and add n	ew singl	e detached dwe	elling	
6.	Description of land	intended to be retained	: (Accura	ate Measurement	ts in Metric)	
	Frontage	25.7	Depth	Irregular	Area	0.13 ha
	Existing Use	Residential	,	Proposed Use	Residential	
	Number and u	se of buildings and stru	ctures on	the land to be re	tained:	
	Existing One	single detached dwell	ing(Resi	dential)		
	Proposed No	change				
7.	Number of new lot	ts proposed (including	retained	lots) <u>2</u>		
8.	Type of access for TYPE	r proposed and retained	d lot: (d	check appropriat <u>PROPOSE</u>		RETAINED LOT
	Provincial Highway	у				
	Municipal road, ma	aintained all year		($\langle \checkmark \rangle$
	Municipal road, se	easonally maintained				
	Other public road					$\overline{\Box}$
	Right Of Way					
	Water access					
	If proposed access (specify)	s is by water, what boa	t docking	g and parking fac	cilities are ava	ilable on the mainland?
9.	(a) What type of v	water supply is propose	ed: (ch	eck appropriate	space)	
	<u>TYPE</u>			PROPOSED	LOT	RETAINED LOT
	Publicly owned and	d operated piped wate	r system			
	Privately owned ar	nd operated individual	well	$\langle \checkmark \rangle$		
	Privately owned ar	nd operated communa	l well			
	Lake or other water	er body				
	Other means (sp	pecify)		•		<u> </u>

(b) If existing water supply is provided from a privately owned and operated individual/ communal well, the owner shall be required to provide written confirmation from a licensed well installer that the private well provides the quality and quantity of potable water required by Provincial standards. (Written confirmation to be attached to the Application)

10.	(a) What type of sewage disposal is proposed:	(check appropriate space)				
	<u>TYPE</u>	PROPOSED LOT	RETAINED LOT			
	Publicly owned and operated sanitary sewage system Privately owned and operated individual septic tank Privately owned and operated communal septic system					
	Other means (specify)					
	(b) If existing sewage disposal is privately owner confirmation from a licensed septic instal condition. (Written confirmation to be attacked)	ler that the system is in satisfaction ached to the Application)				
11.	When will water supply and sewage disposal sen Currently available. New water well will be requ					
12.						
13.	What is the existing Zoning designation(s) of the subject land? Village Residential One(VR1)					
	4. Has the subject land ever been the subject of an application for approval of a plan of subdivision under the Planning Act? Yes No ✓ Unknown ✓					
	If Yes, and known, provide the application file nur	mber and the decision made on th	ne application			
15.	If this application is a re-submission of a previous	consent application, describe ho	w it has been			
	changed from the original application					
16.	(a) Has there been any previous severances of Yes (No (
	(b) If the answer to (a) is Yes, please indicate p supply the following information for each lot		ed sketch and			
	Grantee's name					

	Use of parcel
	Date parcel created
	•
17.	If this application is for a lot addition, has the lot to be enlarged ever been the subject of a previous severance? Yes No If Yes, provide the previous severance File No.
18.	If the application involves the severance of a surplus farmhouse (through farm consolidation), please complete attached Appendix "C" – "Surplus Farm Dwelling Information Form". (Completed Appendix "C" to be attached to the Application)
19.	(a) Are there any barns within 750 metres of the proposed severed lands?
	Yes () No [✓]
	i) Now used for livestock? Yes No ✓ ✓ ✓ ✓ ✓ ✓
	(b) If there are livestock barns located within 750 metres of the dwelling on the retained lands a MDS 1 calculation is required to be submitted with this application for consent pursuant to Minimum Distance Separation (MDS) document -Implementation Guideline #6.
20.	Is the owner, solicitor, or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?
	Yes No 🗸
21.	Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?
	Yes No 🗸
	If Yes, and known, specify the Ministry file number and status of the application
22.	Is the subject land currently the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, or approval of a plan of subdivision? Yes No
	If Yes, and known, specify the appropriate file number and status of the application

23.	(a)		application consistent vection 3(1) of the Planni	with the Provincial Policy Statement 2020 issued under ng Act?
		Yes	\checkmark	No (
		for co		ne Provincial Policy Statement 2020 to support this application
24.		Yes		designated under any provincial plan or plans? No (No (
	ш үе	s, aoe	s the application confor	m to or conflict with the applicable provincial plan or plans
25.	Did	pre coi Yes	nsultation occur with the $\sqrt{\checkmark}$	e local Municipality and other agencies (if applicable)? No ()
	Ente	er date	of consultation and cor	atact person
	Allis	on Ad	ams - June 2021	
26.	Corp	poratio		y authorizes Land Division Committee members and the staff to enter onto the subject property for the purpose of is application.
27.	App	licatior	n pursuant to Section 32	by consents to disclosure of the information contained in this 2(b) of Bill 49, Chapter 63, S.O. 1989, being an Act to provide Protection of Individual Privacy in Municipalities and Local Boards.

28. DETAILED SKETCH:

The application shall be accompanied by a detailed sketch showing the following:

- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land owned by the owner of the subject land and that abuts the subject land;
- the distance between the subject land and the nearest municipal lot line or landmark, such as a railway crossing or bridge;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas;
- the location of private wells and septic system must be located entirely within the boundaries of the lot to be created and shall comply with the Zoning By-Law setbacks;
- the location of private wells and septic system must be located entirely within the boundaries of the lot to be retained and shall comply with the Zoning By-Law setbacks;

- the existing use(s) on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- the location and nature of any easement affecting the subject land.

Dated at the City	of St. Thomas
this day of Octob	20 21
SIGNATURE OF APPLICANT(S), SOLICITOR OR AUTHO	DRIZED AGENT
AFFIDAVIT OR SWORN DECLARATION	
I/We Matt Campbell	of the City
of St. Thomas in the County of	Elgin
solemnly declare that all the information contained in this appearation conscientiously believing it to be true, and know under Oath and by virtue of the CANADA EVIDENCE ACT.	oplication is true, and I/We make this solemning that it is of the same force and effect as if made
DECLARED before me at the	
City of London	MI / II
in the County of Middlesex	
this 6th day of October	Signature
20 21	Signature
A Commissioner, etc. RICHARD HENRY ZELINKA, a Commissioner, etc. RICHARD HENRY ZELINKA, a Commissioner for Zelinka Pries March 28, 2024	missioner, etc., amo Ltd.

If this application is signed by an agent or solicitor on behalf of an applicant(s), the owner's authorization must accompany the application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the corporation and the seal, if any, must be affixed.

It is required that one copy of this application be filed, together with one copy of the detailed sketch described, with the responsible person, accompanied by a fee of – \$1,250.00 in cash or by cheque made payable to TREASURER, COUNTY OF ELGIN.

An additional fee of \$300.00 will be charged for affixing the consent stamp.

AUTHORIZATION AS AGENT

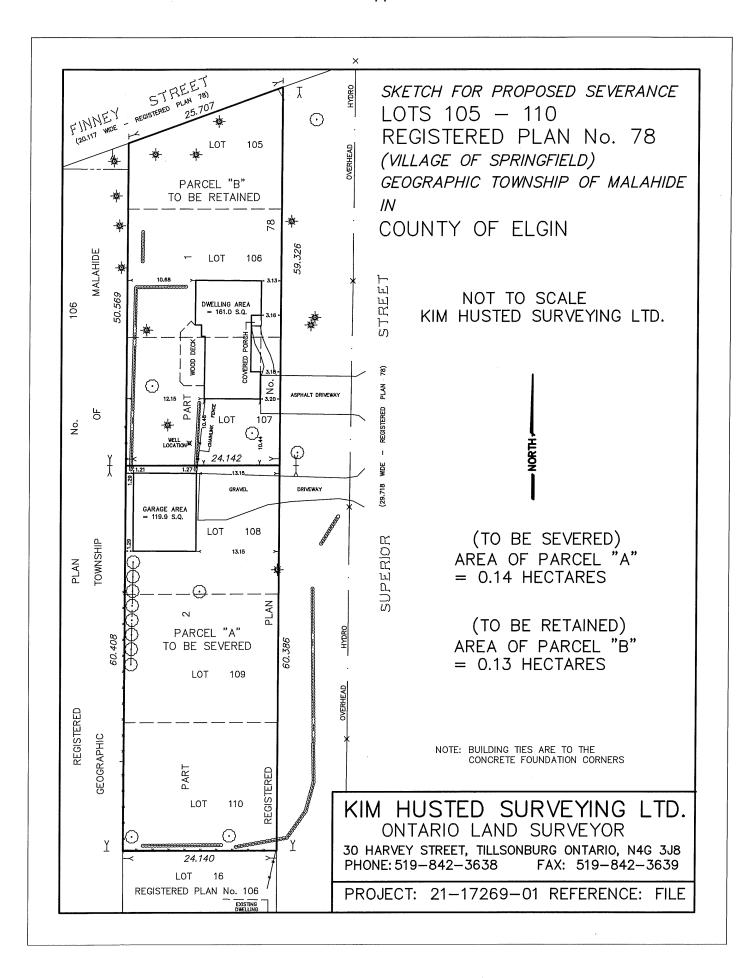
TO WHOM IT MAY CONCERN:

I/we hereby authorize Zelinka Priamo Ltd. as my/our agent in connection with all required municipal approvals associated with the lands known municipally as 11789 Superior Street, in the Township of Malahide.

Property Owner

Authorized Signature

Sept. 30, 2021



Ontario

/8 MINISTRY OF THE ENVIRONMENT

The Ontario Water Resources Act

261/151

WATER WELL RECORD

	NECT SOA WHERE APPLICABLE	03189 Zoze6 L		
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Grey Topsoil		Loose	1	16
Red Clay		Packed	16	3
Blue Clay		Packed	38	59
Brown Sand	Gravel, Clay	Dense	59	60
Grey Gravel	Sand	Porous	1 2/	
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FINAL (X WATER SUPPLY	40 140 INCLEAR I CLOUDY 12	FINNEY ST	[5 <i>T</i>	

David S Ross Pump Service Ltd.

51464 Pressey line RR#2 Springfield N0L 2J0 Contractor Lie # 4634 519-773-9615 Fax# 519-773-9617

GST/HST No.

892434846

L. F. W. Prod. Proc.	
VINDY D'ANGELO	
1789 STOP RIOR ST	
PRINCHALLOON	
W 2J0	

Invoice

\$0.00

Date	Invoice #
2021 10-15	1018

				P.O. No.	Terms	Project
Qty			Description		Rate	Amount
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				-	ales Tax Total	\$0.00

Total

Public Health Santé publique Ontario

Public Health Laboratory - London 102-1200 Commissioners Road East LONDON, ON N5Z 4R3

Bacteriological Analysis of Drinking Water for Private Citizen, Single Household Only Analyse bactériologique de l'eau potable - Particuliers, Ménages unifamiliaux seulement

Submitter's Name and Mailing Address /

Nom et adresse postale de l'auteur de la demande d'analyse

First Name, Last Name / Prénom, Nom de familie

JOE DANGELO

Street address / Adresse municipale

11789 SUPERIOR ST

SPRINGFIELD, ON NOL 2J0

Location of Water Source / Emplacement de la source d'eau

Lot, Concession / ou lot, concession

Emergency Locator # / 911#

Yes / Oui

107

Street address / Adresse municipale

11789 SUPERIOR ST MALAHIDE ON NOL2JO

County / Comté: ELGIN

Health Unit # / # du bureau de santé: 4913

Specimen details / Détails sur l'échantillon:

Barcode / Code à barres: 11467313

Phone # / # tél : 519 495 1084

Date/Time Collected / Date/heure du prélèvement*: 2021-11-23 10:15:00

Date/Time Received / Date/heure Reçu le*: 2021-11-23 15:23:00

Purification system used (e.g. UV, filtration, etc.)? / Système d'épuration utilisé (p. ex. rayons UV, filtration, etc.)?

Authorized by / Autorisé par

Chief, Medical Microbiology or Designate

Specimen Note / Note sur l'échantillon:

This specimen was received in good condition unless otherwise stated./À moins d'avis contraire, l'échantillon était en bonne condition au moment de la réception.

Test results / Résultats d'analyse:

Total Coliform CFU/100 mL / Coliformes totaux UFC/100 mL

0 0

E.coli CFU/100 mL / E. coli UFC/100 mL

Interpretation / Interprétation:

There is no evidence of fecal contamination. If the results show the presence of coliforms it may be indicative of a contaminated water supply. Given the vulnerability of well water to external influences, it is important to test water frequently. Consult local health unit for information if required.

Il n'y a aucune preuve de contamination fécale. Si les résultats indiquent la présence de coliformes, cela peut être révélateur d'une source d'eau polluée. L'eau des puits étant susceptible d'être dégradée par des facteurs externes, il est important de la faire analyser fréquemment. Consultez le bureau local de santé publique pour plus de détails, si nécessaire.

Date of Analysis / Date de l'analyse:

Date Read / Analyse effectuée le: 2021-11-24

Please Note / Prière de noter ce qui suit :

The results apply to the sample as received/Les résultats s'appliquent à l'échantillon, tel que reçu.

These results relate only to the sample tested. / Le résultat obtenu se rapporte seulement à cet échantillon d'eau analysé.

Note: This water sample was only tested for the presence of both Total Coliforms and E. coli (ISO/IEC 17025 accredited tests) bacterial indicators of contamination by Membrane Filtration. The sample was not tested for other contaminants, including chemical contaminants, and therefore may be unsafe to drink even when there is no significant evidence of bacterial contamination. Contact your local public health unit for information on testing for other contaminants./ Remarque: Cet é chantillon d'eau n'a été analysé que pour déceler (par un laboratoire accrédité conformément à la norme ISO/IEC 17025) la présence des coliformes totaux et des bactéries collibacillaires, indicateurs de contamination par filtration sur membrane. L'échantillon n'a pas été testé pour d'autres contaminants, y compris les contaminants chimiques et, par conséquent. l'eau peut être impropre à la consommation même lorsqu'il n'y a aucune preuve significative de contamination bacté rienne. Veuillez communiquer avec le bureau de santé publique de votre localité pour vous renseigner au sujet de l'analyse visant à détecter la présence d'autres contaminants.

If the reported client information does not match the information you supplied on the form please contact the PHO Customer Service Centre. Telephone: 1-877-604-4567 or 416-235-6556 or E-mail: customerservicecentre@oahpp.ca. For operating hours see our website www.publichealthontario.ca/labs. / Si les informations sur le client indiquées ne correspondent pas aux informations que vous avez fournies sur le formulaire, veuillez communiquer avec le Service à la clientèle de SPO par télé phone au 1-877-604-4567 ou 416-235-6556, ou par courriel au customerservicecentre@oahpp.ca. Pour connaître les heures d'ouverture, veuillez consulter notre ite Web à www.publichealthontario.ca/labs

End of report / Fin du rapport

*All time values are EST /EDT/Toutes les heures sont exprimées en HNE ou en HAE.

Page 1 of 1

LIMS Report #: 43241778 🎘 T_SingleSampleOPHL_WATPRIVATE.rpt





November 25, 2021

sent via email

Ms. Nancy Pasato, Manager of Planning County of Elgin 450 Sunset Drive St. Thomas, ON N5R 5V1 npasato@elgin.ca

Dear Ms. Pasato,

Re:

Application for Consent to Sever

11789 Superior Street

Springfield, ON

Township of Mahalide

Our File:

DNG/MAL/21-01

Zelinka Primao Ltd., on behalf of Joe D'Angelo and Wendy D'Angelo, is pleased to submit a Consent to Sever application regarding the above noted lands (the 'subject lands') to permit the severance of one lot intended for a new single detached dwelling.

The subject lands consist of a single parcel of land on the southwest side of the Village of Springfield, located at the southwest corner of Superior Street and Finney Street. The subject lands have a lot frontage along Finney Street of approximately 25.7m (84.3ft); depth along Superior Street of approximately 119.6m (392ft); and, an area of approximately 0.27ha (0.67ac). The northerly portion of the subject lands contains a single detached dwelling with an attached garage. A detached garage is located south of the single detached dwelling, accessed by a separate driveway from Superior Street. The remaining southerly portion of the subject lands is vacant, with hedges and trees lining the perimeter. The existing dwelling is connected to municipal sanitary service and uses a private well for water service.

Land uses surrounding the subject lands consist of single detached dwellings in all directions and vacant land to the northeast. The subject lands are within the "Tier 2 Settlement Area" land use designations according to the Elgin County Official Plan; are within the "Residential" land use designation in the Township of Malahide Official Plan along a "Local Road"; and are zoned "Village Residential One (VR1) Zone" in the Township of Malahide Comprehensive Zoning By-Law No. 18-22.

The southerly portion of the subject lands, including the detached garage, is proposed to be severed, thereby creating a new lot with a frontage of approximately 60.38m, and a lot area of 0.14ha. The lands to be retained, including the existing dwelling, are to retain frontage on Finney Street, with an irregular lot depth; these lands are to have a depth along Superior Street of approximately 59.32m.

The existing water well for the subject lands is located between the single detached dwelling and the detached garage. This well is included in the lands to be retained. As the lands to be severed are to be used for a new single detached dwelling, a new well will need to be drilled for the severed lands.

The proposed severance is consistent with the policies of the 2020 Provincial Policy Statement which encourages appropriate infill and intensification within settlement areas. The proposal is consistent with both the County of Elgin Official Plan and Township of Malahide Official Plan which permit lot creation within settlement areas. The proposal also complies with the existing regulations of the "Village Residential One (VR1) Zone", and no variance is required.

The proposed lot configuration makes use of vacant land within an existing neighbourhood and is considered an appropriate and compatible use of land.

As the detached garage is to be temporarily located on the severed lands without a primary dwelling, a means of ensuring a new dwelling is constructed within a specified time frame may be discussed as a condition of final consent approval.

As per the submission requirements please find the attached materials:

- Completed Application for Consent form;
- · Letter of Authorization; and
- Consent Sketch.

A cheque in the amount of \$1,250.00 for the Consent application fee will be provided to Elgin County separately.

We trust that the enclosed information is complete and satisfactory and we look forward to a timely approval process. Should you have any questions or require additional information, please feel free to contact our office.

Yours very truly,

ZELINKA PRIAMO LTD.

Matt Campbell, BA, CPT

Senior Planner

cc. Joe D'Angelo

- 1. That the applicant be required to initiate and assume, if required, all cost associate with connection to the Municipal Sanitary Sewer Service, with such costs to be paid in full to the township prior to the condition being deemed fulfilled.
- 2. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
- 3. That the applicant initiate and assume, if required, all engineering and construction costs associated with construction of a new Municipal drain, or, the relocation of Municipal drain. To be commenced in accordance with the Drainage Act, RSO 1990. All costs to be paid in full to the township prior to the condition being deemed fulfilled. If a lot grading plan is required as a condition of severance, it should be done in conjunction with the new Municipal drain or relocation of Municipal Drain.
- 4. That all entrance permits are acquired from the appropriate road authority as per our entrance control policy.
- 5. That the applicant be required to retain the services of a professional designer and have an engineered Lot grading development plan and ditch grading plan prepared in accordance with good engineering practices, that are suitable to the Township prior to the condition being deemed fulfilled.
- 6. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
- 7. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted in triplicate prior to certification all of which are to be fully executed.
- 8. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
- 9. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.
- 10. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.
- 11. That the applicants initiate and assume the full cost associated with the required Development Agreement with the Township of Malahide in accordance with section 53 of the Ontario Planning Act, R.S.O. 1990 to ensure a single unit dwelling is constructed in accordance with the Ontario Building Code and within a specified period of time to the satisfaction of the Township of Malahide.



Report to Council

REPORT NO.: DS-22-05

DATE: January 12, 2022

ATTACHMENT: N/A

SUBJECT: 2021 BUILDING PERMIT ACTIVITY REPORT

Recommndation:

THAT Report No. DS-22-05 entitled "2021 Building Permit Activity Report" be received.

Background:

The purpose of this Report is to provide the Council with an update on Building Permit and Development Activity throughout the Township for the 2021 calendar year; and to also compare current activity levels with past years.

Comments/Analysis:

Total Building Permit Values 2011 - 2021				
Year	Total Permits	New Home Starts	Construction Value	
2011	170	26	\$14,718,835	
2012	154	18	\$10,846,955	
2013	126	21	\$10,759,437	
2014	169	23	\$14,324,500	
2015	178	21	\$17,339,500	
2016	181	25	\$20,090,500	
2017	246	43	\$30,091,220	
2018	223	37	\$26,708,400	
2019	173	22	\$28,393,300	
2020	239	30	\$63,875,200	
2021	240	23	\$27,229,496	

In 2021, The Township of Malahide maintained a fairly consistent level of activity with respect to the issuance and enforcement of building permits over the previous four (4) years despite a small downturn in 2019.

There was a slight decrease in new home starts in 2021 when compared to the previous four (4) years. This was due to no new concentrated development areas in the Township in 2021. The new home starts in 2021 were spread across the Township as part of small severances, new homes being built on existing empty lots and demo/rebuilds.

The construction value is also slightly down but yet still consistent when compared to the previous four (4) years.

Financial Implications to Budget:

N/A.

Relationship to Cultivating Malahide:

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

One of the goals that support this project is the "Promote new development in a responsible manner that directs growth to appropriate areas with the Township".

The increase in activity, along with more complex building proposals, is a positive for the Township. The Development Services Department strives to meet the expectations of the Council, public, and the development community, all the while enforcing the requirements of the Ontario Building Code and Township By-laws.

Submitted by:	Approved by:
Scott Sutherland, Chief Building Official Manager of Building Services/By-law Enforcement	Adam Betteridge, MCIP, RPP Chief Administrative Officer



Report to Council

REPORT NO.: CLERK 22-01

DATE: January 20, 2022

ATTACHMENT: Elgin County and Local Municipal Partners Joint Multi-Year

Accessibility Plan 2021-2026

SUBJECT: Multi-Year Accessibility Plan

Recommendation:

THAT Report No. CLERK 22-01 entitled "Multi-Year Accessibility Plan" be received;

AND THAT the Municipal Staff be requested to post the Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan 2021-2026 on the Township's website.

Background:

The Township of Malahide is required to prepare an Annual Accessibility Status Report on the progress of measures taken to implement the strategies outlined in the Multi-Year Accessibility Plan. As outlined in the CLERK 21-05 Accessibility update report in 2021, the County of Elgin on behalf of the Municipalities of Bayham, Central Elgin, Dutton-Dunwich, West Elgin, Aylmer, Malahide, Southwold, and the County of Elgin have created a joint Multi-Year Accessibility Plan (MYAP) from 2021-2026 in order to streamline the annual reporting process. This plan will act as a guide for the next 5 years, outlining our accessibility progress, goals and timelines.

Comments/Analysis:

As outlined in the attached Joint Multi-Year Accessibility Plan, the Township will continue to remove barriers for people with disabilities. The Township will continue to work towards providing an accessible and equitable environment, and community that encourages inclusion of all of its diverse members. In doing so, we are taking the steps necessary to support the Provincial Government's plan to make Ontario fully accessible by 2025. This plan acts as an accessibility road map, detailing key initiatives and progress made, as well as goals and timelines to be achieved over the next 5 years. It demonstrates the commitment made to identifying, removing and preventing barriers for people with disabilities. It is designed to create a more accessible and inclusive

community. The attached 2021-2026 Elgin County and Local Municipal Partners Joint Multi-Year Accessibility Plan is required to be posted to the Township website.

Financial Implications to Budget:

N/A.

Relationship to Cultivating Malahide:

The Cultivating Malahide Integrated Community Sustainability Plan (ACSP) 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 "Make Malahide an Inclusive Place to Live". By working to ensure compliance with the requirements of the AODA, the Township does make Malahide a more inclusive place to live.

Submitted by:	Approved by:
A. Adams, Manager of Legislative	A. Betteridge
Services/Clerk	Chief Administrative Officer



ELGIN COUNTY AND LOCAL MUNICIPAL PARTNERS JOINT MULTI-YEAR ACCESSIBILITY PLAN 2021-2026

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Introduction

Message from the Chief Administrative Officers

On behalf of the Municipalities of Bayham, Central Elgin, Dutton Dunwich, West Elgin, Aylmer, Malahide, Southwold, and the County of Elgin, we are pleased to present the 2021-2026 joint Multi-Year Accessibility Plan (MYAP). This plan will act as a guide for the next 5 years, outlining our accessibility progress, goals and timelines.

The MYAP was created in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the O.REG 191/11 Integrated Accessibility Standards Regulation. We are proud of our accomplishments under our previous MYAPs, and look forward to continuing to support accessibility initiatives and projects in our community.

The plan demonstrates our commitment to identifying, removing and preventing barriers for persons with disabilities through accessibility planning, collaboration with the community, and implementation of our accessibility goals and initiatives.

The plan was developed by incorporating feedback from the public, community members with disabilities, and the Joint Accessibility Advisory Committee. The feedback helps to ensure that the goals we have set out in the plan meets the expectations of the members of our community.

We would like to take this opportunity to thank all that were involved in the creation of this plan, and for the ongoing efforts of the Joint Accessibility Advisory Committee in furthering our accessibility goals across the County of Elgin.

Through continuous achievements in accessibility, the County of Elgin and our seven Local Municipal Partners will continue to work towards providing an accessible and equitable environment, and community that encourages inclusion of all of its diverse members. In doing so, we are taking the steps necessary to support the Provincial Government's plan to make Ontario fully accessible by 2025.

Sincerely,

Thomas Thayer, CAO

The Municipality of Bayham

Paul Shipway, CAO

The Municipality of Central Elgin

Heather Bouw, CAO

The Municipality of Dutton Dunwich

Magda Badura, CAO

The Municipality of West Elgin

Andy Grozelle, CAO

The Town of Aylmer

Adam Betteridge, CAO

The Township of Malahide

Lisa Higgs, CAO

The Township of Southwold

Julie Gonyou, CAO

The County of Elgin

Executive Summary

In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), the County of Elgin and its Local Municipal Partners (LMP) have created a Joint Multi-Year Accessibility Plan, which builds on the accomplishments of the previous MYAP plans.

The County and its LMPs continue to maintain compliance with the requirements under the AODA and the Integrated Accessibility Standards Regulations (IASR). This plan acts as an accessibility road map, detailing key initiatives and progress made, as well as goals and timelines to be achieved over the next 5 years. It demonstrates the commitment made to identifying, removing and preventing barriers for people with disabilities. It is designed to create a more accessible and inclusive community.

The plan is available online at the County of Elgin's website, as well as on all of the Local Municipal Partner websites, and it is made available in an alternative format and/or with communication supports, upon request.

Statement of Commitment

The County of Elgin, along with its Local Municipal Partners are committed to creating and maintaining a barrier-free County where everyone can live, work and play. This Joint Multi-Year Accessibility Plan, spanning from 2021 to 2026, will act as a roadmap on our journey to meeting the Province's mandate of a fully accessible Ontario by 2025.

This commitment of removing barriers that prevent people with disabilities from accessing our goods, services and facilities was made through a streamlined, collaborative approach in an effort to realize efficiencies from both a planning and reporting perspective. Elgin County, along with its 7 Local Municipal Partners, are committed to ensuring equal access and participation for people with disabilities.

We are committed to treating people with disabilities in a way that allows them to maintain their dignity and independence. We are dedicated to meeting the needs of people with disabilities in a timely manner. We will do so by removing and preventing barriers to accessibility and by meeting, and where possible exceeding, our accessibility requirements under Ontario's accessibility laws.

Elgin County's Previous Multi-Year Accessibility Plan

The County of Elgin's previous Multi-Year Accessibility Plan was created and approved by County Council in 2015 spanning to the end of 2020. During this time period, The County of Elgin filed Accessibility Compliance Reports on a bi-annual basis to the Ministry for Seniors and Accessibility (formerly the Accessibility Directorate of Ontario). These reports were filed in 2015, 2017 and 2019, and were all under full compliance with the Accessibility for Ontarians with Disabilities Act (AODA).

The previous Multi-Year Accessibility Plan, unlike the 2021-2026 iteration, focused only on accessibility initiatives at the County level. Further, under the previous model each Local Municipality was required to create their own Plan while preparing Annual Accessibility Status Reports to their respective Councils. In looking forward to the opportunity of renewing the Multi-Year Accessibility Plan, County staff wanted to take the opportunity to streamline the annual reporting process, while also creating a truly collaborative **Joint** Multi-Year Accessibility Plan.

Accessibility for Ontarians with Disabilities Act

The structure of the Joint Multi-Year Accessibility Plan is based upon requirements outlined under the <u>Accessibility for Ontarians with Disabilities Act</u> (AODA). The AODA came into effect in 2005 with a goal to make the Province of Ontario fully accessible to all by 2025. The AODA is a law that sets out a process for developing and enforcing accessibility standards.

Ontario is the first province and one of the first jurisdictions in the world to enact specific legislation establishing a goal and time-frame for accessibility. It is also the first jurisdiction to legislate accessibility reporting and to establish standards in areas like employment, transportation and the design of public spaces.

These standards fall under the <u>Integrated Accessibility Standards Regulation O. Reg</u> 191/11 (IASR). The IASR are laws that government, businesses non-profits and public sector organizations must follow to become more accessible and provide barrier-free service delivery.

Every 3 years the Accessibility for Ontarians with Disabilities Act is reviewed by an individual appointed by the Provincial government. In 2017, the Honorable David C. Onley was selected to undertake this review. Over the course of 2018, Mr. Onley held public consultations across the Province interviewing a wide array of individuals living with disabilities, as well as those working in the realm of accessibility. In 2019, Mr. Onley put forward 15 recommendations to the Minister of Seniors and Accessibility. With the goal of a fully accessible Ontario by 2025 quickly approaching, it is apparent that we as a Province are a far-cry from this 2005 vision. There is work to be done across all sectors: public, not for profit and private. For those interested in where to read more about the 15 recommendations made, visit: 2019 Legislative Review of the Accessibility for Ontarians with Disabilities Act, 2005.

Progress has certainly been made across all of these sectors with work still to come in the lead-up to and beyond 2025. As designated public sector leaders, the County of Elgin, along with its Local Municipal Partners have important roles to play in making continual and significant improvements relating to accessibility, not only in our built environments, but also in the way we deliver our day-to-day services to our residents.

This Joint Multi-Year Accessibility Plan will act as our roadmap towards a fully accessible Ontario for all.

Joint Accessibility Advisory Committee

The Joint Accessibility Advisory Committee (JAAC) is a public committee that is comprised of people with disabilities, members of the community who are actively involved in a disability related profession or are caregiver for a person with a disability, and staff members from the County of Elgin and Municipality of Central Elgin. Advisory Committee's are only required for municipalities with a population of 10,000 or more. The JAAC meets on a quarterly basis and the majority of the committee is represented by people with disabilities. The purpose of the committee is to provide advice to Councils on the removal and prevention of barriers, consult on the accessibility of buildings, structure or premises, the Multi-Year Accessibility Plan, site plans and drawings, and the implementation of accessibility standards and reports.

Accessibility Coordinator

The Accessibility Coordinator looks after accessibility in Elgin County, and collaborates with its Local Municipal Partners on accessibility initiatives. The Accessibility Coordinator provides consultation on accessibility related projects. The Accessibility Coordinator is responsible for overseeing the implementation of accessibility standards for the corporation as well as providing ongoing training. Further, the Accessibility Coordinator works to identify accessibility issues, needs, resources and opportunities for integrated accessibility planning to ensure best practices are being implemented.

The Accessibility Coordinator acts as the main point of contact for accessibility related concerns across the County. Questions or concerns can be brought to the attention of the Accessibility Coordinator via the Accessible Feedback Form or by directly contacting them via email or phone (see the **Contact Information** section of the plan for details).

Plan Coordination and Implementation

Elgin County supports the goals of the AODA, which seeks to meet Ontario's vision to make the province accessible by 2025. The County strives to be more accessible and inclusive for people with disabilities, and to ensure that accessibility measures are undertaken throughout all facilities and business operations. Accessibility is an integral part of all County initiatives, business practices, boards, committees, departments and divisions. The County of Elgin and all participating Local Municipal Partners are committed to fulfilling the accessibility requirements under the AODA and IASR.

The County's Accessibility Coordinator is responsible for the development of this plan, in consultation with the Joint Accessibility Advisory Committee, the public and persons with disabilities. All staff have a role to play in identifying, removing and preventing

barriers. Employees who are engaged and knowledgeable are able to incorporate accessibility considerations into their daily business practices.

The public and persons with disabilities were consulted via an online survey regarding the establishment, reviewing and updating of the Joint Multi-Year Accessibility Plan. 48% of respondents were persons with disabilities. Questions were asked pertaining to the County and all Local Municipal Partners concerning topics on:

- Use of service animals and support persons in County or LMPs facilities
- Barrier-free accessible feedback process and inclusive customer service
- Requesting accessible formats and communication supports
- Accessible and barrier-free websites and web content
- Barrier-free recruitment process and accommodations
- Barrier-free public spaces, accessible parking and accessible pedestrian signals
- Assurance of barrier-free municipal-owned facilities
- Accessible barrier-free transportation services (West Elgin)

Feedback was incorporated and taken to the Joint Accessibility Advisory Committee (JAAC) to be reviewed and revised. Once the review by the JAAC and incorporation of feedback was completed, the final Joint MYAP was presented to Council for approval.

The final version of the MYAP approved by Council will be available on the County of Elgin and Local Municipal Partners websites for the public to access. The MYAP is available in an accessible format and/or with communication supports, upon request.

Participating Municipalities

The Municipality of Bayham	56169 Heritage Line, PO Box 160
	Straffordville, ON N0J 1Y0
The Municipality of Central Elgin	450 Sunset Drive, St. Thomas, ON N5R
	5V1
The Municipality of Dutton Dunwich	199 Currie Road, Dutton, ON N0L 1J0
The Municipality of West Elgin	22413 Hoskins Line
	Rodney, ON N0L 2C0
The Town of Aylmer	46 Talbot Street West, Aylmer, ON N5H
	1J7
The Township of Malahide	87 John Street South, Aylmer, ON N5H
	2C3
The Township of Southwold	35663 Fingal Line, Fingal, ON N0L 1K0

Accountability: Evaluation, Reporting & Compliance

The success of a Joint Multi-Year Accessibility Plan of this nature relies on having clear and transparent methods of evaluating and reporting progress.

As laid out in the Integrated Accessibility Standards Regulation (IASR), designated public sector organizations are required to report to their respective Council's on an annual basis in the form of Annual Accessibility Status Report highlighting any achievements relating to accessibility they have realized in the previous year. In this instance, where Local Municipalities are participating in a Joint Multi-Year Accessibility Plan, the Annual Accessibility Status Report will be presented to County Council and circulated following its receival and filing to all Local Municipal Council. These Annual Accessibility Status Reports are publicly available on the County's and LMPs websites.

Further, on a bi-annual cycle, all designated public sector organizations are required to file Accessibility Compliance Reports with the Ministry for Seniors and Accessibility. These Accessibility Compliance Reports come in the form of a fillable PDF, requesting specific information on how the organization is meeting is requirements under the AODA as well as the IASR. It is recognized that those in non-compliance with the requirements of the AODA and IASR may be subject to administrative penalties.

Like the Annual Accessibility Status Reports, the Accessibility Compliance Reports follow an open-government model and are made publicly available for residents to view and provide feedback on.

This Joint Multi-Year Accessibility Plan will be reviewed at least once every five years.

Overview of IASR Requirements

Part I - General Requirements

Overview

General Requirements section of the IASR requires the County and LMPs to:

- Implement and maintain policies governing how the organization achieves or will achieve accessibility by meeting its requirements under the AODA and the IASR
- Include a statement of organizational commitment to meet the accessibility needs of persons with disabilities in a timely manner in their policies
- Establish, implement, maintain and document a Multi-Year Accessibility Plan, which outlines the organization's strategy to prevent and remove barriers and meet its requirements under the IASR
- Incorporate accessibility design, criteria and features when procuring or acquiring goods, services or facilities, except where it is not practicable to do so

 Ensure that training is provided on the requirements of the accessibility standards referred to in the Integrated Accessibility Standards Regulation and on the Ontario Human Rights Code as it pertains to persons with disabilities

Part II - Information and Communications

Information and communications play an integral role in service delivery across all municipalities. It is imperative that information is shared in an accessible and barrier free manner, so that all residents can access information that may impact their day to day lives. It should be free of communication and technological barriers. The County and LMPs will follow Universal Design principles and best practices when developing, implementing and maintaining information and communication strategies. This includes websites, print communications materials as well as face to face interactions.

Overview

The Information and Communications section of the IASR requires the County and LMPs to:

- Ensure processes for receiving and responding to feedback are accessible to persons with disabilities
- Provide or arrange for the provision of accessible formats and communications supports for persons with disabilities
- Provide emergency procedures, plans or public safety information in an accessible format or with appropriate communication supports
- Provide websites and web content conforming with the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA (live captioning and audio description are excluded from the accessible web requirements under the IASR)

Part III - Employment

The County of Elgin and LMPs are committed to ensuring the employment life-cycle (finding, getting and keeping a job) is as inclusive and barrier free as possible. Effective workplaces provide diverse, inclusive and accessible employment experiences. Accessible recruitment is a powerful tool, it improves our ability to communicate, brings more people together and increases our competitive advantage as to not overlook quality, qualified potential employees. Human Resources, in conjunction with hiring directors and managers will work to ensure the County and Local Municipal Partners provides prospective and current employees a barrier-free employment process.

Overview

The Employment section of the IASR requires the County and LMPs to:

 Ensure the recruitment, assessment and selection process is accessible and barrier-free

- This includes notifying job applicants, when they are selected to participate in an assessment or selection process that accommodations are available upon request
- Notify successful applicants of our policies for accommodating employees with disabilities
- Provide accessible formats and communication supports for employees required to perform the employees job including information that is generally available to employees in the workplace
- Provide Workplace Emergency Response Information to employees who have a disability
- Provide documented Individual Accommodation Plans for employees with disabilities
- Develop and have in place a Return to Work process for employees who have been absent from work due to a disability
- Consider performance management, career development and advancement and redevelopment for employees with disabilities

Part IV - Transportation

This section applies only to the Municipality of West Elgin. The Municipality is dedicated to providing barrier free accessible transportation. The IASR put in place the Transportation Standard with a goal of making it easier for everyone to travel. Designing a transit system that provides universal access enables people with disabilities to have more transportation options and allows them to fully participate in the community of West Elgin. The Four Counties Community Transportation service recognizes the diverse needs of all its riders and will respond by striving to provide services that are accessible to all. The Municipality of West Elgin ensures that accessibility features and criteria are accounted for as it relates to the design, procurement of goods, services and facilities, and makes available all information pertaining to accessible equipment, accessibility features of the vehicles, routes and services provided.

<u>Overview</u>

The Transportation Standard requires the Municipality to:

- Ensure universal access to specialized transportation provided by the Municipality, that considers the abilities of its passengers and provides accommodations as required
- Provide details on the accessibility equipment and accessibility features of vehicles
- Give notice when there is a disruption of services or non-functioning accessibility
 equipment and to take reasonable steps to accommodate people with disabilities,
 as well as ensuring accessibility equipment is repaired as soon as practicable

- Provide training to employees, volunteers, third parties and all persons participating in providing transportation services in The Municipality of West Elgin
- Notify riders of appointment booking and client cancellation policies
- Provide a detailed Emergency Preparedness and Response plan that ensures drivers are prepared and the bus is equipped for emergency situations
- Permit riders to have services animals or support persons at no additional cost

Part IV.1 – Design of Public Spaces (Accessible Built Environment)

The County of Elgin and LMPs will strive to ensure that new facilities are designed and built with Universal Design principles in mind. The Joint Accessibility Advisory Committee reviews all new County and Local Municipal Partner facility projects to ensure they are meeting relevant legislative requirements, while also looking for opportunities to go above and beyond as it relates to barrier-free design.

The Integrated Accessibility Standards Regulation (IASR) Design of Public Spaces Standard (DOPS) works hand in hand with the Ontario Building Code to ensure all new buildings and public spaces are barrier-free. Ontario Building Code Section 3.8: Barrier-Free Design outlines design requirements for buildings including but not limited to barrier-free paths of travel, washrooms (including universal), accessible signage, doorways and ramps. The DOPS focuses on building exteriors and ensuring public spaces are easily accessible to everyone including those with disabilities.

Overview

The Design of Public Spaces Standard requires the County and LMPs to:

- Meet the technical requirements as outlined in Part IV.1 for:
 - Recreational trails and each access routes
 - Outdoor public use eating areas
 - Outdoor play spaces
 - Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas)
 - Off-street accessible parking
 - Service counters, fixed queuing guides and waiting areas
- Meet the consultation requirements as outlined in Part IV.1 for:
 - Recreational trails
 - Outdoor play spaces,
 - On-street parking
 - o Rest areas
- Consultation is required with the general public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee

Part IV.2 Customer Service

The County and LMPs are committed to providing a universally accessible customer service experience to all of its residents. All members of the Elgin County and Local Municipal Partner communities will receive equitable and barrier-free customer service when interacting with municipal staff. All staff will receive training on how to provide exceptional customer service to all residents including those living with disabilities.

Overview

The Customer Service Standard requires the County and LMPs to:

- Implement and maintain policies governing its provision of goods, services or facilities, as the case may be, to persons with disabilities
- Ensure policies are consistent with barrier-free principles, providing goods, services or facilities in a manner that respects the dignity and independence of persons with disabilities
- Provide persons with disabilities equal opportunity to that of others to obtain, use and benefit from the goods, services or facilities provided by the County or LMPs
- Allow the use of service animals and support persons to enable persons living with disabilities to obtain, use or benefit from goods, services or facilities
- Provide timely notice of Temporary Service Disruptions by identifying the reason for the disruption, its anticipated duration and a description of alternative facilities
- Provide training on how to interact and communicate with persons with various types of disability, how to interact with persons with disabilities who use an assistive device or require the assistance of a service dog, how to use equipment or devices available on County or LMPs premises and what to do if a person living with a disability is having difficulty accessing goods, services or facilities
- Create processes for receiving and responding to feedback about the manner in which the County provides goods, services or facilities to persons with disabilities

County of Elgin Part I – General Requirements

Progress

- County Accessibility Policy (HR 2.130) updated in November 2016 to address legislative changes to the Integrated Accessibility Standards Regulation (IASR) inclusive of an organizational commitment
- Elgin County's first Multi-Year Accessibility Plan created in 2015
- Annual Accessibility Status Reports created and presented to County Council yearly from 2015-2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Ministry for Seniors and Accessibility file review audit in April 2018 stating full compliance
 - Audit included accessibility policies and procedures, training requirements, accessible formats and communication supports and feedback processes
- Joint Accessibility Advisory Committee Terms of Reference update in 2019 and was made available on the Accessibility page of the County's website
- Integrated Accessibility Standards Regulation & Ontario Human Rights Code training overhaul on the Moodle training platform in 2018
 - Updated training modules to reflect legislative changes and best practices.
 Training modules downloaded onto Elgin County Homes Surge Learning training platforms
- New Council orientation training provided to a number of Local Municipal Partner Council members in 2018
- County of Elgin Procurement Policy updated in 2020 to include appropriate accessibility related verbiage

Goals

- Accessibility Policy review and update to meet in precise detail requirements under the AODA and IASR while also including barrier-free best practices
- Look into recruiting new members to join the Joint Accessibility Advisory
 Committee from the County of Elgin or Municipality of Central Elgin
 - o Discuss possibility of all LMPs having representation on the committee
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes (mirror in respective policy updates and training updates as required)
 - Specific consideration given to the newly proposed Health Care Standard and how this might intersect with the long-term care portfolio of the County

- Create short, job-specific training modules to complement the standard, general on-boarding accessibility training. Ensure enrolment process includes affiliated training modules based on hiring department
 - Employment standard focused training for Human Resources Staff & hiring managers
 - Design of public spaces & accessible design focused training for engineering & facilities staff
 - Procurement focused training for staff with purchasing authorization
 - Customer service focused training for front line staff
 - Information & communications training (specifically web accessibility focused) training for staff with authoring & upload authority for the County website
 - Transportation training available for any local municipalities who add a transportation service to their working portfolio
- Create Accessible Elections Guide template to be used by Local Municipal Partners for 2022 Municipal Election including information on:
 - Remote voting as well as in-person voting relating to the accessible built environment and customer service standards under the IASR
 - Customer service and accommodation support for staff
 - o Candidate information on accessibility and advertisements

Timelines

Ongoing

 Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Elections Guide (Q1 2022)
- Accessibility policies and procedures review and update

2024-2026

Job specific training modules

Part II - Information and Communications

- Website redevelopment in 2017 to WCAG 2.0 Level A compliance
- County Council Reports and PowerPoint templates created in 2019 to meet WCAG 2.0 Level AA requirements
- Administrative Services staff training on document accessibility in 2018 & 2019

- Request for Accessible Formats and Communication Supports Procedure created in 2017
- Accessibility Feedback Procedure & Feedback Form updated in 2018

Goals

- Continue to work towards WCAG 2.0 AA compliance with a particular focus on a website redevelopment and significant content review - PDF's / pages that can be removed or moved into HTML content
 - website scanning tool will significantly assist in leveraging analytics to identify pages that are rarely/ never being viewed
 - Utilize accessibility tools and third-party screening software to determine where remaining compliance issues are
- Following website redevelopment develop robust accessible document training strategy for website content uploaders onto the County Site, including library staff
 - o Provide template of training to LMPs to use to train staff
 - Develop guide for third parties on accessible documents (PDFs)
 - Update guide on how to create accessible Word and PDF documents
- Review and update Request for Accessible Formats and Communication Supports Procedure
- Provide guided or one-on-one training on maintaining website compliance and accessible documents as needed/as requested to County staff and LMPs

Timelines

2021-2023

- Redevelop website so it better meets the WCAG 2.0 Level AA requirements (2023)
- Provide in-depth training on maintaining accessibility on the website and creating accessible documents
 - Update existing training to ensure it adheres to industry best practices

2024-2026

 Review and update Request for Accessible Formats and Communication Supports Procedure

Part III - Employment

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations in the Workplace Policy updated in 2014 to reflect legislative updates – encompassing vast majority of Employment standard requirements

 Emergency Workplace Response for Employees with Disabilities Policy created in 2012

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices and include S.32 from the IASR "Redeployment"
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees
- Update Human Resources Policy 3.10 "Hiring Procedure" and Human Resources Policy 3.20 "Posting, Advertising and Reporting" to include relevant recruitment, assessment and selection requirements under the IASR
- Update Human Resources Policy 4.80 "Performance Appraisal for all Staff" to include relevant sections of the IASR S. 30 "Performance management" and S. 31 "Career development and advancement"
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review

Timelines

Ongoing

• Monitor potential changes to Employment standard from 2018 SDC Review

2021-2023

- Create new Return to Work Process and Return to Work Plan (2021)
- Review and update:
 - Accommodations in the Workplace Policy
 - Emergency Workplace Response for Employees with Disabilities

2024-2026

Update Human Resources Policies 3.10, 3.20 and 4.80

Part IV.1 – Design of Public Spaces Accessible Built Environment

- Created:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin county Accessible On-Street Parking Standard
 - Elgin County Rest Areas Consultation Document

- All acting as design guidelines for Elgin County and local municipal partners including technical requirements, opportunities for best practices to go above and beyond compliance levels and incorporated consultations from members of the public, individuals living with disabilities as well as the Joint Accessibility Advisory Committee
- New Elgin County Provincial Offences Administration building built in 2018 entirely barrier-free equipped with universal washroom and accessible court room
- Council approval for Main entrance project
- Elgin County Heritage Centre constructed in 2017 –equipped with designated accessible parking and universal washroom
- Secured funding under the Enabling Accessibility Fund in the form of \$100,000 in 2020 for a new universal washroom in the County Administration Building basement
 - providing fully barrier-free washroom facilities for the first time on this floor level for staff and members of the public
- Installed adult sized change table in Shedden Library in 2018
- County Administration Building Accessibility Lift Procedure created in 2016
- Accessible Maintenance Procedure created and attached as Appendix A

Goals

- Create Service Counter Design Guidelines including mobility device friendly access to be shared with Local Municipal Partners
 - o Consider placement and location of information, signage, brochures etc.
- Create Universal Washroom Emergency Call Button Alarm Procedure for all County facilities equipped with universal washrooms
- Continue to monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program at both the County and Local level
- Create Facility Accessibility Audit Standards spanning across all County of Elgin facilities including the Administration Building, Heritage Centre, POA Building, all County long-term care homes and County library facilities
 - Implement a Facility Audit Schedule outlining how often County facilities should be reviewed
 - Develop design standards in line with Integrated Accessibility Standards Regulation (IASR) as well as Ontario Building Code (OBC) requirements for the accessible built environment outlining areas of improvement for all County facilities

- Alternatively adopt a commonly used municipal Accessibility Design Standards document to base these audits off of (see City of Guelph Facility Accessibility Design Manual, City of London Facility Accessibility Design Standards etc.)
- Use these tools to inform barrier-free facility improvement recommendations
- Incorporate barrier-free transportation initiatives and infrastructure in the future Elgin County Transportation Master Plan
- Administration Building renovation project:
 - Elevator project projected to start in November 2021

Timelines

Ongoing

- Monitor potential funding opportunities for the accessible built environment
- Monitor timing and implementation for Elgin County Transportation Master Plan

2021-2023

- Service Counter Design Guidelines
- Universal Washroom Emergency Call Button Alarm Procedure
- Accessible elevator project in County Administration Building (2021-2022)

2024-2026

Facility Accessibility Audit Standards

Part IV.2 Customer Service

- Complete overhaul of the on-boarding accessibility training across the corporation, creating new accessibility module including customer service best practices
- County Accessibility Policy (HR 2.130) updated in November 2016 providing appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure and Accessibility Feedback Form (2018)
- Created Accessibility Training Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Assistive Device Procedure Administration Building lift (2017)
- Created Support Persons Procedure (2017)
- Temporary Service Disruptions Procedure created and attached as Appendix B

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, create a customer service focused training module for all County staff to complete in addition to the standard on-boarding accessibility training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review Accessibility Feedback Procedure and Form to ensure it is in-line with Corporate Communications Strategy moving forward
- Ensure Temporary Service Disruption Procedure is included in communications related on-boarding training
- New platform lift installed in Old South elevator shaft to ensure rear entrance remains accessible after completing Administrative Building Renovations

Timelines

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Updated Administration Building Lift Procedure when Administration Building Project is complete

2024-2026

Review Accessibility Feedback Procedure and Form

Municipality of Bayham Part I – General Requirements

Progress

- Municipality of Bayham adopted a Multi-Year Accessibility Plan in 2015, applicable for 2015-2020
- An update to the Multi-Year Accessibility Plan was completed in 2018.
- Annual Status Report for 2020 on the Municipal website
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Council orientation training provided to Bayham Council in 2018

Goals

- Work with Elgin County on an Accessible Elections Guide for the 2022 Municipal and School Boards Election
- Work with Elgin County and other Elgin County lower-tier municipalities on a Joint Elections Plan, if deemed applicable
- Continue to monitor ongoing and future IASR standards development review committee recommendations and possible legislative changes

Timelines

Ongoing

 Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Accessible Elections Guide (Q1 2022)
- Joint Elections Plan (Q1-Q2 2022)
- Ongoing Accessibility Policy reviews and updates as deemed necessary

Part II - Information and Communications

Progress

- Website redevelopment to WCAG 2.0 Level A compliance
- Accessible Formats and Communications processes established

Goals

- Continue to work towards WCAG 2.0 Level AA compliance including potential for website revamp in 2023-2024
 - Current focus on colour contrasting and determining degree of PDF scan and review requirements

- Current website may not be fully compatible with common site crawling applications (Monsido & SiteImprove)
- Review and update processes for gathering feedback on web accessibility and document format accessibility

Timelines

2021-2023

- Review and update processes for gathering feedback on web accessibility and document format accessibility
- Commence process for a website revamp to ensure compliance

2024-2026

Continue with website revamp processes if not complete by Q4 2023

Part III - Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodations language in Bayham Health & Safety Policy updated in 2016

Goals

- Review and update Accommodations in the Workplace Policy to reflect industry best practices
- Continue to monitor potential changes to the Employment Standard under the IASR as a result of 2018 Standards Development Committee (SDC) review

Timelines

Ongoing

• Monitor potential changes under IASR and AODA

2021-2023

• Review and update Accommodations in the Workplace Policy

Part IV.1 – Design of Public Spaces Accessible Built Environment

<u>Progress</u>

- Renovation and accessibility upgrades to Straffordville Community Centre and Municipal Office in 2016
- Grant received and process commenced for expansion of Straffordville Community Centre including accessible public amenities

Ongoing sidewalk improvements as part of Bayham's capital program

Goals

- Completion of Straffordville Library Accessible Lift in 2021 (grant for project was a 2019 grant)
- Touchless retrofits identified in 2022-2031 capital budget
- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Timelines

Ongoing

- Ongoing sidewalk improvements as part of Bayham's capital program
- Monitor grant opportunities for accessible built environment projects

2021-2023

- Straffordville Community Centre works to be completed in 2022-2023 including accessible public walking trail
- Planned upgrades to Port Burwell ball diamond and tennis court

Part IV.2 Customer Service

Progress

- Upgrades to Straffordville Community Centre / integration of Municipal Office and associated accessibility features
- Website redevelopment to WCAG 2.0 Level A compliance including sections regarding Accessibility and Service Animals within facilities

Goals

- Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements
- Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Timelines

2021-2023

 Review Accessibility Feedback processes to ensure compliance with accessibility needs and requirements

2024-2026

Council Chamber upgrades identified in 2025 for facilitation of hybrid meetings

Municipality of Central Elgin Part I – General Requirements

Progress

- Updates to Accessibility Policy in 2016 to address legislative changes to the (IASR) inclusive of an organizational commitment
- Council adopted Multi-Year Accessibility Plan for 2016-2021
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) for years 2015, 2017 and 2019 as required by the Ministry
- Accessibility training provided during on-boarding which is given by Human Resources staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC)requirements
- As a member of County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
 - Terms of reference were updated in 2019
- Developed Guide to Accessibility Requirements for purchasing goods, services and facilities for the Municipality of Central Elgin

Goals

- Investigate updating accessibility training modules, possibly online training platform with updated modules and accurate, automated record tracking
- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Create an Accessible Municipal Elections Guide for 2022

Timelines

Ongoing

 Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

• Accessible Municipal Elections Guide (2022)

2024-2026

· Accessibility training updates

Part II - Information and Communications

Progress

- · Investigated options for accessible document training
- Implementation of alternative format request form

Goals

- Website redevelopment maintaining WCAG 2.0 Level AA compliance (2021)
- Review and upgrade where needed, request for accessible formats and communications supports procedure

Timelines

2021-2023

Accessible document training

2024-2026

 Continue to update and revise policies as needed to meet AODA and IASR requirements

Part III - Employment

Progress

- All municipal job postings provide a clause to let the public know that accommodations are available upon request during the recruitment process
- Created Emergency Workplace Response for Employees with Disabilities Policy (2013)
- Created Accommodations for Employees with Disabilities Policy (2016)

Goals

- Update Emergency Workplace Response for Employees with Disabilities Policy
- Ensure that Human Resources Policies reflect best practices and IASR requirements

Timelines

Ongoing

 Continue to ensure that Human Resources Policies reflect best practices and IASR requirements

2021-2023

 Continue to update and revise policies as needed to meet AODA and IASR requirements and industry best practice

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

In consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC), the Municipality of Central Elgin is able to utilize the following documents in place of their respective consultation requirements as outlined above

- Elgin County Accessible Playground Consultation Document
- Elgin County Recreational Trails Consultation Document
- Elgin County Accessible On-Street Parking Standard
- Elgin County Rest Areas Consultation Document

Recreational trails and each access routes completed since 2016 include:

- Trail under bridge on Belmont Road at Kettle Creek Drive
- Turvey Park walking and access trails (asphalt)
- Eastwood Park trails

Outdoor public use eating areas

None

Outdoor play spaces completed since 2016 include:

• Turvey Park which incorporated accessible play features

Exterior paths of travel (outdoor sidewalks and walkways, ramps, stairs, curb ramps, depressed curbs, accessible pedestrian control signals, rest areas) completed since 2016 includes:

- Belmont Road Crosswalk
- Bridge Street Crosswalk
- Freeman Court Sidewalk
- Crescent Avenue Sidewalk
- Woodland Road Sidewalk
- Battram Avenue Sidewalk
- Lynhurst Avenue Sidewalk
- Hillcrest Avenue Sidewalk
- George Street Sidewalk
- Hill Street Sidewalk
- High Street Sidewalk
- Compass Trail Sidewalk

- Old Field Lane Sidewalk
- Lincoln's Cove Sidewalk
- Snyders Avenue Sidewalk
- Helen Court Sidewalk
- Walkway from Helen Court to West Street
- Robin Ridge Drive Sidewalk

Off-street accessible parking completed since 2016 include:

- Little Beach Parking Area (3 spaces)
- Main Beach Parking Lot (2 spaces)
- Visitor Centre Parking Lot (3 spaces)

Service Counters, fixed queuing guides and waiting areas completed since 2016 include:

Visitor Centre

To meet the consultation requirements as outlined in Part IV.1 for

- Recreational trails
- Outdoor play spaces
 - Eastwood Park Open House to support park development
- On-street parking
 - Main Beach and Little Beach Parking areas consultation with the County of Elgin/Central Elgin Joint Accessibility Advisory Committee (JAAC)
- Rest areas
 - All portable washrooms in rest areas have accessible features

Goals

 Continue to explore and monitor potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart and Investing in Canada Infrastructure Program

Timelines

Ongoing

Monitoring of potential funding opportunities

Part IV.2 Customer Service

Progress

- Created Alternative Format Request Form -Accessibility Standards for Customer Service
- Created Compliant/Suggestions Form -Accessibility Standards for Customer Service
- Created Accessibility Training Procedure (2017)
- Developed Best Practices and Procedures pamphlet -Accessibility Standard for Customer Service

Goals

- As noted under General Requirements Section, continue to investigate updating accessibility training modules, possibly online training platform with a focus on customer service for all staff to complete in addition to the standard on-boarding accessibility training
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Investigate customer service focused training module
- · Review and update customer service related policies and procedures as needed

2024-2026

Continue to review and monitor procedures and policies

Municipality of Dutton Dunwich Part I – General Requirements

Progress

- Accessibility Policy updated in 2018 to address legislative changes to the Integrated Accessibility Standards Regulation (IASR) inclusive of an organizational commitment providing staff with direction on implementing these expectations
- Multi-Year Accessibility Plan created in 2016 and expires at the end of 2021
- Annual Accessibility Status Report updated 2019 and adopted by Council
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC) requirements

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking once the new website and employee portal has been established

Timelines

Ongoing

Monitoring ongoing and future potential updates to the IASR

2021-2023

 Continue to investigate viable new digital (drone technology) and accessible opportunities for tourism, economic development and events so everyone can enjoy and access these either in person or online

Part II - Information and Communications

<u>Progress</u>

- Residents can now attend meetings either virtually or by phone and meeting recordings can be made available by request
- Introduction of Laserfiche scanning technology into a central depository

- All employees now have access to more documentation when requested by residents to ensure successful continuity of providing services
- Applied for a grant to upgrade website (eSolutions) to provide an online residential portal and self-service opportunities
 - This platform will integrate with existing eSCRIBE Software
- Implemented e-transfer payments for items such as Landfill, Building Permits,
 Planning Department Fees (i.e., other general accounts that cannot currently be paid through online banking such as water and taxes)

Goals

- Council approved October 13, 2021 to hire an individual to assist staff in ensuring continuity of accessible scanned content
- Review and update the Election Accessibility Plan for the 2022 Election

Timelines

Ongoing

- Continue to populate Laserfiche central depository
- Continue to seek out grants for new accessible technology opportunities

2021-2023

- Continue to populate Laserfiche central depository
- Prioritize a residential and staff portal if successfully secure eSolutions grant
 - If unsuccessful prioritize web software procurement during the 2022 budget process
- Continue to investigate viable new digital (drone technology) to promote tourism, economic development and events so everyone can enjoy in person or online

Part III - Employment

Progress

- Emergency workplace Response for Employees with Disabilities Policy 2014
- Hiring Policy RR 04-2014 updated September 2018 and 2019 to address legislative changes during the recruitment and onboarding process
- All job postings let the public know that accommodations are available upon request during the recruitment process

<u>Goals</u>

- Review Accommodations in the workplace January 21, 2021 (no changes)
 - The Municipality is committed to supporting employees who have been absent from work and who require and accommodation plan to return to work

Timelines

2021-2023

- Continue to promote inclusion and diversity with the recruitment process
- Online application process once a public portal has been developed

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- All sidewalks as planned will be 60" wide with tactile plates at intersections.
- New sidewalk with tactile plates, which includes the following:
 - o Currie Road.
 - John Street,
 - o Annabella Street.
 - Marsh Line (east of Currie),
 - Wesley Street,
 - o Talbot Line in Wallacetown, and
 - o Both sides of Gordon Street to Currie Road
- A section of the sidewalk on Chestnut Street leading to the school included tactile plates
- New crosswalk at Miller Road by Sons of Scotland park includes 60" width with tactile plates at intersections as well as wheelchair accessible entrance ramping
- All new signage through the community i.e., park, trails, grant funds received for projects etc., included high contrast text and/or informative images using a sans serif font and anti-glare materials

Goals

- Continue to include barrier free outdoor spaces, infrastructure etc., as capital or operational projects are identified and approved by council
- Ensure any major renovations are retrofitted to minimum meet Design of Public Spaces and Ontario Building Code specifications and standard

Timelines

Ongoing

 Continue to monitor funding opportunities and ensure all projects meet the IASR and Ontario Building Code requirements

Part IV.2 Customer Service

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility
 Advisory Committee, the Municipality is able to utilize the following documents:
 - Elgin County Accessible Playground Consultation Document
 - o Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-Street Parking Standard
 - o Elgin County Rest Areas Consultation Document
- Installed new accessible splashpad in the Sons of Scotland Park in 2018 with accessible play features
- Ensured all new signage for trails, parks and roads were compliant with ISAR technical minimum standards i.e., anti-glare, high contrast, correct size and positioning
 - Signs installed at the Buttermilk Bog, Pool, Sons of Scotland and the Trail
 - Other signs are community signage
- Successfully secure a grant for a digital sign located at the Municipal office on the main street Currie Road
 - Providing high visibility to residents and people leaving the 401 corridors

Goals

- Resident online portal to conduct personal business or access to public central depository
- Continue to provide accessible recreational opportunities

Timelines

Ongoing

Implementation and introduction of online resident portal

Municipality of West Elgin Part I – General Requirements

Progress

- Accessibility Policies updated in 2021
- Multi-Year Accessibility Plan in conjunction with Elgin County in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC) requirements, which includes online video options
- Desk Audit completed in 2021 by Ministry for Seniors and Accessibility

Goals

- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Create better tracking of accessibility training
- Provide updated training for writing accessible reports for Council and Committees

Timelines

Ongoing

- Working with Elgin County Accessibility Coordinator on developing training for staff
- Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Writing accessible reports training before the end of 2022
- Review procurement policy
- Ensure transit policies are up to date

Part II - Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure & Feedback Form created in 2018

Goals

- Review Request for Accessible Formats and Communications supports
 Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements
- Training for staff on accessible Social Media posting
- Purchase of Accessibility scanning software for website to ensure compliance is maintained

Timelines

Ongoing

- Receive accessible document training for document authors and staff website content writers
- Accessibility Feedback Procedure & Feedback Form review and updates to ensure compliance

2021-2023

• Update request for Accessible Formats and Communication Supports Procedure

Part III - Employment

Progress

- All job postings include a statement about being an equal opportunity employer and that accommodation for accessibility purposes can be requested (2018)
- Updated Workplace Accommodation and Emergency Procedures for Accessibility policies (2021)

<u>Goals</u>

• Ensure that Human Resources policies reflect best practices and IASR standards

Timelines

Ongoing

 Ensure that Human Resources policies reflect best practices and IASR requirements by conducting annual reviews

Part IV - Transportation

Progress

- Creation of Four Counties Transit Service Accessibility Policy (2019)
- Creation of Four Counties Transit Accessibility Training (2020)

Goals

• Ensuring policies and training standards are met as per the IASR

Timelines

Ongoing

 Review and update all Four Counties Transit Service Policies to ensure they are meeting industry best practices and IASR Transportation Standard

2021-2023

Procurement of a new Accessible Transit Bus

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- Creation of accessible parking spot in West Lorne on Main Street (2018)
- Installation of a barrier free playground in Miller Park (2020)
- Creation of accessible parking spaces at Miller Park (2019)
- Redevelopment of Municipal Office to include barrier free washroom for public use, barrier free work spaces and improve accessibility to office
 - o Received Enabling Accessibility Fund –small projects Grant (2020)

Goals

- Applied for Enabling Accessibility Fund mid-sized projects Grant to provide improvements to accessibility at all recreation facilities, including pathways, washrooms, change rooms at pool and sliding entrance doors at facilities (2021)
- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility (Arena, Recreation Centre, Pool, Marina and Beach, Miller Park)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool
- Creation of a barrier free washroom within Recreation Centre
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

Applying for grants to improve accessibility within all Municipal buildings

2021-2023

- Redevelopment of all public washrooms to include barrier free washrooms and improve accessibility –Arena, Recreation Centre, Pool, Marina and Beach, Miller Park (pending funding approval)
- Creation of multi-use pathways to link barrier free playground equipment and other amenities within Miller Park (pending funding approval)
- Redevelopment of change room at Rodney Community Pool to include lift and accessible change table, accessible showers and improved accessible doorways to and from pool (pending funding approval)
- Creation of a barrier free washroom within Recreation Centre (pending funding approval)

Part IV.2 Customer Service

Progress

- Incorporated Customer Service Policy with updated Accessibility Policy meeting appropriate requirements (2021)
- Created accessible feedback form and policy (2019)
- Provided refresher training to staff on accessible customer service (2020)
- Developed on-boarding accessible customer service training video in conjunction with Elgin County Accessibility Co-Ordinator (2020)

Goals

- Create Temporary Service Disruption Procedure
- Create Service Animals in the Workplace Procedure
- Create Support Persons Procedure
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

Ongoing

- Update the policies and procedures to better align them with IASR and AODA requirements and industry best practice
- Create the following procedures:
 - o Temporary Service Disruption Procedure
 - o Service Animals in the Workplace Procedure
 - o Support Persons Procedure
- Ensure staff are trained at on-boarding on the Temporary Service Disruption Procedure

Town of Aylmer Part I – General Requirements

Progress

- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2017, 2018, 2019
- Updated all HR Policies to correspond with introduction of the Integrated Accessibility Standards Regulation (2017)
- Updated accessibility training for all staff at the Town of Aylmer to include the IASR (2017)
- Updated the orientation training to align with HR Policy and training updates with respects to the IASR (2017)
- Provided training on the IASR to Council members (2016)

Goals

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Updating accessibility training modules onto an all-encompassing, online training platform with Laserfiche with updated modules and accurate, automated record tracking
- Review to ensure compliance with the IASR and implement drafted policies pertaining to accessibility
 - Accessible Elections Guide (2022)

Timelines

Ongoing

 Continue monitoring the IASR to ensure policies and procedures reflect best practices and any changes made by the Standards Development Committee

2021-2023

- Review and implement an Accessible Elections Guide (2022)
- Utilize new Laserfiche platform to better track accessibility training
- Update Procurement By-Law 34-19 to reflect current Accessibility criteria (2022)

Part II - Information and Communications

Progress

• Website redevelopment in 2020 to WCAG 2.0 Level AA compliance

- Provided basic overview of WCAG 2.0 Level AA requirements to all staff
- Training provided by the website vendor on web accessibility
- Request for Accessible Formats and Communication Supports Procedure section created and added to the Accessibility Policy (2017)
- Added an Accessibility Feedback Procedure & Feedback section in the Accessibility Policy (2017)
- Emergency Services Department implemented an app available to the public that provides accessible emergency notifications (2018)

Goals

- Update Town Council Reports and PowerPoint templates via Laserfiche to ensure continued compliance with the WCAG 2.0 Level AA
- Corporate training on website accessibility and accessible documents for administrative staff

Timelines

Ongoing

- Continue to ensure templates are in accessible format and provide updated templates to all staff on an ongoing basis
- Provide accessibility training to administrative staff on web compliance and accessible documents on an ongoing basis to ensure compliance with IASR requirements

2021-2023

 Created and implemented an accessible logo to confirm that documents have been screened for accessibility and who to contact for accessible formats (2021)

Part III - Employment

Progress

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Goals

- Review and update Accommodations Policy to reflect industry best practices
- Redeveloping the Recruitment section of the webpage to ensure it is user friendly and aligns with the IASR requirements
 - Notify public of changes to recruitment process to ensure applicants are aware of accommodation procedures
- Review and update Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
 - Potential development of specific Emergency Response Plans based on specific disabilities

Timelines

Ongoing

- Redevelopment of the Recruitment section of the website to improve recruitment process and ensure alignment with the IASR requirements
- Review of the Accommodation Policy and Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- New Gazebo beside Town Hall meets the Ontario Building Code requirements and consultation with the builder was done to ensure the following:
 - The creation of a barrier free path of travel
 - The entrance width would accommodate mobility devices and equipment
 - All accessibility requirements were met per the IASR

Goals

- Secured a Covid-19 Resiliency Fund to make renovations to Town Council Chambers that will aim to improve social distancing as well as accessibility
- Renovation project on the Town Council Chambers will improve the following:
 - Provide access to a separate public entrance with an accessible barrierfree washroom
 - Enlarge the Council Chambers to make it easier to access to improve accommodation options
 - Upgrading the technology in the Council Chambers to improve assistive services (closed captions, audio output, visibility of agendas/content)
 - Install a ramp to connect the adjoining buildings where the new Council Chambers will be located

Timelines

2021-2023

 Renovation project to Town Council Chambers will be completed providing better access to the Chambers and accommodations for people with disabilities

Part IV.2 Customer Service

Progress

- Introduced new policies regarding Accessibility Service Animals in the Workplace, Accessibility Support Persons and Temporary Service Disruptions to account for the IASR requirements (2017)
- Accessible Customer Service training and quiz taken by all Town of Aylmer staff
- New website greatly assists with resident or visitor access to important Town of Aylmer information

Goals

- Training on Customer Service to improve knowledge on accessibility and accommodations, as well as how to interact with people with various types of disabilities
- Review processes to determine if more can be transitioned to provide online options as well as in person options to increase accessibility
- Ongoing monitoring of IASR requirements to ensure that policies and procedures are aligned with Customer Services Standard and industry best practices
- Implement new online processes for providing public services to the community.
 This includes integration of the public facing Laserfiche portal to assist with property tax payment, building inspection services, vital statistics related information etc.

Timelines

Ongoing

- Review of policies and procedures to align it with best practices and IASR
- Training provided to all staff on Customer Service processes and interactions with persons with various types of disabilities

2021-2023

 Review of processes to provide multiple means of accessing the processes (in person or online)

Township of Malahide Part I – General Requirements

Progress

- Accessibility Policy updated in 2016 to address legislative changes to the Integrated Accessibility Standards Regulation (IASR) inclusive of an organizational commitment
- Multi-Year Accessibility Plan created in 2015 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019
- Accessibility on-boarding training provided by HR staff covering Accessibility for Ontarians with Disabilities Act (AODA), Integrated Accessibility Standards Regulation (IASR) and Ontario Human Rights Code (OHRC) requirements

<u>Goals</u>

- Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements
- Review and update corporate Procurement Policy, incorporating a barrier-free purchasing lens
- Consider updating accessibility training modules onto an all-encompassing, online training platform with updated modules and accurate, automated record tracking

<u>Timelines</u>

Ongoing

 Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

- Procurement Policy update
- Accessibility Policy review and update

2024-2026

Accessibility training updates

Part II - Information and Communications

Progress

- Website redevelopment in 2020 to WCAG 2.0 Level AA compliance
- Request for Accessible Formats and Communication Supports Procedure created in 2017

Accessibility Feedback Procedure & Feedback Form updated in 2018

Goals

- Receive accessible document training for document authors/ staff website content uploaders
- Review Request for Accessible Formats and Communications supports
 Procedure and Accessibility Feedback Procedure & Feedback Form for potential areas to upgrade above and beyond IASR requirements

Timelines

2021-2023

• Accessible document training

2024-2026

Review Request for Accessible Formats and Communications Supports
 Procedure and Accessibility Feedback Procedure & Feedback Form

Part III - Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Human Resources Policy B-4.3 Accommodating Special Needs updated in 2013

Goals

- Update HR Policy B-4.3 Accommodating Special Needs to reflect industry best practices and IASR requirements
- Create Emergency Workplace Response for Employees with Disabilities Policy to reflect industry best practices
- Create new Return to Work Process and Return to Work Plan for employees

<u>Timelines</u>

2021-2023

- Update HR Policy B-4.3 Accommodating Special Needs
- Create Emergency Workplace Response for Employees with Disabilities
- Create new Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- In consultation with the County of Elgin & Central Elgin Joint Accessibility
 Advisory Committee, the Township of Malahide is able to utilize the following
 documents in place of their respective consultation requirements as outlined
 above
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Installed new playground equipment in 2019 at Mill Street Park in Springfield incorporating accessible play features
- Sidewalk installations at Wonnacott Park in Port Bruce in 2018
- Hard surfacing, accessible parking installed at the observation deck in Port Bruce in 2019
- Additional accessible picnic tables purchased at both Port Bruce, Malahide Community Place and Mill Street Park across 2018 & 2019
- Engineered Wood Fibre (EWF) installed in 2018 at the playground area in Port Bruce, providing significant upgrades to the previous surface

Goals

- No major built environment/ capital projects planned at this time most municipal building is fairly new and not considering any significant renovations over the next 5 years
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for the built environment relating to accessibility under the Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

<u>Timelines</u>

Ongoing

Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Accessibility Policy updated in 2016 meeting appropriate requirements as it relates to the Customer Service Standard
- Created Accessibility Feedback Procedure (2017)

- Created Accessibility Training Procedure (2017)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)

Goals

- Accompanying the goals laid out in the General Requirements Section as it relates to job specific training, consider creating a customer service focused training module for all Township staff to complete in addition to the standard onboarding accessibility training
- Review and update Service Animals in the Workplace Procedure to reflect new industry best practices
- Review and update accessibility feedback procedure while including an accessibility feedback form for members of the public
- Ensure Temporary Service Disruption Procedure is included in on-boarding training for staff responsible for corporate communications

Timelines

2021-2023

- Customer service focused training module
- Review and update Service Animals in the Workplace Procedure
- Ensure Temporary Service Disruption Procedure is included in communications related to on-boarding training
- Review and update accessibility feedback procedure

2024-2026

Review Accessibility Feedback Procedure and Form

Township of Southwold Part I – General Requirements

Progress

- Accessibility policy updated in 2019 to address Accessible Maintenance procedures relating to any newly constructed or redeveloped elements provided for under the Design of Public Spaces Standard.
- Multi-Year Accessibility Plan created in 2016 and expired at the end of 2020
- Accessibility Compliance Reports filed with the Ministry for Seniors and Accessibility (formerly Accessibility Directorate of Ontario) in 2015, 2017 & 2019

Goals

 Review and update Accessibility Policy to reflect industry best practices, continuing to meet AODA and IASR requirements

Timelines

Ongoing

 Monitoring ongoing and future potential updates to the IASR via Standards Development Committee Recommendations

2021-2023

Accessibility Policy review and update

Part II - Information and Communications

Progress

- Website redevelopment in 2021 to WCAG 2.0 Level AA compliance
- Accessibility Feedback Procedure and Feedback Form updated in 2019
- Accommodation Policy updated in 2019

Goals

 Receive accessible document training for document authors/ staff website content uploaders

Timelines

2021-2023

Accessible document training

2024-2026

- Web content to meet success criteria 1.2.4 Captions (Live)
- Web content to meet success criteria 1.2.5 Audio Descriptions (Pre-Recorded)

Part III - Employment

Progress

- All job postings let the public know that accommodations are available upon request during the recruitment process
- Accommodation Policy updated in 2019

Goals

- Review and update Emergency Workplace Response for Employees with Disabilities procedure
- Review and update the Return to Work Process and Return to Work Plan

Timelines

2021-2023

- Review and update the:
 - o Emergency Workplace Response for Employees with Disability procedure
 - o Return to Work Process and Return to Work Plan

Part IV.1 – Design of Public Spaces Accessible Built Environment

Progress

- In consultation with the County of Elgin and Central Elgin Joint Accessibility
 Advisory Committee, the Township of Southwold is able to utilize the following
 documents in place of their respective consultation requirements as outlined
 above:
 - Elgin County Accessible Playground Consultation Document
 - Elgin County Recreational Trails Consultation Document
 - Elgin County Accessible On-street Parking Standard
 - Elgin County Rest Areas Consultation Document
- Completion of a new accessible playground at the Talbotville Meadows Subdivision Park
- Completion of accessible walking trails at parks in Shedden, Fingal and Talbotville

Goals

- Completion of new accessible playground and pavilion at the Shedden Open Space Park – 2021
- Continue to work with the County Accessibility Coordinator monitoring potential funding opportunities for built environment relating to accessibility under the

Enabling Accessibility Fund, Ontario Trillium Foundation, Canadian Tire Jumpstart, Investing in Canada Infrastructure Program

Timelines

Ongoing

• Monitor funding opportunities

Part IV.2 Customer Service

Progress

- Created Accessibility Feedback Procedure (2019), updated (2019)
- Created Accessibility Training Procedure (2017), updated (2019)
- Created Temporary Service Disruption Procedure (2017)
- Created Service Animals in the Workplace Procedure (2017)
- Created Support Persons Procedure (2017)
- Updated Accommodation Policy (2019)

Goals

- Conduct a thorough review of all customer service policies and procedures
 (Accessibility Feedback Procedure, Accessibility Training, Temporary Service
 Disruption Procedure, Service Animals in the Workplace Procedure, Support
 Persons Procedure, and Accommodation Policy), and update accordingly
- Provide annual training to staff on customer service policies and procedures
- Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

<u>Timelines</u>

2021-2023

- Conduct a thorough review of all customer service policies and procedures
 (Accessibility Feedback Procedure, Accessibility Training, Temporary Service
 Disruption Procedure, Service Animals in the Workplace Procedure, Support
 Persons Procedure, and Accommodation Policy), and update accordingly.
- Provide annual training to staff on customer service policies and procedures

2024-2026

 Provide bi-annual training to all Township of Southwold Volunteers and Committee members on customer service policies and procedures

Communication

This plan will be available on Elgin County's website, located at www.elgincounty.ca. A print copy of this plan is also available by contacting the County's Accessibility Coordinator.

Local Municipal Partner Websites:

Municipality of Bayham: https://www.bayham.on.ca/

Municipality of Central Elgin: https://www.centralelgin.org/en/index.aspx

Municipality of Dutton Dunwich: https://www.duttondunwich.on.ca/

Municipality of West Elgin: https://www.westelgin.net/en/index.aspx

Town of Aylmer: https://aylmer.ca/

Township of Malahide: https://www.malahide.ca/en/index.aspx

Township of Southwold: https://www.southwold.ca/en/index.aspx

Feedback

The County of Elgin is committed to ensuring accessibility is a reality throughout all facilities and business operations. There is still so much to accomplish, and as we progress, we would like to hear from you!

Do you have any thoughts or feedback on what has been accomplished so far? Please contact us with your questions and ideas: Elgin County Accessibility Feedback Form

Contact Information

Phone: 519-631-1460 x 167

Fax: 519-633-7785

Mail: Sarah Savoie, Accessibility Coordinator

Elgin County, Administration Building

450 Sunset Drive, St. Thomas ON N5R 5V1

Email: ssavoie@elgin.ca

This document is available in accessible format and/or with communication supports, upon request.

Appendix A

Accessible Maintenance Procedures

Maintenance of Accessible Elements

Purpose:

To meet the requirements under the Integrated Accessibility Standards Regulation (O.Reg 191/11), Design of Public Spaces Standard (Section 80.44) Maintenance of Accessible Elements

Practices

To ensure that any newly constructed or redeveloped elements provided for under the Design of Public Spaces will have procedures for preventative and emergency maintenance of the accessible elements in public spaces.

Scope

Organizations shall ensure that their Multi-Year Accessibility Plan includes procedures for preventative and emergency maintenance of the accessible elements in public spaces as required under this Part and procedures dealing with temporary disruptions when accessible elements required under this Part are not in working order.

The Design of Public Spaces Standard applies to public spaces that are newly constructed or redeveloped, that include:

- Recreational Trails and Beach Access Routes
- Outdoor Public Use Eating Areas
- Outdoor Play Spaces
- Exterior Paths of Travel
- Accessible Parking

Application

Departments that maintain elements listed under Scope:

- Shall apply best practices in the preventative maintenance of accessible elements with periodic checks such as;
 - Annual inspections, or more frequently as per the Minimum Maintenance Standards
 - After storms or events that might affect accessible elements
 - As part of any reports of vandalism or complaints
- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified

- Shall apply best practices in the emergency maintenance of accessible elements with active response once notified
- Shall continue to provide public notification of temporary disruptions in keeping with compliance requirements under the Integrated Accessibility Standard Regulation (O. Reg 191/11) and the Municipality's corresponding policy:
 - Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available
 - Notice will be given by posting the information in a conspicuous place as well as by posting the information on the Municipal website
- Notify the Road Supervisor for the affected Municipality (where applicable)
- Repair as soon as practicable

Appendix B

Temporary Service Disruptions

If a temporary service disruption is planned the County will give notice of the disruption.

Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available.

Procedures for specific service disruptions will be developed, and a copy of the procedures will be available to individuals upon request.

Notice will be given by posting the information in a conspicuous place as well as by posting the information on the County or Library website.

Temporary Service Disruptions Procedure Purpose

The purpose of this procedure is to establish guidelines for providing notification of temporary disruptions of service to people with disabilities. These notices may be for either planned or unexpected disruptions of service.

Implementation

Notices for both unexpected and planned service disruptions will be provided in a variety of formats that will take into account a range of disabilities and will outline:

- The reason for the disruption;
- Its anticipated duration;
- A description of alternative facilities or services, if any are available; and,
- Contact information.

Notices for unexpected service disruptions will be posted as soon as possible, using large, clear print and plain language at the physical entrances to the facility and throughout the facility (if required) and in any other location that the County deems is necessary.

Notices for planned service disruptions will be posted using large, clear print and plain language at the physical entrances to the facility and throughout the facility where necessary. In addition, planned service disruptions that are intended to last more than 48 hours will be posted on the County's website.



LONG POINT REGION CONSERVATION AUTHORITY Board of Directors Virtual Meeting Minutes of December 1, 2021 Approved January 5, 2021

The Board of Directors Meeting was held via videoconference, on Wednesday, December 1, 2021, pursuant to section C.9, of the LPRCA's Administrative By-Law.

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

Tom Masschaele Norfolk County Ian Rabbitts Norfolk County

Peter Ypma Township of South-West Oxford

Regrets:

Kristal Chopp Norfolk County
Ken Hewitt Haldimand County
Stewart Patterson Haldimand County

Staff in attendance:

Judy Maxwell, General Manager Aaron LeDuc, Manager of Corporate Services Leigh-Anne Mauthe, Interim Manager of Watershed Services Zachary Cox, Marketing Coordinator Dana McLachlan, Executive Assistant

1. Welcome and Call to Order

The chair called the meeting to order at 6:30 p.m., Wednesday, December 1, 2021.

2. Additional Agenda Items

There were no additional agenda items.

3. <u>Declaration of Conflicts of Interest</u>

None were declared.

4. **Delegations**

^{*} R. Chambers joined the meeting at 6:40 p.m.

a) Mac and Amanda Cook Re: Business Proposal: Watersports Cable Park at Waterford North Conservation Area

Mr. and Mrs. Cook originally presented a proposal for a watersports cable park at Waterford North CA in 2016 but the project did not advance. The Cook's presented an updated proposal to install a watersports cabling system at Bass Lake at Waterford North Conservation Area. The request included permission to construct two buildings on-site, draw electricity from the park, and anchor two towers for the cabling system. The Cook's responded to questions from the Board. Rental and hydro fees were not discussed and the usage projections, for hydro and patronage, were not provided. The Board requested a report from staff to be presented in the new year.

R. Chambers arrived. No conflict was declared.

A-122/21

Moved by D. Beres Seconded by I. Rabbitts

THAT the LPRCA Board of Directors receives the deputation from Amanda Cook regarding a Business Proposal for a Watersports Cable Park at Waterford North Conservation Area as information.

CARRIED

A-123/21

Moved by P. Ypma Seconded by J. Scholten

THAT the LPRCA Board of Directors defers decision on the Watersports Cable Park project until a staff report is presented to the Board.

CARRIED

5. Minutes of the Previous Meeting

a) Board of Directors Meeting November 3, 2021

There were no questions or comments.

A-124/21

Moved by V. Donnell Seconded by R. Chambers

THAT the minutes of the LPRCA Board of Directors Meeting held November 3, 2021 be adopted as circulated.

CARRIED

A-125/21

Moved by T. Masschaele

Seconded by P. Ypma

THAT the minutes of the LPRCA Board of Directors Budget Meeting held November 10, 2021 be adopted as circulated.

CARRIED

6. Business Arising

There was no business arising from the previous minutes

7. Review of Committee Minutes

a) Backus Museum Committee - September 20, 2021

There were no questions or comments.

A-126/21

Moved by J. Scholten Seconded by D. Beres

THAT the minutes of the Backus Museum Committee's meeting of September 20, 2021 be approved as circulated.

CARRIED

8. Correspondence

a) Municipality of Bayham – Re: 30-Day Notice to Affected Municipalities – 2022 Draft LPRCA Budget

A-127/21

Moved by I. Rabbitts Seconded by R. Chambers

THAT the correspondence outlined in the Board of Directors Agenda of December 1, 2021 be received as information.

CARRIED

9. <u>Development Applications</u>

a) Staff Approved applications

Seventeen applications were approved through the General Manager's delegated authority in the past month. LPRCA-229/21, LPRCA-234/21, LPRCA-235/21, LPRCA-236/21, LPRCA-237/21, LPRCA-238/21, LPRCA-239/21, LPRCA-240/21, LPRCA-240/21, LPRCA-241/21, LPRCA-245/21, LPRCA-245/21, LPRCA-247/21, LPRCA-248/21, LPRCA-249/21, LPRCA-250/21, and LPRCA-251/21.

All of the staff-approved applications met the requirements as set out in Section 28 of the *Conservation Authorities Act*.

A-128/21

Moved by R. Chambers Seconded by V. Donnell

THAT the LPRCA Board of Directors receives the Staff Approved Section 28 Regulation Applications report dated November 23, 2021 as information.

CARRIED

b) New Applications

The Planning Department staff recommended three applications for approval. The applications consisted of a relocation of a constructed watercourse, a bridge rehabilitation, and a new vacation home.

A-129/21

Moved by T. Masschaele Seconded by I. Rabbitts

THAT the LPRCA Board of Directors approves the following Development Applications contained within the background section of this report:

A. For Work under Section 28 Regulations, Development, Interference with Wetlands & Alterations to Shorelines and Watercourses Regulations (R.R.O. 1990 Reg. 178/06),

LPRCA-246/21

LPRCA-252/21

LPRCA-254/21

B. That the designated officers of LPRCA be authorized to complete the approval process for this Development Application, as far as it relates to LPRCA's mandate and related Regulations.

CARRIED

10. New Business

a) General Manager's Report

The General Manager provided an overview of operations this past month.

The interim audit was conducted by MNP staff the last week of November. The auditors will return the first week of February 2022 to complete the fieldwork.

Funds held in Principal Protected Notes (PPN) within the endowment fund just ended the fifth year of a seven-year term with a 4% interest payment.

Staff applied to the federal grant program, Enabling Accessibility Fund, for the Revitalization Project at the Backus Education Centre and were approved for \$96,000. To date, \$192,000 has been raised for the project.

A-130/21

Moved by P. Ypma Seconded by D. Beres

THAT the LPRCA Board of Directors receives the General Manager's Report for November 2021 as information.

CARRIED

b) LPRCA Transition Plan

A Transition Plan, outlining the steps to be taken for inventory programs and services and entering into agreements with participating municipalities to fund municipally driven programs, was presented.

The Transition Plan will be circulated to member municipalities and the Ministry of Environment, Conservation and Parks (MECP) before the December 31, 2021 deadline as per O. Reg. 687/21. A special meeting for the Board of Directors has been proposed for Wednesday, February 23, 2022 to review the programs and services. The final transition is to be completed by January 2024.

A-131/21

Moved by J. Scholten Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the LPRCA Transition Plan report as information.

CARRIED

c) Ecological Surveys of Selected LPRCA Properties

LPRCA contracts a qualified ecologist to survey properties for species at risk and species of concern on an annual basis. Staff retained the services of Natural Resource Solutions Inc., as approved by the Board earlier this year, to complete the 2021 surveys at five LPRCA properties.

Recommendations within the report will be implemented during the marking and timber harvesting process to ensure that sensitive species are not impacted.

A-132/21

Moved by V. Donnell Seconded by I. Rabbitts

THAT the LPRCA Board of Directors approves the recommendations contained in the

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

report submitted by Natural Resource Solutions Inc. titled "Long Point Region Conservation Authority Ecological Inventories for Significant Plant Species and Vegetation Communities at McKonkey, Abbott-Townsend, Blommaert, Collver-Wintermute, Harris³ Floyd (Block #3) Tracts.

CARRIED

d) Forestry Prescriptions/Operating Plans

Staff prepares prescriptions/operating plans for the forest tracts that will receive some form of silvicultural treatment. Plans for the Harris Floyd (Block #3), Collver-Wintermute, and the Blommaert Tracts were presented for approval.

Marking will be completed this fall in preparation for tendering early next year.

A-133/21

Moved by T. Masschaele Seconded by J. Scholten

THAT hat the LPRCA Board of Directors approves the prescriptions/operating plans for the Harris Floyd (Block #3) Tract on the 5th Concession of Houghton Township, Collver-Wintermute Tract on Windham 12th of Windham Township and the Blommaert Tract on Turkey Point Rd. of Charlotteville Township.

CARRIED

e) 2022 Meeting Schedule

The monthly board meetings continue to be held the first Wednesday of each month with the following exceptions: No meeting is scheduled for March or August; the Annual General Meeting will be held March 4th; the 2023 LPRCA Budget meeting is scheduled for November 9th; and there is a special meeting scheduled for February 23, 2022 to review the inventory of programs and services provided by LPRCA to be submitted to MECP by February 28, 2022.

A-134/21

Moved by D. Beres Seconded by P. Ypma

THAT the LPRCA Board of Directors approves the proposed 2022 meeting schedule as presented.

CARRIED

f) Committee Appointments

Committees will be appointed at the January 5, 2022 meeting after the Chair and Vice-Chair elections. Member appointments are required for the Land Acquisition, Lee Brown Marsh Management, Audit and Finance, and Backus Museum committees.

A-135/21

Moved by V. Donnell Seconded by R. Chambers

That the LPRCA Board of Directors receives the 2022 LPRCA Committee Appointments Report as information.

CARRIED

g) Christmas Season Staff Appreciation

As in the past, senior staff requested approval to present LPRCA staff with a gift card in appreciation of their work throughout the year and to mark the Christmas season. The expense was incorporated into the 2021 budget.

A-136/21

Moved by P. Ypma Seconded by T. Masschaele

THAT the LPRCA Board of Directors authorizes the General Manager to purchase gift cards for staff in appreciation for their efforts.

CARRIED

11. Closed Session

A-137/21

Moved by I. Rabbitts Seconded by D. Beres

• Litigation or potential litigation, including matters before administrative tribunals (e.g. Local Planning Appeal Tribunal), affecting the Authority;

CARRIED

The board convened in closed session.

A-138/21

Moved by V. Donnell Seconded by T. Masschaele

That the LPRCA Board of Directors does now adjourn from the closed session.

CARRIED

The Board approved the closed session minutes of September 1, 2021.

<u>Adjournment</u>	
The Chair adjourned the meeting at 7:40	p.m.
John Scholten	Judy Maxwell
Chair	General Manager/Secretary-Treasurer
/dm	



ELGIN GROUP POLICE SERVICESBOARD Chair Sally Martyn Tel. 519-631-1460

450 Sunset Drive St. Thomas, ON N5R 5V1

Municipality of Bayham | Municipality of Central Elgin | Municipality of Dutton Dunwich Municipality of West Elgin | Township of Malahide | Township of Southwold

January 6, 2022

Dear Mayor Mennill and Township of Malahide Council,

On behalf of the Elgin Group Police Services Board ("PSB"), I am writing to request that Malahide Council support the reappointment of Councillor Dan Froese as the elected representative from Eastern Elgin.

In accordance with the Elgin Group Police Services Board Governance and Procedural By-Law, the Board shall consist of five (5) members:

- (a) one (1) elected representative appointed by resolution from Eastern Elgin, alternating every 3 years between the Township of Malahide and the Municipality of Bayham;
- (b) one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a 3-year term;
- (c) one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich and the Municipality of West Elgin for a 3-year term; and
- (d) two (2) persons appointed by the Lieutenant Governor In Council.

Under the Community Safety and Policing Act (CSPA), 2022, Section 10 municipalities were required to submit a proposal indicating the preferred composition for a new OPP detachment board. On behalf of the Elgin Group municipalities, the Secretary/Administrator submitted an application for status quo board composition in June 2021. Once the Act comes into effect and the Ministry approves the board composition, the Elgin Group Polices Services Board will be dissolved, and a new board will be established.

Although we anticipate hearing from the Ministry soon, the current Board will remain in place until that time. The appointment of Dan Froese ended in December 2021. Instead of appointing a new elected representative from Eastern Elgin for a few months, I would like to request that Dan Froese be reappointed to the Board until such time that the Ministry

approves the new Board composition. At that time, the Board will dissolve; a new Board will be formed; and new representatives will be appointed.

Please note that a letter has been sent to the Municipality of Bayham requesting that they reappoint Dan Froese as the elected representative from Eastern Elgin. Letters have also been sent to the Municipality of Central Elgin and the Township of Southwold, Municipality of Dutton/Dunwich and Municipality of West Elgin requesting that the elected representative from Central Elgin and the community representative from Western Elgin be reappointed.

I respectfully ask that you provide me with written confirmation of your support for the reappointment once it is made. If you have any questions, do not hesitate to contact me directly.

Yours very truly,

Jaly Martys

Sally Martyn

Chair, Elgin Group Police Services Board

cc: Elgin Group Police Services Board



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO

Peter Dutchak, Manager of Transportation Services

DATE: December 21, 2021

SUBJECT: Imperial Road Roadside Safety Review -

Port Bruce

RECOMMENDATIONS:

THAT the report titled, "Imperial Road Roadside Safety Review – Port Bruce" from the General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO, dated January 11, 2022 be received and filed.

INTRODUCTION:

The County of Elgin has received a request from the Township of Malahide to consider the installation of guide rail on Imperial Road within the Village of Port Bruce. This report considers the request and measures it against existing conditions and technical warrant criteria.

DISCUSSION:

Imperial Road (CR73) within the Village of Port Bruce has an annual daily traffic volume of approximately 1,800 and a posted speed limit of 50 km/h. A horizontal curve exists north of Rush Creek Line within the 50 km/h speed zone, with an advance curve warning sign, reflective markers and white roadway edge lines to delineate the curve. Imperial Road in this location has recently been reconstructed as part of the Port Bruce Bridge construction and the roadway shoulders have been paved. Roadside slopes are at a 2:1 gradient and the roadway is elevated approximately 2 m from the adjacent lands on the outside of the curve. A review of available police collision reports has not identified any collisions at this location over the past 5 years, however, staff is aware of one recent collision incident where a vehicle failed to negotiate the curve.

A review of the applicable technical manuals in respect to guide rails suggests that they are only warranted where the combination of the height and slope of the embankment is a more severe hazard than the barrier system itself. Warrant criteria also states that a guide rail is typically not warranted protecting slopes less than 3m in height nor are they typically installed in low speed, urban environments. This location on Imperial Road is posted at 50 km/h, does not have a historic pattern of collisions over the past 5 years,

and has an embankment height of only 2 m. These roadway characteristics suggest a guide rail barrier system is not warranted.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
☑ Ensuring alignment of current programs and services with community need.	☐ Planning for and facilitating commercial, industrial, residential, and agricultural growth.	☐ Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services
 □ Exploring different ways of addressing community need. □ Engaging with our community and other stakeholders. 	☐ Fostering a healthy environment.☐ Enhancing quality of place.	now and in the future. Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

A copy of this report will be provided to the Township of Malahide in response to their request to consider the installation of guide rail at this location.

CONCLUSION:

The County of Elgin received a request from the Township of Malahide to consider the installation of guide rail along a section of Imperial Road entering the Village of Port Bruce. Staff has reviewed this location in context of applicable technical manuals and have determined that a guide rail is not warranted at this location.

All of which is Respectfully Submitted

Brian Lima, General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO

Peter Dutchak Manager of Transportation Services Approved for Submission

Julie Gonyou Chief Administrative Officer Mayor Dave Mennill and Malahide Township Council Township of Malahide 87 John Street South Aylmer, ON N5H 2C3

January 11, 2022

Re: Imperial Road Roadside Safety Review

Dear Mayor Mennill,

The Township of Malahide requested that the County of Elgin consider the installation of guide rail along a section of Imperial Road entering the Village of Port Bruce. This location was reviewed in context of the applicable technical manuals and it was determined that a guide rail is not warranted at this location.

At its meeting held on January 11, 2022 Elgin County Council passed the following resolution:

"Moved By: Councillor Mennill Seconded By: Councillor Ketchabaw

"THAT the report titled, "Imperial Road Roadside Safety Review - Port Bruce" from the General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO, dated January 11, 2022 be received and filed.

-Carried."

The report titled "Imperial Road Roadside Safety Review – Port Bruce" is attached for ease of reference. Please feel free to contact me should you have any questions.

Sincerely.

Brian Lima

General Manager of Engineering, Planning, & Enterprise (EPE) / Deputy CAO

blima@elgin.ca

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE BY-LAW NO. 22-05

Being a By-law to authorize the execution of a Development Agreement, pursuant to Section 45 of the Planning Act, R.S.O. 1990, and Application No. D13-MV-11-21, with Frank Enns relating to the property located at Part of Lot 35, Concession 4, in the Hamlet of Calton, Township of Malahide.

WHEREAS Subsection 9 of Section 45 of the Planning Act, R.S.O. 1990, c. P.13, authorizes committees of adjustment to grant approvals subject to such terms and conditions as the committee considers advisable and as are set out in the decision;

AND WHEREAS Subsection 9.1 of Section 45 of the Planning Act, R.S.O. 1990, c. P.13, authorizes municipalities to enter into agreements with the owner of the land dealing with some or all of the terms and conditions of such approval by the committee of adjustment;

AND WHEREAS Subsection 9.2 of Section 45 of the Planning Act, R.S.O. 1990, c. P.13, any agreement entered into under subsection 9.1 may be registered against the land to which it applies and the municipality is entitled to enforce the agreement against the owner and, subject to the Registry Act and the Land Titles Act, against any and all subsequent owners of the land;

AND WHEREAS the Committee of Adjustment for the Township of Malahide, on
January 20, 2022, approved a Minor Variance as per Application No. D13-MV-11-21,
relating to the property located at Part of Lot 35, Concession 4, being unaddressed
property further described as Part 2 on RP 11R-10782, and registered in the Registry
Office for the Land Titles Division of Elgin (No. 11), being all of the P.I.N. identified as
P.I.N (LT) (the "Property"), subject to the entering into of a
Development Agreement;

AND WHEREAS the Council of The Corporation of the Township of Malahide is desirous of entering into a Development Agreement with Frank Enns as the owner of the property subject to Application No. D13-MV-11-21;

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

- THAT the entering into a Development Agreement with Frank Enns relating to the property located at Part of Lot 34, Concession 9, being unaddressed property further described as Part 2 on RP 11R-10782, is hereby approved and authorized.
- 2. THAT the Mayor and the Clerk be and they are hereby authorized and directed to execute on behalf of The Corporation of the Township of Malahide the said Development Agreement in substantially the same form as that attached hereto as Schedule "A" and forming a part of this By-law.
- 3. THAT the said Development Agreement shall take effect and come into force upon the signing thereof by all parties thereto.
- 4. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a THIRD time and FINAL	LY PASSED this 20th day of January, 2022
Mayor, D. Mennill	_
Clerk, A. Adams	_

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THE CORPORATION OF THE TOWNSHIP OF MALAHIDE BY-LAW NO. 22-04

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 January 20, 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 20th day of January, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 20th day of January, 2022.

Mayor, D. Mennill	
•	
Clerk, A. Adams	