



The Corporation of the Township of Malahide

A G E N D A

January 6, 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
 - Public Hearing - Minor Variance Application – Applicant Matthew Morrison, relating to property at Part of Lot 19, Concession 12, municipally known as 12215 Dorchester Road **RES 2-4 (Pages 22-30)**
 - Public Meeting – Zoning By-law Amendment of TMP Haulage (2713612 Ontario Inc.) relating to Part of Lot 19, Concession N Gore, Geographic Township of Malahide, municipally known as 52483 Century Line. **RES 5-8(Pages 31-61)**
- (E) Reports of Departments:
 - (i) Director of Fire & Emergency Services
 - F21-16 - Emergency Services Activity Report – November 2021 **RES 9 (Pages 62-65)**
 - (ii) Director of Public Works

- PW-22-01 – Malahide Water Distribution System – 2021 Review and Provision of Infrastructure Report **RES 10 (Pages 66-69)**
 - PW-22-02 – Petition for Drainage – Burks Petition **RES 11 (Pages 70-73)**
 - PW-22-03 – Request for Improvement – J.L. Ferguson Drain **RES 12 (Pages 74-77)**
 - PW-22-04 – Drainage Update Report **RES 13 (Pages 78-79)**
 - PW-22-05 – Re-Appointment of Drainage Engineers – Various Drains **RES 14 (Pages 80-81)**
- (iii) Director of Financial Services/Treasurer
- FIN-22-01 – Draft Malahide Water Budget 2022 and User Fee Schedule **RES 15 (Pages 82-93)**
 - FIN-22-02 – Draft Malahide Sewer 2022 Budget and User Fee Schedule **RES 16 (Pages 94-104)**
- (iv) Clerk
- (v) Building/Planning/By-law
- (vi) Chief Administrative Officer
- (F) Reports of Committees/Outside Boards.
- (G) Correspondence **RES 17**
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 Calls 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. City of Sarnia – Resolution requesting that the Federal & Provincial Governments find meaningful improvements to the current state of “catch and release” justice in the Ontario legal system. 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. **(Page C20)**
7. South Frontenac – Resolution supporting Bill 214 passed by the Legislative Assembly of Ontario in 2020 to make Daylight Saving Time standard time. **(Page 21)**
8. 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.
9. Town of Aylmer – Notice of Public Hearing relating to 140 Elk Street Aylmer. **(Pages C23-24)**
10. Municipality of Central Elgin – Notice of Passing Zoning By-law Amendment relating to the following: **(Pages C25-26)**
 - 44598 Dexter Line
 - 44651 Roberts Line

(H) Other Business

- Enhancing Program and Services for Older Adults in Elgin County –Strategic Review & Recommendations **RES 18 (Pages 105-144)**

(I) By-laws

- (i) By-law No. 22-01 – 2022 Interim Tax Levy **RES 19 (Page 145-147)**

(J) Closed Session – **RES 20 -21**

(i) Advice that is subject to Solicitor Client privilege including communications necessary relating to a Public Works Tender.

(K) Confirmatory By-law **RES 22 (Pages 148)**

(L) Adjournment **RES 23**

*****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 6, 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 December 16, 2021 be adopted as printed and circulated.
2. 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".
3. 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.
4. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:___ p.m.
 5. 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:___ p.m

6. 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:___ p.m
7. 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.
8. 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.
9. THAT Report No. F21-16 entitled “Emergency Services Activity Report – November” be received.
10. THAT Report No. PW-22-01 entitled “Malahide Water Distribution System – 2021 Review and Provision of Infrastructure Report” be received.
11. 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.
12. 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.
13. THAT Report No. PW-22-04 entitled “Drainage Update Report” be received.
14. 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.

15. 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.

16. 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.

17. 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)**
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9. Town of Aylmer – Notice of Public Hearing relating to 140 Elk Street Aylmer. **(Pages C23-24)**

10. Municipality of Central Elgin – Notice of Passing Zoning By-law
Amendment relating to the following: **(Pages C25-26)**

- 44598 Dexter Line
- 44651 Roberts Line

18. 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.
19. 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.
20. THAT Council move into Closed Session at _____ 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.
21. THAT Council move out of Closed Session and reconvene at _____ p.m. in order to continue with its deliberations.
22. THAT By-law No. 22-02, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
23. THAT the Council adjourn its meeting at _____ p.m. to meet again on January 20, 2022, at 7:30 p.m.

The Corporation of the Township of Malahide

December 16, 2021 – 7:30 p.m.

Virtual Meeting –<https://youtu.be/MG-Sy1X9Wso>

The Malahide Township Council met via videoconference. The Clerk was 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, 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 Widner disclosed a pecuniary interest with respect to Council Agenda Item D (i) “Engineer’s Report for the Maginnis Drain 2021”. The nature of the conflict being that a Junior Partner at Spriet Associates is an immediate relative of his.

MINUTES:

No. 21-544

Moved by: Max Moore

Seconded by: Rick Cerna

THAT the minutes of the regular meeting of the Council held on December 2, 2021 be adopted as printed and circulated.

Carried.

PRESENTATIONS/DELEGATIONS/PETITIONS:

Councillor Widner declared a conflict of interest with respect to Council Agenda Items D (i) relating to the Maginnis Drain 2021, retired from the meeting and abstained from all discussions and voting on the matter.

Meeting to Consider – Maginnis Drain 2021 relating to property at Part Lots 20 22, Concessions 2 - 4, Geographic Township of Malahide.

Drainage Engineer, Mike DeVos, of Spriet Associates, appeared before the Council via videoconference to present the Drainage Engineer's Report, dated October 28, 2021, regarding the Maginnis Drain 2021 and outlined the nature of the proposed work.

Mayor Mennill inquired if any persons were in attendance that wished to comment or ask questions or if any written comments were received concerning the Drainage Report and there were none.

Mayor Mennill inquired if any persons, including Members of Council, would like to withdraw or add their names to the Petition and there were none.

No. 21-545

Moved by: Scott Lewis

Seconded by: Rick Cerna

THAT the Engineer's Report for the Maginnis Drain 2021, as prepared by Spriet Associates London Limited and dated October 28, 2021, be accepted;

AND THAT By-law No. 21-87 being a by-law to provide for the Maginnis Drain 2021 drainage works be read a first and second time and provisionally adopted.

Carried.

No. 21-21-546

Moved by: Scott Lewis

Seconded by: Rick Cerna

THAT the Court of Revision for the Maginnis Drain 2021 be scheduled to be Held on January 20, 2022, at 7:30 p.m.

Carried.

No. 21- 547

Moved by: Chester Glinski

Seconded by: Dominique Giguère

THAT the tenders for the construction of the Maginnis Drain 2021 be Requested for January 13, 2022, at 11:00 a.m.

Carried.

The Mayor thanked Mike DeVos from Spriet & Associates and he retired from the meeting. Councillor Widner resumed his seat in the videoconference.

Malahide Official Plan Amendment No. 20. This public meeting is being held to fulfill the statutory requirements of Section 17(15) of the Planning Act. Previous public meetings were held on March 6, 2019 and June 28, 2021 for the purposes of considering changes to the Official Plan.

Jay McGuffin of Monteith Brown Planning Consultants provided an overview of what a comprehensive review includes to best accommodate the Township. The Township's last comprehensive review was in 2013 which was before the County of Elgin brought forward their Official Plan and there has since been a new Provincial Policy Statement in 2015. This document will now put policy recommendations into place that are consistent with and conform to both the updates of the Provincial Policy Statement and the County of Elgin Official Plan. The updates of the Official Plan are related to the current projections and planning framework. There are new elements being brought forward including sections on Cannabis Production and Processing, Rural & Agricultural Development flexibility, Industrial Policies and Future Urban Growth.

Mr. McGuffin reviewed the land supply and demand portion of the review noting that it was determined that the Township has more than an adequate supply of land to accommodate future growth and anticipated housing needs based on population projections. As a result it is recommended that a focus be placed on ensuring underutilized lands in the designated hamlets be reallocated to the Village of Springfield where opportunities for growth are appropriately allocated.

Mr. McGuffin reviewed the summary of comments received from the public and their recommendations in respect to those concerns. Mr. McGuffin also reviewed the lands that were being re-designated throughout the Township.

Mayor Mennill asked if any additional comments had been received. Clerk Adams read three comments received after the agenda was prepared from David Roe, Robert DeRyk and Bill MacIntyre. Mr. McGuffin addressed the comments received by Mr. Roe and summarized why ribbon development which

relates to urban sprawl into the agricultural areas is not within good planning measures. Mr. McGuffin addressed the other two concerns in that if development is going to happen there needs to be enough land available so the return on investment into servicing infrastructure is available in order to be able to finance it. Developing small blocks of land across the Township does not allow for this to happen as the costs for services is too large.

Mayor Mennill asked if any public had any comments as some revisions have been made from the original proposal. Mr. Saarloos and Mr. Greenway were satisfied with the changes to their request.

Mayor Mennill asked if there were any questions from Council. Councillor Widner asked how many lots would still be developed in these hamlet areas as that seemed to be the concern of some of these comments. CAO Betteridge stated there are still larger parcels within the hamlets that remain for development they just haven't been identified in the schedules but they do exist in forms of small subdivision opportunities like we have seen created throughout the Township.

Councillor Glinski inquired when the feasibility study that is being conducted be ready for review. CAO Betteridge said the study was still ongoing but that the completion of this study did not prevent the passing of this amendment. The feasibility of extending water to Springfield is a lot less feasible if there is less lands to develop there. If we do not allocate some lands to Springfield like this plan suggests then the feasibility of extending water to Springfield will be hindered because we will use lot creation and development to help fund that project. The Provincial Policy Statement does not encourage development on limited services to exist any longer and the development we want to see cannot happen without it.

Councillor Glinski inquired about the lands surrounding Springfield as they are being designated residential in this plan and are currently agricultural, will they have to be developed due to these changes. CAO Betteridge noted that it does not force someone to develop and that designating land for development is a benefit as it provides the property owner with flexibility. Mr. McGuffin reiterated this point that it in no way forces a person to develop their land but rather it would increase the value of their land and availability for growth.

Councillor Glinski inquired about the space availability in the lagoons for this development in Springfield. Mayor Mennill stated if everything was developed in Springfield there was room for the potential of 400 houses.

Councillor Glinski asked if there were consequences in relation to the Cannabis Production and Processing section additions for those who may not comply to the rules and regulations. Mr. McGuffin stated that the Official Plan sets out a stringent framework for analysis and study and mitigation measures will be set in the Zoning By-law and registration for Site Plan and any violations that occur

under both of those documents could be prosecuted. CAO Betteridge stated those policies would only relate to the commercial/industrial processing facilities that Health Canada has issued licenses for and that any licenses issued by Health Canada for health reasons is separate.

CAO Betteridge made note that Mr. Roe had wanted to address Council that evening and was sent a link to do so but that he did not appear to be present at the meeting. Mayor Mennill asked if Mr. Roe was online the virtual meeting but no acknowledgement to his presence was received.

Mayor Mennill asked Mr. McGuffin what the next steps were. He noted there were two revisions to the document and that Council could adopt with the proposed changes at the current meeting.

No. 21- 548

Moved by: Max Moore

Seconded by: Mark Widner

THAT Report No. DS-21-62 entitled “Township of Malahide Official Plan Comprehensive Review & Five Year Update: Final Considerations Report” be received for information;

AND THAT Council adopts By-law No. 21-95, being a By-law to adopt Official Plan Amendment No. 20 subject to the following revisions:

1.Schedule ‘F’, Kingsmill Corners, be revised to extend the ‘Settlement Area’ boundary to include the lands designated ‘Home-Based Industrial Park’ and that all corresponding text changes be made as necessary.

2.Schedule ‘G’, Luton, be deleted in its entirety, that all subsequent schedules be re-lettered and that all corresponding text changes be made as necessary.

3.That the Clerk is hereby authorized to forward a copy of Official Plan Amendment No. 20 to the County of Elgin for approval in accordance with the requirements of the Planning Act and regulations thereto.

AND THAT By-law No. 21-95 being a By-law to adopt Official Plan Amendment No. 20 be given first, second and third readings, and properly signed and sealed.

The Mayor thanked Jay McGuffin and Dan Smith from Monteith Brown and they retired from the meeting.

REPORTS:Director of Fire and Emergency Services

Mayor Mennill recognized the relief efforts of the volunteer fire department at the Port Bruce Pier the previous weekend and wanted to thank the department for their professional and efficient efforts in the rescue.

- Elgin County Fire Communications System-Support Agreement

No. 21-549

Moved by: Rick Cerna

Seconded by: Chester Glinski

THAT Report No. F21-17 entitled “(ELGINCOUNTY FIRE COMMUNICATION SYSTEM-SUPPORT AGREEMENT)” be received;

AND THAT That the Township of Malahide Council authorize the signing of the Intermunicipal Agreement for Joint Ownership of Fire Communication Equipment.

AND THAT the Township of Malahide to renew the System Support Agreement with Bearcom Communications.

Carried.

Director of Public Works

- Aylmer Area Secondary Water Supply System- OCWA Contract Extension for the Operation and Maintenance of the Elgin Middlesex Pumping Station (EMPS).

No. 21-550

Moved by: Dominique Giguère

Seconded by: Chester Glinski

THAT Report No. PW-21-62 entitled “OCWA Contract Extension for the Operations and Maintenance of the Elgin Middlesex Pumping Station” be received;

AND THAT the Township of Malahide, on behalf of the Aylmer Area Secondary Water Supply System (AASWSS) Joint Board of Management, enter into the agreement with the Ontario Clean Water Agency’s (OCWA) for a 5-year contract extension period for the purpose of operating and maintenance of the Elgin Middlesex Pumping Station.

Carried.

- Elgin-Middlesex Pumping Station: Joint Occupancy and Use Agreement.

No. 21-551

Moved by: Scott Lewis

Seconded by: Mark Widner

THAT Report No. PW-21-63 entitled “Elgin-Middlesex Pumping Station: Joint Occupancy and Use Agreement” be received;

AND THAT the of the Mayor and Clerk of the Township of Malahide, on behalf of the Joint Board of Management for the Aylmer Area Secondary Watery Supply System (AASWSS), enter into the EMPS Joint Occupancy and Use Agreement; being an agreement with The Corporation of the City of London, the St. Thomas Secondary Water Supply System, the Aylmer Area Secondary Water Supply System, and the Elgin Area Primary Water Supply System for use of the Elgin-Middlesex Pumping Station.

Carried.

REPORTS OF OUTSIDE COMMITTEES/OUTSIDE BOARDS:

No. 21-552

Moved by: Max Moore

Seconded by: Rick Cerna

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

- (i) **Long Point Region Conservation Authority Board of Directors – Minutes of November 3, 2021.**
- (ii) **Long Point Region Conservation Authority Board of Directors – Budget Meeting - Minutes of November 10, 2021.**
- (i) **Aylmer Area Secondary Water Supply System and Port Burwell Area Secondary Water Supply System Joint Board of Management – Minutes of September 8, 2021.**

Carried.

CORRESPONDENCE:

No. 21-553

Moved by: Mark Widner

Seconded by: Chester Glinski

THAT the Town of Georgina resolution requesting the Provincial and Federal Governments to provide additional options for recycling of agricultural bale wrap and twine and boat shrink wrap be supported.

Carried

No. 21-554

Moved by: Mark Widner

Seconded by: Chester Glinski

THAT the following correspondence be noted and filed:

- 1. Association of Municipalities of Ontario - Watch File – dated December 2 and 9, 2021.**
- 2. City of St. Catharines – Resolution requesting Provincial government to 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 Ontarians, focusing on access, affordability, quality and responsiveness; and that staff actively monitor federal developments and engage in provincial and regional discussions.**
- 3. City of Kitchener – Resolution requesting the Provincial Government to have an immediate review of the portion of the Ontario Fire Code known as Retrofit Section 9.5 undertaken.**
- 4. City of Kitchener – Resolution formally denouncing conversion practices as dangerous and harmful, perpetuating myths and stereotypes about sexual orientation and gender identity and expression.**
- 5. Town of Penetanguishene – Resolution raising awareness of the high recidivism rates within the Penetanguishene detachment, and requesting Attorney General to persuade change within the provincial court system related to offender sentencing.**
- 6. Township of Scugog – Resolution requesting the Ministry of Education and the Province of Ontario to amend policies requiring Student Transportation Services and School Boards around the Province work with parents to facilitate the use of smaller buses, spotters, and 3-point turns or backing up where**

necessary, to provide safer service to dead-end and private road children and prevent the need for additional turnarounds to be constructed on municipal roads.

7. **County of Simcoe - 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.**
8. **Hospice of Elgin – Project Updates – Fall 2021 – dated November 30, 2021.**
9. **LAS Natural Gas Program – 2019-20 Period Reserve Fund Rebate and Updated Agreement – dated November 30, 2021.**
10. **Ministry of the Environment, Conservation and Parks – Correspondence advising the Ministry is updating the noise prediction methods used for assessing road and rail traffic to protect Ontarians from excessive noise levels and ensure that noise pollution control methods are effective and based in current science.**
11. **Director of Conservation/Source Water Protection – Correspondence advising Ministry of the Environment, Conservation and Parks has posted a policy decision on the Environmental Registry of Ontario amending the technical rules for assessing source water protection vulnerability and risk under the *Clean Water Act, 2006*.**
12. **Long Point Region Conservation Authority – 2022 Meeting Schedule.**
13. **Long Point Region Conservation Authority – Correspondence advising of Transition Plan which communicates the Authority's strategy to achieve the requirements of Ontario Regulation 687/21.**
14. **Municipality of Bayham – Notice of Adoption of Official Plan Amendment No. 27 – December 10, 2021.**

Carried.

OTHER BUSINESS:

CAO Betteridge stated that the Township had been circulated the proposed Woodlands Clearing correspondence as a requirement of the notice process. The Township has no concerns with the proposal and as such does not need to send a response to the County.

No. 21-555

Moved by: Dominique Giguère

Seconded by: Scott Lewis

THAT the County of Elgin correspondence relating to a proposed Woodlands Clearing, at the South Part Lot 12, Concession 11, Geographic Township of South Dorchester, Township of Malahide be received.

Carried.

BY-LAWS:

-By-law No. 21-89 – Agreement with Intelivote Systems Inc. for Voting by Internet and Telephone for the 2022 Municipal Elections

No. 21-556

Moved by: Rick Cerna

Seconded by: Scott Lewis

THAT By-law No. 21-89 being a By-law to authorize the execution of an Agreement with Intelivote Systems Inc. for Voting by Internet and Telephone for the 2022 Municipal Elections be given first, second and third readings, and be properly signed and sealed.

Carried.

-By-law No. 21-91 - Contract Extension with OCWA

No. 21-557

Moved by: Rick Cerna

Seconded by: Dominique Giguère

THAT By-law No. 21-91 being a By-law to authorize the execution of an Amending Agreement with Ontario Clean Water Agency for the provision of operations and maintenance services for water facilities, be given first, second and third readings, and be properly signed and sealed.

Carried.

- By-law No. 21-92 – Elgin-Middlesex Pumping Station (EMPS) Joint Occupancy and Use Agreement

No. 21-558

Moved by: Mark Widner

Seconded by: Scott Lewis

THAT By-law No. 21-92 being a By-law to authorize the execution of a Joint Occupancy and Use Agreement for the Elgin-Middlesex Pumping Station, be given first, second and third readings, and be properly signed and sealed.

Carried.

- By-law No. 21-93 – DataFix Agreement – Election

No. 21-559

Moved by: Scott Lewis

Seconded by: Rick Cerna

THAT By-law No. 21-93 being a By-law to authorize the execution of an Agreement with Comprint Systems Incorporated (doing business as “DataFix”) to provide Election to provide electronic list management services, be given first, second and third readings, and be properly signed and sealed.

Carried.

- By-law No. 21-94 – Borrowing By-law

No. 21-560

Moved by: Max Moore

Seconded by: Chester Glinski

THAT By-law No. 21-94 being a By-law to authorize temporary borrowing during the fiscal year ending December 31, 2022, be given first, second and third readings, and be properly signed and sealed.

Carried.

- By-law No. 21-88 – Intermunicipal Fire Agreement

No. 21-561

Moved by: Rick Cerna
Seconded by: Mark Widner

THAT By-law No.21-88 being a By-law to authorize an intermunicipal agreement for joint ownership of fire communication equipment be given first, second and third readings, and be properly signed and sealed.

Carried.

CONFIRMATORY:

No. 21-562
Moved by: Max Moore
Seconded by: Rick Cerna

THAT By-law No. 21-90, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried.

ADJOURNMENT:

No. 21-563
Moved by: Chester Glinski
Seconded by: Mark Widner

THAT the Council adjourn its meeting at 8:45p.m. to meet again on January 6, 2022, at 7:30 p.m.

Carried.

Mayor – D. Mennill

Clerk – A. Adams



Report to Council

REPORT NO.: DS-22-01
DATE: January 6, 2021
ATTACHMENT: Report Photo, Application, and Comments Received to Date (if any)
SUBJECT: **MINOR VARIANCE APPLICATION NO. D13-MV-10-21 OF
 MATHEW MORRISON**

Recommendation:

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.**

Background:

The subject Application relates to the property located at Part of Lot 19, Concession 12, and known municipally as 12215 Dorchester Road.

The Application seeks 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.

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 6, 2021 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-10-21.

Comments/Analysis:

The subject property is approximately 0.2 hectares 2235.5 square metres (0.5 acres) in area, and has approximately 54 metres (177.1 feet) of frontage along Dorchester Road and 41.3 metres (135.8 feet) of frontage along Ron McNeil Line. There is an existing single-detached dwelling and attached garage. The subject property is bounded by agricultural land to the north and east, and non-farm residential uses to the south and west.

The property owners seek to construct a detached accessory building northeast of the existing dwelling. The subject property is a corner lot; the front lot line is along Ron McNeil Line and the exterior side lot line is along Dorchester Road. The proposed detached accessory building is 4.5 meters from the exterior side lot line and closer to Dorchester Road than their existing dwelling. The existing septic bed is located in the rear yard of the dwelling, leaving the only suitable area for an accessory building towards the exterior side yard of the property.

County of Elgin Official Plan

The subject property is designated "Tier 3 - Kingsmill Corners" on Schedule 'A', Land Use Plan. The subject property has no noted areas on Appendix 1, "Environmental Resource Areas" and on Schedule 'C' of the County Official Plan (Aggregate and Petroleum Resources). In addition to the above, the subject property is identified as having frontage along a "County Collector and Local Road" on Schedule 'B', "Transportation Plan".

Malahide Official Plan

The subject property is designated "Hamlet" on Schedule 'A1' (Land Use Plan). The policies of Section 4.3 of the Official Plan apply to this development. The proposed development is in conformity with these policies.

Malahide Zoning By-law No. 18-22

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

Section 6.3.2 b), c), and d) prohibit accessory structures from being constructed in the location desired. Further commentary will be provided in the following Section of this report.

Public/Agency Comments Received

There have been no comments received from the general public as of the date of writing this report.

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.

The intent of prohibiting accessory structures in the exterior side yard and closer to the road than the dwelling is primarily to ensure safety and visibility for the travelling public on the roadways, and to preserve the rural/residential character of the area. In a Zoning By-law, the exterior side yard requirement is generally the same as the front yard requirement. This is to maintain uniformity with properties to the rear, however in this case the lands to the rear are cultivated farm fields, so there is no uniformity to preserve.

A large septic field exists in the rear yard, leaving no other suitable areas on the subject property to construct the desired shop. The Roads department is not concerned with any implications to road operations and traffic safety. As such, Township Planning Staff have no concerns with this application.

An existing shed is to be demolished.

The standard two (2) conditions are recommended which require the garage to be constructed within two years and in accordance with Application (design of structure and setbacks to front and side lot lines).

Financial Implications to Budget:

N/A.

Relationship to Cultivating Malahide:

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

One of the goals that support the "Our Land" and "Our Community" Strategic Pillars is "Promote new development in a responsible manner that directs growth to appropriate areas with the Township".

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

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

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

The undersigned hereby applies to the Committee of Adjustment for the

TOWNSHIP OF MALAHIDE

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

1. OWNER(S)

- a) Name MATTHEW MORRISON
- b) Mailing Address 12215 DORCHESTER RD
AYLMER, ON N5H 2R6
- c) Telephone No. 519-777-1747
- d) ~~Fax No.~~ Email moma_morrison@hotmail.com

2. SOLICITOR / AUTHORIZED AGENT

- a) Name _____
- b) Mailing Address _____
- c) Telephone No. _____
- d) Fax No. _____

3. LOCATION OF LAND

- a) Lot and Plan or Concession No. PT LT 19 CON 12
- b) Street No. and Name 12215 DORCHESTER RD

4. Names and address of any mortgages, holders and charges or other encumbrances:

Name: Address:

ROYAL BANK OF CANADA
10 YORK MILLS RD, 3RD FLOOR
TORONTO, ON M2P 0A2

5. Nature and extent of relief applied for:

SECTION 6.3.2 (B, C, & D)

6. Why is it not possible to comply with the provisions of the Bylaw?

CORNER LOT

7. Dimensions of the land affected:

- a) Frontage (m) 54 m
b) Depth (m) 41.41 m
c) Area (sq.m / ha) 2,236.14 m²

8. Particulars of all buildings and structures on or proposed for the subject land (specify ground floor area, gross floor area, number of storeys, width, length, height, etc.)

- a) Existing
BEING REMOVED ⇒ HOUSE - 584 sq.m (23.36 m x 7.62 m)
KITCHEN - 7.62 x 3.65 = 28 sq.m
b) Proposed
SHOP - L 40' x W 25' x H 19'
12.19 m x 7.62 m x 6 m

9. Date of acquisition of subject land: May 25 / 2012

10. Date of construction of all buildings and structures on subject lands:

GARAGE - 2016 HOUSE - 1970's ?

11. Existing uses of the subject property:

RESIDENTIAL

12. Length of time and existing uses to the subject property have continued: _____

13. Existing uses of abutting properties:

- a) North FARM LAND
- b) East ROAD
- c) South ROAD
- d) West RESIDENTIAL

14. Services available (check appropriate space(s))

a) Method of Water Supply (if applicable)

- Public Water Supply System ☐ Private Individual Well ☒
- Private Communal Well ☐ Other (please specify) _____

b) Method of Sanitary Waste Disposal (if applicable)

- Private Septic Tank and Tile Field System ☒ Private Communal System ☐
- Other (please specify) _____

15. Applicable Official Plan designation(s): _____

16. Applicable Zoning By-law zone(s): HAMLET RESIDENTIAL

17. Has the owner previously applied for a minor variance in respect to the subject property?

- a) Yes ☐ No ☒

If Yes, describe briefly:

18. Is the subject property the subject of a current application of consent / severance?

- Yes ☐ No ☒

REQUIRED SKETCH FOR MINOR VARIANCE APPLICATIONS

APPLICANT NAME Matthew Morrison
ADDRESS 12215 Dorchester Rd
Aylmer, ON, N5H 2R6

Lot 19 Concession 20 Municipality Malahide

Registration Plan No. _____

Quarter of Township Lot N.E. ☐ N.W. ☐ S.W. ☐ S.E. ☒

See Sketch Instructions on the following page.

ROAD ALLOWANCE BETWEEN LOTS 18 & 19

DORCHESTER RD

AGI FARM

INST. No. 10924 REM.

DEED LINE NO FENCE

N 78° 30' E 135.85' INST. No. 212741 REM. & MEAS.

R.I.B. (1355)

N 10° 51' W 117.18' & SET

DEED LINE

INST.

0.4'

CONCRETE CURB

No.

232748

INST. No. 212741 REM., 11R-2117 & MEAS.

24.20'

BRICK & FRAME RESIDENCE

CARPORT

GARAGE

OVERHANG

CONC. PORCH

52.56'

52.50'

65.50'

35.4'

177.18'

INST. No. 212741 REM. & SET

135.85' INST. No. 212741 REM., 11R-2117 & MEAS.

N 78° 30' E REFERENCE PLAN 11R-2117

LOT CORNER

S.I.B. (741)

N 10° 51' W 17.00'

11R-2117

PART I EXPROPRIATION PLAN D-983

SOUTH DORCHESTER

Ron McNeil
(COUNTY ROAD No. 52)

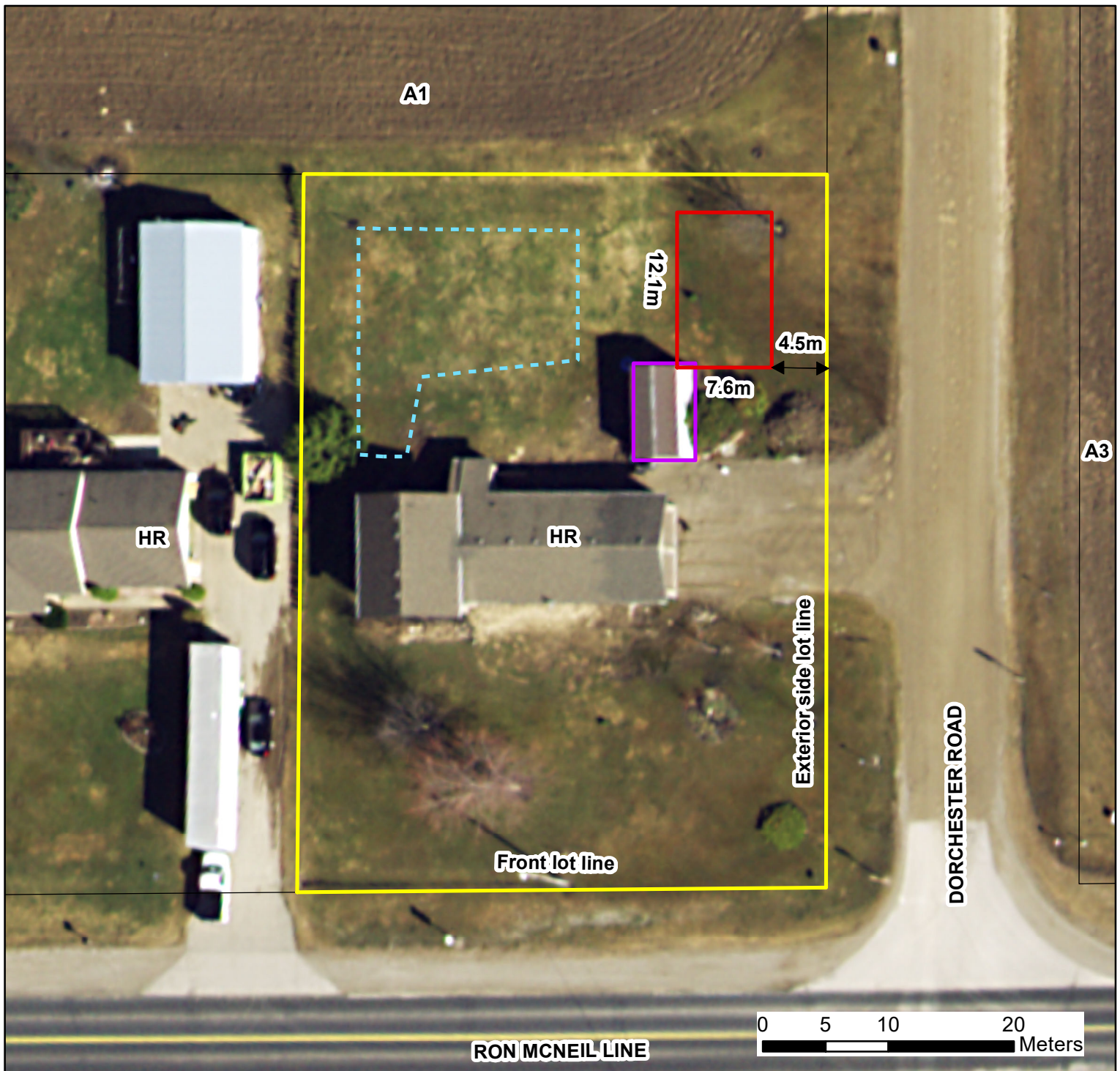
APPLICATION FOR A MINOR VARIANCE

30

Matt Morrison

12215 Dorchester Road
Part of Lot 19, Concession 12
Township of Malahide

**Township
of Malahide
Figure 1**

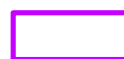


OFFICIAL PLAN DESIGNATION
HAMLET

ZONING
HR HAMLET RESIDENTIAL



Proposed accesory building



Demolished accesory building



Existing Septic Bed (approximate location)





Report to Council

REPORT NO.: DS-22-02

DATE: January 6, 2022
(report submitted December 24, 2021)

ATTACHMENT: Report Photo, Application, By-law

SUBJECT: **Zoning By-law Amendment Application of Ted Empey and Constance Camilleri, (Authorized Agent: David Roe c/o Civic Planning Solutions Inc)**

LOCATION: Part of Lot 19, Concession N Gore (50845 Glencolin Line)

Recommendation:

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.

Background:

The subject Zoning By-law Amendment Application (the “Application”) has been submitted by David Roe c/o Civic Planning Solutions Inc, on behalf of Ted Empey and Constance Camilleri to apply the necessary zoning provisions required to permit MTO safety inspections, routine maintenance and repair of commercial transport trucks associated with “TMP Haulage”, a manure transport business.

The Application relates to the property located at Part of Lot 19, Concession N Gore; Prt 1 of 11R1958, and known municipally as 50845 Glencolin Line.

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

Comments/Analysis:

The subject property is approximately 6,264 square metres (1.5 acres) in area, and has approximately 58 metres (190 feet) of frontage along Glencolin Line and an irregular depth. The subject lands are occupied by an existing single-detached dwelling (owner's residence) and an accessory building described in the application as a "shop". The subject property is bounded by non-farm residential uses to the north and south, and agricultural land to the east and west. A railway line forms the southerly boundary of the lot.

The above-noted accessory building (shop) was erected in 2008 by a previous owner and operated as an auto repair shop (Friesen Auto Repair & Rustproofing). This use, which was not a permitted use under the Township's previous Zoning By-law and current Zoning By-law, ceased operations circa 2018/2019 and no information has been provided to indicate this use enjoys legal non-conforming status.

Based on information provided by the owner's agent Civic Planning Solutions Inc. (David Roe), the owners operate a manure haulage business (TMP Haulage) from a property at 52483 Century Line. The owners wish to *"shift the routine maintenance and repair, including the MTO Safety Inspections to the subject lands located at 50845 Glencolin Line. In order to be licensed to carry out MTO Safety Inspections the Province requires the site to be properly zoned to carry out this work."*

While the proposed use is related to an agriculturally-related use being conducted from another lot on a much wider scale, it would be situated on a rural residential lot as opposed to a farm parcel. In this sense, therefore, it is appropriately assessed as a use which is accessory to the main permitted residential use on the subject lands and shares similar attributes to a home occupation which is permitted in an accessory building in the A4 zone.

Provincial Policy Statement (PPS)

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) provides for the establishment of secondary uses including, but not limited to, home occupations and home industries. It is noted that these terms are not more specifically defined in the PPS.

County of Elgin Official Plan

The subject property is designated 'Agricultural Area' on Schedule 'A', Land Use Plan. Zoning matters are, as a general rule, appropriately addressed by the local municipality unless conformity issues with the Upper Tier Official Plan have been identified.

Malahide Official Plan

The subject property is designated 'Agricultural' on Schedule 'A1' (Land Use Plan). The Official Plan does not specifically address home occupations on existing rural residential lots, leaving this matter to be more specifically regulated in the Township's Zoning By-

law. Provided the proposed use is operated within the parameters established for a home occupation in the A4 zone (and appropriate restrictions on the use are applied through zoning a site plan agreement), conformity with the Official Plan is capable of being maintained.

Malahide Zoning By-law No. 22-18

The subject property is zoned Small Lot Agricultural (A4) on Schedule 'A', Map No. 46 to the Township of Malahide Zoning By-law No. 22-18.

The permitted uses of the A4 zone include:

- animal kennel
- bed and breakfast establishment
- converted dwelling
- forestry use
- group home
- halfway house
- home occupation
- restricted agricultural use
- single unit dwelling

A "home occupation" and the standards applying to such uses are as follows:

"2.98 HOME OCCUPATION

shall mean an occupation, accessory to a residential use, for gain or support and owned, managed and conducted by persons residing on the lot on which the home occupation is conducted along with those persons whom reside elsewhere as may be specified herein. Where a home occupation is permitted within a dwelling, such uses may include the offices, workrooms or consulting rooms of a business profession, trade, craft or hobby but such uses do not include or permit group instruction or a retail store with the exception of the sale of arts, crafts and other handmade articles or things. Where a home occupation is permitted within an accessory building, such uses may also include a carpentry shop, a welding shop, a machine shop, a service shop or a contractor's yard or shop."

5.3.4 Home Occupations

The following provisions shall apply to home occupations:

- a) *shall be permitted only within a dwelling, or within an accessory building;*
- b) *the floor area of the dwelling including the basement area used for the home occupation shall not exceed twenty-five (25) percent of the floor area of the dwelling or forty (40) square metres, whichever is the lesser;*
- c) *the floor area of the accessory building used for the home occupation shall not exceed two hundred (200) square metres;*
- d) *the external character of the dwelling as a residence shall not change or a nuisance, particularly in regard to noise, odour, traffic or parking shall not be created;*
- e) *outside storage shall only be permitted in an interior side yard or a rear yard provided it does not exceed a contiguous area of one hundred (100) square metres;*
- f) *the maximum number of persons engaged in the home occupation but who reside on a lot other than the lot on which the home occupation is conducted shall be limited to one (1).*

Public/Agency Comments Received

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

- The Catfish Creek Conservation Authority (CCCA), letter dated December 17, 2021 - no concerns with the Application for Zoning By-law Amendment

There have been no comments received from the general public as of the date of writing this report.

Notice of the subject Zoning By-law Amendment Application has been circulated to agencies and registered property owners as prescribed and required. As of the date of writing this report, there have been no comments received in response to the Notice of Public Meeting. Any comments submitted will be summarized and provided for the information of the Council/Public at the Public Meeting.

The Township's Consulting Planner has also reviewed the application and provides the following comments:

In response to our inquiries made with respect to the proposed truck inspection/repair facility on the subject lands, the owner of TMP Haulage has confirmed the following operational characteristics:

1. Anticipated hours of operation? *No specific hours of operation. Nothing that is "full-time" and nothing that is daily. Just when the equipment needs to have a safety. We have 3 pickup trucks, 1 straight truck, 5 highway and 8 trailers. We would safety a highway truck and trailer together so we are looking at low 9 times to high 17 times per year on any day Monday – Sunday. All repairs prior to safety are completed at our business in Springfield so on average the shop will be used for ½ hour to 2 hours per safety.*
2. Limits on outside parking of manure trucks and outside storage of other equipment? *The only outside storage would be my (property owner) truck and trailer and a wheel loader and that is not all the time.*
3. Expected number of employees? *My certified mechanic, my son and myself.*
4. Mechanical repairs to trucks? *All repairs to be completed at the Springfield location – minor repairs may be done if something is noticed during the safety that was missed during the earlier repairs.*
5. Will trucks be washed prior to being brought to the site for safeties? *All trucks and trailers will be washed prior to being brought over to site.*
6. Confirm that the trucks are not used to transport human waste? *We do not transport human waste. We only haul solid cattle, horse or poultry manure. Nothing liquid either.*

As a general observation, the subject lands are located in a predominantly rural area and the proposed use is generally removed from other potentially conflicting uses (e.g. rural residential). The shop, which is located to the rear of the dwelling, is screened from neighbouring lands by mature trees and is well set back from Glencolin Line. As previously noted, the trucks are washed off-site either at the "home" operation or at a large truck wash facility near Woodstock.

Given the nature of neighbouring land use, being primarily agriculture, and the location and size of the proposed business, the likelihood of land use conflicts being created is not apparent provided appropriate restrictions are applied through zoning and site plan control. Of particular relevance in this instance is the fact that a “contractor’s yard or shop” (as part of a home occupation) is permitted ‘as-of-right’ in the Small Lot Agricultural (A4), a use which would be permitted on the subject lands (and in an accessory building which would be larger than the floor area of the existing shop) without the need for zoning approvals. A contractor’s yard or shop would, we submit, represent a use of the subject lands which is as likely, or even moreso, to have potentially greater negative impacts on neighbouring properties.

Based on the information provided, it is recommended as follows:

- The subject lands be rezoned from Small Lot Agricultural (A4) to ‘site-specific’ Small Lot Agricultural (A4-23) to permit a motor vehicle repair garage for the purposes of performing MTO safety inspections and minor and incidental repairs on trucks associated with a manure haulage business conducted on a separate lot.
- The zoning limit the accessory building to its existing size, prohibit the outdoor storage of trucks and trailers, limit the number of employees to a maximum of three, and prohibit the performance of any maintenance, repairs or safety inspection on trucks used to transport human waste.
- The “holding” (H) symbol be applied to any re-zoning with its removal contingent upon a site plan agreement being entered into between the Township and the owners.

Financial Implications to Budget:

N/A.

Relationship to Cultivating Malahide:

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

One of the goals that supports the “Our Land” Strategic Pillar is “Protect and Enhance Malahide’s Agricultural Character”. By providing the opportunity for the owners to provide this use and service to the farm community in accordance with applicable planning documents through its support of this proposal, the Council is achieving this goal.

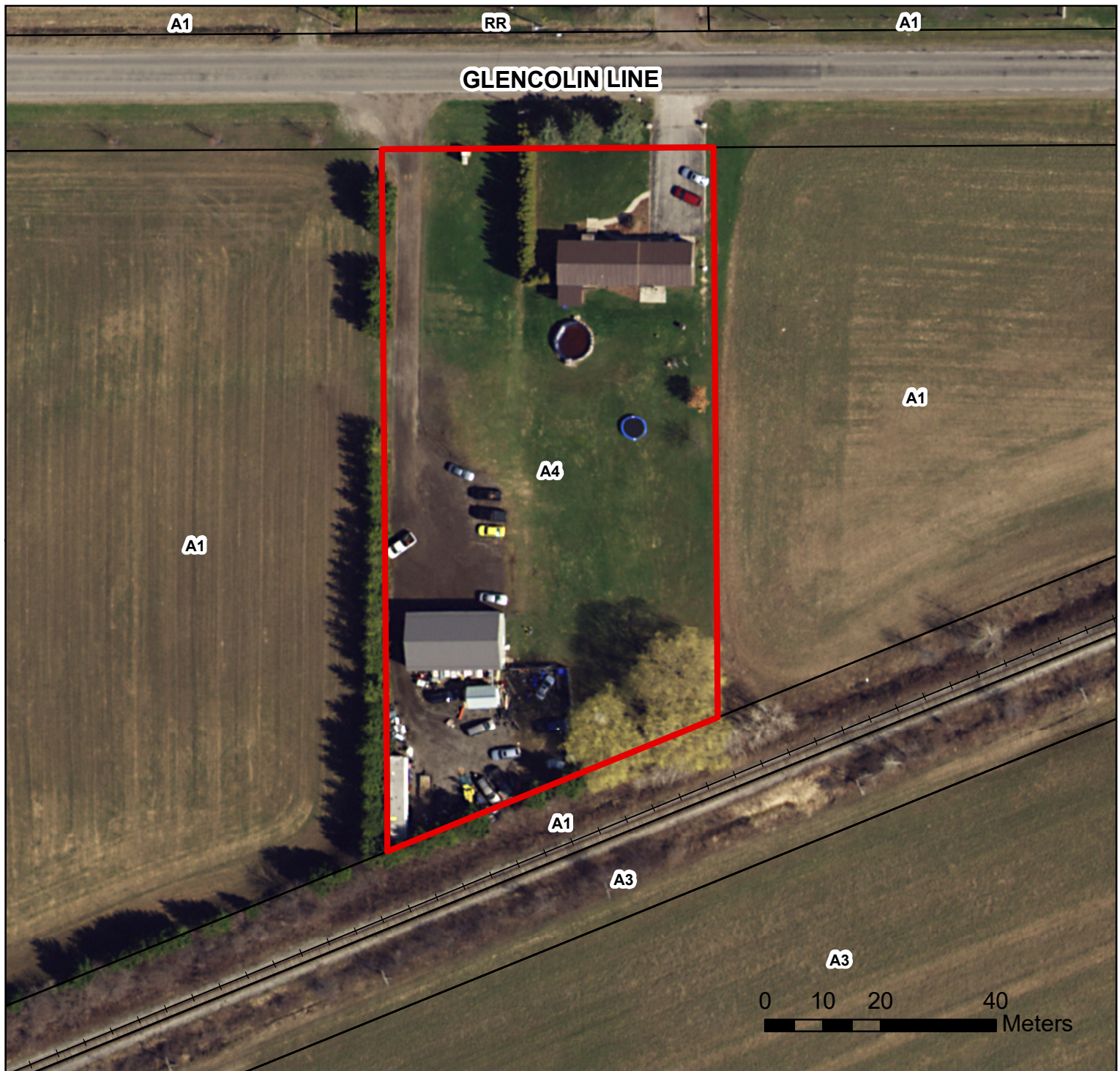
Submitted by:	Reviewed by:
Dan Smith, MA Monteith Brown Planning Consultants, <u>Consulting Planner for the Township</u>	Jay McGuffin, MCIP, RPP Monteith Brown Planning Consultants

Approved by:
Adam Betteridge, Chief Administrative Officer

APPLICATION FOR A ZONING BY-LAW AMENDMENT²⁷
David Roe, agent for Ted Empey and Constance Camillen

50845 Glencolin Line
Part Lot 20, Gore, North Talbot Road
Township of Malahide

**Township
of Malahide
Figure 1**



LANDS TO BE REZONED FROM "SMALL LOT AGRICULTURAL (A4) ZONE"
TO "SITE SPECIFIC SMALL LOT AGRICULTURAL (A4-23-H-1) ZONE"



1. **Registered Owner's Name:**

Ted Empey and Constance Camillen

Address: 50845 Glencolin Line, Aylmer, ON N5H 2R3

Phone No.
(Home):

Business:

519-765-4935

Fax:

Email:

Lot and Concession (if applicable):

Are there any other holders of mortgages, charges or other encumbrances of the Subject Lands? If so provide the names and addresses of such persons.

2. **Applicant / Authorized Agent:**

David Roe, Civic Planning Solutions Inc.

Address: 61 Trailview Dr. Tillsonburg, ON N4G 0C6

Telephone No.: 519-983-8154

Fax:

Please specify to whom all communications should be sent:

Registered Owner () Applicant / Authorized Agent (x)

3. **Legal Description of the land for which the amendment is requested:**

Concession: 7 Lot: 19

Reference Plan No: Part Lot:

Street and Municipal Address No.: 50845 Glencolin Line,

What is the size of property which is subject to this Application?

Area: 6264m² m Frontage: 58 m Depth: 121 m

When were the subject lands acquired by the current owner?

4. **Existing Official Plan Designation:**

Agricultural

How does the application conform to the Official Plan?

Proposal to establish a accessory use to a agricultural related land use.

5. Existing Zoning By-law Classification:

A4 Small Lot Agricultural

What are the current uses of the subject lands?

Existing dwelling with a shop

The shop was used by the previous owners as motor vehicle repair garage

If known, provide the length of time these uses have continued on this property.

If there are any existing buildings or structures on the subject lands provide the following information:

Type	Front Lot Line Setback	Side Lot Line Setbacks	Rear Lot Line Setback	Height	Dimensions
Dwelling	18m	3m	extensive	1 storey	140m2
Shop	extensive	4m	20m	6.24m	140m2

If known, provide the dates in which each of these buildings were constructed.

6. What is the Nature and Extent of the Rezoning?

Rezoning the lands from A-4 to RC to permit the lands to be used "motor vehicle repair garage"

The proposed use will support the owners agriculturally related manure handling business located on another site.

7. Why is the rezoning being requested?

The Owner would like to complete MTO Safety Inspections, routine maintenance and repairs for his manure handling business which he operates off site.

8. Does the proposed Zoning By-law amendment implement a growth boundary adjustment of a settlement area? no

If so, attach separately justification or information for the request based on the current Official Plan policies or associated Official Plan amendment.

9. Does the proposed amendment remove land from an area of employment? no

If so, attach separately justification or information for the request based on the current Official Plan policies or associated Official Plan amendment.

10. Description of proposed development for which this amendment is requested (i.e. permitted uses, buildings or structures to be erected. (Be Specific)

Will utilize existing shop located on the property

No new buildings or expansion of buildings proposed at this time

For any proposed buildings or structures on the subject lands provide the following information:

Type	Front Lot Line Setback	Side Lot Line Setbacks	Rear Lot Line Setback	Height	Dimensions

11. Services existing or proposed for the subject lands: Please indicate with a ✓

Water Supply

Existing

Proposed

Municipal Piped Water Supply	()	()
Private Drilled Well	(x)	()
Private Dug Well	()	()
Communal Well	()	()
Lake or other Surface Water Body	()	()
Other	()	()

Sewage Disposal	Existing	Proposed
Municipal Sanitary Sewers	()	()
Individual Septic System	(x)	()
Communal System	()	()
Privy	()	()
Other	()	()

Note: If the proposed development is on a private or communal system and generate more than 4500 litres of effluent per day, the applicant must include a servicing options report and a hydrogeological report.

Are these reports
attached?

If not, where can they be
found?

Storm Drainage

Provisions: Existing drainage

Proposed Outlet:

12. How will the property be accessed?

Provincial Highway () County Road () Municipal Road – maintained all year (x)
Municipal Road – seasonally maintained () Right-of-way () Water ()

If access is by water, do the parking and docking facilities exist, and what is the nearest public road?

13. Has the subject land ever been the subject of an application under the Planning Act for:

Plan of Subdivision () Consent () No

Zoning By-law Amendment () Ministers Zoning Order ()

If yes to any of the above, indicate the file number and status of the application.

14. How is the proposed amendment consistent with the Provincial Policy Statement 2005?

See attached planning justification report

15. Are the subject lands within area designated under any Provincial Plan(s)? If the answer is yes, does the proposed amendment conform to the Provincial Plan(s)?

no

17. The Owner is required to attach the following information with the application and it will form part of the application. Applications will not be accepted without the following.

(a) A sketch based on an Ontario Land Surveyor description of the subject lands showing

- the boundaries and dimension of the subject lands;
- the location, size and type of all existing and proposed buildings and structures, indicating their setbacks from all lot lines, the location of driveways, parking or loading spaces, landscaping areas, planting strips, and other uses;

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

19. Additional Information as required by Council

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

Date surplus farm dwelling was erected:

n/a

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



1:1,128



0.1 0 0.03 0.1 Kilometers

WGS 1984 Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

- E911
- Local
- Arterial
- Highways
- Elgin Parcels
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- World Imagery
- Low Resolution 15m Imagery
- High Resolution 60cm Imagery
- High Resolution 30cm Imagery
- Citations

Notes

Planning Justification Report – Ted Empey - Rezoning

1.0 Introduction and Development Proposal

Civic Planning Solutions Inc has been retained by Ted Empey to submit and support a zoning by-law amendment for their property located at 50845 Glencolin Line in the Township of Malahide. The applicant proposes to conduct MTO vehicle inspections, routine maintenance and repair of their trucks at this location. The applicant proposes to rezone the subject lands from A4 Zone to RC Zone in order to permit the requested accessory motor vehicle repair garage.

This report includes a review of the **Provincial Policy Statement 2020, Elgin County Official Plan, Township of Malahide Official Plan and Malahide Zoning By-Law 18-22, as amended.**

2.0 Background Information

The subject lands are located on the south side of Glencolin Line, west of Springfield Road. The subject lands are located in Part Lot 19, Concession 7, Township of Malahide. The existing parcel has a frontage of 58m, depth of 121m and an area of 6264m² (1.54ac). There is an existing dwelling where the applicant resides and a 140m² shop located at the rear of the property. The previous owner operated a motor vehicle repair garage within the shop. However there is no indication that this use was a legal use under the present zoning by-law. The surrounding land uses are: North – residential and agricultural, South – railway tracks and agricultural, east – agricultural and west- agricultural and commercial. The shop is setback 77 m from the road and 117m from the closest residential dwelling on a separate property. Other nearby residential dwellings are located 175m and 250m from the shop. The surrounding land uses are a mixture of agricultural and non-farm residential uses.

Mr. Empey operates TMP Haulage (2713612 Ontario Inc.) a manure handling business at 52483 Century Line. This property is leased by the applicant for the purposes of the business. These lands are zoned A3 and contains 175 acres. The property has a dwelling and several agricultural buildings. Equipment used for this business includes 5 to 6 tractor trailers, 3 tractors, 3 spreaders, 4 pay loaders and a float for moving equipment. The business employs 7 workers. The business operates in the flowing manner. They purchase manure from local livestock farms and then truck the manure to their Century Line farm location where it is stored and then loaded and shipped and spread on various farms located in Oxford, Norfolk and Elgin Counties. The business services an area of 160kms from its base, however most of the farms services are located closer to the home base. The hauled manure is spread onto the farmland to increase the organic content of the soils. Most of the receiving farms are on light sandy soils and are used for growing vegetables, tobacco and ginseng. The manure is purchased from farmers and is sold to farmers. This is clearly an agriculturally related use. The purpose of this application is not to relocate the manure handling business but to shift the routine maintenance and repair, including the MTO Safety Inspections to the subject lands located at 50845 Glencolin Line. In order to be licensed to carry out MTO Safety inspections the Province requires the site to be properly zoned to carry out this work. The applicant is aware that some site limitations may be required as part of the planning process. These could

Planning Justification Report – Ted Empey - Rezoning

include: the maximum floor area of the shop, maximum number of vehicles being serviced or repaired at any one time, outdoor storage of trucks, work being done outdoors, the washing of the trucks and trailers, maximum number of workers on the property, whether or not to limit work to only those vehicles owned by the applicant, hours of operation, site plan control restrictions.

3.0 Provincial Policy Statement (2020)

Provincial Policy Statement	Comments
<p>2.3 Agriculture</p> <p>2.3.1 <u>Prime agricultural areas shall be protected for long-term use for agriculture. Prime agricultural areas are areas where prime agricultural lands predominate. Specialty crop areas shall be given the highest priority for protection, followed by Canada Land Inventory Class 1, 2, and 3 lands, and any associated Class 4 through 7 lands within the prime agricultural area, in this order of priority.</u></p> <p>2.3.2 <u>Planning authorities shall designate prime agricultural areas and specialty crop areas in accordance with guidelines developed by the Province, as amended from time to time. Planning authorities are encouraged to use an agricultural system approach to maintain and enhance the geographic continuity of the agricultural land base and the functional and economic connections to the agri-food network.</u></p>	<p>The subject lands are located within areas considered as “Prime Agricultural Areas”.</p> <p>The subject lands are designated “Agriculture” in the Malahide Official Plan.</p>
<p>2.3.3 Permitted Uses</p> <p><u>2.3.3.1</u> In prime agricultural areas, permitted uses and activities are: agricultural uses, <u>agriculture-related uses</u> and on-farm diversified uses. Proposed agriculture-related uses and on-farm diversified uses shall be compatible with, and shall not hinder,</p>	<p>The policy permits agriculturally related uses within Prime Agricultural Areas.</p>

Planning Justification Report – Ted Empey - Rezoning

<p>surrounding agricultural operations. Criteria for these uses may be based on guidelines developed by the Province or municipal approaches, as set out in municipal planning documents, which achieve the same objectives.</p> <p>6.0 Definitions</p> <p><u>Agriculture-related uses: means those farm-related commercial and farm-related industrial uses that are directly related to farm operations in the area, support agriculture, benefit from being in close proximity to farm operations, and provide direct products and/or services to farm operations as a primary activity.</u></p>	<p>The proposed use, that being a “motor vehicle repair garage” is accessory to an agriculturally related use that being a manure handling business. Such business are required to be in close proximity to the livestock farms where they obtain the manure and also in close proximity to the farms which will receive the manure.</p>
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3.1 Guidelines on Permitted Uses in Ontario’s Prime Agricultural Areas Publication 857

The Province issued these guidelines to assist with the interpretation of the PPS policies as they relate to planning applications which may impact lands within Prime Agricultural Areas.

<p>2.2 Agriculture-Related Uses</p> <p>As described in the PPS definition, agriculture-related uses are farm-related commercial and industrial uses. They add to the vitality and economic viability of prime agricultural areas because they are directly related to and service farm operations in the area as a primary activity. These uses may be located on farms or on separate agriculture-related commercial or industrial properties.</p> <p>2.2.1 PPS Criteria for Agriculture-Related Uses</p> <p>All of the following criteria must be met to qualify as agriculture-related uses in prime agricultural areas.</p> <p>1. Farm-related commercial and farm-related industrial use.(from the PPS definition of agriculture-related uses) Farm-related commercial uses may include uses such as retailing of agriculture-related products (e.g., farm supply co-ops, farmers’ markets and retailers of value-added products like wine or cider made from produce</p>	<p>The proposed use is an accessory use to an agriculturally related business. The primary location for the business is located off site on a farm. the proposed accessory use will be located on a smaller parcel within the Agricultural Areas.</p> <p>The manure handling operations is an important service which supports agriculture by obtaining manure from local livestock operations and then delivering the manure and spreading it on other farmlands which require the soils nutrients to be added to the soils. The proposed use will be</p>
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Planning Justification Report – Ted Empey - Rezoning

grown in the area), livestock assembly yards and farm equipment repair shops if they meet all the criteria for this category of uses. Farm-related industrial uses may include uses such as industrial operations that process farm commodities from the area such as abattoirs, feed mills, grain dryers, cold/dry storage facilities, fertilizer storage and distribution facilities, food and beverage processors (e.g., wineries and cheese factories) and agricultural biomass pelletizers if they meet all the criteria for this category of uses. Many of these uses add value to the agricultural commodities produced in the area. Residential, recreational and institutional uses do not fit the definition of agriculture-related uses.

2. Shall be compatible with, and shall not hinder, surrounding agricultural operations.(from PPS Policy 2.3.3.1) Note: this policy applies to both agriculture-related uses and on-farm diversified uses. "Surrounding agricultural operations" are interpreted in these guidelines to include both the property on which the use is located and the area of potential impact around the property. The area of impact may vary depending on the use. To be compatible with and not hinder surrounding agricultural operations, agriculture-related uses should meet all of the following:

- Ensure surrounding agricultural operations are able to pursue their agricultural practices without impairment or inconvenience. While agriculture-related uses (and on-farm diversified uses) may or may not be subject to the minimum distance separation formulae⁴, proximity to nearby livestock facilities may still be a consideration in locating these uses. This will help to avoid conflict between new uses and farming due to odour or other nuisances related to normal farm practices. Examples of other potential sources of conflict include noise that disturbs nearby farm operators and their livestock, trespass incidents, soil compaction, dust and impacts on water quantity or quality. Some uses can result in an increase in traffic that may conflict with slow-moving farm vehicles on local roads. Avoid these uses or mitigate their impacts in prime agricultural areas.
- Uses should be appropriate to available rural services (e.g., do not require the level of road access, water and wastewater servicing, utilities, fire protection and other public services typically

accessory to this agriculturally related use.

There is no indication that the proposed use will have any negative impact on surrounding agricultural land uses. Due to the size of the subject lands some limitations will be appropriate.

While the proposed accessory use could be located within a settlement area there would be a potential for land use conflicts with more sensitive land uses such as residential uses due to the potential for noise and odours caused by the trucks and trailers being serviced.

I am satisfied that the proposed use being an accessory use to a manure handling business is consistent with the policy guidelines.

Planning Justification Report – Ted Empey - Rezoning

found in settlement areas). Approval for a new land use on a property with individual, on-site water and sewage services requires demonstration of “no negative impacts” as per Policy 1.6.6.4 of the PPS. Urban-type uses typically unsuitable in prime agricultural areas include large food or beverage processing plants. These facilities should be on municipal services. Wineries and cideries may fit the definition of agriculture-related uses if they are able to meet all PPS criteria for that category of uses. These uses require licensing from the Alcohol and Gaming Commission of Ontario (www.agco.on.ca) in order to operate. Ensure these uses are appropriate to available water and wastewater services. High water use/effluent generation operations would normally be incompatible in prime agricultural areas and may require capacity beyond what is available on the site. The appropriate scale to qualify as an agriculture-related use needs to be assessed on a case-by-case basis. A necessary first step is to identify required approvals and other requirements to be met to support the use. Examples include a Permit to Take Water or Environmental Compliance Approval under the Ontario Water Resources Act, 1990, and a Building Permit under the Ontario Building Code, 1992. Agriculture-related uses that are compatible when first established may expand and grow over time. Before building permits are issued, the municipality needs to be satisfied that zoning requirements are met. If the compatibility criterion or any other PPS criteria cannot be met, the building permit may be withheld and the expanded business may need to be relocated to a suitable location outside of the prime agricultural area. PPS Policy 2.3.4.1 b) addresses lot creation for agriculture-related uses. Lot creation may be permitted for agriculture-related uses provided that any new lot is limited to a minimum size needed to accommodate the use and its wastewater and water servicing requirements. A best practice is to consider alternatives before creating a new lot. 4

- Maintain the agricultural/rural character of the area (in keeping with the principles of these guidelines and PPS Policy 1.1.4). Compatibility may be achieved by: –re-using existing buildings or locating businesses within existing buildings unless an alternative location reduces overall

Municipal water and sewers services are not required.

The proposed use will not impact the agricultural rural character of the area.

Planning Justification Report – Ted Empey - Rezoning

impacts on agriculture in the area –designing new structures to fit in aesthetically with the agricultural area –minimizing outdoor storage and lighting–avoiding major modification of land and removal of natural heritage features –visually screening uses from neighbours and roadways – limiting the use of signage and ensuring that any signage fits with the character of the area •Meet all applicable provincial air emission, noise, water and wastewater standards and receive all relevant environmental approvals. A use that will result in air, noise or odour emissions (e.g., fabrication plant or equipment repair shop) may require an Environmental Compliance Approval issued under the Environmental Protection Act, 1990. Some uses that have high water requirements or generate a significant amount of wastewater (e.g., produce washing, food processing and wine-making) could require a Permit to Take Water and/or sewage works approvals under the Ontario Water Resources Act, 1990. •The cumulative impact of multiple uses in prime agricultural areas should be limited and not undermine the agricultural nature of the area. Whether a proposed new use is compatible depends in part on other uses in the area and how the area would be affected by all of these uses. For example, the cumulative impact on ground and surface water in the area, wear and tear on roads, traffic safety and demand for policing and fire protection are basic compatibility considerations. The principles of permitted uses identified in Section 1.4 and all compatibility components discussed in this section are to be maintained. The PPS requires prime agricultural areas be protected for long-term agricultural use and that impacts from non-agricultural uses in the prime agricultural area are mitigated. The discussion on impact mitigation in Sections 3.1.3 and 3.2.4 may also be applicable to agriculture-related uses and on-farm diversified uses.

3. Directly related to farm operations in the area.(from the PPS definition of agriculture-related uses)Agriculture-related uses must be directly related to farms in the area, primarily providing products or services that are associated with, required by or that enhance agricultural operations in the area. “Directly related to” means that the use should reflect the type of agricultural production in the area. Examples include:

The lot is an adequate size to accommodate the proposed use subject to some site restrictions.

The proposed use is accessory to a directly related agricultural use.

Planning Justification Report – Ted Empey - Rezoning

- vegetable processing around the Holland Marsh
- processing tomatoes in the Leamington and Chatham-Kent areas
- farm equipment repair, farm input suppliers and grain drying in major cash crop areas
- ginseng drying and distributing in Ontario's Sand Plain area.

4. Supports agriculture.(from the PPS definition of agriculture-related uses)This criterion limits uses to those primarily focused on supporting agriculture. For example, a grain elevator used by farmers in the area supports and benefits area farms.

. Provides direct products and/or services to farm operations as a primary activity.(from the PPS definition of agriculture-related uses)This criterion requires that agriculture-related uses directly service farm operations as a primary activity. "Direct products and/or services" refers to uses that serve an agricultural need or create an opportunity for agriculture at any stage of the supply chain (e.g., seed or fertilizer supplier, farm equipment repair, value-added food and beverage processing and distribution or retail of agricultural commodities grown in the area).

6. Benefits from being in close proximity to farm operations.(from the PPS definition of agriculture-related uses)To meet this criterion, agriculture-related uses must benefit from or need to be located near the farm operations they serve. Benefits may include more effective or efficient operations due to access to feedstock, roads suited to slow-moving farm vehicles, reduced transportation distance and risk of spoilage and marketing opportunities associated with being part of an agricultural cluster.

2.2.3 Examples of Uses that Would Typically Not be Agriculture-Related Uses Examples of uses that would typically not be agriculture-related uses because they do not meet PPS definitions or criteria include: •large food processing plants, large wineries and other uses that are high-water-use or effluent generators and are better suited to locations with full municipal services •micro-breweries and distilleries •contractors' yards, construction companies, landscapers, well drillers, excavators, paint or building suppliers •sewage biosolids storage and composting

The proposed use supports agriculture.

The proposed use provides direct products and services to agricultural operations.

The agricultural related use benefits from being in close proximity to the livestock operations and to the farms that will receive the manure.

The agricultural related use is a manure handling business and should not be considered as a trucking business as the trucking component is only a part of the business.

Planning Justification Report – Ted Empey - Rezoning

<p>facilities for non-agricultural source material</p> <ul style="list-style-type: none"> •antique businesses •art or music studios •automobile dealerships, towing companies, mechanics shop or wrecking yards •rural retreats, recreational uses and facilities, campgrounds or fairgrounds •conference centres, hotels, guest houses or restaurants •furniture makers •institutions such as schools or clinics •seasonal storage of boats, trailers or cars •veterinary clinics •trucking yards 	
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The following policies of the Elgin County Official Plan are relevant to this application:

[illegible]

Planning Justification Report – Ted Empey - Rezoning

processing of crops and/or livestock and/or related items (such as cheese and milk) from a local farm operation in the area.	
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Planning Justification Report – Ted Empey - Rezoning

6.0 Malahide Official Plan

The Malahide Official Plan designates the subject lands “Agriculture”; the following policies apply to this application.

Malahide Official Plan	Comments
<p>2.1 Agriculture Resources Rural Uses</p> <p>2.1.1 General</p> <p>2.1.1.1 Most of the planning area Township is rural agricultural in character and consequently the primary goals and policies of the Plan are designed to retain this type of environment. All other land uses are intended to be supportive of the Plan's major objective to maintain the productive agricultural land base.</p> <p>2.1.1.2 The basic policy framework guiding land use and development in rural agricultural areas in the Township of Malahide is as follows:</p> <p>a) The Township shall encourage the retention and active cultivation of all farmland by:</p> <p>i) Designating “Agriculture” as the primary land use in the rural agricultural areas of the Township with all other land uses as controlled exceptions.</p> <p>ii) Regulating all non-farm uses so that they do not pre-empt, restrict or conflict with agricultural uses.</p> <p>b) The Township shall encourage the growth of agriculturally related industries and commercial activities that are limited in scale and compatible with surrounding</p>	<p>The subject lands are designated Agriculture in the Malahide Official Plan.</p> <p>The proposed use can be considered to be an agriculturally related use which is directly supportive on the local agricultural industry.</p> <p>The proposed use is consistent with the goals of the Plan.</p>

Planning Justification Report – Ted Empey - Rezoning

agricultural operations compatible with the rural agricultural character of the area and provide a source of employment.

2.1.2

2.1.3 Land Use

The "Agriculture" designation shown on Schedule "A1", the Future Land Use Plan of the Township of Malahide Official Plan shall apply to prime agricultural areas in the Township.

2.1.3.1 Agricultural uses will be permitted and encouraged in the "Agriculture" designation. Agriculture-related uses and secondary uses will also be permitted in the "Agriculture" designation provided they are compatible with agricultural uses and do not contribute to land use conflicts. These uses may include surplus farm dwellings on separate lots and farm-related industrial and commercial uses which are small scale and directly related to the farm operation and are required in close proximity to the farm operation, where a farm operation is defined as one or more parcels of land operating under same ownership. Lots for these types of uses will be created in conformity with the policies of this Official Plan. These uses may be zoned to reflect their Agriculture/Residential character. Farm-related industrial and commercial uses will also be zoned in a special category to reflect their agriculture-related characteristics.

2.1.4 Secondary Uses and Agricultural Related Uses

2.1.4.1 In accordance with Section 2.1.2.2, secondary uses will be permitted as of right on farm properties. Permitted uses and sizes of such uses will be clearly defined in the Zoning By-Law

The proposed use is an agriculturally related use and is therefore a permitted use within the Agricultural designation.

The proposed use as an accessory motor vehicle repair garage which can be considered as a secondary use and be permitted by the zoning by-law.

Planning Justification Report – Ted Empey - Rezoning

7.0 Malahide Zoning By-Law as amended

The following zone regulation apply to the subject lands:

Malahide Zoning By-law 18-22	Comments
<p>The lands are presently zoned Agricultural A-4 Small Lot Agricultural Zone.</p> <p>Agricultural uses are permitted. The proposed motor vehicle repair garage is not a permitted use in this zone.</p> <p>The applicant proposes to rezone the lands to Rural Commercial (RC) Zone in order to establish as motor vehicle repair garage on the property.</p> <p>Zone Provisions: Minimum</p> <p>Area: 4000m² Frontage: 30m Front Yard Setback: 33m Side yard setback: 5m</p>	<p>The subject lands have a lot area of 6264m² and a frontage of 58m</p> <p>The existing shop has a front yard setback of 77m, side yard of 4m, rear yard setback of 20m, building height of 6.24m and a floor area of 140m².</p> <p>The proposed lot and shop will meet all the of the zone provisions with the exception of the minimum side yard which is 1m deficient</p> <p>Additional site restrictions may be placed on this use to ensure an appropriate scale and to minimize potential land use conflicts with surrounding properties.</p>

Planning Justification Report – Ted Empey - Rezoning

8.0 Conclusions

I am satisfied that the proposed zoning by-law amendment to rezone the subject lands from A4 to RC to permit the establishment of a motor vehicle repair garage as an accessory use to an established agricultural related use being a manure handling operation located on another property. It is my opinion that the proposed use is a suitable use to be located on the subject lands. It is my opinion that the proposed use is consistent with the policies of the Provincial Policy Statement (PPS 2020), the Elgin County Official Plan and the Township of Malahide Official Plan. As outlined in this report there are options that the municipality can incorporate into the zoning by-law amendment to ensure compatibility of the proposed use with the surrounding uses and to be consistent with the policies of the PPS, Elgin County Official Plan and the Malahide Official Plan.



David Roe, MCIP, RPP

Civic Planning Solutions Inc.

Dated: November 8, 2021

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 22-03**

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

**Ted Empey and Constance Camilleri
50845 Glencolin Line**

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

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

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

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

1. **THAT** Schedule 'A' to By-law No. 18-22, as amended, is hereby further amended by changing the Small Lot Agricultural (A4) zone symbol applicable to the lands located in part of Lot 19, Concession North Gore shown on the attached map comprising of Map "46", to the 'site-specific' Small Lot Agricultural – Holding (A4-23-H-1) zone outlined in heavy solid lines and marked with an **A4-23-H-1** on Schedule 'A' to this By-Law, which schedule is attached to and forms part of this By-Law.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.7 SMALL LOT AGRICULTURAL (A2) ZONE – 'SITE-SPECIFIC' ZONES, by adding the following new subsection.

"5.7.23 a) Defined Area

A4-23-H-1 as shown on Schedule 'A', Map No. 46.

b) Permitted Uses

***motor vehicle repair garage for the purposes of performing MTO
safety inspections and minor and incidental repairs on trucks
associated with a manure haulage business***

all other permitted uses of the A4 zone

- c) **Maximum Floor Area**
*motor vehicle repair garage for the purposes
of performing MTO safety inspections and
minor and incidental repairs on trucks
associated with a manure haulage business* **140 sq m**

- d) **Maximum No. of Employees**
*motor vehicle repair garage for the purposes
of performing MTO safety inspections and
minor and incidental repairs on trucks
associated with a manure haulage business* **3**

- e) **Prohibited Uses**
 - (i) *the maintenance, repair or safety inspection of
trucks used to transport human waste*
 - (ii) *the outdoor storage of trucks and trailers associated
with a manure haulage business*

3. THAT this By-law shall come into force:

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

- b) Where notice of objection has been filed with the Township's Clerk within the time prescribed by the Planning Act and regulations pursuant thereto, upon the approval of the Ontario Land Tribunal.

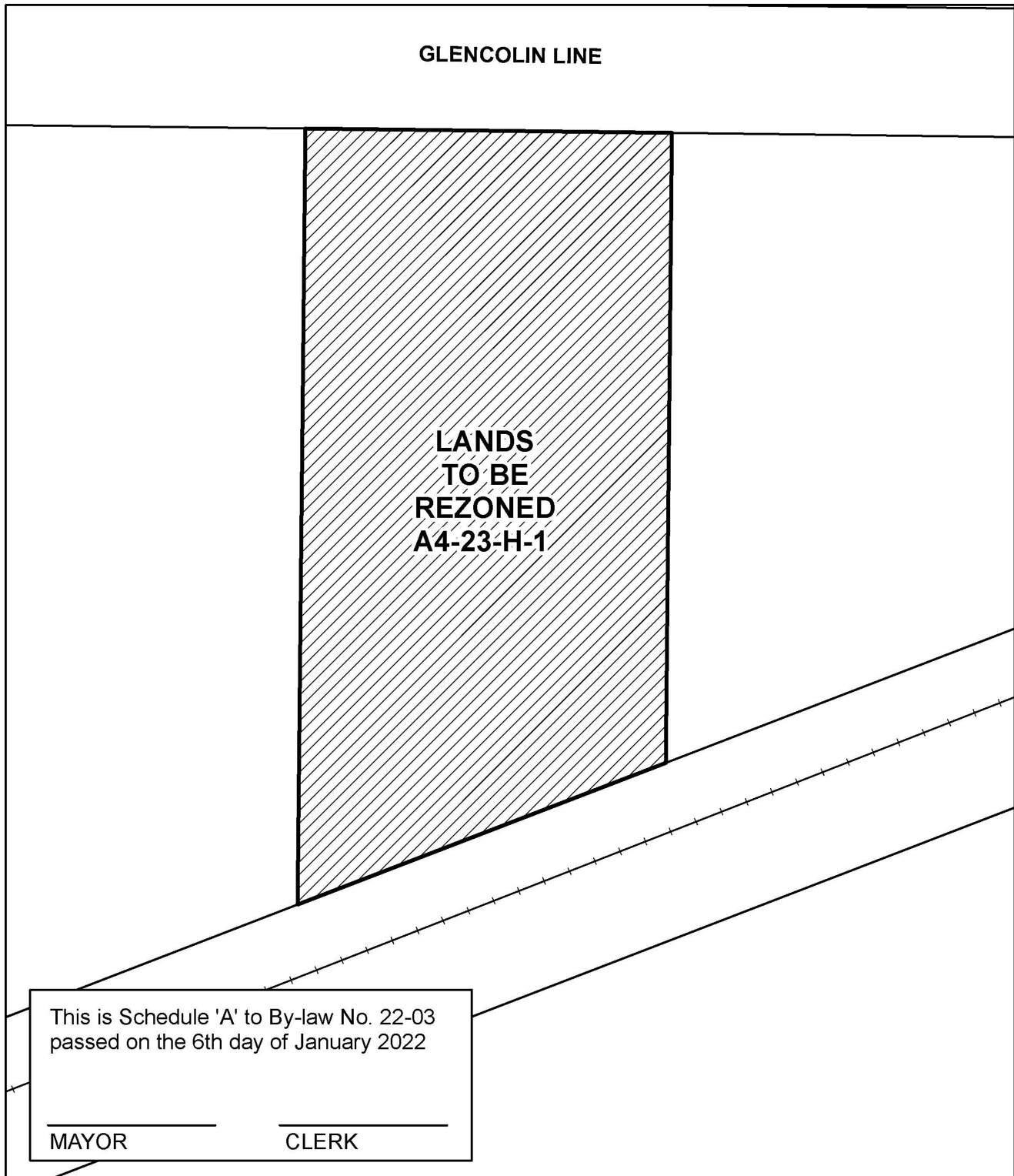
READ a **FIRST** and **SECOND** time this 6th day of January, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of January, 2022.

Mayor – D. Mennill

Clerk – A. Adams

SCHEDULE A



Township of Malahide
Comprehensive Zoning By-law No.18-22

SCHEDULE 'A'
Map 46



Report to Council

REPORT NO.: F-21-16
DATE: December 16, 2021
ATTACHMENT: None
SUBJECT: Emergency Services Activity Report – November

Recommendation:

THAT Report No. F21-16 entitled “*Emergency Services Activity Report – November*” be received.

Background:

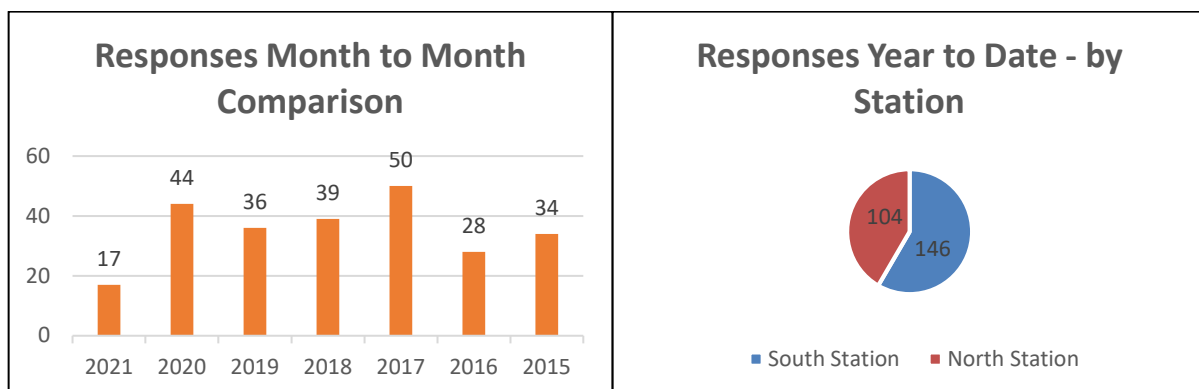
Department Responses

In November, 2021, Malahide Fire Services responded to seventeen (17) incidents as compared to forty-four (44) incidents in 2020, thirty-six (36) incidents in 2019, thirty-nine (39) incidents in 2018, fifty (50) incidents in 2017, twenty-eight (28) incidents in 2016, and thirty-four (34) incidents in 2015.

Medical incidents accounted for approximately twenty-four (24%) of all November incidents in 2021.

The average age of persons requiring medical response in November, 2021 was 53 with a 3/0 male/female ratio.

Of the seventeen (17) incidents in November 2021, South Station responded to fourteen (14) incidents and the North Stations to three (3) incidents.



November by Type	#
Fire	5
Burn Complaint	0
Alarm Malfunction	2
CO Alarm	0
Public Hazard - Wires Down	1
Technical Rescue MVC	4
Technical Rescue Other	0
Medical	4
Assisting Other Fire Department	1
Total	17

Fire Events Loss/Save

There were two incidents reported as structure fires in November, staff were recalled to one of these incidents for a second time later the same day.

Fire Prevention

The November fire safety message of the month was “Are you prepared for an emergency - Get a 72 hour kit”.

Fire Safety Inspections

In November 2021, the Staff conducted one (1) inspections. No formal inspection orders for non-compliance were issued.

Training Revenue

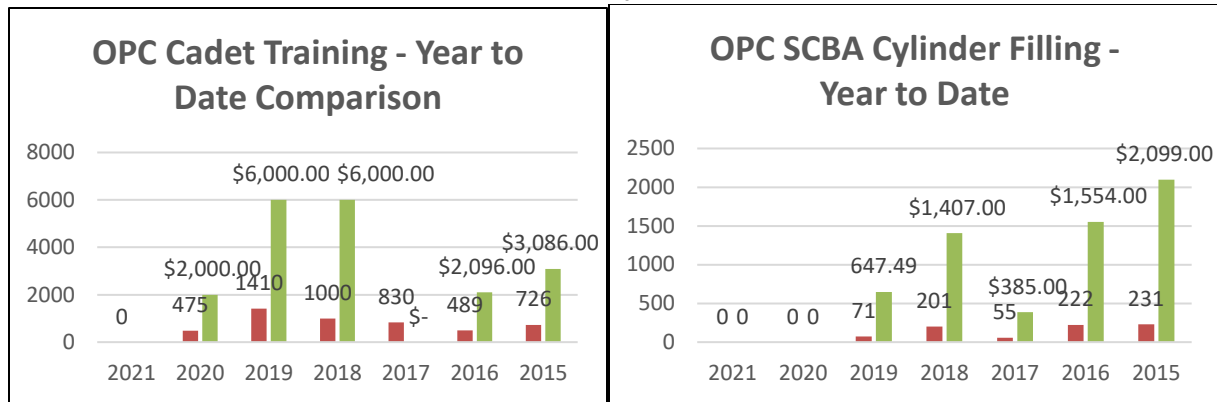
No external DZ training programs were provided in November 2021 to date there has been a total revenue in 2021, after expenses of \$20,292.00.

Ontario Police College

To date in 2021, the Staff have not trained any Police Cadets. The current agreement with the Ontario Police College is that they will reimburse Malahide Fire Service \$2,000.00 per session as well as cover the cost of any equipment that is damaged during any presentation.

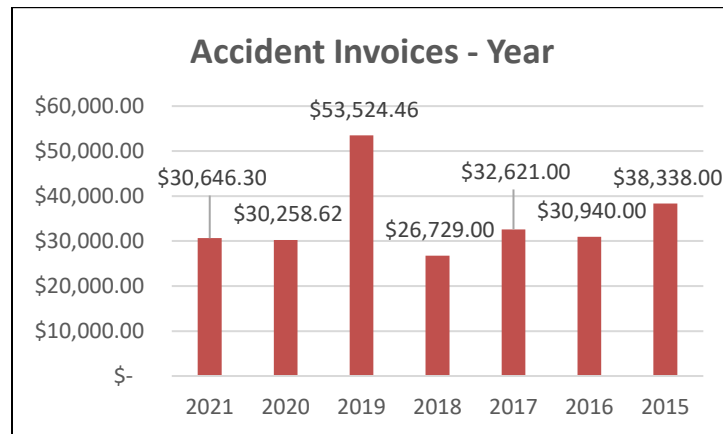
The next training session at OPC was to be scheduled in September, 2021 but to date, the College has not requested this training.

To date in 2021, the Staff have not filled any bottles for the OPC.



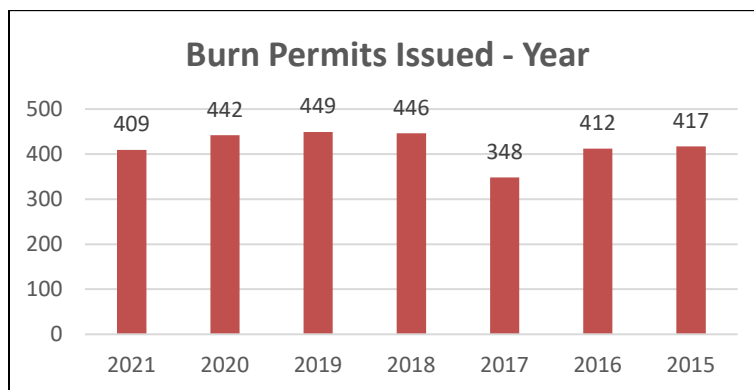
Motor Vehicle Collision Revenues

Malahide Fire Services responded to four (4) motor vehicle collisions (MVC) in November. To date in 2021, we have invoiced \$30,646.30 for services provided to the MTO and to non-residents of Malahide Township (October, 2021 incidents).



Burn Permits

To date in 2021, the Staff have issued four hundred and nine (409) burn permits.



General

Automatic Aid Agreement(s)

The Automatic Aid Agreement with Central Elgin was activated once (1) in November, 2021.

Mutual Aid

In November Malahide Fire Services did not request Mutual Aid assistance.

Malahide Fire Services was requested for Mutual Aid for fire response once (1) by Aylmer.

Emergency Management Program

Emergency Response

No emergency activities in November.

Public Education/Awareness Training

Completed with Fire Prevention and Public Education Program.

Emergency Management Program Committee


On November 24, 2021 CEMC Jeff VanRybroek hosted a session with the Emergency Management Program Committee. This session included Community Control Group training and a table exercise where a scenario of a chemical fire in close proximity to the Village of Springfield was discussed. The Committee also reviewed the Emergency Response Plan and noted that updating was required to be undertaken before the next annual exercise in 2022.

This session met all of the Compliance components required by Emergency Management Ontario and the appropriate reporting to EMO will be completed by Mr. VanRybroek on behalf of the Township of Malahide by the end of 2021.

Relationship to Cultivating Malahide:

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

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

Submitted by:	Approved by:
 J. Spoor, Director of Fire and Emergency Services	Adam Betteridge, Chief Administrative Officer



Report to Council

REPORT NO.: PW-22-01
DATE: January 6, 2022
ATTACHMENT: OCWA Capital Letter and 6-year Capital Recommendations
SUBJECT: **Malahide Water Distribution System - 2021 Review and Provision of Infrastructure Report**

Recommendation:

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

Background:

The Drinking Water Quality Management Standard (DWQMS) requires a procedure to be in place to review, on an annual basis, the adequacy of the existing infrastructure. The review is undertaken to ensure that the integrity of the drinking water system is not compromised.

The Operational Plan requires Staff to report to Council on the condition of infrastructure on an annual basis. In addition, the Operating Authority, being the Ontario Clean Water Agency (OCWA), is required to submit to the Owner on an annual basis, the following information:

- Recommended maintenance to the system
- Capital and lifecycle projects
- Water quality issues that may be related to infrastructure deficiencies
- The overall condition of the water system.

Comments/Analysis:

On October 28, 2021, Mark Harris, of OCWA presented the Staff with the 6-year Recommended Capital and Major Maintenance spreadsheet for the Malahide Water Distribution System. OCWA also is required to submit infrastructure reports based on inspections, testing, and general observations of the infrastructure by the OCWA operators. Additional reports are submitted throughout the year such as hydrant flushing, chamber inspection reports, and valve operation.

This report is an overall summary of OCWA's 6-year recommended Capital and Major Maintenance for the water system. Recommendations are derived through on-site inspections, review of maintenance records, DWQMS Risk Assessment outcomes, discussions with operations staff, and review of laboratory data.

An attachment to this report identifies the Operating Authority's recommendations for maintenance, upgrades, and replacement projects for consideration of Council. This report is submitted to Council to satisfy the requirements of the QEMS (Elements 14 and 15) of the Malahide Distribution System Operational Plan. This approach ensures that the Owners are kept informed on the overall condition of the water system.

Maintenance:

All equipment has been maintained as per OCWA's Work Maintenance System (WMS). OCWA replaced the Hansen WMS with Maximo in late 2017. Maximo provides an enhanced tracking and maintenance for work completed on infrastructure equipment.

OCWA has recommended the following items for 2022:

- Check valve replacement- Copenhagen Booster Station
- PLC Micrologix Controller replacement- Copenhagen Booster Station
- Spare Inventory for Sample Station and Hydrant Maintenance
- Copenhagen Booster Station Pump Maintenance

Capital Projections:

The Operating Authority has provided a 6-year capital projection spreadsheet for the distribution system.

The total six-year projection for expenditures recommended by OCWA for the water system are \$95,000.00. All recommendations are outlined in the attached spreadsheet. It should be noted that some of these recommended items are placeholders to be considered in future budgets as they relate to leak detection and condition assessments studies.

Financial Implications to Budget:

OCWA has identified multiple recommendations for expenditures which may be required over the next six years. For 2022, they have recommended a total of \$34,500.00 in expenditures. Items entered into the spreadsheet attached are reviewed annually by the Staff and included in future budgets for the Council's consideration if deemed necessary.

Summary:

Overall, the system has continued to perform well. It is essential that, as owners of the

system, the Council continues with lifecycle replacements of aging infrastructure. When the system is well maintained through preventative maintenance, it promotes increased reliability and reduces the likelihood of reactive maintenance and costly service interruptions.

Relationship to Cultivating Malahide:

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

One of the goals that support the “Our Local Government” Strategic Pillar relates to “Regularly review departmental operations to determine where financial efficiencies can be found through centralizing appropriate operations, undertaking organizational reviews and work flow. Assessments, etc.”

Submitted by:	Reviewed by:	Approved for Council:
Sam Gustavson, Water/Wastewater Operations Manager	Matt Sweetland, P.Eng Director of Public Works	Adam Betteridge, Chief Administrative Officer



The Corporation of The Township of Malahide

(6-Year Recommended Capital/Major Maintenance from 2022 to 2027)

The Ontario Clean Water Agency has identified the following capital projects/major maintenance for your review and approval.

Ref. No.	Scope of Work	2022	2023	2024	2025	2026	2027	Compliance	DWQMS RA Outcome*	Health & Safety	Repair / Maintenance	Lifecycle Replacement	Improvement	Spare Parts Inventory	Approved by Client	Rationale for Project
	Malahide Distribution System															
1	Waneeta Beach PRV rebuild/service	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -									Last major work 2020. Rebuild/service required every 4-5 years. Protect downstream users from high pressure.
2	Dexter/Imperial PRV rebuild/service	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -									Last major work 2020. Rebuild/service required every 4-5 years. Protect downstream users from high pressure.
3	P.B.01 PRV rebuild/service	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -									Last major work 2020. Rebuild/service required every 4-5 years. Protect downstream users from high pressure.
4	P.B.02 PRV rebuild/service	\$ -	\$ -	\$ -	\$ 3,000.00	\$ -	\$ -									Last major work 2020. Rebuild/service required every 4-5 years. Protect downstream users from high pressure.
5	Spare PRV and rebuild kit for inventory	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -									There is one refurbished spare in stock inventory which can be used for pb01, pb02, dexter/imperial, waneeta beach. No capital recommendations in 6-year spreadsheet unless spare one is used.
6	Copenhagen Booster Station 4-inch check valve replacement	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -	\$ -									Current Check valves may be leaking
7	Copenhagen Booster Station: rebuild or replace 1 1/4 PRV	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	\$ -									Recommend to rebuild or replace the in service 1 1/4 PRV in service in 2024. Brand new installed end of 2019.
8	Copenhagen Booster Station: spare 4-inch PRV: rebuild	\$ -	\$ -	\$ 5,000.00	\$ -	\$ -	\$ -									Recommend to rebuild the recently removed PRV for spare inventory in 2024. Brand new installed end of 2019.
9	Copenhagen Booster Station 4-inch PRV: rebuild	\$ -	\$ 2,500.00	\$ -	\$ -	\$ 2,500.00										Rebuild required every 3-4 years. Allow for booster station recirculation of water during low flow. (4 inch cla-val 90-01 flanged 65# pilot drive) PRV was replaced in 2019 .
10	PLC replacement of micrologix controller	\$ 18,000.00	\$ -	\$ -	\$ -	\$ -	\$ -									Original PLC controller from Original SCADA project in 2007/2008.
11	Hydrant maintenance and repairs	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00									Replace any failed parts discovered during annual fire hydrant flushing.
12	Sample station maintenance/repairs/rebuild kits	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00									Purchase spare rebuild kits and on-going maintenance to sample stations, ball valves and plungers.
13	Replace sample station at Copenhagen Booster Station	\$ -	\$ 8,000.00	\$ -	\$ -	\$ -	\$ -									Original sample station. Requires to be replaced.
14	Copenhagen Booster Station: Spare pump	\$ -	\$ -	\$ 7,500.00	\$ -	\$ -	\$ -									
15	Copenhagen Booster Station Pump 1 (west pump) and motor replacement: goulds 7.5HP 3BF1K1A0 3656S(208/1/60 with 5.94 inch impeller)	\$ 7,500.00	\$ -	\$ -	\$ -	\$ -	\$ -									New motor in 2018, new impeller in 2019. Replace/rebuild pump motor and impeller in 2022.
16	Copenhagen Booster Station Pump 2 (east pump) and motor replacement: goulds 7.5HP 3BF1K1A0 3656S(208/1/60 with 5.94 inch impeller)	\$ 2,000.00	\$ -	\$ -	\$ -	\$ -	\$ -									East pump is brand new including motor in August 2019. Replace impeller in 2022.
Total Capital Estimate		\$34,500	\$17,500	\$16,500	\$16,000	\$6,500	\$4,000									

* NOTE : a requirement of DWQMS v. 2.0 is to consider the outcomes of the risk assessment (RA) documented under Element 8 as part of the system's Infrastructure review

Legend:



H High priority recommended to be completed in upcoming year M Medium priority recommended to be completed in 1 to 3 years L Low priority recommended to be completed in years 4 to 5

Page 1 of 1

2022 Recommended Capital Presented by:
2022 Recommended Capital Approved by:

Mark Harris: Senior Operations Manager
Dale LeBritton: Regional Hub Manager



Report to Council

REPORT NO.: PW-22-02
DATE: January 6, 2022
ATTACHMENT: Petition
SUBJECT: Petition for Drainage – Burks Petition

Recommendation:

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.

Background:

As Council is aware, the Township of Malahide received a petition (see attached) for drainage to have a new drain constructed on Lyons Line.

The landowner, John Burks, has petitioned the Township to have a new drain constructed on the north side of Lyons Line west of the intersection with Whittaker Road. The estimated length of the project is 100 meters. A sketch is included with the petition showing the location of the property requiring drainage.

Comments/Analysis:

As per the requirements under *Sections 5 to 7 of the Drainage Act R.S.O. 1990*, notice was sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs so that they may request an environmental appraisal or a benefit cost statement at their cost. The Township has not received any such requests.

Therefore, Staff is recommending that George Vereyken, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer’s report.

Summary:

The Township received a Petition for Drainage from a landowner at 50795 Lyons Line.

Staff is recommending that George Vereyken, P. Eng., of Spriet Associates Ltd., be appointed by the Council to prepare an engineer's report.

Financial Implications to Budget:

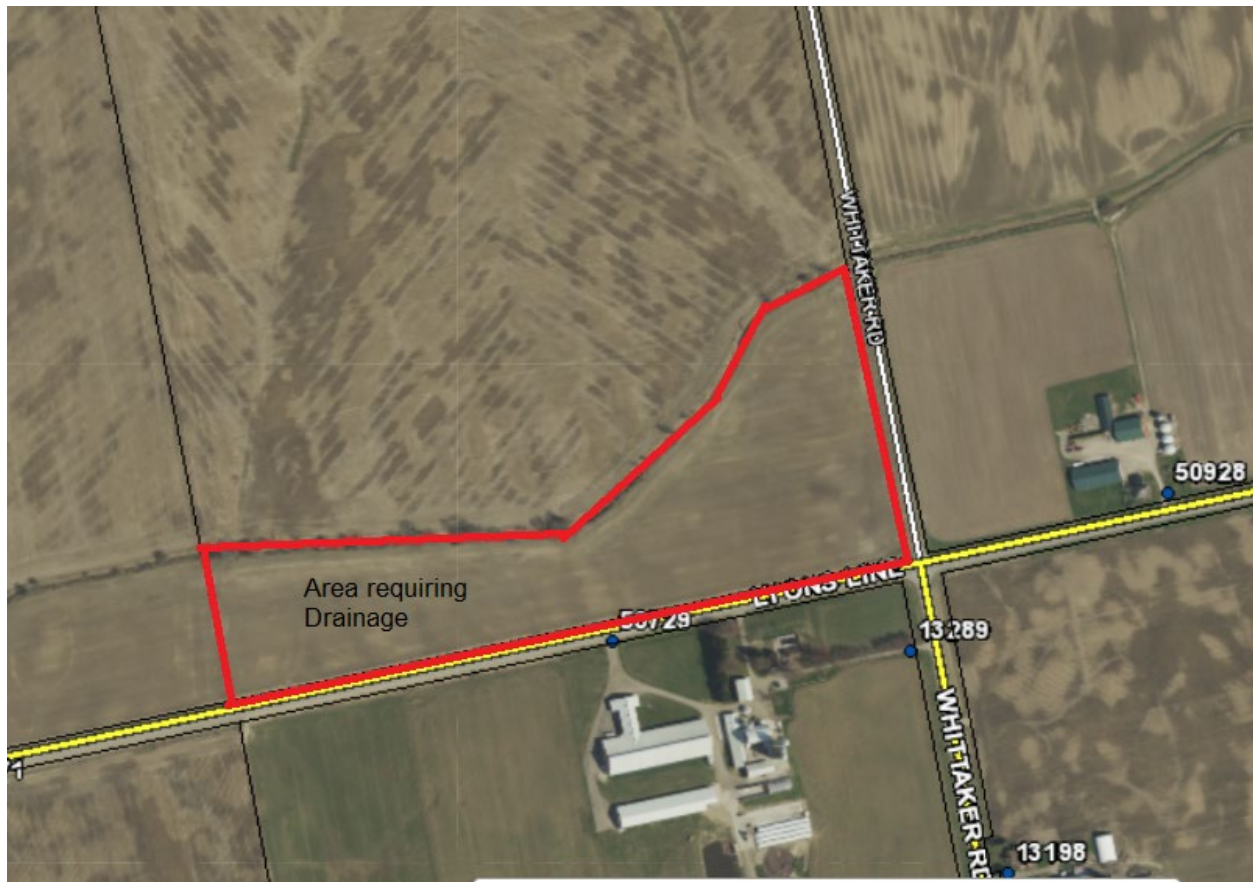
N/A

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, Engineering Technologist/ Drainage Superintendent	Matt Sweetland, P.Eng. Dir. Of Public Works	Adam Betteridge, Chief Administrative Officer



**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*.

To: The Council of the Corporation of the Township of Malahide

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) <u>BURKS</u>	(First Name) <u>John</u>	Telephone Number <u>519-808-0565</u> ext.
--	-----------------------------	---

Address	Road/Street Number <u>50795</u>	Road/Street Name <u>Lyons line</u>
---------	------------------------------------	---------------------------------------

Location of Project	Lot <u>L</u>	Concession <u>10</u>	Municipality <u>Malahide</u>	Former Municipality (if applicable) <u>S. Dorck</u>
---------------------	-----------------	-------------------------	---------------------------------	--

What work do you require? (Check all appropriate boxes)

- ☐ Construction of new open channel
☒ Construction of new tile drain
☐ Deepening or widening of existing watercourse (not currently a municipal drain)
☐ Enclosure of existing watercourse (not currently a municipal drain)
☐ Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project 100 metres

General description of soils in the area clay loam

What is the purpose of the proposed work? (Check appropriate box)

- ☒ Tile drainage only ☒ Surface water drainage only ☐ Both

Petition filed this 19 day of November 2021

Name of Clerk (Last, first name) <u>ADAMS, ALLISON</u>	Signature <u>A Adams</u>
---	-----------------------------

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number Property Description

Ward or Geographic Township

Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☒ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

Number Property Description

Ward or Geographic Township

Parcel Roll Number

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☐ Sole Ownership

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)

Signature

Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)

Signature

Name of Corporation

Position Title

I have the authority to bind the Corporation.

Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial

Petitioners become financially responsible as soon as they sign a petition.

- 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. 8(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, c. D. 17 s. 43.
- 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

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*)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



Report to Council

REPORT NO.: PW-22-03
DATE: January 6, 2022
ATTACHMENT: Request for Improvement Form
SUBJECT: Request for Improvement – J. L. Ferguson Drain

Recommendation:

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.

Background:

As Council is aware, the Township of Malahide has received a Request for Improvement for the J. L. Ferguson Drain that services properties on both sides of Wilson Line, east of Imperial Road. Jim Crane, the landowner at 50176 Wilson Line, has requested the existing drain be reconstructed to alleviate drainage issues he is having on the northerly portion of his property (see location map).

The existing J. L. Ferguson Drain was constructed pursuant to a report done by J. A. Bell, Civil Engineer, dated October 10, 1913.

Comments/Analysis:

As per the requirements under *Section 78 of the Drainage Act R.S.O. 1990*, notice was sent out to local municipalities, local conservation authorities and the Ontario Ministry of Agriculture, Food and Rural Affairs so that they may request an environmental appraisal or a benefit cost statement at their cost. The Township has not received any such requests.

Therefore, Staff is recommending that Mike Devos, P. Eng., of Spriet Associates Ltd., be appointed by the Council to examine the area in question prepare a new engineer’s report.

Financial Implications to Budget:

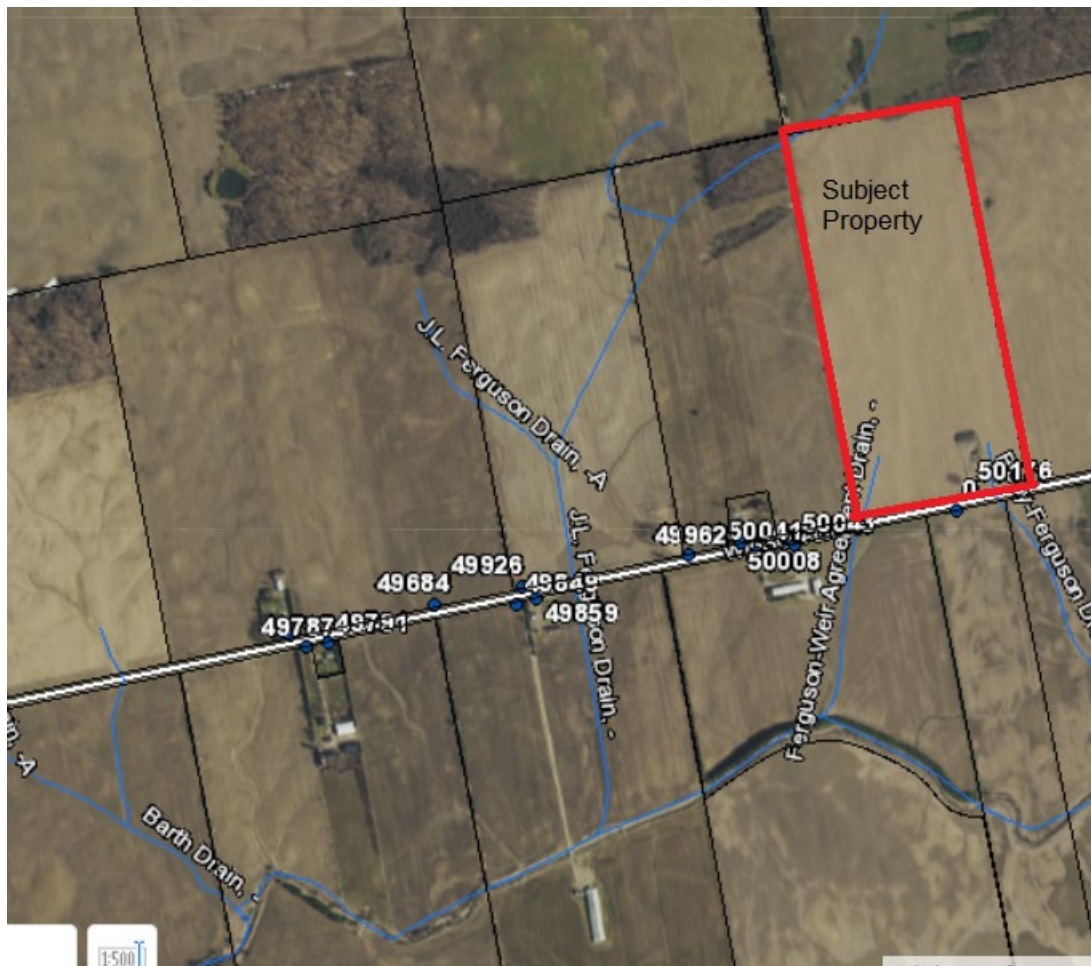
The Township has lands which contribute to the drainage area, and thus, will likely be a party to the Report.

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, Engineering Technologist/ Drainage Superintendent	Matt Sweetland, P.Eng., Director of Public Works	Adam Betteridge, Chief Administrative Officer



NOV 05 2021

Notice of Request for Drain Improvement*Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)*To: The Council of the Corporation of the Township of MalahideRe: J.L. Ferguson Drain

(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- ☒ Otherwise improving, extending to an outlet or altering the drainage works;
- ☐ Covering all or part of the drainage works; and/or
- ☐ Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:
upgrade existing drain from 1913.

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Part of Lot 9, Concession 8

Ward or Geographic Township

Township of Malahide

Parcel Roll Number

340801401008500

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

Sole Ownership

Individual or Sole Ownership

Name (Last Name, First Name)	Signature	Date (yyyy/mm/dd)
CRANE JAMES	<i>J E Crane</i>	2021/11/04

Enter the mailing address and primary contact information of property owner below:

Last Name	First Name	Middle Initial
CRANE	JAMES	E

Mailing Address			
Unit Number	Street/Road Number	Street/Road Name	PO Box
	14867	Putnam Rd	
City/Town		Province	Postal Code
SPRINGFIELD		ON	N0L 2T0
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	
519-269-3945		je crane farmer @ icloud . com	

To be completed by recipient municipality:

Notice filed this _____ day of _____ 20 _____

Name of Clerk (Last Name, First Name)	Signature of Clerk



Report to Council

REPORT NO.: PW-22-04
DATE: January 6, 2022
ATTACHMENT: None
SUBJECT: DRAINAGE UPDATE REPORT

Recommendation:

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

Background:

This report is to provide the Council with an update on the status of the various drainage works as of January 6, 2022.

Comments/Analysis:

Name of Report	Date of petition	Meetings	Status
Appleford Drain (CE Petition)	December 2019	February 2020	Completed summer 2021
Candy Drain	July 2019	May 2021	Waiting for Construction (January 2022)
Cook Drain (Severance)	February 2020	September 2019	Cyril J. Demeyere report pending
Chromczak Drain	September 2021	November 2021	Spriet report pending
Glinski Drain	August 2021	October 2021	Spriet report pending
J.A. Charlton Drain	August 2019	November 2020	Waiting for Construction (January 2022)
Kettle Creek Drain (Cleanout)	April 2020	November 2020	Project has been submitted to KCCA and DFO for review
Maginnis Drain	May 2019	December 2020	Out for Tender

Name of Report	Date of petition	Meetings	Status
Norton Street Drain	October 2021	December 2021	Spriet report pending
Staley Drain	September 2019	November 2020	Waiting for Construction (January 2022)
Sparta Line Drain	June 2021	November 2021	Spriet report pending
Thompson Drain Branches D & E	November 2015	April 2016	Cyril J. Demeyere Ltd. looking at alternative routes for drain.
Tate Drain	May 2020	April 2021	Pending Consideration
W. McIntyre Drain (Re-location)	June 2020	N/A	Waiting to be constructed (Engineers report to follow)
Woolleyville Line Drain	November 2017	July 2018	In discussions with land owners

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 “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:
Bob Lopez, Engineering Technologist/ Drainage Superintendent	Matt Sweetland, P.Eng., Director of Public Works	Adam Betteridge, Chief Administrative Officer



Report to Council

REPORT NO.: PW-22-05
DATE: January 6, 2022
ATTACHMENT: None
SUBJECT: Re-Appointment of Drainage Engineers – Various Drains

Recommendation:

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.

Background:

Section 39(1) of the Drainage Act R.S.O. 1990, states “The engineer shall file the report with the clerk of the initiating municipality as soon as it is completed or, in any event, within one year after the appointment of the engineer or within such further time as may be extended before or after the expiry of the one-year period by resolution of the council of the municipality”.

Currently there are several petition drains in the Township for which we have not yet received an Engineer’s Report. The above- mentioned drains have exceeded the one-year time limit for the filing of an Engineer’s Report as specified in Section 39(1) of the Drainage Act.

Comments/Analysis:

The Township's Engineering Technologist/Drainage Superintendent is recommending that the Council pass a resolution to extend the time for the investigation and preparation of an Engineer's Report for these drains and petitions as specified under Section 39(1) of the Drainage Act. The Staff would recommend extending the above noted appointments for a period of one year.

Financial Implications to Budget:

N/A.

Relationship to Cultivating Malahide:

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

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



Report to Council

REPORT NO.: FIN-22-01
DATE: January 6, 2022
ATTACHMENT: Draft Malahide Water Budget 2022 and User Fee Schedule
SUBJECT: Draft Malahide Water 2022 Budget and User Fee Schedule

Recommendation:

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.

Background:

The Township of Malahide uses Watson & Associates’ 2014 Rate Study and Asset Management Plan as its primary source of guidance for long-term financial planning and rate setting. 2022 is the final year within the scope of the study.

Ontario Clean Water Agency (OCWA) provides operation, maintenance and management services for the Township’s water facilities and systems. Each year, Staff receive capital and maintenance forecasts from OCWA which, along with estimates of other inflationary pressures noted by Staff, are used to formulate the annual draft budget for Council’s consideration.

At its October 28, 2019 meeting, Council approved a 2020 to 2025 Financial Plan as part of its requirements to renew its drinking water licence. This plan was heavily influenced by Watson’s earlier rate study and has been used as a starting point for the development of 2022’s budget.

Strategic Overview

Recently the region has seen water prices climb which has understandably caused great concern for residents. While all agree it would be preferable to relieve residents of this burden, analysis of the financial requirements of the Township's water operations indicate further rate increases can only be delayed, not prevented.

User fees for private benefit services, such as those charged by the Township for water distribution, are strictly on a cost recovery basis. In other words, fees charged are directly related to what it costs to provide the service. The scope of cost recovery must include the cost of infrastructure replacement. This is an area where municipalities have historically failed to prepare for by undercharging services. The series of rate increases approved across the region is largely in part to municipalities trying to make up ground in this regard. Infrastructure costs are particularly challenging for municipalities with low population density like the Township of Malahide.

While fees must ultimately be set on a cost recovery basis, the financial impact on residents is important to consider as part of a long-term financial strategy. Municipalities often assess affordability through comparison to neighbouring municipalities or benchmarking municipal financial burden as a percentage of household income.

Regional Comparison

The table below reports the average annual household cost of water assuming 200 cubic metres of consumption. Water systems purchasing from the Port Burwell Area Secondary Water Supply System, like Malahide and Bayham's Richmond area, have comparatively high rates as population density is low along this secondary system which has driven up the cost of water. Of note is Bayham's dual rate structure which differentiates their pricing based on regional cost recovery. Perhaps counterintuitively, higher density regions like London and St. Thomas are able to set lower rates as they are able to provide water distribution infrastructure more efficiently on a per household basis.

Municipality	Avg. Annual Household Cost (2021)
Bayham (Richmond)	\$1,425
Malahide	\$1,170
Central Elgin	\$995
Bayham (Port Burwell - Vienna)	\$949
Southwold	\$698
Dutton Dunwich	\$654
Aylmer	\$561
West Elgin	\$551

Affordability Benchmarking

While affordability is certainly a subjective concept, some guidance is offered through the annual BMA study. This municipal comparative study, with its 110 municipal participants, provides comparative information for municipalities in a broad spectrum of

areas including municipal burden (property taxes, water and wastewater) as a percentage of household income. The Township's property taxes and service rates have been weighed against the BMA study's ranking metrics in the table below. An average Malahide resident is required to pay between 4.16% to 5.37% of their household income for municipal services. If a Malahide resident were to receive both services, this figure increases to 6.49%.

2021 Municipal Burden as a Percentage of Household Income				
Category	Township of Malahide			2020 Ontario Average
	Municipal Burden	% of Average Household Income	Ranking (BMA Study)	
Property Taxes	\$4,027	4.16%	Mid	3.8%
Water	\$1,170	1.21%		
Sewer	\$1,081	1.12%		
Water/Sewer Combined	\$2,251	2.33%	High	1.1%
Total Burden	\$6,278	6.49%	High	4.5%
<i>Based on the Township's 2021 median residential assessment of \$249,000, annual consumption of 200m³, and an estimated household income of \$96,800 based on Malahide's 2016 census plus an interpolation of income data provided in the 2020 BMA study.</i>				

Financial Planning Next Steps

It is imperative the Township always have a forward-looking rate study. Generally, rate studies should be updated every 5 years rather than at the end of the planning scope of the study. Based on this perspective, an update to the Township's rate study is overdue.

Once approved, a rate study should be actively managed as circumstances change. For example, as surplus or deficits are generated, rate recommendations should change accordingly. It is proposed that a new rate study be initiated in 2022 which also considers and quantifies the Township's long-term strategic goals such as water service connections to Springfield. Deviations from the Township's current financial plan aren't recommended until this planning work is complete.

Budget Summary:

The Township's 2020 to 2025 Financial Plan recommends a quarterly base charge rate increase from \$75.40 in 2020 to \$78.40 in 2021, and a consumption rate increase from \$4.34 per cubic metre in 2020 to \$4.69 per cubic metre in 2021. This will increase the average household burden for municipal water from an estimated \$1,170/year to \$1,252/year, an increase of \$6.83/month.

Change From 2021 to 2022 Budget			
	<u>2021</u>	<u>2022</u>	<u>Change</u>
Staffing	\$77,493	\$90,921	\$3,548
Booster Station	8,100	10,100	2,000
System Operations	594,256	620,272	26,016
Other Admin	26,058	25,681	(345)
Current and Future Capital (Transfer to Reserves)	190,353	238,426	47,073
	\$906,108	\$985,400	\$79,292

As summarized in the previous table, about 40% of 2022's proposed rate increase is required to fund staffing, booster station, and other admin. These costs are difficult to modify and are largely nondiscretionary barring any significant changes to operations. The remaining 60% is to escalate the Township's capital funding capacity through increases to reserve contributions. While all of the Township's financial planning documents speak to a need for improve in this area, the rate at which capital funding improves is somewhat subjective and open for debate. Some considerations have been provided in the Budget Details section of this report as guidance.

Detailed Budget Commentary:

Revenue & Rates

The table below provides historical water rates and the information used to calculate billing revenue:

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Est. Number of Connections	629	640	654	666
Basic Charge Rate	69.70	72.50	75.40	78.40
Basic Charge Revenue	175,365	185,600	197,246	208,900
Consumption (per m ³)	166,217	164,499	163,135	164,600
Volumetric Charge Rate	3.72	4.02	4.34	4.69
Consumption Revenue	618,327	661,286	708,007	772,000
Billing Revenue	793,692	846,886	905,253	980,900

Staffing

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

Category	Changes for 2022
Addition, removal or restructuring of positions	A small portion of the new Asset Management Analyst's wages are assigned to the water budget.
Inflationary increases to general pay grid	Assumed 1.5%
Employee step progression through satisfactory performance reviews	Details are considered confidential under the Municipal Act
Mandated changes to benefit calculations	No significant changes expected
Changes to estimates (e.g. hours worked, functional use of time)	No significant changes expected

The overall increase to staffing from 2021's budget is \$3,548 (4.58%) based on the factors presented above. Malahide assigns labour costs based on the actual hours worked in each functional area. This can cause differences between actuals and budgets in years where a particular functional area requires a higher than expected amount of staff's time. 2021's forecast includes a one-time savings due to a staffing vacancy. No changes are recommended to training and membership budgets for 2022.

Booster Station

The Booster Station at 5020 Imperial Road has a grounds maintenance budget of \$500 for grass trimming and maintenance supplies. The utilities budget is recommended to increase by \$1,600. The Township saw an increase in Hydro costs from 2020 to 2021 that cannot be attributed singularly to hydro rates. Upon staff review, the station's components are in good working condition though as it continues to age, such machinery can become less energy efficient.

System Operations

An average of \$25,600 in repairs costs have been incurred over the last 3 years. The existing 2020 budget of \$27,750 can likely accommodate 2022's expenses barring any significant events. It is important to note that a single watermain break or other significant repair event has the potential to exceed this entire budget allocation so it is important to retain some funding in reserves for such cases.

The Township entered into a contract with OCWA on October 19, 2017. The contract allows OCWA to charge the Township of Malahide a base price plus cumulative inflationary increases each year. Malahide's monthly charge in 2021 was \$6,218. With an inflation rate of 4.9%, the contract is estimated at \$78,272 for 2022. OCWA's contract expires at the end of 2022 so it will be necessary for a new agreement to be considered prior to the upcoming municipal election.

Malahide purchases its water from one of three sources depending on the location of the user within the Township. These sources include the Port Burwell Secondary Water Supply System, Aylmer Area Secondary Water Supply System and the Town of Aylmer. Malahide's cost to purchase water is dependent on the rates of upstream suppliers. Rate increases at a primary supplier level trickle down through secondary and tertiary supply systems and finally to rate payers. Rate increases are being recommended across all levels of Malahide's water supply chain. These figures are displayed in the tables below:

Water Purchases - Supply Chain Rate Increases			
Category	Source	Users	Rate Increase
Primary	Elgin Area Primary Water Supply System (EAPWSS)	Secondary water systems	4.0%
Secondary/ Intermediary	Port Burwell Secondary Water Supply System (PBSWSS)	Malahide tertiary system along the lake	4.3%
	Aylmer Area Secondary Water Supply System (AASWSS)	Users west of Aylmer	4.0%
	Town of Aylmer	Users east of Aylmer	5.8%
Tertiary	Malahide Water Distribution System	Malahide residents	

	Along the Lake	West of Aylmer	East of Aylmer	Consolidated
<u>2021 Budget</u>				
Estimated Annual Demand (m ³)	91,000	12,000	85,670	189,000
Rates	3.02	1.2655	2.24	2.55
Estimated Annual Cost	\$274,820	\$15,183	\$191,900	\$481,903
<u>2022 Budget</u>				
Estimated Annual Demand (m ³)	91,700	12,100	86,400	190,500
Rates	3.15	1.3161	2.37	2.68
Estimated Annual Cost	\$288,855	\$15,925	\$204,768	\$510,250
Estimated 2022 Budget Impact - Purchases of Water				\$28,347

Other Admin

New software, used for meter reading and data collection, was implemented in 2021 at a cost of \$2,900. The Township's software contract requires an identical budget allocation for 2022. The software replaces old software that was no longer being supported and reduces staff time for meter reading.

The overhead transfer-in account represents an allocation of shared resource costs utilized for the provision of water services. This includes use of the Township's facilities, equipment and other shared resources. From time to time it is recommended this allocation be reviewed to prevent cross-subsidization (the funding of water service costs

through property taxes, for example). For 2022, a flat increase of 2% has been applied as contemplated in the Township's Water Financial Plan.

Current and Future Capital

The Township's consolidated water reserves are expected to total \$446,200 going into 2022 and will drop as low as \$199,973 at the beginning of 2023 if the Talbot St. East project is approved for funding by the Province. Despite this relatively low total, the series of rate increases set over the past few years have improved the Township's capacity to fund its capital program. Considering OCWA's annual capital recommendations average only \$12,100 up to 2027, the Township has the opportunity to address its infrastructure funding gap while assets are still in relatively good condition.

Submitted by:	Approved by:
Adam Boylan Director of Finance / Treasurer	Adam Betteridge Chief Administrative Officer
Matt Sweetland, P.Eng., Director of Public Works	

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MALAHIDE TERTIARY WATER SYSTEM

2022 DRAFT BUDGET

MALAHIDE WATER SUPPLY SYSTEM CAPITAL PLAN	2022	2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Budget	Budget

CAPITAL PROJECTS & STUDIES

OCWA DISTRIBUTION SYSTEM RECOMMENDATIONS

Waneeta Beach PRV	-	-	-	3,000	-	-
Dexter/Imperial PRV Rebuild	-	-	-	3,000	-	-
P.B.01 PRV Rebuild/Service	-	-	-	3,000	-	-
P.B.02 PRV Rebuild/Service	-	-	-	3,000	-	-
Copenhagen Booster Station 4-inch check valve replacement	3,000	-	-	-	-	-
Copenhagen Booster Station rebuild or replace 1 1/4 PRV	-	3,000	-	-	-	-
Copenhagen Booster Station : spare 4-inch PRV: rebuild	-	-	5,000	-	-	-
Copenhagen Booster station: 4-inc PRV: rebuild	-	2,500	-	-	2,500	-
PLC Replacement of Micrologix Controller	18,000	-	-	-	-	-
Hydrant Maintenance and Repairs	2,000	2,000	2,000	2,000	2,000	2,000
Sample Station Maintenance/Repair Rebuild Kits	2,000	2,000	2,000	2,000	2,000	2,000
Replace Sample Station at Copenhagen Booster Station	-	8,000	-	-	-	-
Copenhagen Booster Station: Spare Pump	-	-	7,500	-	-	-
Copenhagen Booster Station Pump 1 (west pump) and motor replacement	7,500	-	-	-	-	-
Copenhagen Booster Station Pump 2	2,000	-	-	-	-	-
	34,500	17,500	16,500	16,000	6,500	4,000

TALBOT ST. E 500m (contingent on grant funding)

Municipal Contribution From Reserves	421,053	-	-	-	-	-
ICIP Green Stream Grant	1,157,697	-	-	-	-	-
	1,578,750	-	-	-	-	-

OTHER

Meter Reading Antenna	9,100	-	-	-	-	-
Rate Study	20,000	-	-	-	-	-
	29,100	-	-	-	-	-

TOTAL CAPITAL

1,642,350	17,500	16,500	16,000	6,500	4,000
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CONSOLIDATED WATER RESERVES

Opening Balance	446,200	199,973	483,591	810,661	1,210,847	1,620,533
Add: Annual contribution	238,426	301,118	343,570	416,186	416,186	416,186
Less: Capital projects	(484,653)	(17,500)	(16,500)	(16,000)	(6,500)	(4,000)
Closing Balance	199,973	483,591	810,661	1,210,847	1,620,533	2,032,719

**SCHEDULE “A”
TO
BY-LAW NO. 15-71 (AMENDED)**

Water Rates

ITEM		2020	2021	2022
Base Charge (s.128)	Quarterly	\$72.50	\$75.40	\$78.40
	Annual	\$290.00	\$301.60	\$313.60
Consumption Charge (per cubic meter) (s.120, s.128, s.129, s.130)	Per cubic meter	\$4.02	\$4.34	\$4.69

Water Impost Fees

ITEM	2020	2021	2022
New Connection on existing Water main \$6,225.00 per connection as of 2016, indexed at 3% annually thereafter, plus the cost of the service connection to the water main.	\$7,006.28 plus the cost of the service connection to the water main.	\$7,216.48 plus the cost of the service connection to the water main.	\$7,216.48 plus the cost of the service connection to the water main.

Other Water related Service Fees

ITEM	2020	2021	2022
Hydrant Connection Permit (Bulk Use) The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal staff time and associated costs. The cost of the water purchased is an additional cost, see above. (s.94, s.110(e))	\$80.00 daily fee plus a deposit of \$350.00.	\$80.00 daily fee plus a deposit of \$350.00.	\$80.00 daily fee plus a deposit of \$350.00.
Water Meter Assembly (3/4”) and inspection (s.108, s.110)	\$525.00 plus HST for meters under 3/4” & Full Cost Recovery for meters	\$525.00 plus HST for meters under 3/4” & Full Cost Recovery for meters	\$525.00 plus HST for meters under 3/4” & Full Cost Recovery for meters

ITEM	2020	2021	2022
	larger than ¾"	larger than ¾"	larger than ¾"
New Water connection to inspect from curb stop to house	\$275.00	\$275.00	\$275.00
Water Frost Plates	\$15.00 plus HST	\$15.00 plus HST	\$15.00 plus HST
Connection to waterline where a line tap is required. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs. (s.31).	\$275.00 plus Deposit of \$3,000.00.	\$275.00 plus Deposit of \$3,000.00.	\$275.00 plus Deposit of \$3,000.00.
Water Meter Testing – when no problem discovered. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$140.00 plus a deposit of \$100.00.	\$140.00 plus a deposit of \$100.00.	\$140.00 plus a deposit of \$100.00.
Voluntary Shut Off/On exceeding 1 per year There is one free voluntary shut off/on per year. Each request thereafter is \$50.00.	\$50.00	\$50.00	\$50.00
Water Service Reconnection includes reconnection after shut off for non-compliance and/or non-payment (s.83, s.91, s.138)	\$60.00	\$60.00	\$60.00
Water Disconnection and Inspection The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs (s.84, s.85, s.86, s.90)	\$100.00 plus a deposit of \$1,000.00.	\$100.00 plus a deposit of \$1,000.00.	\$100.00 plus a deposit of \$1,000.00.
Water Meter Maintenance <i>or Replacement</i> The Township will be responsible for normal testing and repairs to maintain water meters in good operating condition. The cost to repair water meters damaged by freezing, vandalism or wilful neglect will be the responsibility of the property owner (s.120)	Full Cost Recovery	Full Cost Recovery	Full Cost Recovery
Repair to replace curb stop and drain valve (<i>when damaged by abutting property resident</i>)	Full Cost Recovery	Full Cost Recovery	Full Cost Recovery
<i>Service Calls:</i> To Read Meter and/or Attend Property Any additional reads other than the regular meter reading for quarterly or final billing purposes (s.129) <i>Any concerns that require attending the property such as water quality, pressure, billing and other.</i>	\$50.00	\$50.00	\$50.00

Administration Fees

ITEM	2020	2021	2022
Transfer to Taxes: Administration Fee for all water accounts left unpaid after the second consecutive billing, and transferred to the corresponding tax account. (s.135)	\$25.00	\$25.00	\$25.00
Penalty – Utilities Imposed on first day of default (s.133)	5%	5%	5%



Report to Council

REPORT NO.: FIN-22-02
DATE: January 6, 2022
ATTACHMENT: Draft Malahide Sewer Budget 2022 and User Fee Schedule
SUBJECT: **Draft Malahide Sewer 2022 Budget and User Fee Schedule**

Recommendation:

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.

Background:

The Township of Malahide uses Watson & Associates’ 2014 Rate Study and Asset Management Plan as its only source of guidance for long-term financial planning and rate setting. 2022 is the final year within the scope of the study.

Ontario Clean Water Agency (OCWA) provides operation, maintenance and management services for the Malahide’s sewer facilities and systems. Each year, staff receive capital and maintenance forecasts from OCWA which, along with estimates of other inflationary pressures provided by staff, are used to formulate the annual draft budget for Council’s consideration.

Strategic Overview

User fees for private benefit services, such as those charged by the Township for wastewater services, are strictly on a cost recovery basis. In other words, fees charged are directly related to what it costs to provide the service. The scope of cost recovery

must include the cost of infrastructure replacement. Infrastructure costs are particularly challenging for municipalities with low population density like the Township of Malahide. Further development in the Springfield area would help reduce pressure on wastewater rates. Each new house would provide \$1,132.08 in annual funding based on 2022's proposed rates.

While fees must ultimately be set on a cost recovery basis, the financial impact on residents is important to consider as part of a long-term financial strategy. Municipalities often assess affordability through comparison to neighbouring municipalities or benchmarking municipal financial burden as a percentage of household income.

Regional Comparison

The table at right reports the average annual household cost of wastewater services assuming 200 cubic metres of consumption.

Affordability Benchmarking

While affordability is certainly a subjective concept, some guidance is offered through the annual BMA study. This municipal comparative study, with its 110 municipal participants, provides comparative

Municipality	Avg. Annual Household Cost (2021)
Malahide	\$1,081
West Elgin (Rodney)	\$971
Central Elgin	\$941
West Elgin (West Lorne)	\$931
Bayham	\$686
Southwold	\$656
Dutton Dunwich	\$550
Aylmer	\$356

information for municipalities in a broad spectrum of areas including municipal burden (property taxes, water and wastewater) as a percentage of household income. The Township's property taxes and service rates have been weighed against the BMA study's ranking metrics in the table below. An average Malahide resident is required to pay between 4.16% to 5.37% of their household income for municipal services. If a Malahide resident were to receive both services, this figure increases to 6.49%.

2021 Municipal Burden as a Percentage of Household Income				
Category	Township of Malahide			2020 Ontario Average
	Municipal Burden	% of Average Household Income	Ranking (BMA Study)	
Property Taxes	\$4,027	4.16%	Mid	3.8%
Water	\$1,170	1.21%		
Sewer	\$1,081	1.12%		
Water/Sewer Combined	\$2,251	2.33%	High	1.1%
Total Burden	\$6,278	6.49%	High	4.5%
Based on the Township's 2021 median residential assessment of \$249,000, annual consumption of 200m ³ , and an estimated household income of \$96,800 based on Malahide's 2016 census plus an interpolation of income data provided in the 2020 BMA study.				

Financial Planning Next Steps

It is imperative the Township always have a forward-looking rate study. Generally, rate studies should be updated every 5 years rather than at the end of the planning scope of the study. Based on this perspective, an update to the Township's rate study is overdue. Once approved, a rate study should be actively managed as circumstances change. For example, as surplus or deficits are generated, rate recommendations should change accordingly. It is proposed that a new rate study be initiated in 2022 which also considers and quantifies the Township's long-term strategic goals.

Budget Summary

The Township's rate study recommends a base charge rate increase from \$90.05/month in 2021 to \$94.34/month in 2022 to generate additional revenues of \$17,412. This will increase the average annual household burden for municipal wastewater from \$1,080.60 to \$1,132.08, an increase of \$51.48.

Change From 2021 to 2022 Budget			
	<u>2021</u>	<u>2022</u>	<u>Change</u>
Staffing	20,788	21,295	507
Pumping Stations	9,075	9,950	875
System Operations	66,201	56,920	(9,281)
Lagoon Operations	67,127	95,500	28,373
Other Admin	9,390	7,901	(1,489)
Current and Future Capital	157,557	155,714	(1,843)
	330,138	347,280	17,142

Detailed Budget Commentary:

Revenue & Rates

The table below provides historical wastewater rates and the information used to calculate billing revenue.

	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>
Est. Number of Connections	299	300	302	305
Basic Charge Rate	82.05	85.96	90.05	94.34
Billing Revenue	294,448	309,450	326,349	345,280

Staffing

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

Category	Changes for 2022
Addition, removal or restructuring of positions	A small portion of the new Asset Management Analyst's wages are assigned to the water budget.
Inflationary increases to general pay grid	Assumed 1.5%
Employee step progression through satisfactory performance reviews	Details are considered confidential under the Municipal Act
Mandated changes to benefit calculations	No significant changes expected
Changes to estimates (e.g. hours worked, functional use of time)	No significant changes expected

The overall increase to staffing from 2021's budget is \$507 (2.44%) based on the factors presented above. Malahide assigns labour costs based on the actual hours worked in each functional area. This can cause differences between actuals and budgets in years where a particular functional area requires a higher than expected amount of staff's time.

Pumping Stations and System Operations

The OPC pumping station has undergone a full replacement at a total project cost of \$3 million of which the Township's share was \$1,269,613. Upon completion of the project, the Township assumed responsibility of the infrastructure which has financial implications for 2022's wastewater budget. Utility costs and grounds maintenance are both expected to increase as a result of the new pumping station.

The Township's operating contract with OCWA will cost \$29,220 in 2022 based on an inflationary increase.

Lagoon Operations

Wastewater from the Ontario Police College and Springfield collection system is pumped to the Aylmer Lagoons for treatment. The Township pays its share of the lagoons' costs based on its percentage of sewage flows. The Town of Aylmer has shared their 2022 wastewater budget which increased by approximately 3% from last year. Malahide's 2021 wastewater budget did not accurately account for lagoon costs thereby creating an operational deficit in 2021 and a higher than average increase for 2022's lagoon operations budget of \$28,373.

Other Admin

Insurance premiums for the Township have increased by 14.5% for 2022 which results in an additional cost of \$526. The overhead transfer-in account represents an allocation of shared resource costs utilized for the provision of sewer services. For 2022, a flat increase of 2% has been applied. Unused budget lines have been removed resulting in an overall net decrease of \$1,489 in other admin costs.

Current and Future Capital

A total of \$18,985 in additional operating funding is required to balance 2022's operating budget. It is recommended to decrease contributions to reserves, which primarily funds capital projects, to offset a small portion of these costs. While this is generally an unadvisable strategy in most situations, there are some factors which make it appealing for 2022's wastewater budget.

- The Township's reserves should be able to adequately fund the immediate capital plan proposed by OCWA so the drawbacks of reducing capital funding will not be immediately felt.
- The Township's wastewater infrastructure is relatively young and in good condition so there will be opportunities in future budgets to improve future capital funding before major capital costs are required.
- The current rate study is dated, a new one will provide more accurate reserve planning recommendations for the next decade.

Submitted by:	Approved by:
Adam Boylan Director of Finance / Treasurer	Adam Betteridge Chief Administrative Officer
Matt Sweetland, P.Eng., Director of Public Works	

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MALAHIDE SEWER SYSTEM CAPITAL PLAN	2022	2023	2024	2025	2026	2027
	Budget	Budget	Budget	Budget	Budget	Budget

CAPITAL PROJECTS & STUDIES

SPRINGFIELD PUMPING STATION AND FORCEMAIN

Wetwell Puimp #1 Repair	-	15,000	-	-	-	-
Wetwell Pump#2: new style oil less pump	-	-	-	-	40,000	-
Building Exterior and root inspection	-	-	1,500	-	-	-
Air Release Valve 1 (Forcemain)	-	-	-	5,500	-	-
Air Release Valve 2 (Forcemain)	-	-	-	5,500	-	-
Air Release Valve 3 (Forcemain)	-	-	-	-	5,500	-
Air Release Valve 4 (Forcemain)	-	-	-	-	5,500	-
Discharge Flowmeter	-	15,000	-	-	-	-
Discharge check valve 1: basement pump station	-	-	-	-	-	-
Discharge check valve 2: basement pump station	-	-	-	-	-	-
Pump Station basement: Discharge pressure transmitter	-	4,000	-	-	-	-
Stand-by generator repairs	2,000	2,000	2,000	2,000	2,000	2,000
Pump Station: MCC Inspection	2,500	-	-	-	-	-
Pump Station PLC UPS replacement of battery	-	-	-	4,000	-	-
PLC: Replacement of micrologix controller	18,000	-	-	-	-	-
Wet Well Power Vent Installation	10,000	-	-	-	-	-
MCC Reserve Contribution	-	-	-	-	-	-
Interior Wet Well Piping/Pump Rails	-	-	-	-	-	30,000
Maximo Data Collction and Work Order Creation	5,000	-	-	-	-	-
	37,500	36,000	3,500	17,000	53,000	32,000

OPC

Health and Safety Components: signage, Fist Air Kits, Lockout tag out equipment	2,500	-	-	-	-	-
Storage: Construct Storage Facility adjacent to new pumping station	-	-	10,000	-	-	-
	2,500	-	10,000	-	-	-

OTHER

Wetwell Pipe Replacements	-	-	-	-	-	30,000
Rate Study	20,000	-	-	-	-	-
	20,000	-	-	-	-	30,000

TOTAL CAPITAL

60,000	36,000	13,500	17,000	53,000	62,000
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RESERVES

Opening Balance	719,422	815,136	934,850	1,077,064	1,215,778	1,318,492
Add: Annual contribution	155,714	155,714	155,714	155,714	155,714	155,714
Less: Capital projects	(60,000)	(36,000)	(13,500)	(17,000)	(53,000)	(62,000)
Closing Balance	815,136	934,850	1,077,064	1,215,778	1,318,492	1,412,206

SCHEDULE "A"
TO
BY-LAW NO. 18-81

Sewer Rates

ITEM		2020	2021	2022
Single Family Dwelling	Annual	\$1,031.50	\$1,080.63	\$1,132.09
	Quarterly	\$257.87	\$270.15	\$283.02
Single Commercial Unit	Annual	\$1,031.50	\$1,080.63	\$1,132.09
	Quarterly	\$257.87	\$270.15	\$283.02
Duplex or two houses on one account	Annual	\$2,062.99	\$2,161.24	\$2,264.17
	Quarterly	\$515.75	\$540.31	\$566.04
Two apartments or Commercial/ Residential Combination	Annual	\$1,052.11	\$1,102.21	\$1,154.71
	Quarterly	\$263.03	\$275.55	\$288.68
Three apartments or Commercial/ Residential Combination	Annual	\$1,578.16	\$1,653.32	\$1,732.06
	Quarterly	\$394.54	\$413.33	\$433.02
Four apartments or Commercial/ Residential Combination	Annual	\$2,104.21	\$2,204.42	\$2,309.40
	Quarterly	\$526.05	\$551.10	\$577.35
Six apartments or Commercial/ Residential Combination	Annual	\$3,156.31	\$3,306.63	\$3,464.11
	Quarterly	\$789.08	\$826.66	\$866.03
Large User (Malahide Community Place and Springfield Public School) *	Annual	\$4,126.00	\$4,322.50	\$4,528.35
	Quarterly	\$1,031.50	\$1,080.62	\$1,132.09

* The large user rate is four times the single family dwelling rate.

Wastewater Impost Fees

ITEM	2020	2021	2022
Each lot created by consent subsequent to the passage of by-law 02-30 that lies adjacent to the sewer works. \$500.00 to be increased 2% annually as of January 1, 2003 of each year thereafter plus \$2,760.00. Payment in full shall be made prior to the creation of the lot.	\$700.12 plus \$2,760.00. Payment in full shall be made prior to the creation of the lot.	\$714.12 plus \$2,760.00. Payment in full shall be made prior to the creation of the lot.	\$714.12 plus \$2,760.00. Payment in full shall be made prior to the creation of the lot.
Each lot created by registered plan of subdivision or consent subsequent to the passage of by-law 02-30 that requires an extension of the sewage works. \$500.00 as of January 1, 2003 to be increased 2% annually thereafter plus a negotiated impost sewer rate per lot that shall not exceed \$2,760.00 per lot. Payment in full shall be made prior to the creation of the lot.	\$700.12 plus a negotiated impost sewer rate per lot that shall not exceed \$2,760.00 per lot. Payment in full shall be made prior to the creation of the lot.	\$714.12 plus a negotiated impost sewer rate per lot that shall not exceed \$2,760.00 per lot. Payment in full shall be made prior to the creation of the lot.	\$714.12 plus a negotiated impost sewer rate per lot that shall not exceed \$2,760.00 per lot. Payment in full shall be made prior to the creation of the lot.

Miscellaneous Wastewater Fees

ITEM	2020	2021	2022
New Private Sewer Connection to inspect from Stub to house.	\$275.00	\$275.00	\$275.00
Unblock Residential Sewer, during working hours	\$150.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the	\$150.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the	\$150.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the

ITEM	2020	2021	2022
	deposit. If the deposit exceeds the actual costs, a refund will be made.	deposit. If the deposit exceeds the actual costs, a refund will be made.	deposit. If the deposit exceeds the actual costs, a refund will be made.
Unblock Residential Sewer, after hours	\$225.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.	\$225.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.	\$225.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made.
New Sewer Stub Installation	\$275.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$275.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$275.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.

Administration Fees

ITEM	2020	2021	2022
Transfer to Taxes Administration fee for all wastewater accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account. (s.135)	\$25.00	\$25.00	\$25.00
Penalty - Utilities	5% imposed on first day of default (s.133)	5% imposed on first day of default (s.133)	5% imposed on first day of default (s.133)

Enhancing Programs and Services for Older Adults in Elgin County

STRATEGIC REVIEW & RECOMMENDATIONS



Corporate
Training
Solutions

October 5, 2021

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Executive Summary

Background

In June 2021, Elgin County expressed interest to Fanshawe Corporate Training Solutions to engage in a parallel study to the City of St. Thomas senior services review to examine rural programming and services for seniors and better understand what exists and opportunities for improvements. In the spirit of collaboration, two Elgin County representative joined the Technical Working Committee (TWC) comprised of community stakeholders in the City of St. Thomas that had been convened to review the changing program and service needs of the older adult demographic in the City. The Elgin County review was initiated based on identified needs for seniors' recreation, health, wellness, and socialization programming outlined in the Elgin St. Thomas Age Friendly Community Plan. Changes due to COVID-19 as well as future population projections of older adults 55 plus further highlighted the need to better understand and adapt to the evolving recreation, leisure, and social needs of the community going forward.

This review identifies existing resources across the municipalities of Elgin County that can be leveraged and further supported to offer a mix of programming that aligns with age-friendly policy and the local needs of each community. New program ideas and strategies are also presented that highlight regional and national rural best practices that could be implemented in Elgin County.

Approach

The review was completed between June 16, 2021 to October 4, 2021. Key information was presented to the Elgin County Chief Administration Officer (CAO) (Julie Gonyou), the Director of Community and Cultural Services of Elgin County (Brian Masschaele) as well as the Chief Administration Officers of each municipality in the County at various points throughout the project. The following steps and deliverables were completed:

- Review of progress with a technical working committee made up of St. Thomas and Elgin County stakeholders as well as the Local Municipal CAOs to guide the review process
- Conduct an environmental scan of three regional and three national comparable rural counties
- Identify existing community resources and develop a detailed program inventory tool
- Conduct key informant interviews from each municipality
- Create a community profile using policy foundations, community demographics, market research psychographics, and 25-year population projections
- Administer a community stakeholder survey completed by nine organizations or groups
- Conduct an older adult survey completed by 429 residents in St. Thomas and Elgin County (including 100 responses from Elgin County)
- Map program locations and identify new program spaces in each municipality

- Analyze six program/leisure guides to identify best practices
- Develop outreach and marketing plans using the Integrated Marketing Communications (IMC) approach

The technical committee, community stakeholders, and residents were engaged during the review despite the fact that COVID-19 protocols limited the ability to conduct face-to-face interactions. Findings from the primary research were validated and compared to broader demographic and policy trends to ensure recommendations were tailored to the needs of communities across the County.

Key Findings

The review identified the following key findings:

Deliverable/Area of Focus	Key Findings
Defining Existing Community Resources	<ol style="list-style-type: none"> 1. In other rural communities, programming is often organized by local health organizations and programs reviewed were similar, with fitness, crafts, and ancestry research programs, being the most popular 2. Five of the six counties had a dedicated seniors' centre located in a larger community and two had a program/leisure guide 3. Fitness, basic needs, and leisure programs are predominant; while, new social, respite, and arts and culture programs could be considered 4. Targeted age group (55+) programming could increase older adult engagement 5. Existing resources can be utilized or promoted in new ways to engage new participants
Foundational Information and Community Profile	<ol style="list-style-type: none"> 1. Activity levels are lower in Elgin comparative to the province overall while rates of the 55+ demographic living alone are higher. 2. The 55+ population will stabilize and the 75+ population will grow in the next 25 years across Elgin. 3. There are a higher number of older adults living alone, particularly in Aylmer, Dutton/Dunwich, and West Elgin, indicating that social isolation among older adults is a factor.
Community Based Surveys	<ol style="list-style-type: none"> 1. Many programs and services exist already within the County; however, some are full or waitlisted. 2. Community agencies are interested in offering more programming, but are restricted due to staffing, resources, space limitations and funding. 3. Many older adults are interested in participating 2-3 times per week, but are unaware of programs and services available. 4. The majority of older adults prefer higher intensity activities with 70% stating their favourite program was either fitness or sport.
Program Summary	<ol style="list-style-type: none"> 1. A seasonal older adult's program guide designed for accessibility with City, County and Local Municipal Partner information is advised. 2. Facilitating new community partnerships can help increase cross-promotion of existing programs and draw in new registrants.

Future Considerations	<ol style="list-style-type: none"> 1. Many rural counties utilize a local seniors' centre to diversify program options and increase access to grant funding. 2. Partnership and participation in St. Thomas Seniors' Centre committees could help promote information sharing and improve system navigation for all.
Facility Determination	<ol style="list-style-type: none"> 1. Geographic location impacts access to programs and services. 2. Virtual and telephone programming should be promoted when geographic location could lead to isolation. 3. Opportunities to support community organizations in need of free space should be explored, including venues that did not appear in the program inventory.
Outreach Methodologies	<ol style="list-style-type: none"> 1. New outreach and marketing strategies, both online and offline, are needed to raise awareness of programs and services, especially to socially isolated older adults across the County. 2. Outreach strategies should focus on a central message or theme that can be promoted across municipalities to help with system navigation. 3. A coordinated loyalty or rewards program could be considered to increase repeat registration and word-of-mouth marketing.

Recommendations

The final recommendations of the review are as follows:

1. Create diverse programming options, as outlined in the program roster, to meet the various needs and abilities of adults 75 plus due to increased population projections in Elgin County in the next 25 years.
2. Maintain promotion of fitness, sport, and leisure programs, and increase respite, social, and arts and culture programs.
3. Continue regular, daytime programming, but explore virtual programming (both online and via telephone) via partnership, such as with the St. Thomas Seniors' Centre.
4. Leverage the program inventory to develop new private and public partnerships and maintain the tool for referral and navigation purposes.
5. Strengthen Cross-County system navigation by convening an Older Adults Programs and Services Network made up of County stakeholders and older adults.
6. Identify resources that can be shared with community partners to enable new programs, such as indoor and outdoor spaces that can be made available for free.
7. Establish a partnership with the St. Thomas Seniors' Centre to cross-promote programming and develop new programs that align with older adult recreation interests and mutually benefit both parties.
8. Create a seasonal, activity guide for City of St. Thomas and Elgin County combined that focuses only on older adult 55+ programs and services, is available in larger font and accessible online and in print formats.

9. Develop an integrated marketing communications plan using a blend of traditional and digital strategies to increase awareness of older adult programs and services, focus on a central theme or messaging, and enhance participant engagement.
10. Consider a rural loyalty or rewards program that encourages St. Thomas and Elgin County older adult residents to try new activities located across the County.

Next Steps

Suggested next steps include:

1. Seek feedback and input from the Technical Working Committee and County and Local Municipal CAOs on the final report
2. Assess recommendations and determine top five priorities
3. Create an implementation plan and assign roles and responsibilities

The review indicates that there is clear demand for older adult programming in the County and a collaborative approach in which stakeholders work together and with the County is desired. Additionally, many of the community stakeholders who completed the survey indicated they would be interested in the findings of the review and how they can contribute to future collaboration. The list of community stakeholders (included as part of the program inventory) is provided to offer a starting point for these discussions. The County CAOs may wish to continue meeting to discuss how to prioritize the recommendations in the report or alternatively establish an advisory committee with additional space for community stakeholders and older adult residents to provide feedback and input. Once priorities are determined, roles, responsibilities, and timelines can be assigned.

Introduction

In Elgin County, the population of older adults 55 plus will stabilize by 2031; while the population of adult 75 plus will continue to grow over the next 25 years. This, combined with recent physical, emotional, and social impacts of the COVID-19 pandemic on vulnerable older populations, support the need to review and assess current and future programming and services for seniors. With this study, the aim is to review existing programs and services for older adults offered in Elgin County and assess how these offerings can be enhanced to further support and engage a rapidly growing aging population.

Demographic factors such as age, income, and housing are key components to consider when examining programs and services in an age-friendly community. The older adult population aged 55 and over in Elgin County (including St. Thomas) comprises 34% of the total population in the region and is projected to grow to 37% by 2046. In 25 years, the region will be home to more than 46,000 people over the age of 55 (Ontario Ministry of Finance, 2021). Income levels are also lower in Elgin County on average than throughout Ontario. The average annual income for individuals in Elgin County is \$43,751 and the average household income is \$89,457 – which is 15% and 22% lower than the provincial averages (SimplyAnalytics, 2021). Furthermore, a considerable proportion of older adults in Elgin County live alone, have a desire to remain independent, and prefer to engage in community programs that provide them the opportunity to stay fit and be social. These factors demonstrate the basis for this senior services review as the older adult population is growing quickly and has diverse needs.

The Elgin St. Thomas Age Friendly Community Plan (AFCP) was a key reference document. The AFCP recognizes that recreation and leisure opportunities have multiple tangible benefits for the community including enhanced mental, physical and social well-being. This review takes a community-based approach in alignment with existing plans and data to strengthen inclusion, belonging and civic engagement.

This report provides insights about what programs and services have been successful in the past, an inventory of current offerings, and what aspects of programs and services can be improved to meet the evolving needs of the older adult community in Elgin County.

Background and Methodology

Summary of Methodology & Deliverables

In June 2021, Elgin County joined a Technical Working Committee (TWC) comprised of community stakeholders in the City of St. Thomas that had been convened to review the changing program and service needs of the older adult demographic in the city (see Appendix A for a list of members). A parallel review was initiated at the County level once a work plan was approved on June 14, 2021.

Project presentations and facilitated sessions with the TWC took place virtually on a bi-weekly basis in addition to interviews, focus groups and brainstorming exercises. The following nine key deliverables were identified with a completion date of October 7, 2021:

1. Defining Existing Community Resources
2. Foundational Information and Community Profile
3. Community-Based Surveys
4. Program Summary
5. Future Considerations
6. Facility Determination
7. Outreach Methodologies
8. Final Recommendations/Report

The Elgin County senior services review utilized multiple data sources, including primary and secondary research and grey literature (e.g. policy literature, working papers, government documents, white papers, urban plans, etc.) to better understand the demographic and social shifts in the County among the aging population and provide recommendations for recreation and leisure programming that aligns with the priorities outlined in the Elgin St. Thomas Age-Friendly Community Plan (AFCP). Disruptions to programming caused by COVID-19 were apparent throughout the project. Every attempt was made to understand the programming landscape before the pandemic and the anticipated program mix as facilities were able to re-open.

Several tools were developed from the various data sources and are included as supplemental resources to this report to assist in the planning and implementation of the recommendations. These resources include presentations, environmental scans, policy summaries, program inventory, program summary, community stakeholder and senior survey results, facility determination, and outreach plan.

Definition of the Target Audience

The initial tasks for the TWC were choosing the terminology used to refer to the target audience and the age range to focus on. The terms ‘seniors’ and ‘older adults’ are both used in the AFCP somewhat interchangeably; however, the actual age ranges implied by either term can be different. For example, the term ‘seniors’ often refers to the 65+ demographic, which aligns with the traditional age of retirement. In contrast, the term ‘older adults’ can refer to the 50+ or 55+ age group. Ontario’s Age Friendly Communities strategy notes there is significant diversity within the older adult and senior population in terms of mobility and activity levels, health status, lifestyle, and leisure interests (“Creating a More Inclusive Ontario”, 2021). Therefore, a clear, shared definition was needed to ensure the review focused on the correct target audience.

Summary

The TWC had already decided to use the “Older Adults 55+” terminology and age range when the County joined the project. Various factors related to lifestyle, age, mobility and accessibility were considered. The age groups known to be attending current programs and those whom they would like to target in the future were also discussed. The County did not express any concerns with the chosen terms and age range as the reasoning behind the committee’s decision also aligned with trends occurring in the county context.

1. Existing Community Resources

A thorough review of older adult programming and services in rural communities (provincially and nationally) was conducted through an environmental scan (e-scan) to determine a baseline and common themes. Secondly, an in-depth program inventory was created to identify existing community resources and gaps or opportunities for future programming and services.

Environmental Scan

An environmental scan (e-scan) is a detailed investigation of comparable communities to identify similarities, differences, and best practices. Scans were conducted at the regional and national level based on comparable population size to Elgin County, close proximity to a large urban centre (as Elgin County residents live in close proximity to London and/or St. Thomas), and when possible, prominence of coastline in the County geography, as the Lake Erie coastline impacts the recreation and leisure activities available in the County compared to landlocked communities. Table 1 shows the older adult (55+) population, facilities and services available in the reviewed communities. More detailed versions of the e-scans can be found in Appendix B.

Table 1: Facilities and Services Inventory of Comparable Communities in E-Scan

County and County Seat	Older Adult (55+) population	Seniors’ Centre in the County	# of Library Branches	Other Notable Facilities	Program/Leisure Guide
Elgin – St. Thomas, ON	28,960	St. Thomas Seniors’ Centre	10	Southwestern Public Health	Y – Low Cost Activity Guide
Grey - Owen Sound, ON	38,715	Active Lifestyles Centre Grey-Bruce	10	SPARC Seniors Programs and Respite Care – in-home therapeutic care	Y – For older adults
Huron - Goderich, ON	22,915	The MacKay Centre for Seniors	12	South West Community Care Access Centre	N

Dufferin - Orangeville, ON	17,105	Orangeville & District Senior Citizens Centre	4	Dufferin County Community Support Services – services for seniors/disabled adults to remain in familiar surroundings	N
Carleton, NB	9,225	N/A	3	Carleton Civic Centre	N
King - Sussex, NB & Hampton, NB	22,940	Sussex and Area Seniors Centre (Golden Jubilee Hall) Hampton Senior Resource Centre	3	The Kings Way Life Care Alliance Adult Day Centre - support for those isolated, depressed, or in early stages of dementia	Y – specific to town of Sussex
Colchester - Millbrook, NS	18,930	Millbrook Seniors Centre	5	First Nation Community Centre offering various activities and services	N

The e-scan identified several program and service trends in the rural communities reviewed including:

- Programming is often organized and funded by local health organizations, such as community care access centres, long term care centres or community health centres
- Programming found in the counties reviewed was similar, with fitness, crafts, and ancestry research programs being popular
- Notable unique programming was found in:
 - Huron County
 - Seniors Telecheck friendly volunteer phone call program to check in on isolated older adults
 - Colchester County

- Seniors' Games and Fundy Seniors' Games, county-wide social events with competitive and non-competitive activities for older adults of all skill and mobility levels
- Five of the six counties had a dedicated seniors' centre located in the city/municipality with the highest population
- Two of the six counties had a program/leisure guide

Six city and county program guides were reviewed to determine the following: geographic area, target audience, frequency, presentation format, and inclusion of advertising or third-party programs and services. Table 2 shows the key information collected about each guide.

Table 2: Comparison of Program Guides and Directories

Publication	City, County or Both	All Ages or Seniors Only	Frequency	Directory or Guide	Ads (Y/N)
Brantford Leisure Activities Guide	City	All Ages	Multi-season	Guide	Y
New Tecumseh Recreation and Culture Guide	City (includes communities of Alliston, Beeton & Tottenham)	All Ages	Multi-season	Guide	Y
North Simcoe Directory of Seniors Services	County	Seniors Only	Every 2 years	Directory	Y
Sarnia Community Activities Guide	City	All Ages	Annual	Guide	Y
St. Catharines Leisure Guide	City	All Ages	Multi-season	Guide	N
Tillsonburg Recreation Guide	City	All Ages	Multi-season	Guide	N

A review of the characteristics, strengths and weaknesses of each guide was presented to the committee for feedback and discussion and the idea of developing a St. Thomas & Elgin County older adult program guide was discussed. The committee preferred a seasonal guide specifically for older adults that included program information for both the City and County. It was noted that the guide should be made available online and in hard copy with possible distribution through key community locations, such as grocery stores, banks, and health organizations. Other important considerations were to use a large, readable font, include a special events section, and keep program descriptions brief to prevent information overload.

Summary

The findings from the e-scan indicated that many rural counties offered similar types of older adult programs, including fitness, leisure activities such as crafts, and heritage activities such as ancestry research. Programs were often run by, affiliated with, or funded by a health organization. A seniors' centre was located in a large population centre in most counties. Although the counties did not operate the seniors' centres themselves, they did provide partnership and cross-promotion opportunities depending on the level of collaboration between the venue and the county. It was also noted that some counties use a program/leisure guide to promote programs, although the format and geographic area of the guides varied. The committee supported the idea of a combined City and County program guide for older adults and upon further consideration of best practices agreed that a seasonal guide with program, service, and event information would be a mutually beneficial outreach strategy.

Committee Interviews and Group Discussion

One-on-one interviews were conducted with TWC members to better understand their observations and analysis related to older adult programming in the community and a group discussion was conducted with the Local Municipal CAOs across Elgin County. The information gathered highlighted that committee members and County representatives had similar goals, such as:

- Offering a diverse programming mix to meet changing needs, such as increased demand for fitness programs
- Implementing new outreach and marketing strategies to recruit and retain participants
- Building partnerships to share resources and best practices

They also faced many of the same challenges or barriers in their work, such as:

- Funding constraints
- Concern about duplication of services in the community
- Impact of COVID-19 protocols resulting in some individuals being placed on waitlists, such as in the Adult Day Program

The following table identifies the emerging themes and descriptions from the interviews and group discussion:

Table 3: Committee Interview Themes

Theme	Description
Anxieties	<ul style="list-style-type: none"> • Concerns about duplication of services • Stigma regarding age or the use of the "senior" title • Management of participant feedback processes
Seeking Direction	<ul style="list-style-type: none"> • How to improve existing programs

	<ul style="list-style-type: none"> • How to better inform the community about the programs • Learn about best practices and methods for building additional capacity
Funding Support	<ul style="list-style-type: none"> • Pursuing outside rentals, room rentals and sponsorships from local businesses • Applying for grants
Active Lifestyle	<ul style="list-style-type: none"> • Facilitating higher intensity active or physical programs such as sport tournament opportunities, use of outdoor trails, both outdoor and indoor courts, exercise classes and pickleball
Engagement	<ul style="list-style-type: none"> • Unique and collaborative ideas for recruiting new members • New outreach strategies and advertisement suggestions
“One Thing”	<ul style="list-style-type: none"> • Desire for a “central system”, methods for standardizing programs options, a one stop shop catalog or contact person, or a “hub for the city”
“Filling the Gaps”	<ul style="list-style-type: none"> • Facilitating a smoother transition into long term care • Providing better transportation options to get to programs • Improving digital literacy to access information about programs online
County Needs	<ul style="list-style-type: none"> • Acknowledgement of the unique needs of each Local Municipal Partner both in programming and outreach • Desire to strengthen and grow community partnerships • Need to address barriers, such as transportation, distance to venues, isolation

Summary

An integrated, community-based approach was discussed in the context of St. Thomas, Elgin County and collaboration between the two. While the St. Thomas stakeholders specifically indicated a desire for a streamlined centralized system or hub model in St. Thomas, the unique needs of each Local Municipal Partner were discussed in relation to the County. One common goal for all parties was better outreach and promotion so that every older adult would understand the various recreation and social programs available. There was also a desire to strengthen and support community partnerships with agencies, healthcare organizations and community organizers that provide services to older adults and seniors.

A collaborative approach has numerous benefits and is becoming increasingly common as municipalities, nonprofit organizations, and community groups look to meet the growing demand for diverse programs and seamless program registration and delivery. From a financial standpoint, collaboration enables a more efficient use of resources by reducing duplication and cross-utilizing resources. Collaboration can also lead to a better customer experience because it simplifies system navigation and increases overall participation through cross-promotion.

Program Inventory

To gain a better understanding of the recreation and leisure activities currently available to older adults in Elgin County, a program inventory was created. A mixed methods approach was used to gather details on programs, services, and activities of interest to older adults in Elgin County which included an online search, a scan of local social media groups, and direct correspondence with Local Municipal CAOS and local organizations. Information was gathered for 100 programs from 38 different organizations. Due to the disruption to programming caused by COVID-19, some organizations were unable to provide updated information on program offerings.

The following information was collected in the program inventory:

- Program and membership fees or costs
- Ability levels (whether programs are more active or passive)
- Registration options, and whether the program is offered all year, occasionally or seasonally
- Program timing (day/evening), whether it would be adaptable for purposes of special needs or mobility
- Target skill levels (beginner, intermediate, advanced, or all levels)

The program inventory tool serves as a central repository or database to track and identify existing programs as well as opportunities for future program or service development and collaboration and is encouraged to be maintained.

Programs were organized into the 10 categories shown in Table 4 below:

Table 4: Inventory Program Types and Examples

Program Types	Program Examples
Arts	Painting, sculpting
Basic Needs	Healthcare, food bank, job or skill training
Culture	Theatre, heritage
Education	Digital literacy, language
Fitness	Zumba, yoga, aerobics
Leisure	Sewing, choir
Respite	Caregiver support

Social	Book club, discussion groups
Sport	Pickle ball, badminton
Volunteer	Registered Volunteer, Volunteer

In instances where a program fits in multiple categories, the most prominent aspect of the program was chosen. For example, a community theatre volunteer program was classified as a volunteer program rather than culture, whereas a drama class was categorized as culture rather than education. In the case of fitness and sports overlap, a program was categorized as sport if a competitive or team element was present.

Gap Analysis

A gap analysis of the program inventory was conducted to determine consistencies, inconsistencies, and opportunities. Key findings revealed that:

- The most prevalent program types were fitness (29%), basic needs (14%) and leisure (13%)
- The least prevalent programs found were volunteer (4%), respite (4%), and culture (3%)
- When combining fitness and sport programs, over one third (38%) of the inventory programs can be described as active
- No programs indicated they were targeted for different skill levels (advanced, intermediate or beginner) with 100% open to all levels
- The program fee was less than \$20 for more than 72% of programs in the inventory and 48% of programs were found to be free
- Mondays, Tuesdays, and Wednesdays were the most popular days for programs to run

Further information related to the program inventory gap analysis is provided in Appendix C.

Comparative Analysis

Programs in both inventories are colour coded based on the type of organization that hosts the services. The City of St. Thomas legend (Table 5) has 12 types of organizations while the Elgin County legend (Table 6) has two additional columns for a total of 14 types of organizations. The additional columns are as follows: Elgin County Libraries, Health and Wellness Centers/Organizations.

Table 5: City of St. Thomas Program Inventory Legend

Activity and Game Clubs/Organizations	
Arts and Culture Centres/Organizations	
City/Municipal Recreation Facilities & Parks	
Community and Service Clubs	
Educational Institutions	
Nonprofit Services and Charity Organizations	

Private Sport or Fitness Clubs/Businesses	
Religious Organizations (Churches, mosques, etc)	
Retirement and Long-term Care Homes	
St. Thomas Public Library	
St. Thomas Seniors Centre	
Other	

Table 6: Elgin County Program Inventory Legend

Activity and Game Clubs/Organizations	
Arts and Culture Centres/Organizations	
City/Municipal Recreation Facilities & Parks and Community Pools	
Community and Service Clubs	
Elgin County Libraries	
Educational Institutions	
Nonprofit Services and Charity Organizations	
Private Sport or Fitness Clubs/Businesses	
Religious Organizations (Churches, mosques, etc)	
Retirement and Long-term Care Homes	
St. Thomas Public Library	
St. Thomas Seniors Centre	
Health and Wellness Centers/Organizations	
Other	

The Elgin County inventory has a total of 100 programs, the majority of which are fitness programs (29%), basic needs services (14%) and leisure activities (13%). In contrast, the St. Thomas program inventory has a total of 196 programs, the majority of which are fitness programs (24%), leisure activities (16%) and social programs (13%). When combining fitness and sport, 34% of programs in the St. Thomas inventory can be considered active compared to 38% for the Elgin County inventory.

The following outlines the key findings of the comparative analysis:

1. Target Age

Organizations throughout St. Thomas frequently use the term older adults and the 55+ target age group for describing programs and activities for older clientele. The term "older adult" and "55+" was less common for programs occurring in neighboring municipalities. In fact, there was no data on programs that mentioned their target age range as being specifically "older adults" or for ages "55+" in the Elgin County programs inventory.

In the other municipalities throughout Elgin, roughly 15% of programs indicated that they target *Seniors 65+*. More than half of the programs found target *Adults 18+*, and nearly 30% target *All Ages*; whereas 40% of programs in the St. Thomas inventory were for *Older Adults 55+*, 27% were *All Ages* and 26% were for *Adults 18+*.

2. Mobility and Skill Level

100% of the Elgin County programs are geared toward all skill levels while 94% of the programs in the City of St. Thomas inventory indicate they are for all skills levels. In terms of mobility, 81% of St. Thomas programs and 81% of Elgin County programs indicated that they accommodate all mobility levels.

3. Program Fees

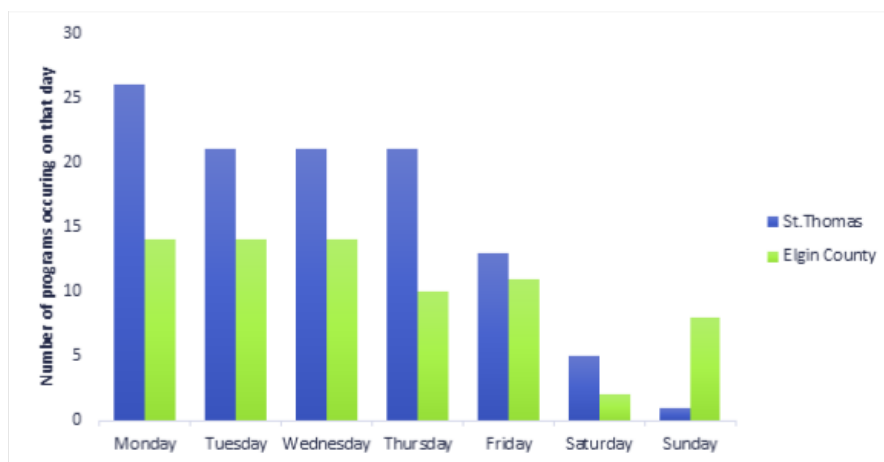
66% of Elgin County programs were offered for less than \$10 and 72% of programs were offered for less than \$20. In comparison, over 50% of St. Thomas programs were offered for less than \$20, while 43% were offered for free. This does not include membership-oriented offerings.

4. Program Frequency and Timing

79% of the programs in the Elgin County inventory run all year and 21% run seasonally; whereas 75% of the St. Thomas inventory programs run all year, with 18% running seasonally and 7% running occasionally.

When comparing program inventories, Mondays were found to be the most popular day for programs to run in Elgin County (Figure 1). Programs were more likely to occur on Sundays in Elgin County compared to St. Thomas. Some examples of the Sunday programs include: *Public Skate*, *Public Swim*, *Adult Swim* and *Water Walking*.

Figure 1: Program Timing (Day of the Week)



Summary

Based on the gap and comparative analysis of the program inventory, the following summarizes key points for consideration:

- Fitness, basic needs, and leisure programs are predominant; while, opportunities for new social, respite, and arts and culture programs could be considered
- Targeted age group (55+) programming could increase older adult engagement
- Lower individual program fees or free activities are common (aside from membership-based options)
- Virtual programming is being implemented in comparable communities and could help engage older adults living in smaller communities across the county
- Existing resources can be utilized or promoted in new ways to engage new participants

2. Foundational Information & Community Profile

Policy Foundations

A review of federal and provincial policy identified several trends impacting the program and grant funding landscape:

- Ministry of Seniors and Accessibility aims to help seniors stay independent, active, and socially connected
- The desire to help seniors stay independent and live in their own homes as long as possible
- A greater focus on accessibility and inclusion initiatives to ensure all individuals can access programs and services
- A greater use of technology to provide information and programs.

Demographics & Psychographics

Demographic and psychographic data were consulted to develop a community profile of the older adult population in the City of St. Thomas. Key findings from the demographic and psychographic data analysis are shown in Table 7. A detailed account of the data is provided in Appendix D.

Table 7: Elgin County Community Profile

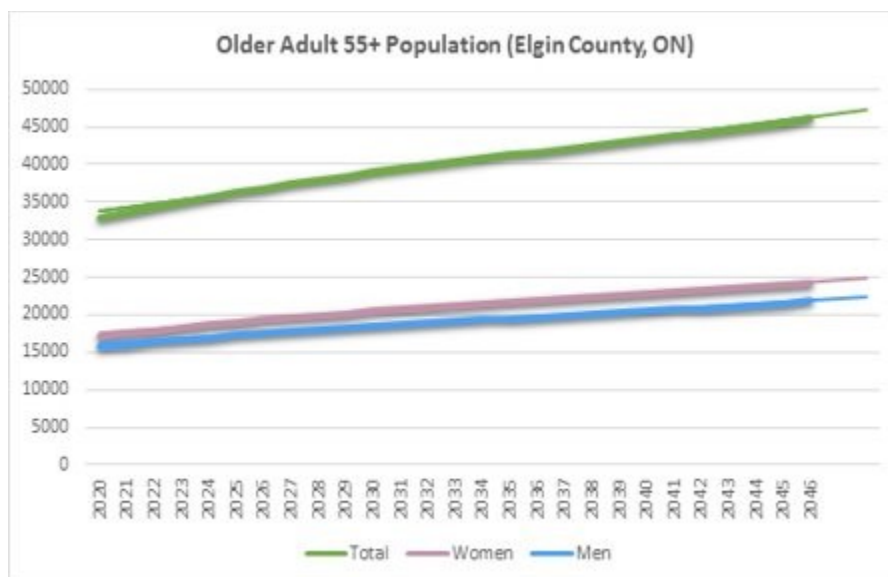
Population	<ul style="list-style-type: none"> • Elgin County (excluding St. Thomas) has 53,720 residents, of which 18,675 are 55+
Income	<ul style="list-style-type: none"> • The average income for individuals and households in Elgin County is lower than the provincial average (\$43,751 and \$89,457 compared to \$53,422 and \$116,877, respectively)

Health Status	<ul style="list-style-type: none"> Activity levels are lower and sedentary lifestyle rates are higher in Elgin St. Thomas compared to Ontario as a whole Cardiovascular diseases, such as heart disease and stroke, are the leading cause of hospitalization in Elgin St. Thomas
Housing	<ul style="list-style-type: none"> 52% of primary private households are maintained by older adults over the age of 55 suggesting a high number of older adults currently living in their own homes
Social Isolation	<ul style="list-style-type: none"> 25.2% of the 55+ population in Elgin County lives alone Aylmer has the highest % of their 55+ population living alone (31.2%), while Southwold has the lowest (15.6%)
Consumer Behaviour	<ul style="list-style-type: none"> High number of budget-conscious empty nesters and older singles Traditional pursuits, such as home and garden activities, nature activities, and local excursions popular Preference for traditional media (newspaper, radio, and TV)

Population Projections

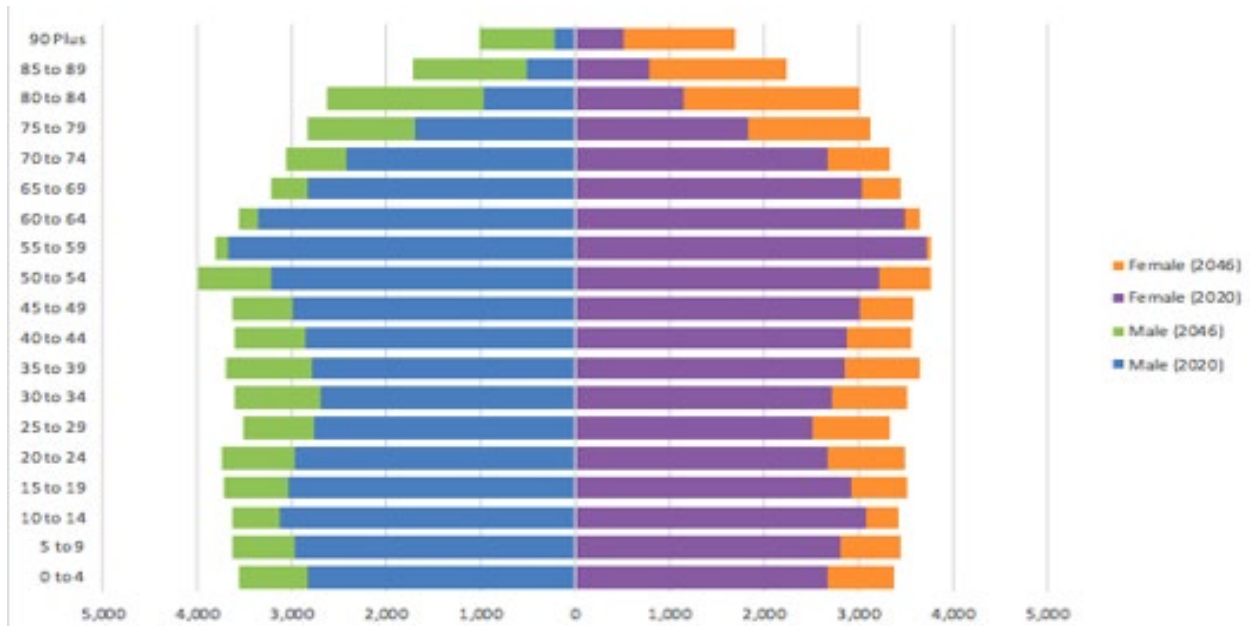
The older adult population 55+ in Elgin County was 33,633 in 2021 and is projected to increase by 12,447 to reach 46,080 in 2046 (Ontario Data Catalogue, 2021). This growth is equally distributed among men and women (see Figure 2 below).

Figure 2: Projected Older Adult 55+ Population in Elgin County (2021-2046)



In 2021, older adults comprised 34% of the population of Elgin County (including St. Thomas). It is projected that the total number of older adults will grow until 2031 and after this time, the growth in both the number and percentage share of older adults will slow. Figure 4 shows that by 2046, there will be a significant increase of older adults 75 to 90 plus in comparison to 2020. The extending life expectancy for both men and women are an important population trend to consider for future programming and services for older adults.

Figure 3: Age Pyramid of Elgin’s Population, 2020 and 2046 (projected)



Appendix D offers more detail on the population projections data.

Summary

Both current and projected population data indicates that Elgin County has an aging population that will continue to grow both in absolute numbers as well as overall share of the population. Local and policy trends suggest that older adults prefer to remain independent and in their own homes as long as possible before transitioning to higher levels of support, such as long-term care. However, the County has a higher number of older adults living alone, particularly in Aylmer, Dutton/Dunwich, and West Elgin, indicating that social isolation among older adults is a concern.

As the current 50–64-year-old population continues to age, the demand for services that meet the needs of this age range will plateau while programming for the 75+ demographic will increase. Program planning must therefore be flexible to meet these changing needs over the next 25 years.

3. Community-Based Surveys

Two surveys were created to gather local feedback from both community stakeholders and older adults.

Community Stakeholder Survey

In July 2021, a community stakeholder survey was sent out via email to organizations and community leaders known to facilitate programs, services, and activities for older adults in and around Elgin County. The survey served the following purposes:

- Learn about the diverse types of programs and services being offered in the community
- Understand the challenges or barriers these organizations and their clientele face
- Confirm the components of program and service delivery stakeholders feel can be improved upon.

The overall response rate of the survey was low (3/38 stakeholders responded). Two factors contributed to the low response rate:

- A community stakeholder survey had already been sent out for the St. Thomas older adult review before the County joined the project. As many organizations serve both St. Thomas and Elgin County, sending a second survey to many of the same stakeholder created duplication.
- Emails were received from three stakeholders that chose not to fill out the survey but wanted to provide more information. A common theme was that while the organizations offered programs for all ages, families, and/or adults 18+ that may be of interest to older adults, they did not offer programming specific to older adults due to funding, staffing, or other capacity constraints. The organizations were interested in the possibility of offering older adult programming in the future by applying for grants or establishing new partnerships.

A copy of the survey questions and a summary of the nine responses received from stakeholders serving Elgin County (that completed either the Elgin County or St. Thomas stakeholder survey) are provided in Appendix E.

The key findings from the community stakeholder survey include:

- The most popular program types offered were education (22%), basic needs (13%), and fitness, leisure, and social (9% each)
- No respondents offered sport programs and only 9% indicated offering fitness programs
- Membership was only required by 2 respondent organizations
- Over half of respondents indicated their typical client was 65-79 years old
- 89% of stakeholders indicated their typical clients preferred lower intensity programs over higher intensity programs
- An equal number of respondents stated their clients have “some mobility challenges” or “a high level of physical mobility” (44% each)

- 100% of respondents indicated that programs occur frequently during the day
- The top three funding sources were provincial funding (17%), donations (14%), and federal funding (12%)
- 89% of respondents reported to be providing some form of free programming
- 44% of respondents felt the community was not well-informed about the programs or services they offer
- 89% of respondents indicated they would be interested in advertising their programming in an activity or leisure guide
- Program waitlists range from 0 to 75
- 44% of respondents indicated that for their programs, registration rarely exceeds capacity
- Stakeholders indicated a need for accessing meeting spaces that are fully accessible
- The top types of spaces stakeholders are interested in having more access to include halls or larger common rooms (15%) and classrooms, church or chapels, and auditoriums (11% each)
- Other spaces being used for programming include churches, parks, long-term care and retirement homes, and common rooms of apartment buildings
- Staffing costs were the largest expenditure related to programming for 78% of respondents
- Stakeholders are interested in new partnership opportunities, accessible spaces, and greater collaboration with the older adult community

Older Adult Survey

An older adult survey gathered data from 429 residents of the City of St. Thomas and Elgin County in June and July of 2021. Due to the challenges of in-person data collection, the survey was primarily administered through online methods; however, TWC members also circulated the survey to their members via paper copies and online methods. Postal code data was used to remove responses from St. Thomas residents to focus only on the 100 responses received from older adults living in the County. In the survey, respondents answered questions pertaining to their experiences with programs in their community, accessibility to programs and services, what they believe could be improved to better the services offered, and how they would like to access information about future programs, services, and activities in their community. Appendix F show the total results of the survey and Appendix G provides a detailed analysis of the Elgin County survey results.

Key findings from the older adult survey include:

- Fitness programs were identified as the favourite program type among over half of the respondents (55%) with an additional 15% indicating sport programs were their favourite
- Leisure, arts, and respite programs ranked third, fourth, and fifth, respectively

- Respondents stated their favourite programs offered the chance to socialize and focus on their health, wellness, and mental well-being
- 62% of respondents stated a preference for high-intensity programs rather than low intensity programs
- 92% of respondents use their own vehicle, 7% rely on family, friends, or a caregiver for transportation, and 1% rely on third-party options, such as a shuttle
- When asked monthly spending on recreational activities, the value that appeared most often was \$0
- 58% of respondents indicated they wanted to attend a program or service 2-3 times per week
- 95% were interested in a program/activity guide with 44% preferring to access the guide online and 36% preferring a paper booklet-style guide

Respondents were asked to provide suggestions about how to improve program experiences. The responses were analyzed and divided into the seven categories shown in Table 8.

Table 8: Senior Survey Suggested Program Improvements

Category	Description	Examples
Skill Accessible	Programs with varying skill levels	<i>Less intense, more intense</i>
Increased Frequency	Programs and services offered more frequently	<i>Daytime, evening, weekend</i>
Additional Services	More space and locations for already existing programs + new types of programs	<i>Indoor/outdoor, class sizes, older adult & senior options, local offerings</i>
Accessible Features	Improved facilities and services that are accessible for everyone	<i>Wheelchair accessible, new equipment, wifi, virtual offerings, facility repair, more staff transportation access</i>
Social Improvement	Options that encourage socialization, diverse groups and participation	<i>Gender integration, organized teams, increased participation</i>
Satisfaction	Satisfaction with services and no further comments or suggestions	<i>"My experience has been great", "Great as it is"</i>
COVID-19	Issues affected by the pandemic and out of county control	<i>Government-mandated lockdowns, facility closures</i>

Summary

Survey results were compared to the program inventory findings and revealed that:

- Many programs and services exist already within the County; however, some are full or waitlisted

- Community agencies are interested in offering more programming, but are restricted due to space limitations and funding
- Older adults are interested in programming and services that cater to their needs; however, many are unaware of what is available
- Top programming types are consistent including fitness, sport, and leisure
- Traditional daytime programming is preferred
- The majority of older adults prefer higher intensity activities; however, stakeholders state their clients prefer lower intensity activities
- Accessibility factors are important for seniors to ensure inclusion
- An activity guide with a list of programming and services for older adults that is accessible online and in print format appeals to the majority of seniors surveyed

4. Program Summary

Through the e-scan, several program summaries were examined and compared to the existing program inventory for Elgin County. A data analysis was then conducted to determine gaps in the current program mix in Elgin County, which are indicated in Table 9.

Table 9: Programming Gap Analysis and Proposed Programming and/or Partnerships

Gap	Proposed Programming and/or Partnerships
Not enough fitness and sport programming tailored to the needs of active older adults	Work with partner organizations to apply for grants or sponsorships to increase fitness programs and resources, such as benches. Determine if free space can be provided to community partners in new locations for popular programs. Explore virtual programming and promotion.
Lack of unstructured programs to increase social time and connections	Cross-promote existing free offerings across the county and in St. Thomas. Encourage peer-led initiatives and projects.
Need for new outreach strategies to engage socially isolated older adults	Work with community partners support outreach in areas of high need. Contribute to a program/leisure guide in collaboration with City of St. Thomas.
Need for more respite programs for caregivers and adults with complex needs	Work with partner organizations to identify resources needed to expand offerings.

Based on the program summary gap analysis, Table 10 shows a new program roster that includes suggested activities, potential locations, and partnerships in alignment with the deliverables of this study, as well as the possible duration.

Table 10: Suggested Program Roster

Suggested Program	Location	Partner/Provider	Duration

Book Club in a Bag	Elgin County Libraries	Elgin County Libraries and local service clubs	1x per month
Intergenerational programming	Throughout County	St. Thomas-Elgin EarlyON	1x per month
Virtual respite support group	Online/phone	Adult Day Program, health organizations	Monthly; on-going
Seniors' Centre Without Walls (trivia, bingo, talks)	By Phone	Coordinated with St. Thomas Seniors' Centre	Daily; On-going
SMART Exercise and Falls Prevention	Underserved locations	VON	Weekly; On-going
Trail walking group	Outdoors (Joe Thornton Centre in St. Thomas when raining)	Coordinated with St. Thomas Seniors Centre and local walking groups	Weekly; Seasonal
Older Adult 55+ Swimming	Aylmer Family Pool; West Elgin Community Pool	YWCA	Day time, Weekly; Seasonal

Summary

Based on the cumulative key findings, a seasonal program guide specifically for older adults 55+ that includes programs in St. Thomas and Elgin County is an ideal approach, with sections for each municipality. A large font and pictures should be used to make the guide visually accessible for the target audience. The guide should also be made available in both digital and paper-based formats with distribution through the City and County websites as well as locations frequented by older adults (St. Thomas Seniors' Centre, libraries, community organizations, etc.). Advertisements can be included to highlight relevant businesses and offset the cost of the publication. A sample program guide is provided in Appendix H.

5. Future Considerations

Future considerations for the County include how to maximize awareness and participation in programs while better utilizing existing resources. Almost all rural counties reviewed in the e-scan had at least one seniors' centre located in a population centre in the county.

Understanding how seniors' centres impact the regional programming mix is important because many (including the St. Thomas Seniors' Centre) receive stable annual funding to address policy priorities among the older adult population not just in the city/town itself, but also in the surrounding area. Furthermore, the older adult survey indicated that some County residents are already members at the St. Thomas Seniors' Centre. Table 11 identifies the number of older

adult survey respondents who indicated they were a member of the St. Thomas Seniors' Centre.

Table 11: Survey Respondents Who Are Members of the St. Thomas Seniors' Centre by Municipality

Municipality	Number of Members
Bayham	0
Central Elgin	18
Dutton/Dunwich	0
Malahide (including Aylmer)	2
Southwold	1
West Elgin	2

Expansion of seniors' centre offerings to rural residents or through rural-based programming is also supported in research by the Older Adult Centres' Association of Ontario (OACAO). Key findings include:

- 58% of older adult centres in Ontario are already serving rural dwelling seniors
- Virtual programming is becoming increasingly popular through the Seniors Centre Without Walls program offered by many seniors' centres across the province
- Seniors' centres identified rural older adults as a key target audience to grow membership
- Most centres offer fully accessible spaces (including the St. Thomas Seniors' Centre), which can be difficult to find in rural communities with older facilities

Table 12 highlights key attributes of the seniors' centres identified in the e-scan.

Table 12: Attributes of Seniors' Centres in Rural Counties

County (Location of Seniors' Centre)	Seniors' Centre in the County	Governance Model	Partnerships
Elgin County (St. Thomas)	St. Thomas Seniors' Centre	Independent, nonprofit	Private rentals (see St. Thomas report for hub model recommendations)
Grey County (Owen Sound)	Active Lifestyles Centre Grey-Bruce	Independent, nonprofit	Runs <i>Seniors Ask</i> phone service to connect seniors with resources across the county
Huron County (Goderich)	The MacKay Centre for Seniors	Independent, nonprofit	Runs <i>Seniors Centre Without Walls</i>
Dufferin County (Orangeville)	Orangeville & District Senior Citizens Centre	Independent, nonprofit	Private rentals

King County, NB	Sussex and Area Seniors Centre -- Hampton Senior Resource Centre	Independent, nonprofit -- Independent, nonprofit	None -- Partners with Rotary Club of Hampton for events
Colchester County, NS	Millbrook Seniors Centre	Independent, nonprofit	Hub model – Operated by Millbrook First Nations and used by other community organizations

The table shows that all seniors' centres reviewed operate as independent, non-profit entities, which aligns with OACAO findings that the majority (70%) of centres across the province have a non-profit governance structure with a board of directors, rather than as municipal entities overseen by the lower-tier governments (see OACAO, 2020). In the parallel older adult review conducted in St. Thomas, a new 'hub model' approach was recommended for the St. Thomas Seniors' Centre to increase community partnerships and cross-promotion of programs. A facility name change was also recommended to be more inclusive of the diverse population the centre serves.

Rather than simply encouraging County residents to access programs in St. Thomas, a partnership that utilizes County strengths would be more beneficial for all. For example, the proposed roster of programming suggests an outdoor walking group that is organized in partnership with the St. Thomas Seniors' Centre could draw members out to green spaces throughout the County. This aligns with the new hiking group initiative in West Elgin. Additionally, many seniors' centres offer bus trips paid for by members to cultural events, festivals, shopping destinations, or other excursions. Organizing trips to locations in the County could benefit local businesses and raise awareness of other County assets.

Summary

A partnership between Elgin County and the St. Thomas Seniors' Centre under the proposed hub model could be mutually beneficial given the access the seniors' centre has to the target demographic and to maximize resources across the regional programming and funding landscape. Potential areas for synergy include:

- Cross-promotion of programs and events to increase County program registration
- Participation in St. Thomas Seniors' Centre committees to promote information sharing and improved system navigation
- Use of technology and virtual programming to reach isolated older adults in the County
- Coordination of bus trips to locations or events in the County
- Collaboration on grants available to seniors' centres that target rural older adults

6. Facility Determination

The location and density of program facilities were analyzed using the program inventory and the survey responses to better understand how geographic context impact program choices and access. The geographic context of Elgin County is an additional factor to consider in program planning for the following reasons:

- Lack of transportation is a barrier to accessing programs in the County
- The linear shape of the County results in long distances between communities on the west and east ends
- The number and percentage share of the older adult population varies in each Local Municipality
- New recreation investment typically targets children and families (such as playground equipment, skate parks, and splash pads)
- Elgin County residents may travel to access programs or facilities in nearby urban centres, such as St. Thomas, London and Tillsonburg
- Conversely, urban dwellers across southwestern Ontario may travel to Elgin County for specific types of recreation and leisure activities, such as hiking, agricultural education, and water activities
- Urban sprawl in St. Thomas has resulted in greater fluidity of county residents utilizing St. Thomas programs and vice versa, especially for Southwold and Central Elgin residents

Number of Programs and Program Location Maps

The number of programs in the program inventory per Local Municipal Partner in comparison to the number of older adults 55+ are shown in Table 13.

Table 13: Programs from the Elgin County Inventory and Older Adult Population by Municipality

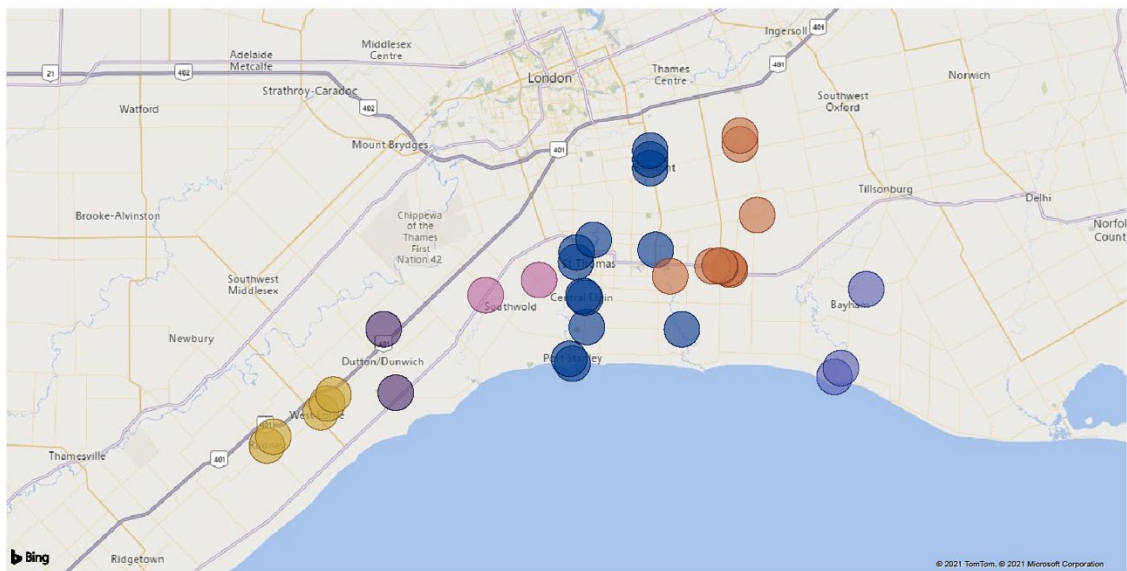
Municipality	Programs	Older Adult Population
Aylmer	21	2770
Bayham	5	2268
Central Elgin	18	5519
Dutton/Dunwich	13	1530
Malahide	3	2676
Southwold	6	1685
West Elgin	33	2241

The location of programs in the county according to the program inventory were mapped as show in Figure 4 and Figure 5.

Figure 4: Heat Map of Program Locations in Elgin County & St. Thomas



Figure 5: Map of Program Locations by Local Municipal Partner in Elgin County



The key geographic findings include:

- The highest number of programs occurred or were run out of West Elgin (33), Aylmer (21) and Central Elgin (18), respectively
- The fewest programs were found in Malahide (3), Bayham (5) and Southwold (6)

- In the west end of the County, programs are concentrated in Rodney and West Lorne
- In the east end of the County, programs were concentrated in Aylmer
- The largest number of older adults per Local Municipal Partner are located in Central Elgin and these individuals have access to programs in many communities, including St. Thomas, Port Stanley and Union (transportation barriers notwithstanding)
- Aside from public libraries, communities in Bayham lack access to programming

Program and facilities listings for other age groups (such as EarlyON early years programming) were reviewed to identify additional spaces across the County that could be used to offer programs or offered to community partners to expand offerings, as shown below in Table 14.

Table 14: Additional Program Locations and Facilities in Elgin County

Bayham	Central Elgin	Dutton/ Dunwich	Malahide & Aylmer	Southwold	West Elgin
Corinth Community Park (Brownsville) *green space	Lawton Park (Union) *vine maze, arboretum	Buttermilk Bog (Dutton) *trails	Steen Park (Aylmer) *arboretum	Fingal Heritage Park *accessible walking trail	West Elgin Nature Reserve (WestLorne) *organized nature walks
Vienna Community Centre *hall with kitchen	Turvey Park (Lynhurst) *pickleball	Sons of Scotland Park Trail (Dutton) *trails	Aylmer Wildlife Management Area *hiking trails	Fingal Wildlife Management Area *interpretive trails	Joe's Bush (Rodney) *hiking trails
Straffordville Park & Community Centre *hall, green space	Little Creek Park (Port Stanley) *outdoor fitness equipment	South Dunwich Hall (Wallacetown) *hall with kitchen, horseshoes	South Dorchester Community Hall Green Space (Springfield) *walking path	Southwold Earthworks Natural Historical Site *free, open to the public	Miller Park (West Lorne) *lawn bowling
Wind Energy Outdoor Kiosk (Port Burwell) *interpretive trail	Lake Erie Salmon & Trout Club (Port Stanley) *8 acres open to the public		Wonnacot Park (Port Bruce) *pavilion		Port Glasgow Trailer Park *municipally-owned recreation hall

Summary

Through analyzing the facility data with the results from the older adult survey and secondary research, the key recommendations of the facility determination are:

- Virtual and telephone programming should be explored

- Opportunities to support community organizations in need of free space should be explored, including venues that did not appear in the program inventory

7. Outreach Methodologies

Survey results indicated that increased outreach should be a key area of focus, including cross-promotion of activities among Local Municipalities and St. Thomas. The development of the program guide is one best practice to achieve this goal as 95% of survey respondents were interested in this resource. Additional outreach methodologies were examined to discover how organizations can best use resources to share information about program offerings, how older adults seek out program information, and how to reach socially isolated older adults who do not actively seek out program information.

Outreach Strategy

The customer decision funnel (used as a best practice in marketing management) helps illustrate the five key stages of outreach best practices (awareness, consideration, conversion, loyalty, and advocacy) as shown in Figure 6.

Figure 6: Customer Decision Funnel



Table 15 shows the key findings related to each of the above stages of the funnel.

Table 15: Key Findings of Each Stage of the Customer Decision Funnel

Stage	Key Findings in Elgin County
Awareness	System navigation between municipalities and a general lack of partnerships is resulting in a disjointed programming landscape that is hard for older adults to understand.
Consideration	Health and wellness benefits are important motivations to the older adults across Elgin County who are already active in programs. Some survey respondents indicated they are traveling to St. Thomas or London to access programs but they would support a comparable local option.

Conversion	Streamlined registration instructions are needed that offer mix of in person, telephone, and online registration and payment options.
Loyalty	Elgin County older adults have a high degree of loyalty to local small businesses, organizations and venues. They would like to participate in more activities and unique experiences.
Advocacy	Word of mouth is the most popular strategy. No formal, community-based advocacy rewards systems exist.

Table 16 identifies the key information and activities relevant to each stage with supplementary suggestions for socially isolated older adults.

Table 16: Stages of the Customer Decision Funnel Applied to Programming

Stage	Key Information	Key Activities	Key Activities for Socially Isolated Older Adults
Awareness	Who – Target audience What – Topic of program Where - Venue When – Day, time, frequency	Distribute program guide; provide info on website, social media, flyer; promote referrals, word of mouth	<i>Distribute information where individuals already go (home, doctor's office, grocery store, basic needs services); set up volunteer-led community champion program or phone service</i>
Consideration	Why - Benefits to the individual for attending How – How to register/participate	Follow up on referrals; online retargeting/ads; mentor or buddy program	<i>Use inclusive messaging; use clear signage in hard-to-find locations; establish buddy system; help address barriers (transportation, finances, anxiety/nerves); Ask preferred registration method</i>
Conversion	Confirmation - Event ticket, payment confirmation, proof of RSVP	Clear verbal, written or digital confirmation	<i>Provide clear registration and payment options, confirmation and reminders</i>
Loyalty	Gather feedback – On the program, instruction, new ideas Personalization – Send registration reminder, info on similar programs Loyalty incentive – discount	Feedback forms after program; Send emails or make phone calls directly; online retargeting; offer promotions	<i>Personalized follow up; ask for feedback; provide snacks; offer loyalty card with benefits/discounts to local businesses; offer popular programs regularly to build habit</i>
Advocacy	Reward incentive – Refer a friend Give review/testimonial	Provide incentive program information in program guide, online, at venue	<i>Ask to participate on advisory committee or offer informal ongoing feedback; ask to be a mentor/buddy; ask how to make it more appealing and accessible</i>

Summary

The structure of recreation programming is fragmented in the County due to the nature of the lower-tier municipality system; therefore, clear communication and system navigation processes between the Local Municipalities and St. Thomas should be developed to help increase registration and participation. Specific strategies are needed to engage socially isolated adults and new registrants who may face barriers to participation but could benefit the most.

The idea of a loyalty or rewards programs that encourages older adults to visit new locations throughout the County could be explored as research indicated County residents are keen to support local businesses and organizations. Examples of rural loyalty or rewards programs that could be adapted to recreation and leisure include:

- Renfrew County, ON – Six townships partnering to offer a “Rural Rewards” card. 10 purchases made local businesses entitles the individual to a monthly gift card draw.
- “Island Comeback” (rural BC) - Gift card program sponsored by local economic development organizations to encourage patronage of local businesses impacted by COVID-19

The loyalty program could also be created in partnership with the St. Thomas Seniors’ Centre to encourage participation from urban dwellers. Examples of seniors’ or community centre loyalty programs include:

- Qualicum Beach, BC - Membership at Qualicum Beach Seniors’ Activity Centre entitles the member to discounts at local businesses and a ballot in the monthly draw for a Quality Foods gift card
- West Vancouver, BC – The Silk Purse Art Centre membership card offers discounts on concert tickets, passes, and discounts at community partner organizations
- Woodstock, ON – South Gate Centre membership card provides members with discounts at various local businesses

Marketing Plan

Results from the older adult survey indicate that older adults in Elgin County want to access program information using a combination of online and traditional marketing methods.

Therefore, the Integrated Marketing Communications (IMC) approach, in which all communications consistently support a central message, is recommended. Using an integrated approach will also help with system navigation across municipalities. The central message could relate to one or more of the themes raised in the review, including:

- Elgin County is age-friendly
- Elgin County offers unique venues and outdoor programming that can’t be found in the city
- Programs are inclusive and available for all levels and interests

Table 17 shows how each marketing channel of the traditional IMC mix can be used to support the dissemination of program information, including local examples.

Table 17: Integrated Marketing Communications (IMC) Mix for Programming

Channel	Key Activities	Local Examples
Digital Communication	Use of websites, social media, digital ads via Google and Facebook	County, municipality and township websites and social media, partner websites and social media accounts
Traditional Advertising	Use of ads in local newspapers, radio	Villager publications, myFM, de Brigj radio, Elgin County Market, Elgin Life, etc
Public Relations	Promotion of new programs and facilities through earned media	Pitch story to local publications and radio
Sales Promotion	Offering promotions to encourage registration or attendance	Offer early bird registration rates or priority access for prior attendees or e-newsletter recipients
Personal Selling	Sharing program information on a one-on-one basis at venues and through partners	Visitors to public library venues, partner organizations, hub model in St. Thomas, etc.
Experiential Marketing	Promotion of programs at community festivals, information fairs, or through trials or 'pop up' events	Information and 15-min taster sessions at community events or on a 'pop-up' basis
Direct Response	Mailing information directly to residents	Sending information with other city publications or mail, such as bills or seasonal items

Summary

Older adults in Elgin County prefer to access program information through both online and offline channels. While online methods became increasingly important during the COVID-19 pandemic, access to internet is inconsistent throughout the county; therefore, a diversified approach is needed. This is supported by research from Statistics Canada that indicates internet use among the 65+ population doubled between 2007 and 2016 from 32% to 68% and is particularly important for reaching older adults between 65-69 (Davidson & Schimmele, 2019). Marketing communications should focus on a central theme or message that can be shared across platforms and by different stakeholders. This will reduce fragmentation and promote a more inclusive approach to programming. In addition to specific program information, marketing content should promote the hub model including where older adults in Elgin County can go (online and offline) to learn more about the broader programming landscape.

8. Final Recommendations

After reviewing all key findings and summaries from each deliverable within this study, the final recommendations are as follows:

1. Create diverse programming options, as outlined in the program roster, to meet the various needs and abilities of adults 75 plus due to increased population projections in Elgin County in the next 25 years.
2. Maintain promotion of fitness, sport, and leisure programs, and increase respite, social, and arts and culture programs.
3. Continue regular, daytime programming, but explore virtual programming (both online and via telephone) via partnership, such as with the St. Thomas Seniors' Centre.
4. Leverage the program inventory to develop new private and public partnerships and maintain the tool for referral and navigation purposes.
5. Strengthen Cross-County system navigation by convening an Older Adults Programs and Services Network made up of County stakeholders and older adults.
6. Identify resources that can be shared with community partners to enable new programs, such as indoor and outdoor spaces that can be made available for free.
7. Establish a partnership with the St. Thomas Seniors' Centre to cross-promote programming and develop new programs that align with older adult recreation interests and mutually benefit both parties.
8. Create a seasonal, activity guide for City of St. Thomas and Elgin County combined that focuses only on older adult 55+ programs and services, is available in larger font and accessible online and in print formats.
9. Develop an integrated marketing communications plan using a blend of traditional and digital strategies to increase awareness of older adult programs and services, focus on a centralized theme or messaging, and enhance participant engagement.
10. Consider a rural loyalty or rewards program that encourages St. Thomas and Elgin County older adult residents to try new activities located across the County.

Next Steps

Suggested steps for moving forward are the following:

1. Seek feedback and input from the Technical Working Committee and County and Municipal CAOs on the final report
2. Assess recommendations and determine top five priorities
3. Create an implementation plan and assign roles and responsibilities

FANSHAWE CORPORATE TRAINING SOLUTIONS

October 4, 2021

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THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 22-01

Being a By-law to provide for an interim tax levy for the year 2022 for all property classes.

WHEREAS Section 317(1) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that the Council of a local municipality, before the adoption of the estimates for the year under section 290, may pass a By-law levying amounts on the assessment of property in the local municipality rate-able for local municipality purposes;

AND WHEREAS Section 317(2) of the *Municipal Act, S.O. 2001, c. 25* as amended, requires that a By-law under subsection (1) shall be passed in the year that the amounts are to be levied or may be passed in November or December of the previous year if it provides that it does not come into force until a specified day in the following year;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to provide for such interim levy on the assessment of property in this municipality;

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

1. THAT the amounts levied shall be as follows:
 - a. the percentage prescribed by the Minister under section 317(3) of the *Municipal Act, 2001*; or
 - b. 50% if no percentage is prescribed,

Of the total taxes for municipal and school purposes levied on the property in the year 2021.

2. THAT for the purposes of calculating the total amount of taxes for the year 2022 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only a part of 2021 because assessment was added to the collector's roll during 2021, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. THAT the said interim tax levy for all property classes shall become due and payable in two installments as follows:
 - a. 50% of the interim levy shall become due and payable on the 15th day of March, 2022; and

- b. The balance of the interim levy shall become due and payable on the 15th day of June, 2022.
4. THAT non-payment of the amount on the dates stated in accordance with this section shall constitute default.
5. THAT there shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out above. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2022.
6. THAT on all other taxes in default on January 1, 2022, interest shall be added at the rate of one and one-quarter percent (1.25%) per month or fraction thereof.
7. THAT penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
8. THAT a failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
9. THAT the Treasurer of the Township of Malahide may accept part payment on account of any taxes due, but such acceptance shall not affect interest or penalty imposed and collected under section 4 of this By-law in respect of non-payment or late payment of any taxes or any installment of taxes.
10. THAT the Treasurer may mail or e-mail or cause the same to be mailed or e-mailed to the person or to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable. The notice shall contain the particulars provided for in this By-law and the information required to be entered in the Collector's Roll under Section 340 of the *Municipal Act, 2001*.
11. THAT taxes are payable at the Township of Malahide Municipal Office located at 87 John Street South, Aylmer, Ontario; at most financial institutions; by telephone banking; or by internet banking, by the person charged with such payment or their authorized designate.
12. THAT the subsequent levy for the year 2022 to be made under the *Municipal Act, 2001*, shall be reduced by the amount to be raised by the levy imposed by this By-law.
13. THAT nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statute and by-laws governing the collection of taxes.

14. THAT any By-law or By-laws, or parts of any By-law or By-laws, that are inconsistent with this By-law are hereby deemed repealed.

15. THAT this By-law comes into force and takes effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 6th day of January, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of January, 2022.

Mayor, D. Mennill

Clerk, A. Adams

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
BY-LAW NO. 22-02**

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 6, 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 6th day of January 6, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 6th day of January, 2022.

Mayor, D. Mennill

Clerk, A. Adams