



The Corporation of the Township of Malahide

A G E N D A

March 17, 2022 – 7:30 p.m.

**Malahide Community Place
12105 Whittaker Road, Springfield.**

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

- (A) Disclosure of Pecuniary Interest
- (B) Approval of Previous Minutes **RES 1 (Pages 11-26)**
- (C) Presentations/Delegations/Petitions
 - Public Hearing - Minor Variance Application – Applicants Stephanie & Ken Farrow relating to property at Part of Lot 21, Concession 9 Southern Division, former Geographic Township of South Dorchester, Township of Malahide, Part 1 of RP 11R8906, 46998 Crossley-Hunter Line. **RES 2-3 (Pages 27-50)**
 - Public Hearing - Minor Variance Application – Applicants Michael Lemko and Melissa Harris-Lemko relating to property at Part of Lot 74, Concession North of Talbot Road; Part 1 of RP 11R1783, in the Geographic Township of Malahide, 9846 Springwater Road. **RES 4 (Pages 51-60)**
 - Public Hearing – Minor Variance Application – Presentation – Applicants Tony & Esther Wiebe relating to property at Part Lot 7, Concession 4, Part 1 RP 11R740 in the Township of Malahide, 48737 John Wise Line. **RES 5-6(Pages 61-68)**

- Dave Anderson, 4 Roads Management Services Inc., relating to Township of Malahide Roads Need Study - 2021 State of Infrastructure and Asset Management Plan for Roads. **RES 7 (Pages 69-107)**

(D) Reports of Departments

- (i) Director of Fire & Emergency Services
 - Emergency Services Activity Report – February 2022 **RES 8 (Pages 108-111)**
- (ii) Director of Public Works
 - Malahide Water Distribution System: 2021 Section 11 Annual Report and Schedule 22 Summary Report **RES 9 (Pages 112-124)**
 - APAM Scada PLC Upgrades **RES 10 (Pages 125-136)**
- (iii) Director of Finance/Treasurer
 - 2021 Statement of Council Remuneration **RES 11 (Pages 137-139)**
- (iv) Clerk
 - Procedural By-law Amendment – Inaugural Meeting **RES 12 (Pages 140-141)**
 - Restricted Acts after Nomination Day and/or Election Day (Lame Duck) **RES 13 (Pages 142-145)**
- (v) Building/Planning/By-law
 - Application for Consent to Sever of David and Mary Thiessen (submitted by David Roe c/o Civic Planning Solutions Inc.) **RES 14 (Pages 146-159)**
- (vi) CAO

(DI) Reports of Committees/Outside Boards **RES 15**

- (i) Long Point Region Conservation Authority Board of Directors – Minutes of February 23, 2022 **(Pages 160-162)**
- (ii) Aylmer Area Secondary Water Supply System and Port Burwell Area Secondary Water Supply System Joint Board of Management – Minutes of December 8, 2021 **(Pages 163-166)**

(DII) Correspondence **RES 16**

1. Association of Municipalities of Ontario - Watch File – dated March 10, 2022. **(Page C3 – 5)**
2. Enbridge Gas Inc – Introduction of new Senior Vice President & President of Enbridge Gas Inc. **(Page C6)**

3. Town of South Bruce Peninsula – Resolution requesting removal of the Municipal Accommodation Tax exemption for all Crown owned campgrounds. **(Pages C7-8)**
4. Middlesex County – Notice of Public Open House – Review of County of Middlesex Official Plan Amendment. **(Pages C9-10)**
5. Ministry of Northern Development, Mines, Natural Resources and Forestry – Seeking municipal input regarding the use of floating accommodations on waterways over Ontario’s public lands. **(Pages C11-12)**
6. County of Oxford – Notice of Public Meeting – Official Plan Update – Phase 1 Agricultural Policies. **(Pages C13-14)**
7. Elgin Group Police Services Board – Secretary-Administrator Appointment. **(Page C15)**
8. Town of The Blue Mountains – Resolution directing Town staff to monitor provincial policy and legislative changes that be proposed by the Province to address Housing and Affordability issues. **(Pages C16-24)**
9. The Township of Woolwich – Resolution requesting that the Government of Canada provide Mental Health Supports to the Province as part of its 2022 Budget. **(Pages C25-26)**
10. County of Elgin – 2022 Budget Approval. **(Pages C27-35)**
11. Town of Mono – Resolution calling on the federal government to provide greater support to Ukraine in their fight against the invasion of their sovereign territory by Russia. **(Pages C36-37)**
12. Town of Wasaga Beach - Resolution requesting the Province to further review the interest arbitration system in reference to Fire Services. **(Pages C38-43)**

(G) Other Business

- (i) Long Point Region Conservation Authority – Audited Financial Statements and 2021 Annual Report. **RES 17 (Pages 167-228)**
- (ii) Kettle Creek Conservation Authority – Notice of Confirmation – 2022 Levy to KCCA **RES 18 (Pages 229-230)**
- (iii) Catfish Creek Conservation Authority – Financial Statements and 2022 Final Budget **RES 19 (Pages 231-269)**

(H) By-laws

- (i) 22-15 – Crossley Hunter Line Speed Reduction **RES 20 (Page 270)**
- (ii) 22-16 – Council Remuneration **RES 21 (Pages 271)**

(I) Closed Session – **RES 22-23**

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

(J) Confirmatory By-law **RES 24 (Page 272)**

(K) Adjournment **RES 25**

*****VIDEOCONFERENCE MEETING***

Note for Members of the Public:

IMPORTANT --- As a result of COVID-19 protocols, all Council Members and Staff are required to wear a mask or other face covering when they enter Malahide Community Place. Once you are seated in your designated Councillor/Staff spot, you are able to remove your mask while you are seated. If you have to get up and move around during or after the meeting, you are required to put your mask back on. You must wear a mask whenever you are not seated in your designated spot.

Please note that the Regular Council Meeting scheduled to be held on March 17, 2022 will be via videoconference only for presenters, the press and the public.

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

Written comments regarding the Council Agenda items are welcome – please forward such to the Clerk at aadams@malahide.ca.

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 March 3, 2022, 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-22-08 entitled "Minor Variance Application No. D13-MV-01-22 of Stephanie and Ken Farrow" and affecting lands described as Part of Lot 21, Concession 9 Southern Division, former Geographic Township of South Dorchester, Township of Malahide, Part 1 of RP 11R8906 (46998 Crossley-Hunter Line) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-01-22 to permit the construction of an accessory building (a 10.9m x 14m garage/shop) with a height of 6.29 metres (approximately 20 feet) to be situated 1.5 metres (approximately 5 feet) from the eastern side lot line;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 1 year from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variances 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, building height and architectural detail), and that all roof leaders not be directed to the adjacent property to the east, all to the satisfaction of the Chief Building Official.
4. THAT Report No. DS-22-09 entitled "Minor Variance Application No. D13-MV-02-22 of Michael Lemko And Melissa Harris-Lemko" and affecting lands described as Part of Lot 74, Concession North of Talbot Road; Part 1 of RP 11R1783, in

the Geographic Township of Malahide, Township of Malahide (9846 Springwater Road) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-02-22 to permit the construction of a 223 square metre (approximately 2,400 square feet) accessory building to be situated 1.8 metres (approximately 6 feet) from the southern side lot line;

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

1) That the owner/applicant obtain the necessary Building Permit within 1 year from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as 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.

5. THAT Report No. DS-22-12 entitled "Minor Variance Application No. D13-MV-03-22 of Tony and Esther Wiebe" and affecting lands described as Part Lot 7, Concession 4, Part 1 RP 11R740 in the Township of Malahide (48737 John Wise Line) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-03-22 to permit relief from the minimum Rear Yard Depth requirement of 10.0 metres (approximately 32 feet) in order to construct an addition to a single-detached dwelling on the subject property which will have a minimum Rear Yard Depth of 7.3 metres (approximately 24 feet);

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

1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved 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.

6. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at ____ .

7. THAT the presentation from Dave Anderson, of 4 Roads Management Services Inc., relating to Township of Malahide Roads Need Study - 2021 State of Infrastructure and Asset Management Plan for Roads, be received.
8. THAT Report No. F-22-06 entitled "Emergency Services Activity Report – February" be received.
9. THAT Report No. PW-22-18 entitled "Malahide Water Distribution System: 2021 Section 11 Annual Report and Schedule 22 Summary Report" be received.
10. THAT Report No. PW-22-20 entitled "APAM SCADA PLC Upgrades" be received;

AND THAT the Township of Malahide does hereby authorize the Single Source acquisition of the APAM SCADA PLC Upgrades from Summa Engineering Ltd.;

AND THAT the Township of Malahide does hereby accept the quote received from Summa Engineering Ltd., in the amount \$126,400.00 (excluding applicable taxes), for the replacement of the PLC's at seven (7) of the existing water and wastewater sites connected to the APAM SCADA;

AND THAT the Township of Malahide does hereby approve the Malahide Water Distribution System's apportioned cost, in the amount of \$18,057.14 (excluding applicable taxes), for the APAM SCADA PLC Upgrades at the Copenhagen Booster Station;

AND THAT the Township of Malahide does hereby approve the Malahide Sewer System's apportioned cost, in the amount of \$18,057.14 (excluding applicable taxes), for the APAM SCADA PLC Upgrades at the Springfield Sewage Pumping Station;

AND THAT, the Mayor and Clerk, on behalf of the Township of Malahide, the Port Burwell Area Secondary Water Supply System (PBASWSS) Joint Board of Management, and the Aylmer Area Secondary Water Supply System (AASWSS) Joint Board of Management, be authorized as the Administering Municipality to sign and enter into an agreement with Summa Engineering Ltd., on behalf of the PBASWSS and the AASWSS Joint Boards of Management.

11. THAT Report No. FIN 22-06 entitled "2021 Statement of Council Remuneration" be received.
12. THAT Report No. CLERK-22-05 entitled "Procedural By-law Amendment – Inaugural Meeting" be received;

AND THAT the procedural by-law be amended to make the third Thursday in November following the election as the date for the inaugural meeting to align

with the 2022 term and future terms of office commencing on November 15.

13. THAT Report No. CLERK-22-06 entitled “Restricted Acts after Nomination Day and/or Election Day (Lame Duck)” be received;

AND THAT the Township of Malahide Council directs the Clerk to prepare the necessary By-Law prior to Nomination Day (August 19, 2022) delegating authority to the Chief Administrative Officer from August 19, 2022 to November 17, 2022 to:

- a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal;
- b) Be the authority to hire or remove any officer from/to employment with the Township of Malahide. That the authority to hire as delegated be restricted to not exceed the overall previously allotted complement number of staff positions excluding those that are 100% provincially funded;
- c) To have discretion to bind the Corporation for projects/ new funding opportunities with the Provincial and/or Federal governments(s) in instances where the contribution of other levels of government totals 66% or greater with a cap of \$100,000 for the municipal contribution; and,
- d) That the CAO shall submit to Council an informational report, containing the details relevant to the exercise of all delegated authority by that position under the By-law.

14. THAT Report No. entitled “Application for Consent to Sever of David and Mary Thiessen” be received;

AND THAT the Application for Consent to Sever of David and Mary Thiessen, relating to the property located at North Part of Lot 24, Concession 3, Part 2 and Part of Part 3 RP 11R5617, Former Geographic Township of Malahide, Township of Malahide, and known municipally as 51553 Calton Line, be supported for the reasons set out in this Report;

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

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

- (i) Long Point Region Conservation Authority Board of Directors – Minutes of February 23, 2022.

- (ii) Aylmer Area Secondary Water Supply System and Port Burwell Area Secondary Water Supply System Joint Board of Management – Minutes of December 8, 2021.

16. THAT the following correspondence be noted and filed:

1. Association of Municipalities of Ontario - Watch File – dated March 10, 2022. (Page C3 – 5)
2. Enbridge Gas Inc – Introduction of new Senior Vice President & President of Enbridge Gas Inc. (Page C6)
3. Town of South Bruce Peninsula – Resolution requesting removal of the Municipal Accommodation Tax exemption for all Crown owned campgrounds. (Pages C7-8)
4. Middlesex County – Notice of Public Open House – Review of County of Middlesex Official Plan Amendment. (Pages C9-10)
5. Ministry of Northern Development, Mines, Natural Resources and Forestry – Seeking municipal input regarding the use of floating accommodations on waterways over Ontario's public lands. (Pages C11-12)
6. County of Oxford – Notice of Public Meeting – Official Plan Update – Phase 1 Agricultural Policies. (Pages C13-14)
7. Elgin Group Police Services Board – Secretary-Administrator Appointment. (Page C15)
8. Town of The Blue Mountains – Resolution directing Town staff to monitor provincial policy and legislative changes that be proposed by the Province to address Housing and Affordability issues. (Pages C16-24)
9. The Township of Woolwich – Resolution requesting that the Government of Canada provide Mental Health Supports to the Province as part of its 2022 Budget. (Pages C25-26)
10. County of Elgin – 2022 Budget Approval. (Pages C27-35)
11. Town of Mono – Resolution calling on the federal government to provide greater support to Ukraine in their fight against the invasion of their sovereign territory by Russia. (Pages C36-37)
12. Town of Wasaga Beach - Resolution requesting the Province to further review the interest arbitration system in reference to Fire Services. (Pages C38-43)

17. THAT the Long Point Region Conservation Authority 2021 Annual Report and 2021 Audited Financial Statements be received.
18. THAT the correspondence received from the Kettle Creek Conservation Authority (KCCA), regarding the 2022 Levy be received.
19. THAT Catfish Creek Conservation Authority 2021 Financial Statements and 2022 Final Budget be received.
20. THAT By-law No.22-15, being a By-law to reduce the speed limit on a portion of Crossley Hunter Line, be given first, second and third readings, and be properly signed and sealed
21. THAT By-law No.22-16, being a By-law to amend By-law No. 20-74 rate of remuneration for the Members of Council, be given first, second and third readings, and be properly signed and sealed
22. THAT Council move into Closed Session at _____ p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following
- (i) A Labour Relations or Employee Negotiations Matter relating to Union Staff Complement.
 - (ii) A Labour Relations or Employee Negotiations Matter relating to a compensation and pay equity review.
23. THAT Council move out of Closed Session and reconvene at _____ p.m. in order to continue with its deliberations.
24. THAT By-law No. 22-17, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
25. THAT the Council adjourn its meeting at _____ p.m. to meet again on March 17, 2022, at 7:30 p.m.

The Corporation of the Township of Malahide

March 3, 2022 – 7:30 p.m.

Virtual Meeting - <https://youtu.be/piBRMy1R1J8>

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

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

Staff: Chief Administrative Officer A. Betteridge, Clerk A. Adams, Director of Public Works M. Sweetland, Director of Fire and Emergency Services J. Spoor, and IT Manager C. Coxen.

Staff via Zoom: Roads Manager R. DeSutter and Director of Finance A. Boylan.

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 Report in Section D (ii) Petition for Drainage – Giesbrecht and Petition for Drainage – Muilwyk/Dykxhoorn. The nature of the conflict being that a Junior Partner at Spriet Associates is an immediate relative of his.

MINUTES:

No. 22-69

Moved By: Max Moore

Seconded By: Scott Lewis

THAT the minutes of the regular meeting of the Council held on February 3, 2022, be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

REPORTS:

Director of Fire & Emergency Services

The Mayor thanked the firefighters for their dedication and commitment in reference to the recent Port Bruce Flood event.

Councillor Cerna wanted to recognize the Mayor for his kindness in shuttling residents who needed assistance during the Port Bruce Flood event.

- Emergency Services Activity Report – January

No. 22–70

Moved by: Rick Cerna

Seconded by: Chester Glinski

THAT Report No. F-22-04 entitled “Emergency Services Activity Report – January” be received.

Carried

-Fire Communication Agreement

No. 22–71

Moved by: Mark Widner

Seconded by: Dominique Giguère

THAT Report No. F-22-05 entitled “Fire Communication Agreement” be received;

AND THAT the Township of Malahide Council authorize the signing of the Tillsonburg Fire Service Agreement for Dispatching Elgin County.

Carried

Director of Public Works

Councillor Widner disclosed a pecuniary interest with respect to Council Agenda Report in Section D (ii) Petition for Drainage – Giesbrecht and Petition for Drainage – Muilwyk/Dykxhoorn. He retired from the meeting, and abstained from all discussions and voting on the matter.

- Petition for Drainage – Giesbrecht

No. 22-72

Moved by: Max Moore

Seconded by: Scott Lewis

THAT Report No. PW-22-10 entitled “Petition for Drainage – Giesbrecht” be received;

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

Carried

-Petition for Drainage – Muilwyk/Dykxhoorn

No. 22-73

Moved by: Rick Cerna

Seconded by: Chester Glinski

THAT Report No. PW-22-11 entitled “Petition for Drainage – Muilwyk/Dykxhoorn” be received;

AND THAT Mike Devos, P. Eng., of Spriet Associates Ltd., be appointed to prepare an Engineer’s Report for the Muilwyk/Dykxhoorn Petition.

Carried

Councillor Widner resumed his seat at the Council Table.

- Roads Department 2021 Year-End Report

No. 22-74

Moved by: Dominique Giguère

Seconded by: Scott Lewis

THAT Report No. PW-22-14 entitled “Roads Department 2021 Year-End Report” be received.

Carried

-Crossley-Hunter Speed Concerns

Councillor Widner clarified that from the data provided most drivers were going over the speed limit. Roads Manager DeSutter confirmed this was the case as the road is in good condition and a wide open road for visibility. Councillor Widner noted his concerns with the corner of Crossley Hunter Line and

Dorchester Road as its sightlines are not great. Councillor Widner also noted that when the speed on Mapleton Line was reduced drivers overall lowered their speeds. Councillor Widner would like to see the speed limits lowered but has noted that the report does not support it.

Councillor Cerna noted that there was a delegation last Fall who presented concerns regarding the speeding in their neighbourhood and believed we should be able to help give them what they are asking for. He stated that speed limits do not matter if they are not being enforced.

Councillor Glinski inquired if it was possible to get more police patrol on the road to assist with the speed issues as patrols make a difference and people will slow down.

Councillor Lewis has heard from people in the community that if we slow it down too much we are going to go backwards in our Township as we will not have a road that is 80km/h in Malahide. He stated that people who drive for their job are going to have greater problems doing their job efficiently for reasons that are not understood to most. He cautions how much we slow things down in the Township.

No. 22-75

Moved by: Chester Glinski

Seconded by: Max Moore

THAT Report No. PW-22-15 entitled “Crossley-Hunter Speed Concerns” be received.

Vote for Reconsideration

Immediately following Resolution No.22-75, many Councillors noted that the motion was not clear to what they were voting on. Councillor Moore introduced a motion for reconsideration and it passed unanimously.

No. 22-76

Moved by: Mark Widner

Seconded by: Max Moore

THAT Report No. PW-22-15 entitled “Crossley-Hunter Speed Concerns” be received.

AND THAT, Municipal Staff be directed to prepare the necessary By-law to reduce the speed limit on a section of Crossley Hunter Line from 80 km per hour to 60 km per hour.

Carried

Director of Finance/Treasurer

- Rate Study Contract Award

No. 22– 77

Moved by: Dominique Giguère

Seconded by: Rick Cerna

THAT Report No. FIN 22-03 entitled “Rate Study Contract Award” be received;

AND THAT the contracting of professional consulting services to undertake the Township of Malahide Tertiary Water and Sewer System Rate Study be permitted as a single source procurement;

AND THAT Watson & Associates Economists Ltd. be awarded the service contract for the Township of Malahide Tertiary Water and Sewer System Rate Study, in the amount of \$25,620.00 plus applicable taxes.

Carried

- Revised 2022 Budget Committee Schedule

No. 22–78

Moved by: Scott Lewis

Seconded by: Rick Cerna

THAT Report No. FIN 22-04 titled “Revised 2022 Budget Committee Schedule” be received;

AND THAT the following meeting schedule for the Budget Committee for 2022 Budget deliberations be approved:

Tuesday, March 15, 2022 @ 7:00 pm

Tuesday, March 29, 2022 @ 7:00 pm

Tuesday, April 5, 2022 @ 7:00pm.

Carried

Clerk

- Pre-Election Accessibility Plan

Councillor Glinski inquired if the voters list would be available in a paper format. Clerk Adams responded that if requested it could be provided but electronic format was the primary method.

No. 22 –79

Moved by: Mark Widner

Seconded by: Rick Cerna

THAT Report No. CLERK-22-02 entitled “Pre-Election Accessibility Plan” regarding accessibility for the 2022 Municipal and School Board Elections be received.

Carried

- Use of Corporate Resources for Election Purposes

Deputy Mayor Giguère inquired if this policy is new or modified from the last election. Clerk Adams stated that it's a requirement of the municipal elections act to ensure we have a current policy in place for each election period.

Councillor Glinski inquired if there would be an all candidates meeting for those interested in looking to run for the election. Clerk Adams stated that one was currently being planned with the Town of Aylmer and Municipality of Bayham and a speaker and date were being confirmed for next month.

No. 22-80

Moved by: Max Moore

Seconded by: Chester Glinski

THAT Report No. CLERK-22-03 entitled “Use of Corporate Resources for Election Purposes” be received;

AND THAT the attached policy regarding the use of Corporate resources for election purposes be adopted.

Carried

- 2022 Council Remuneration

Clerk Adams noted that there was a discrepancy in the report's options and provided Council with the updated options prior to the meeting for review.

Option 1: Amount To Be Paid If No Action Is Taken

Mayor	-\$25,354.98 (1.5% increase from 2022)
Deputy Mayor	-\$18,905.43 (1.5% increase from 2022)
Councillor	-\$13,092.77 (1.5% increase from 2022)

Option 2: Amount To Be Paid With A \$500 Flat Increase

Mayor	-\$25,854.98 (3.50% increase from 2022)
Deputy Mayor	-\$19,405.43 (4.18% increase from 2022)
Councillor	- \$13,592.77 (5.37% increase from 2022)

Councillor Cerna stated that he believed that this was already included at the time of passing the original By-law 20-74. Clerk Adams stated that it was a part of the resolution and was to be brought back for consideration and read the resolution as written.

Deputy Mayor Giguère stated the council remuneration committee made this recommendation and it's not about this Council but about the incoming Council and that it is a fair request.

No. 22–81

Moved by: Mark Widner

Seconded by: Dominique Giguère

THAT Report No. CLERK-22-04 entitled “2022 Council Remuneration” be received;

AND THAT Council approve increasing annual Council salaries in 2023 by a \$500 flat fee increase.

Carried

Building/Planning/By-law

- Request for a Deeming By-law of Wendy D'Angelo

Councillor Glinski inquired if there was a size limit for these lots and does it interfere with the Land Division Committee (LDC) ruling. CAO Betteridge stated that the Zoning By-law and Official Plan speak to minimum not maximum size and that general good planning would try to encourage maximum lot sizes. This lot in particular is an oversized lot and being reduced to two lots is still appropriate. Councillor Glinski further inquired that the LDC would not complain about being too large for two separate lots. CAO Betteridge stated he cannot speak for the LDC but that the severance application had already been considered by Council about the size and appropriateness of the lots.

No. 22–82

Moved by: Max Moore
Seconded by: Chester Glinski

THAT Report No. DS-22-10 entitled “Request for a Deeming By-law of Wendy D’Angelo” be received;

AND THAT Council approve By-law 22-09, which will deem Lots 105 through 110 on Plan 78 (known locally as 11789 Superior Street), West Side of Superior St. in the Village of Springfield, not to be a Plan of Subdivision.

- Application for Development Agreement as per Consent to Sever of Anna and Isaak Giesbrecht

No. 22–83
Moved By: Scott Lewis
Seconded By: Dominique Giguère

THAT Report No. DS-22-11 entitled “Application for Development Agreement as per Consent to Sever of Anna and Isaak Giesbrecht” be received;

AND THAT the prepared Development Agreement relating to the property located at Part of Lot 11, Concession 1, and known municipally as 49485 Nova Scotia Line in the Hamlet of Copenhagen, be supported for the reasons set out in this Report;

AND THAT Council pass By-Law 22-11, being a By-law to authorize the execution of a Development Agreement with Anna and Isaak Giesbrecht pursuant to Sections 51 and 53 of the Planning Act, R.S.O. 1990, and Severance Application No. E73-21.

Carried

CAO

-Workplace COVID-19 Vaccination Policy Update

Councillor Lewis inquired if the policy would still affect new employees. CAO Betteridge stated that the previously adopted policy would be lifted entirely.

No. 22–84
Moved By: Rick Cerna
Seconded By: Scott Lewis

THAT Report No. HR-22-02 entitled “Workplace COVID-19 Vaccination Policy Update” be received;

AND THAT the Workplace COVID-19 Vaccination Verification Policy B-1.8 be declared redundant effective April 1, 2022.

Carried

- Post-COVID-19 Office Re-Opening

Deputy Mayor Giguère wanted to clarify that with staff returning to the office that the required space and protocols could still be met. CAO Betteridge believed there would be enough space for staff to distance and when that was not the case that masks would be worn.

No. 22-85

Moved by: Max Moore

Seconded by: Chester Glinski

That Report No. HR-22-03 entitled “Post-COVID-19 Office Re-Opening” be received.

AND THAT the Municipal Staff be provided with direction regarding the plan for the Malahide Office to re-open to the public and staff to return to the office from remote working arrangements as outlined in this report.

Carried

- Port Bruce Flooding, February 17th & 18th, 2022 – Update Report

CAO Betteridge has met with a representative from Disaster Recovery Assistance for Ontarians (DRAO) regarding the flooding in hopes that the Minister deems it appropriate to activate and this will give the residents one extra tool to assist them in recovering from the flood event.

Mayor Mennill inquired about the fire pumper and asked Director Spoor for an update as well as an overview of what occurred. Director Spoor stated that the fire pump itself was in Port Bruce for duration of the event. The truck went back to the hall and was sent back to do one last recovery. While doing the recovery, it quit at an idle and it had to be towed back to the hall. The mechanic has found some water in the fuel and tried a few things to see what the problem was. It ran but not properly and the computer did not show anything. If the problem is not the initial potential issues, contacting the insurance provider about putting a claim in is another option.

Councillor Lewis said he had heard a lot about Port Bruce from people but heard a lot of good in conversations. He would like to see staff be directed to find a

company to provide direction regarding these floods and if there is anything more that can be done.

Councillor Cerna stated that the problem is difficult to fix as it's how the setup. He is not sure if we need to hire a professional to fix it but rather possibly staff from Catfish Creek Conservation Authority may be able to assist.

Deputy Mayor Giguère would be in favour of a third party study to ensure that everything that can be done has been done and this could possibly be funded through the recovery program. This would provide extra assurance to compliment the expertise from Catfish Creek and would help clarify the discussions being had and provide closure to the topic.

CAO Betteridge noted that when he was in contact with the Provincial community emergency management coordinator assessing DRAO programs to help the homeowners, the coordinator indicated that they were going to inquire about the potential of Provincial funding for municipalities for disaster mitigation including flooding. These ideas being discussed tonight are noted and staff will come back to Council with further information regarding funding opportunities.

No. 22-86

Moved by: Scott Lewis

Seconded by: Dominique Giguère

THAT Report No. CAO-22-02 entitled “Port Bruce Flooding, February 17th & 18th, 2022 – Update Report” be received

Carried

REPORTS OF COMMITTEES/OUTSIDE BOARDS:

Prior to the vote, Councillor Glinski stated that he would like the two separate board minutes to be voted on separately.

No. 22-87

Moved by: Max Moore

Seconded by: Mark Widner

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

- **Long Point Region Conservation Authority Board of Directors – Minutes of January 5, 2022.**

No. 22-88

Moved by: Max Moore
Seconded by: Scott Lewis

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

- **East Elgin Community Complex Board of Management – Minutes of February 9, 2022**

Carried

CORRESPONDENCE:

No. 22 – 89
Moved by: Dominique Giguère
Seconded by: Mark Widner

THAT the Municipality of Shuniah resolution supporting the Town of Bracebridge's motion regarding Joint and Several Liability Reform addressing the priority for Provincial action on the issue of growing Municipal Liability and Insurance Costs be supported.

Carried

No. 22 – 90
Moved by: Dominique Giguère
Seconded by: Mark Widner

THAT the Township of Clearview resolution requesting that the Federal and Provincial Governments provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements be supported.

Carried

No. 22 – 91
Moved by: Dominique Giguère
Seconded by: Mark Widner

THAT the following correspondence be noted and filed:

1. **Association of Municipalities of Ontario - Watch File – dated February 3, 2022, February 10, 2022, February 17, 2022 and February 24, 2022. (Pages C3 -11)**

2. **Town of Halton Hills, Mallorytown – Front of Yonge Township, Town of Aurora, City of Thorold, Town of Gravenhurst, City of Sarnia, Plympton-Wyoming and Town of Kingsville– Resolution requesting the Government of Ontario to dissolve the Ontario Land Tribunal immediately thereby eliminating one of the most significant sources of red tape delaying the development of more attainable housing in Ontario. (Pages C13 - 35)**
3. **Municipality of Shuniah – Resolution requesting expansion of Northern Ontario Schools of Medicine (NOSM) to address the urgent need for physicians in Northern Ontario. (Page C36)**
4. **Municipality of Dutton-Dunwich – Resolution requesting that all lower tier municipalities review the Tri-County Water Board Agreement and work together to form a Water Board for the Lake Huron and Elgin Area Water Systems. (Page C37)**
5. **Norfolk County & Township of Alnwick - Resolution inviting all municipalities across Canada proclaim 2022 to be the Year of the Garden in their respective municipalities. Year of the Garden is a celebration of the contribution of gardens and gardening to the development of our country, our municipality and the lives of our citizens in terms of health, quality of life and environmental challenges. (Pages C38-42)**
6. **Township of Limerick – Motion passed for the County of Hastings to consider the impact of the Gypsy Moth Caterpillars on the rural communities across Ontario and to accurately interpret the devastation by way of geographical consideration and online reporting methods to ensure accurate and beneficial spraying to combat this problem is undertaken. (Page C43)**

Carried

OTHER BUSINESS:

- East Elgin Community Complex (EECC) Budget

Councillor Glinski wanted an opportunity to further discuss items that could be cut from that budget particularly the engineering of the parking lot.

Councillor Cerna was absent from the EECC board meeting but notes that the building is not that old and the parking lot has been fixed before and now it has to

be done again. He would like to know who did the report on the ice resurfer to determine that a new one is needed. The hours of the machine don't justify requiring a new one. The complex is running a deficit and now they want more money for a brand new machine. We need to start saving money somewhere and if we can get a couple more years out of this machine and patch the parking lot we should do it.

Mennill said he knows that the Director of Finance for Malahide has concerns that Malahide is not prepared to budget this in 2022. Director Boylan said that the capital program at EECC was \$25,000 annually for a lot of years but now has increased significantly without considering the financial impacts to both municipalities but certainly to Malahide. This has the potential to divert some of our funds for other projects in the future.

Councillor Cerna added that it's a select group that use the facility. Alternative ideas to bring in new users have been tried over the years including pickleball and shuffleboard but that is not enough. The library idea could have made money and brought people in but no one liked that idea. When there is a small percentage of the population of both municipalities that use the facility, a different plan is required to stretch every dollar.

Mayor Mennill stated his concerns of how it fits within the budget and asked opinions whether Council should accept it as presented or ask for it to be re-examined.

Deputy Mayor Giguère said we have not examined our own budget yet this year and the expectation is greater than expected. She suggested to defer this motion of budget until the budget committee has met then we will know the impact of what is being requested and what can we afford so that we are in a position to respond to the EECC board with an informed position.

Councillor Widner noted that you hear about the complex and people do not want to spend money on it. We are the ones to make these hard choices on budget and live with it. It's going to be a tough financial year for everyone. We need to make some hard choices and not leave it for the next Council. He would also recommend that it be deferred but is arbitration the next step.

Mayor Mennill noted that deferring it to budget and discussing after with the EECC Board was the next step to find a common ground and arbitration would be the last resort. CAO Betteridge indicated that the terms of reference between the Town and the Township for the EECC was that when both Councils cannot agree on a matter that it would go to Independent third party like an arbitrator to make that decision.

Moved by: Dominique Giguère
Seconded by: Max Moore

THAT the Draft 2022 Operating Budget for the East Elgin Community Complex (EECC), in the amount of \$595,034 and the Draft 2022 Capital Budget for the EECC, in the amount of \$377,000, be deferred until after Malahide Budget Committee deliberations.

Carried

- Sewage Capacity and future development in Springfield

Mayor Mennill wanted to clarify that there was an error in the Aylmer Express report as it indicated that sewage capacity and future development for Springfield was down the tubes. Mayor Mennill wanted to express that this isn't the case and Director of Public Works had confirmed that there is enough sewage capacity in the lagoons for 208 units.

Councillor Moore gave an overview of the history of Springfield and the capacity throughout the years and what is actually there.

- Truck Traffic and use of Air-Brakes in Springfield

Councillor Cerna noted that he had received complaints regarding truck traffic and speed in the Village. He stated that when transport trucks enter the Village they are using air brakes. He inquired if signs to avoid use of air brakes could be posted in the entrances to the Village. Public Works Director Sweetland stated that any entrances on County Roads would require a resolution to request this from the County. Councillor Cerna would follow up on locations and provide information to Public Works Director Sweetland.

Councillor Moore agreed with Councillor Cerna's statement but that the transport traffic occurs at all hours of the day. Councillor Moore would like to see a truck study count if possible regarding transport truck traffic in and out of the Village as there is substantial traffic even with an alternative route created. There is a trucking depot outside the Village that is looking at expanding which also creates substantial truck traffic through the Village. Public Works Director Sweetland said he will take the concerns as staff direction when it comes to the redesign of Pressey Line but anything County related will require a resolution from Council to pass along to the County. Director Sweetland will prepare a staff report with a recommendation for an upcoming Council meeting.

BY-LAWS:

No. 22-93
Moved by: Max Moore

Seconded by: Chester Glinski

THAT By-law No. 22-10, being a By-law to authorize the execution of a Development Agreement with Wendy D'Angelo, relating to the property in the Village of Springfield described as Lots 105 through 110 on Plan 78, municipally known as 11789 Superior Street, be given first, second and third readings, and be properly signed and sealed.

Carried

No. 22-94

Moved by: Rick Cerna

Seconded by: Mark Widner

THAT By-law No.22-13, being a By-law to authorize the execution of an Agreement with the Corporation of the Town of Tillsonburg for the provision of Fire Communications Services, be given first, second and third readings, and be properly signed and sealed

Carried

CLOSED SESSION:

No. 22-95

Moved by: Mark Widner

Seconded by: Rick Cerna

THAT Council move into Closed Session at 8:55 p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following

- (i) A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.**
- (ii) A Labour Relations or Employee Negotiations Matter relating to Union Staff Complement.**

Carried

No. 22-96

Moved by: Mark Widner

Seconded by: Chester Glinski

THAT Council move out of Closed Session and reconvene at 9:10 p.m. in order to continue with its deliberations.

Carried

The Mayor advised that during the Closed Session, Council provided direction to Municipal Staff regarding a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality of local board. There is nothing further to report.

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

CONFIRMATORY:

No. 22-97

Moved by: Max Moore

Seconded by: Scott Lewis

THAT By-law No. 22-12, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 22-98

Moved by: Chester Glinski

Seconded by: Mark Widner

THAT the Council adjourn its meeting at 9:15 p.m. to meet again on March 17, 2022, at 7:30 p.m.

Carried

Mayor – D. Mennill

Clerk – A. Adams



Report to Council

REPORT NO.: DS-22-08
DATE: March 17, 2022
ATTACHMENT: Report Photo and Application
SUBJECT: MINOR VARIANCE APPLICATION NO. D13-MV-01-22 OF
STEPHANIE AND KEN FARROW

Recommendation:

THAT Report No. DS-22-08 entitled “Minor Variance Application No. D13-MV-01-22 of Stephanie and Ken Farrow” and affecting lands described as Part of Lot 21, Concession 9 Southern Division, former Geographic Township of South Dorchester, Township of Malahide, Part 1 of RP 11R8906 (46998 Crossley-Hunter Line) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-01-22 to permit the construction of an accessory building (a 10.9m x 14m garage/shop) with a height of 6.29 metres (approximately 20 feet) to be situated 1.5 metres (approximately 5 feet) from the eastern side lot line;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 1 year from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variances 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, building height and architectural detail), and that all roof leaders not be directed to the adjacent property to the east, all to the satisfaction of the Chief Building Official.

Background:

The subject Application relates to the property located at Part of Lot 21, Concession 9 Southern Division, former Geographic Township of South Dorchester, known municipally as 46998 Crossley-Hunter Line. The Application seeks relief from the requirements of the Township of Malahide Zoning By-law which limits accessory building height to 6.0 meters and prohibits accessory structures from being located within the required 5.0 meter interior side yard.

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 February 17, 2022 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-01-22.

Comments/Analysis:

The subject property is 9307.7 square meters (approx. 2.2 acres) in area, and has approximately 53.5 meters (175.7 feet) of frontage along Hunter-Crossley Line. There is an existing single-detached dwelling. The subject property is bounded by agricultural land to the north, east, south, and west.

County of Elgin Official Plan

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan. The subject property has no noted areas on Schedule 'C' (Aggregate and Petroleum Resources) and Appendix 1, (Environmental Resource Areas) of the County Official Plan.

Malahide Official Plan

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan) and no noted areas on Schedule 'A2' (Constraints Plan). The Agriculture policies of Section 2.1 of the Official Plan applies 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 "Small Lot Agricultural (A4) Zone" on Key Map 10 of Schedule "A" to the Township's Zoning By-law No. 18-22.

The "A4" zone requires the following with regard to Interior Side Yard Width and Height for accessory buildings:

(following page)

“Small Lot Agricultural (A4) Zone”	Required:	Proposed:
Side Yard Width - Interior (m) (min.)	5.0m	1.5m
height (m) (max)	6.0m	6.29m

Public/Agency Comments Received

Notice of Public Hearing 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 February 7, 2022) has no objections to the application.

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.

As described in the application, the shop/garage is desired to “store (a) boat (and/or) trailer plus attic/storage space. The proposed shop/garage would be situated at the end of the existing paved driveway to the east of the dwelling. The reduced side yard setback is necessary to accomodate sufficient functional space between the proposed shop/garage and existing dwelling and to be accessed by the existing driveway. The roof pitch of the proposed shop/garage is designed to match that of the existing dwelling for aesthetic purposes, as both can be seen clearly from Crossley-Hunter Line.

The Township Planning Staff have no concerns with this application provided that the standard conditions be applied (built at location and as per drawings within 1 year), and, with the reduced setback to the adjacent farm field, that all roof leaders not be directed to that property.

Financial Implications to Budget:

The full cost of the minor variance process is at the expense of the Applicant and has no implications to the Township’s Operating Budget.

Relationship to Cultivating Malahide:

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

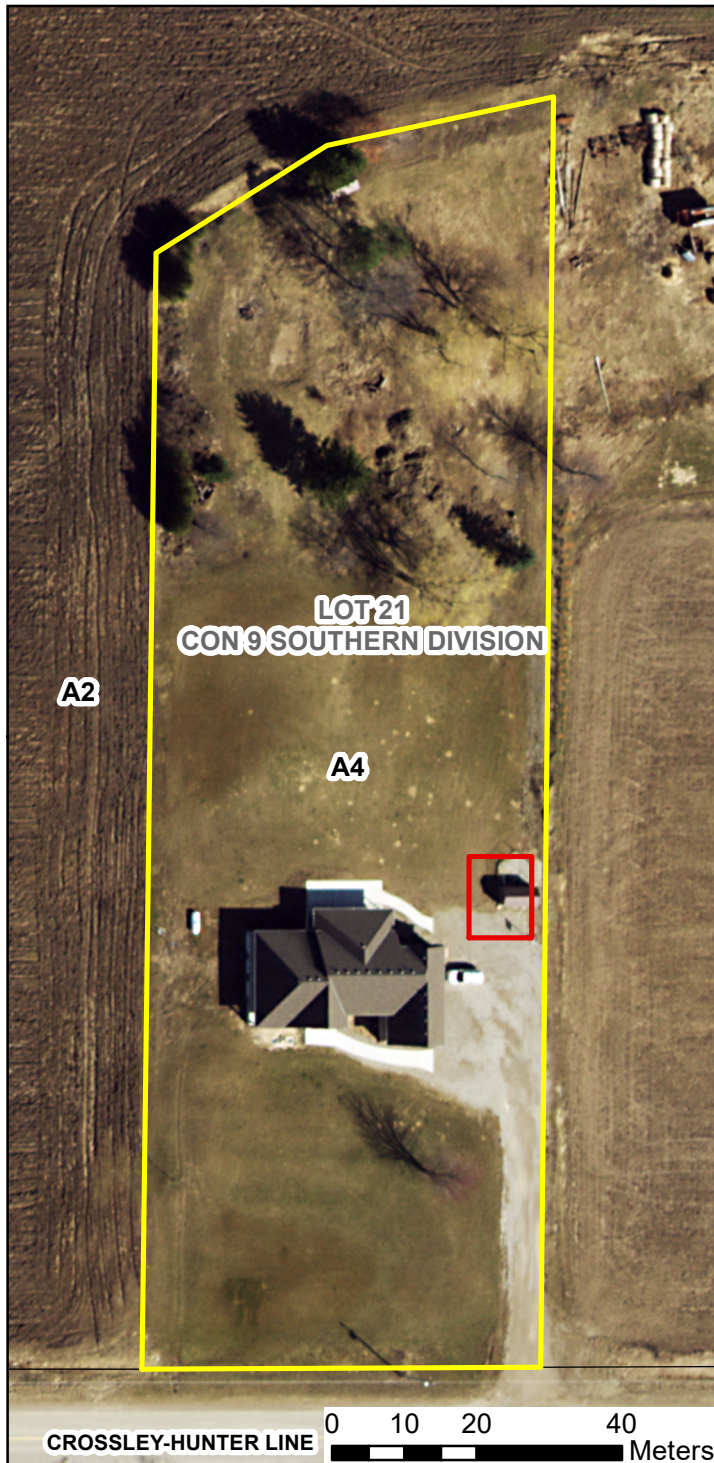
One of the goals that support the “Our Land” and “Our Community” Strategic Pillars is “Promote new development in a responsible manner that directs growth to appropriate areas with the Township”.

Submitted by:	Reviewed by:
Christine Strupat, CPT Development Services Technician/ Assistant Planner	Adam Betteridge, MCIP, RPP Director of Development Services

**APPLICATION FOR A MINOR VARIANCE
STEPHANIE AND KEN FARROW**



46998 Crossley-Hunter Line
Part of Lot 21, Concession 9 Southern Division,
Former Geographic Township of South Dorchester,
Township of Malahide

**Township
of Malahide
Figure 1**



OFFICIAL PLAN DESIGNATION
Agriculture

ZONING
A4 Small Lot Agricultural

-  Proposed accesory building
-  Demolished accesory building



Stephanie and Ken Farrow
46998 Crossley-Hunter Line
Belmont ON N0L 1B0

January 20, 2022

Township of Malahide
87 John Street South
Aylmer ON N5H 2C3

Re: Application for Minor Variance – Farrow (46998 Crossley- Hunter Line)

To Whom It May Concern,

Please find enclosed our documents for application for minor variance in the construction of a detached garage / shop on our current property beside our home.

We are seeking the variance for two items:

- Side yard setback of 1.5 meters (versus 5 meters) as moving it in from the lot line by 5 meters pushes the shop too close to the house
- Height allowance of the additional 20.5 inches. These inches are required to allow the roof pitch of the shop to match the roof pitch of our existing home for esthetic purposes and roadside appeal

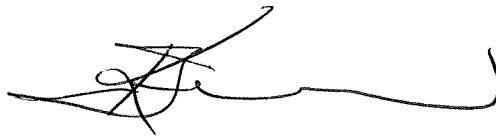
As suggested, we have spoken to our adjacent neighbours about the minor variance who own the farmland property surrounding us about this minor variance and we see no issue.

If you require anything further from us please let us know.

Thank you



Stephanie Farrow
519-870-5607



Ken Farrow
519-870-6936

Ken Farrow
46998 Crossley-Hunter Line
Belmont ON N0L 1B0

January 20, 2022

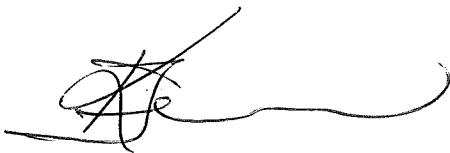
Township of Malahide
87 John Street South
Aylmer ON N5H 2C3

Re: Application for Minor Variance – Farrow (46998 Crossley- Hunter Line)

To Whom It May Concern,

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

Thank you

A handwritten signature in black ink, appearing to be 'Ken Farrow', with a long horizontal flourish extending to the right.

Ken Farrow
519-870-6936

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 Ken + Stephanie Farrow
- b) Mailing Address 46998 Crossley-Hunter Line
Belmont ON N0L1B0
- c) Telephone No. 519-870-5607
- d) Fax No. 519-644-2640

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. Part of Lot 21, Concession 9, South Dorchester, Designated as Part 1, 11R-8906, Township of Malahide, County of Elgin
- b) Street No. and Name 46998 Crossley-Hunter Line, Belmont ON N0L1B0

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

Name:

Address:

Ken + Stephanie Farrow - 46998 Crossley-Hunter Line Belmont ON
Manulife One - home equity line of credit - current balance zero \$

5. Nature and extent of relief applied for:

Minor variance for Accessory Building (Detached Shop/Garage) per:

- Side Yard set back 1.5m (vs. 5m in bylaw)
- Building height 20'-8 1/2" (vs. 19'6" in bylaw) - grade to midpoint measurement

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

- Side yard - 5m side yard set back would put shop/garage too close to the house (see site plan) 1.5m still plenty of room beside neighboring field
- Height - Plans are 20 1/2" higher than bylaw as the roof pitch was designed to match the house roof pitch for aesthetic purposes + roadside appeal. (1 1/2" difference)

7. Dimensions of the land affected:

- a) Frontage (m) 55 m
- b) Depth (m) 155 m
- c) Area (sq.m / ha) 8000 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 Ranch family home - 370 m² (15.5 m W x 24 m L x 7 m h)
- b) Proposed Build detached garage/shop on property beside existing home to store boat/trailer plus attic storage space. 153 m² (10.97 m W x 14.02 m L x 6.29 m H)

9. Date of acquisition of subject land: July 29, 2011

10. Date of construction of all buildings and structures on subject lands: April 2013

11. Existing uses of the subject property:

Family home - principal residence

12. Length of time and existing uses to the subject property have continued: 9 years

13. Existing uses of abutting properties:

- | | |
|----------|---|
| a) North | <u>Farmland</u> |
| b) East | <u>Farmland</u> |
| c) South | <u>Crossley-Hunter Line (Farm + Farmland)</u> |
| d) West | <u>Farmland</u> |

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

a) Method of Water Supply (if applicable)

- | | | | |
|----------------------------|--------------------------|-------------------------|-------------------------------------|
| Public Water Supply System | <input type="checkbox"/> | Private Individual Well | <input checked="" type="checkbox"/> |
| Private Communal Well | <input type="checkbox"/> | Other (please specify) | |

b) Method of Sanitary Waste Disposal (if applicable)

- | | | | |
|--|-------------------------------------|-------------------------|--------------------------|
| Private Septic Tank and
Tile Field System | <input checked="" type="checkbox"/> | Private Communal System | <input type="checkbox"/> |
| Other (please specify) | | | |

15. Applicable Official Plan designation(s): Agriculture

16. Applicable Zoning By-law zone(s): Small Lot Agricultural (A4) Zone

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

Stephanie Farrow and Kenneth

ADDRESS

46998 Crossley - Hunter Line Belmont ON NOL 180

Lot Part of Lot 21

Concession

9 South Dorchester
Designated as Part 1

Municipality

Township of Malahide,
County of Egin

Registration Plan No.

11R-8906

Quarter of Township Lot

N.E. ☐N.W. ☐S.W. ☐S.E. ☐

See Sketch Instructions on the following page.

Please see attached site plan.

RETURN THIS SKETCH WITH APPLICATION FORM -
NOTE: WITHOUT A SKETCH AN APPLICATION CANNOT BE PROCESSED

ALL DIMENSIONS MUST BE IN METRIC

STATUTORY DECLARATION

I, Stephanie Farrow of the Township of Malahide
(Name of Applicant) (City, Municipality, Town, Township)
 in the County of Elgin
(County / District / Region)

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

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

DECLARED before me

Township of Malahide)
(City, Municipality, Town, Township))

in the County of Elgin)
(County / District / Region))

this 21st day of January, 2022)

Allison Adams, a Commissioner)
 for taking Affidavits, Pursuant to A Adams)
 R.S.O. 1990, C.17, Para. 1(2))
 A Commissioner, etc.)

[Signature])
 Signature of Applicant or)
 Authorized Agent *

* If authorized agent, a letter from the owner of the property must accompany this application.

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

Municipal Freedom of Information Declaration

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

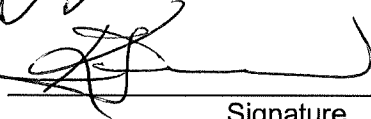
Personal information contained on this form is collected pursuant to the Planning Act, R.S.O. 1990, O.Reg 200/96 as amended and will be used for the purpose of determining permission for minor variance. The personal information collected will be maintained in accordance with the provisions of the Municipal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

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

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

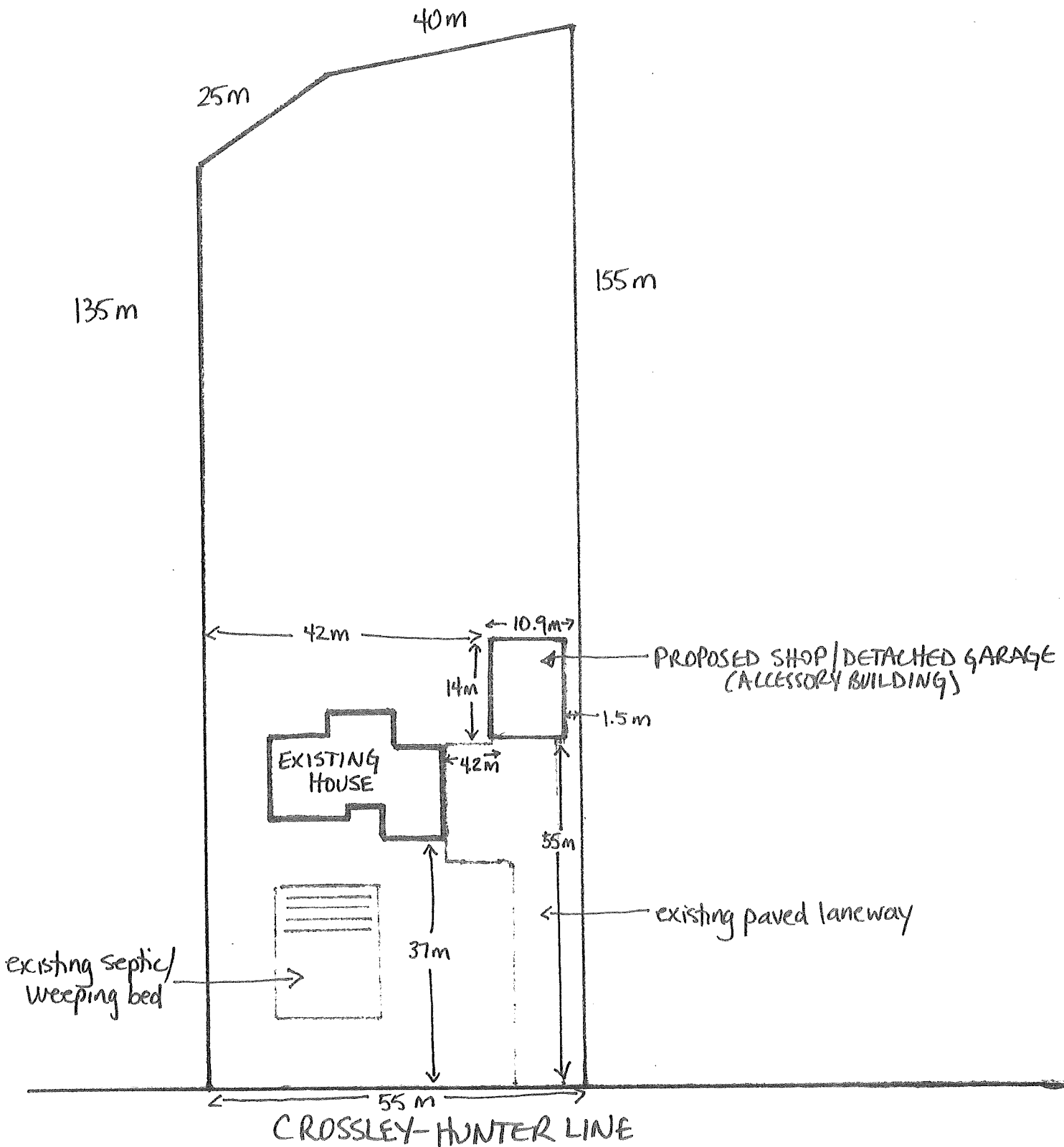

Signature

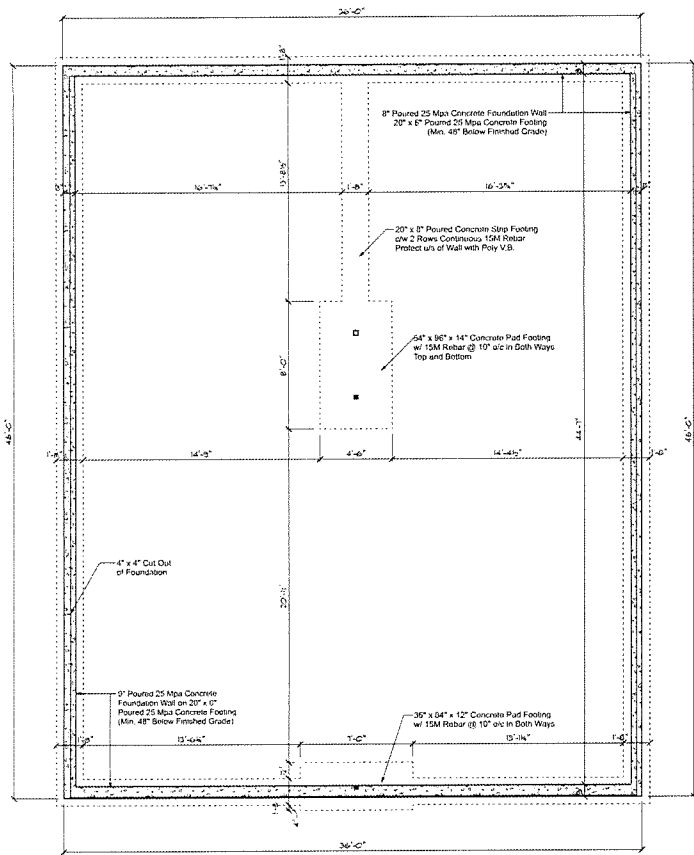
20 01 2022
Day Month Year


Signature

20 01 2022
Day Month Year

SITE PLAN - 46998 CROSSLEY-HUNTER LINE





FOUNDATION
SCALE: 3/16" = 1'-0"

CONSTRUCTION NOTES

All Excavation Work to Comply with OBC 2012 Section 9.12
Min. Frost Cover to be 4'-0" to u/s of Footing
Bottom of Excavation to be Free of all Organic Material
Excavation to Extend to Undisturbed Soil. All Engineered Fill to be Designed and Approved by a Certified Soil Consultant
Dampproofing, Waterproofing and Soil Gas Control to Comply with OBC 2012 Section 9.13
All Drainage Work, Application and Disposal of to Comply with OBC 2012 Section 9.14
Footings and Foundations to Comply with OBC 2012 9.15
Allowable Bearing Pressure to be Greater Than 120 Kpa (2500 psf)
Footings Supporting a Joist Length over 16'-1" to be Calculated with OBC 2012 Section 4.2
Vertical Rise for Step Footings to be 24" Maximum
Horizontal Distances Between Risers Shall not be Less Than 24"
Foundation Walls Laterally Unsupported at Top - 25 Mpa Concrete
Max. Height of Finish Ground Above Basement Floor - 8' = 3'-11"
10' = 4'-7"
Foundation Walls Laterally Supported at Top - 25 Mpa Concrete
Max. Height of Finish Ground Above Basement Floor - 8' = 7'-7"
10' = 7'-7"

Slabs on Ground to Comply with OBC 2012 9.16
Columns to Comply with OBC 2012 9.17. All Columns to be Centred on Footings and Fastened to Supported Member to Prevent Lateral Movement. Steel Columns to be Min. 4" x 4" x 1/4" Top and Bottom Plates
Top Plates Supporting Wood Beams to be Full Width of Beam. Wood Columns in Contact with Concrete to be Separated by 6 Mil Poly.

All Crawlspace to Conform with OBC 2012 9.18

Above Grade Masonry to Comply with OBC 2012 9.20. All Steel Lintels to 6" Min. Bearing at End Supports, and Shall be Primed. All Brick to Bear on Concrete or Steel. Brick Ties to be Corrosion Resistant, Min. 030 Thick and 7/8" Wide, and Shaped to Provide a Key with the Mortar. Vertical Spacing - 24" oc. Horizontal Spacing 16" oc. Fasten Through Sheathing into Wood Stud. Weep Holes at 31" oc Max.

WALLS

Wood Framed Construction to Comply with OBC 2012 9.23
Wood Framing Spans and Sizes to Conform to the Spans Shown on Tables A-1 to A-16 including all Applicable Footnotes.
End Bearing of Joists and Rafters - 1 1/2" min.

Heat Transfer, Air Leakage, and Condensation Control to Comply with OBC 2012 9.25
All Siding to Comply with OBC 2012 9.27
Exterior Walls to Have Min. R22 Insulation
All Vapour Barrier to be 6 Mil Poly (CGSB-S1-34) Air and Vapour Barrier to be Sealed as per OBC 2012
Doors and Windows to Comply with Forced Entry Requirements as per OBC 2012 9.6.8

Floor Levels Containing Bedrooms to Have One Opening Window with An Unobstructed Area of 3.8 sq. ft. with no Dimension Less Than 15"
All Attached Garages to Have Gas Proof Walls with Min. R22 Insulation
Plumbing Facilities as Per OBC 9.31
Ventilation as Per OBC 9.32 - Designed by Mechanical
Installer Unless Otherwise Noted on Drawings
Heating and Air Conditioning as per OBC 9.33

FLOORS

All Floors Exposed to Unheated Space to Have Min. R31 Insulation
Provide Dampproofing Under Basement Concrete Slabs if Concrete is Less Than 25 Mpa
Provide a Moisture Barrier Between All Wood in Contact with Concrete
Provide a Foam Gasket or Caulking Under all Sill and Floor Wall Plates
Provide 1/2" Dia. Anchor Bolts at 7'-10" Min. Cast in Place 4" Into Foundation Wall

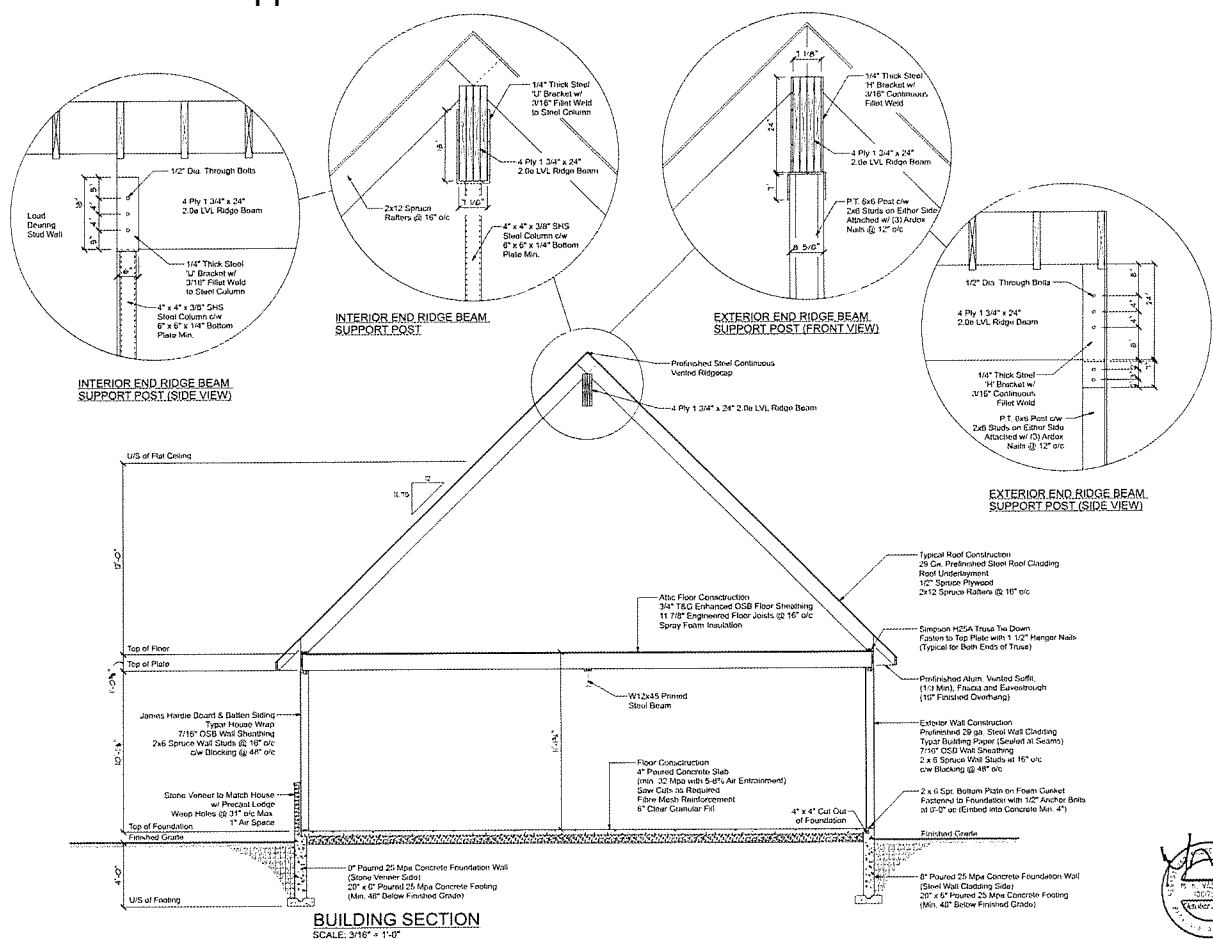
ROOF

Roof Construction and Flashing to Comply with OBC 2012 9.26
Roof Spaces to Comply with OBC 2012 9.19. Unobstructed Vent Area to be not Less Than 1/300 of the Insulated Ceiling Area. Min. Attic Access to be 20" x 28", Fitted with Cover, Weatherstripping and Rigid Insul

STAIRS - RESIDENTIAL

Typical Unless Noted Otherwise
Rise - 7 7/8" Max.
Run - 8 1/4" Min.
Tread - 9 1/4" Min. to 14" Max.
Nosing - 1" Min.
Headroom - 6'-5" Min.
Handrails - 32" Min. 38" Max.
Guards - 35" Min. 42" Max.
Pickets to Have 4" Max Between
Open Handrails and All Attachment of Guards and Rails as per Supplementary Guide Lines to OBC 2012, Section SB7

Brick Lintel Spans
3 1/2" x 3 1/2" x 14" - up to 4'-0"
4" x 3 1/2" x 5/16" - up to 6'-0"
5" x 3 1/2" x 5/16" - up to 8'-0"
6" x 4" x 1/2" - up to 10'-0"



BUILDING SECTION
SCALE: 3/16" = 1'-0"

GENERAL NOTES:

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

- Contractor to Check and Verify any Discrepancies Prior to Construction
- Drawings are to be Read and NOT to be Scaled
- All Construction, Materials and Equipment to Adhere to the Latest Edition of the OBC & Local By-Laws
- All Structural Elements not Obtainable Through OBC Charts to be Engineer Approved (Structural Engineer to Review, Calculate Loads/Size Stamp and Approve)
- All Footings to Bear on Undisturbed Soil
- All Exterior Foundation Walls to Extend Down Below Local Frost Levels (4' Min. cover)
- Refer to Plans, Cross Sections and Details for All Typical Construction Details and Notes
8. 1 1/2" Min. Concrete Rebar Coverage
- Location of All Services to be Verified by Owner/Contractor

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

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

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

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

DESIGN NOTES:

Ground Snow Load - 1.70Kpa (35.5 psf)
Dead Load - 0.72Kpa (15 psf)
Snow Reduction Factor - 0.8
Wind Load (1/50) - 0.47 Kpa (9.8 psf)

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

SEISMIC DATA

Sa (0.2) - 0.160
Sa (0.5) - 0.097
Sa (1.0) - 0.056
Sa (2.0) - 0.017
PGA - 0.066



DATE	REVISION	DRAWN	CHECK

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

8'-0" x SCHEDULE 1 REVIEW BY:

girard
ENGINEERING

3478153 Ontario Inc. o/a Girard Engineering
212 Main Street West, P.O. Box 96
Oshawa, ON L1G 1P0
510-679-6675 ph
519-879-6534 fx
Email: info@girardengineering.com

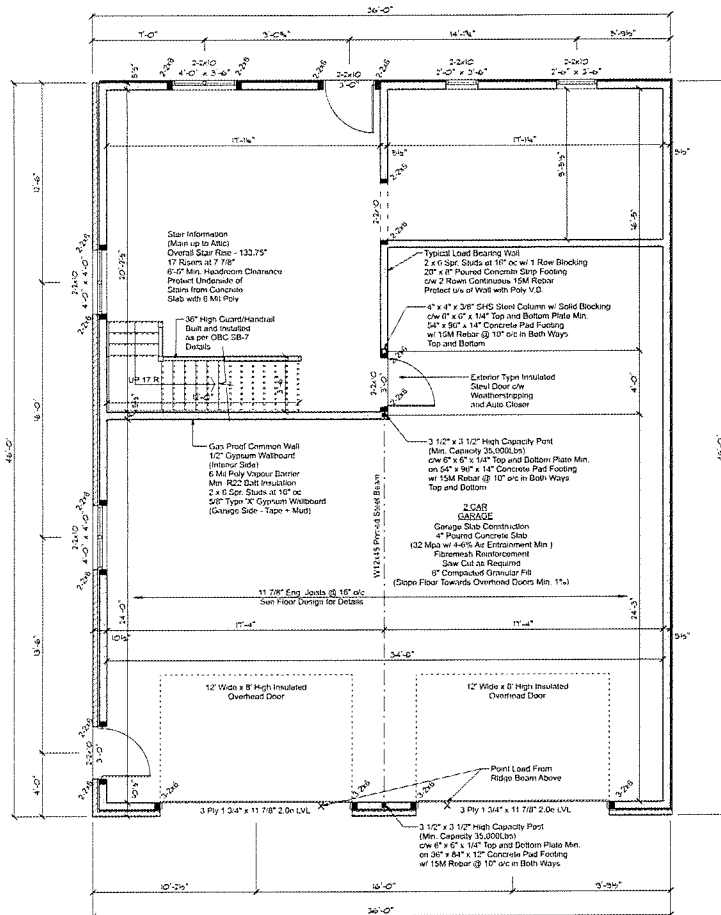
PROPOSED NEW GARAGE:

KEN & STEPHANIE FARROW
46088 CROSSLEY-HUNTER LINE
BELMONT, ON
N0L 1B0

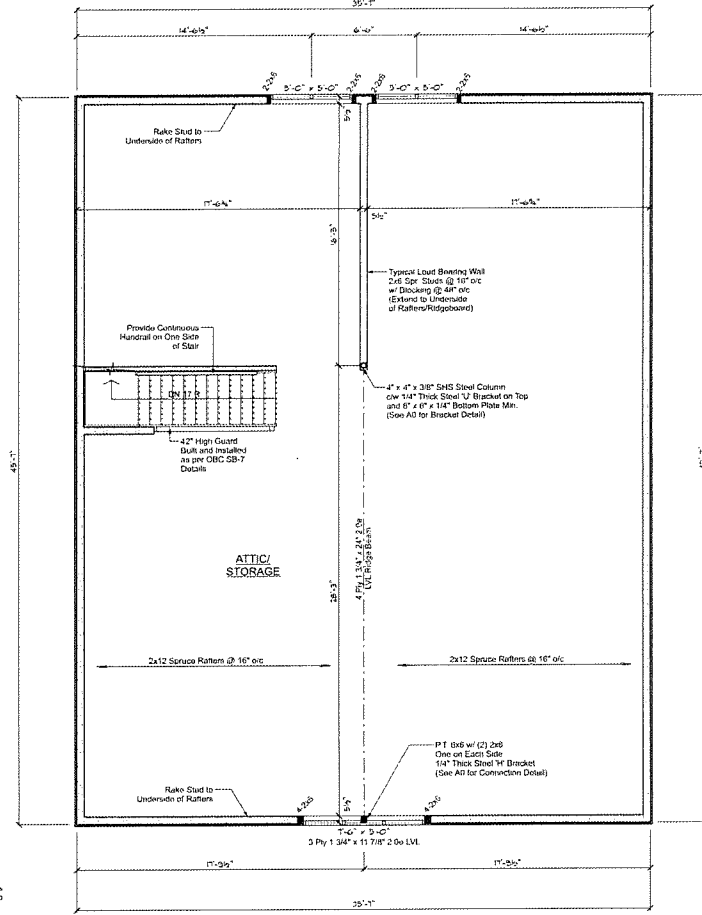
FOUNDATION PLAN / SECTION

DRAWN: D. EHERT	SCALE: AS NOTED
DESIGNED BY: DT/MV	DRAWING NO.
CHECKED BY: DT/MV	
DATE: OCT, 2021	
JOB NO: 21-216	

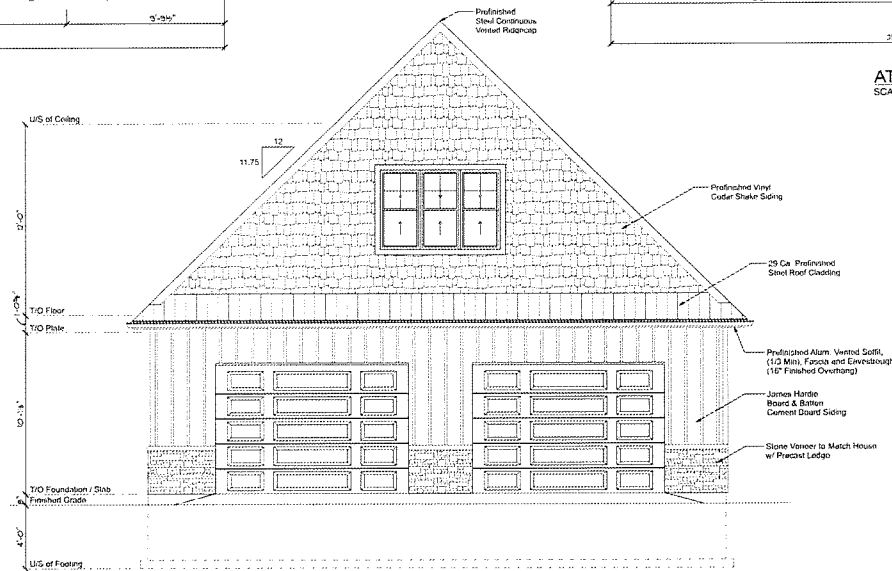
A0



MAIN FLOOR
SCALE: 3/16" = 1'-0"



ATTIC
SCALE: 3/16" = 1'-0"



FRONT ELEVATION
SCALE: 3/16" = 1'-0"

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Sa (2.0) - 0.017
PGA - 0.086

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BOIN / SCHEDULE 1 REVIEW BY:

girard
ENGINEERING

3478153 Ontario Inc. c/o Girard Engineering
312 Main Street West, P.O. Box 98
Ottawa, ON, N6J 1P0
519-879-6575 ph
519-879-6534 fx
Email: info@girardengineering.ca

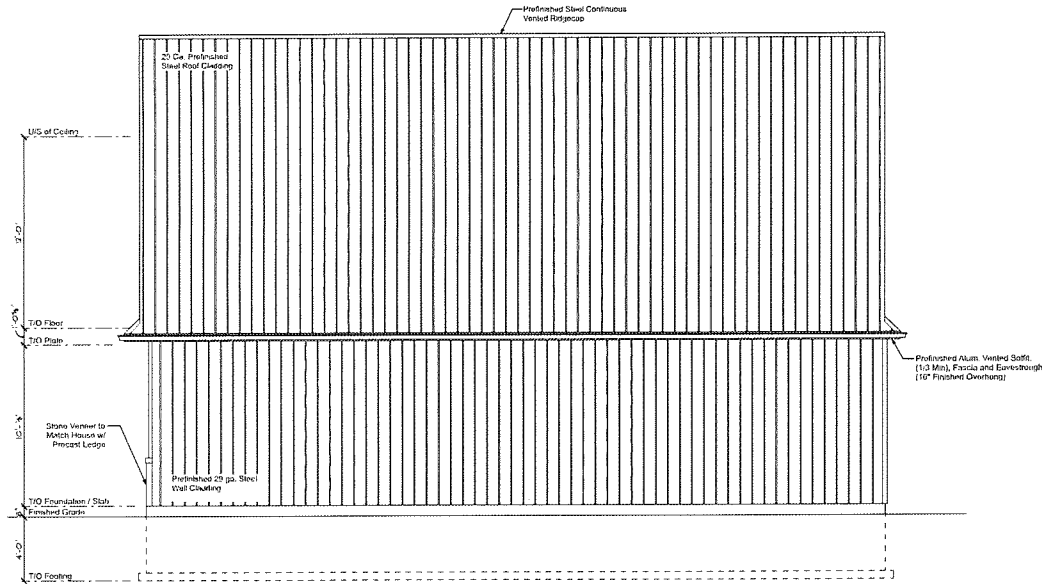
PROPOSED NEW GARAGE:

KEN & STEPHANIE FARROW
46598 CROSSLEY-HUNTER LINE
BELMONT, ON
N0L 1B0

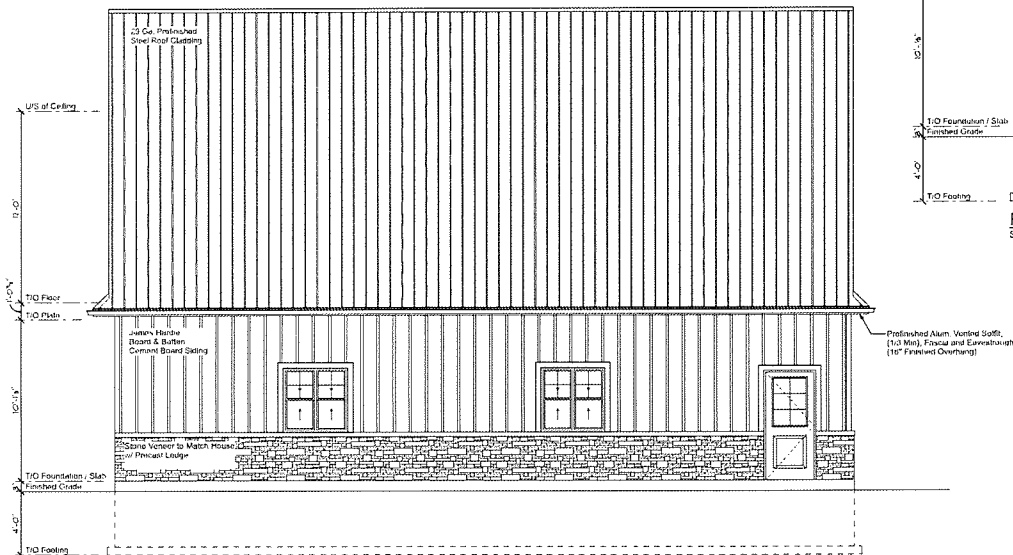
FLOOR PLANS / ELEVATION

DRAWN: D. GERT	SCALE: AS NOTED
DESIGNED BY: DT/MV	DRAWING No.
CHECKED BY: DF/MV	
DATE: OCT, 2021	
JOB No.: 21-316	

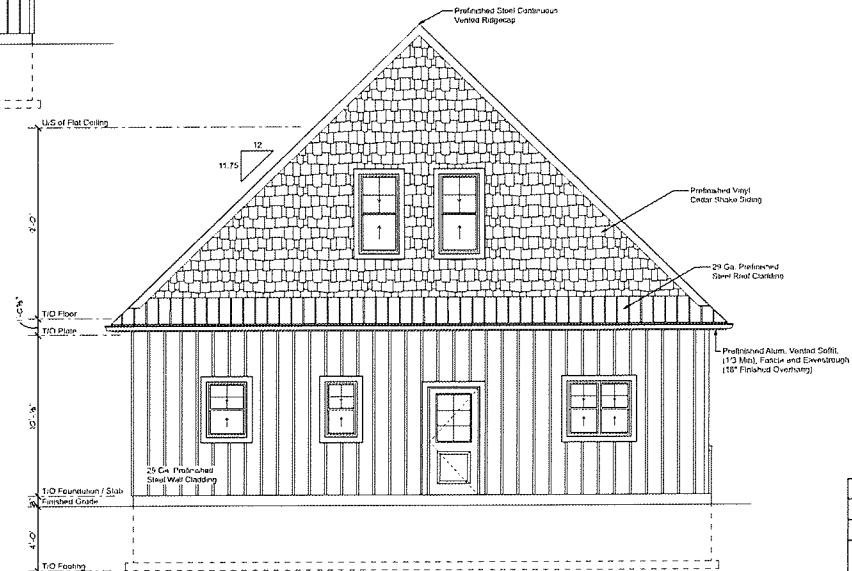
A1



RIGHT ELEVATION
SCALE: 3/16" = 1'-0"



LEFT ELEVATION
SCALE: 3/16" = 1'-0"



REAR ELEVATION
SCALE: 3/16" = 1'-0"

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DATE	REVISION	DRAWN	CHECK

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BCN / SCHEDULE 1 REVIEW BY:

girard
ENGINEERING

2476155 Ontario Inc. c/o Girard Engineering
312 Main Street West, P.O. Box 98
Ottawa, ON K1P 1P3
519-879-6576 or
519-879-6576 x1
Email: info@girardengineering.ca

PROPOSED NEW GARAGE:
KEN & STEPHANIE FARROW
4598 CROSSLAND HUNTER LINE
BELMONT, ON
N0L 1B0

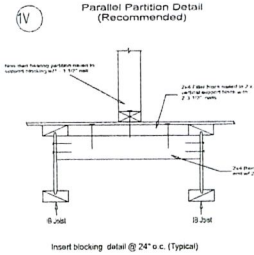
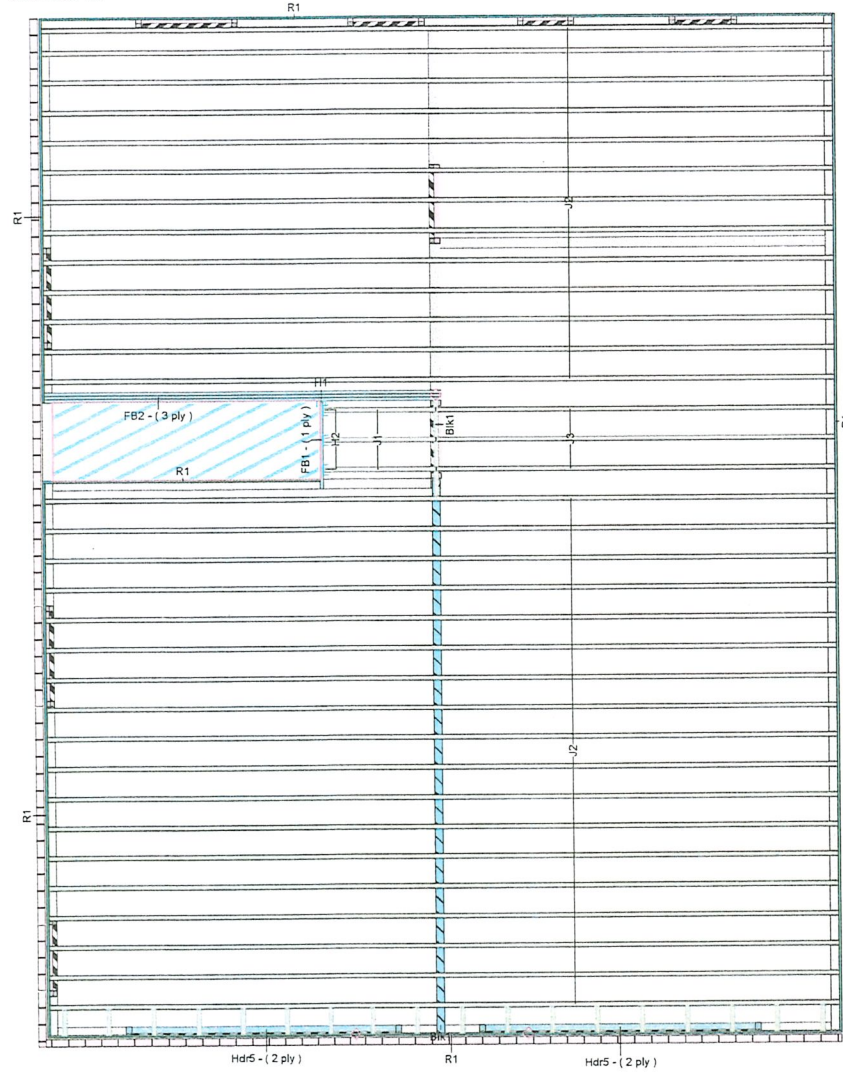
ELEVATIONS

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DESIGNED BY: DF/MV	DRAWING No.
CHECKED BY: DF/MV	
DATE: OCT. 2021	
JOB No.: 21-078	

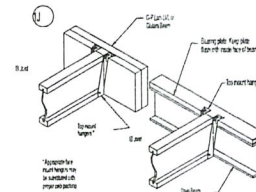
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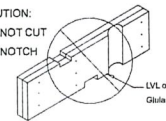
Main Floor RCP



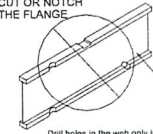
JOIST TO LVL OR STEEL BEAM



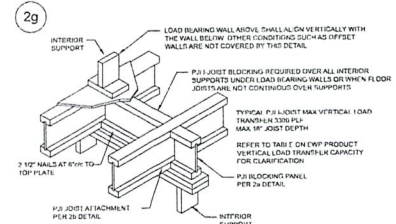
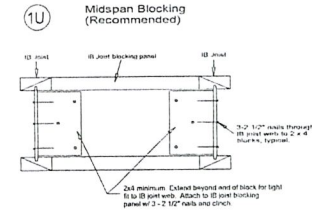
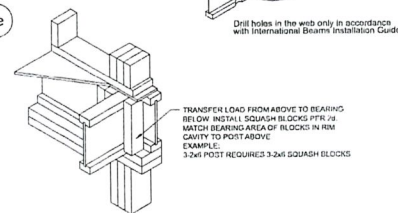
CAUTION:
DO NOT CUT
OR NOTCH



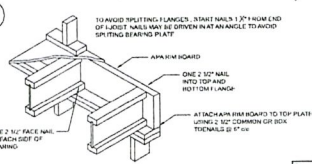
CAUTION:
DO NOT DRILL
CUT OR NOTCH
THE FLANGE



2e



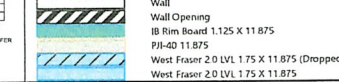
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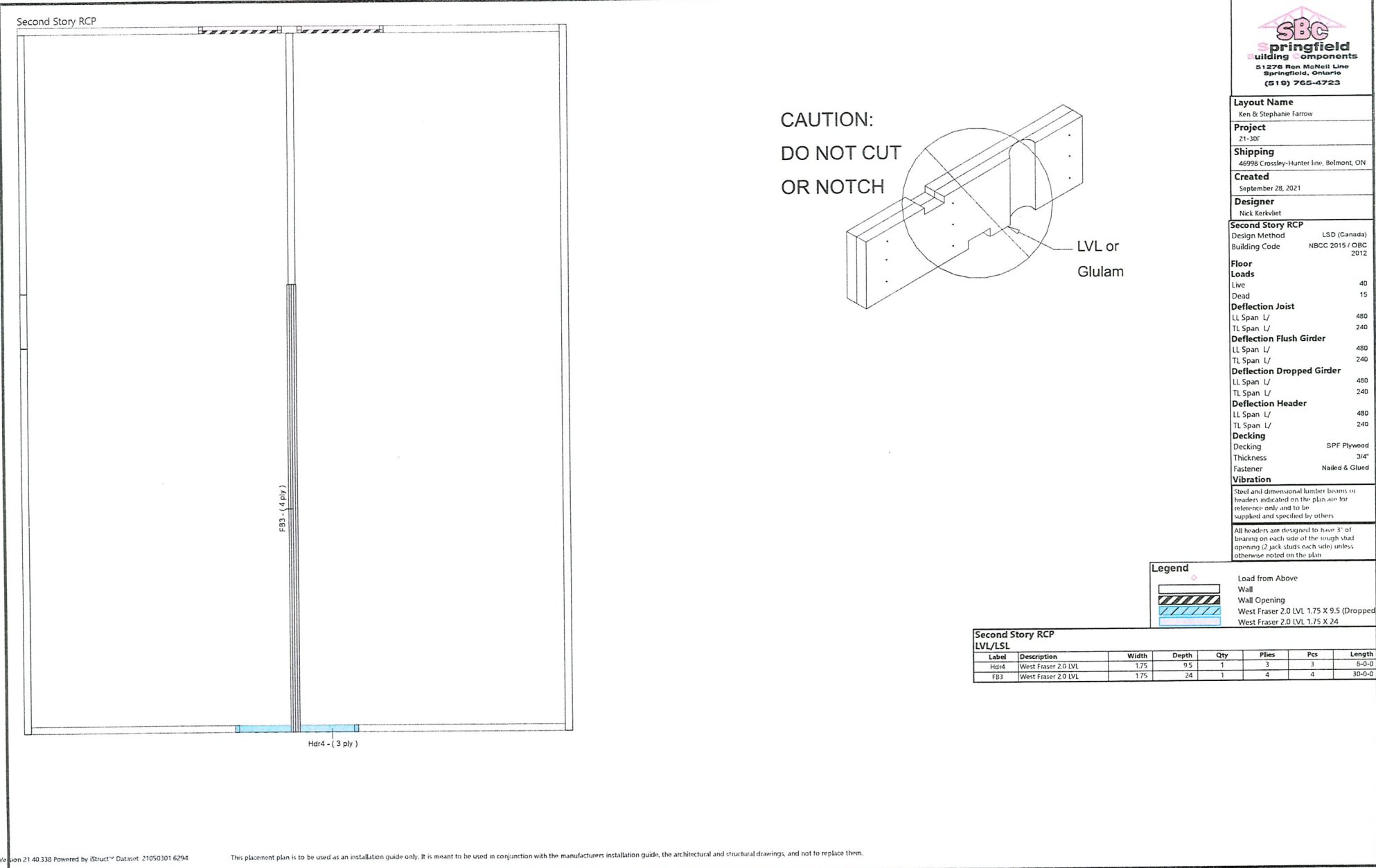
MIN JOIST OR BLOCKING PANEL	MAX. FACTORED UNIFORM VERTICAL (LOAD) (PSF)
1 1/2" APA RIM BOARD PLUS	8700
1 3/4" APA RIM BOARD	7300
2" APA RIM BOARD	5900
P.P. JOIST @ 16" TO 24"	3300

THE UNIFORM VERTICAL LOAD IS LIMITED TO A HORIZONTAL SPAN OF 16' ON LSS BASED ON STANDARD TERM LOADING DURATION. IT SHALL NOT BE USED IN THE DESIGN OF A BENDING MEMBER SUCH AS A JOIST, BEAM OR RAFTER. FOR CONCENTRATED VERTICAL LOAD TRANSFER, SEE SECTION 10.1.2.

Legend



Main Floor RCP							
LVL/LSL							
Label	Description	Width	Depth	Qty	Piles	Pcs	Length
FB2	West Fraser 2.0 LVL	1.75	11.875	1	3	3	18-0-0
Hdr5	West Fraser 2.0 LVL	1.75	11.875	2	2	4	14-0-0
FB1	West Fraser 2.0 LVL	1.75	11.875			1	4-0-0
Joist							
Label	Description	Width	Depth	Qty	Piles	Pcs	Length
J2	PJI-40	2.5	11.875			31	36-0-0
J3	PJI-40	2.5	11.875			3	18-0-0
J1	PJI-40	2.5	11.875			3	6-0-0
Rim Board							
Label	Description	Width	Depth	Qty	Piles	Pcs	Length
R1	IB Rim Board 1.125 X 11.875	1.125	11.875			15	12-0-0
Blocking							
Label	Description	Width	Depth	Qty	Piles	Pcs	Length
BB1	PJI-40	2.5	11.875	Unft		Vanes	25-0-0
Hanger							
Label	Pcs	Description	Skew	Slope	Beam/Girder fasteners		Supported Member fasteners
H1	1	IHFL17112			10 10d		
H2	3	TH25118			6 10dx1 1/2		2 10dx1 1/2




Version 21-40-338 Powered by iStruct™ Dataview 21050301 6294

This placement plan is to be used as an installation guide only. It is meant to be used in conjunction with the manufacturers installation guide, the architectural and structural drawings, and not to replace them.

Schedule 1: Designer Information

Use one form for each individual who reviews and takes responsibility for design activities with respect to the project.

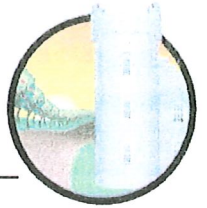
A. Project Information			
Building number, street name 46998 Crossley-Hunter Line - Belmont		Unit no.	Lot/con.
Municipality Malahide Township	Postal code	Plan number/ other description	
B. Individual who reviews and takes responsibility for design activities			
Name Madana Vasantha, P.Eng.		Firm 2478153 Ontairo Inc. o/a Girard Engineering	
Street address 212 Main Street West - P.O. Box 98 - Otterville		Unit no.	Lot/con.
Municipality Norwich Township	Postal code N0J 1R0	Province Ontario	E-mail info@girardengineering.ca
Telephone number (519) 879-6875	Fax number ()	Cell number ()	
C. Design activities undertaken by individual identified in Section B. [Building Code Table 3.5.2.1. of Division C]			
<div style="display: flex; flex-wrap: wrap;"> <div style="width: 33%;"> <input type="checkbox"/> House <input checked="" type="checkbox"/> Small Buildings <input type="checkbox"/> Large Buildings <input type="checkbox"/> Complex Buildings </div> <div style="width: 33%;"> <input type="checkbox"/> HVAC – House <input type="checkbox"/> Building Services <input type="checkbox"/> Detection, Lighting and Power <input type="checkbox"/> Fire Protection </div> <div style="width: 33%;"> <input checked="" type="checkbox"/> Building Structural <input type="checkbox"/> Plumbing – House <input type="checkbox"/> Plumbing – All Buildings <input type="checkbox"/> On-site Sewage Systems </div> </div>			
Description of designer's work Part 9 and Structural Review of Proposed New Garage Plans as prepared by Springfield Rona for Ken & Stephanie Farrow			
D. Declaration of Designer			
I <u>Madana Vasantha</u> declare that (choose one as appropriate): (print name)			
<input type="checkbox"/> I review and take responsibility for the design work on behalf of a firm registered under subsection 3.2.4. of Division C, of the Building Code. I am qualified, and the firm is registered, in the appropriate classes/categories. Individual BCIN: _____ Firm BCIN: _____			
<input type="checkbox"/> I review and take responsibility for the design and am qualified in the appropriate category as an "other designer" under subsection 3.2.5. of Division C, of the Building Code. Individual BCIN: _____ Basis for exemption from registration: _____			
<input checked="" type="checkbox"/> The design work is exempt from the registration and qualification requirements of the Building Code. Basis for exemption from registration and qualification: <u>Professional Engineer</u>			
I certify that:			
1. The information contained in this schedule is true to the best of my knowledge.			
2. I have submitted this application with the knowledge and consent of the firm.			
October 26, 2021			
Date			
		Signature of Designer	

NOTE:

- For the purposes of this form, "individual" means the "person" referred to in Clause 3.2.4.7(1) d) of Division C, Article 3.2.5.1. of Division C, and all other persons who are exempt from qualification under Subsections 3.2.4. and 3.2.5. of Division C.
- Schedule 1 is not required to be completed by a holder of a license, temporary license, or a certificate of authorization, issued by the Ontario Association of Architects. Schedule 1 is also not required to be completed by a holder of a license to practise, a limited license to practise, or a certificate of authorization, issued by the Association of Professional Engineers of Ontario.

87 John Street South
Aylmer, On N5H 2C3
Telephone: 519-773-5344
Fax: 519-773-5334
www.malahide.ca

the TOWNSHIP of
MALAHIDE
A proud tradition. a bright future.




Lot Grading Exemption

Name of Property Owner: Stephanie Farrow and Kenneth Farrow Bldg Permit #: _____

Address: 46998 Crossley-Hunter Line Email: steph@farrowfinancial.ca
Belmont ON N0L 1B0 Phone: 519-870-5607

Description of Work: Building detached garage/shop on property beside existing home.

Municipal Drain on the Property? Y / N Drain Name: _____



Indicate North

Please see attached site plan

Sketch or Attach Plan (indicate location of proposed work)

[Signature] I have read, understand and agree to the conditions set forth on this exemption and assume all responsibility for any
(initial) flooding or drainage dispute which may arise as a result of this construction; and

[Signature] I indemnify and hold harmless the Township of Malahide from any actions, claims, suits or demands made by any
(initial) person(s) arising out of the issuance of this exemption; and

[Signature] I acknowledge that approval of this exemption does not preclude the applicant from any and all obligations under the
(initial) Ontario Building Code, Ontario Drain Act, any other applicable regulations or by-law and/or their legal obligations.

[Signature]
Signature of Applicant

Nov 3/2021
Date

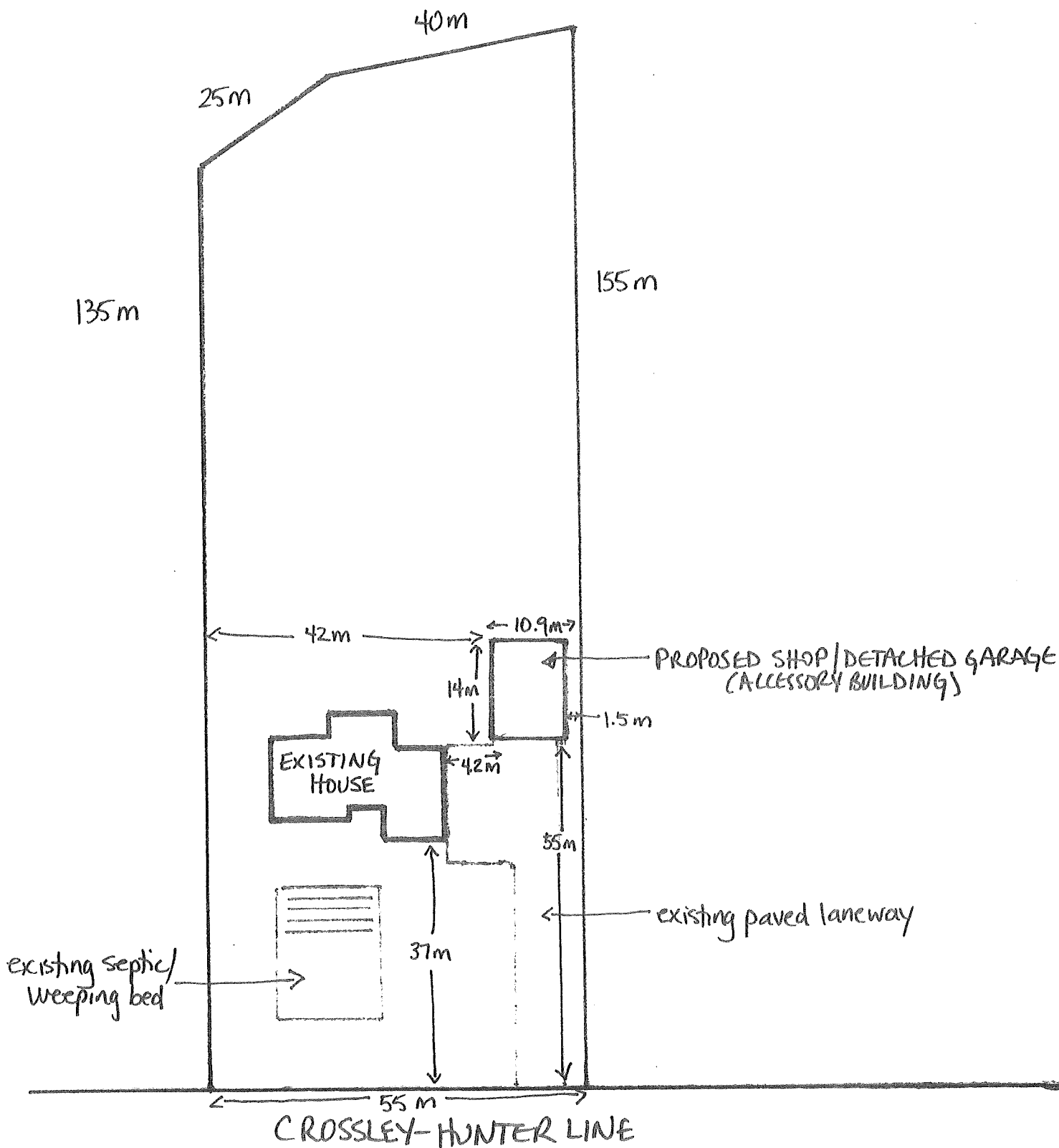
[OFFICE USE ONLY]

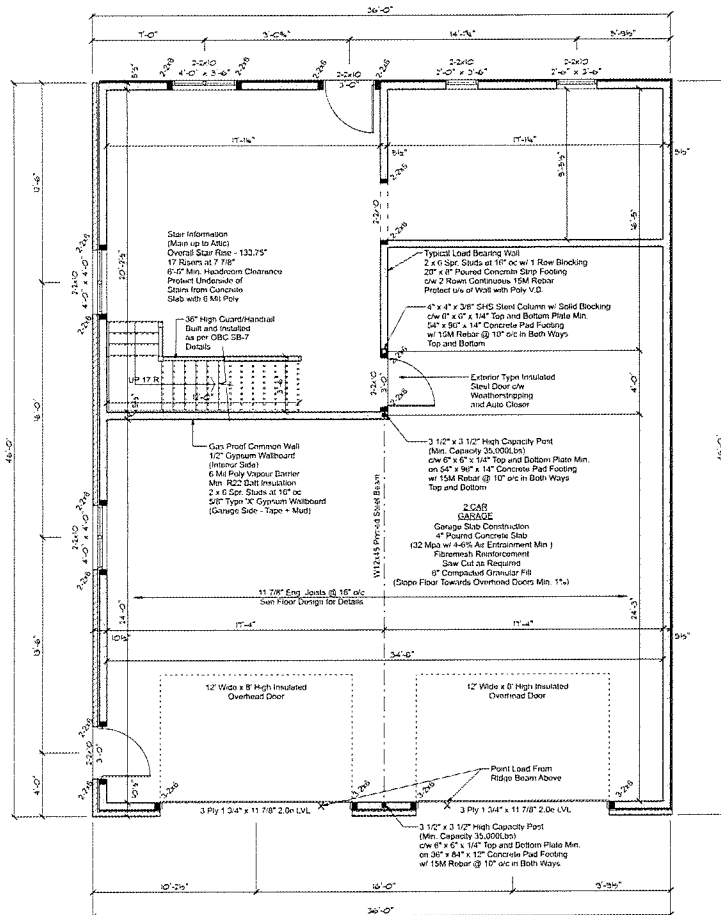
Special Conditions:

Matt Sweetland
Director of Physical Services

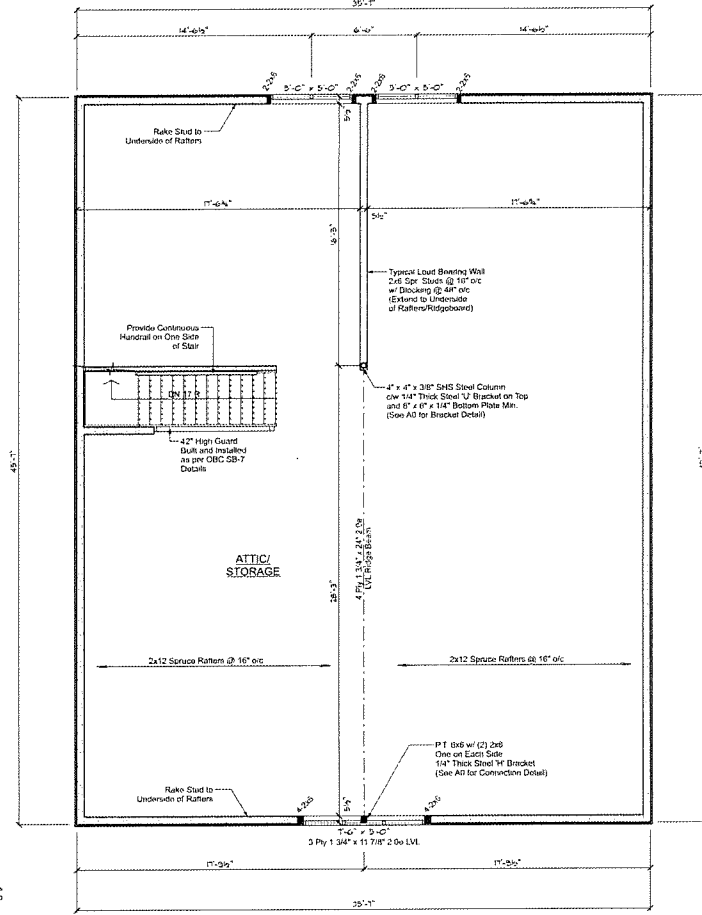
Date

SITE PLAN - 46998 CROSSLEY-HUNTER LINE

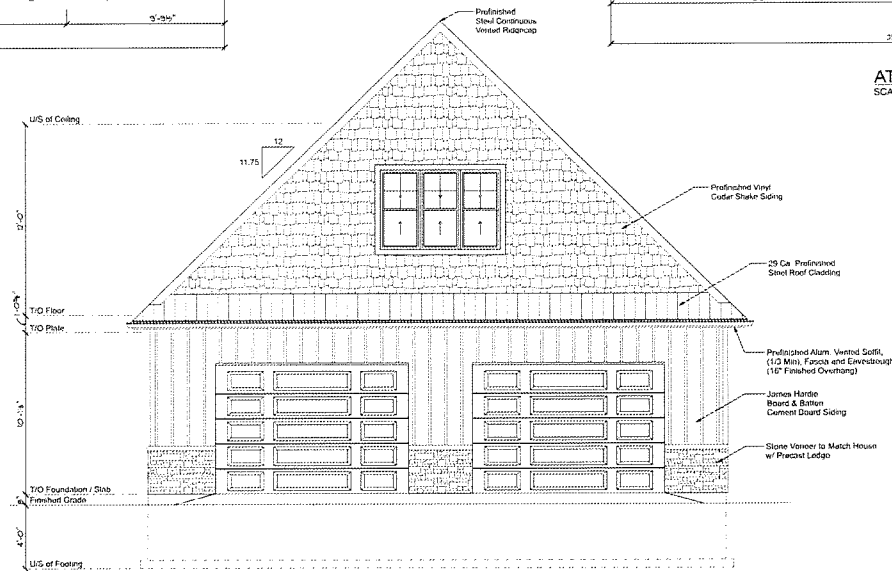




MAIN FLOOR
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ATTIC
SCALE: 3/16" = 1'-0"



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DATE	REVISION	DRAWN	CHECK

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BEGIN / SCHEDULE 1 REVIEW BY:

girard
ENGINEERING

3478153 Ontario Inc. c/o Girard Engineering
312 Main Street West, P.O. Box 98
Ottawa, ON, N6J 1P0
519-679-6575 ph
519-679-6534 fx
Email: info@girardengineering.ca

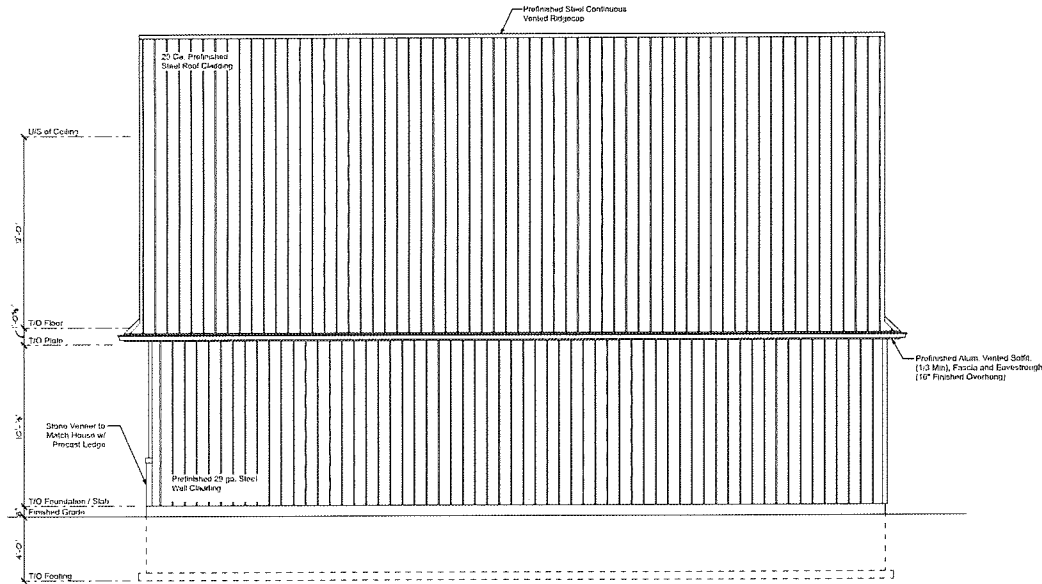
PROPOSED NEW GARAGE:

KEN & STEPHANIE FARROW
46598 CROSSLEY-HUNTER LINE
BELMONT, ON
N0L 1B0

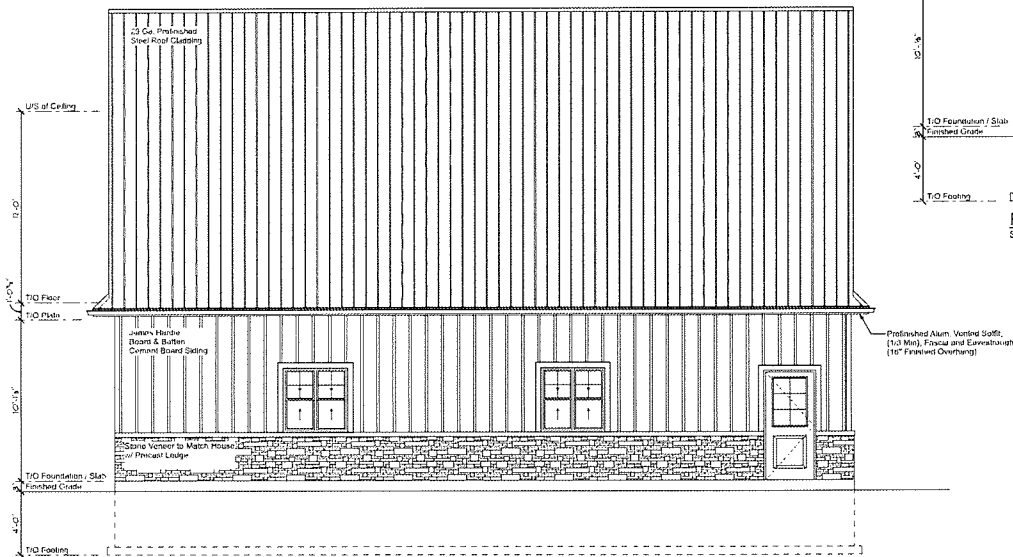
FLOOR PLANS / ELEVATION

DRAWN: D. GERT	SCALE: AS NOTED
DESIGNED BY: DT/MV	DRAWING No.
CHECKED BY: DF/MV	
DATE: OCT, 2021	
JOB No.: 21-316	

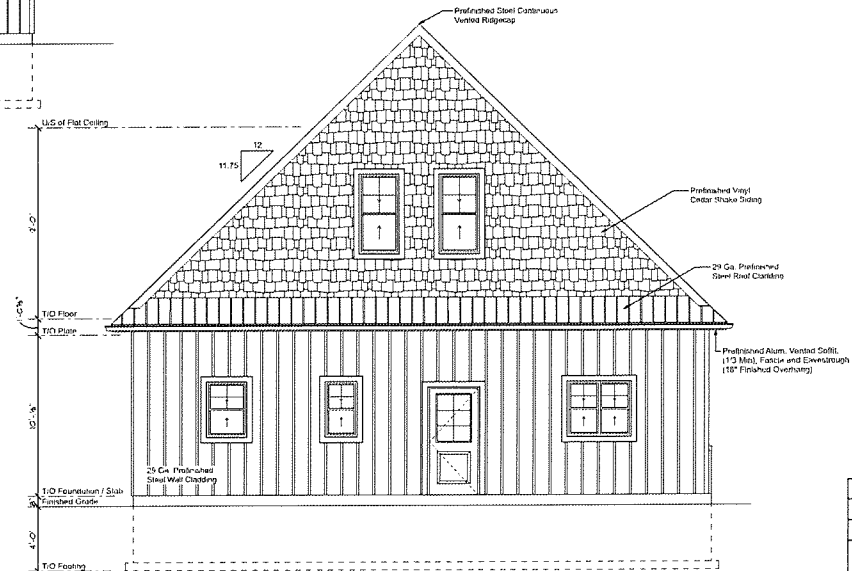
A1



RIGHT ELEVATION
SCALE: 3/16" = 1'-0"



LEFT ELEVATION
SCALE: 3/16" = 1'-0"



REAR ELEVATION
SCALE: 3/16" = 1'-0"

GENERAL NOTES:

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

1. Contractor to Check and Verify any Discrepancies Prior to Construction
2. Drawings are to be Read and NOT to be Scaled
3. All Construction Materials and Equipment to Adhere to the Latest Edition of the OBC & Local By-Laws
4. All Structural Elements not Obtainable Through OBC Charts to be Engineer Approved (Structural Engineer to Review, Calculate Loads/Size Stamp and Approve)
5. All Footings to Bear on Undisturbed Soil
6. All Exterior Foundation Walls to Extend Down Below Local Frost Levels (4' Min. cover)
7. Refer to Plans, Cross Sections and Details for All Typical Construction Details and Notes
8. 1 1/2" Min. Concrete Rebar Coverage
9. Location of All Services to be Verified by Owner/ Contractor

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

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

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

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

DESIGN NOTES:

Ground Snow Load - 1.70Kpa (35.5 psf)
Dead Load - 0.72Kpa (15 psf)
Snow Reduction Factor - 0.8
Wind load (1/50) - 0.47 Kpa (9.8 psf)

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

SEISMIC DATA

Ss (0.2) - 0.160
Ss (0.5) - 0.097
Ss (1.0) - 0.056
Ss (2.0) - 0.017
PGA - 0.086

DATE	REVISION	DRAWN	CHECK

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

BCN / SCHEDULE 1 REVIEW BY:

girard
ENGINEERING

2476155 Ontario Inc. c/o Girard Engineering
312 Main Street West, P.O. Box 98
Ottawa, ON K1P 1P3
519-879-6576 or
519-879-6576 x
Email: info@girardengineering.ca

PROPOSED NEW GARAGE:
KEN & STEPHANIE FARROW
4598 CROSSLEY HUNTER LINE
BELMONT, ON
N0L 1B0

ELEVATIONS

DRAWN: D. SEPT	SCALE: AS NOTED
DESIGNED BY: DF/MV	DRAWING No.
CHECKED BY: DF/MV	
DATE: OCT. 2021	
JOB No.: 21-078	

A2





Report to Council

REPORT NO.: DS-22-09
DATE: March 17, 2022
ATTACHMENT: Report Photo and Application
SUBJECT: **MINOR VARIANCE APPLICATION NO. D13-MV-02-22 OF
MICHAEL LEMKO AND MELISSA HARRIS-LEMKO**

Recommendation:

THAT Report No. DS-22-09 entitled “Minor Variance Application No. D13-MV-02-22 of Michael Lemko And Melissa Harris-Lemko” and affecting lands described as Part of Lot 74, Concession North of Talbot Road; Part 1 of RP 11R1783, in the Geographic Township of Malahide, Township of Malahide (9846 Springwater Road) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-02-22 to permit the construction of a 223 square metre (approximately 2,400 square feet) accessory building to be situated 1.8 metres (approximately 6 feet) from the southern side lot line;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 1 year from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as 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 74, Concession North of Talbot Road; known municipally as 9846 Springwater Road. The Application

seeks relief from the requirements of the Township of Malahide Zoning By-law which limit maximum floor area to 200 square meters for accessory buildings, and regulates accessory structures from being located within the required 5.0 meter interior side yard.

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 February 17, 2022 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-02-22.

Comments/Analysis:

The subject property is 6,596.3 square meters (approx. 1.6 acres) in area, and has 63.8 meters (approximately 210 feet) of frontage along Springwater Road. There is an existing single-detached dwelling and two small detached accessory buildings. The subject property is bounded by a non-farm residential use to the west, and agricultural land to the north, east and south. Ravine lands associated with the Catfish Creek are adjacent to the south of the subject property.

County of Elgin Official Plan

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

Malahide Official Plan

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan) and a large portion is "Hazard Lands" on Schedule 'A2' (Constraints Plan). The proposed accessory building would not be situated in the "Hazard Lands". The Agriculture policies of Section 2.1 of the Official Plan applies 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 "Small Lot Agricultural (A4) Zone" is on Key Map 42 of Schedule "A" to the Township's Zoning By-law No. 18-22, and a large portion of the subject property is identified as lands regulated by the Catfish Creek Conservation Authority (CCCA). The proposed accessory building would not be situated in the regulated lands.

The “A4” zone requires the following with regard to Interior Side Yard Width and Maximum floor area for accessory buildings:

“Small Lot Agricultural (A4) Zone”	Required:	Proposed:
Side Yard Width - Interior (m) (min.)	5.0m	1.8m
Floor Area (m) (max)	200m ²	222.9 m ²

Public/Agency Comments Received

Notice of Public Hearing 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 February 7, 2022) has no objections to the application.

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.

As described in the application, the proposed storage building is desired to “accommodate a motorhome and enclosed trailer”. The small existing accessory building to the south of the dwelling would be demolished and replaced. Although the proposed storage building’s floor area of 222.9 meters squared (2,400 feet squared) is larger than the existing dwelling’s floor area of 158.3 meters squared (1,704 feet squared), such is common on larger, rural properties, and the architecture of the proposed building will complement the rural residential use of the property. Also, the proposed use of the storage building will be accessory to the principle use of the property, being residential. Staff note that the permitted floor area of an accessory building of 200 meters squared is also larger than the existing dwelling’s floor area. The reduced side yard setback is necessary to accomodate turning access from the exisitng paved driveway into the proposed storage building.

The Township Planning Staff have no concerns with this application provided that the standard conditions be applied(built at location and as per drawings within 1 year).

Financial Implications to Budget:

The full cost of the minor variance process is at the expense of the Applicant and has no implications to the Township’s Operating Budget.

Relationship to Cultivating Malahide:

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

One of the goals that support the “Our Land” 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 Director of Development Services

APPLICATION FOR A MINOR VARIANCE
MICHAEL LEMKO AND MELISSA HARRIS-LEMKO

9846 Springwater Road
Part of Lot 74, Concession North of Talbot Road
Former Geographic Township of Malahide
Township of Malahide

**Township
of Malahide
Figure 1**



OFFICIAL PLAN DESIGNATION
Agriculture

ZONING
A4 Small Lot Agricultural



Proposed accesory building



Accesory building to be demolished



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 MIKE LEMKO + MELISSA HARRIS-LEMKO
- b) Mailing Address 9846 SPRINGWATER ROAD
AYLMER ONT. N5H-2R6
- c) Telephone No. H 519-773-8217 C. 519-520-7842
- d) Fax No. N/A

2. SOLICITOR / AUTHORIZED AGENT

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

3. LOCATION OF LAND

- a) Lot and Plan or Concession No. MALAHIDE CON NTR PT LOT 74; RP 11R1783 Part 1
- b) Street No. and Name 9846 SPRINGWATER RD.

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

Name: Address:

CIBC (AYLMER) - 86 TALBOT ST E AYLMEER ONT. N5H-1H5
↳ MORTGAGE.

5. Nature and extent of relief applied for:

- BUILD PROPOSED BUILDING AT 6 FEET FROM SOUTHERN LOT LINE (SMALL RAISE
↳ 5m (16.4ft) IS ZONING BYLAW TO THE SOUTH)
- BUILD PROPOSED BUILDING 22.93m² LARGER THAN MAXIMUM ALLOWED (200m²)

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

- POSITIONING BUILDING CLOSER TO SOUTH LOT LINE ALLOWS TURNING ACCESS INTO BUILDING
FOR STORAGE, OTHERWISE IT WOULD BE ON EXISTING LAKEWAY (PAVED), BUILDING BIGGER WOULD
ACCOMMODATE LARGER PERSONAL EQUIPMENT - IE. MOTORHOME, ENCLOSED TRAILER ETC.
↳ 38' LONG.

7. Dimensions of the land affected:

- a) Frontage (m) 64.55m
- b) Depth (m) 94.95m
- c) Area (sq.m / ha) 6129.02 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
 - RESIDENCE - SINGLE STOREY - 30' x 40' + 20' x 18' = 1704 Sq. Ft.
 - FRAME BUILDING #1 - 20' x 40' = 800 Sq. Ft. Single Storey Storage
 - FRAME BUILDING #2 - 14' x 20' = 280 Sq. Ft. GARAGE (TO BE REMOVED UPON NEW BUILDING)
- b) Proposed
 - 40' x 60' SINGLE STOREY - 2400 Sq. Ft. HEIGHT - 19' 3 1/2"
 - (12.19m x 18.288m = 222.93 m²)

9. Date of acquisition of subject land: YEAR - 2010 MONTH - MAY

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

HOUSE - 1978 OTHER STRUCTURES - UNKNOWN

11. Existing uses of the subject property:

PERSONAL RESIDENCE

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 FARM LAND
c) South BUSH LAND / RAVERNE OR Gully (UNDEVELOPABLE)
d) West COUNTY RD No 35

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)

ON NORTH SIDE OF RESIDENCE

15. Applicable Official Plan designation(s): _____

16. Applicable Zoning By-law zone(s): ZONED A4

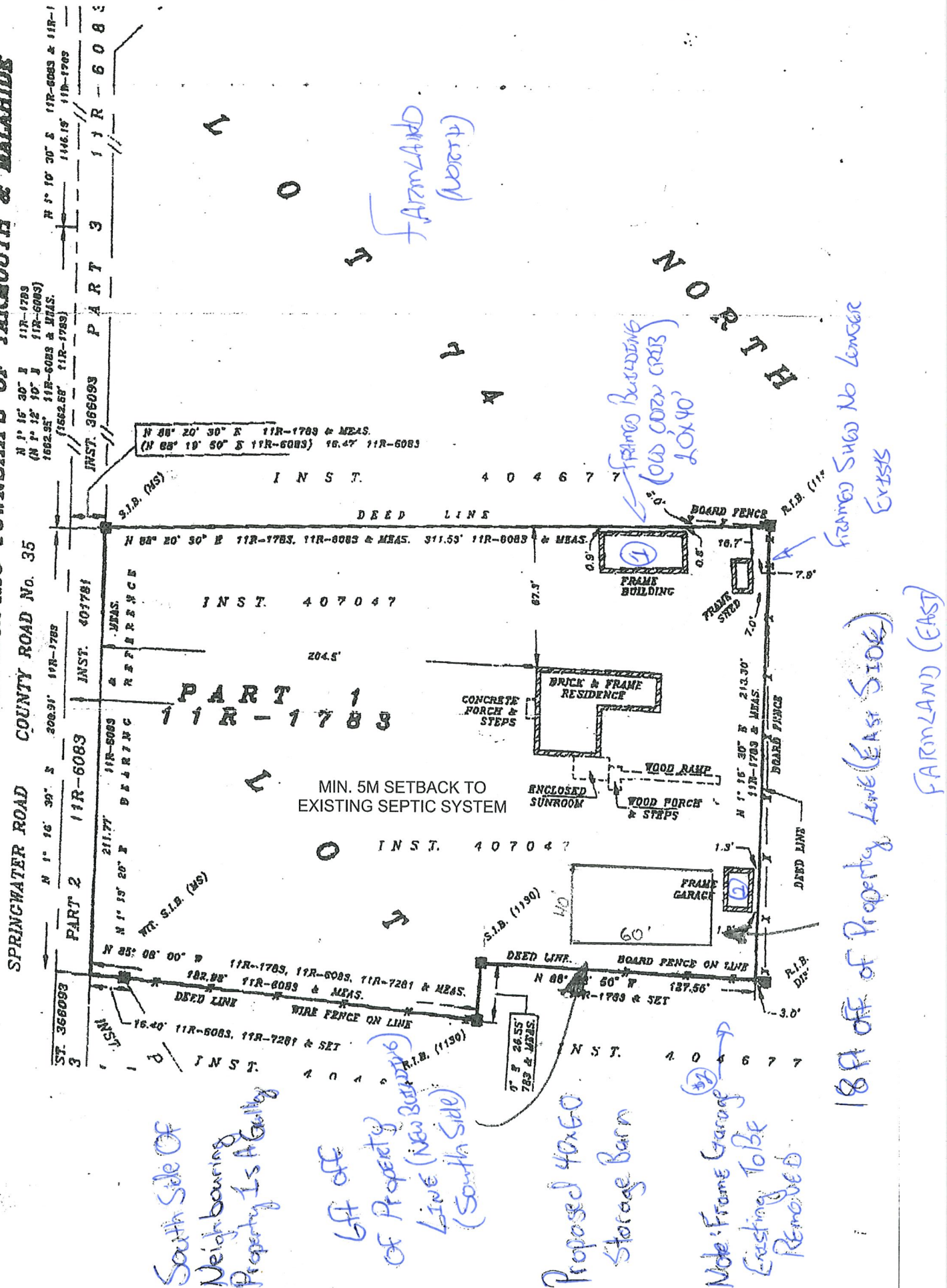
17. Has the owner previously applied for a minor variance in respect to the subject property?

- a) Yes ☐ No ☒

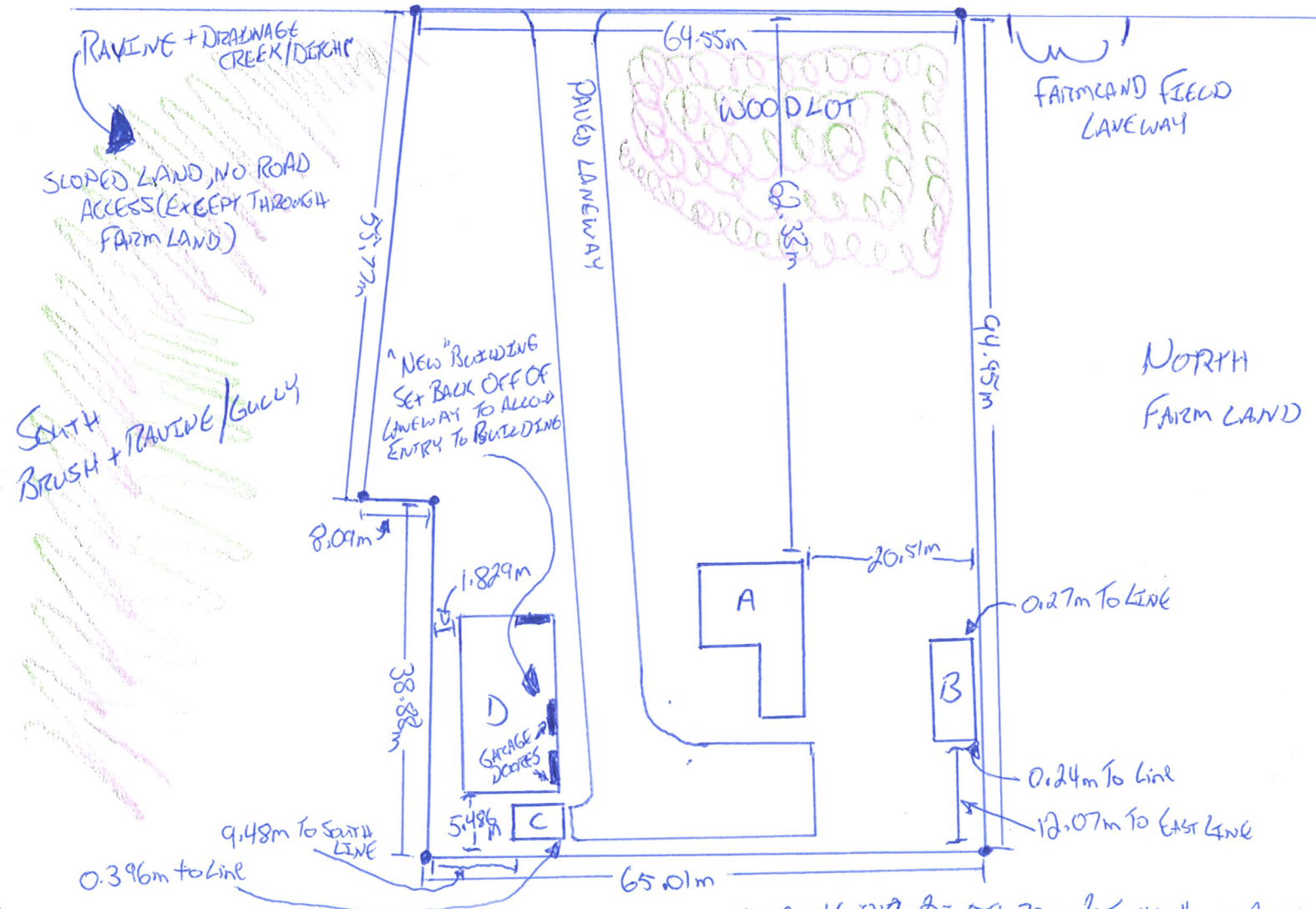
If Yes, describe briefly:

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

- Yes ☐ No ☒



COUNTY RD NO 35



A = RESIDENCE - $9.144 \text{ m} \times 12.192 \text{ m} + 5.486 \text{ m} \times 8.534 \text{ m} = 111.48 \text{ m}^2 + 46.818 \text{ m}^2 = 59.30 \text{ m}^2$ TOTAL HOUSE AREA

B = FRAMED BUILDING (OLD CORN CRIB) - $6.096 \text{ m} \times 12.192 \text{ m} = 74.32 \text{ m}^2$

C = GARAGE - $4.267 \text{ m} \times 6.096 \text{ m} = 26.012 \text{ m}^2$

D = PROPOSED BUILDING - $12.192 \text{ m} \times 18.288 \text{ m} = 222.97 \text{ m}^2$

NOTE: GARAGE (C) TO BE REMOVED FOR PROPOSED BUILDING

EAST FARMLAND

NOTE: I believe I'd need a minor variance either way in order to ~~enter~~ create enough room on North side of building in order to enter it on that side



Report to Council

REPORT NO.: DS-22-12
DATE: March 17, 2022
ATTACHMENT: Report Photo, Application, and Comments Received to Date (if any)
SUBJECT: **MINOR VARIANCE APPLICATION NO. D13-MV-03-22 OF TONY AND ESTHER WIEBE**

Recommendation:

THAT Report No. DS-22-12 entitled “Minor Variance Application No. D13-MV-03-22 of Tony and Esther Wiebe” and affecting lands described as Part Lot 7, Concession 4, Part 1 RP 11R740 in the Township of Malahide (48737 John Wise Line) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-03-22 to permit relief from the minimum Rear Yard Depth requirement of 10.0 metres (approximately 32 feet) in order to construct an addition to a single-detached dwelling on the subject property which will have a minimum Rear Yard Depth of 7.3 metres (approximately 24 feet);

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

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved 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 Part Lot 7, Concession 4, Part 1 RP 11R740, and known municipally as 48737 John Wise Line. The Application seeks

relief from the minimum Rear Yard Depth requirement of 10.0 metres (approximately 32 feet) in order to construct an addition on the south side of a single-detached dwelling on the subject property. The relief sought would allow the addition to the single-detached dwelling to be situated 7.3 metres (approximately 24 feet) from the rear lot line. The property owners seek to construct the addition in the required rear yard to optimize the interior layout of the single-detached 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 March 17, 2022 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-03-22.

Comments/Analysis:

The subject property is approximately 1962.7 square metres (0.48 acres) in area, and has approximately 77.9 metres (255.8 feet) of frontage along John Wise Line. There is an existing single-detached dwelling and accessory buildings. The subject property is bounded by non-farm residential uses to the north, and agricultural land to the east, south and west.

County of Elgin Official Plan

The subject property is designated "Agriculture Area" on Schedule 'A', "Land Use Plan", and is identified as having frontage along a "County Minor Arterial" on Schedule 'B', "Transportation Plan" of the County Official Plan. The subject property has no noted areas on Appendix 1, "Environmental Resource Areas" and Schedule 'C' "Aggregate and Petroleum Resources" of the County Official Plan.

Malahide Official Plan

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan) has no noted areas on Schedule 'A2' (Constraints Plan). The Agricultural Resource policies of Section 2.1 of the Official Plan applies 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 "Rural Residential (RR) Zone" on Key Map 70 of Schedule "A" to the Township's Zoning By-law No. 18-22. The "Rural Residential (RR) Zone" zone requires the following with regard to Min. Rear Yard Depth:

"Rural Residential (RR) Zone" Zone	Required:	Proposed:
Min. Rear Yard Depth (m)	10m	7.3m

Public/Agency Comments Received

Notice of Public Hearing 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 March 3, 2022) has no objections to the application.

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 subject lands are rectangular in shape with 77.9 metres (255.8 feet) of frontage along John Wise Line, and a depth of 25.1 metres (82.5 feet). The existing single-detached dwelling has a rear yard depth of approximately 12 metres (40 feet). The location of the proposed addition is desired to optimize the interior layout of the single-detached dwelling. The existing deck in the rear yard will be removed. The westerly side yard is large and capable of accomodating a dedicated area in sufficiently sized for outdoor amenity space and privacy.

The Township Planning Staff have no concerns with this application. Typical conditions are recommended (building permit(s) issued within two years and in accordance with the drawings provided with the minor variance application).

Financial Implications to Budget:

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

Relationship to Cultivating Malahide:

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

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

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

APPLICATION FOR A MINOR VARIANCE
TONY AND ESTHER WIEBE

48737 John Wise Line
Part Lot 7, Concession 4,
Former Geographic Township of Malahide
Township of Malahide

**Township
of Malahide
Figure 1**



GNATION

I
ral
ral



OFFICIAL PLAN DESIGNATION
Agriculture

 Proposed addition

ZONING
RR Rural Residential



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 Tony and Esther Wiebe
- b) Mailing Address 48737 John Wise Line
Aylmer, ON, N5H 2R4
- c) Telephone No. Tony - 519 719 3584 Esther - 226 239 3192
- d) Fax No. We do not own a fax machine

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 LT7 CON4 MALAHIDE TOWNSHIP PT1
UR740 T/WE354875
- b) Street No. and Name 48737 John Wise Line

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

Name: Address:

Mortgage → First Ontario Credit Union 157 Broadway,
Tillsonburg, ON, N4G 3P7

5. Nature and extent of relief applied for:

Would like relief from the rear yard lot line distance
restriction as we plan to add onto our home
to the south which would be closer to the property line
than allowed.

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

Our lot is too narrow to accomidate additional
living space on our home. We would only have about
10 feet to work with if we complied.

7. Dimensions of the land affected:

a) Frontage (m) 255.82 FT → 77.97 m
b) Depth (m) 82.5 FT → 25.15 m
c) Area (sq.m / ha) 1,961 sq. m

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 Ground floor: 684 sq. ft. Gross Floor: 960 sq. ft.
1 1/2 storeys, 20'6" wide, 36'6" long, 23'6" high
6.2 m 11.1 m 7.1 m
b) Proposed 16' wide, 27' long, 432 sq. ft. addition

9. Date of acquisition of subject land: June 26, 2017

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

House was built in 1948; not sure about
the shed.

11. Existing uses of the subject property:

Residential

12. Length of time and existing uses to the subject property have continued: Since construction in 1948

13. Existing uses of abutting properties:

- | | |
|----------|---------------------|
| a) North | <u>Residential</u> |
| b) East | <u>Agricultural</u> |
| c) South | <u>Agricultural</u> |
| d) West | <u>Agricultural</u> |

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

a) Method of Water Supply (if applicable)

- | | | | |
|----------------------------|--------------------------|-------------------------|-------------------------------------|
| Public Water Supply System | <input type="checkbox"/> | Private Individual Well | <input checked="" type="checkbox"/> |
| Private Communal Well | <input type="checkbox"/> | Other (please specify) | |

b) Method of Sanitary Waste Disposal (if applicable)

- | | | | |
|--|-------------------------------------|-------------------------|--------------------------|
| Private Septic Tank and
Tile Field System | <input checked="" type="checkbox"/> | Private Communal System | <input type="checkbox"/> |
| | | Other (please specify) | |

15. Applicable Official Plan designation(s): _____

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

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

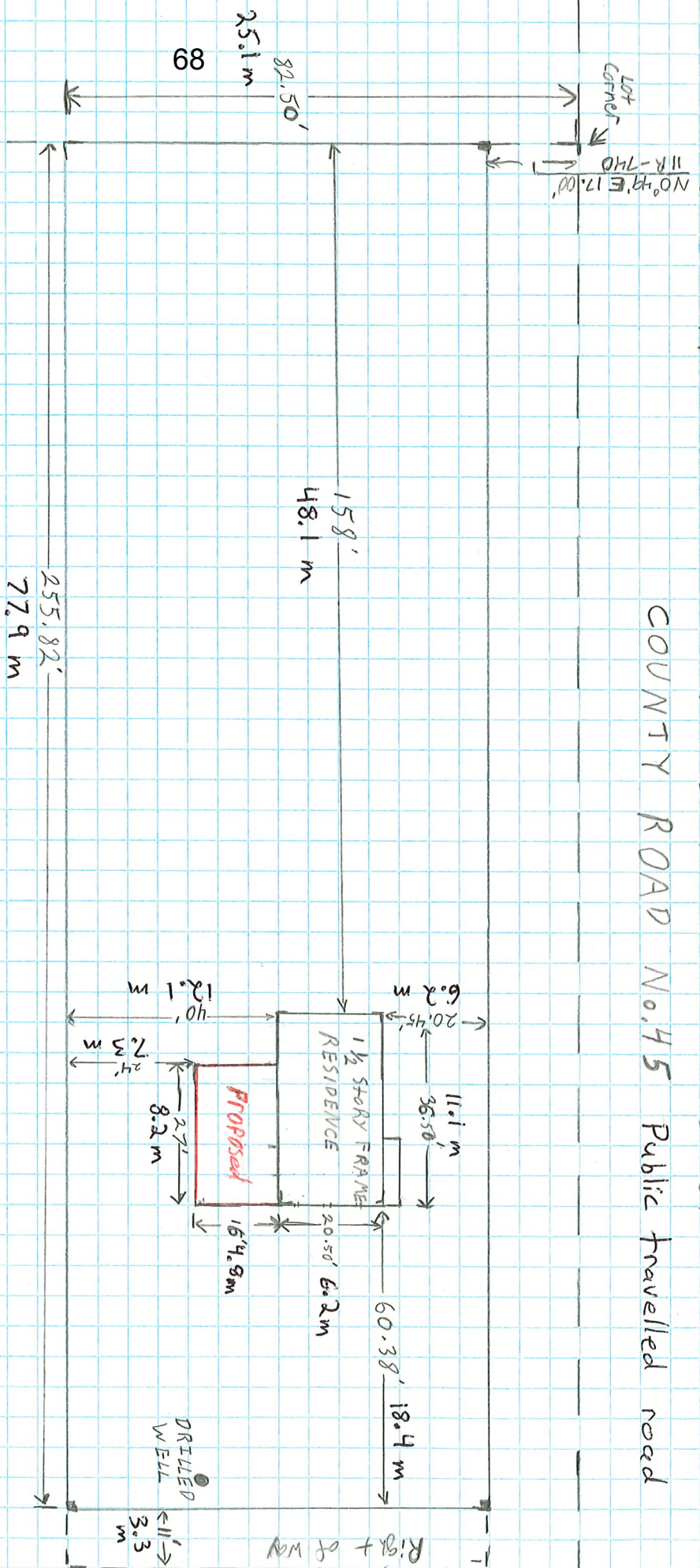
- a) Yes ☐ No ☒

If Yes, describe briefly:

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

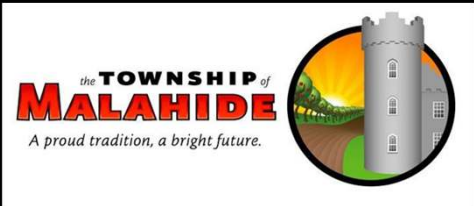
- Yes ☐ No ☒

ROAD ALLOWANCE BETWEEN CONCESSIONS 4&5 COUNTY ROAD No.45 Public travelled road



✱ septic tank currently
under proposed addition

2021 State of the Infrastructure and Asset Management Plan for Roads



4 ROADS MANAGEMENT SERVICES




Presentation Outline

- Asset Management Defined
- Asset Management in Ontario
- Asset Management High Level Overview
- Requirements to develop a Work Plan
- Budget, Program and Plan Development through performance modeling
- Malahide Specific issues

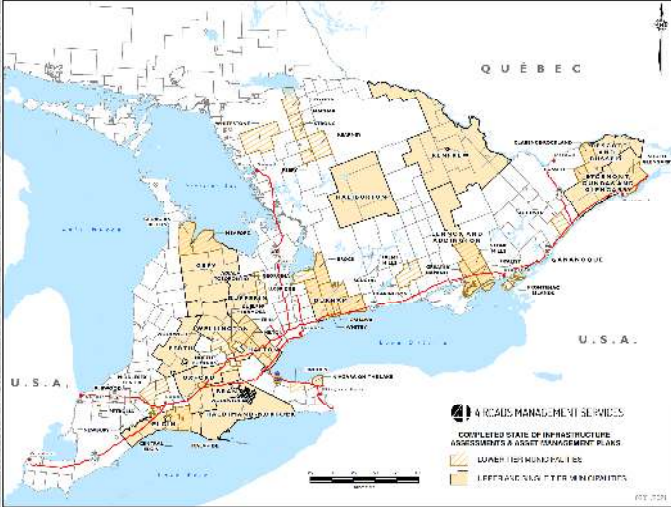


4 ROADS MANAGEMENT SERVICES




4 Roads / Project Manager Experience

- Municipal staff person for over 30 years, 20 at the senior management level
- Over 14 years as a consultant, over 9 as 4 Roads
- Approximately 300 Asset Management projects as a consultant and staff person



3

4 ROADS MANAGEMENT SERVICES



Asset Management Defined

- Many different agencies, many definitions
- In 1999, the Transportation Association of Canada adopted a definition prepared by the U.S. Department of Transportation

“Asset Management is a framework for making cost effective resource allocation, programming and management decisions. It combines engineering principles with sound business practices and economic theory, and provides tools to facilitate a more organized, logical and comprehensive approach to decision making.”

- This definition may be applied to any asset

4

4 ROADS MANAGEMENT SERVICES

Asset Management High Level Perspective


- Municipalities are in the business of delivering services
- Service delivery is dependent upon assets
 - Roads and Bridges
 - Water and Waste Water
 - Recreation facilities
 - Offices and Works Depots
 - Fleet
 - Parks
 - Etc.....
- Maintenance of assets in good condition is critical to ensuring service delivery
- Almost every aspect of service delivery is under the Asset Management umbrella

5

4 ROADS MANAGEMENT SERVICES

Asset Management Defined

- Key Themes to all definitions
 - Managing
 - Strategic
 - Effective
 - Efficient
 - \$\$\$\$\$!!
 - Service
 - Optimizing asset life cycle
 - Risk Management



6



4 ROADS MANAGEMENT SERVICES

Asset Management -Ontario Perspective 2012

- Asset Management is a team effort
- Cross discipline/department interaction required

- An underfunded plan is a plan to fail

ASSET MANAGEMENT PLANNING

1 ASSET MANAGEMENT IN ONTARIO

What is asset management?

Asset management planning is the process of making the best possible decisions regarding the building, operating, maintaining, renewing, replacing and disposing of infrastructure assets. The objective is to maximize benefits, manage risk, and provide satisfactory levels of service to the public in a sustainable manner. Asset management requires a thorough understanding of the characteristics and condition of infrastructure assets, as well as the service levels expected from them. It also involves setting strategic priorities to optimize decision-making about when and how to proceed with investments. Finally, it requires the development of a financial plan, which is the most critical step in putting the plan into action.

ING TOGETHER: Guide for Municipal Asset Management Plans

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4 ROADS MANAGEMENT SERVICES

Asset Management in Ontario Regulation 588/17

- Came into effect December 27th, 2017
- Requires a Strategic Asset Management Policy by July 1, 2019
- Requires and Asset Management Plan for Core assets by July 1, 2022
 - Roads
 - Structures >3m span
 - Water –Linear and Treatment
 - Wastewater – Linear and Treatment
 - Storm (wastewater)- Linear and Treatment


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4 ROADS MANAGEMENT SERVICES

Asset Management in Ontario Regulation 588/17

- The Policy requirement is more than a typical municipal policy
- The policy is a 'big rock' - it is how you will manage your business
- Cautionary note – read the asset management policy requirements carefully before finalizing the policy, particularly service level implications
- Should be revised regularly!

Put in the big rocks first – Stephen Covey



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Asset Management in Ontario Regulation 588/17

“For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service as described in paragraph 1 for each of the 10 years following the year for which the current levels of service under paragraph 1 are determined and the costs of providing those activities based on an assessment of the following:

- i. The full lifecycle of the assets.
- ii. The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
- iii. The risks associated with the options referred to in subparagraph ii.
- iv. The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.”

To adequately address these requirements, 4 Roads suggests that a performance modelling software will be required.

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Other Regulations Affecting Asset Management

- Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure
- The Conservation Authorities Act
- The Development Charges Act, 1997 (Ontario Regulation 82/98)
- The Environmental Assessment Act
- The Environmental Protection Act
- The Safe Drinking Water Act 2002 (Ontario Regulation 170/03)
- The Planning Act and related regulations
- Water Financial Plan (Ontario Regulation 453/07)
- The Water Opportunities and Conservation Act, 2010
- Water Works and Sewer Works (Ontario Regulation 453/93)
- Maintenance Standards For Municipal Highways (Ontario Regulation 239/02)
- Municipal Act 2001, Section 44 (1)
- Ontario Regulations 104/97, 472/10 Standards for Bridges
- Canadian Navigable Waters Act
- Great Lakes Accord
- PSAB 3150, Tangible Capital Assets
- Agency Specific By-laws and Policies as applicable

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O.Reg 588/17 – Key Take Aways

- A work plan is required for core assets as of July 1, 2022 (Was originally July 1, 2021)
- The plan has to be adequately funded
- The plan has to sustain (or improve) the condition of the assets over time
- The plan has to firstly select the lowest cost activity at the correct condition
- Right treatment – right time

Stuff!

Bad planning is buying a new saddle for an old horse!

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4 ROADS MANAGEMENT SERVICES


Asset Management Overview

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4 ROADS MANAGEMENT SERVICES

Asset Management System?

- Not to be confused with Asset Management Software!!!
- The system is how the business is executed
 - A standard operating procedure



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What is an Asset Management System?

-From ISO 55000

2.5 Overview of the asset management system

2.5.1 General

An asset management system is a set of interrelated and interacting elements of an organization, whose function is to establish the asset management policy and asset management objectives, and the processes, needed to achieve those objectives (see [3.4.3](#)). In this context, the elements of the asset management system should be viewed as a set of tools, including policies, plans, business processes and information systems, which are integrated to give assurance that the asset management activities will be delivered.

Asset management requires accurate asset information, but an asset management system is more than a management information system. Asset management interacts with many functions of an organization. The assets themselves can also support more than one function and more than one functional unit within the organization. The asset management system provides a means for coordinating contributions from and interaction between these functional units within an organization.

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From ISO 55000

- Reg. 588/17 regulation significantly affects municipal service delivery
- Assets are at the core of the business

4 ROADS MANAGEMENT SERVICES

Asset Management Team

- Council's involvement and understanding is critical
- Why?
 - Council is ultimately responsible
 - Regulatory compliance, the resultant strategy (defer/reduce construction) and work plan may not be what was envisioned
 - The more informed everyone is the easier it is to further communicate that information and make decisions
 - An opportunity to explain the rationale and the potential outcomes ifor if not.....followed

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Asset Management

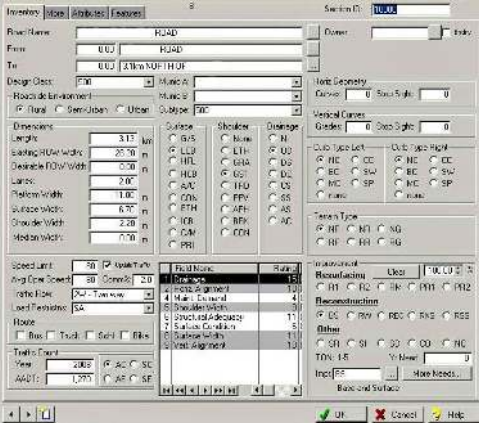
- Complex and simple at the same time
 - Simple when we discuss in principle, at a higher level
 - Complex when we get into the details
 - Requires an iterative process that keeps both perspectives in view
- It is dynamic
 - Not a one time event
 - Has to be engrained into work processes
 - Daily, weekly , monthly, annually
- The current answer may change or be revised with additional information
- The concept of the plan being dynamic has to be instilled throughout the organization

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4 ROADS MANAGEMENT SERVICES

Asset Management

- Asset management is a state of mind and an ongoing process
- Understand what you need first
- Asset management tools required
 - The newest, most expensive, software may or may not be for you
- Understanding asset management concepts is key to using a software to develop a program




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4 ROADS MANAGEMENT SERVICES

Asset Management Concept

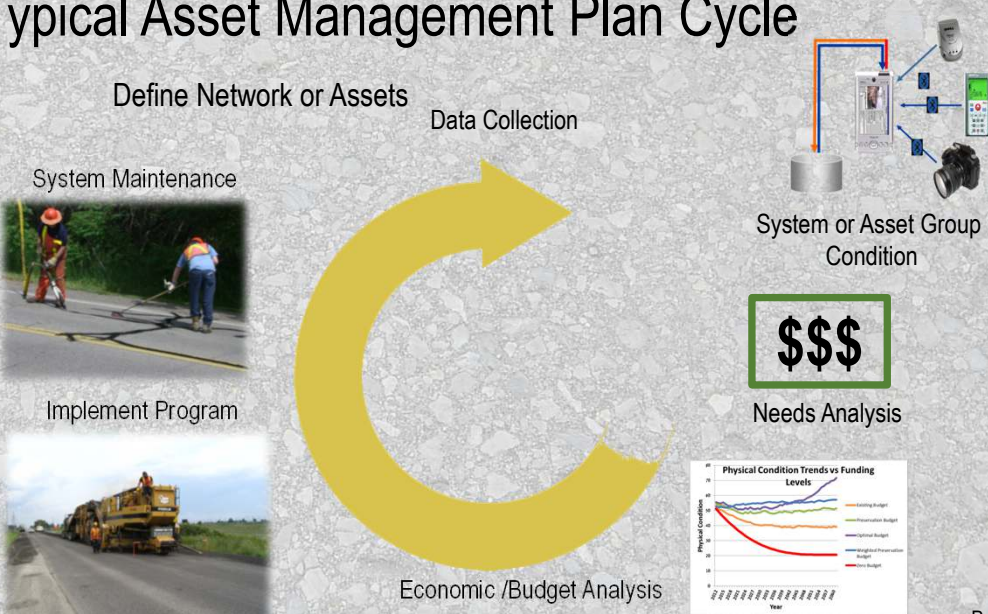
- Asset Management is dynamic
- Information is regularly and frequently updated (or at least should be)
- Report should be similarly frequent
- Important because it will allow changes and trends to be identified and dealt with
 - Program development/revision
 - Selecting right treatment at the right condition based on current information
- Balances Cost Risk and Benefit



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4 ROADS MANAGEMENT SERVICES

Typical Asset Management Plan Cycle



Define Network or Assets

Data Collection

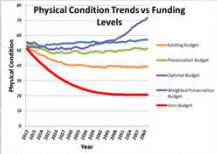
System or Asset Group Condition

Needs Analysis

Economic /Budget Analysis

Implement Program

System Maintenance



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4 ROADS MANAGEMENT SERVICES

Asset Management Concept

- In order to optimize available funding and asset service life, treatments and improvements have to be undertaken at the appropriate condition of the asset

BCI - No Improvement BCI - With Improvements

Inventory Manual TON

Adequate

6 to 10 Good

1 to 5 Fair

'NOW' Poor

- The right treatment at the right condition
- Earlier in the life cycle - better ROI (typically)

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4 ROADS MANAGEMENT SERVICES

Asset Management Concept and Strategy

- The pavement management strategy will be driven by the nature and constitution of the road system

Inventory Manual TON

Adequate

6 to 10 Good

1 to 5 Fair

'NOW' Poor

Inventory Manual TON

Adequate

6 to 10 Good

1 to 5 Fair

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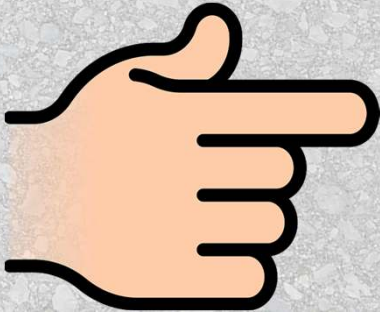
Perception vs Reality

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4 ROADS MANAGEMENT SERVICES

The Perception

- All we have to do is buy some software and push a button.....



The reality is quite different – significant effort is required.

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The Reality of Pavement Management Plan Implementation

'The successful implementation of a computerized road management system (RMS) depends on the interaction of three fundamental components: Processes. People and Technology. If any of these components are lacking, the system will not be successful. The best technology in the world will ultimately fail if implemented in an environment where there are no people to run it, or where the processes are not in place to utilize it.'

From: Success Factors for Road Management Systems
East Asia Pacific Transport Unit, The World Bank
Kevin McPherson, Christopher R. Bennett

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What do we need to develop an Asset Management Plan?

- Software
- Condition rating format /methodology
- Accurate condition data
- Treatments and their effect on the asset, and their cost
- Asset Classes and Deterioration Curves
- Budget!!!

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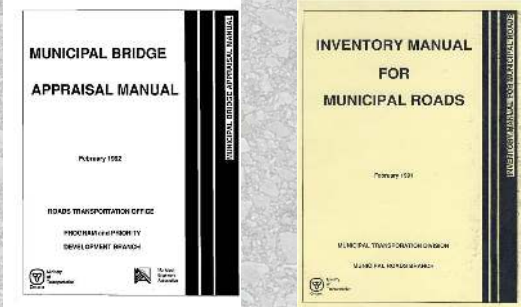


Software Selection


Township of Malahide has an enterprise solution.

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4 ROADS MANAGEMENT SERVICES




Condition Evaluation Methodology



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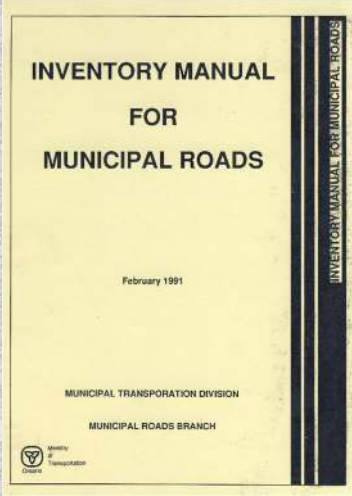


O.Reg 588/17 and Condition Ratings

Regulation 588/17 Asset Management Planning for Municipal Infrastructure requires;


‘v. a description of the municipality’s approach to assessing the condition of the assets in the category, based on recognized and generally accepted good engineering practices where appropriate.’

- 2021 Sotl and AMP rates the road system using the Ministry of Transportation’s Inventory Manual for Municipal Roads, 1991



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4 ROADS MANAGEMENT SERVICES



Rating Methodology

- Generally, there a number of different rating methodologies for any given asset type
- May be agency, asset, or regulation specific
- Different methodologies may all produce a rating from 1 to 100, but condition may be very different
 - i.e. for roads, many different PCI rating – several even in Ontario – that will produce a different number for the same section of road
- Know and understand the rating methodology being used**

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Methodology Selection

Inventory Manual	ASTM 6433	SP024	PAV81
Adequate (Good to Very Good)	Good	Excellent	Excellent
Satisfactory	Good	Good	Normal Maintenance Only
6-10 Year (Good)	Fair	Fairly Good	Fairly Good
1 to 5 Year (Fair)	Poor	Poor to Fair	Poor to Fair
Very Poor	Poor to Fair	Poor to Fair	Reconstruct in 4-5 years or resurface within 2 years with extensive padding
'NOW' (Poor)	Serious	Poor to Very Poor	Poor to Very Poor
Failed	Poor to Very Poor	Poor to Very Poor	Reconstruct within 2 Years

Regardless of the methodology selected – know and understand the system your agency uses

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4 ROADS MANAGEMENT SERVICES

Representative Unit Costs

- Valid unit costs and construction estimates are required
- Unit cost should be representative of construction projects - not spot repairs
- Should be updated annually to maintain currency of estimates and modelling
- Weighted Average of current costs
- Malahide provided their current unit costs for the study

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4 ROADS MANAGEMENT SERVICES

Construction Unit Price Item	Unit	TYPE OF IMPROVEMENT											
		R1	R2	RM	PR1	PR2	BS	RW	REC	RNS	RSS	NC	SFR
1 Excavation including disposal	cu metre	X	X	X			X	X	X	X	X	X	X
2 Hot Mix Asphalt, Average Base & Top Course	tonne	X	X	X	X	X	X	X	X	X	X	X	X
3 Granular A in place	tonne	X	X	X	X	X	X	X	X	X	X	X	X
4 Granular B in place	tonne						X	X	X	X	X	X	X
5 Concrete Base	cu metre	X	X	X				X	X	X	X	X	X
6 Curb & Gutter Removal	linear metre	X	X	X				X		X	X		
7 Curb & Gutter placed	linear metre	X	X	X				X		X	X	X	
8 Sub Drains placed	linear metre							X		X	X	X	
9 Storm Sewer 525mm dia	linear metre										X	X	X
10 Catch Basin Leads	linear metre							X			X	X	X
11 Manhole removed	each										X		X
12 Manhole placed	each										X	X	X
13 Catch Basin removed	each							X			X		
14 Catch Basin placed	each							X			X	X	
15 Adjust Manholes	each	X	X	X				X		X			
16 Adjust Catch Basins	each	X	X	X						X			
17 Asphalt Planing	sq metre	X	X	X									
18 Asphalt Pulverizing	sq metre				X	X							

Unit Costs

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4 ROADS MANAGEMENT SERVICES

Segment and System Condition

- Segment Condition is established through the rating methodology
- The improvement needs are established through the evaluation process
- System rating may be considered a Level of Service Measure
 - Average – Average of all ratings
 - Weighted average – Average of ratings weighted by length
 - System Adequacy – Ratio of the fair, good , and excellent assets to the entire system
- System target can vary by agency profile i.e. local, regional/county or provincial

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System or Asset Group Condition

Figure 5.3 – Types of Service Levels and Trigger Levels for Pavements
[Adapted from FCM 2003]

Concept may applied to any asset

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4 ROADS MANAGEMENT SERVICES

Data Analysis

- Once data has been collected and QA'd, system analysis can be undertaken on a number of levels
 - What do you have?
 - Where is it located?
 - What condition is it in?
 - What is the recommended improvement and it's cost?
 - Current value?
 - Remaining useful life,
 - Replacement Cost?

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4 ROADS MANAGEMENT SERVICES

Malahide System Constitution – What do we have?

Table ES 2: Classification by Roadside Environment and Surface Type

Material Description	Rural		Roadside Environment		Urban		TOTAL		% OF TOTAL	
	CL-km	Lane-km	CL-km	Lane-km	CL-km	Lane-km	CL-km	Lane-km	CL-km	Lane-km
Gravel, Stone, Other Loosetop	52.135	104.27	0.09	0.18	0	0	52.225	104.45	19.91%	19.91%
High Class Bit.-asphalt	0.495	0.99	8.77	17.54	1.531	3.062	10.796	21.592	4.12%	4.12%
Low Class Bit.-surface treated	194.205	388.41	5.13	10.26	0	0	199.335	398.67	75.98%	75.98%
TOTAL	246.835	493.67	13.99	27.98	1.531	3.062	262.356	524.712		
% OF TOTAL	94.08%	94.08%	5.33%	5.33%	0.58%	0.58%				

Table ES 3: Classification by Roadside Environment and Functional Class (Inventory Manual)

Functional Classification	Lanes	Rural		Roadside Environment		Urban		TOTAL		% OF TOTAL	
		CI km	Ln km	CI km	Ln km	CI km	Ln km	CI km	Ln km	CI km	Ln km
100	2	26.345	52.69	0	0	0	0	26.345	52.69	10.04%	10.04%
200	2	84.265	168.53	0	0	0	0	84.265	168.53	32.12%	32.12%
300	2	74.1	148.2	0	0	0	0	74.1	148.2	28.24%	28.24%
400	2	42.635	85.27	0	0	0	0	42.635	85.27	16.25%	16.25%
500	2	19.49	38.98	0	0	0	0	19.49	38.98	7.43%	7.43%
C/R	2	0	0	0.17	0.34	0	0	0.17	0.34	0.06%	0.06%
CCI	2	0	0	0.12	0.24	0	0	0.12	0.24	0.05%	0.05%
L/R	2	0	0	13.7	27.4	1.531	3.062	15.231	30.462	5.81%	5.81%
TOTAL		246.835	493.67	13.99	27.98	1.531	3.062	262.356	524.712		
% OF TOTAL		94.08%	94.08%	5.33%	5.33%	0.58%	0.58%				

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4 ROADS MANAGEMENT SERVICES

Where is it located?

- Update geodatabase and mapping provided as a project deliverable

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4 ROADS MANAGEMENT SERVICES

What condition is it in?

Table ES 15: Good to Very Good Roads by Structural Adequacy

Structural Adequacy	Rural				Semi Urban				Urban				TOTAL		% OF TOTAL
	CL-km	Lane-km	CL-km	Lane-km	CL-km	Lane-km	CL-km	Lane-km	CL-km	Lane-km	CL-km	Lane-km			
1	0.1	0.2	0	0	0	0	0	0	0.1	0.2	0.04%	0.04%			
2	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%			
3	0	0	0	0	0	0	0	0	0	0	0.00%	0.00%			
4	0	0	0.02	0.25	0	0	0	0	0.02	0.24	0.01%	0.01%			
5	4.495	8.27	0.6	1.9	0	0	0	0	5.095	10.17	19.88%	19.88%			
6	3.915	7.29	0.96	1.96	0	0	0	0	4.875	9.25	11.10%	11.10%			
7	7.7	16.4	0	0	0	0	0	0	7.7	16.4	19.52%	19.52%			
8	10.175	38.15	0	0	0.19	0.39	0	0	10.365	38.54	16.10%	16.10%			
9	2.98	6.15	0.28	0.56	0	0	0	0	3.26	6.71	8.50%	8.50%			
10	19.065	25.11	0.55	0.7	0	0	0	0	19.615	25.81	27.11%	27.11%			
11	29.52	50.24	1.79	3.58	0.13	0.25	0	0	31.74	54.48	64.09%	64.09%			
12	6.87	13.14	0.29	0.59	0	0	0	0	7.16	13.73	1.12%	1.12%			
13	19.21	30.42	0.56	0.16	0	0	0	0	19.77	30.58	3.12%	3.12%			
14	0.13	0.15	1.15	3.8	0	0	0	0	1.28	3.95	1.20%	1.20%			
15	17.34	34.55	2.35	4.76	0	0	0	0	19.69	39.31	4.04%	4.04%			
16	1.759	3.28	0.11	0.22	0	0	0	0	1.869	3.50	0.34%	0.34%			
17	2.752	3.73	0.12	0.24	0	0	0	0	2.872	3.97	0.37%	0.37%			
18	14.85	25.1	0.14	0.28	0	0	0	0	15.0	25.38	10.17%	10.17%			
19	26.15	45.1	0	0	0.64	1.28	0	0	26.79	46.38	3.86%	3.86%			
20	7.46	14.03	0.5	0.8	0.67	1.34	0	0	8.73	16.67	1.70%	1.70%			
TOTAL	246.835	493.07	13.89	27.88	1.93	3.86			262.595	524.712					
% OF TOTAL	64.58%	64.68%	5.33%	5.33%	0.59%	0.59%									
% Pav	67.1%	67.2%	70.0%	70.0%	71.4%	70.1%			67.9%	67.9%					
% Gravel	20.9%	20.9%	17.3%	17.3%	21.3%	20.9%			20.4%	20.4%					
% Good to Very Good	6.5%	6.5%	12.2%	12.2%	0.0%	0.0%			6.7%	6.7%					

Note: Based on Structural Adequacy Rating only

Graph ES 2: Condition vs Length (km)

Note: Physical Condition is Structural Adequacy multiplied by 5. Average is 70.71 recommended 70 or greater

- If no further funds were expended the average condition of the road system would be Poor in approximately 14 years
- Gravel Roads were not inspected during spring breakup

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4 ROADS MANAGEMENT SERVICES

O.Reg 588/17 Level of Service Measures for Roads

Table ES 9: O.Reg 588/17 Level of Service Measures for Roads

Column 1 Service attribute	Column 2 Community levels of service (qualitative descriptions)	Column 3 Technical levels of service (technical metrics)	Level of Services Measure for Roads
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity.	Number of lane-kilometres of each of arterial roads, collector roads and local roads as a proportion of square kilometres of land area of the municipality. 395.05 sq. km	Arterial Roads = 0% Collector Roads = 101.2% Local Roads = 36.8%
	Description or images that illustrate the different levels of road class pavement condition.	1. For paved roads in the municipality, the average pavement condition index value. 2. For unpaved roads in the municipality, the average surface condition (e.g. excellent, good, fair or poor).	Weighted Average Overall road condition is 70.7 Weighted average paved road condition is 74.5 Weighted average gravel road condition is 56.0

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4 ROADS MANAGEMENT SERVICES

Level of Service Over Time

- Reasonably static System Adequacy condition
- Reasonably static Pavement Condition Index (PCI)
- Current state is at or above
- Budget is adequate over the near future time frame

Year	System Adequacy	System Adequacy Target	Average Condition	Condition Target
2006	75	60	60	70
2008	78	60	62	70
2010	82	60	65	70
2012	85	60	68	70
2014	88	60	70	70
2016	90	60	72	70
2018	88	60	70	70
2020	90	60	70	70
2022	92	60	70	70

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CES

Recommended Improvements and Costs

Table ES 14: Improvement Costs by Improvement Type and Time of Need

Improvement Class	Improvement ID / Description	Time of Need										TOTAL		% OF TOTAL	
		1 to 5		6 to 10		ADEQ		NOW							
		Imp. Cost	CI-km	Imp. Cost	CI-km	Imp. Cost	CI-km	Imp. Cost	CI-km	Imp. Cost	CI-km	Imp. Cost	CI-km	Imp. Cost	CI-km
Const	BS	Base and Surface	1,637,025	5.1	3,130,136	16.86	9,329,482	12.02	791,633	4.19	14,858,276	38.17	52.62%	14.00%	
Const	NCNE	No Improvement Required	0	0	0	2.04	0	91,381	0	0	0	93,421	0	34.27%	
Const	REC	Reconstruction - Rural	82,154	0.19	868,871	2.07	13,493,34	3.59	1,065,149	2.81	33,641,18	8.66	0.11%	3.18%	
Const	RNS	Reconstruction Nominal Storm Sewer	0	0	0	40,962	0.08	0	0	40,962	0.08	0.08	0	0.10%	
Const	RSS	Reconstruction with Storm Sewers	0	0	87,0794	0.63	0	0	1,147,184	0.93	2,017,936	1.46	7.19%	0.54%	
Maint	CRK	Crack Sealing	0	0	0	2,567	1.77	0	0	2,567	1.77	0.01%	0.60%		
Maint	CRKsd	Crack sealing and Spot Drainage	0	0	1,204	0.28	516	0.12	0	0	1,720	0.4	0.01%	0.15%	
Maint	GRR2sd	150mm of Granular A and Spot Drainage	0	0	0	130,006	2.78	0	0	130,006	2.78	0.46%	1.02%		
Maint	GRR	75mm of Granular A	0	0	0	196,813	8.17	0	0	196,813	8.17	0.70%	3.00%		
Maint	GRRsd	75mm of Granular A and Spot Drainage	0	0	693,222	2.82	0	0	0	69,322	2.82	0.25%	1.03%		
Maint	RSdL	Reduce Speed Limit	0	0	0	0	0	1,000	2.77	1,000	2.77	0.00%	1.02%		
Maint	SD	Spot Drainage	0	0	36,993	12.06	15,162	5.32	0	0	52,155	18.3	0.18%	6.71%	
Rehab	DSTrehab2	DST w 150mm Gran A	116,935	9.4	0	0	0	482,853	4.02	1,642,488	13.42	5.82%	4.92%		
Rehab	DSTrehab	DST w 75mm Gran A	1,669,845	22.51	6,292,57	7.7	38,942%	4.83	307,115	4.11	2,991,302	39.15	10.58%	14.36%	
Rehab	PR2	Pulverize and Resurface 2 - 100mm	481,433	2.19	0	0	0	0	0	481,433	2.19	1.70%	0.80%		
Rehab	R1	Basic Resurfacing 1 - 50mm	0	0	242,464	1.89	12,811	0.11	0	0	255,275	2	0.90%	0.73%	
Rehab	R2	Basic Resurfacing 2 - 100mm	384,228	1.54	0	0	0	0	0	384,228	1.54	1.36%	0.56%		
Rehab	SST	Single Surface Treatment	0	0	0	47,6407	17.47	0	0	47,6407	17.47	1.85%	6.41%		
Rehab	SSTedge	Single Surface Treatment with Edge padding	0	0	242,951	7.77	66,126	2.05	16,005	0.72	325,084	10.54	1.15%	3.87%	
Rehab	SSTrehab	Surface Treatment, Base repair, Ditching, berm removal	0	0	948,856	7.47	0	0	0	948,856	7.47	3.35%	2.74%		
TOTAL		5,384,288	40.93	7,031,648	62.51	12,010,072	149.691	3,812,479	19.45	28,238,488	272.581				
% OF TOTAL		19.07%	15.02%	24.90%	22.93%	42.53%	54.92%	13.50%	7.14%						

- Needs may change with a spring review of gravel roads
- Improvements on gravel roads are costed to convert to hardtop

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4 ROADS MANAGEMENT SERVICES

What is the replacement cost?

- Replacement cost to the current standards is **\$130,684,709**
- The current estimated value based on condition is **\$104,903,500**
- Does not include storm or sanitary treatment or linear, sidewalks, bridges and culverts.

Asset Class for Performance Modelling	Roadside Environment				Urban				TOTAL		% OF TOTAL		Cost / km (\$)
	Rural	Semi Urban	Urban		Rural	Semi Urban	Urban		Rural	Semi Urban	Urban		
	Repl. Cost	CI-km	Repl. Cost	CI-km	Repl. Cost	CI-km	Repl. Cost	CI-km	Repl. Cost	CI-km	Repl. Cost	CI-km	
GST1-R	21,624,025	55.71	0	0	0	0	0	0	21,624,025	55.71	16.55%	20.44%	388,153
GST1-S	0	0	38,920	0.09	0	0	0	0	38,920	0.09	0.03%	0.03%	432,444
HCB3-S	0	0	251,716	0.42	0	0	0	0	251,716	0.42	0.19%	0.15%	599,324
HCB4-R	666,262	1.15	0	0	0	0	0	0	666,262	1.15	0.51%	0.42%	579,358
HCB4-S	0	0	3,763,010	8.35	0	0	0	0	3,763,010	8.35	2.88%	3.06%	450,660
HCB4-U	0	0	0	0	2,188,046	1.531	0	0	2,188,046	1.531	1.67%	0.56%	1,429,161
LCB1-R	99,700,349	200.12	0	0	0	0	0	0	99,700,349	200.12	76.29%	73.42%	498,203
LCB1-S	0	0	2,452,381	5.21	0	0	0	0	2,452,381	5.21	1.88%	1.91%	470,707
TOTAL	121,990,636	256.98	6,506,027	14.07	2,188,046	1.531	0	0	130,684,709	272.581			
% OF TOTAL	93.35%	94.28%	4.98%	5.16%	1.67%	0.56%							

**Note: Not adjusted for Boundary Roads*

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4 ROADS MANAGEMENT SERVICES

50 Year Performance Model

Sustained Budget Level (output from performance model)

Graph ES 4: System Performance vs Funding Level

Funding Level	System Condition (2020)	System Condition (2070)
Long Term Sustainability - \$2.6m	~80	~85
Current - \$1.46m	~75	~80
Current - w/Committed Projects \$1.46m	~75	~80
Short Term Sustainability - \$1.3m	~70	~75
Zero Budget	~65	~60
Target Condition	~70	~70
Poor Condition	~35	~35

- Assumes a perpetual pavement

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High Level Budget Development

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High Level Budget Development

- To test models, basic budget and program funding levels have to be established
- A function of the constitution of the system and current costs
- Provides an order of magnitude and check

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Getting Started – Estimating Required Program Size

- A function of the information in the database
 - How may km of hot mix and average width
 - Urban or rural?
 - How many km of surface treated roads and average width
 - Urban or rural?
 - How many km and average width of gravel (the forgotten surface!!!!)
- Average life expectancies?
 - Depends on your system
 - Original design / Structure
 - Maintenance Programming

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4 ROADS MANAGEMENT SERVICES

CONSTRUCTION UNIT PRICE REQUIREMENTS by IMPROVEMENT TYPE													
Construction Unit Price Item	Unit	TYPE OF IMPROVEMENT											
		R1	R2	RM	PR1	PR2	BS	RW	FEC	INS	SS	NC	SPP
1 Excavation including disposal	cu metre	X	X	X			X	X	X	X	X	X	X
2 Hot Mix Asphalt, Average Base & Top Course	tonne	X	X	X	X	X	X	X	X	X	X	X	X
3 Granular A in place	tonne	X	X	X	X	X	X	X	X	X	X	X	X
4 Granular B in place	tonne						X	X	X	X	X	X	X
5 Concrete Base	cu metre	X	X	X				X	X	X	X	X	X
6 Curb & Gutter Removal	linear metre	X	X	X				X		X	X		
7 Curb & Gutter placed	linear metre	X	X	X				X		X	X	X	
8 Sub Drains placed	linear metre							X		X	X	X	
9 Storm Sewer 525mm dia	linear metre										X	X	X
10 Catch Basin Leads	linear metre							X			X	X	X
11 Manhole removed	each										X		X
12 Manhole placed	each										X	X	X
13 Catch Basin removed	each							X			X		
14 Catch Basin placed	each							X			X	X	
15 Adjust Manholes	each	X	X	X				X		X			
16 Adjust Catch Basins	each	X	X	X						X			
17 Asphalt Planing	sq metre	X	X	X									
18 Asphalt Pulverizing	sq metre				X	X							

In order to estimate programs, current costing information is also required.

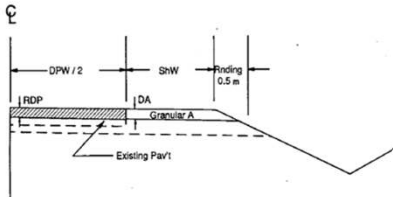
From the Inventory Manual

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4 ROADS MANAGEMENT SERVICES

CROSS SECTION A

BASIC RESURFACING – RURAL AND SEMI-URBAN ROADS



Formula - R1, R2

Single (50 mm) or Double Lift (100mm) Hot Mix Resurfacing: 20% Pad:

Benchmark Cost per km = $BCF \times EF \times CF \times TF \times (HM + PD + GA)$

Formula - PR1, PR2

Surface Pulverizing and Single (50 mm) or Double Lift (100mm) Hot Mi:

Benchmark Cost per km = $BCF \times EF \times CF \times TF \times (PV + HM + GA)$

where:

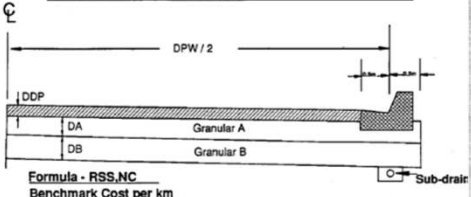
HM = Hot Mix Cost per km
= $DPW \times RDP \times 2.45 \times UH$
PV = Pulverizing Cost per km
= $EPW \times UPV \times 1000$
GA = Granular A Cost per km
= $(ShW + 0.5) \times RDP \times 2.4 \times UA \times 2$
PD = Hot Mix Padding Cost per km (20% of single lift)
= $DPW \times 50 \times 2.45 \times UH \times 0.2$

Feb 1, 1991

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CROSS SECTION K

RECONSTRUCTION – URBAN ROADS:
WITH STORM SEWER; GRANULAR BASE



Formula - RSS, NC

Benchmark Cost per km

= $BCF \times EF \times CF \times TF \times (E + GA + GB + HM + CGR + CGC + SSL + MHR + MHC + CBR + CBC + SST + SD)$

where:

E = Excavation Cost per km
= $(DPW + 1.0) \times (DDP + DA + DB) \times UE$
GA = Granular A Cost per km
= $(DPW + 1.0) \times DA \times 2.4 \times UA$
GB = Granular B Cost per km
= $(DPW + 1.0) \times DB \times 2.0 \times UB$
HM = Hot Mix Cost per km
= $(DPW - 1.0) \times DDP \times 2.45 \times UH$
CGR = Curb & Gutter Removal Cost per km
= $UCGR \times 2 \times 1000$
CGC = Curb & Gutter Construction Cost per km
= $UCGC \times 2 \times 1000$
SST = Trunk Storm Sewer Cost per km
= $USST \times 1000$
SSL = Lateral Storm Sewer Cost per km
= $22 \times DPW/2 \times USSl$
MHR = Manhole Removal Cost per km
= $12 \times UMHR$
MHC = Manhole Construction Cost per km
= $12 \times UMHc$
CBR = Catchbasin Removal Cost per km
= $22 \times UCBR$
CBC = Catchbasin Construct Cost per km
= $22 \times UCBC$
SD = Sub-drain Cost per km
= $USD \times 2 \times 1000$

Note: For New Construction and for Reconstruction of Rural and Semi-Urban roads to Urban Standards - CGR, MHR, CBR = 0

Feb 1, 1991

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4 ROADS MANAGEMENT SERVICES

Other Funding Level Considerations / Analysis

- All municipalities submit a Financial Information Return (FIR) annually to the Province and information is readily available
- The Province’s information will be used to assess some grant / funding applications
- CAUTION – all municipalities do not collect and report on information the same
 - i.e. Equipment reporting and hourly rates range from \$0 to an accurate hourly rate
- If all information was collected and recorded with a common set of rules - could be useful for benchmarking comparisons
- Some of the FIR analyses may be useful measures as a municipality develops its’ funding recommendations to determine sustainability.

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FIR Reporting

- FIR reports are based upon the financial statements prepared in accordance with Public Sector Accounting Board Standards which are audited by professional accountants
- FIR and audited financial statements in accordance with PSAB are required by the Municipal Act.
- Not voluntary
- If FIR's not submitted by Sept 30th of each year, funding such OMPF may be withheld.
- May be differences in the FIR based upon practices
- Accounting policies also affect results.
 - For example, TCA policy with respect to useful lives and amortization methods will have a huge impact on TCA's NBV and amortization expenses.

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From FIR Information

- Even with differences in data collection, high level relative comparisons may be made

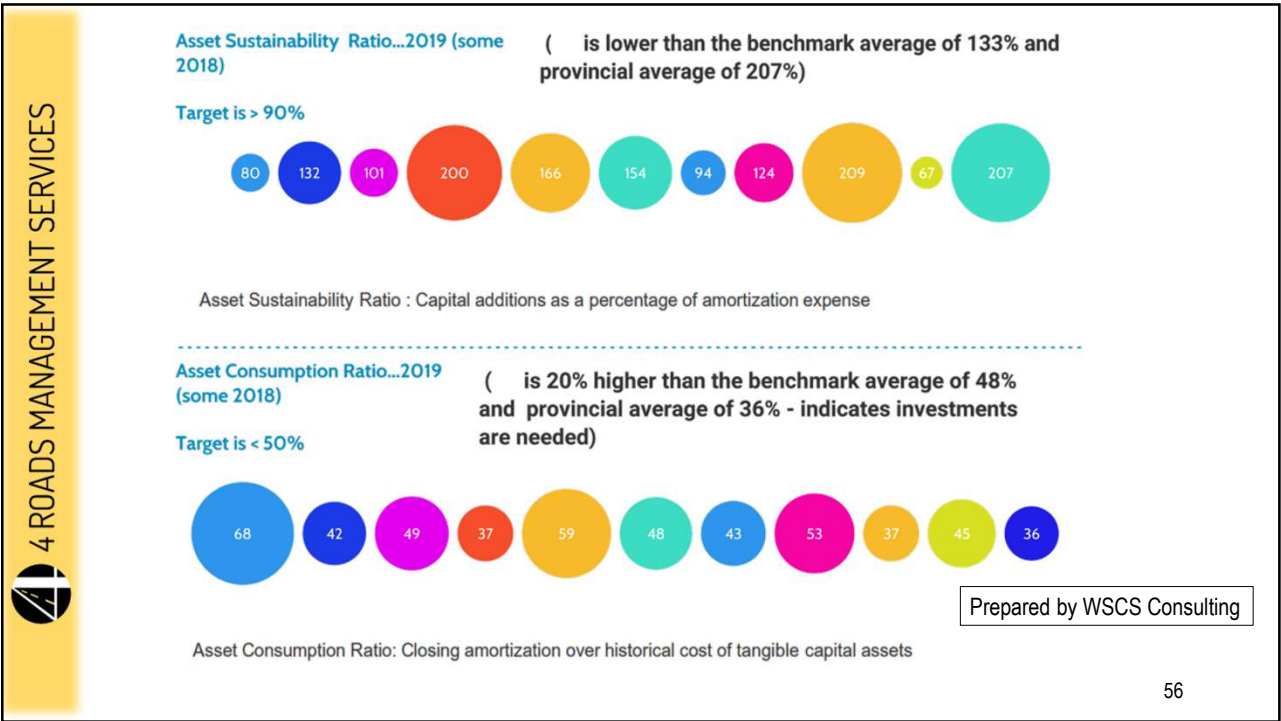
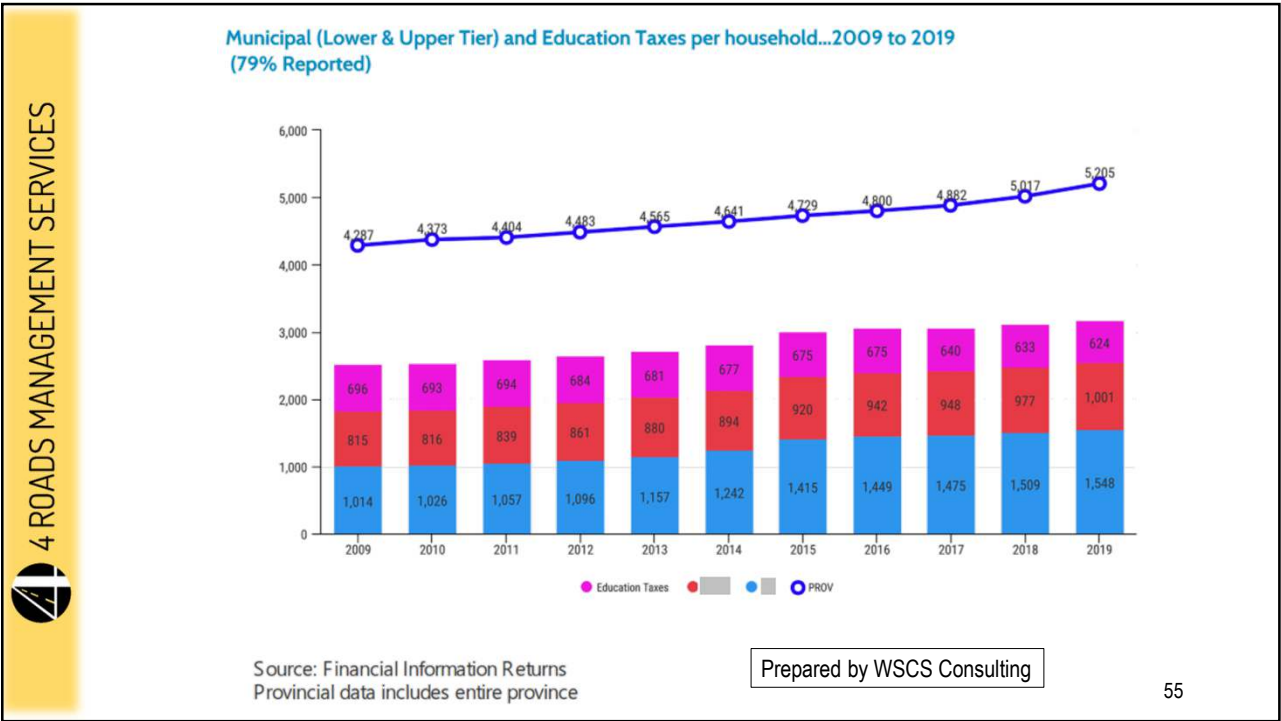
Interagency Comparators

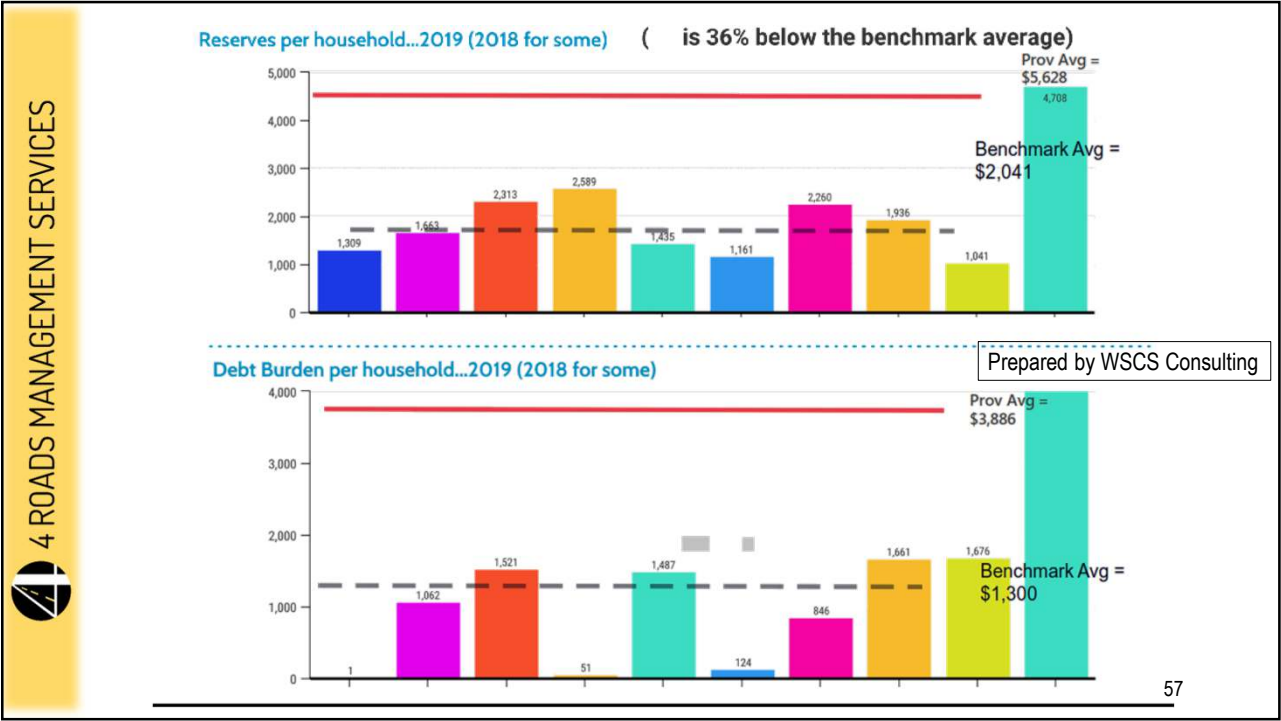
- How do you compare to comparator municipalities?
 - Overall Taxes
 - Taxes / household by tier
 - Reserves and Debt?
 - Net book value of TCA's
- Is your municipality below the provincial average?

Agency Specific Measures (Could also be interagency)

- Asset Sustainability Ratio?
- Asset Consumption Ratio?

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Funding Applications

- May want to consider the previous slides as an indicator of how an application may be reviewed
 - Debts low?
 - Taxes low?
 - Underfunding assets?
 - Asset sustainability low?
 - Asset consumption high?
- Eligibility may be reduced

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4 ROADS MANAGEMENT SERVICES




Funding Level Development – 4 Roads Approach

- Using the unit costs and the improvement types, calculate the replacement cost of the road system can be developed
 - Amortizing over 50 to 75 years will produce an annual amortization value of the annual ‘Capital Depreciation’ Value – or **‘Long Term Sustainability Funding Level’**
- Also calculate the annual cost for the preservation and resurfacing programs – **‘The Short Term Sustainability Funding Level’**
 - Crack Sealing, Hot Mix Resurfacing, Single Surface Treatment, gravel Road Resurfacing etc...
- The **‘Funding Window’** is between the Short Term Sustainability and Long Term Sustainability Funding Levels
- ‘Reinvestment Amount’ – Paradigm Shift Required for most agencies

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4 ROADS MANAGEMENT SERVICES

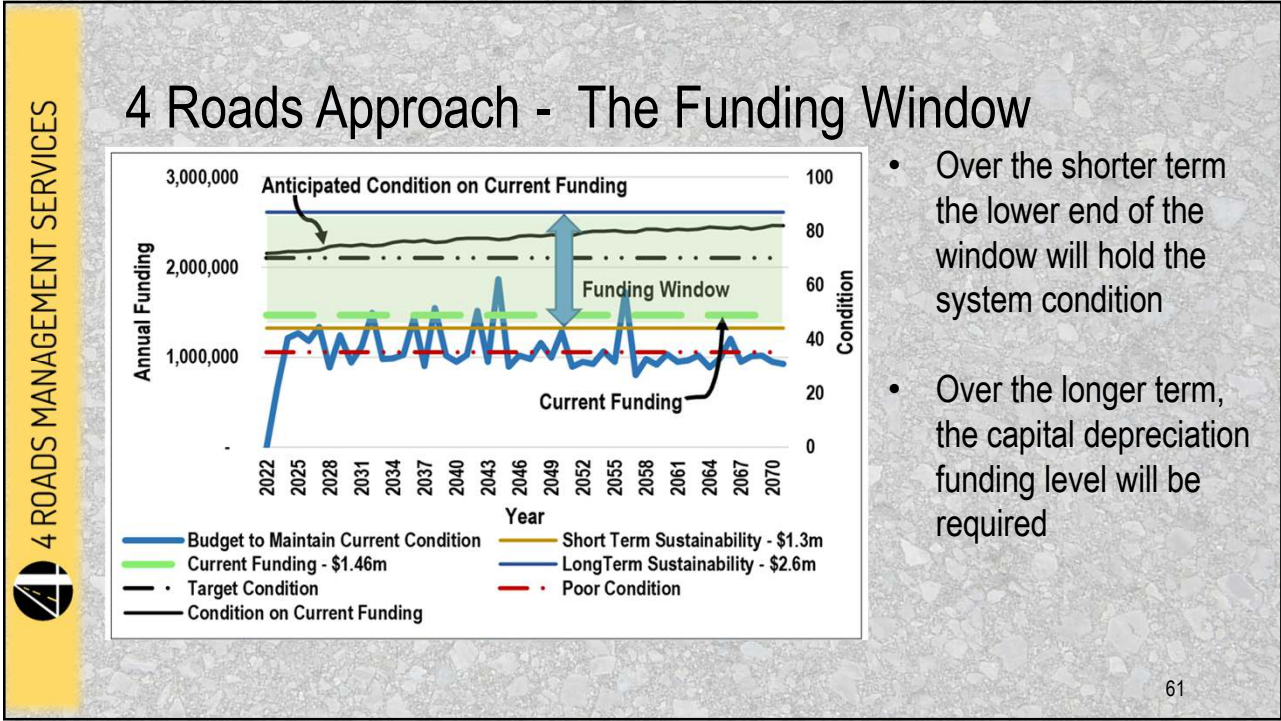


4 Roads Approach - The Funding Window

- **\$2,613,700** for the annualized Long Term Sustainability based on current replacement cost. This would be considered the long term sustainable funding level. (This would be similar to the PSAB 3150 amortization value except using current replacement cost.). The estimated *replacement cost* of the road system is \$130,684,700. The *current value* of the roads system is estimated to be \$104903,500.
- **\$83,000** on average annually for hot mix resurfacing, based upon a 19 (18.85) year cycle. This would approximate an average of 0.608 CI km per year.
- **\$816,800** on average annually, for single surface treatment of existing surface-treated roads, based on a seven-year cycle (this does not include additional padding or geometric correction).
- **\$420,100** on average annually for gravel road resurfacing. This estimate is based on resurfacing gravel roads with 75mm every 3 years and utilizing the unit cost for maintenance gravel.
- **\$3,300** on average annually for crack sealing on a 5 year cycle.

For modeling purposes, 4 Roads has created a funding level described as ‘Short Term Sustainability’. This funding level should theoretically preserve the condition of the road system for up to a 10 year period. The Short Term Sustainability- funding level, is the total of the recommended funding levels for hot mix resurfacing, single surface treatment gravel road resurfacing and crack sealing: **\$1,323,200**. The premise being that if the pavement maintenance, preservation and resurfacing programs are adequately funded, then the system should be sustained over the short term. To sustain the road system over the entire life cycle, the Long Term Sustainability funding level is required as ultimately, replacement will be required.



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4 ROADS MANAGEMENT SERVICES

Pavement (Asset) Performance Modelling Implementation

- A deterioration curve reflects what the anticipated performance of an asset class should be
- Assumes
 - Quality Design
 - Quality Materials
 - Quality Construction
 - Quality Maintenance
- How do agency pavements perform?
 - Traffic – EASL's critical to design
 - Pavement structures
 - Deterioration curves
- Materials
 - Are the basic products understood?

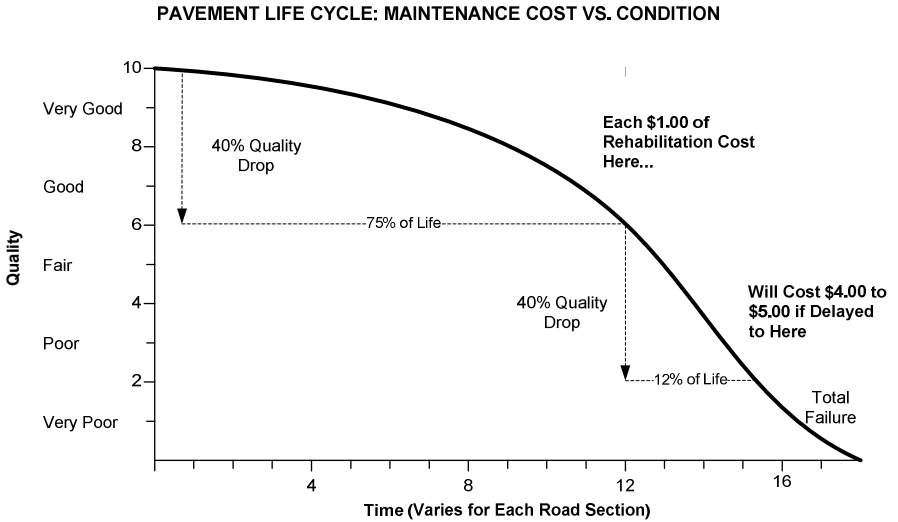


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Pavement / Asset Management Strategy

PAVEMENT LIFE CYCLE: MAINTENANCE COST VS. CONDITION



Adapted From: American Public Works Association, 1983.
The Hole Story: Facts and Fallacies of Potholes

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Asset Management Strategy

- Keep the Good Roads Good
- Right Treatment, Right time

Stuff!

Bad planning is buying a new saddle for an old horse!

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Asset Management Strategy

PAVEMENT LIFE CYCLE: MAINTENANCE COST VS. CONDITION

Gravel Road Resurfacing

Crack Sealing

Slurry / Micro

Surface Treatment

Other Preservation

Operational

Capital

Resurface 1 Lift

Resurface 2 Lifts

Major Rehab

Reconstruct

Total Failure

Each \$1.00 of Rehabilitation Cost Here...

40% Quality Drop

75% of Life

40% Quality Drop

12% of Life

Will Cost \$4.00 to \$5.00 if Delayed to Here

Adapted From: American Public Works Association, 1983. *The Hole Story: Facts and Fallacies of Potholes*

Decreasing Return on Investment /Increasing Cost

Instead of 'Capital' and Operating consider all expenses a "Reinvestment Amount"

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Performance Modeling

- The absolute minimum outcome of the model should be to maintain the overall average condition of the asset group
 - Preferably improve it!!
 - Requirement of O.Reg 588/17
- Performance Modeling should optimize available funding
 - Prioritize projects that offer the best return on investment
 - Select the appropriate treatment at a given condition
 - Keep the good roads good!
- To test the model we should have an estimate of the range for desirable funding

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The Paradigm Shift

- Historically agencies have approached programming as fixed dollar values in capital and operating
- As we move toward 'pure' asset management, treatment selection will be by condition and should not be limited to an arbitrary value.
- Gross funding level should be sufficient to sustain or improve the asset group
 - Should be considered a **'Reinvestment Amount'**
- Arbitrary limitations through categorization as capital or operating will result in reduced performance at a given funding level
 - Opportunities to undertake the right treatment at the right condition will be missed.

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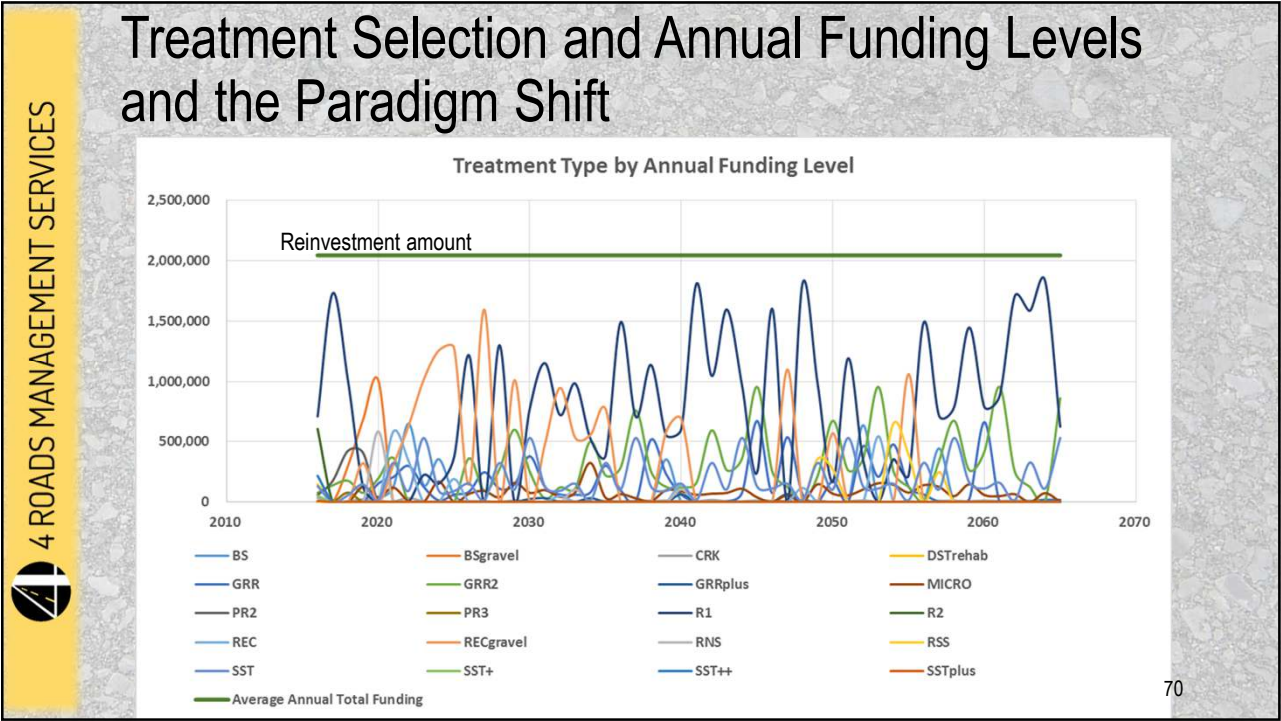
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O.Reg 588/17 Requirements

“For each asset category, the lifecycle activities that would need to be undertaken to maintain the current levels of service as described in paragraph 1 for each of the 10 years following the year for which the current levels of service under paragraph 1 are determined and the costs of providing those activities based on an assessment of the following:

- i. The full lifecycle of the assets.
- ii. The options for which lifecycle activities could potentially be undertaken to maintain the current levels of service.
- iii. The risks associated with the options referred to in subparagraph ii.
- iv. The lifecycle activities referred to in subparagraph ii that can be undertaken for the lowest cost to maintain the current levels of service.”

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Typical Model Calculations

- Different softwares have different approaches
- Models may be developed for different spending objectives or customized with a number of weighted objectives;
 - Return on Investment (ROI)
 - Area under the curve
 - Needs Savings
 - Lowest Condition
 - Best Condition
 - Customized by weighting different attributes
 - Traffic
 - Condition
 - Priority rating (IM Manual)
- ROI aligns most closely with the requirements of O.Reg 588/17

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4 ROADS MANAGEMENT SERVICES

ROI Project Selection vs Worst First

Program by Priority Rating vs Return on Investment

Priority Rating = $0.2 (100 - CRI) \times (AADT + 40)^{1/4}$

Legend: By Priority Rating (orange line), By ROI (green line)

- Using the Priority Rating will push project selection toward higher volume roads in poorer condition
- The same funding level will result in a poorer system performance

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4 ROADS MANAGEMENT SERVICES

Malahide Specific Issues

- Gravel road conversions are a good asset management practice and should be continued
- Gravel roads were not inspected during spring breakup
- The interval between re-treating surface treated roads should be reviewed
 - Some sections were beyond where the re-treating should occur.
- Overall drainage in the Springfield area should be reviewed
 - Master Drainage Plan
- Roads that are too narrow for the AADT were identified on 10.47 km

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4 ROADS MANAGEMENT SERVICES

Recommendations

1. The information and budget recommendations included in this report be used to further develop the corporate Asset Management Planning.
2. The funding level should be increased to the Long Term Sustainability limit over a ten year period.
3. A separate funding source should be created for structures, with an annual contribution developed using a similar process to develop the roads funding recommendations.
4. Funding levels to be adjusted annually to accommodate growth / system expansion.
5. Funding should be adjusted annually to accommodate inflation.
6. The work plan should
 - Ensure that the preservation and resurfacing programs are optimized. This is particularly critical for those sections that are not going to be affected by upgrade due to development demands.
 - The work plan should cross integrate assets.
 - The work plan should be followed to optimize investments and performance of the road system.

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4 ROADS MANAGEMENT SERVICES



Recommendations

7. The inspection interval should be no greater than 2 years.

8. Gravel road conversions to hard top surface should be continued as part of a long term asset management strategy.

9. Township of Malahide traffic counts should continue to be updated and repeated on a regular basis. The counting should include the percentage of truck traffic.

10. A Roadside Safety Audit should be undertaken to assess the potential safety requirements on rural road sections with potentially substandard alignment.

11. Narrow roads should be signed accordingly.

12. The status of the Boundary Road Agreements should be reviewed.


13. The Level of Service for System Adequacy should be a Minimum of 60% (Currently 92.9).

14. The Level of Service for Average Condition should be a minimum of 70. (Currently 70.71)

15. The Level of Service for Good to Very Good Roads should be a minimum of 60%. (Currently 67.9)

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4 ROADS MANAGEMENT SERVICES



Recommendations

16. The Quality Assurance Program should be reviewed and refined by developing a minimum testing criteria for number and type of tests to be undertaken to confirm quality construction for development and Township projects.

17. Consideration should be given to the development of a maintenance paving program for those roads sections that are in poor condition that will not be addressed in the shorter term programming.

18. Develop a corporate asset management system throughout the organization with the development of a Standard Operating Procedure (SOP) for asset management.

19. Consideration should be given to development of the storm sewer system as a rate supported utility..

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Acknowledgements


- Screen Shots from WorkTech Asset Manager Foundation software (WT6)
- WSCS Consulting Inc – slides as noted
- Photographs - attributions as noted



WorkTech Inc.
Technologies for People who Manage Work

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Questions?

Thank You!!

David Anderson, CET, President
4 Roads Management Services Inc.
dave.anderson@4roads.ca
519 505 5065

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Report to Council

REPORT NO.: F-22-06
DATE: March 17, 2022
ATTACHMENT: None
SUBJECT: EMERGENCY SERVICES ACTIVITY REPORT - FEBRUARY

Recommendation:

THAT Report No. F-22-06 entitled “Emergency Services Activity Report – February” be received.

Comments:

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

Department Responses

The Malahide Fire Services responded to thirty (30) incidents. A comparison of these incidents to the same month of previous years is shown in the bar graph at right:

Medical incidents accounted for approximately forty-three (43%) of all incidents in the subject month. Incident by type is shown on the chart at right.

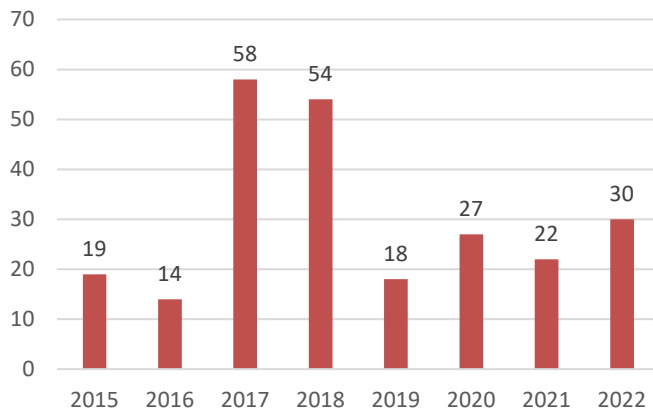
The average age of persons requiring medical response was 59 with a 69/31 male/female ratio.

The split of incidents (North/South) was:

South Station: 19

North Station: 11

Responses Month to Month Comparison



February Incidents by Type

February Incidents by Type	#
Fire	5
Burn Complaint	9
Alarm Malfunction	2
CO Alarm	1
Public Hazard - Wires Down	1
Technical Rescue MVC	1
Technical Rescue Other	7
Medical	13
Assisting Other Fire Department	0
Total	30

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

There were three fires with a combined estimated total dollar loss of \$332,000.00, and a total estimated dollar saved of \$795,000.00.

This month's fire safety message was "Keep matches away from children".

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

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

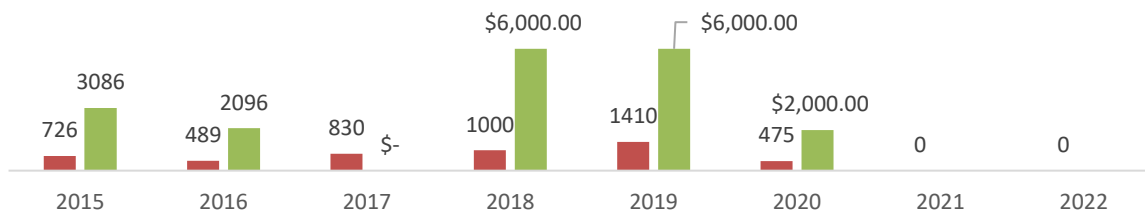
Ontario Police College ("OPC")

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

The next training session at OPC has not been scheduled.

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

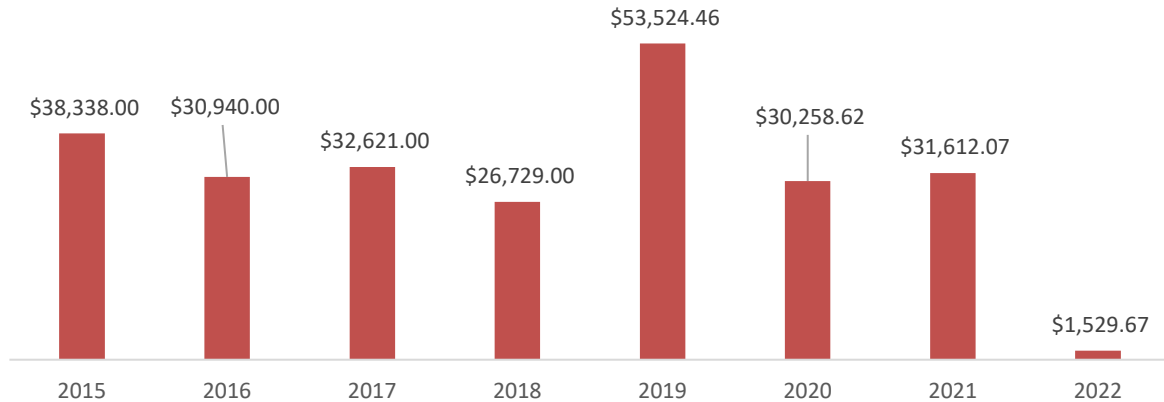
OPC Cadet Training - Year to Date Comparison



Motor Vehicle Collision Revenues

Malahide Fire Services responded to one (1) motor vehicle collisions ("MVC"). Year-to-date invoicing for services provided (e.g. to MTO and to non-residents of Malahide), and total for prior years, is provided below:

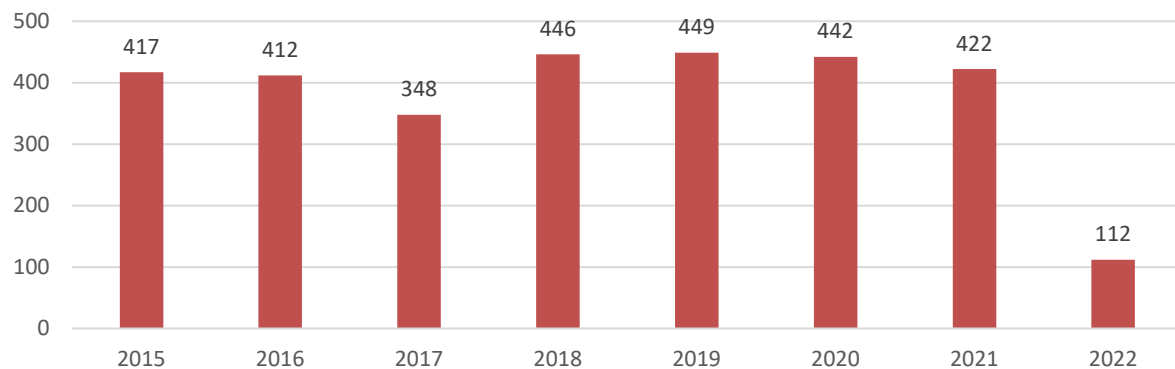
Accident Invoices - Year



Burn Permits

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

Burn Permits Issued - Year



General

Automatic Aid Agreement(s)

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

Mutual Aid

Malahide Fire Services was not requested for Mutual Aid assistance in the subject month. Malahide Fire Services did not request Mutual Aid in the subject month.

Emergency Management Program

Emergency Response

Port Bruce Flooding Review will be scheduled in near future to review EM processes and Debrief on incident.

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

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

Training: TBD.

Next Emergency Management Program Committee meeting: TBD.

2022 Program Compliance Activities

EMPC Meeting – TBD

ERP Review – TBD

Annual Exercise – TBD

Malahide Flood Plan Review – TBD

Annual CCG Training – TBD.

Relationship to Cultivating Malahide:

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

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

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



Report to Council

REPORT NO.: PW-22-18
DATE: February 17, 2022
ATTACHMENT: 2021 Section 11 and Schedule 22 Reports
SUBJECT: **MALAHIDE WATER DISTRIBUTION SYSTEM: 2021 SECTION 11 ANNUAL REPORT AND SCHEDULE 22 SUMMARY REPORT**

Recommendation:

THAT Report No. PW-22-18 entitled “Malahide Water Distribution System: 2021 Section 11 Annual Report and Schedule 22 Summary Report” be received.

Background:

Schedule 22 of O. Reg. 170/03 under the Safe Drinking Water Act, requires that the Operating Authority prepare and submit a report to the Council no later than March 31 of each calendar year. In addition, the Operating Authority, being the Ontario Clean Water Agency (OCWA), is required to complete Section 11 of O. Reg. 170/03 under the Safe Drinking Water Act. The Section 11 Annual Report must be made available to the public free of charge if requested.

The purpose of the two reports that are submitted by OCWA is to advise the Council on the operation of the system, the quality of the water, and the quantity of water used throughout the system for the previous year.

Comments/Analysis:

OCWA has prepared and submitted the 2021 Ministry of the Environment, Conservation and Parks (MECP) Annual Summary Report for the Malahide Water Distribution System. The Operating Authority is required to complete the Section 11 Annual Report by February 28th of each calendar year. The Mayor and Members of Council are to receive copies of Schedule 22 report by March 31st of each calendar year. Copies of each report were provided to Council Members before the required dates by email. Reports are also submitted by the Elgin Area Primary Water Supply System - Joint Board of Management for the Elgin Area Water Treatment Plant, and the Elgin Middlesex Pumping Station. These reports are available to the Council if requested.

The contents of the Schedule 22 report prepared by OCWA include:

- Overview of system
- Compliance with Regulations
- Corrective Actions related to non-compliances
- Flow summary for the previous year.

The contents of the Section 11 report prepared by OCWA include:

- Description of the water system
- A summary of adverse water quality incidents
- Population served
- Expenses incurred
- A summary of microbiological and chemical testing over the year.

Attached for the Council's review are copies of the Section 11 and Schedule 22 reports.

Compliance with Regulations:

The MECP conducted the annual inspection of the Distribution System on July 28th, 2021. The system received 0 out of 203 non-compliance ratings and found no non-compliances with regulatory requirements. The water system received a Final Inspection Rating of 100% for the inspection period.

Availability of Reports:

Copies of the Section 11 and Schedule 22 reports are to be made available for inspection by the public during normal working hours. The Staff have posted the reports on the Township of Malahide's website and are available at the front desk upon request. If the general public requests a copy of the report, one must be made available free of charge.

Financial Implications to Budget:

N/A.

Summary:

The Annual Reports are an effective tool used to provide the Council with pertinent information on the how the Distribution System performed during the previous year.

The purpose of the reports is to summarize compliance with the regulations, corrective actions and flow monitoring for the previous year's operation of the water system. It also guarantees transparency between the MECP, the general public and the municipal drinking water system. It's an effective tool to confirm to both the public and the MECP that municipal drinking water systems are providing a safe supply of potable water

Relationship to Cultivating Malahide:

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

One of the goals that support the "Our Local Government" Strategic Pillar relates to "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:	Approved by:	Approved for Council:
Sam Gustavson Water/Wastewater Operations Manager	Matt Sweetland, P.Eng., Director of Public Works	Adam Betteridge, Chief Administrative Officer



February 9th, 2022

Matt Sweetland
 Director of Public Works
 87 John Street South
 Aylmer, ON N5H 2C3

Re: Safe Drinking Water Act, O. Reg. 170/03 Schedule 22 Summary Report

Dear Mr. Sweetland,

Attached is the 2021 Summary Report for the Malahide Distribution System. This report is completed in accordance with Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of the municipal council by March 31st, 2022.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 and the Summary Report be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the township, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 226-374-4349.

Sincerely,

Maegan Garber

Maegan Garber
 Process and Compliance Technician

c.c. Dale LeBritton, OCWA's Regional Hub Manager
 Mark Harris, OCWA's Senior Operations Manager
 Sam Gustavson, Malahide's Water/Wastewater Operations Manager
 Cindy Sigurdson, OCWA's Safety, Process and Compliance Manager



Annual Summary Report

For the

Malahide Distribution System

2021

Prepared for the Township of Malahide
By the Ontario Clean Water Agency

Table of Contents

Section Number	Contents	Page Number
1	Overview of System	1
2	Compliance with Regulations Schedule 22-2 (2)(a) List the requirements of the Act, the regulations, the system's approval, drinking water works permit, municipal drinking water license, and any orders applicable to the system that were not met at any time during the period covered by the report.	1
3	Corrective Actions Schedule 22-2 (2)(b) For each requirement referred to in section 2 that was not met, specify the duration of the failure and the measures that were taken to correct the failure.	1
4	Flow Summary Schedule 22-2 (3) <ol style="list-style-type: none"> 1. A summary of the quantities and flow rates of the water supplied during the period covered by the report, including monthly total and monthly average daily flows. 2. A comparison of the summary referred to in paragraph 1 to the rated capacity and flow rates approved in the system's approval, drinking water works permit or municipal drinking water license, or if the system is receiving all of its water from another system under an agreement pursuant to subsection 5 (4), to the flow rates specified in the written agreement. 	1
APPENDICES		
APPENDIX A Copenhagen Booster Pumping Station flows for January 1 st , 2021 to December 31 st , 2021		
APPENDIX B Malahide Distribution System Annual Flow Readings		

SECTION 1: Overview of System

This summary report for the Malahide Distribution System is published in accordance with Schedule 22 of Ontario's Drinking Water Systems Regulation for the reporting period of January 1st, 2021 to December 31st, 2021. The Malahide Distribution System (waterworks number 260004774) is categorized as a Large Municipal Residential Drinking Water System.

This report was prepared by the Ontario Clean Water Agency on behalf of the Township of Malahide and must be supplied to the municipal council by March 31, 2022.

SECTION 2: Compliance with Regulations

The Malahide Water Distribution Supply System was operated and maintained in such a manner, that water supplied to the consumers serviced by the system satisfied the requirements in the Safe Drinking Water Act, the regulations, and the system's Municipal Drinking Water Licence (051-101) and Drinking Water Works Permit (051-201).

There were no Adverse Drinking Water Quality Incidents (AWQI) reported during this reporting period.

The Ministry of the Environment, Conservation and Parks (MECP) conducted the routine annual inspection on July 28th, 2021. The inspecting officer, Jim Miller, found no non-compliances with the regulatory requirements.

SECTION 3: Corrective Actions

The routine MECP Inspections have an Inspection Rating Record, which evaluates the system to provide information for the owner/operator on areas that need to be improved. The particular areas that were evaluated for the Malahide Distribution System were: Treatment Process, Distribution System, Operations Manuals, Logbooks, Certification and Training, Water Quality Monitoring, Reporting and Corrective Actions and Treatment Process Monitoring. This system received 0 out of 203 non-compliance ratings and as such received 100% for the Final Inspection Rating.

SECTION 4: Summary and Discussion of Quantity of Water Supplied

The Malahide Distribution System consists of a number of tertiary mains throughout the Township. Flow rates are measured throughout the distribution system.

Attached as Appendix A is a summary of flows including total and average daily flows for the reporting period at the Copenhagen Booster Pumping Station. The Copenhagen Booster Pumping Station daily average flow for the reporting period was 79.4m³/day, which is a 24.8% increase from 2020.

Attached as Appendix B are the remaining flow readings for the Malahide Distribution System. The total flow supplied to the system was 140,111m³, which corresponds to an 8.8% increase from 2020.

APPENDIX A

The table below is a summary of quantities and flow rates from the Copenhagen Booster Station for 2021 compared to 2020 values.

Month	2021 Total Flow (m ³)	2020 Total Flow (m ³)	2021 Average Day Flow (m ³ /day)	2020 Average Day Flow (m ³ /day)	Difference between 2021 and 2020 (%)
January	1,956	1,750	63.1	48.8	29.3
February	1,891	2,363	67.5	50.0	35.0
March	2,060	2,188	66.5	52.4	26.9
April	2,156	2,150	71.9	52.6	36.7
May	2,808	1,697	90.5	63.5	42.5
June	2,651	2,791	88.4	82.6	7.0
July	2,397	4,168	77.3	77.9	-0.77
August	2,687	1,916	86.7	63.4	36.8
September	2,547	2,003	84.9	56.1	51.3
October	2,615	2,411	84.4	56.4	49.6
November	2,511	2,390	83.7	55.3	51.4
December	2,708	2,026	87.4	58.2	50.2
Total Flow	28,986.5	27,853	-	-	-
Average	2,415.5	2,312	79.4	59.7	24.8
Maximum	2,807.8	4,168	90.5	82.6	-

APPENDIX B

The table below is a summary of quantities of flow for water usage throughout Malahide (excluding Copenhagen) in 2021 compared to 2020.

Location	2021 Total Flow (m³)	2020 Total Flow (m³)	2021 Average Day Flow (m³/d)	2020 Average Day Flow (m³/d)	Difference between 2021 and 2020 Flows (%)
Talbot Street East	3,531	3,778	9.7	10.3	-6.9
Dingle Street	62,073	63,725	170.1	174.1	-2.7
Talbot Street West	6,949	6,643	19.0	18.2	4.4
PB01 (Rush Creek)	3,630	4,761	9.9	13.0	-31.2
PB02 (Port Bruce)	1,633	2,106	4.5	5.7	-28.9
Dexter and Imperial	19,125	12,857	52.4	35.1	32.8
Waneeta Beach	1,147	1,229	3.1	3.4	-7.1
Rogers	2,921	2,870	8.0	7.8	1.7
Norton/ Church	1,992	2,136	5.5	5.8	-7.2

Drinking-Water Systems Regulation O. Reg. 170/03

ANNUAL REPORT

Drinking-Water System Number:	260004774
Drinking-Water System Name:	Malahide Distribution System
Drinking-Water System Owner:	Corporation of the Township of Malahide
Drinking-Water System Category:	Large Municipal Residential
Period being reported:	January 1 st to December 31 st , 2021

<p><u>Complete if your Category is Large Municipal Residential or Small Municipal Residential</u></p> <p>Does your Drinking-Water System serve more than 10,000 people? Yes [] No [X]</p> <p>Is your annual report available to the public at no charge on a web site on the Internet? Yes [X] No []</p> <p>Location where Summary Report required under O. Reg. 170/03 Schedule 22 will be available for inspection.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> Township of Malahide Office 87 John Street Aylmer, ON N5H 2C3 </div>	<p><u>Complete for all other Categories.</u></p> <p>Number of Designated Facilities served: n/a</p> <p>Did you provide a copy of your annual report to all Designated Facilities you serve? Yes [] No []</p> <p>Number of Interested Authorities you report to: n/a</p> <p>Did you provide a copy of your annual report to all Interested Authorities you report to for each Designated Facility? Yes [] No []</p>
---	---

List all Drinking-Water Systems (if any), which receive all of their drinking water from your system:

Drinking Water System Name	Drinking Water System Number
Ontario Police College Water System	Non-regulated

Did you provide a copy of your annual report to all Drinking-Water System owners that are connected to you and to whom you provide all of its drinking water?

Yes [X] No []

Drinking-Water Systems Regulation O. Reg. 170/03

Indicate how you notified system users that your annual report is available, and is free of charge.

☒ Public access/notice via the web

☒ Public access/notice via Government Office

☐ Public access/notice via a newspaper

☒ Public access/notice via Public Request

☐ Public access/notice via a Public Library

☐ Public access/notice via other method _____

Describe your Drinking-Water System

The Malahide Distribution System receives water from the following systems:

- 1) Port Burwell Area Secondary Water Supply System
- 2) The Aylmer Area Secondary Water Supply System
- 3) The Aylmer Distribution System

The source of these three systems is the Elgin Area Primary Water Supply System whose raw water is taken from Lake Erie. The Malahide Distribution System supplies water to the Ontario Police College Water System.

The Malahide Distribution System services Waneeta Beach, Port Bruce, Copenhagen, Granger Road, Norton & Church St. (Orwell), Dixie Estates, Pede Road, Imperial Road (Hwy 73), Dingle Street, Hacienda Road, and east from Aylmer on Talbot Line to 49823 Talbot Line. There are various size mains and construction material. There are 44 fire hydrants and five chambers in the system. The chambers (two at Copenhagen Booster, PB-01, PB-02 and PB-03) are for air relief, pressure control, and/or metering. Note: PB-01 and PB-02 are owned by the Port Burwell Area Secondary Water Supply System with the pressure regulating valves owned by Malahide. Sample stations are located throughout the distribution system for water quality monitoring purposes.

In Copenhagen, the booster station provides additional water pressure north of the chamber. This station alternates duty on the booster pumps and is equipped with a pressure regulating valve and SCADA system to notify operators if there are any issues at the station. Flow is measured with a magnetic flow meter.

List all water treatment chemicals used over this reporting period

There are no process chemicals used for water treatment for the system.

Were any significant expenses incurred to?

☐ Install required equipment

☒ Repair required equipment

☒ Replace required equipment

Drinking-Water Systems Regulation O. Reg. 170/03

Please provide a brief description and a breakdown of monetary expenses incurred

- Repairs to Sample Stations #701
- Replacement of pump 2 motor at Copenhagen Booster Station
- Hydrant repairs

Provide details on the notices submitted in accordance with subsection 18(1) of the Safe Drinking-Water Act or section 16-4 of Schedule 16 of O.Reg.170/03 and reported to Spills Action Centre

Incident Date	Parameter	Result	Unit of Measure	Corrective Action	Corrective Action Date
n/a	n/a	n/a	n/a	n/a	n/a

Microbiological testing done under the Schedule 10, 11 or 12 of Regulation 170/03, during this reporting period.

	No. of Samples Collected for period being reported	Range of E. Coli Results (cfu/100mL)		Range of Total Coliform Results (cfu/100mL)		Number of HPC Samples	Range of HPC Results (cfu/mL)	
		Minimum	Maximum	Minimum	Maximum		Minimum	Maximum
Distribution	159	0	0	0	0	107	10	20

Operational testing done under Schedule 7, 8 or 9 of Regulation 170/03 during the period covered by this Annual Report.

	No. of Samples Collected for period being reported	Range of Results	
		Minimum	Maximum
Free Chlorine Residual (mg/L)	364	0.26	1.41

NOTE: For continuous monitors use 8760 as the number of samples.

Summary of additional testing and sampling carried out in accordance with the requirement of an approval, order or other legal instrument.

Date of legal instrument issued	Parameter	Date Sampled	Result	Unit of Measure
n/a	n/a	n/a	n/a	n/a

Drinking-Water Systems Regulation O. Reg. 170/03

Summary of lead testing under Schedule 15.1 during this reporting period

(applicable to the following drinking water systems; large municipal residential systems, small municipal residential systems, and non-municipal year-round residential systems)

Location Type	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
DW - Lead Results (ug/L)	n/a	n/a	n/a	10	n/a
DW - Alkalinity (mg/L)	4	92	96	n/a	n/a
DW - pH	4	7.15	8.19	n/a	n/a

Summary of Organic parameters sampled during this reporting period or the most recent sample results

DISTRIBUTION WATER	Sample Date (mm/dd/yyyy)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L)	Annual Running Average	35.5	100.00	No	No
Haloacetic Acid: Total (ug/L)	Annual Running Average	15.95	80	No	No

List any Inorganic or Organic parameter(s) that exceeded half the standard prescribed in Schedule 2 of Ontario Drinking Water Quality Standards.

Parameter	Result Value	Unit of Measure	Date of Sample
n/a	n/a	n/a	n/a



Report to Council

REPORT NO.: PW-22-20
DATE: March 17, 2022
ATTACHMENT: Summa Engineering Ltd. SCADA System Upgrade Proposal
SUBJECT: APAM SCADA PLC Upgrades

Recommendation:

THAT Report No. PW-22-20 entitled “APAM SCADA PLC Upgrades” be received;

AND THAT the Township of Malahide does hereby authorize the Single Source acquisition of the APAM SCADA PLC Upgrades from Summa Engineering Ltd.;

AND THAT the Township of Malahide does hereby accept the quote received from Summa Engineering Ltd., in the amount \$126,400.00 (excluding applicable taxes), for the replacement of the PLC’s at seven (7) of the existing water and wastewater sites connected to the APAM SCADA;

AND THAT the Township of Malahide does hereby approve the Malahide Water Distribution System’s apportioned cost, in the amount of \$18,057.14 (excluding applicable taxes), for the APAM SCADA PLC Upgrades at the Copenhagen Booster Station;

AND THAT the Township of Malahide does hereby approve the Malahide Sewer System’s apportioned cost, in the amount of \$18,057.14 (excluding applicable taxes), for the APAM SCADA PLC Upgrades at the Springfield Sewage Pumping Station;

AND THAT, the Mayor and Clerk, on behalf of the Township of Malahide, the Port Burwell Area Secondary Water Supply System (PBASWSS) Joint Board of Management, and the Aylmer Area Secondary Water Supply System (AASWSS) Joint Board of Management, be authorized as the Administering Municipality to sign and enter into an agreement with Summa Engineering Ltd., on behalf of the PBASWSS and the AASWSS Joint Boards of Management.

Background:

As the Council is aware, the Malahide Water Distribution and the Malahide Sewage Collection System utilize a Supervisory Control and Data Acquisition System (SCADA) to provide continuous monitoring, operational control, alarm notification, historical data retention, trending, and to generate regulatory reports required for annual inspection by the MECP.

It is the Staff's understanding that in 2006, the Primary Water Supply System responsible for the Regional Water Supply (RWS) initiated the implementation of SCADA and invited the Secondary Water Systems and member Municipalities to collectively enter into agreements. Both the PBASWSS and the AASWSS Joint Boards of Management, and the Township of Malahide acting as the Adminstrating Municipality, formed the APAM (Aylmer, Port Burwell, and Malahide) group through a mutual agreement process. The APAM group then gained approval to enter into an agreement with the Primary Water Supply System to oversee the project and contract with Summa Engineering Ltd. to construct the SCADA system. Summa Engineering was selected at that time through a competitive bidding process, and SCADA was constructed in 2008 and became operational in November of 2009.

Once SCADA was established, the responsibility of overseeing the continued management of the system was under the control of the APAM members. SCADA is an essential component of the technological monitoring infrastructure which requires continued lifecycle replacements at scheduled intervals to ensure the asset maintains its reliable and useful function which in turn satisfies the regulatory requirements set forth in O. Reg. 170/03 for data collection and reporting purposes.

As a result of an aging central server in 2016, the Staff retained Stantec Consulting to proceed with the preparation and release of a quotation document for the "Virtualization" of the existing SCADA central server. This would modify the existing central server to act as a host machine and allow multiple operating systems to be partitioned as specialized small virtual servers, each capable of their own independent operating system instances at the same time. This provided a greater ability for backup and recovery of pertinent data and their related systems. Only two qualified vendors submitted bids for this work. The bid submitted by Summa Engineering Ltd. was 38% less than the other vendor. Stantec completed a thorough review and recommended that Summa Engineering Ltd. be retained to complete the required work. The "Virtualization" project did not include upgrades to the existing SCADA software or hardware applications.

Comments/Analysis:

The SCADA system is a unique standalone system that was developed built, implemented and customized for each site that is connected. Summa Engineering Ltd. are the original system developer and integrator of the SCADA system and have provided ongoing support and maintenance since the time it was created. Summa Engineering Ltd. has the required knowledge and experience, specializing in the Water and Wastewater Industry and advising of industry best practices for the type of application recommended and outlined in the attached proposal. In previous projects they have a demonstrated a track record of successful implementation of similar upgrades with a strong understanding of data collection and essential services

operations with minimal impact to operations during the upgrade process. They have provided the Staff with continued support to address issues as they arise throughout the life of the SCADA system. On numerous occasions, they have provided remote support at no additional cost to the Township when issues arise.

Summa advised, at the time of Virtualization, that in order to ensure long term sustainability and not degrade the SCADA system, lifecycle replacements would need to be completed in the coming years. Continual improvements and investments are required to ensure the system remains current as technology evolves and software and hardware compatibility issues develop. This approach also ensure that the system remains current with industry standards and manufacturer support may be provided.

In 2020, the APAM SCADA Central Server was replaced and software upgrades were also completed by Summa at the time. These upgrades were required to be completed in order to increase the capacity of the SCADA server which would allow for future PLC Upgrades to be integrated with the existing SCADA system. Additionally, the 2020 upgrades also included software upgrades of the original 2007 software which had become obsolete and no longer compatible with the evolved field hardware (PLC's). Industry best practices recommendations suggest that a 6-year lifecycle for hardware can be expected with software lasting for 2 hardware lifecycles. The majority of the existing hardware or Programmable Logic Controllers (PLC) currently in operation have already surpassed their useful lifecycle. These PLC's have been discontinued and are no longer supported by the manufacturer. The PLC's controllers are the hardware which provide operational control and communicate with the central server and are located at each site connected to the SCADA system. They are integral component of the SCADA system and have already completed their recommended lifecycle and require replacement to maintain the reliability of the SCADA system. The proposed PLC upgrades are being recommended for replacement to maintain the PLC standard of the SCADA system.

The 2020 APAM SCADA upgrade has provided the ability to move forward with the proposed PLC replacements which would not have otherwise been possible. As such, this is the ideal time to move forward with scheduled PLC hardware lifecycle replacements and ensure the SCADA system remains current and reliable. Accordingly, the proposed upgrades recommended in this report are required.

As a result of these issues relating to aged technology, partnered with the need to maintain the existing system to achieve regulatory compliance, the Staff sought a work plan and proposal from the current SCADA provider, Summa Engineering Ltd., to implement the required upgrades. The contents of the attached proposed upgrade program, outline the issues with existing PLC's. The proposed CompactLogix PLC's are manufacturer supported and meet current industry standard for hardware. The proposed upgrade will provide the necessary SCADA hardware to address the current shortfall of the system. The 2020 upgrades provided the ability to integrate the CompactLogix PLC's, and will allow for future sites to be added if required.

Given the complex intricacy of SCADA system and the requirement to maintain its successful long-term operation, the Staff sought a proposal from the original integrators of the SCADA system. Summa Engineering Ltd. has provided all engineering design for the entire cost of the upgrade. Receipt of the Summa Engineering Ltd. proposal has avoided the costs associated with design, tendering and contract administration as

compared to the 2016 Virtualization where they were the successful bidder through a competitive process.

At this time, the Staff of the Administering Municipality recommends that the Township of Malahide, along with the AASWSS Joint Board of Management, and the PBASWSS Joint Board of Management, accept the APAM SCADA PLC Upgrade, as proposed by Summa Engineering Ltd., for the proposed PLC upgrades at the seven (7) SCADA sites as outlined in the attached proposal.

Financial Implications to Budget:

When the SCADA system was constructed, the capital cost for the central server was shared between the Port Burwell Area Secondary, Aylmer Area Secondary, and Malahide Township water and sewer systems. The cost was divided between each system based on the number of remote SCADA sites. It should be noted that for the proposed upgrade at the Elgin Middlesex Pumping Station (EMPS) was not included in the Aylmer Secondary Board's cost apportionment, as it is on a separate SCADA system, and uses interconnectivity to allow it to be viewed on the APAM SCADA HMI. The EMPS has been historically included for cost apportionment as an additional share to the Aylmer Secondary in network agreements for communication purposes but not for network upgrades such as this. The Aylmer Water Tower was also not included in the proposal as the physical PLC hardware expense falls solely on the Town of Aylmer and not the Aylmer Joint Board of Management.

Additionally, the Dexter Re-chlorination Facility was not included for the Port Burwell Secondary as it was constructed in 2016 and the PLC still has remaining useful lifecycle. The Township of Malahide also did not include the new OPC Pumping Station as the PLC on site was installed in 2020 and doesn't require replacement.

The cost apportionment for this project is as follows:

- Aylmer Area Secondary – 2/7: \$36,114.28
- Port Burwell Secondary – 3/7: \$54,171.42
- Malahide Water - 1/7: \$18,057.14
- Malahide Sewer - 1/7: \$18,057.14

This is a joint project as the work will be on a shared asset with the AASWSS and PBASWSS Joint Boards of Management. At their scheduled meeting on March 9, 2022 both the AASWSS and PBASWSS approved the funding of their cost apportionment for required APAM SCADA PLC Upgrades. Additionally, both the AASWSS and PBASWSS Joint Boards of Management authorized the Single Source acquisition of the APAM SCADA PLC Upgrades proposal from Summa Engineering Ltd at their scheduled meeting.

This required work is included in the 2022 Malahide Water Budget, which was adopted by the Council on January 6, 2022, in the amount of \$18,000.00 allocated in the 2022 Budget for the Malahide Water Distribution Systems portion of this work. The remaining \$57.14 funds exceeding the budgeted amount required for this project will be drawn from reserve.

This required work is included in the 2022 Malahide Sewer Budget, which was adopted by the Council on January 6, 2022, in the amount of \$18,000.00 allocated in the 2022 Budget for the Malahide Sewer Systems portion of this work. The remaining \$57.14 funds exceeding the budgeted amount required for this project will be drawn from reserve.

Summary:

In order to ensure the long-term sustainability and useful function of the SCADA system it is essential that lifecycle replacements are completed at scheduled intervals. This also allows capital upgrades to be scheduled appropriately and ensure future budgets plan for lifecycle replacements. Keeping the Owners informed ensures that they are made aware of the maintenance needs of the SCADA system and allow for effective long-term planning of required maintenance and upgrades so a proactive approach can be achieved.

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



Township of Malahide

APAM SCADA PLC Upgrades for the Seven Facilities



Summa Engineering Limited

3230A American Drive
Mississauga, ON L4V 1B3
Phone: 905.678.3388
Fax: 905.678.0444

Contact: Cameron Chong

Email: cchong@summaeng.com



Dated: February 17, 2022

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Section 1 Introduction

Township of Malahide is following Summa's recommendations to address aging APAM SCADA PLC's and is looking to upgrade the following facilities:

- Aylmer AY2 – Chamber 13
- Aylmer AY3 -Chamber 16
- Port Burwell MV1 – PB3
- Port Burwell Water Tower
- Lakeview Chamber – PB4
- Copenhagen Booster – TM2
- Springfield SPS -TM3

The Rockwell MicroLogix 1100 PLC's in these facilities are discontinued and no longer supported. These PLCs need to be upgraded to minimize chances of failure due to age and long downtimes due to the unpredictable supply chain deliveries lead times.

The upgrade will migrate to the CompactLogix to meet the Township's current PLC standard that will add the following features for the facilities:

- User Defined Data Types to maintain uniformity and readable routines
- Add-on instructions for functions and algorithms
- Alarm management features such as arm, disarm, shelve, etc
- More efficient data gap recovery

Section 2 Executive Summary

Summa is pleased to submit our proposal to upgrade Township of Malahide's aging APAM SCADA PLC's. Our skills in project management, SCADA design, implementation, and our knowledge of the Township's sites and SCADA system make Summa the most suitable system integrator to successfully deliver a positive upgrade experience and to continue our on-going support.

Summa Engineering Limited implemented the current infrastructure for the Township of Malahide SCADA System in 2007 as part of the Elgin Area Primary Water Supply System SCADA Upgrades. Our knowledge of the system gives us the full understanding of the system as a whole and all the local details. As part of our ongoing commitment to the Township, we have provided timely and cost-efficient SCADA support. We have also recommended, designed, and phased in various upgrade projects over the years to keep the system in reliable operation and up to industry standards. Our expertise and experience with municipal SCADA systems are used to identify the need for upgrades as the existing system ages and SCADA technology progresses. Working within the Township's budgets, the system has been updated to meet industry standards with minimal system obsolescence and maximum life cycle operation.

Summa has the expertise and experience in Engineering Procurement Construction (EPC) projects. EPC effectively saves the Township the expense and time of the Design Bid Build project model. We take on full ownership of the project from conceptual idea to design and seamless implementation. The cost of developing tender documents, tendering, and contract administration by a consultant unfamiliar with the system is eliminated. Possible extras and or issues due to discrepancies and or shortfalls in the specifications and contractor unfamiliarity of the system are eliminated. To date, our projects with the Township have been both economical and time efficient with little to no issues and or extra costs. The efforts required by the Township to execute and manage Summa run projects were nominal.

Summa has maintained a level of standardization for the SCADA system ranging from hardware, panels, and documentation, to the graphics, database, and program applications. As technologies evolve, our applied standards for the Township are updated with each upgrade as required. Having Summa involved in all upgrades has given the Township a SCADA standard without the cost of developing, maintaining, and policing the Standards if various integrators were to work on the system.

Understanding the needs of this upgrade and the direction of the SCADA system is the key to meeting the Township's SCADA goals. Our continual support of the system and long-term guidance has identified this upgrade and timeline. Our proposal will encompass the scope of work to deliver this upgrade and maintain the Township's best interest.

Section 3 Project Understanding

Summa will upgrade the Township's facility PLC's, as listed above, to address the aging PLC's. The implementation of this project will be designed to work with the operations staff schedules for shutdown requirements, minimize downtime, and loss of data. Project timeline is estimated to be 4-6 months depending on component delivery.

The upgrade will provide the following:

- Upgrade facilities with CompactLogix PLC's to eliminate PLC failure due to age
- PLC programming upgrade to the latest standard and features
- HMI upgrade to the latest standards and features
- Upgrade the Ethernet switch
- Update panel drawings

The scope of work for each facility will include:

- Field investigation
- PCN review
- PLC programming to the latest standards and features
- HMI modifications to the latest standards and features
- Work plan development to minimize facility downtime
- PLC upgrade to CompactLogix c/w: L33ER processor and I/O modules
- Ethernet switch upgrade
- Drawing updates for PLC panels
- System testing, commissioning, SAT
- Training

Section 4 Cost

See attached Summa Engineering Limited quote SE22-3807-CC.



3230A American Drive
Mississauga, ON L4V 1B3
T: 905-678-3388 F: 905-678-0444
E: cchong@summaeng.com

Quotation Reference : SE22-3807-CC

TO: **Township of Malahide**
87 John Street S.
Aylmer, ON N5H 2C3

DATE: February 17, 2022

Prepared By: Cameron Chong

Related Summa Project: N/A

ATTN: Sam Gustavson sgustavson@malahide.ca

REFERENCE: APAM SCADA PLC Upgrades for the Seven Facilities

SUMMA ENGINEERING LIMITED IS PLEASED TO OFFER THE FOLLOWING PROPOSAL SUBJECT TO THE
TERMS & CONDITIONS OF SALE HEREIN

TERMS: Negoitated prior to the order

VALID: For 60 days

F.O.B.: Mississauga, ON

DELIVERABLES

- 1 **Shop Drawings:** 4-6 weeks after receipt of purchase order.
- 2 **PLC Supply and installation:** 16 weeks after receipt of approved panel drawings and or delivery schedule of the components.
- 3 **PLC and SCADA programming:** As per existing PCN's

NOTES

- 1 This quotation is based on information in our possession on the day of preparation. We reserve the right to revise this quotation, should Summa Engineering Limited receive additional information.
- 2 Submittals issued as per Summa's Schedule.
- 3 Price as per material cost estimates to May 2022. Pricing will be updated at the start of the project.

EXCLUSIONS

- 1 **Excluded:** Any additional I/O and or field equipment
- 2 **Excluded:** changes to the currnet PCN.

ITEM	QTY	DESCRIPTION	PRICE
1	LOT	APAM SCADA PLC Upgrades for the following seven facilities: Aylmer AY2 - Chamber 13 Aylmer AY3 - Chamber 16 Port Burwell MV1 - PB3 Port Burwell Water Tower Lakeview Chamber - PB4 Copenhagen Booster - TM2 Springfield SPS - TM3 Includes: Field investigation PCN review PLC programming to latest standards and features HMI modifications to latest standards and features Work plan development to minimize facility downtime PLC upgrade to CompactLogix c/w: L33ER processors and I/O modules Ethernet switch upgrade Drawing updates for PLC panels System testing, commissioning, SAT Training	\$ 126,400.00
TOTAL PRICE (Taxes Extra) Canadian Dollars			\$ 126,400.00

Section 5 Agreement

The Parties have executed this agreement for the Township of Malahide, APAM SCADA PLC Upgrades at the seven facilities detailed in the attached proposal and quote number SE22-3807-CC.

Summa Engineering Limited
Authorized Signing Officer

Township of Malahide
Authorized Signing Officer



By: _____

By: _____

Name: Frank Cosentino, Vice President

Name: _____

Date: February 17, 2022

Date: _____



Report to Council

REPORT NO.: FIN-22-06
DATE: March 17, 2022
ATTACHMENT: Statement of Council Remuneration
SUBJECT: 2021 Statement of Council Remuneration

Recommendation:

THAT Report No. FIN 22-06 entitled “2021 Statement of Council Remuneration” be received.

Background:

Section 284 of the *Municipal Act, 2001* states that

284 (1) *The treasurer of a municipality shall in each year on or before March 31 provide to the council of the municipality an itemized statement on remuneration and expenses paid in the previous year to,*

- (a) each member of council in respect of his or her services as a member of the council or any other body, including a local board, to which the member has been appointed by council or on which the member holds office by virtue of being a member of council;*
- (b) each member of council in respect of his or her services as an officer or employee of the municipality or other body described in clause (a); and*
- (c) each person, other than a member of council, appointed by the municipality to serve as a member of any body, including a local board, in respect of his or her services as a member of the body. 2001, c. 25, s. 284 (1).*

Comments/Analysis:

By-law No. 20-74 outlines the remuneration established for all members of Council for regular Council and Committee of the Whole meetings, annual mileage allowance for such meetings, per diems for participation in work-related conferences and workshops, along with mileage for such conferences and workshops.

Mileage is paid at a rate of \$0.52/km, being the rate established in By-law No. 20-74 for the use of personal vehicles for Township purposes. It is each individual Council member's responsibility to maintain personal records for their income tax files, sufficient to justify that the mileage payment is a reimbursement for costs and not considered

remuneration which is subject to income tax. A simple sheet showing the dates, distance travelled, and purpose or reason for such travel would be adequate.

Attached is the statement of the 2021 remuneration and other payments to each member of Council.

Financial Implications to Budget:

There are no financial implications arising from this report.

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 “Improve Communication within our Community”. Transparency in reporting promotes public confidence.

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

**TOWNSHIP OF MALAHIDE
STATEMENT OF COUNCIL REMUNERATION
Year Ended December 31, 2021**

Name	Title	# of Regular Meetings Attended	# of Committee and Special Meetings Attended	Total # of Meetings Attended	Annual Salary for Regular & Committee Meetings	Annual Mileage Allowance	Township related conferences & workshops	Conference & Workshops related Mileage	Township Total Payments	Remuneration from outside Boards & Committees	Expenses reimbursed by outside Boards & Committees	Outside Boards & Committees Total Payments	Total Payments
Total Meetings held		22	4	26									
David Mennill	Mayor	22	4	26	\$24,611.16	\$900.00			\$25,511.16			\$0.00	\$25,511.16
Dominique Giguère	Deputy Mayor	22	4	26	\$18,350.76	\$900.00	\$407.04		\$19,657.80	\$774.81	\$0.00	\$774.81	\$20,432.61
Rick Cerna	Councillor	22	2	24	\$12,708.60	\$600.00			\$13,308.60	\$1,810.00	\$69.12	\$1,879.12	\$15,187.72
Chester Glinski	Councillor	22	4	26	\$12,708.60	\$600.00			\$13,308.60			\$0.00	\$13,308.60
Max Moore	Councillor	22	4	26	\$12,708.60	\$600.00			\$13,308.60			\$0.00	\$13,308.60
Mark Widner	Councillor	22	4	26	\$12,708.60	\$600.00			\$13,308.60			\$0.00	\$13,308.60
Scott Lewis	Councillor	20	2	22	\$12,708.60	\$600.00			\$13,308.60			\$0.00	\$13,308.60
Total					\$106,504.92	\$4,800.00	\$407.04	\$0.00	\$111,711.96	\$2,584.81	\$69.12	\$2,653.93	\$114,365.89

Notes

Outside Boards & Committees: EECC, KCCA, CCCA.

Authorizing By-Law: 20-74 Council Remuneration

Authorizing By-law: 13-02 EECC Board Terms of Reference

There were 22 Regular Meetings of Malahide Council (in person or virtual) where minutes are available.

Section 284 of the Municipal Act, 2001 requires the Treasurer to provide Council an itemized statement of remuneration and expenses paid in the previous year

Due March 31st



Report to Council

REPORT NO.: CLERK-22-05
DATE: March 17, 2022
ATTACHMENT: N/A
SUBJECT: Procedural By-law Amendment – Inaugural Meeting

Recommendation:

THAT Report No. CLERK-22-05 entitled “Procedural By-law Amendment – Inaugural Meeting” be received;

AND THAT the procedural by-law be amended to make the third Thursday in November following the election as the date for the inaugural meeting to align with the 2022 term and future terms of office commencing on November 15.

Background:

The 2022 municipal election is set for Monday October 24, 2022. Since the last municipal election in 2018 the Province of Ontario has brought forward some changes to timelines in relation to the municipal election.

Comments/Analysis:

The change of legislation addressed in this report is the new term of council date. Section 6(1) of the Municipal Elections Act, 1996, provides that the term of all offices to which the Act applies is four years, beginning on November 15 in the year of a regular election. Despite subsection (1), with respect to the 2018 regular election the term of all offices to which this Act applies shall begin on December 1, 2018 and end on November 14, 2022.

Currently, the Procedural By-law states that the Inaugural Meeting shall be held in December after a regular election in the Council Chambers at a date and time to be set by the Council. This does not align well with the new timelines of the 2022 term and future terms of office that commence on November 15th. Staff are recommending that the procedural by-law be amended to make the third Thursday in November following the election as the date for the inaugural meeting. This would mean that the inaugural meeting for the 2022-2026 Council term would be held November 17th. To confirm,

although the new term can begin November 15th, the current Council will hold office until the inaugural meeting is held.

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 Local Government.

One of the goals that support the “Our Local Government” Strategic Pillar relates to “Improve Communication within Our Community”. A review of policies and procedures on a regular basis supports this goal.

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



Report to Council

REPORT NO.: CLERK-22-06
DATE: March 17, 2022
ATTACHMENT: N/A
SUBJECT: RESTRICTED ACTS AFTER NOMINATION DAY AND/OR
 ELECTION DAY (LAME DUCK)

Recommendation:

THAT Report No. CLERK-22-06 entitled “Restricted Acts after Nomination Day and/or Election Day (Lame Duck)” be received;

AND THAT the Township of Malahide Council directs the Clerk to prepare the necessary By-Law prior to Nomination Day (August 19, 2022) delegating authority to the Chief Administrative Officer from August 19, 2022 to November 17, 2022 to:

- a) Be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal;**
- b) Be the authority to hire or remove any officer from/to employment with the Township of Malahide. That the authority to hire as delegated be restricted to not exceed the overall previously allotted compliment number of staff positions excluding those that are 100% provincially funded;**
- c) To have discretion to bind the Corporation for projects/ new funding opportunities with the Provincial and/or Federal governments(s) in instances where the contribution of other levels of government totals 66% or greater with a cap of \$100,000 for the municipal contribution; and,**
- d) That the CAO shall submit to Council an informational report, containing the details relevant to the exercise of all delegated authority by that position under the By-law.**

Background:

The Municipal Act, 2001 establishes the governing authority for municipalities and municipal Councils in Ontario. Under Section 275 of the Municipal Act, a municipal

Council is prohibited from performing certain actions in a municipal election year where it is determined that there will be a material change in its membership during the next term of office. This is commonly referred to as 'the restricted acts clause' (or a 'lame duck' Council).

More specifically, Section 275(1) of the Municipal Act provides that where three quarters (3/4) of the members of the outgoing Council of the municipality will not be returning, the following authorities of the Council will cease on Nomination Day (August 19, 2022):

- a. The appointment or removal from office of any officer of the municipality;
- b. The hiring or dismissal of any employee of the municipality;
- c. The disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal;
- d. Making any expenditure or incurring any other liability which exceeds \$50,000.

*Exceptions to clauses (c) and (d) do not apply if the disposition of liability was included in the most recent budget adopted by the Council before Nomination Day of the 2022 Municipal Election.

Comments/Analysis:

The restricted acts clause may be triggered depending on the outcome of two key dates in the upcoming Municipal Election. These key dates are Nomination Day (i.e., the final day to submit nominations for office) and Final Voting Day (October 24, 2022). If it is apparent that the incoming Council will be comprised of less than three quarters (i.e., 75%) of its current membership, the Council is required to refrain from certain acts until its next term begins.

The next Municipal Election in Malahide is scheduled for October 24, 2022. As such, Township of Malahide Council could be in a restricted acts situation during one or both of the following timeframes in 2022:

1. From Nomination Day through to the end of the current term of Council (August 19, 2022 – November 14, 2022); or,
2. From Final Voting Day in the 2022 Municipal Election through to the end of the current term of Council (October 24, 2022 – November 14, 2022).

As the Township of Malahide Council is comprised of seven (7) members, the restricted acts clause would apply if fewer than (6) incumbent Members of Council were to return for the 2022-2026 term. There are two scenarios in which Council would be subject to a restricted acts period in respect of the 2022 Municipal Election:

1. If two (2) or more incumbent members of Council decide not to run for re-election (restricted acts period: August 19, 2022 – November 14, 2022); or,
2. If fewer than six (6) incumbent members of Council are re-elected (restricted acts period: October 24, 2022 – November 14, 2022).

If neither of these situations occur, Council would not be subject to a restricted acts period in 2022.

The following is a brief summary of the provisions as provided pursuant to Section 275 of the Municipal Act, 2001, Restricted Acts Provision:

Land Matters

Pursuant to Section 275(3)(c), a municipality can close a real estate transaction during the 'Lame Duck' period only if the Council passed a by-law approving the execution of the agreement of purchase and sale in advance of the 'Lame Duck' period.

Expenditures

A contract could be awarded by a 'Lame Duck' Council in excess of \$50,000 so long as the amount was included in the approved 2022 annual budget. However, the 'Lame Duck' Council would not be able to award a contract if the amount of the tender or bid exceeds the amount included in the budget.

Emergencies

Pursuant to Section 275(4)(4.1), there are no clauses within that Section that prevent a municipality from taking action in the event of an emergency within the municipality.

Delegation of Authority

Section 275(6) provides that the authority of a municipality can be delegated to a person or body prior to Nomination Day for the election of the new Council.

The eventual delegation of authority By-Law to be presented for Council's consideration is important to ensure the continuity of Municipal Services during a "Lame Duck" scenario. For the purpose of ensuring transparency and accountability with respect to this delegation of authority, the Chief Administrative Officer would be required to report upon the utilization of delegated authority throughout this period at the conclusion of the "Lame Duck" period.

At the Inaugural Council Meeting of Council the By-law delegating authority to the Chief Administrative Officer pursuant to Section 275 of the Municipal Act, 2001 in regards to Restricted Acts will expire, as a newly elected Council will be sworn in for the Township of Malahide.

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 relates to “Embody Financial Efficiency throughout Decision-Making”. Ensuring that municipal decisions are able to continue to be made during any potential lame duck periods works to achieve this goal.

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



Report to Council

REPORT NO.: DS-22-13

DATE: March 11, 2022

ATTACHMENT: Report Photo, Application, Recommended Conditions

SUBJECT: Application for Consent to Sever of David and Mary Thiessen,
(Authorized Agent: David Roe c/o Civic Planning Solutions Inc)

LOCATION: North Part of Lot 24, Concession 3, Part 2 and Part of Part 3 RP
11R5617, Former Geographic Township of Malahide, Township of
Malahide, (51553 Calton Line)

Recommendation:

THAT Report No. entitled “Application for Consent to Sever of David and Mary Thiessen” be received;

AND THAT the Application for Consent to Sever of David and Mary Thiessen, relating to the property located at North Part of Lot 24, Concession 3, Part 2 and Part of Part 3 RP 11R5617, Former Geographic Township of Malahide, Township of Malahide, and known municipally as 51553 Calton Line, be supported for the reasons set out in this Report;

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

Background:

The subject application for Consent to Sever (the “Application”) has been submitted by David Roe c/o Civic Planning Solutions Inc., on behalf of David and Mary Thiessen in order to convey a vacant, irregularly-shaped parcel and add it (merge in the same name and title) to the abutting lot occupied by and existing industrial use (Creative Enterprises) known municipally as 51631 Calton Line.

The Application relates to the property located at North Part of Lot 24, Concession 3, Part 2 and Part of Part 3 RP 11R5617, Former Geographic Township of Malahide, Township of Malahide, and known municipally as 51553 Calton Line.

The lands were previously the subject of an amendment to the Township of Malahide Official Plan and an amendment to the Zoning By-law in 2020-2021. The applications were considered at a public meeting held on November 5, 2020. Official Plan Amendment No. 19 was adopted by Council on December 17, 2020 and subsequently approved by the County of Elgin on February 23, 2021. The proposed Zoning By-law amendment was tabled pending approval of OPA 19 and the granting of consent.

OPA 19 establishes the application of a special land use designation ("Specific Policy Area No. 12") which applies to the existing lot occupied by an industrial use (Creative Enterprises) as well as the lands proposed to be severed by Application for Consent E 11-22.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on March 23, 2022.

Comments/Analysis:

The existing lot occupied by Creative Enterprises (51631 Calton Line) comprises an area of 3.3 hectares (8.2 acres), a frontage of 205 metres (673 ft) on Calton Line and a depth of 163 metres (535 ft). The area of the parcel proposed to be conveyed and merged in title with the existing lot comprises 2.9 hectares (7.2 acres). The enlarged parcel would comprise, in total, an area of approximately 6.2 hectares (15.4 ac), a frontage of approximately 216 metres (709 ft) on Calton Line and a depth of approximately 243 metres (797 ft). The existing lot is occupied by various buildings and structures and open storage associated with an established industrial use (Creative Enterprises) engaged primarily in the manufacturing of concrete mixer drums and agricultural processing equipment. The conveyed parcel is devoid of buildings and structures and comprises agricultural land.

As originally proposed in 2020, Creative Enterprises is proposing to construct a new manufacturing building and related open storage on the parcel of land proposed to be conveyed and added to the existing lot (Figure 1). The new building would comprise a floor area of 4,459 sq m (48,000 sq ft). The plant on the existing lot would be increased in size from 6,549 sq m (70,500 sq ft) to 8,606 sq m (92,640 sq ft). The total building area of the site at build-out would be substantial - in the order of 13,065 sq m (140,640 sq ft). A site plan has been filed showing the location of the new building, the addition to the existing building along with all associated outside storage areas.

The lands proposed to be retained comprise an area of approximately 35.6 hectares (88 ac), a depth of approximately 1,017 metres (3,337 ft) and a frontage of approximately 98 metres (322 ft). The parcel is in agricultural use and is occupied by a single unit dwelling and an accessory building described as a garage/shop. A change in use is not proposed.

Neighbouring lands are predominantly used for agricultural purposes (cash crop). Rural residential development is scattered in the area, with the largest residential concentrations lying to the west of the subject lands in the Hamlet of Mount Salem.

County of Elgin Official Plan

The subject property is designated 'Agriculture Area' on Schedule 'A', Land Use Plan, and the southern portion contains 'Woodlands' on Appendix 1, Environmental Resource Areas. The subject property has no noted areas on Schedule 'C' (Aggregate and Petroleum Resources) of the County Official Plan. In addition, the subject property is identified as having frontage along a 'County Minor Arterial road on Schedule 'B', "Transportation Plan".

Malahide Official Plan

The lands proposed to be conveyed, and the existing lot to which they are being added to, are designated 'Specific Policy Area 12' (as amended by OPA 19). The lands proposed to be retained are designated, for the most part, 'Agriculture'. The southerly portion of the parcel occupied by the aforementioned woodlot is identified as 'Natural Heritage' on Schedule 'A1' (Land Use Plan) and 'Provincially Significant Woodlands' on Schedule 'A2' (Constraints Plan).

Specific Policy Area No. 12 (refer below) permits the development and zoning of the subject lands for industrial purposes and contemplates that a consent may be granted to permit the enlargement of lands occupied by Creative Enterprises provided no new lot is created. As part of the Zoning By-law amendment, the application of a holding ("H") symbol applied with its removal contingent upon a site plan agreement

"3.8.12 Specific Policy Area No. 12

The lands situated on the south side of Calton Line (County Road No. 45), west of Sawmill Road in Part of Lot 24, Concession III in the geographic Township of Malahide, and designated "Specific Policy Area" on Schedule 'A', may be used, developed and zoned for industrial purposes. A consent may be granted to permit the enlargement of lands occupied by Creative Enterprises where no new lot is created. The parcel so designated will be subject to an amendment to the Township's Zoning By-law and the holding ("H") symbol applied with its removal contingent upon a site plan agreement being entered into. The owner shall be responsible for ensuring that all studies deemed necessary to identify and mitigate any impacts arising from the industrial expansion are provided to the satisfaction of the Township."

The application for consent and the proposed expansion of the existing industrial use is considered to be in conformity with these policies.

Malahide Zoning By-law No. 18-22

The lands proposed to be severed are zoned General Agricultural (A1) on Schedule 'A', Map No. 84 in the Township's Zoning By-law No. 22-18. The existing lot occupied by Creative Enterprises (to which the severed parcel will be added) is zoned Farm Industrial (M3).

In instances where lot additions are approved, the Township has generally required that the two merging parcels have consistent zoning which applies throughout. Permitted uses of the M3 zone are listed as follows:

	USES, BUILDINGS & STRUCTURES	M3
1	abattoir	✓
2	agricultural sales establishment	✓
4	animal hospital	✓
13	dwelling unit as an accessory use	✓
15	farm equipment sales & service	✓
16	farm fuel sales	✓
17	feed mill	✓
18	fertilizer plant	✓
19	food processing plant	✓
21	grain handling facility	✓
23	livestock marketing yard	✓
30	outside storage	✓
34	sawmill	✓
35	service shop	✓

An “industrial use” is not a permitted use in the M3 zone. Such a use is defined as follows:

2.102 INDUSTRIAL USE

shall mean the use of land, buildings or structures or combination thereof for the purpose of manufacturing, assembling, making, preparing, inspecting, ornamenting, finishing, treating, altering, repairing, distributing, warehousing, storing or adapting for sale any goods, substance, article or thing, including the storage of building and construction equipment and materials.

A ‘site-specific’ Farm Industrial (M3-#) zoning for both the existing lot and the parcel to be added is considered appropriate under the circumstances, and would recognize and permit an industrial use as well as all other permitted uses of the M3 zone. In addition, it would recognize a deficiency with respect to side yard width on the east side of the property (i.e. 8.62 m vs 15 m). Once the lot is enlarged, it forfeits its “existing” lot status

in the Zoning By-law and the By-law does not contain a “forgiveness” provision for instances such as this.

The lands proposed to be retained are capable of satisfying the minimum lot area requirement (20 ha) of the A1 zone but would have considerably less the minimum lot frontage requirement (i.e. 98 m vs 150 m). In addition, the shop/garage on the retained parcel has a side yard of 3.67 m vs 5 m required in the by-law

The “holding” provisions of the Zoning By-law (Section 3.3) are applicable and considered appropriate:

a) H-1 Services, Agreements, Site Plan Approvals

To ensure the orderly development of lands and the adequate provision of municipal services, the required security shall be provided for the development agreement or subdivision agreement, and Council shall be satisfied that the conditions of the approval of the plans and drawings for a site plan, or the conditions of the approval of a draft plan of subdivision, ensure a development agreement or subdivision agreement is executed by the applicant and the Township, prior to the removal of the "H-1" symbol.

Removal of the “holding” symbol would be contingent upon the entering into a site plan agreement as noted above and as noted in the approved Specific Policy Area No. 12

General Comments

The Township’s consulting planner notes that planning justification for an amendment to the Official Plan and Zoning By-law for the proposed industrial expansion and corresponding lot enlargement was previously provided and accepted by both the County of Elgin and the Township of Malahide. The removal of a relatively small amount of farmland from production must be weighed against the suitability of, and continued use of, the subject site for industrial purposes and the increased potential for land use conflicts in the event Creative Enterprises was to locate a comparably-sized facility elsewhere in the Municipality in a ‘prime agricultural area’.

The County Land Division Committee should be satisfied that the standard conditions for a lot addition are imposed for the County’s conditions (That the lands being conveyed be merged in the same name and title as the lands to which they are being added to, and that Section 50(3) of the Planning Act, R.S.O., 1990, as amended, shall apply to any future transactions or conveyances on the subject lands).

Financial Implications to Budget:

The full cost of the consent and associated zoning by-law amendment and site plan approval process is at the expense of the Applicant and has no implications to the Township’s Operating Budget.

Relationship to Cultivating Malahide:

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

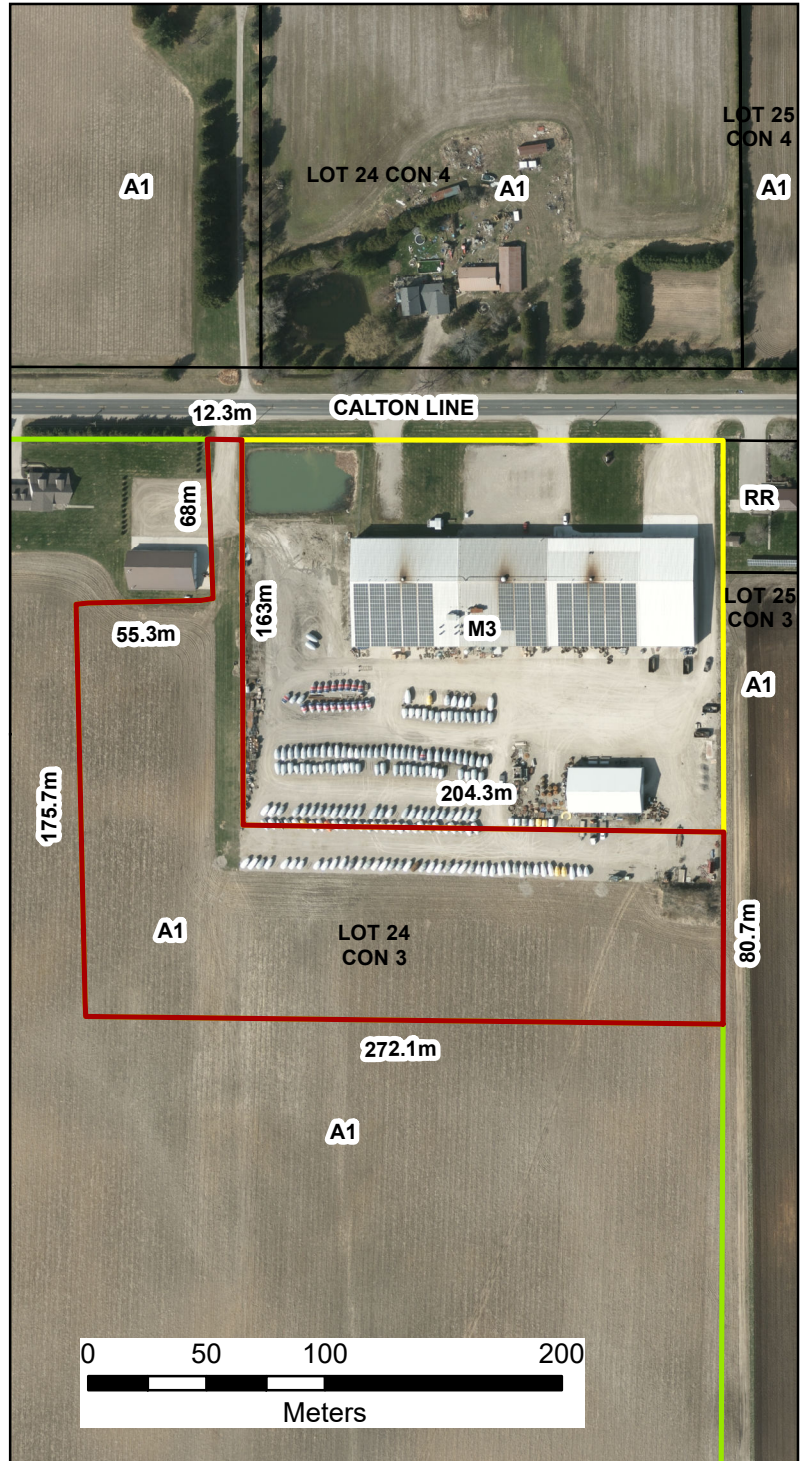
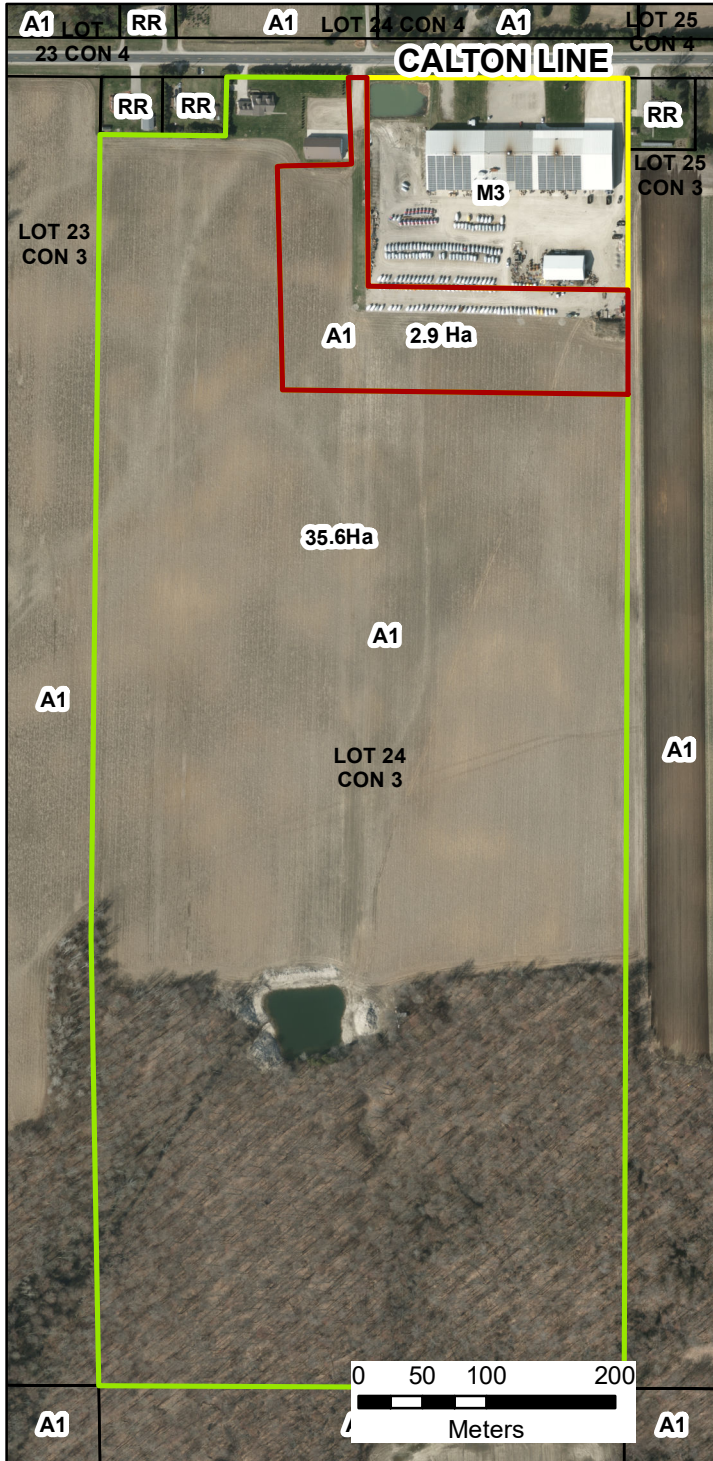
One of the goals that supports the “Our Land” Strategic Pillar is “Promote growth in a responsible manner”. By promoting new development and directing growth to appropriate areas within the Township through its support of this proposal, the Council is achieving this goal.

Submitted by:	Reviewed and Approved by:
Dan Smith, MA Monteith Brown Planning Consultants, <u>Consulting Planner for the Township</u>	Adam Betteridge, MCIP, RPP Chief Administrative Officer

APPLICATION FOR A CONSENT TO SEVER
David and Mary Thiessen (Authorized Agent: David Roe
c/o Civic Planning Solutions)

51553 Calton Line
 Lot 24, Concession 3
 Township of Malahide

Township
of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION

Agriculture
 Specific Policy Area 12

ZONING

A1 General Agricultural
 M3 Farm Industrial



Severed



Retained



Lands to which the severed lot will
 be conveyed as a lot addition



1. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
2. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment, site plan approval or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
3. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
4. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted in triplicate prior to certification all of which are to be fully executed.
5. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
6. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.

David & Mary Thiessen
51553 Calton Line

Revised January 21, 2022



APPLICATION FOR CONSENT

1. Name of Approval Authority ELGIN COUNTY LAND DIVISION COMMITTEE
2. Name of Owner David and Mary Thiessen
 Address 51631 Calton Line, Aylmer, ON N5H 2R3
 Telephone Number 226-636-0894 Email creativedavt@gmail.com
 Name of owner's solicitor or authorized agent David Roe, Civic Planning Solutions Inc.
 Address 61 Trailview Dr. Tillsonburg, ON N4G 0C6
 Telephone Number 519-983-8154 Email civicplanningsolutions@nor-del.com

Please specify to whom all communications should be sent:

Owners ☐ Solicitor ☐ Agent ☒ signs to owners

3. (a) Type and purpose of proposed transaction: (check appropriate space)

Transfer: <input type="checkbox"/> creation of a new lot <input checked="" type="checkbox"/> addition to a lot <input type="checkbox"/> surplus farm dwelling <input type="checkbox"/> technical severance <input type="checkbox"/> other (specify) _____	Other: <input type="checkbox"/> mortgage/charge <input type="checkbox"/> lease <input type="checkbox"/> easement/R.O.W. <input type="checkbox"/> correction of title
---	---

- (b) Name of person(s), if known, to whom land or interest in land is to be transferred, leased or charged:

1111944 Ontario Ltd. (Creative Enterprises)

- (c) If a lot addition, identify the assessment roll number and property owner of the lands to which the parcel will be added:

340800002008025 51631 Calton Line

4. (a) Location of land:

Municipality Malahide Concession No. 3
 Lot(s) No. 24 Registered Plan No. _____
 Name of Street Calton Line Street No. and/or 911 No. 51553
 Assessment Roll No. 340800002008000

- (b) Are there any easements or restrictive covenants affecting the subject land?

Yes ☐ No ☒ If Yes, describe the easement or covenant and its effect:

5. Description of land intended to be severed: (Accurate Measurements in Metric)
 Frontage 12m Depth 239m Area 7.2ac
 Existing Use Agricultural Proposed Use Industrial
 Number and use of buildings and structures on the land to be severed:
 Existing Vacant lands
 Proposed New industrial building
6. Description of land intended to be retained: (Accurate Measurements in Metric)
 Frontage 98m Depth 1017m Area 88 ac
 Existing Use Agricultural Proposed Use Agricultural
 Number and use of buildings and structures on the land to be retained:
 Existing House and shop/garage
 Proposed nothing at this time
7. Number of new lots proposed (including retained lots) 1
8. Type of access for proposed and retained lot: (check appropriate space)
- | TYPE | PROPOSED LOT | RETAINED LOT |
|---------------------------------------|-------------------------------------|-------------------------------------|
| Provincial Highway | <input type="checkbox"/> | <input type="checkbox"/> |
| Municipal road, maintained all year | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Municipal road, seasonally maintained | <input type="checkbox"/> | <input type="checkbox"/> |
| Other public road | <input type="checkbox"/> | <input type="checkbox"/> |
| Right Of Way | <input type="checkbox"/> | <input type="checkbox"/> |
| Water access | <input type="checkbox"/> | <input type="checkbox"/> |
- If proposed access is by water, what boat docking and parking facilities are available on the mainland? (specify) _____
9. (a) What type of water supply is proposed: (check appropriate space)
- | TYPE | PROPOSED LOT | RETAINED LOT |
|--|------------------------------|-------------------------------------|
| Publicly owned and operated piped water system | <input type="checkbox"/> | <input type="checkbox"/> |
| Privately owned and operated individual well | <input type="checkbox"/> n/a | <input checked="" type="checkbox"/> |
| Privately owned and operated communal well | <input type="checkbox"/> | <input type="checkbox"/> |
| Lake or other water body | <input type="checkbox"/> | <input type="checkbox"/> |
| Other means (specify) _____ | _____ | _____ |
- (b) If existing water supply is provided from a privately owned and operated individual/communal well, **the owner shall be required to provide written confirmation from a licensed well installer that the private well provides the quality and quantity of potable water required by Provincial standards. (Written confirmation to be attached to the Application)**

10. (a) What type of sewage disposal is proposed: (check appropriate space)

TYPEPROPOSED LOTRETAINED LOT

Publicly owned and operated sanitary sewage system

☐☐

Privately owned and operated individual septic tank

☐ n/a☒

Privately owned and operated communal septic system

☐☐

Other means (specify)

- (b) If existing sewage disposal is privately owned, the owner shall be required to provide written confirmation from a licensed septic installer that the system is in satisfactory operating condition. (Written confirmation to be attached to the Application)

11. When will water supply and sewage disposal services be available?
Existing services

12. What is the existing Official Plan designation(s) of the subject land? Agricultural
The lands to be severed are identified as "Specific Policy Area 12" in the OP and were subject to site specific OP amendment (#19) to permit the expansion of an industrial use on the adjacent lands.

13. What is the existing Zoning designation(s) of the subject land? A1
An application was submitted to rezone the severed parcel to M3 zone to permit the proposed industrial use on the lot to be severed. the retained lands will remain zoned A1

14. Has the subject land ever been the subject of an application for approval of a plan of subdivision under the Planning Act? Yes ☐ No ☒ Unknown ☐

If Yes, and known, provide the application file number and the decision made on the application

15. If this application is a re-submission of a previous consent application, describe how it has been changed from the original application

16. (a) Has there been any previous severances of land from this holding?

Yes ☒No ☐

- (b) If the answer to (a) is Yes, please indicate previous severances on the required sketch and supply the following information for each lot severed:

Grantee's name 1111944 Ontario Ltd. (Creative Enterprises)

Use of parcel Industrial

Date parcel created _____

17. If this application is for a lot addition, has the lot to be enlarged ever been the subject of a previous severance?

Yes ☒ No ☐If Yes, provide the previous severance File No.

18. If the application involves the severance of a surplus farmhouse (through farm consolidation), please complete attached Appendix "C" – "Surplus Farm Dwelling Information Form". (Completed Appendix "C" to be attached to the Application)

19. (a) Are there any barns within 750 metres of the proposed severed lands?

Yes ☒ No ☐

i) Now used for livestock?

Yes ☐No ☒

ii) Capable of being used for livestock?

Yes ☐No ☒

- (b) If there are livestock barns located within 750 metres of the dwelling on the retained lands a MDS 1 calculation is required to be submitted with this application for consent pursuant to Minimum Distance Separation (MDS) document -Implementation Guideline #6.

20. Is the owner, solicitor, or agent applying for additional consents on this holding simultaneously with this application, or considering applying for additional consents in the future?

Yes ☐No ☒

21. Is the subject land currently the subject of a proposed official plan or official plan amendment that has been submitted to the Minister for approval?

Yes ☐No ☒If Yes, and known, specify the Ministry file number and status of the application

22. Is the subject land currently the subject of an application for a zoning by-law amendment, Minister's zoning order amendment, minor variance, or approval of a plan of subdivision?

Yes ☒No ☐If Yes, and known, specify the appropriate file number and status of the application
ZBA application has been submitted

23. (a) Is the application consistent with the Provincial Policy Statement 2020 issued under subsection 3(1) of the Planning Act?

Yes ☒

No ☐

- (b) If Yes, identify policies from the Provincial Policy Statement 2020 to support this application for consent

2.3.4.2 Lot adjustments in Agricultural Area

24. Is the subject land within an area designated under any provincial plan or plans?

Yes ☐

No ☒

If Yes, does the application conform to or conflict with the applicable provincial plan or plans

25. Did pre consultation occur with the local Municipality and other agencies (if applicable)?

Yes ☒

No ☐

Enter date of consultation and contact person

January 20, 2022 with Adam Betteridge from Malahide Township

26. The Owner/Applicant/Agent hereby authorizes Land Division Committee members and the Corporation of the County of Elgin staff to enter onto the subject property for the purpose of Site inspections with respect to this application.
27. The Owner/Applicant/Agent hereby consents to disclosure of the information contained in this Application pursuant to Section 32(b) of Bill 49, Chapter 63, S.O. 1989, being an Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards.

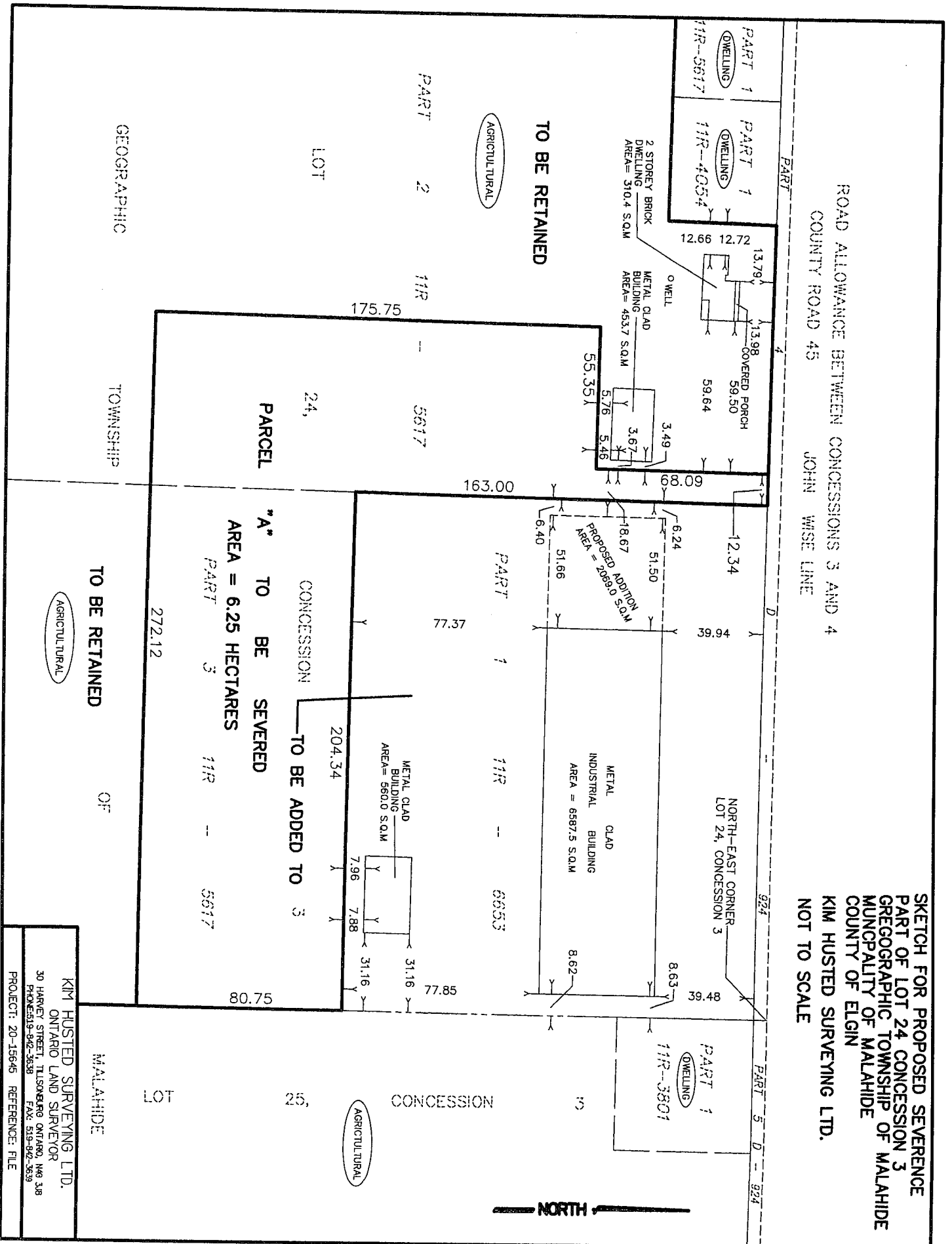
28. DETAILED SKETCH:

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

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

ROAD ALLOWANCE BETWEEN CONCESSIONS 3 AND 4
COUNTY ROAD 45 JOHN WISE LINE

**SKETCH FOR PROPOSED SEVERENCE
PART OF LOT 24 CONCESSION 3
GREGGGRAPHIC TOWNSHIP OF MALAHIDE
MUNICIPALITY OF MALAHIDE
COUNTY OF ELGIN
KIM HUSTED SURVEYING LTD.
NOT TO SCALE**





LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Special Meeting Minutes of February 23, 2022
Approved March 4, 2022

Members in attendance:

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

Regrets: none

Kristal Chopp	Norfolk County
Ken Hewitt	Haldimand County

Staff in attendance:

Judy Maxwell, General Manager
 Aaron LeDuc, Manager of Corporate Services
 Lorrie Minshall, Interim Watershed Services Manager
 Dana McLachlan, Executive Assistant

1. Welcome and Call to Order

The chair called the meeting to order at 9:30 a.m., Wednesday, February 23, 2022.

2. Additional Agenda Items

There were no additional agenda items.

3. Declaration of Conflicts of Interest

No conflicts declared.

4. Minutes of the Previous Meeting

a) Board of Directors Meeting February 2, 2022

The Board requested an update regarding the Watersports Cable Park proposal. Mr. and Mrs. Cook were notified by the General Manager of the Board's decision to not proceed with a Watersports Cable Park at Waterford North. While disappointed they were understanding and will continue to search for a suitable location.

FULL AUTHORITY COMMITTEE MEMBERS

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

A-26/22

Moved by S. Patterson

Seconded by T. Masschaele

THAT the minutes of the LPRCA Board of Directors Meeting held February 2, 2022 be adopted as circulated.

Carried

5. Business Arising

There was no business arising from the minutes.

6. New Business**a) Phase 1 Programs and Services Report**

As part of the Phase 1 regulatory requirements, staff reviewed all of the programs and services offered by LPRCA and classified them into three categories as specified by Ontario Regulation 686/21 of the *Conservation Authorities Act*.

Category 1 programs and services are core services mandated by the Province through O. Reg. 686/21 that are funded by municipal levy or in combination with user fees.

Category 2 programs and services are requested by a municipality and can be funded by grants or municipal funding by agreement through Memorandum of Understanding (MOU).

Category 3 includes all other programs and services that the LPRCA Board agrees is advisable. These programs are funded through self-generated income, user fees, grants, or donations. Any municipal funding would require agreements with each municipality and be subject to cost apportionment.

All agreements must be in place by September 2023 in preparation for the 2024 budget.

A-27/22

Moved by D. Beres

Seconded by P. Ypma

THAT the LPRCA Programs and Services Inventory be approved by the LPRCA Board of Directors, circulated to all member municipalities, posted on the LPRCA website and submitted to the Ministry of Environment, Conservation and Parks in accordance with Ontario Regulation 687/21.

Carried

T. Masschaele left the meeting.

FULL AUTHORITY COMMITTEE MEMBERS

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

7. Closed Session

A-28/22

Moved by V. Donnell

Seconded by M. Columbus

- *A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the Authority, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;*

Carried

The board reconvened in open session at 11:40 a.m.

A-29/22

Moved by D. Beres

Seconded by S. Patterson

THAT the LPRCA Board of Directors approves the bid submitted by Townsend Lumber Inc. for marked standing timber at the Nemeth Tract LP-341-22 for a total tendered price of \$22,700.

Carried

A-30/22

Moved by I. Rabbitts

Seconded by M. Columbus

THAT the LPRCA Board of Directors approves the bid submitted by TriTree to plant 59,640 trees for LPRCA's Spring 2022 Restoration contract for a total tendered price of \$36,998.87 (HST inclusive).

Carried

Adjournment

The Chair adjourned the meeting at 11:45 a.m.

John Scholten
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

FULL AUTHORITY COMMITTEE MEMBERS

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

JOINT AGENDA

AYLMER AREA SECONDARY WATER SUPPLY SYSTEM PORT BURWELL AREA SECONDARY WATER SUPPLY SYSTEM

JOINT BOARD OF MANAGEMENT

December 08, 2021 – 1:00 PM
Virtual Zoom Meeting

In Attendance

Board Members:

Town of Aylmer – Pete Barbour

Township of Malahide – Max Moore

Municipality of Bayham – Rainey Weisler

Staff:

Municipality of Central Elgin – Alex Piggott

Town of Aylmer – Andy Grozelle

Township of Malahide – Adam Betteridge, Sam Gustavson, Adam Boylan, Talya Jones, and Cassandra Young

(1) Call to Order

Pete Barbour is appointed Chair and the meeting is called to order at 1:01PM.

(2) Disclosure of Pecuniary Interest

Disclosures of pecuniary interest may be declared at this time: None.

(3) Adoption of Prior Minutes

Moved by: Max Moore

Seconded by: Pete Barbour

THAT the minutes of the Aylmer Area Secondary Water Supply System Joint Board of Management meeting held on September 08, 2021, be approved as circulated.

Carried.

Moved by: Rainey Weisler
Seconded by: Max Moore

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THAT the minutes of the Port Burwell Area Secondary Water Supply System Joint Board of Management meeting held on September 08, 2021, be approved as circulated.

Carried.

(4) 2021 Final Inspection

Moved by: Max Moore
Seconded by: Pete Barbour

THAT Report No. AASWSS-21-13 entitled “Aylmer Area Secondary Water Supply System Inspection- 2021 MECP Final Inspection Report” be received.

Carried.

Moved by: Rainey Weisler
Seconded by: Max Moore

THAT Report No. PBASWSS-21-09 entitled “Port Burwell Area Secondary Water Supply System Inspection- 2021 MECP Final Inspection Report” be received.

Carried.

(5) Review and Provision of Infrastructure

Moved by: Max Moore
Seconded by: Pete Barbour

THAT Report No. AASWSS-21-15 entitled “Aylmer Area Secondary Water Supply System (AASWSS): 2021 Review and Provision of Infrastructure Report” be received.

Carried.

Moved by: Rainey Weisler
Seconded by: Max Moore

THAT Report No. PBASWSS-21-10 entitled “Port Burwell Area Secondary Water Supply System (PBASWSS): 2021 Review and Provision of Infrastructure Report” be received.

Carried.

Moved by: Pete Barbour
Seconded by: Max Moore

THAT Report No. AASWSS-21-14 entitled “Aylmer Area Secondary Water Supply System (AASWSS): Elgin Middlesex Pumping Station (EMPS) – 2021 Review and Provision of Infrastructure Report” be received.

Carried.

(6) 2022 Draft Budgets

Moved by: Max Moore
Seconded by: Pete Barbour

THAT Report No. AASWSS-21-18, being the Draft 2022 Budget, be received;

AND THAT the 2022 Budget be approved as presented;

AND THAT the 2022 water rate, in the amount of 1.3161 per cubic metre, be approved.

Carried.

Moved by: Rainey Weisler
Seconded by: Max Moore

THAT Report No. PBASWSS-21-11, being the Draft 2022 Budget, be received;

AND THAT the 2022 Budget be approved as presented;

AND THAT the 2022 water rate, in the amount of 3.15 per cubic metre, be approved.

Carried.

(7) EMPS OCWA Operations and Maintenance Contract

Moved by: Max Moore
Seconded by: Pete Barbour

THAT Report No. AASWSS-21-17 entitled “OCWA Contract Extension for the Operations and Maintenance of the Elgin Middlesex Pumping Station” be received;

AND THAT Aylmer Area Secondary Water Supply System (AASWSS) Joint Board of Management does hereby accept the Ontario Clean Water Agency’s (OCWA) proposal for a contract extension; and further that OCWA be awarded a 5-year contract extension to operate and maintain the Elgin Middlesex Pumping Station;

AND THAT the AASWSS Joint Board of Management does hereby authorize the Administering Municipality to enter into the attached contract/agreement on its behalf.

Carried.

(8) EMPS Joint Occupancy and Use Agreement¹⁶⁶

Moved by: Max Moore
Seconded by: Pete Barbour

THAT Report No. AASWSS-21-16 entitled "Elgin Middlesex Pumping Station: Joint Occupancy and Use Agreement" be received;

AND THAT the Aylmer Area Secondary Water Supply System (AASWSS) Joint Board of Management does hereby accept the proposed Joint Occupancy and Use Agreement for the Elgin-Middlesex Pumping Station

AND THAT the Mayor and Clerk of the Township of Malahide, acting as the Administering Municipality of the Aylmer Area Secondary Water Supply System, be authorized to sign 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.

(9) Correspondence

Town of Aylmer – Notice of Study Commencement – Replacement of the Existing Water Storage Facility

(10) New Business

Upcoming 2022 Meeting Dates – March 09, 2022, June 08, 2022, September 07, 2022, December 07, 2022

(11) Adjournment

Moved by: Max Moore
Seconded by: Pete Barbour

THAT the Aylmer Area Secondary Water Supply System Joint Board of Management adjourn at 1:53 p.m. to meet again on March 09, 2022 at 1:00 p.m.

Carried.

Moved by: Rainey Weisler
Seconded by: Max Moore

THAT the Port Burwell Secondary Water Supply System Joint Board of Management adjourn at 1:54 p.m. to meet again on March 09, 2022 at 1:00 p.m.

Carried.



Long Point Region Conservation Authority

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

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

March 9, 2022

Adam Betteridge, CAO
Township of Malahide
87 John St. S
Aylmer ON N5H 2C3
Email: abetteridge@malahide.ca

Attention: Mr. Betteridge

Dear Members of Council, Residents, and Ratepayers,

The Long Point Region Conservation Authority is pleased to report we had a successful year in 2021. The Authority completed an aerial spray on 1,150 acres across 16 forest tracts having severe infestation of the *Lymantria dispar dispar* moth, issued 272 planning permits, consulted on 165 municipal applications, and participated in 49 pre-consultations. We completed two wetland restoration projects and established 234 acres of crop cover, planted 54,127 trees throughout the watershed, and continued working with our municipal emergency management partners issuing 11 flood messages through eight flood events.

Attached you will find a copy of our 2021 Annual Report highlighting the programs, services, and accomplishments the Authority achieved in 2021.

Financially, the Authority ended 2021 in a positive financial position. The 2021 LPRCA financial statements audited by MNP LLP of London are attached.

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

Yours truly,

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

CC. Allison Adams, Manager of Legislative Services/Clerk

Attachment 1: 2021 Annual Report
Attachment 2: 2021 LPRCA financial statements

Hard copy sent by mail

2021

Annual Report



Contents

- 3** | Messages from the Chair & General Manager
- 4** | Lee Brown Waterfowl Management Area
- 6** | Protecting Life & Property
- 8** | Enhancing Watershed Health
- 11** | Connecting People to Nature
- 18** | 2021 Financial Highlights
- 19** | Board of Directors / LPRCA Staff

Message from the Chair

Reflecting on 2021, I first want to extend my sincere appreciation and thanks to every employee of the Authority over the past year. Throughout 2021 the Board of Directors observed demonstrated examples of leadership, communication and teamwork. Without your collaborative efforts, passion, commitment and dedication, this past year would not have been the incredible success it was.

In Ontario, Conservation Authorities celebrated 75 years since being established in 1946 under the *Conservation Authorities Act*. The milestone anniversary signifies the important role Conservation Authority's have in promoting an integrated watershed management approach balancing the human, environmental and economic needs of the watershed.

As Chair, I am proud of the programs and services we provide as we continue to fulfill the Authority's mission to deliver excellent services and experiences; protect, advance and rejuvenate the watershed; and optimize the health and well-being of the watershed.

To conclude, I would like to thank my fellow Directors for their support as the Chair and for their commitment to the Authority.

Michael Columbus

Chair, LPRCA Board of Directors

Message from the General Manager

Although 2021 came with challenges, there are many successes to celebrate, including the sound financial position of the Authority at year-end. We continue to navigate the COVID-19 pandemic ensuring the health & safety of our staff, volunteers, visitors and the public.

As an organization we are in the process of implementing and adapting to the new regulatory changes under the *Conservation Authorities Act*. The member municipalities collaboration and support will be key in the successful implementation of the *Conservation Authorities Act* requirements.

In spite of the difficult year the Authority overwhelmingly achieved its goals which would not have been possible without the exceptional efforts and devotion of our staff. I would like to thank the Board of Directors for their expertise, engagement and support. I would like to thank the municipalities and our many community partners for the support to deliver programs and services that enhance the watershed for today and the future.

Judy Maxwell

General Manager, LPRCA

Lee Brown Waterfowl Management Area

Leighton & Betty Brown Conservation Scholarship

Having not presented a Leighton & Betty Brown Conservation Scholarship in 2020, the Lee Brown Marsh Management Committee awarded three \$1,000 scholarships in 2021.

Brendan Sullivan, Emma VandenBroek and Carley Wilson are all students within the Long Point Region watershed who have demonstrated excellence in their studies, commitment to their communities and interest in sustainability and conservation that has led them to pursue post-secondary education in environmental fields. LPRCA and the Lee Brown Marsh Management Committee are proud to help support Brendan, Emma and Carley in their continued education.

In Memoriam – Barry Smith

It is with sadness that Long Point Region Conservation Authority notes the passing of Barry Smith in November 2021.



Barry was an active member of the Lee Brown Marsh Management Committee since 2011.

A distinguished dairy farmer, Barry was an involved community member who was devoted to the marsh committee. We are grateful for the 10 years Barry spent sharing his wisdom with the LBMMC and we join the community in mourning the loss of a friend of conservation and the Authority.

Marsh Manager Retires

After 32 years overseeing the Lee Brown Waterfowl Management Area as Marsh Manager, Kim Brown began his well-deserved retirement in July 2021. Initially taking on the role in 1989, Kim quickly became a go-to source for advice, insight and smiles.

Generations of hunters know Kim as a well-respected, knowledgeable and responsible guide who cared deeply for the marsh. For decades, Kim successfully managed a very unique ecosystem at the Lee Brown Marsh Complex.

“Kim’s dedication to the Authority and specifically the conservation efforts at the marsh has been outstanding and on behalf of the Lee Brown Marsh Management Committee we wish him a happy retirement!”

– Tom Haskett
Chair, LBMMC



Lee Brown Waterfowl Management Area

Protecting Life & Property

Flood Forecasting

Long Point Region Conservation Authority's flood forecasting and warning system operates in collaboration with the Ontario Ministry of Northern Development, Mines, Natural Resources and Forestry. Our role within the system is to have staff monitor weather forecasts and conditions, and alert municipal flood coordinators and the public when signs point to possible flooding. This way, action can be taken to keep people safe and limit property damage.

2021 was another active year for flood forecasting. Lake Erie's water levels have been high for a number of years now, making flooding more likely when the weather is particularly windy. Because of the high water levels, a standing Flood Outlook was in place for the Lake Erie shoreline throughout all of 2021, issuing higher level alerts when shoreline flooding was imminent or occurring.



In total LPRCA issued 11 flood messages throughout 2021.

	2021	2020
Conditions Statements	6	9
Flood Watches	2	10
Flood Warnings	3	4



Substantial rainfall through the summer months meant no low water advisories were issued in 2021.

Haldimand & Norfolk Flood Mapping

Long Point Region Conservation Authority staff worked with Haldimand County and Norfolk County to prepare interactive mapping tools that allow residents to see what areas of their communities are vulnerable to flooding. Searchable by address, the maps show where water may reach at various flood thresholds. These tools are free, easy-to-use and available on the respective municipal websites.

Planning & Regulations

Long Point Region Conservation Authority's planning and regulation services are a key part of our core mandate to protect our watershed from property damage and loss of life due to natural hazards including flooding and erosion. Staff operate under the *Conservation Authorities Act* to regulate development in and around wetlands, watercourses, floodplains and along the Lake Erie shoreline. Their work helps keep our communities safe.

Throughout 2021, 272 permits for development under Section 28 of the *Conservation Authorities Act* were reviewed and issued by Planning and Regulations staff.

	2021	2020
Permit Applications Reviewed	272	296
Municipal Applications Reviewed	165	121
Pre-consultation Meetings	49	-

LPRCA participated in the development and review of Norfolk County's *Port Dover Secondary Plan*, Brant County's new *Official Plan* and Haldimand County's *Official Plan Update*.

Enhancing Watershed Health

Stewardship

Long Point Region Conservation Authority collaborates extensively with municipal, organizational and private partners to promote and implement environmental stewardship initiatives throughout our watershed. Project highlights from 2021 include:

- 75 acres of cover crops were planted under Haldimand County's Rural Water Quality program;
- 159 acres of cover crops were established in Norfolk County through Environment and Climate Change Canada's (ECCC) Integrated Conservation Action Planning (ICAP) program;
- Staff worked with landowners to restore the natural hydrology in three locations, with funding support from ECCC's Habitat



Stewardship Program and the Essex-Erie Species at Risk program;

- Phragmites control efforts were undertaken at the Dereham Wetlands and the Lee Brown Waterfowl Management Area marsh through the Ontario Power Generation (OPG) wetlands program; and
- Two erosion control designs were developed for agricultural landowners by LPRCA staff.

Drinking Water Source Protection

Keeping our drinking water clean is essential and the *Clean Water Act, 2006* ensures that source protection plans are in place to do just that. In 2021, LPRCA participated in a social media campaign coordinated by Conservation Ontario to highlight the existence of Drinking Water Source Protection Road Signs and explain that these blue and white signs – of which there are over 1,700 in Ontario! – mark areas that have protection requirements keeping natural water sources such as groundwater, lakes, or rivers that provide municipal drinking water safe and clean.



Water Quality Monitoring

Water quality data collected by LPRCA contributes to partnership programs such as the Ministry of the Environment, Conservation and Parks' Provincial Surface Water Quality Monitoring Program (PWQMN). The program dates back to 1964, permitting the tracking of changes in water quality over time. In 2021, LPRCA staff sampled nine PWQMN sites within our watershed.

Similarly, staff measured groundwater levels at 11 wells, five of which were also sampled for water quality, as part of the Provincial Groundwater Monitoring Network (PGMN). This dataset is contributed to by all 36 Conservation Authorities in Ontario, as well as municipalities from regions not within the jurisdiction of an Authority. With more than 450 wells monitored across the province and decades worth of data, long-term trends in water levels and water quality can be analyzed and responded to.

Another partnership, the Ontario Benthos Biomonitoring Network (OBBN), saw LPRCA performing benthic sampling at 10 sites in 2021. Sampling for benthic invertebrates is a common way to evaluate the condition of aquatic ecosystems.

Tree Planting

From erosion control to wind buffering to carbon sequestration; in planting trees we preserve, protect and enhance our environment for generations to come. In 2021, LPRCA arranged the planting of 53,825 seedlings throughout the watershed.

- 11 landowners planted seedlings through Forests Ontario's 50 Million Tree Program;
- 22 landowners planted seedlings with funding support from Ontario Power Generation;
- 24 landowners participated in seedling planting projects on their private property through LPRCA Private Land Tree Planting Program.

In addition to seedlings, LPRCA also planted 302 tall stock trees in the municipalities of Bayham and South-West Oxford, through the Trees for Roads Program.



Waterford North CA

Connecting People to Nature

Conservation Areas & Land Holdings

Long Point Region Conservation Authority owns 11,065 acres of conservation lands, including five parks with a total of 682 campsites. 2021 was a successful year, even with challenges created by the COVID-19 pandemic. We were able to welcome seasonal campers to our Conservation Areas in May, with nightly camping and day-use resuming in June. All five Conservation Areas saw an increase in seasonal camping; 397 total seasonal permits were issued, 73 more than 2020. Despite the often-changing restrictions and limitations on services, we were able to offer plenty of safe and enjoyable outdoor experiences.

Various improvement projects were completed across our campgrounds:

- Electric and water services were added to campsites 1 – 10 at Deer Creek Conservation Area, offering campers a better camping experience.
- The final phase of upgrades at Waterford North Conservation Area were completed, adding new electric and water service to 52 campsites.
- The pool at Backus Heritage Conservation Area was repainted and had a new cement pool deck poured.

Backhouse Historic Site

The Backus Homestead had a new metal roof installed in March 2021. The Homestead also received seven custom-made storm windows, funded by a gracious donation from Janet Gehring. Janet and John Gehring also donated a bench in memory of their mother, Hazel “Bud” Backus.

Pandemic challenges kept us from being able to open the buildings within the Historic Site, but the grounds remained open and accessible. Visitors were able to use the self-guided tour pamphlet while exploring the Historic Site.

A new outdoor visitor attraction in the form of a sunflower maze was planted in the summer of 2021. The brilliant yellow flowers made the sunflower maze a picture-perfect hot spot!



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The gardens and landscaping of the Backus Homestead were redone with a period-correct design. A new trellis was recreated by reference to historic photographs. It was made by hand and donated by volunteers John, Heather and Kelsey Lamont. The trellis sits in front of the homestead where the original once sat in the early 20th century.



John and Kelsey Lamont

Forest Management

LPRCA manages forest tracts to maximize their benefits to the overall health of the watershed. All forest management and harvesting efforts are guided by a 20-year Management Plan.

Recently, staff surveyed LPRCA forest tracts that were the most susceptible to an ongoing *Lymantria dispar dispar* (LDD) moth infestation and identified 1,150 acres across 16 forest tracts as having “severe” levels of infestation. In the spring of 2021, the Board of Directors authorized the use of reserves for an aerial spray program. The aerial spray involved two applications timed to the life cycle of the LDD moth. Inspection of the treated properties following the application showed success in controlling the presence of the invasive species, dropping the risk level from “severe” to “light”.

In 2021, five LPRCA properties underwent ecological surveys for species at risk and provincially rare plants and vegetation in preparation for upcoming forest management activities in 2022. All properties are surveyed before any harvesting occurs.

LPRCA continues research partnerships with multiple organizations on various forest tracts.



Tarcza, Hird, Roberts Tract



Conservation Stewardship Award

Long Point Region Conservation Authority is proud to present the annual Conservation Stewardship Award to Tillsonburg's Paul DeCloet.

Paul was nominated for the award by the Nature Conservancy of Canada who commended him for his numerous contributions to the conservation of natural resources in the Long Point Region watershed. An active volunteer with the local Lions Club, Paul has been participating in tree planting and restoration projects in the region for decades. Between his farm properties and community projects, well over 100,000 trees have been planted in the area thanks to his efforts.

Paul's love for trees – tulip trees in particular – is no secret; he regularly gifts trees he

grows to his friends and community. In 2021, Paul donated a 50-hectare property in the Clear Creek Valley to Norfolk County through the Canadian Government's Ecological Gifts Program. This patch of Carolinian forest, now known as the Paul DeCloet Forest, will be preserved so that both people and wildlife can enjoy the many benefits a diverse forest tract provides.

Paul has also worked directly with LPRCA on restoration projects and was a member of the Authority's Board of Directors from 1987 through 1997. He was Vice-Chair of the Board in 1992 and Chair from 1993 to 1996, serving on several committees during his time with LPRCA.

Paul is a champion of conservation and sustainability, and it is our honour to present him with our Conservation Stewardship Award.



Online Donations

Our refreshed website, launched in December of 2020, was an initial step in an effort to modernize LPRCA's online presence. Digital platforms allow for quick and convenient access to LPRCA services and information. In the summer of 2021, Long Point Region Conservation Authority began accepting online donations through CanadaHelps. Now, anyone interested in donating to the Memorial Forest program or LPRCA's general operations can easily and safely do so online. Thirty-three donations totalling \$3,020 were made through the online system from its introduction on lprca.on.ca in June through the end of 2021.

The online donation platform has been a valuable addition to our Conservation Education Centre Revitalization fundraising efforts. After thirty years of providing fun and engaging conservation education to students and visitors, the Education Centre at Backus Heritage Conservation Area is getting a substantial upgrade thanks to support from the community. Updated interactive displays and improved building accessibility will help the Education Centre offer exciting learning opportunities to all for another three decades and beyond. Visit lprca.on.ca/donate to learn more and to contribute.

Virtual Memorial Forest Dedication Service

For the second year in a row, restrictions on crowd sizes meant we were unable to hold an in-person Memorial Forest Dedication Service at the Backus Heritage Conservation Area. Following the success of 2020's virtual version of the ceremony, LPRCA Chair Mike Columbus led a virtual 2021 Dedication Service – featuring speeches, musical performances and the planting of memorial trees – that was filmed and released as a video on LPRCA's YouTube channel where it remains available for viewing.

The virtual service provided the family and friends of those who passed with a safe way to remember their loved ones. The ongoing expansion of the Memorial Forest continues to provide a lasting, living memorial that will carry on for generations.

A heartfelt thank you to all who have donated to the Memorial Forest in memory of a loved one, and to all the volunteers and staff who made the 2021 Dedication Service possible.



2021 Financial Highlights

2021 Revenue

Municipal Levy – Operating	\$ 1,686,943	30%
Municipal Levy – Capital	\$ 564,623	10%
Provincial Funding	\$ 35,229	1%
Fees	\$ 2,776,541	50%
Forestry Sales	\$ 511,791	9%
Gain on Sale of Assets	\$ 1,219	0%
Total	\$ 5,576,346	100%

Use of 2021 Operating Levy

Corporate Services	\$ 742,095	43%
Planning & Watershed Services	\$ 512,547	29%
Backus Heritage Conservation Area	\$ 92,146	8%
Maintenance Operations Services	\$ 340,155	20%
Total	\$ 1,686,934	100%

2021 Expenditures

Planning & Watershed Services	\$ 782,335	17%
Backus Heritage Conservation Area	\$ 446,675	10%
Maintenance Operations Services	\$ 600,259	13%
Forestry Services	\$ 430,125	9%
Conservation Parks	\$ 838,314	18%
Corporate Services	\$ 1,251,404	27%
ALUS Elgin Partnership	\$ 262,262	6%
Total	\$ 4,611,374	100%

Share of 2021 Operating Levy

Haldimand County	\$ 240,090	14%
Norfolk County	\$ 882,185	52%
Oxford County	\$ 360,609	21%
Brant County	\$ 114,929	7%
Municipality of Bayham	\$ 76,671	5%
Township of Malahide	\$ 12,459	1%
Total	\$ 1,686,943	100%

Thank you to our municipal partners

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

2021 Board of Directors

Chair

Michael Columbus Norfolk County

Vice Chair

John Scholten Township of Norwich

Directors

Dave Beres Town of Tillsonburg

Robert Chambers County of Brant

Kristal Chopp Norfolk County

Ken Hewitt Haldimand County

Tom Masschaele Norfolk County

Stewart Patterson Haldimand County

Ian Rabbitts Norfolk County

Peter Ypma Township of South West Oxford

Valerie Donnell Municipality of Bayham &

Township of Malahide

Lee Brown Marsh Management Committee

Tom Haskett, Chair

Kim Brown

Larry Chanda

Michael Columbus

John Scholten

Barry Smith

Backus Museum Committee

Betty Chanyi, Chair

Dave Beres

Michael Columbus

Robert Chambers

Dene Elligson

Tom Masschaele

Heather Smith

Julie Stone

Madaline Wilson

LPRCA Staff

Judy Maxwell

Aaron LeDuc

Ben Hodi

Leigh-Anne Mauthe

Lorrie Minshall

Helen Bartens

Bonnie Bravener

Trevor Brown

Jeff Calliauw

Alex Cassidy

Zachary Cox

Nathan Dunbar

Paul Gagnon

Brandon Good

Carolyn Jacques

Isabel Johnson

Jumanah Khan

Dana McLachlan

David Proracki

Chris Reinhart

Frank Schram

Nicole Sullivan

Debbie Thain

Ginny Vanlouwe

Ben Watson

General Manager/Secretary-Treasurer

Manager of Corporate Services

Manager of Watershed Services

Interim Manager of Watershed Services

Project Manager, Watershed Services

Curator

Resource Technician

Marsh Manager

Carpenter

Lands & Waters Technician

Marketing Coordinator

Operations Support

Lands & Waters Supervisor

Superintendent of Conservation Areas

Accounting & Administration Supervisor

Resource Planner

ALUS Elgin Coordinator

Executive Assistant

Water Resources Analyst

Forestry Technician

Workshop Supervisor

HR Associate/Receptionist

Supervisor of Forestry

Accounting Clerk

Development Technician

And our many seasonal staff and summer students



Long Point Region Conservation Authority

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519-842 4242 | 1-888-231-5408
conservation@lprca.on.ca
www.lprca.on.ca



Member of the
Conservation Ontario Network



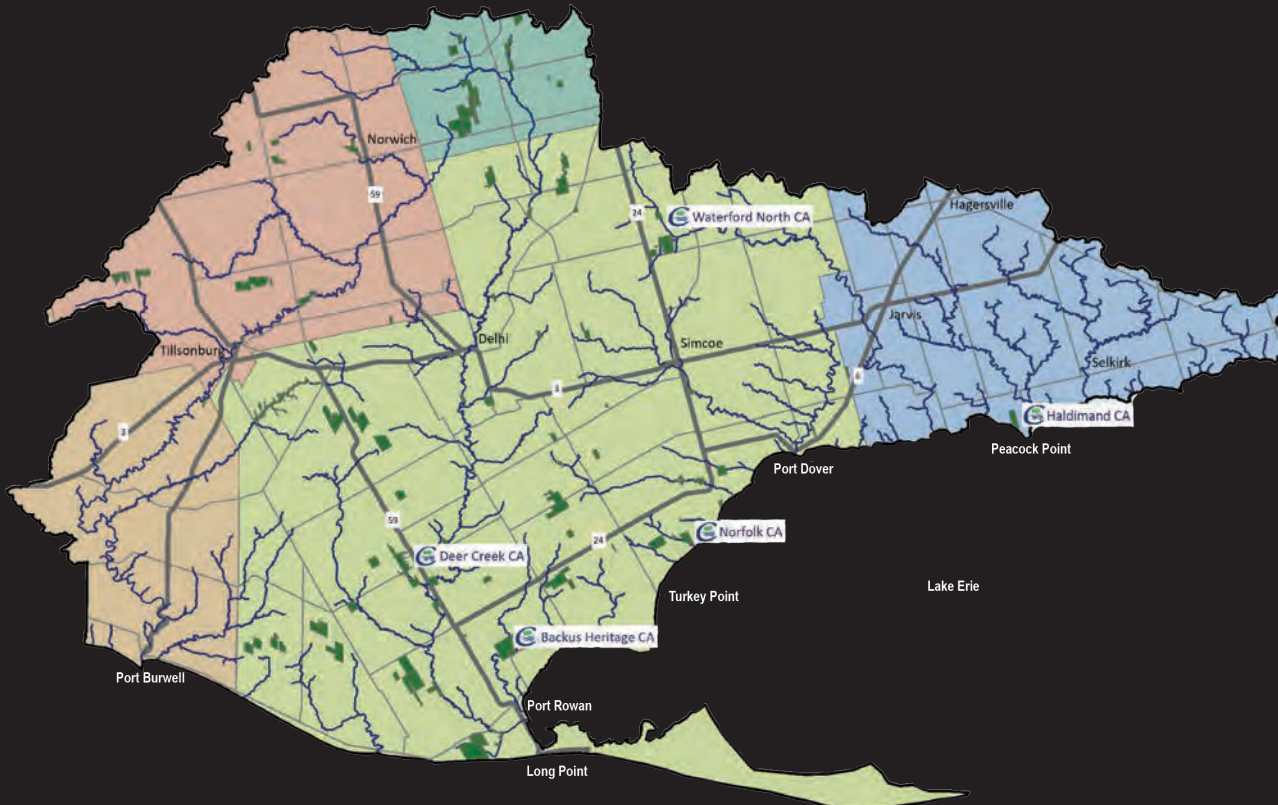
@lpr_ca



@LongPointConservation



@longpointca



LONG POINT REGION CONSERVATION AUTHORITY

**Financial Statements
December 31, 2021**

LONG POINT REGION CONSERVATION AUTHORITY**INDEX TO THE FINANCIAL STATEMENTS****DECEMBER 31, 2021**

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MANAGEMENT REPORT

Management's Responsibility for the Financial Statements

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


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

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

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



 John Scholten
 Chairman of the Board



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

Tillsonburg, Canada
March 4, 2022

Independent Auditor's Report

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

Opinion

We have audited the financial statements of Long Point Region Conservation Authority (the "Authority"), which comprise the statement of financial position as at December 31, 2021, and the statements of operations and changes in accumulated surplus, changes in net financial assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Authority as at December 31, 2021, and the results of its operations, changes in its net financial assets and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Basis for Opinion

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

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

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

In preparing the financial statements, management is responsible for assessing the Authority's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Authority or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Authority's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Authority's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Authority to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

London, Ontario

March 4, 2022

MNP LLP

Chartered Professional Accountants

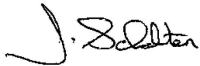
Licensed Public Accountants

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF FINANCIAL POSITION AS AT DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
Financial Assets		
Cash (note 3)	\$ 3,647,951	\$ 3,114,955
Investments (note 4)	6,822,426	5,770,114
Accounts receivable	307,655	1,034,444
Accrued receivable	20,286	100,568
Other assets	106,542	53,376
	<hr/> 10,904,860	<hr/> 10,073,457
Financial Liabilities		
Accounts payable and accrued liabilities	431,200	208,655
Deferred revenue (schedule 1)	606,589	715,664
	<hr/> 1,037,789	<hr/> 924,319
Net financial assets	<hr/> 9,867,071	<hr/> 9,149,138
Non-Financial Assets		
Tangible capital assets (schedule 2)	7,723,272	7,476,233
	<hr/>	<hr/>
Net assets	<hr/>\$ 17,590,343	<hr/>\$ 16,625,371
Commitment (note 6)		
Contingent liabilities (note 8)		
Accumulated Surplus		
Accumulated surplus - internally restricted (schedule 3)	3,890,271	3,854,607
Accumulated surplus - externally restricted (schedule 4)	5,976,800	5,294,531
Accumulated surplus - tangible capital assets	7,723,272	7,476,233
	<hr/>	<hr/>
Total accumulated surplus	<hr/>\$ 17,590,343	<hr/>\$ 16,625,371

On behalf of the Board of Directors:



John Scholten
Chair, Board of Directors



Dave Beres
Chair, Audit and Finance Committee

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF OPERATIONS AND CHANGE IN ACCUMULATED SURPLUS FOR THE YEAR ENDED DECEMBER 31, 2021

	Budget 2021 (note 5)	Actual 2021	Actual 2020
Revenues			
Municipal levies:			
General	\$1,686,943	\$1,686,943	\$1,644,960
Special	600,000	564,623	434,450
Government grants:			
Provincial	35,229	35,229	35,229
Corporate services (note 7)	135,095	195,089	212,710
Planning and watershed services	208,216	407,995	468,742
Forestry services	422,857	511,791	419,684
Backus Heritage conservation area	493,598	417,600	238,763
Conservation parks	1,179,000	1,338,759	588,900
Donations	-	-	325,000
Maintenance operations services	251,630	154,836	135,799
ALUS Elgin Partnership (note 12)	-	262,262	229,105
Gain on disposal of tangible capital assets	-	1,219	131,446
Total Revenues	5,012,569	5,576,346	4,864,788
Expenditures			
Corporate services	1,255,382	1,251,404	1,124,578
Planning and watershed services	749,600	782,335	995,119
Forestry services	361,285	430,125	283,889
Backus Heritage conservation area	578,716	446,675	316,683
Conservation parks	882,387	838,314	554,953
Maintenance operations services	594,364	600,259	515,243
ALUS Elgin Partnership (note 12)	-	262,262	229,105
Total expenditures	4,421,734	4,611,374	4,019,570
Annual Surplus	\$590,835	\$964,972	\$845,218
Accumulated surplus, beginning of the year	16,625,371	16,625,371	15,780,153
Accumulated surplus, end of the year	<u>\$17,216,206</u>	<u>\$17,590,343</u>	<u>\$16,625,371</u>

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CHANGES IN NET FINANCIAL ASSETS FOR THE YEAR ENDED DECEMBER 31, 2021

	Budget <u>2021</u> (note 5)	Actual <u>2021</u>	Actual <u>2020</u>
Annual Surplus	\$590,835	\$964,972	\$845,218
Acquisition of tangible capital assets	(615,000)	(503,878)	(238,936)
Donated tangible capital assets	-	-	(325,000)
Gain on disposal of tangible capital assets	-	(1,219)	(131,446)
Proceeds on disposal of tangible capital assets	-	18,627	131,491
Amortization of tangible capital assets	-	239,431	221,181
Change in net financial assets	(24,165)	717,933	502,508
Net financial assets, beginning of year	9,149,138	9,149,138	8,646,630
Net financial assets, end of year	<u>\$9,173,303</u>	<u>\$9,867,071</u>	<u>\$9,149,138</u>

LONG POINT REGION CONSERVATION AUTHORITY

STATEMENT OF CASH FLOWS FOR THE YEAR ENDED DECEMBER 31, 2021

	<u>2021</u>	<u>2020</u>
Cash Flows from Operating Activities		
Operating activities:		
Annual Surplus	\$964,972	\$845,218
Items not affecting cash:		
Amortization of tangible capital assets	239,431	221,181
Gain on disposal of tangible capital assets	(1,219)	(131,446)
Donated tangible capital assets	-	(325,000)
	<u>1,203,184</u>	<u>609,953</u>
Change in non-cash working capital:		
Accounts receivable	726,789	(305,004)
Accrued receivable	80,282	112,779
Other receivables	(53,166)	42,412
Accounts payable and accrued liabilities	222,545	(83,444)
Deferred revenue	(109,075)	132,424
	<u>2,070,559</u>	<u>509,120</u>
Investing activities:		
Acquisition of tangible capital assets	(503,878)	(238,936)
Change in investments	(1,052,312)	2,386,816
Proceeds on disposal of tangible capital assets	18,627	131,491
	<u>(1,537,563)</u>	<u>2,279,371</u>
 Change in cash	 532,996	 2,788,491
 Cash, beginning of year	 <u>3,114,955</u>	 <u>326,464</u>
 Cash, end of year	 <u>\$3,647,951</u>	 <u>\$3,114,955</u>

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

1. Purpose of the Organization

Long Point Region Conservation Authority (the "Authority") is a special purpose environmental body established under the Conservation Authorities Act of Ontario and works with member municipalities, other stakeholders, and undertakes programming to protect, restore and manage the natural resources and features in the Long Point Region Watershed.

2. Significant Accounting Policies

The financial statements of Long Point Region Conservation Authority are the representation of management, prepared in accordance with Canadian public sector accounting standards for local governments as recommended by the Public Sector Accounting Board (PSAB) of the Chartered Professional Accountants of Canada. The policies that are considered to be particularly significant are as follows:

[a] Revenue Recognition

The Authority follows the deferral method of accounting for contributions and government transfers. Restricted contributions and government transfers are deferred and are recognized as revenues in the year in which the related expenses are incurred or services performed. Unrestricted contributions and government transfers are recognized as revenues in the period in which events giving rise to the revenue occur, provided that the transactions are authorized, any eligibility criteria have been met, and a reasonable estimate can be made of the amount to be received.

General grants and levies are recognized in the period they pertain to.

Corporate services, Planning and watershed services, Forestry services, Conservation parks and Maintenance operations services are recognized as the related expenses are incurred and the services are provided.

Interest and investment income is recognized on the accrual basis as it is earned.

[b] Accrual Accounting

Revenues and expenditures are reported on the accrual basis of accounting. The accrual basis of accounting recognizes revenues as they become available and measurable; expenditures are recognized as they are incurred and measurable as a result of receipt of goods or services and the creation of a legal obligation to pay.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

2. Significant Accounting Policies (continued from previous page)

[c] Internal Transactions

All inter-departmental revenues and expenditures have been eliminated for these financial statements.

[d] Investments

All of the investments are carried at amortized cost using the effective interest rate method. The Board of Directors has the intention to hold investments until maturity.

[e] Reserve Fund Balances

Internally restricted reserves are those with restrictions imposed by the Board of Directors in order to ensure funds are available for financial relief in the event of a significant loss of revenues or other financial emergency for which there is no other source of funding available. Internally restricted funds are as follows:

- (i) The Education Centre Maintenance Fund for the maintenance of the Backus Conservation Education Centre.
- (ii) The OPG Forest Corridor Fund for the long-term monitoring of forest areas.
- (iii) The Memorial Woodlot fund for the donations to the Memorial Woodlot Fund and cost to Memorial Woodlot Fund at Backus.
- (iv) The Lee Brown Waterfowl M.A. Capital Replacement Fund for the capital replacements of Lee Brown Waterfowl M.A.
- (v) The Capital Levy fund for capital additions, replacements or improvements within the authority.
- (vi) The Dam Fund is for maintenance and capital upgrades to the Authority owned flood control structures
- (vii) The Administration Office Fund is for the future acquisition of office space that meets the organization's needs.
- (viii) The Strategic Investments in Operation/Capital Fund is for investment in operations and capital alignment with the organization's strategic plan.

Externally restricted reserves are those with restriction imposed by individuals external to the Board of Directors. Externally restricted funds are as follows:

- (i) Revenues and expenditures related to the Backus Heritage Village are recorded in the Backus Heritage Village Trust Fund.
- (ii) Revenues and expenditures related to the Leighton and Betty Brown scholarships are recorded in the Leighton and Betty Brown Scholarship Fund.
- (iii) Disposition of Lands Reserve shall use the funds for dam studies and repairs, flood hazard mapping and flood forecasting tools.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

2. Significant Accounting Policies (continued from previous page)

[f] Tangible Capital Assets

Tangible capital assets are recorded at cost which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual values, of the tangible capital asset, excluding land and landfill sites, are amortized on a straight-line basis over their estimated useful lives as follows:

Asset	Useful Life - Years
Land improvements	20 years
Buildings and building improvements	20 - 50 years
Machinery & equipment	20 years
Furniture and fixtures	10 years
Computers	5 years
Motor vehicles	10 years
Infrastructure	10 - 50 years

Amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

Contributed tangible capital assets are recorded into revenues at their fair market values on the date of a donation.

[g] Donations

Unrestricted donations are recorded as revenue in the year they are received. Externally restricted donations are deferred and recognized as revenue in the year in which the related expenses are recognized. Donated materials and services are recorded as revenue and expenditure when the fair market value of the materials and services donated is verifiable, only to the extent the Authority has issued a charitable donation receipt for those materials and services.

[h] Use of Estimates

The preparation of the financial statements of the Authority, in conformity with Canadian public sector accounting standards, requires management to make estimates that affect the reported amount of assets and liabilities and the disclosure of contingent liabilities, at the date of the financial statements and the reported amounts of revenues and expenses during the period. Actual results may differ from these estimates.

LONG POINT REGION CONSERVATION AUTHORITY**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021****2. Significant Accounting Policies (continued from previous page)****[i] Contaminated Sites**

Contaminated sites are the result of contamination being introduced in air, soil, water or sediment of a chemical, organic, or radioactive material or living organism that exceed an environmental standard. A liability for remediation of contaminated sites is recognized, net of any expected recoveries, when all of the following criteria are met:

- (i) an environmental standard exists;
- (ii) contamination exceeds the environmental standard;
- (iii) the Authority is directly responsible or accepts responsibility for the liability;
- (iv) future economic benefits will be given up; and
- (v) a reasonable estimate of the liability can be made.

[j] Deferred Revenue

The Authority receives contributions principally from public sector bodies pursuant to legislation, regulations or agreements that may only be used for certain programs or in the completion of specific work. These amounts are recognized as revenue in the fiscal year the related expenditures are incurred or service is performed.

[k] Financial instruments

- (i) Measurement of financial instruments

The Authority initially measures its financial assets and financial liabilities at fair value adjusted by, in the case of a financial instrument that will not be measured subsequently at fair value, the amount of transaction costs directly attributable to the instrument.

The Authority subsequently measures its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, accounts receivable and accrued receivables.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and long term liabilities.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

2. Significant Accounting Policies (continued from previous page)

(ii) Impairment

Financial assets measured at amortized cost are tested for impairment when there are indicators of possible impairment. When a significant adverse change has occurred during the period in the expected timing or amount of future cash flows from the financial asset or group of assets, a write-down is recognized in the Statement of Operations and Changes in Accumulated Surplus. The write-down reflects the difference between the carrying amount and the higher of:

- a) the present value of the cash flows expected to be generated by the asset or group of assets;
- b) the amount that could be realized by selling the assets or group of assets;
- c) the net realizable value of any collateral held to secure repayment of the assets of group of assets.

When the event occurring after the impairment confirms that a reversal is necessary, the reversal is recognized in the Statement of Operations and Accumulated Surplus up to the amount of the previously recognized impairment.

3. Cash

Cash consists of cash on hand and all bank account deposits. The cash balance is comprised of the following:

	2021	2020
General	\$3,505,296	\$3,001,778
Externally restricted:		
Backus Heritage Village	81,590	49,412
Leighton and Betty Brown Scholarship	61,065	63,765
	\$3,647,951	\$3,114,955

General cash includes a bank account earning interest at 0.65% (2020 – 0.65%).

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LONG POINT REGION CONSERVATION AUTHORITY

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021**

4. Investments

The Authority holds short-term guaranteed investment certificates, money market funds and cash within their investments. The investment balance is comprised of:

	2021	2020
Government and corporate bonds, maturing at various dates between 2022 and 2035, yields varying between 1.40% and 4.859%	\$3,670,000	\$3,525,000
Guaranteed investment certificates maturing at various dates in 2022, yielding 0.35%	53,362	84,614
Principal protected notes - fixed income note, yields varying between 0% and 7.5%	2,000,000	2,000,000
Principal protected notes – fixed income note, yields varying between 0% and index return multiplied by the participation rate	1,000,000	-
Money market funds, no specified maturity or yield	7,257	7,389
Cash	35,880	96,921
	6,766,499	5,713,924
Plus: accrued interest	18,346	17,055
Plus: unamortized purchase premium	37,581	39,135
	55,927	56,190
	\$6,822,426	\$5,770,114

5. Budget Figures

The unaudited budget data presented in these financial statements are based upon the 2021 operating and capital budgets approved by the Board of Directors on January 13, 2021.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

6. Commitment

The Authority rents a premise under a long-term operating lease that expires October 2023, with three further 5 year optional renewal periods, with a final term ending October, 2038. The operating lease payments are as follows:

2022	108,694
2023	110,868
2024	113,086
2025	115,347
2026	117,654
Thereafter	1,577,972
	2,143,621

7. Investment Income

Included in corporate services revenue is interest income on investments of \$53,515 (2020 - \$62,490).

8. Contingent Liabilities

From time to time, the Authority is subject to claims and other lawsuits that arise in the course of ordinary business, in which damages have been sought. These matters may give rise to future liabilities for which the Authority maintains insurance coverage to mitigate such risks. The outcome of these actions is not determinable, and accordingly, no provision has been made in these financial statements for any liability that may result. Any losses arising from these actions will be recorded in the year in which the related litigation is concluded.

LONG POINT REGION CONSERVATION AUTHORITY

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED DECEMBER 31, 2021

9. Pension Agreements

The Authority makes contributions to the Ontario Municipal Employees Retirement System ("OMERS") plan, which is a multi-employer plan, on behalf of full-time and qualifying part-time employees. The plan is a defined benefit pension plan, which specifies the amount of the retirement benefit to be received by employees based on the length of service, pension formula and employee earnings. Employees and employers contribute equally to the plan. In 2021, the Authority's contribution to OMERS was \$147,770 (2020 – \$160,161).

The latest available report for the OMERS plan was December 31, 2020. At that time the plan reported a \$3.2 billion actuarial deficit (2019 - \$3.4 billion deficit), based on actuarial liabilities of \$111.8 billion (2019 - \$106.4 billion) and actuarial assets of \$108.6 billion (2019 - \$103.0 billion). Ongoing adequacy of the current contribution rates will need to be monitored and may lead to increased future funding requirements.

As OMERS is a multi-employer pension plan, any pension plan surpluses or deficits are a joint responsibility of all eligible organizations and their employees. As a result, the Authority does not recognize any share of the OMERS pension actuarial surplus or deficit.

10. Segmented information

The Authority provides a range of services. Distinguishable functional segments have been separately disclosed in the segmented information schedule. The nature of those segments and the activities they encompass are as follows:

Corporate services

Corporate services is comprised of Governance and general administration. These areas include the Board of Directors, Office of the General Manager, Administration, Accounting and Finance, Communications, Information Services and Human Resources.

Planning and Watershed

Planning and watershed provides services related to property development, technical reviews, operation of flood control structures, flood forecasting and warning, restoration programming, source water protection and water quality monitoring.

Forestry services

Forestry is comprised of Stewardship services and Forestry. Stewardship provides tree planting, restoration and establishment programs. Forestry sustainably manages the Authority's forest tracts resources.

Backus Heritage conservation area

Backus Heritage Conservation Area provides conservation education programming, heritage programming, recreational and camping activities and is home to the Backhouse National Historic Site.

LONG POINT REGION CONSERVATION AUTHORITY**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2021****10. Segmented information (continued from previous page)*****Conservation parks***

Conservation parks provides recreational and camping activities at: Deer Creek Conservation Area, Haldimand Conservation Area, Norfolk Conservation Area and Waterford North Conservation Area.

Maintenance operations services

Maintenance Operations Services provides property, plant and equipment maintenance services and includes the Lee Brown Marsh.

ALUS Elgin Partnership

Alternative Land Uses Services (ALUS) Elgin Partnership provides ecosystem services on agricultural lands in Elgin County.

11. Financial instruments and risks

Unless otherwise noted, it is management's opinion that the Authority is not exposed to significant risks. There have been no changes in the Authority's risk exposures from the prior year.

Credit risk

The Authority is exposed to credit risk through its cash and accounts receivable. The Authority reduces its exposure to credit risk by creating an allowance for bad debts when applicable. The majority of the Authority's receivables are from government entities. The Authority mitigates its exposure to credit loss by placing its cash with major financial institutions.

Liquidity risk

Liquidity risk is the risk that the Authority will not be able to meet its obligations as they become due. The Authority manages this risk by establishing budgets and funding plans to fund its expenses.

12. ALUS Elgin Partnership

The ALUS Elgin program transferred operations to Lower Thames Valley Conservation Authority effective December 17, 2021. Included in accounts payable is \$231,165 representing the remaining funds to be transferred.

LONG POINT REGION CONSERVATION AUTHORITY**13. Significant Events**

The COVID-19 (coronavirus) pandemic has had a significant impact on businesses and organizations through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the Authority as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus. The Authority continues to provide services throughout the watershed and no changes to essential services funding are anticipated for the coming year.

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 1 –SCHEDULE OF DEFERRED REVENUE FOR THE YEAR ENDED DECEMBER 31, 2021

	2021	2020
Balance, beginning of year	\$715,664	\$583,240
Externally restricted contributions	489,571	534,121
Interest earned, restricted	148,194	90,774
Contributions used in operations	(515,675)	(492,471)
ALUS deferred revenue transferred out	(231,165)	-
Balance, end of year	\$606,589	\$715,664

For the year ended December 31, 2021

For the year ended December 31, 2020

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LONG POINT REGION CONSERVATION AUTHORITY**SCHEDULE 3 –SCHEDULE OF INTERNALLY RESTRICTED RESERVES
FOR THE YEAR ENDED DECEMBER 31, 2021**

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Education Centre	\$ 50,880	\$ -	\$ -	\$ 50,880
OPG Forest Corridor	45,328	-	8,570	36,757
Memorial Woodlot	15,280	2,620	-	17,900
Lee Brown Waterfowl Capital	17,251	1,462	-	18,713
Dam Reserve	50,000	-	-	50,000
Administration Office	569,567	-	-	569,567
Strategic Investments in operations/capital	255,645	-	44,707	210,938
Capital Levy	497,549	617,209	504,037	610,721
Unrestricted Reserve	2,353,107	770,516	798,829	2,324,795
	\$ 3,854,607	\$ 1,391,807	\$ 1,356,143	\$3,890,271

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 4 –SCHEDULE OF EXTERNALLY RESTICTED RESERVES FOR THE YEAR ENDED DECEMBER 31, 2021

	Balance, beginning of year	Transfer from operations	Transfer to operations	Balance, end of year
Backus Heritage Village	\$ 71,474	\$ 527	\$ -	\$ 72,001
Leighton & Betty Brown Scholarship	124,297	962	3,000	122,259
Backus Woods	4,872,500	-	-	4,872,500
Disposition of Lands Reserve	226,260	683,780	-	910,040
	\$ 5,294,531	\$ 685,269	\$3,000	\$ 5,976,800

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LONG POINT REGION CONSERVATION AUTHORITY

**SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING
FOR THE YEAR ENDED DECEMBER 31, 2021**

2021 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage conservation area	Conservation parks	Maintenance operations services	ALUS Elgin Partnership	2021 Total
Revenue:								
Levies	\$742,095	\$512,547	-	\$92,146	-	\$904,778	-	\$2,251,566
Grants	-	35,229	-	-	-	-	-	35,229
Fees	195,089	407,995	-	417,600	1,338,759	154,836	262,262	2,776,541
Forestry	-	-	511,791	-	-	-	-	511,791
Donations	-	-	-	-	-	-	-	-
Gain on disposal of tangible capital assets	1,219	-	-	-	-	-	-	1,219
Total revenue	938,403	955,771	511,791	509,746	1,338,759	1,059,614	262,262	5,576,346
Expenditures:								
Compensation	640,015	611,101	192,975	274,071	447,391	350,358	59,653	2,575,564
Administration	249,306	11,317	842	65,043	120,827	15,180	104,611	567,126
Professional/ contracted services	216,212	94,224	167,949	25,303	119,512	23,399	75,102	721,701
Materials and Supplies	16,651	20,357	68,359	19,313	53,213	31,006	22,594	231,493
Amortization	8,452	38,937	-	39,696	63,750	88,596	-	239,431
Repairs and maintenance	120,768	6,399	-	23,044	32,336	26,544	-	209,091
Motor pool	-	-	-	205	1,285	65,176	302	66,968
Total expenditures	1,251,404	782,335	430,125	446,675	838,314	600,259	262,262	4,611,374
Surplus	(\$313,001)	\$173,436	\$81,666	\$63,071	\$500,445	\$459,355	-	\$964,972

LONG POINT REGION CONSERVATION AUTHORITY

SCHEDULE 5 –SCHEDULE OF SEGMENTED REPORTING (continued) FOR THE YEAR ENDED DECEMBER 31, 2021

2020 Schedule of Segmented Reporting

	Corporate services	Planning and watershed services	Forestry services	Backus Heritage conservation area	Conservation parks	Maintenance operations services	ALUS Elgin Partnership	2020 Total
Revenue:								
Levies	\$711,025	\$573,939	-	\$133,913	-	\$660,533	-	\$2,079,410
Grants	-	35,229	-	-	-	-	-	35,229
Fees	212,710	468,742	-	238,763	588,900	135,799	229,105	1,874,019
Forestry	-	-	419,684	-	-	-	-	419,684
Donations	325,000	-	-	-	-	-	-	325,000
Gain on disposal of tangible capital assets	131,446	-	-	-	-	-	-	131,446
Total revenue	1,380,181	1,077,910	419,684	372,676	588,900	796,332	229,105	4,864,788
Expenditures:								
Compensation	604,264	587,843	184,205	200,680	326,593	318,166	61,309	2,283,060
Administration	236,407	7,073	770	42,188	67,444	12,012	87,770	453,664
Professional/contracted services	140,204	336,832	57,624	9,411	41,228	13,378	67,149	665,826
Materials and supplies	16,756	16,643	41,290	14,604	35,209	19,848	12,166	156,516
Amortization	8,732	43,192	-	38,722	61,220	69,316	-	221,182
Repairs and maintenance	118,215	-	-	10,821	22,787	39,864	316	192,003
Motor pool	-	3,536	-	257	472	42,659	395	47,319
Total expenditures	1,124,578	995,119	283,889	316,683	554,953	515,243	229,105	4,019,570
Surplus	\$255,603	\$82,791	\$135,795	\$55,993	\$33,947	\$281,089	-	\$845,218



Long Point Region Conservation Authority

4 Elm St., Tillsonburg, Ontario N4G 0C4
 519-842-4242 or 1-888-231-5408 · Fax 519-842-7123
 Email: conservation@lprca.on.ca · www.lprca.on.ca

February 28, 2022

Via Email only

Adam Betteridge, CAO
abetteridge@malahide.ca

Dear Mr. Betteridge,

Re: LPRCA Inventory of Programs and Services under *Ontario Regulation 687/21*

As a requirement under *Ontario Regulation 687/21*, the Long Point Region Conservation Authority (LPRCA) has developed an Inventory of Programs and Services based on the three categories identified in the Regulation. The categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

Background

On October 4, 2021, the Ministry of Environment, Conservation and Parks (MECP) released three Phase 1 regulations to implement amendments to the *Conservation Authorities Act* made in 2019/2020. The following two regulations are relevant for completing the programs and services inventory.

Ontario Regulation 686/21: Mandatory Programs and Services

<http://www.ontario.ca/laws/regulation/r21686>

This regulation prescribes the mandatory programs and services conservation authorities are required to provide: risk of natural hazards, conservation and management of CA-owned lands, elements of source water protection, core watershed-based resource management strategies, and provincial water quality and quantity monitoring.

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act

<https://www.ontario.ca/laws/regulation/r21687>

This regulation provides details for the required Programs and Services Inventory and how additional programs and services that a conservation authority provides to local communities (beyond the mandatory programs and services that the Authority is required to provide) can continue.

Under *Ontario Regulation 687/21*, LPRCA completed a transition plan and it was circulated to member municipalities and MECP by the December 31, 2021 deadline.

The next requirement under *Ontario Regulation 687/21* is that each authority develops an inventory of programs and services and circulates to member municipalities and submits to MECP by February 28, 2022.

Ontario Reg 687/21 requires status reports to MECP in 2022 and 2023 which allows changes to the inventory during the transition period.



Programs and Services Categories

LPRCA's programs and services are to be classified in the following three categories as per the *CA Act S 21.1, 21.1.1 and 21.1.2*.

Category 1: Mandatory programs and services as identified in *Ontario Regulation 686/21*. Conservation authorities are required to deliver these programs and service and they will be funded by municipal levy or a combination with user fees.

Category 2: Municipal programs and services that are provided at the request of the municipality. These programs and services that are carried out by the CA on behalf of a municipality can be funded through government and other agency grants and/or municipal funding under a memorandum of understanding (MOU) or agreement with the municipality.

Category 3: Other programs and services that an Authority (Board) determines are advisable. These programs can be funded through self-generated revenue, user fees, government and other agency grants, donations, etc. Any use of municipal funding will require a cost-apportioning agreement.

LPRCA Programs and Services Inventory List (Chart A)

The LPRCA Programs and Services Inventory and information required under *Ontario Regulation 687/21 Section 6* is **attached**.

The attached inventory list is an overview of the program and services that LPRCA currently offers. The departments are consistent with the LPRCA 2022 budget. The Chart A list has the category 1, 2 or 3 disclosed for the programs and services in each department. The funding source is listed along with the percentage contribution of funding for each department.

Each program and service has been categorized based on the criteria identified under the *Conservation Authorities Act* and *Ontario Regulation 686/21*. As required by *Ontario Regulation 687/21*, the list explains why a program falls into category 1 by referencing applicable sections under *Ontario Regulation 686/21* "Mandatory Programs and Services". Programs are shown with two categories when only a portion of the current program activities are defined in regulation as Category 1.

The inventory has the annual costs from the 2022 budget for the programs/services, sources of funding and the percentage attributed to each funding source. The 2022 budget costs have been used because the 5-year average cost is skewed by a number of factors including staff restructuring, the COVID-19 pandemic and fluctuations in special projects supported by external funding, and rising inflation. The 2022 budget provides the best estimate of the costs to provide the program and services. Any exceptions to this approach are noted in the inventory and are allowed under the regulation.

The report includes a breakdown of the percentage contribution of revenue that supports the programs and services. Revenue source categories include: municipal levy, provincial,

federal and self-generated revenue specific to the program (i.e. user fees), resource revenue, current surplus allocation and reserves.

New Mandatory Initiatives

The mandated programs and services in *Ontario Regulation 686/21* include the following six initiatives that LPRCA must complete by December 31, 2024:

- Operational Plan - Natural Hazards Infrastructure
- Asset Management Plan - Natural Hazards Infrastructure
- Ice Management Plan
- Watershed-based Resource Management Strategy
- Conservation Areas Strategy
- Land Inventory

The development of these mandatory plans and strategies in the short time window before December 31, 2024 will require additional staff and financial resources. Staff is currently investigating how these deliverables can best be completed.

Summary of Category 2 Programs and Services (Chart B)

As required under *Ontario Regulation 687/21 Section 6(5)*, the current Category 2 Programs and Services (provided at the request of a municipality) are summarized in Chart B along the status of the MOU or Service Agreement under which the service is offered.

Summary of Category 3 Programs and Services (Chart C)

As required under *Ontario Regulation 687/21 Section 6(6)*, the current Category 3 Programs and Services (advised by the Authority) are summarized in Chart C indicating whether the program relies, in whole or in part, on municipal levy and whether the authority intends to seek to enter into a cost apportioning agreement with member municipalities.

Most of LPRCA's Category 3 programs and services are funded from internal and/or external sources as noted in the attached inventory, and are not currently reliant on municipal levy. For those Category 3 programs and services that rely, in whole or in part, on municipal levy, the LPRCA Board plans to discuss options for other funding sources before seeking cost-apportionment agreements with member municipalities. Future updates to the Programs & Services Inventory listing will reflect the status of discussions.

Upcoming Phase 2 Regulations

In advance of releasing Phase 2 regulations, MECP has released on January 26, 2022 a consultation guide to provide a description of the proposed regulations. The Phase 2 regulations will include the Municipal Levies Regulation, the Minister's published list of classes of programs and services for which a conservation authority may charge a user fee, and complementary regulations to increase transparency of authority operations.

Many of the current processes for voting and methods of apportioning expenses appear to remain the same. The release of Phase 2 regulations will provide more details, particularly for capital costs and corporate administrative costs. A full analysis on the impact for LPRCA

will be completed once the Phase 2 regulations are released; the Programs and Services Inventory will be updated accordingly.

Next Steps

We look forward to discussing with you any questions and comments you may have on the attached LPRCA Programs and Services Inventory. It would be very helpful if you can provide the name of a municipal point of contact person if you have not already done so. The next status report with an updated Programs and Services Inventory is due to the Ministry of Environment, Conservation and Parks by June 30, 2022.

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Maxwell". The signature is fluid and cursive, with the first name "Judy" and last name "Maxwell" clearly distinguishable.

Judy Maxwell,
General Manager

CC. Allison Adams, Manager of Legislative Services/Clerk, aadams@malahide.ca

LPRCA 2022 Current Programs and Services

CA Program and Services Categories, as follows:

1. Mandatory programs and services (*where municipal levy could be used without an agreement*)
2. Municipal programs and services. Programs and services at the request of a municipality (*with municipal funding through an MOU/agreement*)
3. Other programs and services. Programs and services an authority determines are advisable (*use of municipal levy requires a cost-apportionment MOU/agreement with participating municipalities or, if no levy is required, no agreement is needed*).

Chart A – LPRCA Programs and Services Inventory Listing

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Operating Costs						
Natural Hazard Management Program						
Watershed Planning and Technical Studies						
Section 28.1 Permit Administration	Reviewing, processing permit applications & technical reports, site inspections, communications with applicants, agents, consultants. Requests by solicitors.	1	CA Act 21.1 O.Reg. 686/21 Sec 8	\$ 114,262	User fees – 100%	
	Program administration and enforcement: General inquiry. Compliance monitoring, enforcement. Policies, standards development and maintenance. Public information and outreach, consultation. Review under other legislation (Environmental Assessment, Drainage, Aggregate Resources), with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.		CA Act 21.1 O.Reg. 686/21 Sec 3, 6, 8, 9	\$ 160,901	User fees – 8% Municipal levy – 92%	
Municipal Plan Input	Input to municipal land-use planning documents (OP, Comprehensive AB, Secondary plans) related to natural hazards, on behalf of NDMNRF (delegated to CAs in 1983)	1	CA Act 21.1 O.Reg. 686/21 Sec 7	\$ 42,354	NDMNRF S39 TP - 21% Municipal levy - 79%	Provincial Section 39 Funding

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Municipal Plan Review	Technical information and advice to municipalities on municipal land use planning applications (OP and ZB Amendments, Subdivisions, Consents, Minor Variances). Preconsultation.	1, 2	CA Act 21.1 O.Reg. 686/21 Sec 7	\$ 67,100	User fees – 100%	Plan review for wetlands and storm water management is intertwined with plan review for natural hazards but may be a Category 2 service to be addressed in CA/municipal MOUs for Municipal Plan Review Services.
Subwatershed Plans	Partner developed plans containing policies and implementation actions to protect, enhance and improve the health of the area, particularly related to land use change	2	CA Act 21.1	None currently		Potential Category 2 Service As requested by a municipality as part of its land use planning process.
Technical Studies and Information Management	Maintenance of base mapping, flood and erosion hazard mapping, hazard line mapping, regulated area mapping. Data collection and storage systems and GIS. Data collection and design studies to mitigate natural hazards including flooding, erosion and drought.	1	CA Act 21.1 O.Reg. 686/21 Sec 1.3	\$ 22,050	Municipal levy – 100%	Cost shown is 2022 operating cost. Project costs vary from year to year based on funding we are successful in obtaining, such NDMP Riverine and Shoreline Hazard Mapping. 5-year average actual cost is \$106,669.
Watershed Flood Control Services						
Flood Forecasting and Warning	Daily data collection and monitoring of weather and water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	1	CA Act 21.1 O.Reg. 686/21 Sec 2	\$126,998	NDMNRF S39 TP – 13% Municipal levy – 87%	Provincial S39 transfer payment
Water Control Infrastructure Operation and Management (Backus, Brooks, Deer Creek, Hay Creek, Lehman, Norwich, Sutton, Teeterville, Vittoria)	Dam operations, regular inspections, maintenance activities, activities related to operator health and safety.	1	CA Act 21.1 O.Reg. 686/21 Sec 5.1	\$77,612	NDMNRF S39 TP – 12% Municipal levy – 88%	Provincial S39 transfer payment
	New: Develop operational plan for natural hazards infrastructure. New: Develop asset management plan for natural hazards infrastructure.		CA Act 21.1 O.Reg. 686/21 Sec 5.2	TBD		To be completed by December 31, 2024. The cost of developing the plans is being investigated.
Ice Management Services	New: Develop an ice management plan.	1	CA Act 21.1 O.Reg. 686/21 Sec 4	TBD		An ice management plan is to be completed by December 31, 2024 The cost of developing the plan is being investigated.

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Watershed Low Water Response Services						
Low Water Response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act 21.1 O.Reg. 686/21 Sec 3	\$ 6,500	NDMNRF– 0% Municipal levy – 100%	Provincial NDMNRF funding some (dry) years.
Source Water Protection						
Source Water Protection (source protection authority role as set out in the <i>Clean Water Act</i> .)	Lake Erie Region tech support, SPC support, SPA reports and meetings, activities required by the <i>Clean Water Act</i> and regulations.	1	O.Reg. 686/21 Sec 13	\$ 10,332	MECP TP through Grand River CA – 100%	
Watershed-based Resource Management Strategy						
Watershed Resource Management Strategy (WRMS)	New: The WRMS describes the current watershed conditions based on current knowledge and monitoring data, sets objectives, describes issues and identifies initiatives to reduce the impact of natural hazards, conserve natural resources and improve the health of the watershed. Provides a watershed-based context for LPRCA's natural hazards and natural resource conservation programs and collaborative activities in its watershed.	1	CA Act 21.1 O.Reg. 686/21 Sec 12.1	TBD		Last completed in 1983. To be completed by December 31, 2024. The cost of developing the strategy is being investigated.
Healthy Watershed Services						
Conservation Services						
Healthy Watershed Technical Support Services	Apply for and manage external funding, promote private land stewardship, provide advice and technical support to property owners <u>where the cost cannot be covered from external sources.</u>	3	CA Act 21.1.2	\$ 58,778	User fees – 3% Municipal levy – 97%	The conservation services (private land stewardship) program is a Category 3 activity. An agreement would be needed with all municipalities to fund the program with levy for the 2024 budget unless supported with surplus revenue from other departments.
Private land stewardship services	Soil erosion control, water quality improvements, habitat restoration. Disbursements to landowners and contractors are externally funded.	3	CA Act 21.1.2	\$ 162,397 (5-yr avg)	External sources (Federal, Provincial, OPG, ALUS) – 100%	

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Private forestry land management services	Private land tree planting and survival monitoring. 1.82 million trees planted since 2002.	3	CA Act 21.1.2	\$ 106,937 (5-yr avg)	External sources (Federal, Provincial, OPG) – 100%	
Trees for Roads	A road-side tree planting program by municipal request (mostly used by Bayham and SW Oxford)	2	CA Act 21.1.1	\$ 8,523 (5-yr avg)	Municipality – 100%	Fee for service at municipal request.
Surface and Groundwater Quality Services						
Provincial Water Quality Monitoring Network (PWQMN) and Provincial Groundwater Monitoring Network (PGMN)	PWQMN - MECP program for stream water quality monitoring. LPRCA takes water samples; MECP does lab analysis and data management. PGMN - MECP program for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, lab analysis, data management.	1	CA Act 21.1 O.Reg. 686/21 Sec 12.1	\$ 40,552	Municipal levy – 100%	The PWQMN program has been running for 50+ years and the PGMN program for 20+ years. The data is used internally for water quality and stream health assessment. Input to the Watershed Report Card.
Stream Water Quality Sampling	Assist municipalities with their water quality monitoring needs by taking field water samples and delivering them to the laboratory facility.	2	CA Act 21.1.1	None currently		Potential Category 2 Service As requested by a municipality as part of its monitoring needs, e.g. for wastewater discharge compliance.
Stream health monitoring	Benthic invertebrate sampling & analysis has been carried out since 2003 (19 years). Provides additional water quality and stream health information. Input to the Watershed Report Card. Contributed to the province-wide Ontario Benthos Biomonitoring Network.	3	CA Act 21.1.2	\$ 9,000	Municipal levy – 100%	A cost apportionment agreement with all municipalities will be required to fund the program with levy for the 2024 budget unless an alternative funding source is found.
Drain classification (Norfolk partnership)	Electrofishing activities to classify municipal drains. Informs drain maintenance decisions and approvals.	2	CA Act 21.1.1	\$ 2,590	DFO through Norfolk County under MOU – 100%	Activity based on funding secured by Norfolk County.
Lamprey barrier inspections	Lamprey barriers stop invasive sea lamprey from moving from Lake Erie into the creeks. DFO pays LPRCA annually to inspect their condition.	3	CA Act 21.1.2	\$ 3,320	DFO contract – 100%	Federal Department of Fisheries and Oceans (DFO)

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Conservation Authority-Owned Lands						
Conservation Area Strategy	New: Over-arching strategy for CA-owned lands including guiding principles, objectives, land securement/acquisition and disposition, recommended management principles for different land use categories, with public consultation.	1	CA Act 21.1 O.Reg. 686/21 Sec 9.1, 10	TBD		To be completed by December 31, 2024. The cost of developing the strategy is being investigated.
Land Inventory	New: Development and maintenance of an inventory containing information for every parcel of CA-owned land including location, available information, acquisition details, land use categories.	1	CA Act 21.1 O.Reg. 686/21 Sec 11	TBD		To be completed by December 31, 2024. The cost of developing the inventory is being investigated.
Conservation Authority Lands						
Section 29 Minister's regulation for Conservation Areas	Conservation areas enforcement/compliance including legal expense for regulation and compliance.	1	CA Act 29 O.Reg. 686/21 Sec 9.1	\$ 53,639	Municipal levy – 100%	
Conservation lands management and maintenance including safety, security and enforcement	Boundary identification/maintenance, gate and sign maintenance, trail maintenance, hazard tree removal, garbage pickup, monitoring and enforcement. Assessment to identify maintenance and repair needs. Property taxes, drainage assessment, fish stocking	1	CA Act 21.1 O.Reg. 686/21 Sec 9.1	\$168,989	Municipal levy – 100%	
Maintain facilities, trails or other amenities for public access and passive recreational activities	Parkette maintenance, trails maintenance, grass cutting, washrooms, garbage collection.	1	CA Act 21.1 O.Reg. 686/21 Sec 9.1	\$ 48,400	User fees - 27% Municipal levy – 72%	
Lee Brown Waterfowl Management Area	Area management, operation and maintenance	1, 3	CA Act 21.1 O.Reg. 686/21 Sec 9.1 CA Act 21.1.2	\$142,268	User fees and rentals – 100%	Public viewing station is a Category 1 activity.
Camp Trillium	Children's camp on property lease	3	CA Act 21.1.2	\$59,000	Lease – 100%	

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Backus Heritage and Education Services						
Backus Environmental Education Centre	Education Centre program services, operation and maintenance and outdoor education program	3	CA Act 21.1.2	\$126,881	User fees – 2% Contracts – 18% Endowment – 80%	
Backus Heritage Village and Historical Services	Heritage Village and Mill program services, operation and maintenance and heritage education program	3	CA Act 21.1.2	\$123,343	Provincial – 7% User fees – 3% Contracts – 13% Municipal levy – 77%	The Backus Heritage Area is a Category 3 and an agreement will be needed with all municipalities to fund the operation of the heritage village and historical services with levy for the 2024 budget.
Conservation Parks Management Services						
Conservation Parks (Backus, Deer Creek, Haldimand, Norfolk, Waterford North)	Management and operations including business planning, promotion, park operations, safety, security and enforcement, drinking water and sewage operations, maintenance and repair.	3	CA Act 21.1.2	\$1,345,310	User fees – 98% Provincial – 2%	
Public Forest Land Management Services						
Forestry Management Services	10-year Managed Forest Plans renewal, 5-year Operational Plan, harvest operations (marking, tendering, monitoring), ecological surveys, MFTIP and CLTIP programs	1, 3	CA Act 21.1 O.Reg. 686/21 Sec 9.1 CA Act 21.1.2	\$244,644	Federal – 7% Resource revenue – 93%	
<p style="text-align: center;">Corporate Administrative Costs</p> <p>Ongoing operating expenses and capital costs, not directly related to the delivery of any specific program or services, that are required to function effectively as an organization and best deliver their programs and services.</p>						
Corporate Services						
LPRCA Board	Supporting CA Board, Advisory Committees	1	CA Act 20	\$ 66,467	Municipal levy – 100%	
Corporate/IT Services	Senior management, main office rent, utilities, office equipment and supplies, financial services, legal expenses, IT	1	CA Act 20	1,037,071	Municipal levy – 51% User fees – 5% Internal surplus – 44%	

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Communications and Marketing Services						
Communications and Marketing	Promoting public awareness of natural hazards. Media relations, website and social media, special events & outreach, partnership programs, networking and collaboration	1	CA Act 21.1 O.Reg. 686/21 Sec 1.3	\$98,744	Municipal levy – 100%	
Memorial forest	Trees planted in memorial forest at Backus CA in memory of loved ones	1	CA Act 21.1 O. Reg. 686/21 Sec 9.1	\$7,475	Donations – 100%	
Leighton and Betty Brown Conservation Scholarship	Awarded annually to a watershed student graduating from high school and pursuing a degree in an environmental or natural resources field	3	CA Act 21.1.2	\$1,000	Trust fund interest – 100%	
Maintenance Operations Services						
Maintenance Operations	Support operations and facilities maintenance for conservation areas, flood control structures, forestry and motor pool. Equipment and vehicle maintenance.	1	CA Act 20	\$371,813	Inter-departmental charges – 30% Municipal levy- 70%	
Capital Costs						
Watershed Flood Control Services						
Water Control Infrastructure (Backus, Brooks, Deer Creek, Hay Creek, Lehman, Norwich, Sutton, Teeterville, Vittoria)	Dam safety reviews, emergency preparedness plans, environmental assessments.	1	CA Act 21.1 O. Reg. 686/21 Sec 5.1	\$105,000 (avg/year in 5-year forecast)	NDMNRF WECI grant – 50% Municipal levy – 50%	2022 budget is \$25,000. The \$105,000 is based on the average per year in the 5-year forecast.
	Major maintenance, capital repairs identified in inspections, dam safety reviews or environmental assessment; design studies	1	CA Act 21.1 O. Reg. 686/21 Sec 5.1	\$328,000 (avg/year in 5-year forecast)	NDMNRF WECI grant – 50% Special benefit levy – 50%	The \$328,000 is based on the average per year in the 5-year forecast. If the item doesn't get approved for WECI funding, the payment has been 100% special levy.

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Backus Heritage Conservation Area						
Asset: Infrastructure – Education Centre	Major maintenance and accessibility upgrades	1, 3	CA Act 21.1.2	\$ 96,000	Federal – 100%	The office area of the Education Centre is a Category 1 and the remaining area of the displays and the classroom is a Category 3. Federal grant for doors, ramp and washroom for accessibility.
Asset: Infrastructure – Heritage Buildings	Major maintenance	3	CA Act 21.1.2	\$-	Historically: Donations – 28% Municipal levy – 72%	The Backus Heritage Area is a Category 3. An agreement will be needed with all municipalities to fund the capital activities with levy for the 2024 budget. The 5-year average actual cost is \$4,153.
Conservation Parks Management Services						
Asset: Infrastructure – Conservation Areas	Water and hydro services upgrades, washroom upgrades, roof replacements and water systems	3	CA Act 21.1.2	\$154,000	Reserves – 26% Municipal levy – 74%	The campgrounds annually have an operating surplus that has historically been used to reduce levy and it is used to partially fund the corporate services expenses. A capital reserve should be established prior to the 2024 budget and then an agreement would not be needed with municipalities to fund the capital activities with levy.
Forestry						
Asset: Infrastructure – Forest Tracts	Tract signage, 911 signs and gates	1	CA Act 21.1 O.Reg. 686/21 Sec 9.1	\$ 5,000	Municipal levy – 100%	
Corporate Services						
Asset: Computers	Office computers and servers	1	CA Act 20	\$ 7,000	Municipal levy – 100%	
Maintenance Operations Services						
Assets: Equipment	Lawn mowers, trailers and tools	1, 3	CA Act 20	\$ 26,000	Municipal levy – 100%	Some equipment, vehicles and UTVs are used in Conservation Parks for Category 3 activities.
Assets: Vehicles & UTVs	Pickup trucks, dump truck and UTVs	1, 3	CA Act 20	\$267,000	Lee Brown Reserve – 8% Municipal levy – 92%	Park related capital needs should be drawn from the Conservation Parks capital reserve described above and then an agreement would not be needed with municipalities to fund these capital needs with levy.

Program/Service	Description	Category	Category Rationale	2022 budget annual cost	Current funding mechanisms and % contribution (2022 budget)	Comment
Asset: Infrastructure – Workshop	Workshop roof replacement	1	CA Act 20	\$27,250	Municipal levy – 100%	

Chart B – Summary of Category 2 Programs and Services – Details of Municipal Agreements

Ontario Regulation 687/21 Section 6 Subsection 5 requirements

- (5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:
- 1. The name of the municipality on behalf of which the program or service is provided.
 - 2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

Program or Service	Category	Applicable Section of the Act	Description	Memorandum of Understanding (MOU) / Agreement Status
Municipal plan review – wetlands, stormwater management	2	CA Act Section 21.1.1	Provide services related to wetlands and storm water management for planning and other applications or projects. The service is funded by user fees.	As at February 28, 2022 MOUs have yet to be updated or negotiated with all municipalities. Future updates to the P&S inventory listing will reflect status of MOUs.
Trees for Roads	2	CA Act Section 21.1.1	Roadside tree planting service at municipal request. Primarily delivered for the Municipality of Bayham and South-West Oxford Township.	This has historically been a “fee for service” program without agreement. A service agreement will be required.
Drain classification	2	CA Act Section 21.1.1	Electrofishing services to Norfolk County’s drain classification program, funded annually by DFO.	Norfolk County/LPRCA/DFO MOU. The 2022 MOU update is in process.

Chart C – Summary of Category 3 Programs and Services – Details of Municipal Agreements

Ontario Regulation 687/21 Section 6 Subsection 6 requirements

(6) For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

Program or Service	Category	Applicable Section of the Act	Description	Section 6(6) Info Requirements
Conservation services (private land stewardship and private forestry land management services)	3	CA Act Section 21.1.2	The disbursements to property owners and contractors are externally funded. The staffing cost to apply for and manage external funding, promote private land stewardship and provide advice and technical support to property owners relies on municipal levy funding where the cost cannot be covered from external sources.	Program and Service has been financed in part through municipal levies. The LPRCA Board will discuss options to seek other funding sources and/or negotiate cost-apportionment agreements with member municipalities. Future updates to the P&S inventory listing will reflect the status of discussions.
Stream health monitoring	3	CA Act Section 21.1.2	The stream health monitoring that LPRCA undertakes beyond the activities for Provincial Water Quality Monitoring Network and the Provincial Groundwater Monitoring Network is Category 3. Most activities are funded by external sources. The benthic invertebrate sampling program is reliant on municipal levy.	Program and Service has been financed in part through municipal levies. The LPRCA Board will discuss options to seek other funding sources and/or negotiate cost-apportionment agreements with member municipalities. Future updates to the P&S inventory listing will reflect the status of discussions.
Lamprey barrier inspection	3	CA Act Section 21.1.2	DFO pays LPRCA annually under MOU to inspect the condition of the lamprey barriers.	Not financed through municipal levies.
Lee Brown Waterfowl Management Area	1 & 3	CA Act Section 21.1.2	Area management, operation and maintenance	Not financed through municipal levies.
Camp Trillium	3	CA Act Section 21.1.2	Children's camp on property leased from LPRCA	Not financed through municipal levies.
Backus Environmental Education Centre	1 & 3	CA Act Section 21.1.2	Education Centre operation and maintenance and outdoor education program.	Not financed through municipal levies.
Backus Heritage Village and Historical Services	3	CA Act Section 21.1.2	The Heritage Village and Mill operation and maintenance and heritage education program, while they receive external funding from the provincial government, user fees and school board contracts, are funded in part by municipal levy. The mill is a National Historic Site.	Program and Service has been financed in part through municipal levies. The LPRCA Board will discuss options to seek other funding sources and/or negotiate cost-apportionment agreements with member municipalities. Future updates to the P&S inventory listing will reflect the status of discussions.

Program or Service	Category	Applicable Section of the Act	Description	Section 6(6) Info Requirements
Conservation Parks	3	CA Act Section 21.1.2	Water and hydro services upgrades, washroom upgrades, roof replacements, water systems and vehicles. The capital infrastructure upgrades, vehicles and equipment have been funded in part by municipal levy.	<p>Program and Service has been financed in part through municipal levies.</p> <p>The campgrounds annually have an operating surplus that has historically been used to reduce levy and partially fund the corporate services expenses. A capital reserve should be established prior to the 2024 budget and then an agreement would not be needed with municipalities to fund the capital activities with levy.</p>
Public Forest Land Management	1 & 3	CA Act Section 21.1.2	10-year Managed Forest Plans renewal, 5-year Operational Plan, harvest operations (marking, tendering, monitoring), ecological surveys, MFTIP and CLTIP programs.	Not financed through municipal levies.
Leighton and Betty Brown Conservation Scholarship	3	CA Act Section 21.1.2	Awarded annually to a watershed student graduating from high school and pursuing a degree in an environmental or natural resources field	Not financed through municipal levies.



Kettle Creek Conservation Authority

44015 Ferguson Line
St. Thomas, ON N5P 3T3
P 519-631-1270 | F 519-631-5026
www.kettlecreekconservation.on.ca
Member of Conservation Ontario

February 24, 2022

Adam Betteridge

Chief Administrative Officer/Clerk
Township of Malahide
87 John St. South
Aylmer, ON
N5H 2C3

Dear Mr. Betteridge:

Subject: Notice of Confirmation – 2022 Levy to KCCA

In accordance with provisions of the *Conservation Authorities Act*, R.S.O., 1999, and regulations made governing the approval of Conservation Authority levies, notice is hereby given to all member municipalities of the approval of the attached 2022 levies of the Kettle Creek Conservation Authority.

The 2022 budget and levy approval took place during the February 23, 2022 Annual General Meeting of the Kettle Creek Conservation Authority. Please find enclosed the 2022 levy that was approved at the meeting and the corresponding invoice.

You are hereby informed that the *Conservation Authorities Act* provides for individual municipal appeal of Conservation Authority levy apportionment to the Mining and Lands Commissioner. Appeals must be made in writing and forwarded by registered mail within thirty days after the municipality receives notice of the levy apportioned.

Council is encouraged to communicate their questions regarding all levies to their representatives. Questions on any matter are also welcomed by the undersigned. Thank you for your support of the efforts of the Kettle Creek Conservation Authority.

Also, please be advised the audited 2021 Financial Statements and the 2021 Annual Report are available on our web site (<https://www.kettlecreekconservation.on.ca/about-us/financial-overview/>).

Yours truly,

Elizabeth VanHooren
General Manager/Secretary Treasurer

3% Levy Scenario

Kettle Creek Conservation Authority • 2022 Levies•

Municipality	Modified Current Value Assessment	% Municipality in Watershed	MCVA in Watershed	% Levy	2022 Matched Levy	2022 Non-Matched Levy	2022 Special Levy **	Proposed 2022 Total Levy	2021 Total Levy	Difference 2020/2021
Central Elgin	\$1,948,927,105.95	60	1,169,356,264	7.7774	\$34,489.41	\$40,162.01	\$9,333.32	\$83,984.74	\$80,459.52	\$3,525.22
Middlesex Centre	\$3,535,992,173.50	7	247,519,452	1.6462	\$7,300.43	\$8,501.15	\$912.91	\$16,714.49	\$16,375.13	\$339.36
London	\$57,061,148,604.65	15	8,559,172,291	56.9270	\$252,447.29	\$293,968.21	\$28,142.42	\$574,557.92	\$562,671.07	\$11,886.85
Thames Centre	\$2,522,034,748.60	8	201,762,780	1.3419	\$5,950.86	\$6,929.62	\$906.91	\$13,787.39	\$13,652.33	\$135.06
Malahide	\$1,287,725,227.80	8	103,018,018	0.6852	\$3,038.45	\$3,538.20	\$906.91	\$7,483.55	\$7,407.72	\$75.83
Southwold	\$743,318,047.00	78	579,788,077	3.8562	\$17,100.48	\$19,913.05	\$6,786.78	\$43,800.31	\$42,472.31	\$1,328.00
St. Thomas	\$4,348,691,379.60	96	4,174,743,724	27.7662	\$123,131.38	\$143,383.25	\$40,300.23	\$306,814.87	\$293,605.88	\$13,208.99
Total	\$71,447,837,287		15,035,360,606	100.00	\$443,458.30	\$516,395.50	\$87,289.47	\$1,047,143.00	\$1,016,644.00	\$30,499.00



**Footnote: Levy partially supports the costs of operating the provincially mandated responsibilities of municipal plan input and review. Province moved to greatly reduce grants in 1995. The levy is calculated based on past, existing and anticipated program activity. The municipality has the option of recovering the levy through application fees.



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, R.R. 5, Aylmer, Ontario N5H 2R4

Phone: 519-773-9037 • Fax: 519-765-1489

E-mail: admin@catfishcreek.ca • www.catfishcreek.ca

March 14, 2022

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

Attention: Adam Betteridge, C.A.O./Clerk

In accordance with Section 39 (3) of the Conservation Authorities Act, R.S.O. 1990, please find attached a copy of the Catfish Creek Conservation Authority's Audited Financial Statements for the year ending December 31, 2021.

This letter also serves as your notice that the CCCA Board of Directors unanimously adopted its 2022 Budget, General Levy, and Special Plan Review Levy on March 10, 2022.

An invoice indicating the 2022 total Levy is enclosed. The Conservation Authority's Regulations, Procedures, and Rules of Order state that Levy apportionments are payable in two equal installments on or before May 15th and September 15th, 2022. Your consideration of payment in full at this time would be appreciated.

If you have any questions concerning the aforementioned information, please do not hesitate to contact our office at your convenience.

Sincerely,

Mr. Dusty Underhill
General Manager / Secretary-Treasurer

DU/ss
Enclosures



**CATFISH CREEK
CONSERVATION AUTHORITY**

**2022
FINAL BUDGET**

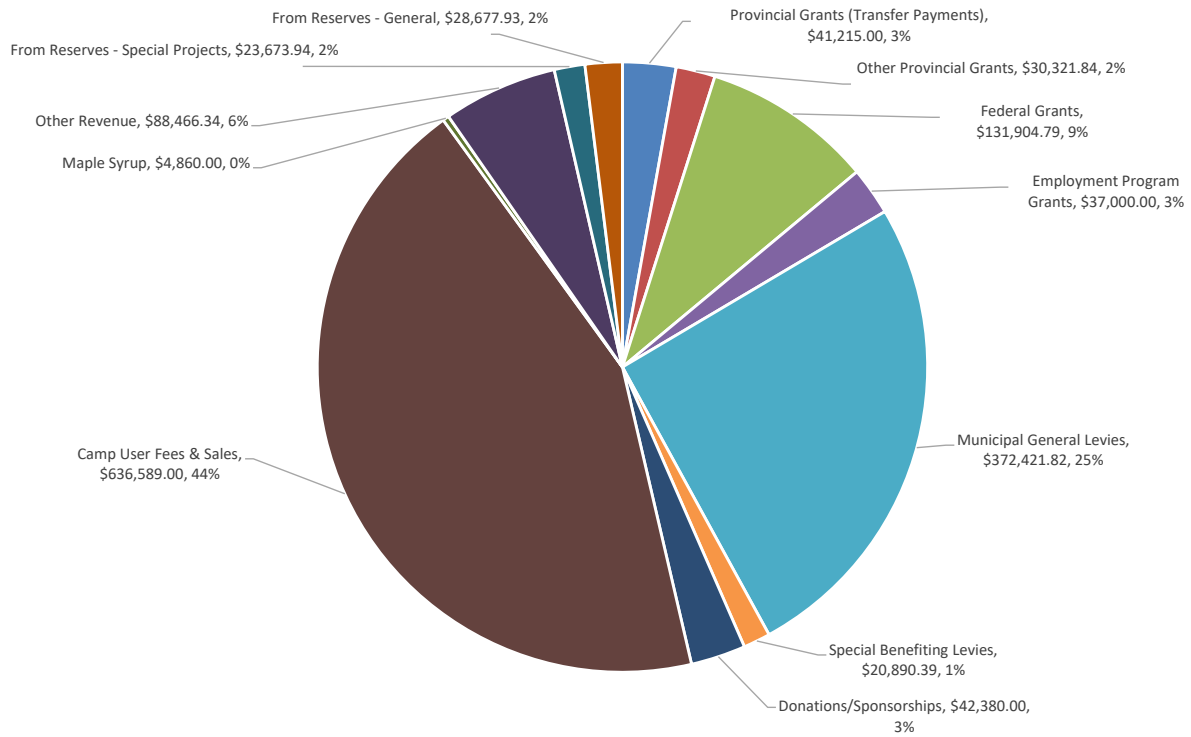
March 10, 2022

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
SUMMARY OF REVENUE AND EXPENDITURES
March 10, 2022

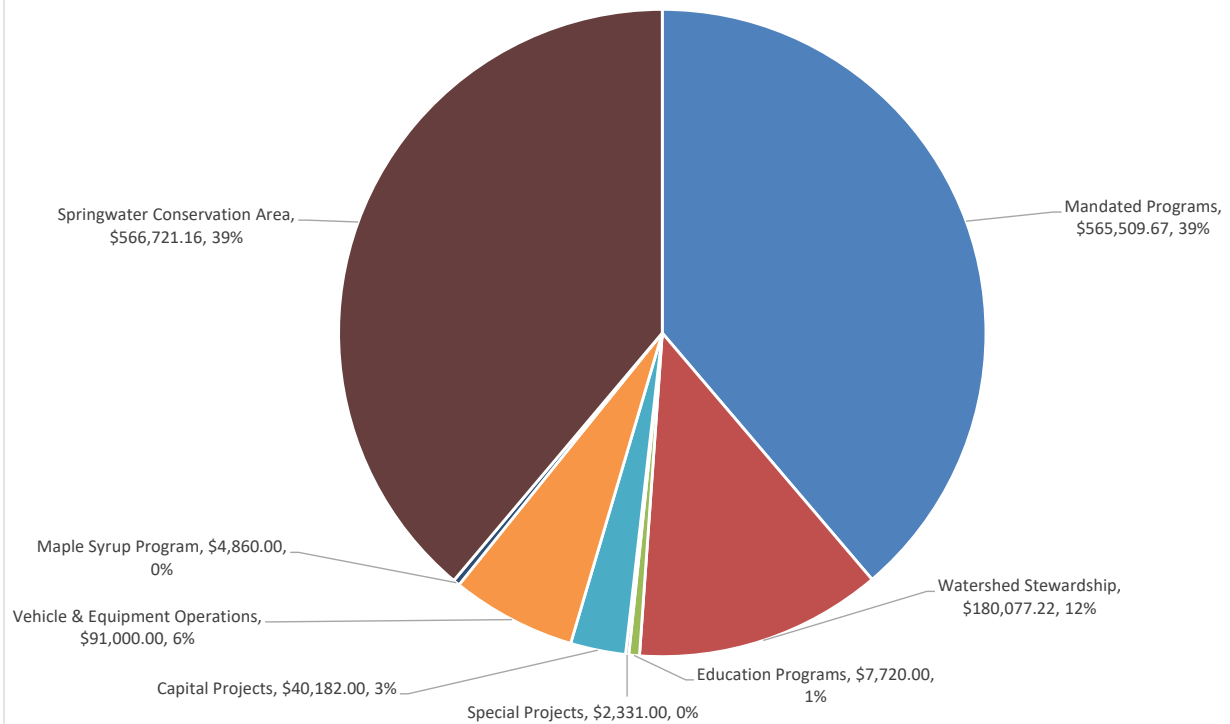
	2022 Budget	2021 Approved Budget	2021 Actual
REVENUE			
Provincial Grants (Transfer Payments)	\$41,215.00	\$41,215.00	\$41,215.00
Other Provincial Grants	\$30,321.84	\$16,684.87	\$114,213.24
Federal Grants	\$131,904.79	\$18,035.53	\$3,928.23
Employment Program Grants	\$37,000.00	\$50,377.80	\$179,428.59
Municipal General Levies	\$372,421.82	\$354,687.09	\$354,687.09
Special Benefiting Levies	\$20,890.39	\$36,218.65	\$36,565.00
Donations/Sponsorships	\$42,380.00	\$28,775.00	\$53,140.70
Camp User Fees & Sales	\$636,589.00	\$583,276.89	\$579,993.44
Maple Syrup	\$4,860.00	\$8,637.50	\$5,057.28
Other Revenue	\$79,799.61	\$97,586.39	\$129,124.37
Previous Year's Surplus (Deficit)	\$8,666.73	\$593.59	\$593.59
Deferred Revenue	\$0.00	\$349,253.00	-\$55,628.69
From Reserves - Special Projects	\$23,673.94	\$31,579.17	\$13,386.81
From Reserves - General	\$28,677.93	\$96,543.35	\$127,781.00
TOTAL REVENUE	\$1,458,401.05	\$1,713,463.83	\$1,583,485.65

	2022 Budget	2021 Approved Budget	2021 Actual
MANDATORY PROGRAMS			
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$162,205.25	\$165,892.15	\$194,656.92
2 FLOOD FORECASTING & WARNING	\$204,457.99	\$215,433.96	\$199,973.27
3 DROUGHT AND LOW WATER RESPONSE	\$14,517.11	\$0.00	\$21.76
4 ICE MANAGEMENT	\$12,640.39	\$30,468.65	\$30,815.01
5 INFRASTRUCTURE (Dam)	\$26,133.72	\$14,136.13	\$14,099.72
6&7 ACT REVIEWS & PLAN REVIEW	\$10,310.51	\$0.00	\$0.00
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$43,286.76	\$46,769.00	\$46,246.38
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$76,296.51	\$55,567.50	\$78,849.83
12 WATER QUALITY (PGMN & PSMP)	\$10,179.59	\$1,894.13	\$2,388.49
13 SOURCE PROTECTION	\$5,481.84	\$5,043.89	\$3,745.37
SUB TOTAL: MANDATORY PROGRAMS Expenditures	\$565,509.67	\$535,205.41	\$570,796.75
OTHER PROGRAMS AND SERVICES			
WATERSHED STEWARDSHIP	\$180,077.22	\$34,636.02	\$38,834.51
EDUCATION PROGRAMS	\$7,720.00	\$41,164.85	\$26,980.93
SPECIAL PROJECTS	\$2,331.00	\$25,744.83	\$16,680.28
C.A. DEVELOPMENT PROJECTS	\$40,182.00	\$381,000.00	\$80,262.84
VEHICLE & EQUIPMENT OPERATIONS	\$91,000.00	\$78,393.89	\$29,704.68
MAPLE SYRUP PROGRAM	\$4,860.00	\$12,137.50	\$11,755.17
SPRINGWATER CONSERVATION AREA	\$566,721.16	\$605,181.33	\$576,040.76
SUB TOTAL: OTHER PROGRAMS Expenditures	\$892,891.38	\$1,178,258.42	\$780,259.17
To Reserves - Special Projects	\$0.00	\$0.00	\$43,763.00
To Reserves - General	\$0.00	\$0.00	\$180,000.00
TOTAL EXPENSES	\$1,458,401.05	\$1,713,463.83	\$1,574,818.92
NET Profit (Loss)	\$0.00	\$0.00	\$8,666.73

CCCA Revenue Sources - 2022



CCCA Expenditures - 2022



CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
REVENUE SOURCES

PROGRAM	2022 BUDGET TOTALS	MNRF GRANT	GENERAL LEVY	SPECIAL LEVY	OTHER PROVINCIAL GRANTS	EMPLOYMENT GRANTS	FEDERAL/ INTERNATIONAL GRANTS	DEFERRED REVENUE	RESERVES	SURPLUS (DEFICIT)	DONATIONS	INCOME
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)	\$ 162,205.25	\$ -	\$ 110,474.75		\$ 1,350.00	\$ -			\$ 37,713.77	\$ 8,666.73	\$ 1,000.00	\$ 3,000.00
2 FLOOD FORECASTING & WARNING	\$ 204,457.99	\$ 41,215.00	\$ 163,242.99									
3 DROUGHT AND LOW WATER RESPONSE	\$ 14,517.11		\$ 14,517.11									
4 ICE MANAGEMENT	\$ 12,640.39	\$ -		\$ 12,640.39								
5 INFRASTRUCTURE (Dam)	\$ 26,133.72	\$ -	\$ 22,883.72		\$ 3,250.00							
6&7 ACT REVIEWS & PLAN REVIEW	\$ 10,310.51		\$ 10,310.51									
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)	\$ 43,286.76	\$ -	\$ 30,813.15	\$ 8,250.00								\$ 4,223.61
9-11 CONSERVATION AND MANAGEMENT OF LANDS	\$ 76,296.51		\$ 10,000.00						\$ 19,649.51		\$ 33,580.00	\$ 13,067.00
12 WATER QUALITY (PGMN & PSMP)	\$ 10,179.59		\$ 10,179.59						\$ -			
13 SOURCE PROTECTION	\$ 5,481.84		\$ -		\$ 5,481.84				\$ -			
SUB TOTAL: MANDATED PROGRAMS Revenue	\$ 565,509.67	\$ 41,215.00	\$ 372,421.82	\$ 20,890.39	\$ 10,081.84	\$ -	\$ -	\$ -	\$ 57,363.28	\$ 8,666.73	\$ 34,580.00	\$ 20,290.61
WATERSHED STEWARDSHIP	\$ 180,077.22				\$ 20,240.00	\$ 2,650.00	\$ 131,904.79		\$ 3,524.43		\$ 300.00	\$ 21,458.00
EDUCATION PROGRAMS	\$ 7,720.00								\$ -		\$ 7,000.00	\$ 720.00
SPECIAL PROJECTS	\$ 2,331.00						\$ -		\$ 500.00		\$ 500.00	\$ 1,331.00
CAPITAL PROJECTS	\$ 40,182.00							\$ -	\$ 40,182.00		\$ -	
VEHICLE & EQUIPMENT OPERATIONS	\$ 91,000.00								\$ 55,000.00			\$ 36,000.00
MAPLE SYRUP PROGRAM	\$ 4,860.00								\$ -		\$ -	\$ 4,860.00
SPRINGWATER CONSERVATION AREA	\$ 566,721.16					\$ 34,350.00			-\$ 104,217.84		\$ -	\$ 636,589.00
SUB TOTAL: OTHER PROGRAMS Revenue	\$ 892,891.38	\$ -	\$ -	\$ -	\$ 20,240.00	\$ 37,000.00	\$ 131,904.79	\$ -	-\$ 5,011.41	\$ -	\$ 7,800.00	\$ 700,958.00
TOTALS	\$ 1,458,401.05	\$ 41,215.00	\$ 372,421.82	\$ 20,890.39	\$ 30,321.84	\$ 37,000.00	\$ 131,904.79	\$ -	\$ 52,351.87	\$ 8,666.73	\$ 42,380.00	\$ 721,248.61

**CATFISH CREEK CONSERVATION AUTHORITY
2022 MUNICIPAL GENERAL LEVY COMPARISON**

Municipality	2021 CVA Apport. %	2021 General Levy	2021 General Levy With New CVA	General Levy Change Due to New CVA	* 2021 Planning Levy	2021 Total Levy	Approved General Levy Increase	2022 General Levy	* 2022 Planning Levy	2022 Total Levy
Aylmer, Town of	26.1389%	93,167.86	92,711.30	-456.56	850.00	93,561.30	4,635.57	97,346.87	850.00	98,196.87
Central Elgin, Municipality of	27.2106%	94,403.21	96,512.49	2,109.28	2,150.00	98,662.49	4,825.62	101,338.11	2,150.00	103,488.11
Malahide, Township of	36.8570%	132,691.94	130,727.02	-1,964.92	4,550.00	135,277.02	6,536.35	137,263.37	4,550.00	141,813.37
South-West Oxford, Township of	3.7220%	13,394.38	13,201.45	-192.93	350.00	13,551.45	660.07	13,861.53	350.00	14,211.53
St. Thomas, City of	6.0716%	21,029.70	21,535.18	505.48	350.00	21,885.18	1,076.76	22,611.94	350.00	22,961.94
	100%	354,687.09	354,687.44	0.35	8,250.00	362,937.44	17,734.37	372,421.82	8,250.00	380,671.82

Footnotes:

* Levies partially support the costs of operating the provincially mandated responsibilities of municipal plan input and review. Operating grants for provincially mandated responsibilities have been flatlined since 2000. The Special Planning Levy is calculated based on past, existing, and anticipated program activity. The municipality has the option of recovering this Special Planning Levy through application fees.

Data for Calculation of Sliding Scale of Grants and Levy for 2021

Municipality	% of Municipality in Watershed	Current Value Assessment (CVA) for Municipality	Current Value Assessment (CVA) in Watershed	CVA Based Apportionment Percentage
Aylmer, Town of	100%	748,865,505.00	748,865,505.00	26.1389%
Central Elgin, Municipality of	40%	1,948,927,105.95	779,570,842.38	27.2106%
Malahide, Township of	82%	1,287,725,227.80	1,055,934,686.80	36.8570%
South-West Oxford, Township of	8%	1,332,914,660.50	106,633,172.84	3.7220%
St. Thomas, City of	4%	4,348,691,379.60	173,947,655.18	6.0716%
		9,667,123,879	2,864,951,862	100.0001%

The apportionment figures are calculated from assessment data provided by the Municipal Property Assessment Corporation (MPAC), and further revised based on the Conservation Authority Levies Regulation (Ontario Regulation 670/00 under the Conservation Authorities Act).

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
TRANSFERS TO/FROM RESERVES

RESERVE NAME	BALANCE at Start Of 2022	Transfers To/From	BALANCE 2022 at Year End	Category
SPECIAL PROJECTS RESERVES:				
Bradley Creek	\$ 5,785.53		\$ 5,785.53	
Commemorative Forest	\$ 3,451.49	\$ -	\$ 3,451.49	
ACCA	\$ 15,335.00	-\$ 5,000.00	\$ 10,335.00	C.A. Lands
Johnson Tract	\$ 3,088.50	\$ -	\$ 3,088.50	C.A. Lands
Environmental Education (General)	\$ 15,938.46	\$ -	\$ 15,938.46	Education
Environmental Education (ELP)	\$ 1,151.77	\$ -	\$ 1,151.77	Education
Special Projects Support	\$ 7,858.29		\$ 7,858.29	
Funded Projects	\$ -	\$ -	\$ -	Special Projects
Recycling Initiative	\$ 3,524.43	-\$ 3,524.43	\$ -	Special Projects
Art Trail	\$ 8,310.00		\$ 8,310.00	SPW C.A.
Path of Honour	\$ 21,672.98	-\$ 500.00	\$ 21,172.98	Special Projects
		-\$ 4,649.51		C.A. Lands
YNHA	\$ 20,779.83	-\$ 4,649.51	\$ 16,130.32	
		-\$ 10,000.00		C.A. Lands
Springwater Forest	\$ 118,926.79	-\$ 10,000.00	\$ 108,926.79	
SUB-TOTAL SPECIAL PROJECTS RESERVES	\$ 225,823.07	-\$ 23,673.94	\$ 202,149.13	
GENERAL RESERVES:				
		-\$ 37,713.77		Corporate Services
		\$ 50,000.00		SPW C.A.
Working Capital	\$ 291,288.89	\$ 12,286.23	\$ 303,575.12	
		-\$ 55,000.00		Vehicle & Equipment
		\$ -		SPW C.A.
Capital Acquisition	\$ 117,970.17	-\$ 55,000.00	\$ 62,970.17	
Land Acquisition	\$ 85,757.35	\$ -	\$ 85,757.35	
		-\$ 40,182.00		CA Projects
		\$ -		Stage
		\$ -		Maple Syrup
		\$ 54,217.84		SPW C.A.
SPW C.A. Development	\$ 74,874.18	\$ 14,035.84	\$ 88,910.02	
SUB-TOTAL GENERAL RESERVES	\$ 569,890.59	-\$ 28,677.93	\$ 541,212.66	
TOTALS	\$ 795,713.66	-\$ 52,351.87	\$ 743,361.79	

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
1 RISK OF CERTAIN NATURAL HAZARDS (Corporate Services)					
Administration					
Wages & Benefits		\$ 90,761.20		\$ 100,205.89	\$ 85,605.60
TRAVEL EXPENSES & ALLOWANCES		\$ 8,150.00		\$ 6,800.00	
- FA Mtgs 9x5x\$50.00	\$ 2,250.00		\$ 2,250.00		\$ 1,850.00
- P/F Mtgs 2x5x\$20.00	\$ 350.00		\$ 350.00		\$ 330.00
- LMC Mtgs 2x5x\$50.00	\$ 500.00		\$ 500.00		\$ 450.00
- Interview Committee 2x2x\$50.00	\$ 200.00		\$ 200.00		\$ 250.00
- Special Meetings 2x5x\$50.00	\$ 500.00		\$ 500.00		\$ 1,250.00
- MOECP Ag Rep Compensation	\$ 1,350.00				
- Members Mileage	\$ 1,000.00		\$ 1,000.00		\$ 346.14
- Chair's Honorarium	\$ 1,000.00		\$ 1,000.00		\$ 1,000.00
- Meeting Expenses	\$ 1,000.00		\$ 1,000.00		\$ 416.21
Staff Mileage & Expenses		\$ 600.00		\$ 600.00	\$ 950.72
Office Equipment Purchase		\$ 1,000.00		\$ 1,000.00	\$ 1,227.95
Office Equipment Rental:		\$ 655.40		\$ 655.40	
- postage meter	\$ 150.00		\$ 150.00		\$ 485.40
- photocopier	\$ 505.40		\$ 505.40		\$ 1,527.20
Maintenance of Office Equip:		\$ 996.00		\$ 996.00	
- photocopier	\$ 296.00		\$ 296.00		\$ 1,296.64
- postage meter	\$ 100.00		\$ 100.00		\$ 398.07
- computer & network support	\$ 600.00		\$ 600.00		\$ 508.54
Vehicle/Equipment Rental		\$ 500.00		\$ 500.00	\$ 195.89
Uniforms		\$ 150.00		\$ 150.00	\$ -
Postage		\$ 1,100.00		\$ 1,100.00	\$ 43.37
Stationery & Office Supplies		\$ 2,500.00		\$ 2,500.00	\$ 1,731.13
General Printing		\$ 500.00		\$ 500.00	\$ -
Telephone		\$ 2,700.00		\$ 2,200.00	\$ 2,151.69
Heat (Hot Water Heater Rental)		\$ 130.00		\$ 130.00	\$ 131.59
Office Cleaning & Maintenance:		\$ 3,276.35		\$ 3,276.35	
- office cleaning	\$ 2,276.35		\$ 2,276.35		\$ -
- general maintenance	\$ 1,000.00		\$ 1,000.00		\$ 43.86
Legal Fees		\$ 750.00		\$ 750.00	\$ 17,017.77
General Expenses		\$ 3,000.00		\$ 3,000.00	\$ 2,007.81
Insurance		\$ 7,977.00		\$ 5,672.11	\$ 5,730.65
Bank Charges		\$ 500.00		\$ 500.00	\$ 1,159.79
Audit Fees		\$ 9,170.00		\$ 9,170.00	\$ 9,667.20
Conservation Ontario Levy		\$ 19,400.00		\$ 19,400.00	\$ 19,400.00
		\$ 153,815.95		\$ 159,105.75	\$ 157,173.22
Communications:					
Wages & Benefits		\$ -		\$ -	\$ 13,475.28
Training		\$ -		\$ -	\$ 1,272.00
Travel & Expenses		\$ 600.00		\$ 600.00	\$ -
Annual Meeting		\$ 650.00		\$ 650.00	\$ 201.34
Annual Report		\$ 1,200.00		\$ 1,200.00	\$ 1,124.45
Materials & Supplies		\$ 500.00		\$ 500.00	\$ -
Advertising & Promotion		\$ 300.00		\$ 300.00	\$ -
70th Anniversary Celebrations		\$ 500.00		\$ 500.00	\$ -
		\$ 3,750.00		\$ 3,750.00	\$ 16,073.07
GIS:					
Wages & Benefits					\$ 12,978.68
- ESRI Annual Enterprise License Agreement		\$ 2,836.40		\$ 2,836.40	\$ 777.85
- SWOOP Orthophotography		\$ -		\$ -	\$ 1,431.55
- training		\$ 1,125.00		\$ -	\$ -
- Office Equipment Rental and Maintenance		\$ -		\$ -	\$ 370.04
- computer & network support		\$ 629.52			\$ 613.81
- Vehicle & Equipment Rental		\$ 34.82			\$ -
- Miscellaneous & Supplies		\$ 13.56			\$ -
		\$ 4,639.30		\$ 2,836.40	\$ 16,171.93
Watershed Planning:					
Wages & Benefits		\$ -			\$ 5,238.70
- Implementation (expenses)		\$ -		\$ 100.00	\$ -
- Watershed Report Card		\$ -		\$ -	\$ -
- Monitoring (vehicle/equipment rentals)		\$ -		\$ 100.00	\$ -
		\$ -		\$ 200.00	\$ 5,238.70
		\$ 162,205.25		\$ 165,892.15	\$ 194,656.92

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
REVENUE					
Grants: Provincial	40100	\$ -	\$	2,500.00	\$ 2,500.00
Municipal General Levy	41000	\$ 110,474.75	\$	130,755.30	\$ 141,865.30
Grants: Employment (COVID-19)	42100	\$ -	\$	-	\$ 4,832.00
Grants: Other Provincial	40500	\$ 1,350.00	\$	-	\$ 40,000.00
Revenue: Sundry Income	48500	\$ -	\$	-	\$ 500.00
Revenue: Interest Income	46750	\$ 3,000.00	\$	3,000.00	\$ 1,085.66
Revenue: Data Services	48500	\$ -	\$	-	\$ 2,654.87
Donations (Annual Report)	43250	\$ 1,000.00	\$	875.00	\$ 450.00
Revenue Appropriated from SPW Operations		\$ -	\$	5,599.40	\$ -
Reserve - Working Capital	31500	\$ 37,713.77	\$	24,693.86	\$ -
Previous Year Surplus (Deficit)	49550	\$ 8,666.73	\$	593.59	\$ 593.59
		\$ 162,205.25		\$ 168,017.15	\$ 194,481.42
2 FLOOD FORECASTING & WARNING					
Wages & Benefits		\$ 165,875.59	\$	170,010.13	\$ 163,936.64
Data Collection (Operation/Maintenance of Gauges)		\$ 4,700.00	\$	4,700.00	\$ 3,981.54
Flood Forecasting		\$ 500.00	\$	200.00	\$ 250.00
COMMUNICATIONS:		\$ 5,400.00	\$	5,300.00	
- Equipment Purchase	\$ 2,000.00		\$ 2,000.00		\$ 2,284.51
- Industry Canada (mobile radio license)	\$ 200.00		\$ 200.00		\$ 198.71
- Maintenance of radio equipment	\$ 100.00		\$ -		\$ -
- computer & network support	\$ 800.00		\$ 800.00		\$ 972.17
- Cell Phone	\$ 2,300.00		\$ 2,300.00		\$ 2,344.12
OPERATIONS CENTRE:		\$ 12,015.40	\$	11,706.14	
- Heat & Hydro	\$ 5,300.00		\$ 5,300.00		\$ 5,836.21
- Insurance	\$ 1,029.00		\$ 936.74		\$ 935.23
- Taxes on Operation Centre	\$ 3,117.00		\$ 2,900.00		\$ 3,553.51
- Office Equipment Rental and Maintenance	\$ 936.40		\$ 936.40		\$ 851.47
- Maintenance	\$ 1,633.00		\$ 1,633.00		\$ 1,015.15
Response To Flood		\$ 500.00	\$	500.00	\$ -
Precipitation Gauge		\$ -	\$	8,722.30	
FLOOD CONTROL SYSTEMS		\$ 14,467.00	\$	13,295.39	
- Insurance	\$ 11,067.00		\$ 9,895.39		\$ 10,060.76
- Telephone/Fax/Internet	\$ 3,400.00		\$ 3,400.00		\$ 3,439.84
Vehicle & Equipment Rental		\$ 1,000.00	\$	1,000.00	\$ 313.41
		\$ 204,457.99		\$ 215,433.96	\$ 199,973.27
REVENUE					
Grants: Provincial	40100	\$ 41,215.00	\$	32,006.95	\$ 32,006.95
Municipal General Levy	41000	\$ 163,242.99	\$	174,704.71	\$ 167,966.71
Grants: Other Provincial - gauge (PPR)	25400	\$ -	\$	8,722.30	\$ -
		\$ 204,457.99		\$ 215,433.96	\$ 199,973.66
3 DROUGHT AND LOW WATER RESPONSE					
Wages & Benefits		\$ 13,517.11	\$	-	\$ -
- Miscellaneous & Supplies		\$ 500.00			\$ -
- Vehicle/Equipment Rental		\$ 500.00			\$ 21.76
		\$ 14,517.11		\$ -	\$ 21.76
REVENUE					
Municipal General Levy	41000	\$ 14,517.11	\$	-	\$ -
		\$ 14,517.11		\$ -	\$ -
4 ICE MANAGEMENT					
Wages & Benefits		\$ 12,240.39	\$	16,139.20	\$ 16,634.13
EXPENSES:		\$ 400.00	\$	14,329.45	
- Ice Breaking	\$ -		\$ 14,000.00		\$ 13,763.04
- Dredging	\$ -		\$ -		\$ -
- Miscellaneous & Supplies	\$ 100.00		\$ 100.00		\$ -
- Vehicle/Equipment Rental	\$ 300.00		\$ 229.45		\$ 417.84
		\$ 12,640.39		\$ 30,468.65	\$ 30,815.01
REVENUE					
Grants: Provincial	40100	\$ -	\$	2,500.00	\$ 2,500.00
Municipal General Levy	41000	\$ -	\$	-	\$ -
Special Benefiting Levy	41200	\$ 12,640.39	\$	27,968.65	\$ 28,315.00
		\$ 12,640.39		\$ 30,468.65	\$ 30,815.00

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
5 INFRASTRUCTURE (Dam)					
Wages & Benefits		\$ 15,521.72		\$ 9,655.04	\$ 12,177.79
Vehicle & Equipment Rentals		\$ 250.00		\$ 250.00	\$ -
Routine/Minor Maintenance		\$ 550.00		\$ 550.00	\$ -
Preventative Maintenance		\$ 1,200.00		\$ 1,200.00	\$ 51.48
WECI Dam Repairs		\$ 6,500.00		\$ 625.00	\$ -
Operation of Flood Control Structures (insurance&taxes)		\$ 2,112.00		\$ 1,856.09	\$ 1,870.45
		\$ 26,133.72		\$ 14,136.13	\$ 14,099.72
REVENUE					
Grants: Provincial 40100				\$ 2,617.00	\$ 2,617.00
Grants: Other Provincial WECI 40500		\$ 3,250.00		\$ 625.00	\$ 625.00
Municipal General Levy 41000		\$ 22,883.72		\$ 10,894.13	\$ 10,894.13
		\$ 26,133.72		\$ 14,136.13	\$ 14,136.13
6&7 ACT REVIEWS (Aggregate/Draining/Environmental Assessment) & PLAN REVIEW					
Wages & Benefits		\$ 9,810.51		\$ -	\$ -
Miscellaneous Expenses		\$ 500.00		\$ -	\$ -
		\$ 10,310.51		\$ -	\$ -
REVENUE					
Grants: Provincial 40100		\$ -		\$ -	\$ -
Municipal General Levy 41000		\$ 10,310.51		\$ -	\$ -
		\$ 10,310.51		\$ -	\$ -
8 ADMININSTRATING & ENFORCING THE ACT (Section 28)					
Wages & Benefits		\$ 34,913.36		\$ 38,692.33	\$ 39,662.33
EXPENSES:		\$ 8,373.40		\$ 8,076.67	
- Miscellaneous & Supplies	\$ 500.00		\$ 500.00		\$ -
- Equipment Purchase	\$ 1,000.00		\$ 1,000.00		\$ 1,029.03
- Office Equipment Rental and Maintenance	\$ 936.40		\$ 936.40		\$ 370.04
- Uniforms	\$ 100.00		\$ 100.00		\$ -
- Vehicle & Equipment Rental	\$ 1,800.00		\$ 1,800.00		\$ 1,388.46
- Telephone/Fax/Internet	\$ 850.00		\$ 850.00		\$ 863.83
- computer & network support	\$ 450.00		\$ 450.00		\$ 444.64
- Insurance	\$ 2,737.00		\$ 2,440.27		\$ 2,488.05
- Legal Fees	\$ 350.00		\$ 350.00		\$ -
		\$ 43,286.76		\$ 46,769.00	\$ 46,246.38
REVENUE					
Grants: Provincial 40100		\$ -		\$ 1,591.05	\$ 1,591.05
Municipal General Levy 41000		\$ 30,813.15		\$ 33,927.95	\$ 29,555.95
Special Benefitting Levy (Plan Review) 41200		\$ 8,250.00		\$ 8,250.00	\$ 8,250.00
Revenue: Legal Inquiries/Permit Applications 47000		\$ 4,223.61		\$ 3,000.00	\$ 6,849.60
		\$ 43,286.76		\$ 46,769.00	\$ 46,246.60
9-11 CONSERVATION AND MANAGEMENT OF LANDS					
Wages & Benefits		\$ 58,064.51		\$ 18,478.66	\$ 18,064.44
General Maintenance		\$ 2,000.00		\$ 2,750.00	\$ 167.60
- Archie Coulter	\$ 1,000.00		\$ 250.00		\$ 260.66
- Aylmer Tract	\$ -		\$ -		\$ -
- Bromley	\$ -		\$ -		\$ 43.53
- Brown C.A.	\$ -		\$ -		\$ -
- Calton Swamp	\$ -		\$ -		\$ 43.53
- Hawkins Tract	\$ -		\$ -		\$ 117.45
- Johnson Tract	\$ -		\$ 1,500.00		\$ 345.17
- Ward McKenna	\$ -		\$ -		\$ -
- YNHA	\$ 1,000.00		\$ 1,000.00		\$ 236.27
- YNHA : TD Special Project	\$ -		\$ -		\$ -
- ISN Networld (OPG administration)	\$ -		\$ -		\$ -
- COVID-19 property inspections	\$ -		\$ -		\$ 17.41
C.A. Lands Projects:					
- YNHA (TD Project)		\$ 6,080.00		\$ -	\$ -
		\$ 66,144.51		\$ 21,228.66	\$ 19,296.06

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
Springwater Forest Trails Expenses		\$ 2,000.00		\$ 2,000.00	\$ 3,250.62
Springwater Forest Hazard Tree Removal		\$ 5,000.00		\$ 4,044.20	\$ 2,500.00
Other CAs Special Projects		\$ -		\$ -	\$ 50,827.26
Taxes - Local Areas		\$ 150.00		\$ 150.00	\$ 148.63
Taxes - on CAs		\$ 56.00		\$ 50.00	\$ 55.55
Taxes - Agreement Forests		\$ 1,033.00		\$ 1,000.00	\$ 1,032.91
Insurance		\$ 1,913.00		\$ 1,704.66	\$ 1,738.80
Reserve (Working Capital)	31500			\$ 25,389.98	\$ -
Legal Fees		\$ -		\$ -	\$ -
		\$ 76,296.51		\$ 55,567.50	\$ 78,849.83
REVENUE					
Municipal General Levy	41000	\$ 10,000.00		\$ -	\$ -
Grants: Employment (COVID-19)	42100	\$ -		\$ -	\$ 3,846.48
Grants: Other Provincial (Great Lakes Local Action Fund)	40500	\$ -		\$ -	\$ 47,577.15
Grants: Other Provincial (HSP)	40500	\$ -		\$ -	\$ 1,063.53
Reserve - Spw Forest	32250	\$ 10,000.00		\$ -	\$ -10,000.00
Reserve - Land Acquisition	34000	\$ -		\$ -	\$ -10,000.00
Reserve - Johnson Tract	32350	\$ -		\$ -	\$ -
Reserve - ACCA	32300	\$ 5,000.00		\$ 1,000.00	\$ 10,000.00
Reserve - YNHA	34250	\$ 4,649.51		\$ 1,000.00	\$ -10,000.00
Reserve - Working Capital	31500	\$ -		\$ -	\$ -20,000.00
Donations SPW Forest	43250	\$ 23,000.00		\$ 10,000.00	\$ 22,983.42
Donations ACCA	43250	\$ 2,500.00		\$ 1,000.00	\$ 3,317.55
Donations YNHA	43250	\$ 2,000.00		\$ 1,000.00	\$ 3,267.20
Donations TD Friends of the Environment	43250	\$ 6,080.00		\$ -	\$ -
Revenue: Sale of Logs From SPW Forest	47800	\$ -		\$ -	\$ 11,200.00
Revenue: Sale of Logs From Johnson Tract	47820	\$ -		\$ 28,687.50	\$ 31,987.50
Revenue: Sale of Logs From YNHA	47850	\$ -		\$ -	\$ -
Revenue: Sale of CA Lands	47900	\$ -		\$ -	\$ -
Revenue: Other CA's (Land Use Agreement - TVDSB)	48600	\$ 12,567.00		\$ 12,380.00	\$ 12,381.00
Revenue: Equestrian Permits	48700	\$ 500.00		\$ 500.00	\$ 566.37
		\$ 76,296.51		\$ 55,567.50	\$ 78,190.20
12 WATER QUALITY (PGMN & PSMP)					
Wages & Benefits		\$ 9,179.59		\$ 1,894.13	\$ 1,963.25
- Miscellaneous & Supplies		\$ 500.00			\$ 364.30
- Vehicle/Equipment Rental		\$ 500.00			\$ 60.94
		\$ 10,179.59		\$ 1,894.13	\$ 2,388.49
REVENUE					
Municipal General Levy	41000	\$ 10,179.59		\$ -	\$ -
Reserve - Working Capital	31500	\$ -		\$ 1,894.13	\$ 2,388.00
		\$ 10,179.59		\$ 1,894.13	\$ 2,388.00
13 SOURCE PROTECTION					
Wages & Benefits		\$ 5,481.84		\$ 4,843.89	\$ 3,645.37
SPA Meetings		\$ -		\$ 200.00	\$ 100.00
		\$ 5,481.84		\$ 5,043.89	\$ 3,745.37
REVENUE					
Grants: Other Provincial (Source Protection Planning)	40500	\$ 5,481.84		\$ 4,837.57	\$ 3,408.29
Municipal General Levy	41000	\$ -		\$ -	\$ -
Reserve - Working Capital	31500	\$ -		\$ 206.32	\$ 337.00
		\$ 5,481.84		\$ 5,043.89	\$ 3,745.29
SUB TOTAL: MANDATED PROGRAMS Expenditures		\$ 565,509.67		\$ 535,205.41	\$ 570,796.75
SUB TOTAL: MANDATED PROGRAMS Revenue		\$ 565,509.67		\$ 537,330.41	\$ 569,976.30

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
OTHER PROGRAMS AND SERVICES					
WATERSHED STEWARDSHIP					
Wages & Benefits		\$ 6,118.15		\$ 11,808.58	\$ 6,572.21
Seasonal Staff wages and benefits (2 staff @15 days)		\$ 4,009.50		\$ -	\$ -
Tree Planting: Operating Expenses		\$ 500.00		\$ 850.00	\$ 592.06
Insurance		\$ -		\$ 1,470.14	\$ 1,519.94
Vehicle & Equipment Charges		\$ 536.78		\$ 500.00	\$ 721.23
Nursery Stock (Forest Ontario program)		\$ 15,510.00		\$ 4,500.00	\$ 9,231.26
Nursery Stock (private landowners)		\$ 498.00		\$ -	\$ -
Malahide Roadside Trees Program		\$ 700.00		\$ 700.00	\$ 663.72
Community Forest		\$ 300.00		\$ 300.00	\$ -
Woodlot Management Expenses		\$ -		\$ -	\$ 75.05
NSCSI Project		\$ 121,432.79		\$ -	\$ -
Private Landowner Grants (Other)		\$ 20,000.00			
Private Landowner Grants (HSP)		\$ 10,472.00		\$ 14,107.30	\$ 18,107.77
Vehicle & Equipment Charges		\$ -		\$ 400.00	\$ 1,201.33
Miscellaneous		\$ -		\$ -	\$ 50.22
COA		\$ -		\$ -	\$ 99.72
		\$ 180,077.22		\$ 34,636.02	\$ 38,834.51
REVENUE					
Grants: Other Provincial (Forests Ontario)	40500	\$ 20,240.00		\$ 2,500.00	\$ 7,217.50
Grants: Other Provincial - COA	40500	\$ -		\$ -	\$ 6,000.00
Grants: Other Provincial - Elgin Clean Water Program	40500	\$ -		\$ -	\$ 4,000.00
Grants: Other Provincial - HSP	40500	\$ 10,472.00		\$ 10,472.00	\$ 2,571.77
Grants: Federal (NSCSI)	40600	\$ 121,432.79		\$ -	\$ -
Grants: Employment (Career Launcher)	42100	\$ 2,650.00			
Donations (Commemorative Forest)	43250	\$ 300.00		\$ 300.00	\$ 1,080.00
Revenue: Ducks Unlimited Canada	48300	\$ 20,000.00		\$ -	\$ 9,911.00
Revenue: Elgin Stewardship Council	48300	\$ -		\$ -	\$ 1,625.00
Revenue: Landowners (tree stock)	47500	\$ 498.00		\$ 2,000.00	\$ -
Revenue: Landowners (handling fees)	47500	\$ 210.00		\$ -	\$ -
Revenue: Landowners (planting services)	47500	\$ -		\$ -	\$ -
Revenue: Municipalities	47500	\$ 750.00		\$ 750.00	\$ 738.72
Revenue: Forest Management Plan Approval Fees	47750	\$ -		\$ 700.00	\$ -
Prepaid Revenue Long-Term Projects: ERCA (HSP)	40600	\$ -		\$ 3,635.30	\$ -
Reserve - Commemorative Forest	31650	\$ -		\$ 200.00	\$ -
Reserve - Working Capital	31500	\$ -		\$ 12,078.72	\$ 5,234.00
Reserve - Recycling Initiative	31550	\$ 3,524.43		\$ -	\$ -
Reserve - YNHA	34250	\$ -		\$ 2,000.00	\$ -
Reserve - SPW Forest	32250	\$ -		\$ -	\$ -
		\$ 180,077.22		\$ 34,636.02	\$ 38,377.99

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
EDUCATION PROGRAMS					
Wages & Benefits		\$ -		\$ 27,704.28	\$ 13,475.28
Seasonal Staff wages and benefits		\$ -		\$ 798.00	\$ -
Miscellaneous Materials & Supplies		\$ 500.00		\$ 1,000.00	\$ 320.38
Education Programs		\$ 720.00		\$ 500.00	\$ 1,034.23
TD Education Program Special Project		\$ -		\$ 4,040.46	\$ 3,480.70
Environmental Leadership Program		\$ 6,000.00		\$ 6,622.11	\$ 8,170.34
Conservation Scholarship		\$ 500.00		\$ 500.00	\$ 500.00
		\$ 7,720.00		\$ 41,164.85	\$ 26,980.93
REVENUE					
Grants: Employment (COVID-19) 42100		\$ -		\$ -	\$ 11,792.96
Grants: Other Provincial (Maple Leaves Forever - Envirothon) 40500		\$ -		\$ -	\$ 1,750.00
Revenue: Programs 49000		\$ 720.00		\$ 500.00	\$ 2,800.00
Revenue: Carolinian Forest Festival 49000		\$ -		\$ 1,200.00	\$ -
Revenue: Miscellaneous (Lake Erie Student Summit) 49000		\$ -		\$ -	\$ 4,000.00
Revenue: Summer Day Camps (2 weeks) 49000		\$ -		\$ 2,880.00	\$ 6,004.00
Reserve - Working Capital 31500		\$ -		\$ 16,797.28	\$ -
Reserve - Environmental Education (General) 34070		\$ -		\$ 7,040.46	\$ 5,453.00
Reserve - Environmental Education (ELP Program) 34150		\$ -		\$ 2,022.11	\$ 870.34
Donations (Environmental Education) 43250		\$ 500.00		\$ 4,000.00	\$ 2,020.00
Donations (TD Env. Education Project) 43250		\$ -		\$ -	\$ -
Donations (ELP Program) 43250		\$ 6,500.00		\$ 4,600.00	\$ 4,500.00
		\$ 7,720.00		\$ 39,039.85	\$ 28,284.30
SPECIAL PROJECTS					
OPC Path of Honour		\$ 1,000.00		\$ 5,500.00	\$ 1,224.30
Pollinator Garden		\$ -		\$ -	\$ -
UnSmoke CleanUp Project		\$ -		\$ 3,928.23	\$ 3,843.77
Recycling Initiative		\$ -		\$ 14,816.60	\$ 11,292.17
Contract Services		\$ 590.00		\$ 1,000.00	\$ 320.04
Miscellaneous		\$ 741.00		\$ 500.00	\$ -
		\$ 2,331.00		\$ 25,744.83	\$ 16,680.28
REVENUE					
Grants: Federal (prepaid revenue - long term projects) 25400				\$ 3,928.23	\$ 3,928.23
Revenue: OPC Administration 48400		\$ 500.00		\$ 500.00	\$ -
Revenue: Contract Services 48800		\$ 831.00		\$ 1,500.00	\$ 775.78
Donations - OPC Path of Honour 43250		\$ 500.00		\$ 1,500.00	\$ -
Reserve - OPC Path of Honour 34300		\$ 500.00		\$ 3,500.00	\$ 1,224.30
Reserve - Funded Projects 34280		\$ -		\$ -	\$ -
Reserve - Recycling Initiative 31550		\$ -		\$ 14,816.60	\$ 11,292.17
Reserve - Working Capital 31500		\$ -		\$ -	\$ -
		\$ 2,331.00		\$ 25,744.83	\$ 17,220.48

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
CAPITAL DEVELOPMENT PROJECTS					
Springwater CA (White's Mill fence)		\$ -	\$ -	\$ -	3,758.10
Springwater CA (schoolhouse improvements)		\$ 1,000.00	\$ -	\$ -	-
Springwater CA (12 picnic tables)		\$ 10,000.00	\$ -	\$ -	-
Springwater CA (washroom partitions)		\$ 9,182.00	\$ -	\$ -	-
Springwater CA (Campground Upgrades)		\$ 20,000.00	\$ 5,000.00	\$ 1,670.48	
Springwater CA (Visitor Centre)		\$ -	\$ 51,000.00	\$ 70,644.26	
Record Unfunded Capital - not spent (GSE)	35500	\$ -	\$ -		
Springwater CA (Audrey's Place Maple Pavilion)		\$ -	\$ -	\$ 63,555.88	
Investment in Capital Assets (Audrey's PMP)	35600	\$ -	\$ -	\$ 63,555.88	
CA Development Projects Adjustment	32500	\$ -	\$ 44,097.79		
Springwater CA Evans Sisters Art Trail		\$ -	\$ 25,000.00	\$ 4,190.00	
Springwater CA Evans Sisters Stage		\$ -	\$ 255,902.21	\$ 168,295.06	
Investment in Capital Assets (Evans Sisters Stage)	35500	\$ -	\$ -	\$ 168,295.06	
		\$ 40,182.00	\$ 381,000.00	\$ 80,262.84	
REVENUE					
Reserve - CA Development (general)	32500	\$ 40,182.00	\$ 6,873.04	\$ 3,825.00	
Reserve - CA Development (Audrey's Place Maple Pavilion)	32500	\$ -	\$ -	\$ 13,556.00	
Reserve - CA Development (Record Unfunded Capital - not spent (35500	\$ -	\$ -	\$ 70,644.00	
Reserve - CA Development (Evans Sisters Stage)	32500	\$ -	\$ -	\$ -	
Reserve - Art Trail	32600	\$ -	\$ -	\$ 8,310.00	
Deferred Revenue - Evans Sisters Stage	26500	\$ -	\$ 300,000.00	\$ -	
Deferred Revenue - Evans Sisters Art Trail	26510	\$ -	\$ 25,000.00	\$ 12,500.00	
Deferred Revenue - Visitor Centre	26550	\$ -	\$ 24,253.00	\$ 43,128.69	
Deferred Revenue - Audrey's PMP	26560	\$ -	\$ -	\$ 50,000.00	
Donations - Capital Development (Miscellaneous)	43250	\$ -	\$ 1,000.00		
Donations - Visitor Centre Project Fundraiser	43250	\$ -	\$ -	\$ 1,470.00	
Donations - Audrey's Place Maple Pavilion	43250	\$ -	\$ -	\$ 50,000.00	
Donations - Donna Bushell Evans Estate - Art Trail	43250	\$ -	\$ -	\$ 13,252.53	
		\$ 40,182.00	\$ 357,126.04	\$ 38,808.84	
Revenue Appropriated from SPW Operations		\$ -	\$ 23,873.96	\$ -	
		\$ 40,182.00	\$ 381,000.00	\$ 38,808.84	
VEHICLE & EQUIPMENT OPERATIONS					
Vehicle Acquisition		\$ -	\$ 33,000.00	\$ 37,453.22	
Vehicle recorded as a Capital Asset		\$ -	\$ -	\$ 37,453.22	
Equipment Acquisition		\$ 52,000.00	\$ -	\$ -	
Miscellaneous Small Tools		\$ -	\$ 2,000.00	\$ -	
Vehicle Fuel		\$ 9,500.00	\$ 11,500.00	\$ 7,893.49	
Vehicle Maintenance & Repairs		\$ 2,500.00	\$ 5,200.00	\$ 1,997.83	
Vehicle Licenses		\$ 505.00	\$ 510.00	\$ 261.00	
Insurance		\$ 12,260.00	\$ 7,059.80	\$ 11,151.00	
Equipment Fuel		\$ 3,000.00	\$ 4,000.00	\$ 2,474.14	
Equipment Maintenance & Repairs		\$ 10,000.00	\$ 14,000.00	\$ 4,804.95	
Equipment Insurance		\$ 1,235.00	\$ 1,124.09	\$ 1,122.27	
		\$ 91,000.00	\$ 78,393.89	\$ 29,704.68	
REVENUE					
Municipal General Levy	41000	\$ -	\$ 4,405.00	\$ 4,405.00	
Revenue: Vehicle & Equipment Rental Charges	49800	\$ 36,000.00	\$ 39,988.89	\$ 32,044.87	
Vehicle and Equipment trade-in Revenue	49720	\$ -	\$ -	\$ 4,000.00	
Reserve - Capital Acquisition	34500	\$ 55,000.00	\$ 34,000.00	\$ 30,708.00	
		\$ 91,000.00	\$ 78,393.89	\$ 71,157.87	

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
MAPLE SYRUP PROGRAM					
Wages & Benefits - Permanent Staff		\$ -		\$ 7,525.58	\$ 7,525.60
Wages & Benefits - Seasonal Staff		\$ 2,744.23		\$ -	\$ -
Building Repairs & Renovations		\$ 500.00		\$ -	\$ -
Vehicle & Equipment Rental		\$ 500.00		\$ 500.00	\$ 34.82
Purchase of Resaleable Supplies		\$ -		\$ 3,092.00	\$ 4,109.75
Equipment Maintenance & Repair		\$ 500.00		\$ 500.00	\$ -
Operating Expenses - General		\$ 615.77		\$ 519.92	\$ 85.00
Special Attractions		\$ -		\$ -	\$ -
		\$ 4,860.00		\$ 12,137.50	\$ 11,755.17
REVENUE					
Reserve - CA Development 32500		\$ -		\$ -	\$ 1,089.00
Grants: Employment (COVID-19) 42100		\$ -		\$ -	\$ 4,808.10
Revenue: Sales 46500		\$ -		\$ 5,587.50	\$ 5,057.28
Revenue: School Groups (TVDSB) (9days) 46500		\$ 4,860.00		\$ -	\$ -
Revenue: Tours (non-TVDSB) 46500		\$ -		\$ -	\$ -
Revenue: Admissions 46500		\$ -		\$ 3,050.00	\$ -
Revenue: Facility Rental 46500		\$ -		\$ -	\$ -
Donations/Sponsorships 43250		\$ -		\$ 3,500.00	\$ 800.00
		\$ 4,860.00		\$ 12,137.50	\$ 11,754.38
SPRINGWATER CONSERVATION AREA					
Campground Expenditures					
WAGES & BENEFITS		\$ 161,613.66		\$ 253,691.04	\$ 234,061.34
Seasonal Staff wages and benefits		\$ 168,156.75		\$ 125,449.98	\$ 123,195.91
Vehicle & Equipment Rental		\$ 26,761.75		\$ 26,761.75	\$ 20,923.93
Advertising		\$ 1,100.00		\$ 1,100.00	\$ 196.00
Camp Taxes		\$ 7,415.00		\$ 7,500.00	\$ 7,415.16
Camp Insurance		\$ 12,618.00		\$ 11,312.97	\$ 11,470.97
Telephone Expenses		\$ 2,600.00		\$ 2,600.00	\$ 2,584.01
Camp Hydro		\$ 45,000.00		\$ 45,000.00	\$ 42,160.62
Camp Heat		\$ 300.00		\$ 300.00	\$ 842.56
SUPPLIES:		\$ 21,400.00		\$ 27,000.00	
- General Printing	\$ 700.00		\$ 1,000.00		\$ 474.00
- Sanitary Supplies	\$ 6,000.00		\$ 7,000.00		\$ 3,296.04
- JCP Program	\$ -		\$ -		\$ -
- Computer & Radio Equipment	\$ 1,200.00		\$ 1,000.00		\$ 1,554.72
- General Materials & Supplies	\$ 12,000.00		\$ 12,000.00		\$ 16,248.10
- Golf Cart	\$ -		\$ 4,000.00		\$ -
- Uniforms	\$ 1,500.00		\$ 2,000.00		\$ 2,633.50
MAINTENANCE:		\$ 50,950.00		\$ 41,172.48	
- computers & network support	\$ 1,000.00		\$ 3,000.00		\$ 684.47
- office equipment rental and maintenance	\$ 1,200.00		\$ 922.48		\$ 1,182.08
- Garbage Collection	\$ 16,000.00		\$ 13,000.00		\$ 16,279.17
- General Infrastructure	\$ 15,000.00		\$ 10,000.00		\$ 5,619.32
- Water Heater	\$ -		\$ 1,000.00		\$ -
- Hazard Tree Removal	\$ 12,000.00		\$ 7,000.00		\$ 11,395.00
- Liquid Waste Removal	\$ 4,000.00		\$ 4,000.00		\$ 2,700.00
- Picnic Table Maintenance	\$ 750.00		\$ 750.00		\$ -
- Water System Maintenance & Testing	\$ 1,000.00		\$ 1,500.00		\$ 859.81
Store Product (for resale)		\$ 8,000.00		\$ 11,000.00	\$ 5,683.80
Firewood Purchased (for resale)		\$ 12,000.00		\$ 13,000.00	\$ 17,070.00
Firewood Processing		\$ 2,000.00		\$ 2,000.00	\$ 2,667.76
MISCELLANEOUS:		\$ 31,900.00		\$ 18,845.00	
- Staff Training	\$ 1,000.00		\$ 1,000.00		\$ 2,450.00
- Reservation System	\$ 900.00		\$ 545.00		\$ 838.00
- Bank Charges (Card Processing Fees)	\$ 29,000.00		\$ 17,000.00		\$ 31,359.18
- MacKay Pay Mobile App Fees	\$ 700.00		\$ -		\$ 787.82
- Miscellaneous Expenses	\$ 300.00		\$ 300.00		\$ 388.26
Day-Use Hydro		\$ 1,900.00		\$ 1,700.00	\$ 1,755.17
Day-Use Taxes		\$ 120.00		\$ 120.00	\$ 120.13
Day-Use Insurance		\$ 5,686.00		\$ 5,078.11	\$ 5,168.84
Schoolhouse Heat & Hydro		\$ 1,700.00		\$ 2,050.00	\$ 1,975.09
Schoolhouse Maintenance/Furnishings		\$ 500.00		\$ 500.00	\$ -
Trout Program		\$ -		\$ 1,000.00	\$ -
Special Events Expenses		\$ 5,000.00		\$ 8,000.00	\$ -
		\$ 566,721.16		\$ 605,181.33	\$ 576,040.76

CATFISH CREEK CONSERVATION AUTHORITY
FINAL BUDGET 2022
March 10, 2022

Code	Subtotals	Budget 2022	Budget Subtotals 2021	Budget 2021	Actual 2021
REVENUE					
Donations (Trout Program) 43250	\$	-	\$	1,000.00	\$ -
Revenue: Camp/Day Use User Fees	\$	125,000.00	\$	135,000.00	\$ 109,733.15
Revenue: Store Sales	\$	12,000.00	\$	14,000.00	\$ 8,961.52
Revenue: Firewood Sales	\$	30,000.00	\$	25,000.00	\$ 23,907.08
Revenue: Facility Rentals	\$	3,000.00	\$	3,000.00	\$ 2,343.71
Revenue: Seasonal Fees & Winter Storage	\$	456,589.00	\$	398,276.89	\$ 435,047.98
Revenue: Trout Program	\$	-	\$	-	\$ -
Revenue: Special Events	\$	10,000.00	\$	8,000.00	\$ -
Grants: COVID-19 Supplies	\$	-	\$	-	\$ -
Grants: Employment (Youth Employment) 42550	\$	-	\$	-	\$ -
Grants: Employment (COVID-19) 42100	\$	-	\$	-	\$ 73,162.40
Grants: Employment (CSJ) 42250	\$	12,000.00	\$	20,000.00	\$ 26,570.00
Grants: Employment (Green Jobs) CPRA	\$	-	\$	-	\$ 22,265.53
Grants: Employment (Green Jobs) PLT	\$	-	\$	11,424.00	\$ 12,471.63
Grants: Employment (Career Launcher Internship)	\$	22,350.00	\$	5,230.80	\$ 8,074.49
Grants: Employment (Career Launcher Internship - local)	\$	-	\$	2,500.00	\$ -
Grants: Employment (JCP)	\$	-	\$	11,223.00	\$ 11,605.00
Reserve - Capital Acquisition 34500	\$	-	\$	-	-\$ 50,000.00
Reserve - Working Capital 31500	-\$	50,000.00	\$	-	-\$ 50,000.00
Reserve - C.A. Development 32500	-\$	54,217.84	\$	-	-\$ 50,000.00
	\$	566,721.16	\$	634,654.69	\$ 584,142.49
Revenue Appropriated to Administration	\$	-	-\$	5,599.40	\$ -
Revenue Appropriated to C.A. Development	\$	-	-\$	23,873.96	\$ -
	\$	566,721.16	\$	605,181.33	\$ 584,142.49
SUB TOTAL: OTHER PROGRAMS Expenditures	\$	892,891.38	\$	1,178,258.42	\$ 780,259.17
SUB TOTAL: OTHER PROGRAMS Revenue	\$	892,891.38	\$	1,176,133.42	\$ 789,746.35
TOTAL EXPENDITURES	\$	1,458,401.05	\$	1,713,463.83	\$ 1,351,055.92
TOTAL REVENUE	\$	1,458,401.05	\$	1,713,463.83	\$ 1,359,722.65
	\$	-	\$	-	\$ 8,666.73

CATFISH CREEK
CONSERVATION AUTHORITY
Financial Statements
December 31, 2021

CATFISH CREEK CONSERVATION AUTHORITY

Financial Statements

For The Year Ended December 31, 2021

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INDEPENDENT AUDITORS' REPORT

To the Members of **Catfish Creek Conservation Authority**:

Qualified Opinion

We have audited the financial statements of **Catfish Creek Conservation Authority**, which comprise the statement of financial position as at December 31, 2021, and the statement of operations and accumulated surplus, statement of changes in net financial assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the effects of the matter described in the Basis for Qualified Opinion paragraph, the **Catfish Creek Conservation Authority's** financial statements present fairly, in all material respects, the financial position of the **Catfish Creek Conservation Authority** as at December 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for public sector entities.

Basis for Qualified Opinion

In common with many charitable organizations, the organization derives revenue from donations, the completeness of which is not susceptible of satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the organization and we were not able to determine whether any adjustments might be necessary to contributions and donations, revenues over expenditures, and cash flows for the year ending December 31, 2021 and year ending December 31, 2020, current assets as at December 31, 2021 and December 31, 2020, and net assets as at January 1, 2021 and December 31, 2021 for the 2021 year ended, as well as January 1, 2020 and December 31, 2020, for the 2020 year ended. Our audit on the financial statements for the year ended December 31, 2020 was modified accordingly because of the possible effects of this limitation in scope.

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

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

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

In preparing the financial statements, management is responsible for assessing the organization's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the organization or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the organization's financial reporting process.


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INDEPENDENT AUDITORS' REPORT (CONTINUED)

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the organization to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

St. Thomas, Ontario

January 27, 2022

Graham Scott Enns LLP

CHARTERED PROFESSIONAL ACCOUNTANTS

Licensed Public Accountants

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CATFISH CREEK CONSERVATION AUTHORITY

**Statement of Financial Position
As At December 31, 2021**

	2021 <u>\$</u>	2020 <u>\$</u>
FINANCIAL ASSETS		
Cash	693,036	763,738
Short term investments (Note 2)	321,031	319,945
Accounts receivable	<u>55,458</u>	<u>66,228</u>
	<u>1,069,525</u>	<u>1,149,911</u>
 LIABILITIES		
Accounts payable and accrued liabilities	81,378	50,541
Deferred revenues (Note 4)	<u>504,149</u>	<u>466,971</u>
TOTAL LIABILITIES	<u>585,527</u>	<u>517,512</u>
 NET FINANCIAL ASSETS	<u>483,998</u>	<u>632,399</u>
 NON-FINANCIAL ASSETS		
Prepays	21,528	-
Tangible capital assets (Pages 20 and 21)	<u>1,993,913</u>	<u>1,690,828</u>
	<u>2,015,441</u>	<u>1,690,828</u>
 ACCUMULATED SURPLUS (NOTE 5)	<u>2,499,439</u>	<u>2,323,227</u>

See accompanying notes to the financial statements.

CATFISH CREEK CONSERVATION AUTHORITY

**Statement of Operations and Accumulated Surplus
For The Year Ended December 31, 2021**

	2021 Budget (Unaudited-Note 8) \$	2021 Actual \$	2020 Actual \$
REVENUES			
Camping and day use - user fees	591,916	585,051	585,889
Municipal levies (Note 6)	390,906	391,252	382,538
Ontario and Federal works programs (Note 12)	50,378	179,429	157,276
Other provincial grants	16,685	114,213	11,390
Watershed stewardship - user fees and permits	57,597	95,994	43,559
Donations and sponsorships	53,775	53,141	73,876
Ministry of Natural Resource and Forestry grants	41,215	41,215	41,215
Federal grants	18,035	3,928	14,034
Interest	-	1,087	3,831
	<u>1,220,507</u>	<u>1,465,310</u>	<u>1,313,608</u>
EXPENDITURES (NOTE 7)			
Camping and day use (Page 18)	617,319	587,796	567,878
Program expenditures-Mandated Programs (Page 17)	319,033	312,545	298,167
Administrative expenditures (Page 19)	141,195	157,174	164,226
Program expenditures-Watershed Stewardship (Page 17)	95,211	88,043	85,034
Special projects, surveys and studies (Page 18)	81,313	105,149	58,204
Amortization (Page 20 and 21)	40,731	40,731	36,010
Motor pool (Page 18)	4,405	(2,340)	(13,351)
	<u>1,299,207</u>	<u>1,289,098</u>	<u>1,196,168</u>
SURPLUS FOR THE YEAR	<u>(78,700)</u>	176,212	117,440
ACCUMULATED SURPLUS, BEGINNING OF YEAR		<u>2,323,227</u>	<u>2,205,787</u>
ACCUMULATED SURPLUS, END OF YEAR (NOTE 5)		<u>2,499,439</u>	<u>2,323,227</u>

See accompanying notes to the financial statements.

CATFISH CREEK CONSERVATION AUTHORITY**Statement of Change in Net Financial Assets
For The Year Ended December 31, 2021**

	2021 Budget (Unaudited-Note 8) <u>\$</u>	2021 Actual <u>\$</u>	2020 Actual <u>\$</u>
ANNUAL SURPLUS (DEFICIT)	(78,700)	176,212	117,440
Amortization of tangible capital assets	40,731	40,731	36,010
Acquisition of tangible capital assets	-	(343,816)	(98,997)
Gain on sale of tangible capital assets	-	(4,000)	-
Proceeds on sale of tangible capital assets	-	4,000	-
Acquisition of prepaids	<u>-</u>	<u>(21,528)</u>	<u>-</u>
CHANGE IN NET FINANCIAL ASSETS	(37,969)	(148,401)	54,453
NET FINANCIAL ASSETS, BEGINNING OF YEAR	<u>632,399</u>	<u>632,399</u>	<u>577,946</u>
NET FINANCIAL ASSETS, END OF YEAR	<u><u>594,430</u></u>	<u><u>483,998</u></u>	<u><u>632,399</u></u>

See accompanying notes to the financial statements.

CATFISH CREEK CONSERVATION AUTHORITY

Statement of Cash Flows
For The Year Ended December 31, 2021

	2021	2020
	<u>\$</u>	<u>\$</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Surplus for the year	176,212	117,440
Items not affecting cash:		
Amortization of tangible capital assets	40,730	36,010
Gain on disposal of tangible capital assets	(4,000)	-
Amortization of deferred capital contributions	<u>(25,753)</u>	<u>-</u>
	187,189	153,450
Change in non-cash working capital balances:		
Accounts receivable	10,769	7,704
Accounts payable and accrued liabilities	30,837	8,339
Deferred revenues	12,932	(3,493)
Prepays	<u>(21,528)</u>	<u>-</u>
	<u>220,199</u>	<u>166,000</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Proceeds on sale of investments	319,945	317,263
Purchase of investments	(321,031)	(319,945)
Capital funding received	<u>50,000</u>	<u>349,253</u>
	<u>48,914</u>	<u>346,571</u>
CASH FLOWS FROM CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(343,815)	(98,997)
Proceeds on disposal of tangible capital assets	<u>4,000</u>	<u>-</u>
	<u>(339,815)</u>	<u>(98,997)</u>
NET CHANGE IN CASH DURING THE YEAR	(70,702)	413,574
CASH, BEGINNING OF YEAR	<u>763,738</u>	<u>350,164</u>
CASH, END OF YEAR	<u><u>693,036</u></u>	<u><u>763,738</u></u>

See accompanying notes to the financial statements.

CATFISH CREEK CONSERVATION AUTHORITY**Notes to the Financial Statements
For The Year Ended December 31, 2021**

PURPOSE OF THE ORGANIZATION

Catfish Creek Conservation Authority (the "organization") is established under the Conservation Authorities Act of Ontario to further the conservation, restoration, development and management of natural resources, other than gas, oil, coal and minerals, for the watershed within its jurisdiction. This jurisdiction includes areas in the City of St. Thomas, the Municipality of Central Elgin, the Town of Aylmer, the Township of South-West Oxford and the Township of Malahide. The organization is also a registered charity and as such is exempt from income taxes under paragraph 149(1)(f) of the Income Tax Act.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The financial statements of the organization are prepared by management in accordance with Canadian generally accepted accounting principles for organizations operating in the local government sector as recommended by the Public Sector Accounting Board of Chartered Professional Accountants - Canada. Significant aspects of the accounting policies adopted by the organization are as follows:

Accounting Estimates

The preparation of these financial statements in conformity with Canadian accounting standards for public sector entities requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenditures during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. There are no significant estimates.

Financial Instruments*Measurement of financial instruments*

The organization initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions.

The organization subsequently measures all its financial assets and financial liabilities at amortized cost, except for cash, which is measured at fair value. Changes in fair value are recognized in the statement of changes in net financial assets until they are realized, at which time they are recognized in surplus for the year.

Financial assets measured at amortized cost include short term investments and accounts receivable.

CATFISH CREEK CONSERVATION AUTHORITY**Notes to the Financial Statements
For The Year Ended December 31, 2021**

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)Financial Instruments (continued)

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities and deferred revenue.

Revenue Recognition

Revenue is recognized as follows:

- Municipal levy revenue is recognized in full once the Municipalities approve the levied amount.
- Campground rental revenue is recognized when the campsite is used. For seasonal campground rentals the revenue is recognized over the camping season to which it relates.
- Grant revenue and government transfers are recognized authorized or the eligibility criteria has been met.
- Donation and sponsorship revenue is recognized when received, unless for specified purpose.
- Funds received, including capital grants and donations for a specified purpose, are amortized and brought into revenue in which the corresponding expense is incurred.

Classification of Expenditures

Expenditures are reported in four main categories, which follow the classifications designated by the Ministry of Natural Resources and Forestry for program grants. By following these guidelines, there will be consistency of reporting by the Conservation Authorities in Ontario. These are further explained as follows:

- General administration expenditures include those associated with head office functions other than technical staff and associated programs.
 - Water and related land management expenditures include program administration, capital works for water related projects along with associated programs such as floodplain regulations, conservation services, dam operation and maintenance.
 - Conservation and recreation land management expenditures include capital works for recreation related projects along with associated programs such as wildlife conservation services.
 - Other operational expenditures include conservation areas, special employment projects, vehicles and equipment operations.
-

CATFISH CREEK CONSERVATION AUTHORITY

Notes to the Financial Statements For The Year Ended December 31, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Tangible Capital Assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value of the tangible capital asset, is amortized on a straight-line basis over its estimated useful life as follows:

Buildings	50 years
Dams	100 years
Bridges, boardwalks and other wood structures	30 years
Water services and wells	50 years
Equipment	30 years
Hydro services	50 years
Vehicles	8 years

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets received as contributions are recorded at their fair value at the date of receipt and also are recorded as deferred revenue and amortized over their useful life of the asset.

Non-Financial Assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the annual surplus or deficit, provides the Change in Net Financial Assets for the year.

Reserves

The organization sets up internal reserves for campground operations, capital replacement, legal and other items in order to ensure funds are available to finance shortfalls. These reserves are replenished from operating surplus as directed by the board of directors.

Contaminated Sites

The organization may be exposed to litigation or other costs of remediation due to contaminated properties. A liability for remediation is recognized in the financial statements when an environmental standard exists, contamination exceeds the standard, the organization is directly responsible for the remediation and a reasonable estimate of the liability can be made. As at December 31, 2021 there were no properties that the organization was responsible to remedy and as such no liability has been accrued.

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CATFISH CREEK CONSERVATION AUTHORITY

**Notes to the Financial Statements
For The Year Ended December 31, 2021**

2. SHORT TERM INVESTMENTS

	2021	2020
	<u>\$</u>	<u>\$</u>
GIC, 0.35%, matures on June 30, 2022	321,031	-
GIC, 0.55%, matures on June 28, 2021	<u>-</u>	<u>319,945</u>
	<u>321,031</u>	<u>319,945</u>

3. RESERVES

The organization has established a number of internal reserves in order to ensure that funds are available to support future activities. The following reserves have been established:

Operational Reserve

The purpose of the operational reserve is to use any accumulated funds for the payment of expenditures that are not covered by government funding.

Capital Acquisition Reserve

This fund has been established to support the acquisition of various tangible capital assets as they become due for replacement.

Special Programs Reserve

This fund has been established to support funds designated by donors for special conservation projects to be carried out in the watershed.

Land Acquisition Reserve

This fund has been established to support the acquisition of environmentally significant properties that would further the objectives of the organization.

Conservation Areas Development Reserve

This fund has been established to support the development of environmentally significant properties that would further the objectives of the organization.

The reserve fund transfers for the year are outlined in the Schedule of Internal Reserves on page 16 of the financial statements.

CATFISH CREEK CONSERVATION AUTHORITY

Notes to the Financial Statements
For The Year Ended December 31, 2021

4. DEFERRED REVENUES

	2021	2020
	<u>\$</u>	<u>\$</u>
Camping deposits	115,847	101,432
Grant	14,802	16,286
Capital donations	<u>373,500</u>	<u>349,253</u>
	<u><u>504,149</u></u>	<u><u>466,971</u></u>

5. ACCUMULATED SURPLUS

The accumulated surplus balance consists of general fund, balances in reserves and investment in tangible capital assets and is made up as follows:

	2021	2020
	<u>\$</u>	<u>\$</u>
General fund	<u>(4,294)</u>	<u>(12,369)</u>
Reserves funds:		
Operational reserve	291,289	229,248
Capital acquisition reserve	117,970	98,678
Special programs reserve	225,823	195,447
Land acquisition reserve	85,757	75,757
Conservation areas development reserve	<u>74,874</u>	<u>113,988</u>
	<u><u>795,713</u></u>	<u><u>713,118</u></u>
Invested in tangible capital assets	<u><u>1,708,020</u></u>	<u><u>1,622,478</u></u>
	<u><u>2,499,439</u></u>	<u><u>2,323,227</u></u>

CATFISH CREEK CONSERVATION AUTHORITY

Notes to the Financial Statements
For The Year Ended December 31, 2021

6. MUNICIPAL LEVIES

The municipalities that participate as members of CCCA and their corresponding financial levies are as follows:

	2021	2020
	<u>\$</u>	<u>\$</u>
Township of Malahide	165,559	163,309
Municipality of Central Elgin	96,553	93,804
Town of Aylmer	94,017	91,304
City of St. Thomas	21,379	20,767
Township of South-West Oxford	<u>13,744</u>	<u>13,354</u>
	<u>391,252</u>	<u>382,538</u>

The municipal levy for the Township of Malahide noted above includes a special levy of \$28,315 (2020 - \$29,932) related to the ice management program in Port Bruce.

7. SUPPLEMENTARY INFORMATION:

	2021	2020
	<u>\$</u>	<u>\$</u>
Current fund expenditures by object:		
Amortization	40,732	36,010
Insurance	51,838	43,179
Municipal taxes	8,772	8,606
Other program expenditures	417,868	401,488
Salaries, wages and employee benefits	<u>769,888</u>	<u>706,885</u>
	<u>1,289,098</u>	<u>1,196,168</u>

CATFISH CREEK CONSERVATION AUTHORITY

Notes to the Financial Statements
For The Year Ended December 31, 2021

8. BUDGETED AMOUNTS

The budget figures presented in these financial statements are based upon the 2021 budget approved by the board. Adjustments to budgeted values were required to provide comparative budget values based on the full accrual basis of accounting. The chart below reconciles the approved budget with the budget figures presented in these financial statements. Budget amounts are unaudited.

	Approved Budget \$	Adjustments \$	PSAB Budget \$
REVENUES			
Camping and day use	591,916	-	591,916
Municipal levies	390,906	-	390,906
Ontario and Federal works programs	50,378	-	50,378
Donations and sponsorships	378,028	(324,253)	53,775
Watershed stewardship - user fees and permits	57,597	-	57,597
Ministry of Natural Resource and Forestry Grants	41,215	-	41,215
Federal grants	18,035	-	18,035
Other provincial grants	16,685	-	16,685
Reserves	128,122	(128,122)	-
Prior year surplus	<u>594</u>	<u>(594)</u>	<u>-</u>
	<u>1,673,476</u>	<u>(452,969)</u>	<u>1,220,507</u>
EXPENDITURES			
Camping and day use	617,319	-	617,319
Program expenditures			
- Mandated Programs	319,033	-	319,033
- Watershed Stewardship	95,211	-	95,211
Administration	141,195	-	141,195
Special projects, surveys and studies	462,313	(381,000)	81,313
Motor pool	38,405	(34,000)	4,405
Amortization	<u>-</u>	<u>40,731</u>	<u>40,731</u>
	<u>1,673,476</u>	<u>(374,269)</u>	<u>1,299,207</u>
SURPLUS (DEFICIT) FOR THE YEAR	<u><u>-</u></u>	<u><u>(78,700)</u></u>	<u><u>(78,700)</u></u>

CATFISH CREEK CONSERVATION AUTHORITY**Notes to the Financial Statements
For The Year Ended December 31, 2021**

9. FINANCIAL INSTRUMENT RISKRisks and Concentrations

The organization is exposed to various risks through its financial instruments. The following analysis provides a measure of the organization's risk exposure and concentrations at the statement of financial position date.

Liquidity Risk

Liquidity risk is the risk that the organization will encounter difficulty in meeting obligations associated with financial liabilities. The organization is exposed to this risk mainly in respect of its accounts payable and accrued liabilities. Management does not feel this risk is significant as no financial liabilities of the organization were in default during the period and the organization was not subject to any covenants during the period.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The organization's main credit risk relates to its accounts receivable. Management does not feel this risk is significant.

It is management's opinion that the entity is not exposed to any significant market, interest rate, foreign currency or price risk.

There were changes in the risk assessments from the previous year.

10. DONATED SERVICES

Community members have volunteered their time and talents to the organization. Since these services are not normally purchased and because of the difficulty of determining their fair value, donated services are not recognized in these statements.

11. GROUP RRSP

The organization has established a Group RRSP plan for all regular full-time employees. Under the terms of the plan, the organization and the employee are required to make contributions equivalent to 5% of the employee's gross salary. The total cost of this plan for the year was approximately \$21,900 (2020 - \$18,600).

CATFISH CREEK CONSERVATION AUTHORITY**Notes to the Financial Statements
For The Year Ended December 31, 2021**

12. CANADIAN EMERGENCY WAGE SUBSIDY

During the year, the organization experienced a reduction in revenue that qualified the organization to recover a portion of its wages under the Canada Emergency Wage Subsidy (CEWS) program. The organization received \$98,442 (2020 - \$72,631) for the CEWS program. These payments under the CEWS program have been reported in the statement of operations as Ontario and Federal Works Programs.

13. SIGNIFICANT EVENT

During and subsequent to the year end, the organization was exposed to economic risks associated with the coronavirus pandemic. These risks are beyond the organization's control. The impact of these risks cannot be identified at this time but could impact the organization's operations, future net earnings, cash flows and financial condition. The organization is mitigating the impacts of any potential risks by utilizing all available government programs and modifying its service deliveries.

14. COMPARATIVE FIGURES

Certain comparative figures presented in the financial statements have been reclassified to conform to the presentation adopted in the current year.

CATFISH CREEK CONSERVATION AUTHORITY

**Schedule of Internal Reserves
For The Year Ended December 31, 2021**

	2021	2020
	\$	\$
<u>Operational Reserve</u>		
BALANCE, BEGINNING OF YEAR	229,248	188,183
Transfer from annual surplus	70,000	115,670
Transfer to annual surplus	<u>(7,959)</u>	<u>(74,605)</u>
BALANCE, END OF YEAR	<u>291,289</u>	<u>229,248</u>
<u>Capital Acquisition Reserve</u>		
BALANCE, BEGINNING OF YEAR	98,678	80,928
Transfer from annual surplus	50,000	17,750
Transfer to annual surplus	<u>(30,708)</u>	<u>-</u>
BALANCE, END OF YEAR	<u>117,970</u>	<u>98,678</u>
<u>Special Programs Reserve</u>		
BALANCE, BEGINNING OF YEAR	195,447	169,956
Transfer from annual surplus	43,763	35,300
Transfer to annual surplus	<u>(13,387)</u>	<u>(9,809)</u>
BALANCE, END OF YEAR	<u>225,823</u>	<u>195,447</u>
<u>Land Acquisition Reserve</u>		
BALANCE, BEGINNING OF YEAR	75,757	75,757
Transfer from annual surplus	10,000	-
Transfer to annual surplus	<u>-</u>	<u>-</u>
BALANCE, END OF YEAR	<u>85,757</u>	<u>75,757</u>
<u>Conservation Areas Development Reserve</u>		
BALANCE, BEGINNING OF YEAR	113,988	75,054
Transfer from annual surplus	50,000	80,000
Transfer to annual surplus	<u>(89,114)</u>	<u>(41,066)</u>
BALANCE, END OF YEAR	<u>74,874</u>	<u>113,988</u>

CATFISH CREEK CONSERVATION AUTHORITY

**Schedule of Program Expenditures
For The Year Ended December 31, 2021**

	2021	2020
	<u>\$</u>	<u>\$</u>
PROGRAM EXPENDITURES		
Mandated Programs		
Flood forecast and warning	199,973	180,668
Plan input	46,246	39,778
Ice management	30,815	34,932
Technical studies	16,172	15,570
Flood control structures	14,100	21,584
Watershed planning	<u>5,239</u>	<u>5,635</u>
	<u>312,545</u>	<u>298,167</u>
Watershed Stewardship Programs		
Conservation information and education	43,054	30,995
Watershed stewardship	19,359	21,905
Tree planting	18,181	16,716
Water management programs	6,255	12,205
Woodlot management	<u>1,194</u>	<u>3,213</u>
	<u>88,043</u>	<u>85,034</u>
Total Program Expenditures	<u><u>400,588</u></u>	<u><u>383,201</u></u>

CATFISH CREEK CONSERVATION AUTHORITY

**Schedule of Other Expenditures
For The Year Ended December 31, 2021**

Camping and Day Use

	2021	2020
	<u>\$</u>	<u>\$</u>
Campground wages	357,257	326,394
Campground expenses	145,291	134,297
Utilities	73,493	70,353
Maple syrup program	<u>11,755</u>	<u>36,834</u>
	<u>587,796</u>	<u>567,878</u>

Special Projects, Surveys and Studies

	2021	2020
	<u>\$</u>	<u>\$</u>
Other conservation lands	78,850	40,006
Special projects - other	16,360	2,618
Special projects - Springwater Conservation Area	9,619	14,420
Special projects - contract services	<u>320</u>	<u>1,160</u>
	<u>105,149</u>	<u>58,204</u>

Motor Pool

	2021	2020
	<u>\$</u>	<u>\$</u>
Insurance and licences	12,534	7,945
Fuel	10,368	6,923
Maintenance and general repairs	<u>6,803</u>	<u>7,675</u>
	<u>29,705</u>	<u>22,543</u>
Less: internal charges for usage	<u>(32,045)</u>	<u>(35,894)</u>
	<u>(2,340)</u>	<u>(13,351)</u>

CATFISH CREEK CONSERVATION AUTHORITY**Schedule of Administrative Expenditures
For The Year Ended December 31, 2021**

	2021	2020
	<u>\$</u>	<u>\$</u>
WAGES AND BENEFITS		
Administrative staff salaries	70,553	86,368
Employee benefits	<u>15,053</u>	<u>20,831</u>
	<u>85,606</u>	<u>107,199</u>
GENERAL EXPENSES		
Professional fees	26,685	9,255
Conservation Ontario Levy	19,400	19,797
Insurance and taxes	5,731	5,156
General expenses	2,008	3,704
Bank charges and interest	<u>1,160</u>	<u>426</u>
	<u>54,984</u>	<u>38,338</u>
RENT AND UTILITY SERVICES		
Telephone	2,152	2,125
Light, heat, power and water	132	132
Office cleaning and maintenance	<u>44</u>	<u>401</u>
	<u>2,328</u>	<u>2,658</u>
TRAVEL EXPENSES AND ALLOWANCE		
Members allowances and expenses	5,892	5,625
Staff mileage and expenses	<u>951</u>	<u>293</u>
	<u>6,843</u>	<u>5,918</u>
EQUIPMENT PURCHASES AND RENTAL		
Equipment purchase and rental	3,436	4,659
Equipment maintenance	<u>2,203</u>	<u>2,372</u>
	<u>5,639</u>	<u>7,031</u>
MATERIAL AND SUPPLIES		
Stationery and office supplies	1,731	1,426
Postage	<u>43</u>	<u>1,656</u>
	<u>1,774</u>	<u>3,082</u>
	<u>157,174</u>	<u>164,226</u>

CATFISH CREEK CONSERVATION AUTHORITY

**Schedule of Tangible Capital Assets
For The Year Ended December 31, 2021**

ASSET TYPE	Cost Opening	Acquisitions	Disposals	Cost Ending	Accumulated Amortization Opening	Disposals	Amortization	Accumulated Amortization Ending	Net Book Value
<u>Infrastructure Related</u>									
Land	891,436	-	-	891,436	-	-	-	-	891,436
Buildings	667,515	188,966	-	856,481	299,918	-	15,261	315,179	541,302
Dams	216,100	-	-	216,100	105,773	-	2,161	107,934	108,166
Bridges, boardwalks and other wood structures	129,690	-	-	129,690	78,332	-	3,098	81,430	48,260
Water services and wells	78,926	-	-	78,926	34,839	-	1,579	36,418	42,508
Hydro services	<u>44,510</u>	<u>-</u>	<u>-</u>	<u>44,510</u>	<u>6,675</u>	<u>-</u>	<u>890</u>	<u>7,565</u>	<u>36,945</u>
	<u>2,028,177</u>	<u>188,966</u>	<u>-</u>	<u>2,217,143</u>	<u>525,537</u>	<u>-</u>	<u>22,989</u>	<u>548,526</u>	<u>1,668,617</u>
<u>General Capital</u>									
Equipment	105,842	-	-	105,842	53,965	-	2,921	56,886	48,956
Vehicles	<u>197,974</u>	<u>41,454</u>	<u>24,557</u>	<u>214,871</u>	<u>160,660</u>	<u>24,557</u>	<u>14,821</u>	<u>150,924</u>	<u>63,947</u>
	<u>303,816</u>	<u>41,454</u>	<u>24,557</u>	<u>320,713</u>	<u>214,625</u>	<u>24,557</u>	<u>17,742</u>	<u>207,810</u>	<u>112,903</u>
Work In Progress	<u>98,997</u>	<u>168,295</u>	<u>54,899</u>	<u>212,393</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>212,393</u>
Total Tangible Capital Assets	<u>2,430,990</u>	<u>398,715</u>	<u>79,456</u>	<u>2,750,249</u>	<u>740,162</u>	<u>24,557</u>	<u>40,731</u>	<u>756,336</u>	<u>1,993,913</u>

See accompanying notes to the financial statements.

CATFISH CREEK CONSERVATION AUTHORITY

**Schedule of Tangible Capital Assets
For The Year Ended December 31, 2020**

ASSET TYPE	Cost Opening	Acquisitions	Disposals	Cost Ending	Accumulated Amortization Opening	Disposals	Amortization	Accumulated Amortization Ending	Net Book Value
<u>Infrastructure Related</u>									
Land	891,436	-	-	891,436	-	-	-	-	891,436
Buildings	667,515	-	-	667,515	287,531	-	12,387	299,918	367,597
Dams	216,100	-	-	216,100	103,612	-	2,161	105,773	110,327
Bridges, boardwalks and other wood structures	129,690	-	-	129,690	74,646	-	3,686	78,332	51,358
Water services and wells	78,926	-	-	78,926	33,260	-	1,579	34,839	44,087
Hydro services	<u>44,510</u>	<u>-</u>	<u>-</u>	<u>44,510</u>	<u>5,785</u>	<u>-</u>	<u>890</u>	<u>6,675</u>	<u>37,835</u>
	<u>2,028,177</u>	<u>-</u>	<u>-</u>	<u>2,028,177</u>	<u>504,834</u>	<u>-</u>	<u>20,703</u>	<u>525,537</u>	<u>1,502,640</u>
<u>General Capital</u>									
Equipment	105,842	-	-	105,842	50,888	-	3,077	53,965	51,877
Vehicles	<u>197,974</u>	<u>-</u>	<u>-</u>	<u>197,974</u>	<u>148,430</u>	<u>-</u>	<u>12,230</u>	<u>160,660</u>	<u>37,314</u>
	<u>303,816</u>	<u>-</u>	<u>-</u>	<u>303,816</u>	<u>199,318</u>	<u>-</u>	<u>15,307</u>	<u>214,625</u>	<u>89,191</u>
Work In Progress	<u>-</u>	<u>98,997</u>	<u>-</u>	<u>98,997</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>98,997</u>
Total Tangible Capital Assets	<u>2,331,993</u>	<u>98,997</u>	<u>-</u>	<u>2,430,990</u>	<u>704,152</u>	<u>-</u>	<u>36,010</u>	<u>740,162</u>	<u>1,690,828</u>

See accompanying notes to the financial statements.

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 22-15

Being a By-law to prescribe a speed limit of 60 km/hr on a portion of Crossley Hunter Line.

WHEREAS Section 128(2) of the *Highway Traffic Act, R.S.O. 1990, c. H.8*, as amended, authorizes the Council of a municipality to pass by-laws to prescribe a different rate of speed for motor vehicles driven on a highway or portion of a highway under its jurisdiction;

AND WHEREAS the Council of The Corporation of the Township of Malahide has deemed it expedient that the speed of motor vehicles on certain highways in the Township of Malahide be restricted;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it expedient to change the maximum rate of speed for a portion of the highway known municipally as Mapleton Line;

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

1. THAT when any highway or portion of highway set out below is marked in compliance with the regulations under the *Highway Traffic Act*, the maximum rate of speed thereon shall be 60 kilometers per hour.

Highway	From	To
Crossley Hunter Line	500m West of Dorchester Road	500m East of Dorchester Road

2. THAT the penalties provided in subsection 14 of Section 128 of the *Highway Traffic Act*, R.S.O. 1990, as amended, shall apply to offences against this By-law.
3. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 17th day of March, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 17th day of March, 2022.

Mayor, D. Mennill

Clerk, A. Adams

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 22-16**

Being a By-law to amend By-law No. 20-74 being the rate of remuneration for the Members of Council and to establish an indexing provision to account for inflationary factors By-law.

WHEREAS Section 5(3) of the *Municipal Act, 2001, c. 25*, as amended, authorizes a municipality to pass by-laws to exercise its municipal powers;

AND WHEREAS Section 283 of the *Municipal Act, 2001, c. 25*, as amended, authorizes a municipality to pay remuneration and expenses to the members of its council;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it appropriate to pass a by-law for paying remuneration to its members of council;

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

1. THAT By-law No. 20-74, shall be amended by adding the following:
2. THAT all Members of Council receive a flat fee increase to annual salaries of \$500.00 effective January 1, 2023.
3. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a **FIRST** and **SECOND** time this 17th day of March, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 17th day of March, 2022.

Mayor, D. Mennill

Clerk, A. Adams

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
BY-LAW NO. 22-17**

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 March 17, 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 17th day of March, 2022.

READ a **THIRD** time and **FINALLY PASSED** this 17th day of March, 2022.

Mayor, D. Mennill

Clerk, A. Adams