



The Corporation of the Township of Malahide
REGULAR COUNCIL MEETING AGENDA
December 7, 2023 – 7:30 p.m.

Springfield & Area Community Services Building – Council Chambers
51221 Ron McNeil Line, Springfield & via Zoom

- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1**
- (D) Presentations/Delegations/Petitions
 - Presentation – Carolyn Krahn & Don Shropshire, County of Elgin – Planning for Growth **RES 2**
 - Presentation – Matt Lensink, CEM Engineering - Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal **RES 3**
 - Public Meeting –Zoning By-law Amendment Application & Consent Application– Owner Blake Bennett & Brenda Lee Coleman, (Authorized Agent: Stewart Findlater) **RES 4-6**
- (E) Reports of Departments
 - (i) Director of Fire & Emergency Services
 - (ii) Director of Public Works
 - (iii) Director of Corporate Services/Treasurer
 - Draft Water 2024 Budget and User Fee Schedule **RES 7**
 - Draft Sewer 2024 Budget and User Fee Schedule **RES 8**
 - 2024 Interim Tax Levy By-Law **RES 9**
 - Temporary Borrowing By-law **RES 10**
 - (iv) Clerk

- (v) Building/Planning/By-law
 - Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal **RES 11**
 - Municipal Law Enforcement Policy **RES 12**

(vi) CAO

(F) Reports of Committees/Outside Boards

- 2024 Draft Long Point Region Conservation Budget **RES 13**
- 2024 Kettle Creek Conservation Authority Municipal Apportionment and Budget **RES 14**
- Elgin Group Police Services Boards – September 20, 2023 Minutes **RES 15**
- Grand River Conservation Authority - Lake Erie Region Source Protection Committee Municipal Member Nomination **RES 16**

(G) Correspondence **RES 17**

1. Association of Municipalities of Ontario - WatchFile –November 16, 2023, November 23, 2023, and November 30, 2023
2. Elgin County – Council Highlights – November 14, 2023
3. Elgin Group Police Services Board – Correspondence sent to Thames Valley District School Board – School Resource Officer program.
4. Town of Aylmer – Provincial Consideration for Amendments to the Residential Tenancies Act Motion
5. Town of Aylmer – Zoning By-law Amendment - Notice of Passing - Part of Lots 85 and 86, Concession North of Talbot Road, Town of Aylmer (geographic Township of Malahide)
6. Township of Lake of Bays – Resolution of Support for Township of McKellar - re: Resolution regarding Call for Amendment to Legislation Act, 2006
7. Ombudsman Ontario – Annual Report, Municipal Integrity Commissioners: Best Practice Guide, and Codes of Conduct, Complaint & Inquiry, and Appointing Integrity Commissioners: Guide for Municipalities
8. Municipality of South Bruce - Ontario Association of Sewage Industry Services (OASIS) involvement with helping mitigate the issues surrounding approved disposal sites
9. Elgin Area Primary Water Supply System - December 7, 2023 Agenda Package

(H) Other Business **RES 18**

- Municipal Property Assessment Corporation – Data Sharing and Services Agreement (DSSA)

(I) **By-laws RES 19**

- By-law No. 23-78 – Bennett/Coleman Rezoning
- By-law No. 23-77 – Versnick Rezoning
- By-law No. 23-80 – Community Grant Committee -Appointment of Committee Members

(J) Closedd

(K) **Confirmatory By-law RES 20**

(L) **Adjournmentt RES 21**

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 and special meeting of Council held on November 16, 2023 be adopted as printed and circulated.
2. THAT the presentation from Carolyn Krahn, and Don Shropshire of the County of Elgin regarding Planning for Growth be received for information.
3. THAT the presentation from Matt Lensink of CEM Engineering regarding the Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal be received for information.
4. THAT the Public Meeting relating to the Zoning By-law Amendment Application of Blake Bennett & Brenda Lee Coleman, relating to the property located at Concession 7, Part of Lot 13, and known municipally as 15217 Imperial Road be called to order at 7: __p.m
5. THAT the Public Meeting relating to the Zoning By-law Amendment Application of Blake Bennett & Brenda Lee Coleman, relating to the property located at Concession 7, Part of Lot 13, and known municipally as 15217 Imperial Road be adjourned at 7: __p.m
6. THAT Report No. DS-22-62 entitled "Application for Zoning By-law Amendment of Blake Bennett & Brenda Lee Coleman" be received;

AND THAT the Application for Zoning By-law Amendment of Blake Bennett & Brenda Lee Coleman, relating to the property located at Concession 7, Part of Lot 13, and known municipally as 15217 Imperial Road, be APPROVED for the reasons set out in this Report.
7. THAT Report No. FIN 23-17 titled "Draft Water 2024 Budget and User Fee Schedule" be received;

AND THAT the Draft Malahide Water 2024 Budget and the User Rates for 2024 be approved;

AND THAT the Municipal Staff be authorized to carry out the administrative acts necessary to implement such budget and user rates as approved.
8. THAT Report No. FIN 23-18 titled "Draft Sewer 2024 Budget and User Fee Schedule" be received;

AND THAT the 2024 Draft Sewer Budget and the User Rates for 2024 be approved;

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

9. THAT Report No. FIN 23-19 entitled “2024 Interim Tax Levy By-Law” be received;

AND THAT By-Law # 23-81 be given a first, second and third reading.

10. THAT Report No. FIN 23-20 entitled “Temporary Borrowing By-law” be received;

AND THAT By-Law # 23-82 be given a first, second and third reading.

11. WHEREAS the proponent is proposing to construct and operate a Long-Term Reliability Project, as defined and with the characteristics outlined in Table 1 below, under the Long-Term Request for Proposals (“LT1 RFP”) issued by the Independent Electricity System Operator (“IESO”).

THAT Report No. DS-23-33 entitled “Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal” be received;

AND THAT the Council of the Township of Malahide supports the development, construction, and operation of the Long-Term Reliability Project on the lands known municipally as 9608 Carter Road, subject to the necessary and required Site Plan Approval, building permit, and other approvals being obtained to the satisfaction of the Township;

AND THAT this resolution’s sole purpose is to enable the Proponent to receive Rated Criteria Points under the LT1 RFP or to satisfy its obligations under any awarded LT1 Contract and may not be used for any purpose of any other form of approval in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent’s Proposal in relation to other Proposals received by the IESO under the LT1 RFP.

12. THAT Report No. BL-23-02 titled “Municipal Law Enforcement Policy” be received;

AND THAT Council approve the attached draft Municipal Law Enforcement Policy for the Township of Malahide.

13. THAT the correspondence received from the Long Point Region Conservation Authority (LPRCA), dated November 9, 2023, regarding the 2024 Draft LPRCA Budget be received;

AND THAT the Draft 2024 LPRCA Budget be referred to the 2024 Budget deliberations.

14. THAT the correspondence received from the Kettle Creek Conservation Authority (KCCA), dated November 16, 2023, regarding the 2024 Municipal Apportionment and Budget be received;

AND THAT the Draft 2024 KCCA Municipal Apportionment and Budget be referred to the 2024 Budget deliberations.

15. THAT the minutes of the Elgin Group Police Services Board of September 20, 2023 be received for information.
16. THAT Malahide Council supports the nomination of Alex Piggott, Manager of Environmental Services at the Municipality of Central Elgin, as municipal representative for Group 7 on the Lake Erie Region Source Protection Committee
17. THAT the following correspondence be noted and filed:
 1. Association of Municipalities of Ontario - WatchFile –November 16, 2023, November 23, 2023, and November 30, 2023
 2. Elgin County – Council Highlights – November 14, 2023
 3. Elgin Group Police Services Board – Correspondence sent to Thames Valley District School Board – School Resource Officer program.
 4. Town of Aylmer – Provincial Consideration for Amendments to the Residential Tenancies Act Motion
 5. Town of Aylmer – Zoning By-law Amendment - Notice of Passing - Part of Lots 85 and 86, Concession North of Talbot Road, Town of Aylmer (geographic Township of Malahide)
 6. Township of Lake of Bays – Resolution of Support for Township of McKellar - re: Resolution regarding Call for Amendment to Legislation Act, 2006
 7. Ombudsman Ontario – Annual Report, Municipal Integrity Commissioners: Best Practice Guide, and Codes of Conduct, Complaint & Inquiry, and Appointing Integrity Commissioners: Guide for Municipalities
 8. Municipality of South Bruce - Ontario Association of Sewage Industry Services (OASIS) involvement with helping mitigate the issues surrounding approved disposal sites
 9. Elgin Area Primary Water Supply System - December 7, 2023 Agenda Package
18. THAT the information received from MPAC regarding the new Data Sharing and Services Agreement (DSSA) be received for information;
AND THAT Council delegate authority to staff to enter into this Agreement with MPAC for the Data Sharing and Services Agreement (DSSA) effective January 1, 2024 for a four-year period.
19. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:
 - By-law No. 23-78 – Bennett/Coleman Rezoning
 - By-law No. 23-77 – Versnick Rezoning

- By-law No. 23-80 – Community Grant Committee -Appointment of Committee Members

20. THAT By-law No.23-79, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

21. THAT the Council adjourn its meeting at _____ p.m. to meet again on December 21, 2023, at 7:30 p.m.

DRAFT

**The Corporation of the Township of Malahide
November 16, 2023 – 7:30p.m.**

Virtual Meeting – https://youtu.be/RXj3m8_7Nlw

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. The following were present:

Council: Mayor D. Giguère, Deputy Mayor M. Widner, Councillor S. Leitch, Councillor J. Wilson, Councillor R. Cerna, Councillor S. Lewis, and Councillor C. Glinski.

Staff: Chief Administrative Officer N. Dias, Clerk A. Adams, Director of Corporate Services A. Boylan, Director of Fire & Emergency Services J. Spoor, Director of Public Works J. Godby

Also Present: Eric Steele– Monteith Brown, Rob Johnson – Town of Aylmer

CALL TO ORDER:

Mayor Giguère took the Chair and called the meeting to order at 7:31p.m.

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

N/A

MINUTES:

No. 23-445

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT the minutes of the regular and special meeting of Council held on November 2, 2023 be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

- Town of Aylmer - EECC Winter Maintenance 2023-2024 Season

Rob Johnson from the Town of Aylmer provided a review of the tender received for the EECC Winter Maintenance 2023-2024 contract.

No. 23-446

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT the Report from the Town of Aylmer entitled Tender Award EECC Winter Maintenance 2023-2024 Season be received;

AND THAT Malahide Council authorize \$8,712.50 + applicable taxes as the portion of expenses to be incurred by the Township of Malahide for the EECC Winter Maintenance 2023-2024 Season.

Carried

REPORTS OF DEPARTMENTS:

Director of Fire & Emergency Services

- Emergency Management – Ice Breaking Services

No. 23-447

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT Report No. F-23-08 entitled “Emergency Management – Ice Breaking Services” be received;

AND THAT Malahide Township accept the quotation submitted by Higgs Excavating to provide Ice Breaking Services in Port Bruce from January 1 to March 31, 2024.

AND THAT the Council of the Township of Malahide delegate authority to staff to enter into an ice breaking contract with Higgs Excavating for 2024.

Carried

Director of Public Works

- Malahide Water Distribution System – 2023 MECP Inspection

No. 23-448

Moved By: Sarah Leitch

Seconded By: Rick Cerna

THAT Report No. PW-23-59 entitled “Malahide Water Distribution System – 2023 MECP Inspection” be received.

Carried

- Petition for Drainage – Wagler Petition

No. 23-449

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. PW-23-60 entitled “Petition for Drainage – Wagler Petition” be received;

AND THAT Peter Penner, P.Eng., of Cyril J. Demeyere Limited, be appointed to prepare an Engineer’s Report for Wagler Petition pursuant to *Section 4* of the *Drainage Act R.S.O. 1990*.

Carried

Director of Corporate Services/Treasurer

-2024 Community Grant Requests

No. 23-450

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Report FIN-23-16 entitled “2024 Community Grant Requests” be received for information;

AND THAT the appointment of three (3) members of Council to the Community Grants Committee be included to the Committee Appointment By-law.

Carried

Building/Planning/By-law

-Application for Consent to Sever No. E76-23 of Bert Brouwer

No. 23-451

Moved By: John H. Wilson

Seconded By: Scott Lewis

THAT Report No. DS-23-32 entitled “Application for Consent to Sever No. E76-23 of Bert Brouwer” be received;

AND THAT the Application for Consent to Sever No. E76-23 of Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 (Malahide), and known municipally as 52773 Chalet Line, not be supported for the reasons set out in this Report;

AND THAT this report be forwarded to the Land Division Committee for its review and

consideration.

Defeated

No. 23-452

Moved By: Mark Widner

Seconded By: John H. Wilson

THAT Report No. DS-23-32 entitled “Application for Consent to Sever No. E76-23 of Bert Brouwer” be received;

AND THAT the Application for Consent to Sever No. E76-23 of Bert Brouwer relating to the property located at Concession 5, Part of Lot 31,32 & 33 (Malahide), and known municipally as 52773 Chalet Line, be supported;

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

Carried

REPORTS OF COMMITTEES/OUTSIDE BOARDS:

No. 23-453

Moved By: Rick Cerna

Seconded By: Scott Lewis

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

- (i) Long Point Region Conservation Authority – Minutes October 4, 2023**

Carried

CORRESPONDENCE:

No. 23-454

Moved By: Mark Widner

Seconded By: Chester Glinski

THAT the following correspondence be noted and filed:

- 1. Association of Municipalities of Ontario - WatchFile –November 2, 2023 and November 9, 2023**
- 2. City of St. Thomas – Notice of Study Completion - Highbury Avenue Widening Municipal Class Environmental Assessment**

3. **Town of Aurora – Formula for cannabis retail stores**
4. **Aylmer-Malahide Museum & Archives – November-December Newsletter**
5. **County of Oxford – County’s Official Plan Update – Open House**

Carried

OTHER BUSINESS:

- Springfield Santa Claus Parade - Authorization Agreement with County of Elgin

No. 23-455

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Springfield Santa Claus Parade Committee request to facilitate the Springfield Santa Claus Parade be authorized to be held on Saturday, December 2, 2023, at 1:00p.m;

AND THAT a copy of this resolution and request from the Springfield Santa Claus Parade Committee be forwarded to the County of Elgin for their information;

AND THAT Clerk be authorized and directed to enter into an Agreement with the County of Elgin to permit the temporary closure of Ron McNeil Line within the Village of Springfield on December 2, 2023, to facilitate the parade.

Carried

BY-LAWS:

N/A

CLOSED:

N/A

CONFIRMATORY:

No. 23-456

Moved By: Rick Cerna

Seconded By: Sarah Leitch

THAT By-law No.23-76, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 23-457

Moved By: Mark Widner

Seconded By: Sarah Leitch

THAT Council adjourn its meeting at 8:18p.m. to meet again on December 7, 2023, at 7:30p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams

DECEMBER 7, 2023

PLANNING FOR GROWTH



Carolyn Krahn
Manager of Economic Development, Tourism & Strategic
Initiatives

Don Shropshire
Chief Administrative Officer/Clerk



Introduction

- How should the County set up planning and economic development to make sure we get the most out of the Amazon Fulfillment Centre, the PowerCo SE Gigafactory, and other related investments that are expected to boost our community and economy?
- These developments are generating significant economic activity and increasing land demand in the area.
- We would like to maximize the benefits for our communities through careful planning.
- The goal of today's presentation is to help you define the growth that you want in Malahide and Elgin County.

THE POWERCO SE GIGAFACTORY EFFECT

- The PowerCo SE Gigafactory is not just a factory; it's a catalyst for economic change.
- It's expected to create 3,000 direct jobs and thousands more indirect jobs. There could be as many as 30,000 new jobs.
- Increased job competition and population growth will have a regional impact.



Competition for Investments & Skilled Labour

- Elgin County, St. Thomas, London, and beyond will be competing for ancillary-type industrial investments.
- As businesses flock to our region, skilled labour competition will intensify.
- This influx of jobs will attract a diverse range of people.
- Assessing workforce needs and investing in training are crucial.
- Existing businesses need support amid all this development.

Factors for Consideration

- To support this growth, careful financial and land use planning is essential to support the demands of housing, business (industrial and commercial), agriculture and recreation.
- Infrastructure upgrades are necessary for accommodating population and business growth.
- Housing affordability and supply, transportation, education, healthcare, public safety, recreation, and other social services must be addressed.

COMMUNITY ENGAGEMENT

- Aligning developments with community priorities is vital.
- Welcoming newcomers and immigrants ensures our communities remain safe and inclusive places, where all residents thrive.
- Community engagement plays a pivotal role in achieving this.



Benefits of Growth

- Industrial growth offers tax revenue, job creation, economic stimulation, and improved infrastructure.
- An increase in industrial tax revenue will support the increase in service levels required by population growth.
- It enhances property values and fosters community vibrancy.
- Sustainable and well-planned growth is essential for long-term benefits.

Preparing for Development

We need to understand the type and level of growth desired.

- Do you want to attract new residents?
- Do you want to attract and grow your commercial businesses?
- Do you want to attract and grow your industrial tax base?
- What kinds of incentives will be needed to attract these investments? Is the proximity to PowerCo SE sufficient incentive or are additional incentives needed to compete with neighbouring municipalities?

Discussion

- What is the appetite in your community to welcome investment?
- How aggressively would you like to pursue growth?
- In terms of incentives to attract businesses, how aggressive do you think we should be?
- How welcoming will our communities be to newcomers? What steps can we take to ensure inclusivity and a smooth transition for newcomers?

Costs

- Growth involves costs to different levels of government and across the public and private sector.
 - Municipal – water, wastewater, planning, roads, cultural services, emergency services, parks and recreation, etc.
 - School Boards – planning for and building new schools, recruiting staff for new schools
 - Private – housing development, commercial development, industrial development
- Economic development expenses include business attraction efforts and workforce development initiatives.
- Effective financial planning is crucial for project sustainability.

Funding Sources

- Diverse funding sources are essential to support growth.
- Funding sources for infrastructure development include property taxes, grants, debentures, development charges, and user fees.
- Partnerships with other municipalities.
- Public-private partnerships and regional initiatives can also provide funds.
- What expectations should we have regarding financial support from the provincial and federal governments?

Discussion

- How much are you willing to invest to drive growth forward?
- Where do you see opportunities for collaboration between the Local Municipalities, the County, and the City; and when might we find ourselves in competition?
- When it comes to infrastructure, do you think it's feasible for us to make shared investments in key areas like water, wastewater, road networks, rail, public transportation etc.?

Supporting Existing Businesses: Business Retention & Expansion

- Growth presents opportunities and challenges for our existing businesses.
- They may have opportunities to supply PowerCo SE with materials, but they may also be in competition for employees.
- Launched in November 2023, **our BR+E program will support existing businesses.**
- The goal is to understand local business challenges and opportunities through business visits and confidential interviews.
- The program aims to **strengthen relationships** with existing businesses and **address immediate concerns.**
- The BR+E program will focus on various sectors, including, industrial, commercial, and agriculture.
- The program will be overseen by a dedicated Leadership Team comprised of representatives from each Local Municipality.

Creating an Investment Attraction Roadmap

- We have submitted an application to FedDev for a grant to develop and implement an investment attraction strategy.
- The goal is to position Elgin County for industrial growth and to attract new investments.
- The project includes:
 - clarifying goals with our Local Municipal Partners,
 - updating vacant land inventory,
 - completing a master servicing study,
 - identifying parcels ready for development,
 - addressing servicing gaps,
 - updating incentives,
 - streamlining planning processes,
 - developing a workforce attraction and retention plan, and
 - creating a marketing and lead generation strategy.

Next Steps

1. What are your goals for residential growth, commercial expansion, and industrial development?
2. How do you want to engage with your community to assess its appetite for welcoming growth?
3. What is your plan to support infrastructure development (e.g. roads, water, etc.) to accommodate the desired growth?
4. How will you support the costs of new infrastructure? Property taxes, grants, debentures, development charges, user fees, partnerships with neighboring municipalities, public-private partnerships?
5. How can you champion the BR+E program and provide support to existing businesses?
6. Would you like to work with us to develop and implement an investment attraction strategy for the region?

Planning Options

What structure and investments in planning and economic development are needed to support the desired growth?

Commitment to review planning options

- Oxford, Middlesex and Huron County
- Paul Hicks, Republic

Middlesex, Oxford and Huron Counties

Common elements

- Planning staff are employed by the County.
- Planning staff are assigned to Local Municipalities based on volume of work, e.g., a community with high volume planning might have two or more staff assigned to do their planning work or two communities that have low volume might share a single planner.

Middlesex, Oxford and Huron Counties

- Planners have offices in the communities to which they are assigned.
 - In addition to their primary office in the Local Municipality planning staff may have office space at the County building or WFH.
- County levy covers the cost of the service.

Staff Assignment

- Middlesex rotates planners in the different Municipalities, whereas Huron and Oxford more often keep the planners serving the same community.
 - Rotating the planners builds capacity and new skills that support professional development.
 - Maintaining planners offers continuity.

Oxford County

- County planning services include
 - developing one Official Plan for the County (that includes all LMPs), and
 - statutory duties, Secondary Plans, zoning and site plan approvals.
- Costs distributed through County Levy, no area rating, allocation of planning staffing is weighted based on population.

Middlesex County

- Development was iterative – voluntary participation.
- Pooled planning offers broader and deeper set of skills and support to LMP and County planning decisions.
- Junior Planners are assigned a wide variety of duties and receive mentoring and support from senior planners.
- Financial growth support by \$10M investment reserve, that offers 8 year, interest free loans to LMPs.
 - LMP must invest a minimum 10% stake

Huron County

- Succession planning – new grads from Guelph, mentored by senior rural planners.
- Promote hybrid model, planners working from home, LMP (min. 1 day/week) and County (shared space model).
- Planners shifted based on fit, same planner does both the LMP and County planning for a given file (delegated responsibility, allows for shorter response time).
- Economic Development used to report to Director, Planning, now reports to the CAO.
- Planning Services includes a Climate Change Officer and a Forestry Conservation Officer.

Additional Considerations

- Feedback from Paul Hicks, A/Manager Planning, Elgin County
- Consider Central Elgin / St. Thomas Planning Services
- What do LMP and County Councils want for community development and growth in the next five to ten years? What are they prepared to invest to support the desired growth?
- What is the capacity of our consolidated current planning staff? What additional skills and experience are needed?
- Other?

Next Steps

- Confirm timing and expectations.
- Seeking direction from Councils regarding their desired growth plans.
- Seeking direction from Councils regarding the preferred model for Planning Services .
- Considering direction and support required for economic development.

Walker Dairy Rural Power Resiliency Project 4.99 MW

Prepared By:



Matt Lensink, P. Eng.
Chief Executive Officer

November 22, 2023

About CEM

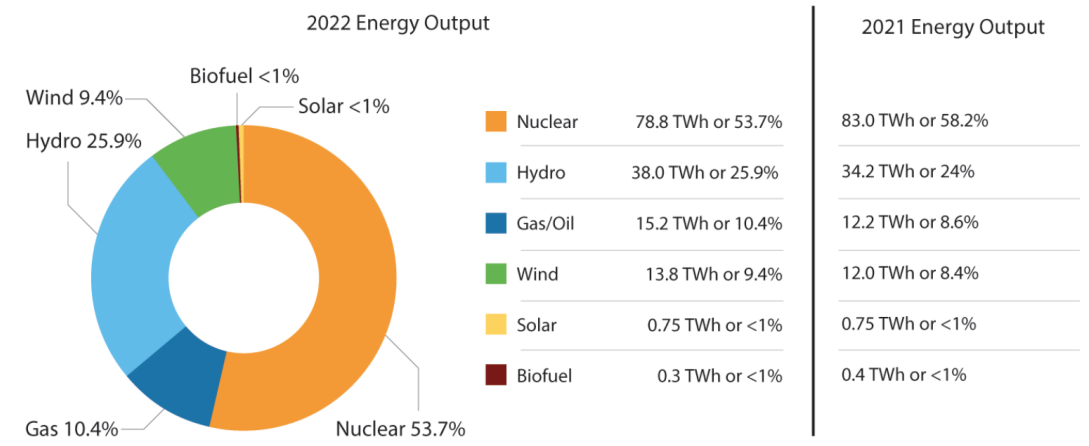
- Thermal Power Project Delivery firm
- **Over 20 years** in the industry with over 60 staff
- **3 offices** across Canada
- Family-owned/family-run business
- Multi-disciplined (*mechanical; electrical; civil/structural; I&C*)
- Provide a full range of services, including:
 - *Consulting*
 - *Detailed design*
 - *Contract administration*
 - *Commissioning services*
 - *Expanded Scope*

At CEM, our mission is to leave the world a better place than we found it.

About the IESO

- The IESO manages the province's power system so that Ontarians receive power when and where they need it. It plans and prepares for future electricity needs.
- A not-for-profit entity established by the Government of Ontario, IESO fees and licences to operate are set by the Ontario Energy Board.

| | |
|-------------------------|--|
| Installed Capacity | 38,214 MW (transmission-connected) Source: Reliability Outlook released March 2023 |
| Record Summer Peak | 27,005 MW (August 1, 2006) |
| Record Winter Peak | 24,979 MW (December 20, 2004) Ontario's peak energy use is typically in the summer months when people use air conditioners to beat the heat. Peaks also take place in the winter when the weather is especially cold. Weather has the biggest influence on electricity demand. |
| Consumers Served (2021) | 5.3 million |



IESO LT1 RFP

- Ontario needs a reliable and affordable grid to remain attractive for business development and ensure future growth and decarbonization. Ongoing competitive procurements are expected to secure up to 4,000 MW of long-term capacity to
 - Provide security against the risk of not having resources to meet North American planning standards
 - Enable emissions reductions in other sectors AND support the transition underway
 - Allow time for sector transformation –a more decentralized system, technological evolution to create new business opportunities and drive down costs.



| Procurement Mechanism | Procurement Target | Storage Target | Natural Gas Target | Other (Hybrids, Biofuel, etc.) |
|--------------------------|--------------------|------------------|-----------------------|--------------------------------|
| Same Technology Upgrades | 300 MW | No limit | Up to 300 MW | No limit |
| Expedited Long Term 1 | 1,500 MW | ~900 MW | Up to 600 MW | No limit |
| Long Term 1* | 2,200 MW | ~1,600 MW | Up to 600 MW | No limit |
| Total by 2027 | 4,000 MW | ~2,500 MW | Up to 1,500 MW | |

915 MW

LT1 RFP Schedule:
 Qualified Applicants selected in 2022
 Deliverability Test: September 2023
 Submit LT1 Bids: December 2023
 Award LT1 Contracts: Q2 2024

Gas generation contracts must expire by **April 30, 2040**, to align with the latest expiration date of the IESO current natural gas generation contracts. All other contracts must expire no later than **April 30, 2047**

* Exact targets to be confirmed

Walker Dairy Rural Power Resiliency Project

PROJECT NAME

Walker Dairy Rural Power Resiliency Project

MAXIMUM CONTRACT CAPACITY

4.99 MW

TECHNOLOGY

Non-Energy Storage - Biogas-Fueled Reciprocating Engine

Project Contact Information

Qualified Applicant:

Cogeneration and Energy Management Engineering Inc.

/dba CEM Engineering Inc.

#301 - 25 Corporate Park Drive,

St. Catharines, Ontario, L2S 3W2

905-935-5815

info@cemeng.ca

www.cemeng.ca

Proponent:

Walker Resilient Generation Inc.

#301 - 25 Corporate Park Drive,

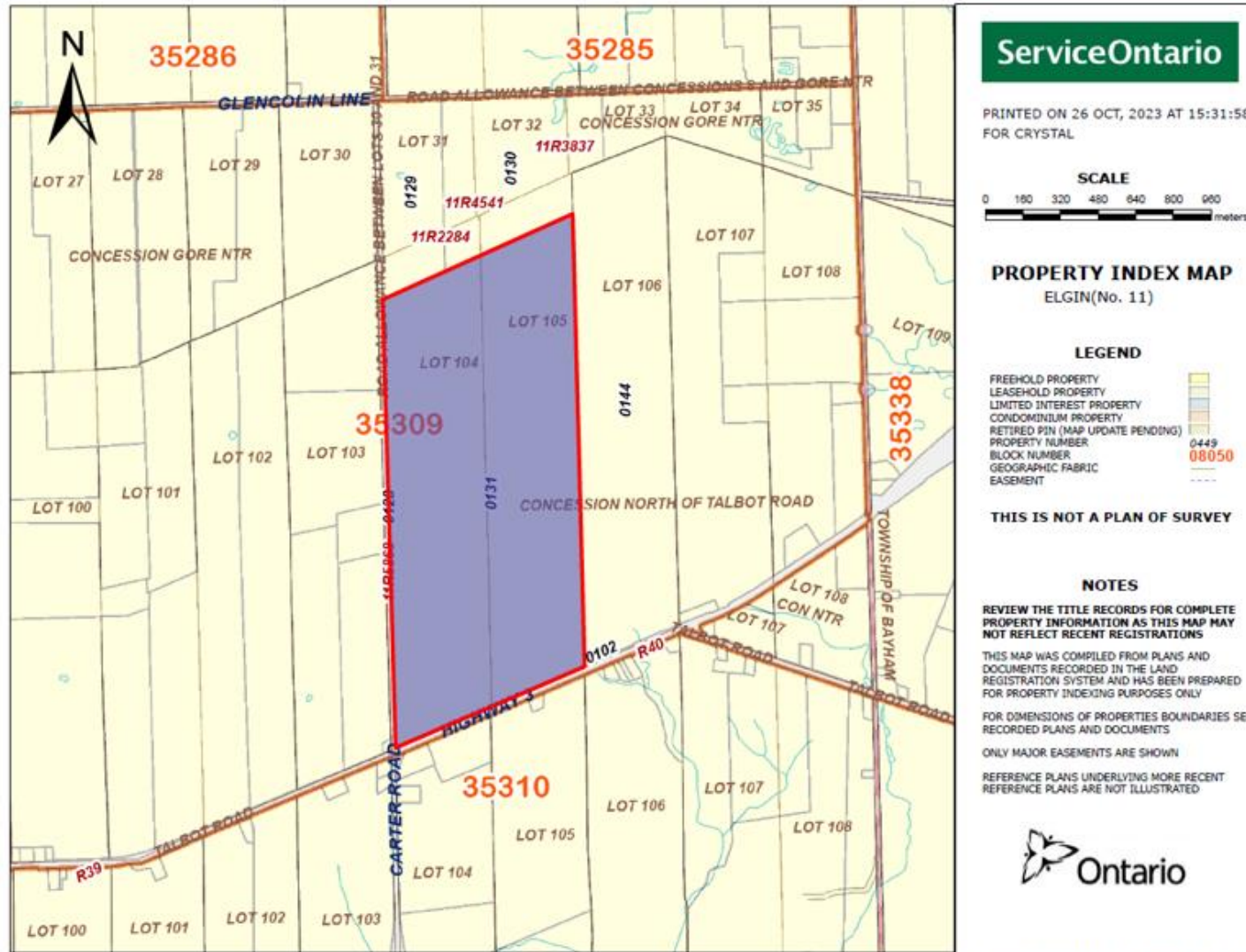
St. Catharines, Ontario, L2S 3W2

905-935-5815

matt@cemeng.ca

<https://cemenergy.ca/cem-energy-walker-dairy/>

Scale Map of Project Site



Project Description

- The Project will feature 2x 2.49 MW cogeneration gensets, 2x 3.25 MVA at a dairy farm with a biogas facility.
- Engines will be installed in purpose-built metal enclosures equipped with sound attenuation.
- Enclosures will be installed on concrete or pile foundations.
- Engines will utilize biogas as the fuel.
- Electricity generated from the engines will be exported to the local HONI grid at 27.6 kV onto the M02 feeder from the Aylmer TS.



Site Plan with Connection Points

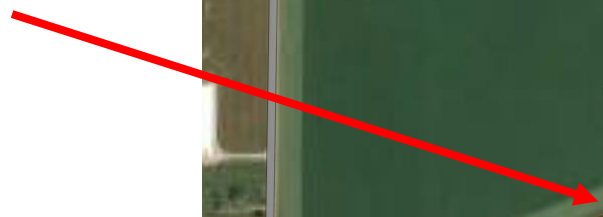
Project Location



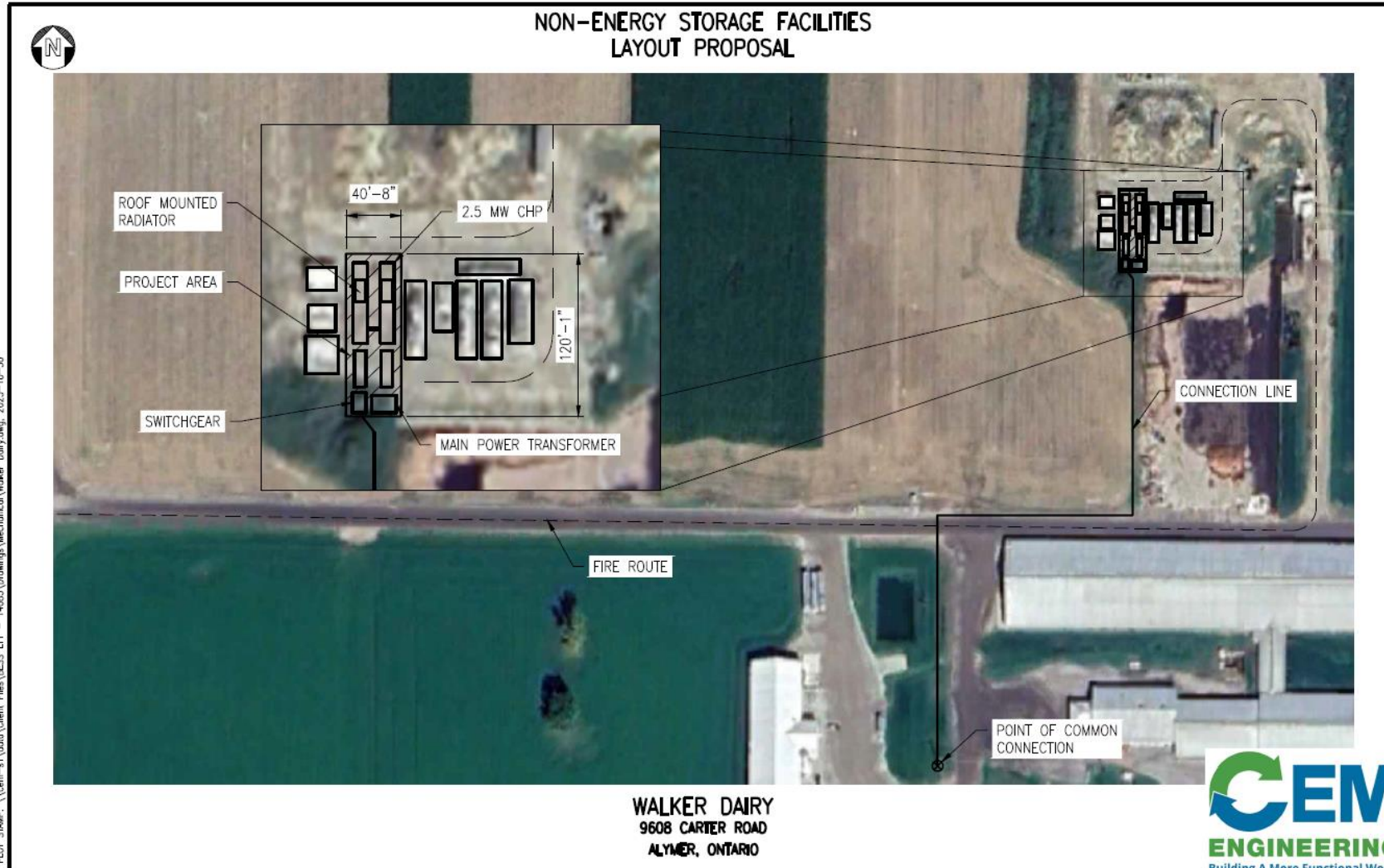
Existing Connection Line



Connection Point



Site Plan with Fire Route



Safety and Operational Considerations



- Engines are expected to operate **1,500 – 2000** hours per year during peak electricity demand periods in Ontario.
- Engines will be operated based on the needs of the grid and will be dispatched by the IESO.
- Air emissions will be controlled to Ministry of Environment standards.
- Noise emissions will be mitigated by enclosure and exhaust silencers in accordance with Ministry of Environment approval.
- Engines are equipped with automatic fire detection & fire suppression systems.

Overall LT1 Schedule

| ACTIVITIES | TIME LINE | STATUS |
|------------------------------------|------------------------|------------|
| IESO Qualification | Jan 2022-Jun 2022 | Completed |
| Identify Potential Sites | Jul 2022-Jan 2023 | Completed |
| Deliverability Tests | Jun-Sep 2023 | Completed |
| Prepare & Submit Proposals to IESO | Oct-Dec 2023 | In Process |
| IESO Review & Contract Award | Jan-Apr 2024 | |
| Engineering (Civil, Mech, Elect) | May-Jul 2024 | |
| Permitting | Aug 2024-Jun 2025 | |
| Procurement & Site Delivery | May 2024-Jul 2025 | |
| Pre-Installation Work | May 2025 – Spring 2026 | |
| Site Installation & Commissioning | Spring 2026 | |

Opportunities & Community Engagement

- **Resiliency & Reliability** – The LT1 program and this project specifically will provide increased power quality and power reliability to the local Malahide area.
- **Lower Emissions** – This facility will feature high efficiency engines which will have lower emissions than larger, gas turbine-based generation facilities also participating in the LT1 program.
- **Local Job Creation** – The project will require skilled trades during the construction phase of the project and it will deliver additional revenue to the Walker Dairy facility improving its long-term economic viability.

Work Completed To-Date

- **Deliverability Test** – In partnership with IESO and Hydro One, it has been determined that up to 5 MW of electrical generating capacity is available at the proposed project site.
- **Community Engagement Meeting** – On November 22nd, CEM Engineering hosted a public Community Engagement Meeting. The meeting was very positive and the meeting minutes have been published on the project website.
- **CEM's Request:**
 - Provide a municipal council support resolution in time for the RFP (December 12, 2023) to support this project subject to the project complying with all other zoning & building permit requirements per the City's processes. This support would increase the project's chance of success in bringing power reliability and resiliency to Windsor.

Questions?

52

The floor is open for questions about the Walker Dairy Rural Power Resiliency Project



Report to Council

REPORT NO.: DS-23-34
DATE: December 7, 2023
ATTACHMENT: Report Photo, Application, By-law
SUBJECT: **Application for Zoning By-law Amendment of Blake Bennett & Brenda Lee Coleman (Authorized Agent: Stewart Findlater)**
LOCATION: Concession 7, Part of Lot 13
(15217 Imperial Road)

Recommendation:

THAT Report No. DS-22-62 entitled “Application for Zoning By-law Amendment of Blake Bennett & Brenda Lee Coleman” be received;

AND THAT the Application for Zoning By-law Amendment of Blake Bennett & Brenda Lee Coleman, relating to the property located at Concession 7, Part of Lot 13, and known municipally as 15217 Imperial Road, be APPROVED for the reasons set out in this Report.

Background:

The subject application for Zoning By-law Amendment (the “Application”) has been submitted by Stewart Findlater, on behalf of Blake Bennett & Brenda Lee Coleman.

The Application relates to the property located at CON 7 PT LOT 13, known municipally as 15217 Imperial Road.

Comments/Analysis:

The subject property is approximately 28 hectares in area, has approximately 435 metres of frontage on Imperial Road, has approximately 455 metres of frontage on Yorke Line, and has a depth of approximately 600 metres. The subject lands currently contain an existing dairy farm operation which includes two single detached dwellings. The subject lands are bounded by Imperial Road to the east, Yorke Line to the south, agricultural land to the west, and the Kettle Creek Drain to the north.

These lands were subject to a previous consent application that severed the subject lands from the retained 40-hectare farm parcel to the north. As a condition of consent approval, a Zoning By-law Amendment was required to rezone the severed parcel from “Large Lot Agricultural (A)” to “General Agricultural (A1)” which permits a minimum lot area of 20 hectares. The intent of the severance was to convey lands to the property owner’s children for the purposes of farm succession.

Provincial Policy Statement (PPS)

The PPS permits the creation of new lots for agricultural uses, provided the lots are of a size that is appropriate for the type of agricultural uses common in the area and are of a suitable size to ensure flexibility of agricultural operations.

The approved severance divided the subject lands along the municipal drain, as opposed to dividing the parcel in half, as there is no access currently existing over the drain. Including all of the lands on the north side of the drain would have greater utility being farmed as one contiguous parcel, as opposed to requiring a 12-hectare portion of land along the north side of the drain to remain with the severed parcel to the south to maintain a lot area of 40 hectares. With the drain being the severance boundary, the severed parcel was required to be rezoned to the A1 zone to permit the proposed lot area and frontage.

The size of the severed lot is consistent with several other farm parcels in the area and would meet the minimum lot area and frontage requirements of the proposed A1 zone to be applied to the property. The property will continue to be used for agricultural purposes, specifically the dairy operation, which is a permitted use under the A1 zone.

The subject lands are located on the adjacent lands of a natural heritage feature. The PPS does not permit development and site alteration on adjacent lands to natural heritage features unless it has been demonstrated that there will be no negative impacts to the natural heritage features. Given that the Zoning By-Law amendment results from a condition of an approved severance to divide an agricultural lot with no new uses or buildings proposed, and the severance would not fragment the natural heritage feature, it is not anticipated that the rezoning would have any impact on adjacent natural heritage features.

County of Elgin Official Plan

The subject lands are designated as ‘Agriculture’ under the County of Elgin Official Plan. This designation permits a range of agricultural uses. The property is proposed to continue to be used for agricultural purposes, primarily crop production and the raising of livestock.

The subject lands are located on the adjacent lands of a designated ‘Significant Woodland’. The Official Plan does not permit development and site alteration on adjacent lands to natural heritage features unless it has been demonstrated that there will be no negative impacts. Given that the Zoning By-Law amendment results from a condition on an approved severance to divide an agricultural lot, no new uses or buildings are proposed, and the severance did not fragment the natural heritage feature, it is not

anticipated that there would be any impact from the proposed rezoning on adjacent natural heritage features.

Malahide Official Plan

The subject property is designated 'Agriculture', on Schedule 'A'; - Land Use Plan. This designation permits a range of agricultural uses. The Official Plan does not contain minimum lot area requirements for agricultural lots but directs that these requirements will be stipulated in the Zoning By-law (Section 2.1.6). The Official Plan allows for agricultural lots to be created that deviate from the minimum lot size prescribed in the Zoning By-law provided both the severed and retained lots shall be for agricultural uses; the lots are of a size appropriate for the type of agricultural uses common in the area; the size of the parcels are sufficiently large to permit making changes to the type of farming; compliance with the M.D.S. formula I; and that both parcels are viable agricultural units (Section 2.1.6).

The size of the approved severed lot is consistent with other parcels zoned A1 in the surrounding area and is of a size that would be able to accommodate the proposed agricultural uses including crop production and the raising of livestock. The application would comply with Minimum Distance Separation requirements.

A portion of the subject lands around the Kettle Creek Drain are designated as 'Hazard Lands'. Development is not permitted on Hazard Lands without the approval of the conservation authority. No buildings, structures, or uses other than those existing are proposed. It is noted that any future development or site alteration within the Hazard Lands would require approval from the Conservation Authority.

Malahide Zoning By-law No. 18-22

The subject property is within the "Large Lot Agricultural (A3) Zone", on Key Map 4 of Schedule "A" to the Township's Zoning By-law No. 22-18, with a portion of the parcel located within the "Hazard Lands" Overlay. A Zoning By-law Amendment was included as a condition of approval of the consent to rezone the proposed severed parcel to the "General Agricultural (A1)" zone to permit the lot area and frontage. The severed parcel will meet the minimum lot requirements of the A1 zone.

Public/Agency Comments Received

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

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

Financial Implications to Budget:

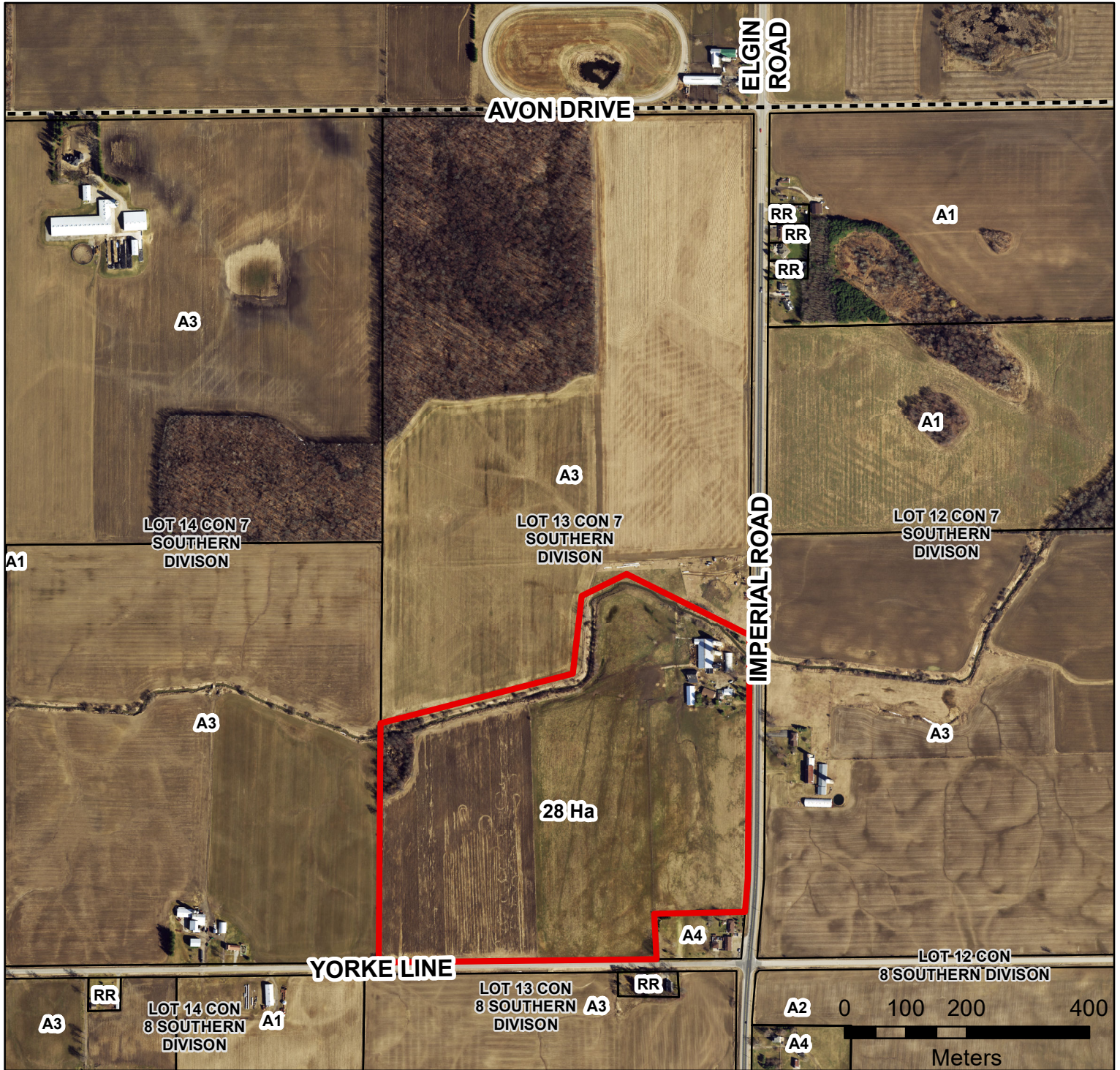
The full cost of the consent and associated rezoning process is at the expense of the Applicant and has no implications to the Township's Operating Budget.

| | |
|---|---|
| Submitted by: | Reviewed by: |
| Eric Steele, BES Monteith Brown Planning Consultants, Consulting Planner for the Township | Jay McGuffin, MCIP, RPP Vice President, Principal Planner Monteith Brown Planning Consultants |

| |
|--|
| Approved by: |
| Nathan Dias, Chief Administrative Officer |

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APPLICATION FOR A ZONING BY-LAW AMENDMENT
Blake Bennett and Brenda Lee Coleman
(Agent: Stewart Findlater c/o Findlater and Associates Ltd)
 15217 Imperial Road
 Part of Lot 13, Concession 7
 Township of Malahide

Township
 of Malahide
 Figure 1



OFFICIAL PLAN DESIGNATION
 Agriculture

ZONING
 A3 Large Lot Agricultural



Lands to be Rezoned
 from "Large Lot Agriculture (A3)"
 to "General Agriculture (A1)" Zone



**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 23-78**

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

**Bennett-Coleman
15217 Imperial Road**

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

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

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

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

1. **THAT** the area shown on the attached map, Schedule “A”, and described as Concession 7, Part of Lot 13, in the Township of Malahide, shall be removed from the “Large Lot Agricultural (A3)” Zone of By-law No. 18-22 and placed in the “General Agriculture (A1)” Zone of By-law No. 18-22.

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

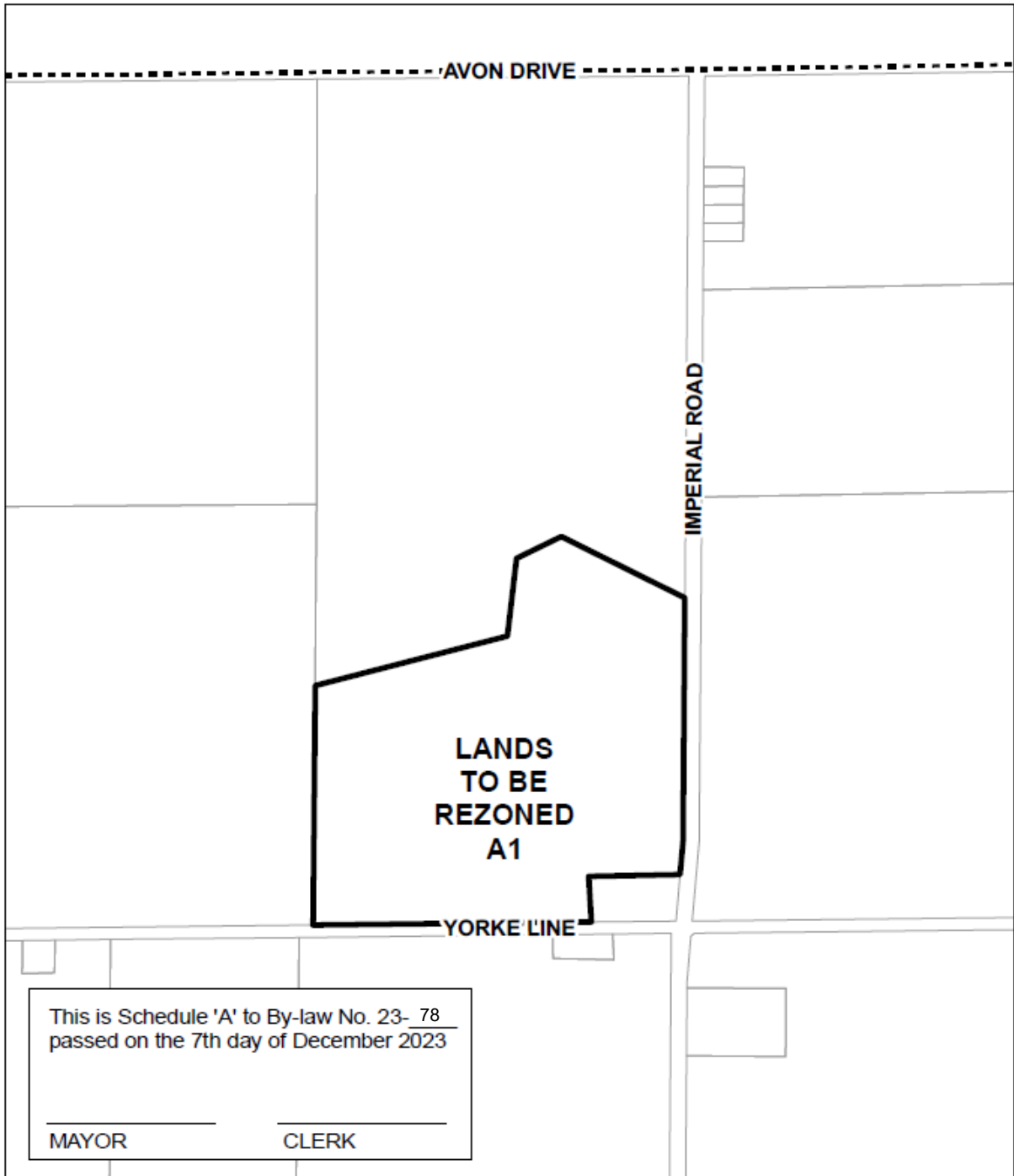
READ a **FIRST** and **SECOND** time this 7th day of December, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 7th day of December, 2023.

Mayor – D. Giguère

Clerk – A. Adams

SCHEDULE A



This is Schedule 'A' to By-law No. 23- 78
passed on the 7th day of December 2023

_____ MAYOR _____ CLERK

BENNETT ZBLA

Findlater & Associates Inc.
Land Use Planning Consulting Services
30 Village Gate Crescent
Dorchester, Ontario
N0L 1 G3

August 24, 2023

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

Attn: Eric Steele
Consulting Planner for the Township of Malahide

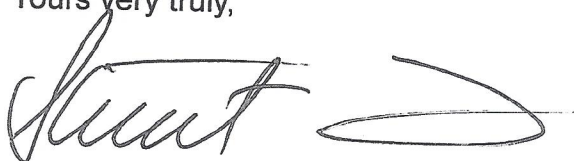
Re: Application for Zoning By-law Amendment – Blake Bennett & Brenda Lee Coleman – 15217 Imperial Road, Township of Malahide

We are pleased to submit the above-noted application, along with the required deposit payment of \$4,000, on behalf of our clients Blake Bennett and Brenda Lee Coleman. The application is filed in partial fulfillment of the conditions of consent Application E 106-22 granted by the County of Elgin Land Division Committee.

The owners are looking forward to finalizing the consent and are working at satisfying the conditions. This will include preparation of the required survey.

We trust you will find the enclosed application to be in order. Please do not hesitate to contact us should you have any questions or concerns.

Yours very truly,



Stewart Findlater, MCIP, RPP

Findlater & Associates Inc.
Land Use Planning Consulting Services

Encl.

APPLICATION FOR AMENDMENT TO THE ZONING BY-LAW OF THE TOWNSHIP OF MALAHIDE

Note: This application must be filed in duplicate with the Clerk of the Township of Malahide.

To: The Clerk of the Township of Malahide

I HEREBY SUBMIT THIS application to amend the **Zoning By-law** of the Township of Malahide with respect to the lands herein described. This Application is accompanied by a deposit payment in the amount of **\$4000.00**.

I, the Applicant, acknowledges that if a Local Planning Appeal Tribunal Hearing is required, an additional deposit of **\$10,000.00** will be submitted to the Township of Malahide prior to the Township sending the notice to the Local Appeal Tribunal. The actual expenses related to the Local Appeal Tribunal hearing shall be calculated and 50% of the costs will be deducted from the said deposit. Any balance remaining will be refunded.

I, the Applicant, shall assume responsibility for any additional costs exceeding the deposited amounts related to the said application and the Local Appeal Tribunal hearing and understand and agree that for payment of said additional costs shall be a condition of this signed application. I also agree to accept all costs as rendered.

Property Owner - Blake Bennett

Property Owner - Brenda Lee Coleman

FOR OFFICE USE ONLY

| | |
|-----------------------|---------------------------------|
| DATE RECEIVED: | AMOUNT RECEIVED: |
| FILE NO: | DATE ADOPTED BY COUNCIL: |

ASSOCIATED PLANNING COSTS

The Application fee paid is a **deposit** towards the actual costs which shall be incurred by the Township during the review and approval process.

The Applicant will be billed for the difference between the actual costs incurred and the deposit. If the deposit exceeds the actual cost, a refund will be made.

There is **no guarantee** that any application considered will be approved. An Applicant can spend his (her) money for the planning review process and still not be able to do what they desire.

Basic steps are established in the Planning Act and associated regulations. They include: a notice, review, consultation, public meeting, and Council decision. Major amendments will be subject to a more demanding and complex planning review process which will be reflected in the final costs paid.

Fees shall be based on municipal staff time, consultant fees (planners) and associated costs and disbursements needed to carry out the review of the planning application. **Basically, all costs from the conception of the application up to the decision of Council including posting notification are at the expense of the Applicant. If you wish to discontinue, you must notify the Township in writing and you will be responsible for all costs to that time and any costs to terminate the process you have set in motion.**

Example – 2005 Costs

Municipal Staff billed out at following rates (subject to change)

CAO/Clerk: \$ 58.99 per hour

Assistant Clerk: \$ 36.38 per hour

Other: Disbursements including advertising, fax, photocopies, postage, prints, mileage, delivery service, telephone calls, etc.

Consultant fees billed out at following rates (Subject to change)

Senior Planner: \$147.00 per hour

Secretary: \$63.00 per hour

Other: Disbursements including advertising, fax, photocopies, postage, telephone calls, delivery service, prints, mileage, special reports, etc.

FURTHER to my signed Affidavit, I acknowledge that there are associated costs for this application and agree to accept the Planners bills as rendered. All accounts are due when rendered. All overdue amounts are subject to penalty of 18% per annum.

Registered Owner/Authorized Agent

LETTER OF AUTHORIZATION

August _____, 2023

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

Attention: Development Services

Re: Application for Zoning By-law Amendment
Blake Bennett & Brenda Lee Coleman – 15217 Imperial Road

We are the registered owner of the lands which are the subject of the above described application. Please consider this correspondence as our authorization for Findlater & Associates Inc. to act on our behalf on all matters with respect to the accompanying application as well as any related planning applications.

Yours truly,

Blake Bennett & Brenda Lee Coleman

Township of Malahide
Application for Rezoning

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

Blake Bennett and Brenda Lee Coleman

Address: 15217 Imperial Road, Belmont, Ontario N0L 1B0

Phone No. (Home): 519-269-3313

Business: _____

Fax: _____ Email: phinebennett@hotmail.com

Lot and Concession (if applicable): Part Lot 13, Concession VII

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

2. **Applicant / Authorized Agent:**

Findlater & Associates Inc.

Address: 30 Village Gate Crescent, Dorchester Ontario

Telephone No.: 519-318-0128

Fax: _____

Email: sfindlater@rogers.com

Please specify to whom all communications should be sent:

Registered Owner () Applicant / Authorized Agent ()

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

Concession: VII Lot: 13

Reference Plan No: _____ Part Lot: _____

Street and Municipal Address No.: 15217 Imperial Road

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

Area: 28 hectares m Frontage: 435 m Depth: 464 m

When were the subject lands acquired by the current owner?

unknown

4. **Existing Official Plan Designation:**

'Agriculture'

How does the application conform to the Official Plan?

creation of the proposed agricultural lots is consistent with the size of other parcels in the surrounding area, and a re-zoning of the conveyed lands from Large Lot Agricultural (A3) to General Agricultural (A1) would be in conformity with Section 2.1.6 of the Official Plan.

5. Existing Zoning By-law Classification:

Large Lot Agricultural (A3)

What are the current uses of the subject lands?

agricultural (existing dairy farm operation) including two single detached dwellings

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

65 to 75 years minimum

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

| Type | Front Lot Line Setback | Side Lot Line Setbacks | Rear Lot Line Setback | Height | Dimensions |
|-------------|------------------------|------------------------|-----------------------|--------|------------|
| Barn #1 | 55.4 m | 20.8 m, 395 m | 530 m | | |
| Barn #2 | 25 m | 12 m, 391 m | 502 m | | |
| Barn #3 | 85 m | 93 m, 336 m | 513 m | | |
| Shed | 81 m | 76 m, 373 m | 507 m | | |
| Dwelling #1 | 21 m | 58 m, 346 m | 587 m | | |
| Dwelling #2 | 51 m | 78 m, 345 m | 531 m | | |

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

unknown, older construction

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

-re-zoning of the lands being conveyed by Application for Consent E 106-22 from Large Lot Agricultural (A3) to General Agricultural (A1). A re-zoning to A1 would permit the creation of the lot below 40 ha in area and greater than 20 ha in area.

7. Why is the rezoning being requested?

-rezoning of the lands being conveyed from Large Lot Agricultural (A3) to General Agricultural (A1) is requested to fulfill the conditions, in part, of consent application E106-22.

8. Does the proposed Zoning By-law amendment implement a growth boundary adjustment of a settlement area?

No

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

9. Does the proposed amendment remove land from an area of employment?

No

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

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

-there is no proposed development, with existing agricultural activities to continue on the lands being severed and re-zoned from A3 to A1

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

| Type | Front Lot Line Setback | Side Lot Line Setbacks | Rear Lot Line Setback | Height | Dimensions |
|-------|------------------------|------------------------|-----------------------|--------|------------|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

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

Water Supply

Existing

Proposed

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

| Sewage Disposal | Existing | Proposed |
|---------------------------|-----------------|-----------------|
| Municipal Sanitary Sewers | () | () |
| Individual Septic System | (X) | () |
| Communal System | () | () |
| Privy | () | () |
| Other | () | () |

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

Are these reports attached?

If not, where can they be found?

Storm Drainage

Provisions: N/A

Proposed Outlet:

12. How will the property be accessed?

Provincial Highway () County Road (X) Municipal Road – maintained all year (X)

Municipal Road – seasonally maintained () Right-of-way () Water ()

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

13. Has the subject land ever been the subject of an application under the Planning Act for:
- Plan of Subdivision () Consent (X)
- Zoning By-law Amendment () Ministers Zoning Order ()

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

Application E 106-22 granted with conditions

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

-the proposed amendment would facilitate lot creation in a prime agricultural area and satisfy the policies and criteria of Section 2.3.3.2 and Section 2.3.4.1 of the PPS, 2020.

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

N/A

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

- (a) A sketch based on an Ontario Land Surveyor description of the subject lands showing
- the boundaries and dimension of the subject lands;
 - the location, size and type of all existing and proposed buildings and structures, indicating their setbacks from all lot lines, the location of driveways, parking or loading spaces, landscaping areas, planting strips, and other uses;

- the approximate location of all natural and artificial features (buildings, railways, roads, watercourses, drainage ditches, banks of rivers or streams, wetlands, wooded areas, wells and septic tanks) that are on the subject lands, adjacent to the subject lands, or in the opinion of the applicant may affect the application;
- the current uses of the land that is adjacent to the subject land;
- the location, width, and name of any roads within or abutting the subject land, indicating where it is an unopened road allowance, a public traveled road, a private road, or a right-of-way;
- the location of the parking and docking facilities to be used (if access will be by water only);
- the location and nature of any easement affecting the subject land.

(b) Written comments from the Elgin St. Thomas Health Unit, Long Point Region Conservation Authority and Ministry of Transportation (if applicable).

(c) If a private sewage system is necessary, pre-consultation with the Chief Building Official is required about the approval process

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

19. Additional Information as required by Council

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

Date surplus farm dwelling was erected:

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

Municipal Freedom of Information Declaration

In accordance with the provisions of the 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 re-zoning. The personal information collected will be maintained in accordance with the provisions of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

In submitting this development application and supporting documentation, I _____

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

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

Signature

Day

Month

Year

I / We, _____, of the _____
Name Town/Township/City/Village etc.

of _____, in the county _____, do solemnly declare:
Municipality Name County Name

- (i) that I / We am / are the owner(s) of the lands described above
- (ii) that to the best of my / our knowledge and belief, all of the information and statements given in this application and in all exhibits transmitted are true.
- (iii) that I / we hereby appoint Findlater & Associates Inc. to act as an Agent on my/our behalf in all aspects of this application.

And I / We make this solemn declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath, and by virtue of the "Canada Evidence Act".

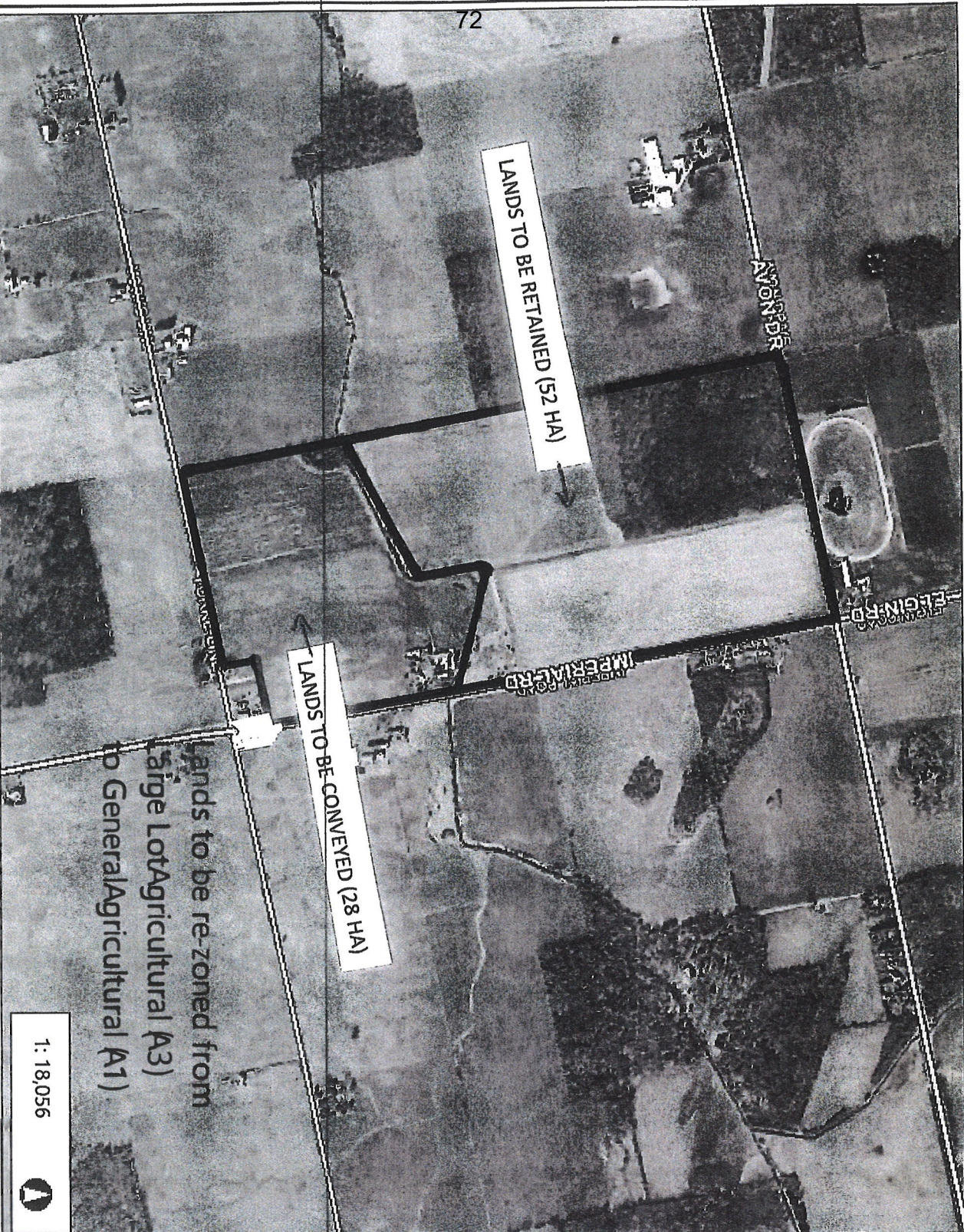
DECLARED BEFORE ME at the:

Municipality _____ of Thames Centre _____ Agent
 in the County/Region _____ of Middlesex this _____
 day of August Septen 4, 5 20 23 .
 _____ Agent



 A Commissioner, etc.
 J. NETHERCOTT a Commissioner
 for taking Affidavits pursuant of R S O
 1990.C 17, Para 1(2)

BENNETT - 15217 IMPERIAL ROAD



72

0.9
0
0.46
0.9 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
© Latitude Geographics Group Ltd.

Lands to be re-zoned from Large Lot Agricultural (A3) to General Agricultural (A1)

LANDS TO BE CONVEYED (28 HA)

LANDS TO BE RETAINED (52 HA)

1:18,056



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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Legend

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

Notes



Report to Council

REPORT NO.: FIN-23-17
DATE: December 7, 2023
ATTACHMENT: 2024 Water Budget, User Fee Schedule, Infrastructure Map
SUBJECT: **2024 Draft Water Budget and User Fee Schedule**

Recommendation:

THAT Report No. FIN 23-17 titled “Draft Water 2024 Budget and User Fee Schedule” be received;

AND THAT the Draft Malahide Water 2024 Budget and the User Rates for 2024 be approved;

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

Background:

At the end of each year, the Township approves its Water Budget and related user fees for the upcoming calendar year. The Township’s potable water service is self-funded meaning that user fees are set on a full-cost recovery basis with no assistance from annual property tax collections or property tax funded reserves. At its December 15, 2022 meeting, Council received and accepted in principle the Township’s 2023 Water and Wastewater Rate Study prepared and presented by Watson & Associates Economists Ltd. Based on the best information available at that time, it was recommended that water rates increase by 5% annually from 2023 to 2032 in order to meet the financial needs of the system. As part of the annual budget development process, staff assess whether adjustments need to be made to this recommendation based on up-to-date information.

Recommended Water Rates:

Water rates are imposed on users of the system to recover costs to operate and maintain the distribution system. The Township’s rate structure utilizes a quarterly base charge as well as a volumetric charge on a per cubic metre basis. Based on staff’s

review of the 2024 Draft Water Budget (attached), it is recommended the Township increase its water user fees by **5%** as presented in the 2023 Rate Study. If approved, the average household, based on an annual consumption of 200 cubic metres, will pay an additional **\$67 per year**, or 5.58 every month. A comparison of user fees and their impact on users is provided below.

| Water Rate Comparison | | |
|------------------------------|---------------------|---------------------|
| | 2024 Draft | 2023 |
| Quarterly Base Charge | 86.44 | 82.32 |
| Volumetric Rate | 5.17/m ³ | 4.92/m ³ |
| Average Household Cost | \$1,380 | \$1,313 |

2024 Budget Summary:

The 2024 Draft Water Budget does not contemplate any changes to service levels, resources or significant capital investments this year. Purchases of treated water from various supply systems and future replacement of infrastructure account for 75% of the Township's water rates. The system is managed by a mix of internal (staff) and external (Ontario Clean Water Agency) resources accounting for 17% annual costs. System repairs and other costs, such as software necessary to monitor the water system, account for the remaining 8%.

Annual lifecycle funding of \$205,657 will fund \$38,500 in capital projects with the remainder of \$167,157 being contributed to reserves for future infrastructure replacement. The Township's Water Reserve is forecasted at \$320,206 by the end of 2024. A summarized version of the Township's Water Operating Budget is provided below for review.

| Budget Summary | | | |
|--------------------------|--------------------|----------------------|--------------------|
| | 2023 Budget | 2023 Forecast | 2024 Budget |
| Annual Expenses | | | |
| Purchase of Water | \$505,280 | \$564,000 | \$589,400 |
| OCWA Contract | 84,546 | 89,978 | 93,000 |
| Staffing | 110,700 | 85,883 | 87,924 |
| Repairs & Maintenance | 47,300 | 47,300 | 50,000 |
| Facilities | 12,900 | 14,366 | 15,000 |
| Other | 16,850 | 18,430 | 19,200 |
| Total | \$777,576 | \$819,957 | \$854,524 |
| | | | |
| Annual Revenue | | | |
| User Fees | \$1,014,585 | 1,001,100 | 1,052,981 |
| Other | 4,600 | 6,919 | 7,200 |
| Total | \$1,019,185 | \$1,008,019 | \$1,060,181 |
| | | | |
| Lifecycle Funding | \$241,609 | \$188,062 | \$205,657 |

Budget Details:**Billing Revenue**

The table below provides historical water rates and the information used to calculate billing revenue. Staff do not expect significant growth or change in consumption patterns for 2024.

| | <u>2021</u> | <u>2022</u> | <u>2023</u> | <u>2024</u> |
|-----------------------------------|--------------------|--------------------|--------------------|--------------------|
| Connections | 649 | 650 | 652 | 653 |
| Basic Charge Rate | 75.40 | 78.40 | 82.32 | 86.44 |
| Basic Charge Revenue | 195,738 | 203,840 | 214,691 | 225,781 |
| Consumption (per m ³) | 162,680 | 159,140 | 159,839 | 160,000 |
| Volumetric Charge Rate | 4.34 | 4.69 | 4.92 | 5.17 |
| Consumption Revenue | 706,000 | 746,400 | 786,400 | 827,200 |
| Billing Revenue | 901,738 | 950,240 | 1,001,100 | 1,052,981 |

Water Purchases

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

| Treated Water Supply Costs | | | |
|-----------------------------------|---|---|----------------------|
| Category | Source | Users | Rate Increase |
| Primary | Elgin Area Primary Water Supply System (EAPWSS) | Secondary water systems | 3.0% |
| Secondary/ Intermediary | Port Burwell Secondary Water Supply System (PBSWSS) | Malahide tertiary system along the lake | 5.0% |
| | Aylmer Area Secondary Water Supply System (AASWSS) | Users west of Aylmer | 3.5% |
| | Town of Aylmer | Users east of Aylmer | 4.0% |
| Tertiary | Malahide Water Distribution System | Malahide residents | 5.0% |

Ontario Clean Water Agency (OCWA) Contract

The Township entered into a contract with OCWA in 2022 to operate its water distribution system. The contract allows OCWA to charge the Township of Malahide a base price plus cumulative inflationary increases each year. An estimated increase for this contract provision is included in the 2024 Water Budget.

Staffing

Malahide assigns labour costs based on the actual hours worked in each functional area. This can cause differences between actuals and budgets in years where a particular functional area requires a higher than expected amount of staff's time. Staff time spent on Malahide's water distribution system is estimated to be lower than previously budgeted based on recent activity data.

System Repairs & Maintenance

An average of \$42,400 in repairs costs have been incurred over the last 3 years. The existing 2023 budget of \$47,300 is receiving a nearly 6% increase, up to \$50,000, to reflect inflationary pressures. It is important to note that a single watermain break or other significant repair event has the potential to exceed this entire budget allocation so it is important to retain some funding in reserves for such cases.

Facilities

The Booster Station at 5020 Imperial Road has a grounds maintenance budget of \$500 for grass trimming and maintenance supplies. The utilities budget is recommended to increase to \$12,200 for 2024 based on changing hydro prices.

Capital & Reserves

The Township develops its multi-year capital water budget by reviewing capital recommendations made by OCWA in its annual report. Based on their 2024 report, OCWA is recommending an average of \$48,600 in capital investment each year from 2024 to 2029. Compared to average annual reserve contributions of \$277,500 over this time, the Township will have the opportunity to build its reserves for future infrastructure replacement. By 2029, the Township is expected to have over \$1.5 million in reserves earmarked for water infrastructure replacement. This is a marked improvement from 2023 where reserves were nearly completely depleted.

Port Burwell Secondary Transmission Main Replacement (2028 Capital)

The Port Burwell Secondary Water Supply System is jointly owned by the Municipality of Bayham, Township of Malahide, and the Municipality of Central Elgin. Oversight is provided by the Port Burwell Secondary Water Supply System Board. Each owner has a municipally-elected official represented on the board with the Township of Malahide acting as the administrative/management role on behalf of the Board.

Over the past five (5) years, the Bayham Water Distribution System has experienced four (4) major water service disruptions affecting the water users within Port Burwell and Vienna. The disruptions have been a result of failures of the Port Burwell Secondary Supply System's transmission main located along Nova Scotia Line. The transmission main was installed in the late 1960s and is currently approximately 55 years old. In the late 1970s, a 7km section of PVC watermain was installed, which extended the watermain from the water tower on Nova Scotia Line easterly to provide service to Port Burwell and Vienna. This section of main has experienced the majority of failures making it the highest priority for replacement going forward.

The increasing frequency of failure rates have had significant financial implications, disrupted residents and businesses way of life, impacted fire services, affected public health and safety, and expose the owners to potential liability under the Safe Drinking Water Act. The Port Burwell Secondary Water Supply Board has authorized the completion of a condition assessment of the transmission main within the 2023 budget. The assessment will consist of pressure monitoring, operational and maintenance trends including associated costs, review of historical failures as well as pipe manufacturer's recommendations. Detailed attention will be placed on the 7-kilometre section of PVC main along Nova Scotia Line from the Port Burwell water tower to Brown Rd. This information will assist in the determination of the remaining useful life of the main.

Significant combined financial planning will be required by all owners in the event that the main is nearing the end of its useful life. It is currently estimated that \$21 million would be required to replace 7 kilometres of PVC water main. Malahide's apportionment would be approximately \$6.2 million based on its ownership share.

To spare Township rate payers, funding assistance from upper levels of government would be required. If funded internally, a number of options could be presented for Council's consideration. For the purposes of this report, it is assumed the Township would take on a 25-year debenture for \$6.2 million. To fund annual debenture repayment obligations, it is presumed that systems users would be levied a local improvement charge for approximately \$670 each year over the term of the loan. Under these circumstances, the Township's annual debt repayment limit usage would increase from 11% to 26%, leaving less financial capacity to fund other major strategic initiatives.

Future Outlook:

The Township's expansive water supply system consisting of over 21 kilometers in watermain as well as the Copenhagen booster station is valued at approximately \$54 million based on 2023 tender pricing. The system serves a geographically sparse population of only 650 connections. This equates to a required investment per connection of \$83,000 to replace the Township's existing water infrastructure. Without customer base growth, the disparity between the size of the system and the customer base it serves will continue to increase pressure on rates.

Most of the system’s watermains were built between the late 1980’s and early 2000’s. As of 2024, the system will be comprised entirely of PVC mains which are expected to last 100 years. The relatively young age of the system provides the Township the ability to build its reserves over time. Contributions to the Township’s water reserves are expected to be \$205,657 for 2024. Based on long-term financial modelling, staff estimate annual reserve contributions should be \$732,000 to achieve full cost recovery. This would equate to a 58% rate increase which staff acknowledge is not affordable for residents and is therefore not being recommended in this year’s budget. The effects of under-contributing to reserves for future infrastructure replacement will not be felt by this generation of Township residents.

The Port Burwell Secondary Water Supply System has emerged as a potentially significant financial liability for the municipalities it serves. Based on the age and composition of the secondary system’s transmission mains, watermain replacements are inevitable over the next few decades. When such replacements are required, it is projected that municipal owners will continue to take on water-funded debt to finance capital investment into the secondary system similar to this budget’s 2028 projection. It is being recommended at the Port Burwell Secondary Water Supply System’s December meeting that the Province be engaged on this issue as the originators of the system.

| | |
|---|---|
| Submitted by: | Approved by: |
| Adam Boylan Director of Finance / Treasurer Jason Godby Director of Public Works | Nathan Dias Chief Administrative Officer |

Water | Operating Budget

| | 2021 | | 2022 | | 2023 | | 2024 | |
|--------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|-----------------|
| | Budget | Actuals | Budget | Actuals | Budget | Forecast | Budget | Change |
| Expenses | | | | | | | | |
| <u>Administrative</u> | | | | | | | | |
| Wages & Benefits | \$101,484 | \$100,690 | \$105,358 | \$104,640 | \$110,700 | \$85,883 | \$87,924 | -\$22,776 |
| Training & Conferences | \$2,000 | \$1,819 | \$2,000 | \$1,308 | \$2,100 | \$1,179 | \$2,100 | \$0 |
| Dues & Memberships | \$200 | \$873 | \$200 | \$728 | \$200 | \$800 | \$800 | \$600 |
| Neptune Software | \$4,000 | \$2,878 | \$2,900 | \$2,877 | \$3,500 | \$3,358 | \$3,500 | \$0 |
| Vehicle Expenses | \$1,500 | \$3,885 | \$2,355 | \$5,773 | \$2,500 | \$4,843 | \$4,200 | \$1,700 |
| Advertising | \$100 | \$39 | \$100 | \$0 | \$100 | \$0 | \$0 | -\$100 |
| Legal | \$500 | \$1,315 | \$0 | \$2,844 | \$0 | \$0 | \$0 | \$0 |
| One Call Locates | \$150 | \$0 | \$150 | \$0 | \$200 | \$0 | \$0 | -\$200 |
| Bad Debt Expense | \$100 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$110,034 | \$111,498 | \$113,063 | \$118,169 | \$119,300 | \$96,063 | \$98,524 | -\$20,776 |
| <u>Facilities</u> | | | | | | | | |
| Utilities | \$8,000 | \$10,242 | \$9,600 | \$10,090 | \$10,100 | \$11,608 | \$12,200 | \$2,100 |
| Phone & Internet | \$2,165 | \$2,197 | \$2,165 | \$1,891 | \$2,300 | \$2,258 | \$2,300 | \$0 |
| Grounds Maintenance | \$100 | \$0 | \$500 | \$0 | \$500 | \$500 | \$500 | \$0 |
| | \$10,265 | \$12,439 | \$12,265 | \$11,981 | \$12,900 | \$14,366 | \$15,000 | \$2,100 |
| <u>System Operations</u> | | | | | | | | |
| Repairs & Maintenance | \$27,750 | \$25,140 | \$27,750 | \$54,804 | \$47,300 | \$47,300 | \$50,000 | \$2,700 |
| SCADA Network Costs | \$4,080 | \$3,859 | \$4,000 | \$2,813 | \$8,250 | \$8,250 | \$8,600 | \$350 |
| OCWA Contract | \$81,723 | \$78,225 | \$79,646 | \$79,956 | \$84,546 | \$89,978 | \$93,000 | \$8,454 |
| Purchase of Water | \$481,903 | \$529,005 | \$510,250 | \$578,390 | \$505,280 | \$564,000 | \$589,400 | \$84,120 |
| | \$595,456 | \$636,229 | \$621,646 | \$715,962 | \$645,376 | \$709,528 | \$741,000 | \$95,624 |
| Total Expenses | \$715,755 | \$760,167 | \$746,974 | \$846,112 | \$777,576 | \$819,957 | \$854,524 | \$76,948 |

Water | Operating Budget Forecast

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|--------------------------------|------------------|------------------|------------------|------------------|--------------------|--------------------|
| Expenses | | | | | | |
| <u>Administrative</u> | | | | | | |
| Wages & Benefits | \$87,924 | \$90,100 | \$92,400 | \$94,800 | \$97,200 | \$99,600 |
| Training & Conferences | \$2,100 | \$2,100 | \$2,140 | \$2,180 | \$2,220 | \$2,260 |
| Dues & Memberships | \$800 | \$800 | \$820 | \$840 | \$860 | \$880 |
| Computer Software -Neptune | \$3,500 | \$3,500 | \$3,500 | \$3,500 | \$3,500 | \$3,500 |
| Vehicle Expenses | \$4,200 | \$4,200 | \$4,200 | \$4,200 | \$4,200 | \$4,200 |
| | \$98,524 | \$100,700 | \$103,060 | \$105,520 | \$107,980 | \$110,440 |
| <u>Facilities</u> | | | | | | |
| Utilities | \$12,200 | \$12,400 | \$12,600 | \$12,900 | \$13,200 | \$13,500 |
| Phone & Internet | \$2,300 | \$2,300 | \$2,300 | \$2,300 | \$2,300 | \$2,300 |
| Grounds Maintenance | \$500 | \$500 | \$500 | \$500 | \$500 | \$500 |
| | \$15,000 | \$15,200 | \$15,400 | \$15,700 | \$16,000 | \$16,300 |
| <u>System Operations</u> | | | | | | |
| Repairs & Maintenance | \$50,000 | \$52,000 | \$53,600 | \$54,700 | \$55,800 | \$56,900 |
| SCADA Network Costs | \$8,600 | \$8,900 | \$9,100 | \$9,300 | \$9,500 | \$9,700 |
| OCWA Contract | \$93,000 | \$96,700 | \$99,600 | \$101,600 | \$103,600 | \$105,700 |
| Purchase of Water | \$589,400 | \$615,900 | \$643,600 | \$672,600 | \$702,900 | \$734,500 |
| | \$741,000 | \$773,500 | \$805,900 | \$838,200 | \$871,800 | \$906,800 |
| <u>Debt Servicing</u> | | | | | | |
| Port Burwell Secondary Capital | \$0 | \$0 | \$0 | \$0 | \$438,100 | \$438,100 |
| | \$0 | \$0 | \$0 | \$0 | \$438,100 | \$438,100 |
| Total Expenses | \$854,524 | \$889,400 | \$924,360 | \$959,420 | \$1,433,880 | \$1,471,640 |

Water | Capital Budget Forecast

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------------------|------------------|------------------|------------------|--------------------|--------------------|
| Capital Projects | | | | | | |
| <u>Copenhagen Booster Station</u> | | | | | | |
| Pump 1 | \$0 | \$0 | \$0 | \$0 | \$9,000 | \$0 |
| Pump 2 | \$0 | \$8,000 | \$0 | \$0 | \$0 | \$0 |
| 3 PRVs Replace | \$0 | \$0 | \$0 | \$0 | \$13,000 | \$0 |
| Generator Install Standby | \$5,000 | \$50,000 | \$0 | \$0 | \$0 | \$0 |
| | \$5,000 | \$58,000 | \$0 | \$0 | \$22,000 | \$0 |
| <u>Other Projects</u> | | | | | | |
| Water Meter Replacement | \$16,500 | \$17,000 | \$17,000 | \$18,000 | \$18,000 | \$19,000 |
| Hydrant Rehabilitation | \$0 | \$0 | \$0 | \$0 | \$0 | \$11,000 |
| Spare PLC | \$3,000 | \$0 | \$0 | \$0 | \$0 | \$0 |
| SCADA (every 6-8 yrs) | \$0 | \$0 | \$0 | \$0 | \$26,000 | \$0 |
| Sample Stations | \$14,000 | \$14,000 | \$0 | \$0 | \$0 | \$0 |
| PRV Replacement | \$0 | \$12,000 | \$0 | \$0 | \$0 | \$0 |
| Hydrant & Sample Station Painting | \$0 | \$0 | \$0 | \$0 | \$4,000 | \$0 |
| Condition Assessment | \$0 | \$0 | \$17,000 | \$0 | \$0 | \$0 |
| | \$33,500 | \$43,000 | \$34,000 | \$18,000 | \$48,000 | \$30,000 |
| <u>Watermains</u> | | | | | | |
| Port Burwell Secondary (7km east of tower) | \$0 | \$0 | \$0 | \$0 | \$6,211,800 | \$0 |
| Total Capital Costs | \$38,500 | \$101,000 | \$34,000 | \$18,000 | \$6,281,800 | \$30,000 |
| Capital Financing | | | | | | |
| Provincial & Federal Grants | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| Water Reserve | \$38,500 | \$101,000 | \$34,000 | \$18,000 | \$70,000 | \$30,000 |
| Debt | \$0 | \$0 | \$0 | \$0 | \$6,211,800 | \$0 |
| Total Capital Financing | \$38,500 | \$101,000 | \$34,000 | \$18,000 | \$6,281,800 | \$30,000 |
| Water Reserve Forecast | | | | | | |
| Beginning Reserve Balance | \$153,049 | \$320,206 | \$459,434 | \$689,641 | \$962,205 | \$1,209,870 |
| Add: Contributions to Reserves | \$205,657 | \$240,228 | \$264,207 | \$290,564 | \$317,664 | \$346,764 |
| Less: Draws From Reserves (Projects) | -\$38,500 | -\$101,000 | -\$34,000 | -\$18,000 | -\$70,000 | -\$30,000 |
| Ending Reserve Balance | \$320,206 | \$459,434 | \$689,641 | \$962,205 | \$1,209,870 | \$1,526,633 |

SCHEDULE "A"
TO
BY-LAW NO. 15-71 (AMENDED)

Water Rates

| ITEM | | 2022 | 2023 | 2024 |
|--------------------|-----------------|----------|----------|----------|
| Base Charge | Quarterly | \$78.40 | \$82.32 | \$86.44 |
| | Annual | \$313.60 | \$329.28 | \$345.76 |
| Consumption Charge | Per Cubic Metre | 4.69 | 4.92 | 5.17 |

Water Impost Fees

| ITEM | 2022 | 2023 | 2024 |
|---------------------------------------|---|---|---|
| New Connection on existing Water main | \$7,216.48 plus the cost of the service connection to the water main. | \$7,216.48 plus the cost of the service connection to the water main. | \$7,500.00 plus the cost of the service connection to the water main. |

Other Water related Service Fees

| ITEM | 2022 | 2023 | 2024 |
|--|--|--|--|
| Hydrant Connection Permit (Bulk Use) The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal staff time and associated costs. The cost of the water purchased is an additional cost, see above. (s.94, s.110(e)) | \$80.00 daily fee plus a deposit of \$350.00. | \$80.00 daily fee plus a deposit of \$350.00. | \$80.00 daily fee plus a deposit of \$350.00. |
| Water Meter Assembly (3/4") and inspection (s.108, s.110) | \$525.00 plus HST for meters under 3/4" & Full Cost Recovery for meters larger than 3/4" | \$651.00 plus HST for meters under 3/4" & Full Cost Recovery for meters larger than 3/4" | \$691.00 plus HST for meters under 3/4" & Full Cost Recovery for meters larger than 3/4" |

| ITEM | 2022 | 2023 | 2024 |
|---|---|---|---|
| New Water connection to inspect from curb stop to house | \$275.00 | \$300.00 | \$300.00 |
| Water Frost Plates | \$15.00 plus HST | \$15.00 plus HST | \$15.00 plus HST |
| Connection to waterline where a line tap is required. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs. (s.31). | \$275.00 plus Deposit of \$3,000.00. | \$300.00 plus Deposit of \$3,000.00. | \$300.00 plus Deposit of \$3,000.00. |
| Water Meter Testing – when no problem discovered. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs. | \$140.00 plus a deposit of \$100.00. | \$150.00 plus a deposit of \$100.00. | \$150.00 plus a deposit of \$100.00. |
| Voluntary Shut Off/On exceeding 1 per year There is one free voluntary shut off/on per year. Each request thereafter is \$75.00. | \$50.00 | \$75.00 | \$75.00 |
| Water Service Reconnection includes reconnection after shut off for non-compliance and/or non-payment (s.83, s.91, s.138) | \$60.00 | \$75.00 | \$75.00 |
| Water Disconnection and Inspection The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs (s.84, s.85, s.86, s.90) | \$100.00 plus a deposit of \$1,000.00. | \$100.00 plus a deposit of \$1,000.00. | \$100.00 plus a deposit of \$1,000.00. |
| Water Meter Maintenance <i>or Replacement</i> The Township will be responsible for normal testing and repairs to maintain water meters in good operating condition. The cost to repair water meters damaged by freezing, vandalism or wilful neglect will be the responsibility of the property owner (s.120) | Full Cost Recovery | Full Cost Recovery | Full Cost Recovery |
| Repair to replace curb stop and drain valve (<i>when damaged by abutting property resident</i>) | Full Cost Recovery | Full Cost Recovery | Full Cost Recovery |
| <i>Service Calls: To Read Meter and/or Attend Property</i> Any additional reads other than the regular meter reading for quarterly or final billing purposes (s.129) <i>Any concerns that require attending the property such as water quality, pressure, billing and other.</i> | \$50.00 | \$75.00 | \$75.00 |

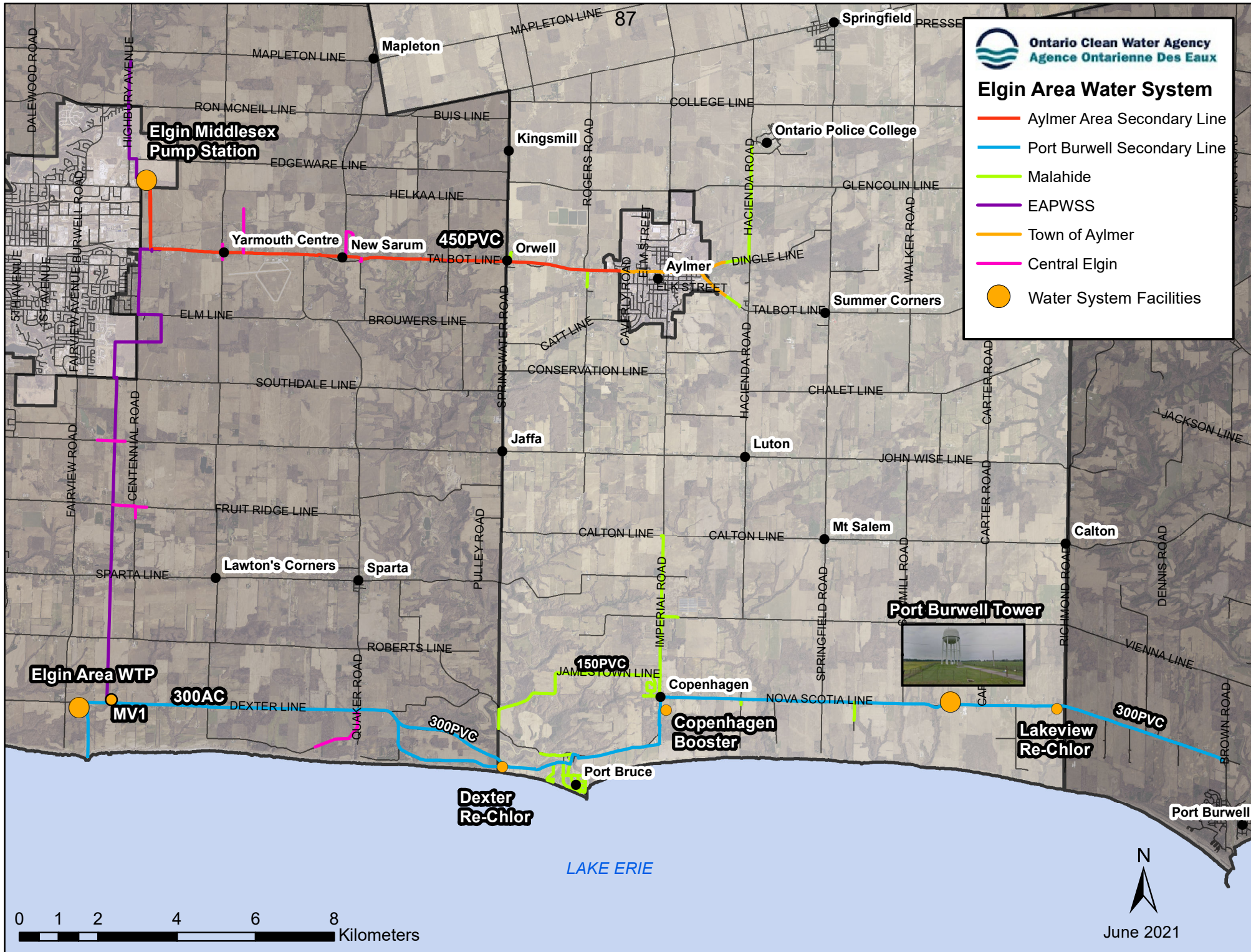
Administration Fees

| ITEM | 2022 | 2023 | 2024 |
|---|-------------|-------------|-------------|
| Transfer to Taxes: Administration Fee for all water accounts left unpaid after the second consecutive billing, and transferred to the corresponding tax account. (s.135) | \$25.00 | \$30.00 | \$30.00 |
| Penalty – Utilities Imposed on first day of default (s.133) | 5% | 5% | 5% |

Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Elgin Area Water System

- Aylmer Area Secondary Line
- Port Burwell Secondary Line
- Malahide
- EAPWSS
- Town of Aylmer
- Central Elgin
- Water System Facilities





Report to Council

REPORT NO.: FIN-23-18
DATE: December 7, 2023
ATTACHMENT: 2024 Sewer Budget, User Fee Schedule, Infrastructure Map
SUBJECT: **2024 Draft Sewer Budget and User Fee Schedule**

Recommendation:

THAT Report No. FIN 23-18 titled “Draft Sewer 2024 Budget and User Fee Schedule” be received;

AND THAT the 2024 Draft Sewer Budget and the User Rates for 2024 be approved;

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

Background:

At the end of each year, the Township approves its Sewer Budget and related user fees for the upcoming calendar year. The Township’s wastewater collection service is self-funded meaning that user fees are set on a full-cost recovery basis with no assistance from annual property tax collections or property tax funded reserves. At its December 15, 2022 meeting, Council received and accepted in principle the Township’s 2023 Water and Wastewater Rate Study prepared and presented by Watson & Associates Economists Ltd. Based on the best information available at that time, it was recommended that water rates increase by 3.50% annually from 2023 to 2032 in order to meet the financial needs of the system. As part of the annual budget development process, staff assess whether adjustments need to be made to this recommendation based on up-to-date information.

Recommended Sewer Rates:

Sewer rates are imposed on users of the system, approximately 300 single-family equivalents in Springfield, to recover costs to operate and maintain the collection system. The Township’s rate structure utilizes a quarterly fixed charge based on the type of customer (single-family dwelling, commercial unit, etc.). Based on staff’s review

of the 2024 Draft Sewer Budget (attached), it is recommended the Township increase its sewer user fees by **3.50%** as presented in the 2023 Rate Study. If approved, the average household, based on an annual consumption of 200 cubic metres, will pay an additional **\$41 per year**, or \$3.42 every month. A comparison of user fees and their impact on users is provided below.

| Sewer Rate Comparison | | |
|------------------------------|-------------------|-------------|
| | 2024 Draft | 2023 |
| Quarterly Fixed Charge | \$303.25 | \$293.00 |
| Annual Fixed Charge | \$1,213 | \$1,172 |

2024 Budget Summary:

The 2024 Draft Sewer Budget does not contemplate any changes to service levels, resources or significant capital investments this year. For 2024, a review of the assumptions used to compute the annual sewer budget, particularly how wastewater treatment costs are determined, was undertaken by staff. As a result of this analysis, the 2024 budgeted operating costs are being reduced by a total of \$658 from 2023's sewer budget. This is supported by a forecasted 2023 surplus. As such, revenue generated by the 2024 proposed 3.5% rate increase will entirely be entirely contributed to the Township's Sewer Reserve for future infrastructure replacement.

The 2024 Draft Sewer Budget proposes annual lifecycle funding of \$159,558 which \$44,000 will be applied to current year capital projects with the remainder of \$115,558 being contributed to the Sewer Reserve for future infrastructure replacement. The Township's Sewer Reserve is forecasted to be \$1,085,337 by the end of 2024. A summarized version of the Township's Sewer Operating Budget is provided below for review.

| Budget Summary | | | |
|--------------------------|--------------------|----------------------|--------------------|
| | 2023 Budget | 2023 Forecast | 2024 Budget |
| Annual Expenses | | | |
| Staffing | \$25,700 | \$23,620 | \$25,700 |
| OCWA Contract | \$35,900 | \$39,133 | \$41,100 |
| Facilities | \$45,300 | \$49,958 | \$55,072 |
| Treatment (Lagoons) | \$65,600 | \$40,169 | \$49,770 |
| System Repairs | \$25,400 | \$18,000 | \$25,400 |
| Other | \$9,100 | \$9,100 | \$9,300 |
| Total | \$207,000 | \$179,980 | \$206,342 |
| Annual Revenue | | | |
| User Fees | \$351,510 | \$354,100 | \$363,900 |
| Other | \$2,000 | \$12,700 | \$2,000 |
| Total | \$353,510 | \$366,800 | \$365,900 |
| Lifecycle Funding | \$146,510 | \$186,820 | \$159,558 |

Budget Details:

Staffing

Malahide assigns labour costs based on the actual hours worked in each functional area. This can cause differences between actuals and budgets in years where a particular functional area requires a higher than expected amount of staff's time. The existing budget for staffing is estimated to be sufficient to cover 2024 wage-related costs and therefore no change is being recommended.

Ontario Clean Water Agency (OCWA) Contract

The Township entered into a contract with OCWA in 2022 to operate its wastewater collection system. The contract allows OCWA to charge the Township of Malahide a base price plus cumulative inflationary increases each year. An estimated increase for this contract provision is included in the 2024 Sewer Budget.

Facilities

The Township's wastewater collection system utilizes two pumping stations, the Springfield Pump Station located near the intersection of Springfield Road and Clinton Street and the Ontario Police College Pumping Station on Hacienda Road. Pumping stations are used to push wastewater towards the Town of Aylmer for storage and treatment in its lagoons.

The Springfield Pumping Station is fully owned and operated by the Township of Malahide. The Township budgets for the hydro required to operate the facility's machinery as well as an annual maintenance allowance for general upkeep as needed.

Ownership of the Ontario Police College (OPC) Pumping Station was transferred to the Township in 2021 after it was rebuilt. Operating costs are incurred by the Town of Aylmer, including hydro and OCWA operating costs, and billed to the Township based on proportionate flows. Staff are reviewing this arrangement and will be bringing forward a report to Council in 2024 for consideration. The 2024 Budget for the OPC is based on the existing billing methodology in consultation with the Town of Aylmer.

Wastewater Treatment

The Township's sewer collection system transmits wastewater to the Town of Aylmer's wastewater lagoon facility. The Town of Aylmer bills the Township a percentage of the lagoon's annual costs based on the proportion of inflows from Springfield. Based on recent flow data, staff assume this figure to be 5.65% of the Town's 2024 lagoon operations budget.

The lagoon's sand filter system is used to remove contaminants in wastewater so that effluent may be discharged from the lagoons. Sand filter operating costs are billed to the

Township based on its proportionate share of discharged flows which is estimated to be 21.12% based on current billing methodology.

System Repairs & Maintenance

An average of \$23,100 in repairs costs have been incurred over the last 3 years. The existing 2023 budget of \$25,400 is believed to be sufficient to cover inflationary pressures and therefore no change is being recommended for 2024.

Capital & Reserves

The Township develops its multi-year capital sewer budget by reviewing capital recommendations made by OCWA in its annual report. Based on their 2024 report, OCWA is recommending an average of \$53,800 in capital investment each year from 2024 to 2029. Compared to average annual reserve contributions of \$177,600 over this time, the Township will have the opportunity to build its reserves for future infrastructure replacement. By 2029, the Township is expected to have over \$1.7 million in reserves earmarked for sewer infrastructure replacement.

Future Outlook:

The Township's sewer system consists of nearly 14 kilometers of forcemains and collection lines to serve its 300 users. It also has future capital funding requirements in relation to the Springfield Pumping Station, Ontario Police College (OPC) Pumping Station and forcemain, Aylmer lagoons and sand filter system. Based on the Township's current asset management data, the system is valued at approximately \$38 million based on comparative tender pricing. This equates to a required investment per service of \$126,667 to replace the Township's existing sewer infrastructure. Without customer base growth, the disparity between the size of the system and the customer base it serves will continue to increase pressure on rates.

Most of the system's collection lines were built in the year 2000. The system is entirely comprised entirely of PVC mains which are expected to last 100 years. The relative young age of the system provides the Township the ability to build its reserves over time. Contributions to the Township's sewer reserves are expected to be \$159,558 for 2024. Based on long-term financial modelling, staff estimate annual reserve contributions should be \$535,000 to achieve full cost recovery. It is therefore estimated the Township is contributing around 30% of what it should be for future infrastructure replacement. Due to the size of the rate base, it will be difficult to achieve this target. The current year rate increase of 3.5% generates approximately \$13,000 in annual capital funding. The effects of under-contributing to capital reserves should not be felt by this generation of Township residents as no significant underground works are expected until near the next century. The Township should continue to raise capital funding for its sewer facility assets who deteriorate at a much faster pace, generally 20 to 50 years for various significant facility components.

| | |
|---|---|
| Submitted by: | Approved by: |
| Adam Boylan Director of Corporate Services / Treasurer | Nathan Dias Chief Administrative Officer |
| Jason Godby Director of Public Works | |

Sewer | Operating Budget

| | 2021 | | 2022 | | 2023 | | 2024 | |
|-----------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|---------------|
| | Budget | Actuals | Budget | Actuals | Budget | Forecast | Budget | Change |
| Expenses | | | | | | | | |
| <u>Administrative</u> | | | | | | | | |
| Wages & Benefits | \$23,964 | \$27,283 | \$24,545 | \$23,143 | \$25,700 | \$23,620 | \$25,700 | \$0 |
| Training & Conferences | \$500 | \$0 | \$500 | \$100 | \$500 | \$0 | \$0 | -\$500 |
| Legal | \$1,600 | \$2,526 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| | \$26,064 | \$29,809 | \$25,045 | \$23,243 | \$26,200 | \$23,620 | \$25,700 | -\$500 |
| <u>Facilities</u> | | | | | | | | |
| Springfield Pumping Station | \$9,564 | \$8,857 | \$9,950 | \$8,175 | \$10,500 | \$9,500 | \$11,000 | \$500 |
| OPC Pumping Station & Forcemain | \$24,896 | \$60,348 | \$33,100 | \$31,805 | \$34,800 | \$40,458 | \$44,072 | \$9,272 |
| | \$34,460 | \$69,205 | \$43,050 | \$39,980 | \$45,300 | \$49,958 | \$55,072 | \$9,772 |
| <u>Treatment (Aylmer Lagoons)</u> | | | | | | | | |
| Lagoon Operations | \$14,629 | \$19,345 | \$17,700 | \$16,858 | \$18,600 | \$12,324 | \$15,312 | -\$3,288 |
| Sand Filter System | \$27,602 | \$32,765 | \$44,700 | \$30,501 | \$47,000 | \$27,845 | \$34,458 | -\$12,542 |
| | \$42,231 | \$52,110 | \$62,400 | \$47,359 | \$65,600 | \$40,169 | \$49,770 | -\$15,830 |
| <u>System Operations</u> | | | | | | | | |
| System Repairs & Maintenance | \$25,400 | \$21,692 | \$25,400 | \$29,538 | \$25,400 | \$18,000 | \$25,400 | \$0 |
| SCADA Maintenance | \$12,760 | \$5,393 | \$2,300 | \$5,103 | \$8,600 | \$9,100 | \$9,300 | \$700 |
| OCWA Contract | \$31,666 | \$32,797 | \$33,371 | \$35,464 | \$35,900 | \$39,133 | \$41,100 | \$5,200 |
| | \$69,826 | \$59,882 | \$61,071 | \$70,105 | \$69,900 | \$66,233 | \$75,800 | \$5,900 |
| Total Expenses | \$172,581 | \$211,006 | \$191,566 | \$180,687 | \$207,000 | \$179,980 | \$206,342 | -\$658 |

Sewer | Operating Budget Forecast

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|--|------------------|------------------|------------------|------------------|------------------|------------------|
| Expenses | | | | | | |
| <u>Administrative</u> | | | | | | |
| Wages & Benefits | \$25,700 | \$26,300 | \$26,900 | \$27,500 | \$28,200 | \$28,900 |
| | \$25,700 | \$26,300 | \$26,900 | \$27,500 | \$28,200 | \$28,900 |
| <u>Facilities</u> | | | | | | |
| Springfield Pumping Station | \$11,000 | \$11,400 | \$11,700 | \$12,000 | \$12,300 | \$12,600 |
| Ontario Police College Pumping Station | \$44,072 | \$45,900 | \$47,200 | \$48,100 | \$49,000 | \$49,900 |
| | \$55,072 | \$57,300 | \$58,900 | \$60,100 | \$61,300 | \$62,500 |
| <u>Treatment (Aylmer Lagoons)</u> | | | | | | |
| Lagoon Overhead | \$15,312 | \$15,900 | \$16,400 | \$16,700 | \$17,000 | \$17,300 |
| Sand Filter Costs | \$34,458 | \$35,800 | \$36,900 | \$37,600 | \$38,400 | \$39,200 |
| | \$49,770 | \$51,700 | \$53,300 | \$54,300 | \$55,400 | \$56,500 |
| <u>System Operations</u> | | | | | | |
| System Repairs & Maintenance | \$25,400 | \$26,400 | \$27,200 | \$27,700 | \$28,300 | \$28,900 |
| SCADA Maintenance | \$9,300 | \$9,700 | \$10,000 | \$10,200 | \$10,400 | \$10,600 |
| OCWA Contract | \$41,100 | \$42,700 | \$44,000 | \$44,900 | \$45,800 | \$46,700 |
| | \$75,800 | \$78,800 | \$81,200 | \$82,800 | \$84,500 | \$86,200 |
| Total Expenses | \$206,342 | \$214,100 | \$220,300 | \$224,700 | \$229,400 | \$234,100 |

Sewer | Capital Budget

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| <u>Springfield Pump Station Capital Projects</u> | | | | | | |
| Springfield P.S. Roof & Electrical | | | | | | \$94,000 |
| Springfield P.S. Pumps (Rebuild 10yr & Replace 20yr) | \$17,500 | | \$21,000 | | | |
| Springfield P.S. Soft Start | \$5,000 | | | | | |
| Springfield P.S. Discharge Flow Meter | | \$17,000 | | | | |
| Springfield P.S. Discharge Pressure Transmitter | | \$4,000 | | | | |
| Springfield P.S. Air Valves | \$11,000 | \$11,000 | | | | \$11,000 |
| Springfield P.S. Spare PLC | \$3,000 | | | | | |
| Springfield P.S. UPS Replacement Program | | | \$4,000 | | | |
| Springfield P.S. Wet Well Piping/Pump Rails | | | | | \$30,000 | |
| <u>OPC Pump Station Capital Projects</u> | | | | | | |
| OPC P.S. Storage Facility | | \$10,000 | | | | |
| <u>Other Capital Projects</u> | | | | | | |
| SCADA PLC Cabinet (every 25 yrs) | | \$4,000 | | | | |
| SCADA (every 6-8 yrs) | | | | | \$31,000 | |
| Condition Assessments | | \$1,500 | | | \$18,000 | |
| Force Main 4 Air Release Valves (every 5yrs) | \$7,500 | \$7,500 | \$7,500 | | | \$7,500 |
| Total Capital Costs | \$44,000 | \$55,000 | \$32,500 | \$0 | \$79,000 | \$112,500 |
| Capital Financing | | | | | | |
| Sewer Reserve | \$44,000 | \$55,000 | \$32,500 | \$0 | \$79,000 | \$112,500 |
| Total Capital Financing | \$44,000 | \$55,000 | \$32,500 | \$0 | \$79,000 | \$112,500 |
| Sewer Reserve Forecast | | | | | | |
| Beginning Reserve Balance | \$969,779 | \$1,085,337 | \$1,194,737 | \$1,333,637 | \$1,514,137 | \$1,625,037 |
| Add: Contributions to Reserves | \$159,558 | \$164,400 | \$171,400 | \$180,500 | \$189,900 | \$199,900 |
| Less: Draws From Reserves (Projects) | -\$44,000 | -\$55,000 | -\$32,500 | \$0 | -\$79,000 | -\$112,500 |
| Ending Reserve Balance | \$1,085,337 | \$1,194,737 | \$1,333,637 | \$1,514,137 | \$1,625,037 | \$1,712,437 |

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

Sewer Rates

| ITEM | | 2022 | 2023 | 2024 |
|---|-----------|-------------|-------------|-------------|
| Single Family Dwelling | Annual | \$1,132.00 | \$1,172.00 | \$1,213.00 |
| | Quarterly | \$283.00 | \$293.00 | \$303.25 |
| Single Commercial Unit | Annual | \$1,132.00 | \$1,172.00 | \$1,213.00 |
| | Quarterly | \$283.00 | \$293.00 | \$303.25 |
| Duplex or two houses on one account | Annual | \$2,264.00 | \$2,343.00 | \$2,426.00 |
| | Quarterly | \$566.00 | \$585.75 | \$606.50 |
| Two apartments or Commercial/ Residential Combination | Annual | \$1,132.00 | \$1,172.00 | \$1,213.00 |
| | Quarterly | \$283.00 | \$293.00 | \$303.25 |
| Three apartments or Commercial/ Residential Combination | Annual | \$1,698.00 | \$1,758.00 | \$1,819.50 |
| | Quarterly | \$424.50 | \$439.50 | \$454.88 |
| Four apartments or Commercial/ Residential Combination | Annual | \$2,264.00 | \$2,343.00 | \$2,426.00 |
| | Quarterly | \$566.00 | \$585.75 | \$606.50 |
| Six apartments or Commercial/ Residential Combination | Annual | \$3,396.00 | \$3,515.00 | \$3,639.00 |
| | Quarterly | \$849.00 | \$878.75 | \$909.75 |
| Large User (Malahide Community Place and Springfield Public School) * | Annual | \$4,528.00 | \$4,687.00 | \$4,852.00 |
| | Quarterly | \$1,132.00 | \$1,171.75 | \$1,213.00 |

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

Wastewater Impost Fees

| ITEM | 2022 | 2023 | 2024 |
|---|--|--|--|
| Each lot created by consent subsequent to the passage of by-law 02-30 that lies adjacent to the sewer works. Payment in full shall be made prior to the creation of the lot. | \$714.12 plus \$2,760.00. Payment in full shall be made prior to the creation of the lot. | \$750.00 plus \$2,800.00. Payment in full shall be made prior to the creation of the lot. | \$776.25 plus \$2,900.00. Payment in full shall be made prior to the creation of the lot. |
| Each lot created by registered plan of subdivision or consent subsequent to the passage of by-law 02-30 that requires an extension of the sewage works. | \$714.12 plus a negotiated impost sewer rate per lot that shall not exceed \$2,760.00 per lot. Payment in full shall be made prior to the creation of the lot. | \$750.00 plus a negotiated impost sewer rate per lot that shall not exceed \$2,800.00 per lot. Payment in full shall be made prior to the creation of the lot. | \$775.00 plus a negotiated impost sewer rate per lot that shall not exceed \$2,900.00 per lot. Payment in full shall be made prior to the creation of the lot. |

Miscellaneous Wastewater Fees

| ITEM | 2022 | 2023 | 2024 |
|---|--|--|--|
| New Private Sewer Connection to inspect from Stub to house. | \$275.00 | \$300.00 | \$310.00 |
| Unblock Residential Sewer, during working hours | \$150.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. | \$200.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. | \$201.00 plus deposit of \$500.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. |
| Unblock Residential Sewer, after hours | \$225.00 plus deposit of \$500.00. The | \$225.00 plus deposit of \$500.00. The | \$235.00 plus deposit of \$500.00. The |

| ITEM | 2022 | 2023 | 2024 |
|-----------------------------|---|---|---|
| | applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. | applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. | applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. |
| New Sewer Stub Installation | \$275.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs. | \$275.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs. | \$285.00 plus deposit of \$10,000.00. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs. |

Administration Fees

| ITEM | 2022 | 2023 | 2024 |
|-------------------|---------|---------|---------|
| Transfer to Taxes | \$25.00 | \$30.00 | \$30.00 |

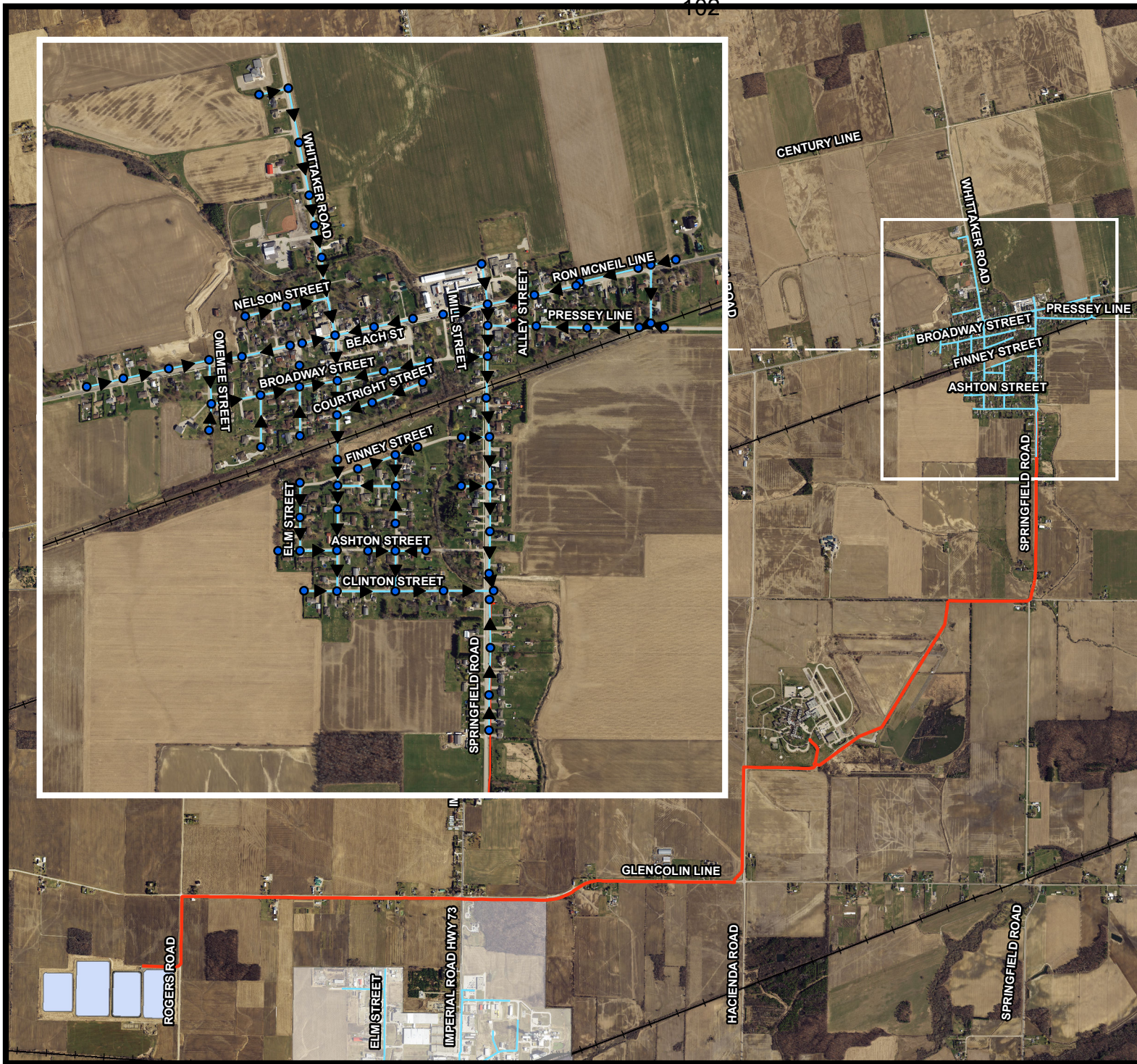
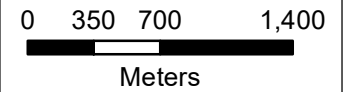
| ITEM | 2022 | 2023 | 2024 |
|---|--|--|--|
| Administration fee for all wastewater accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account. (s.135) | | | |
| Penalty - Utilities | 5% imposed on first day of default (s.133) | 5% imposed on first day of default (s.133) | 5% imposed on first day of default (s.133) |



Springfield Sewer System

Legend

- Manholes
- ▶ Sewer
- OPC Forcemain
- Lagoons





Report to Council

REPORT NO.: FIN-23-19
DATE: December 7, 2023
ATTACHMENT: By-law 23-81
SUBJECT: 2024 INTERIM TAX LEVY BY-LAW

Recommendation:

THAT Report No. FIN 23-19 entitled “2024 Interim Tax Levy By-Law” be received;
AND THAT By-Law # 23-81 be given a first, second and third reading.

Comments:

Section 317 of the *Municipal Act, 2001*, allows a local municipality to levy on all taxable properties, an interim tax levy prior to the adoption of final budgets for each tax year. The maximum allowable interim levy is fifty (50) percent of the prior year’s annualized taxes. The 202 interim tax levy will be payable in equal instalments. instalment dates will be March 15 and June 15, 2023.

The *Municipal Act, 2001* requires that an interim tax levy by-law be passed in the year to which it applies or in November or December of the previous year, provided that the by-law does not come into effect until a specified day in the applicable year.

Financial Implications:

The interim levy by-law is required to generate cash flow for the Township to operate prior to approval of the final tax rates approved through budget.

| | |
|---|---|
| Submitted by: | Approved for Council: |
| Adam Boylan Director of Corporate Services/Treasurer | Nathan Dias Chief Administrative Officer |

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-81**

Being a By-law to provide for an interim tax levy for the year 2024 for all property classes.

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

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

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

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

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

Of the total taxes for municipal and school purposes levied on the property in the year 2023.

2. THAT for the purposes of calculating the total amount of taxes for the year 2024 under Paragraph 1, if any taxes for municipal and school purposes were levied on a property for only a part of 2021 because assessment was added to the collector's roll during 2021, an amount shall be added equal to the additional taxes that would have been levied on the property if taxes for municipal and school purposes had been levied for the entire year.
3. THAT the said interim tax levy for all property classes shall become due and payable in two installments as follows:
 - a. 50% of the interim levy shall become due and payable on the 15th day of March, 2024; and

- b. The balance of the interim levy shall become due and payable on the 15th day of June, 2024.
4. THAT non-payment of the amount on the dates stated in accordance with this section shall constitute default.
5. THAT there shall be imposed on all taxes a penalty for non-payment or late payment of taxes in default of the installment dates set out above. The penalty shall be one and one-quarter percent (1.25%) of the amount in default on the first day of default and on the first day of each calendar month during which the default continues, but not after the end of 2024.
6. THAT on all other taxes in default on January 1, 2024, interest shall be added at the rate of one and one-quarter percent (1.25%) per month or fraction thereof.
7. THAT penalties and interest added on all taxes of the interim tax levy in default shall become due and payable and shall be collected forthwith as if the same had originally been imposed and formed part of such unpaid interim tax levy.
8. THAT a failure to receive the aforesaid notice in advance of the date for payment of the interim levy or any installment, does not affect the timing of default or the date from which interest shall be imposed.
9. THAT the Treasurer of the Township of Malahide may accept part payment on account of any taxes due, but such acceptance shall not affect interest or penalty imposed and collected under section 4 of this By-law in respect of non-payment or late payment of any taxes or any installment of taxes.
10. THAT the Treasurer may mail or e-mail or cause the same to be mailed or e-mailed to the person or to the residence or place of business of such person indicated on the last revised assessment roll, a written or printed notice specifying the amount of taxes payable. The notice shall contain the particulars provided for in this By-law and the information required to be entered in the Collector's Roll under Section 340 of the *Municipal Act, 2001*.
11. THAT taxes are payable at the Township of Malahide Municipal Office located at 87 John Street South, Aylmer, Ontario; at most financial institutions; by telephone banking; or by internet banking, by the person charged with such payment or their authorized designate.
12. THAT the subsequent levy for the year 2024 to be made under the *Municipal Act, 2001*, shall be reduced by the amount to be raised by the levy imposed by this By-law.
13. THAT nothing in this By-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statute and by-laws governing the collection of taxes.

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

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

READ a **FIRST** and **SECOND** time this 7th day of December, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 7th day of December, 2023.

Mayor - D. Giguère

Clerk, A. Adams

DRAFT



Report to Council

REPORT NO.: FIN-23-20
DATE: December 7, 2023
ATTACHMENT: Draft By-law #23-82
SUBJECT: **TEMPORARY BORROWING BY-LAW**

Recommendation:

THAT Report No. FIN 23-20 entitled “Temporary Borrowing By-law” be received;
AND THAT By-Law # 23-82 be given a first, second and third reading.

Background:

Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a Council by by-law to authorize the Head of Council or the Treasurer (or both) to borrow from time to time, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the expenses of the municipality for the year.

The lender(s) from whom amounts may be borrowed under authority of the Temporary Borrowing By-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by by-law of Council.

Financial Implications:

The Township typically maintain cash flow levels which are sufficient to fund its operating activities and therefore no financial implications of approving this by-law are expected. In the event of an emergency where additional funds are required, approval of an interim by-law allows the Treasurer to obtain temporary financing for such activities as opposed to calling a special meeting of Council to obtain approval.

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|---|--|
| Submitted by: Tanya Hoover Assistant Treasurer/ Tax Collector | Approved for Council: Nathan Dias Chief Administrative Officer |
|---|--|

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-82**

Being a by-law to authorize temporary borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2024.

WHEREAS Section 407 of the *Municipal Act, 2001*, as amended, provides authority for a Council by by-law to authorize the Head of Council or the Treasurer or both of them to borrow from time to time, such sums as the Council considers necessary to meet, until taxes are collected and other revenues are received, the expenses of the municipality for the year, whether or not they are expenses for the year, that the municipality requires in the year;

AND WHEREAS the total amount which may be borrowed from all sources at any one time to meet the current expenditures of the Municipality, except with the approval of the Municipal Board, is limited by Section 407 of the *Municipal Act, 2001*;

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

1. The Head of Council or the Treasurer or both of them are hereby authorized to borrow from time to time during the fiscal year (hereinafter referred to as the current year), until the taxes are collected and other revenues are received, such sums as may be necessary to meet the expenses of the municipality for the year and of the amounts, whether or not they are expenses for the year, that the municipality requires in the year for,
 - a. reserve, sinking and retirement funds;
 - b. principal and interest due on any debt of the municipality;
 - c. school purposes;
 - d. other purposes the municipality is required by law to provide for; and
 - e. the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default.
2. The lender(s) from whom amounts may be borrowed under authority of this by-law shall be **Royal Bank of Canada** and such other lender(s) as may be determined from time to time by by-law of Council.
3. Except with the approval of the Local Planning Appeal Tribunal, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:

- a. from January 1 to September 30 of the current year, 50 percent of the total estimated revenues of the Municipality as set out in the budget adopted for the current year, and
 - b. from October 1 to December 31 of the current year, 25 percent of the total of the estimated revenues of the Municipality as set out in the budget adopted for the current year,
4. The Treasurer shall, at the time when any amount is borrowed under this by-law, ensure that the lender is or has been furnished with a certified copy of this by-law, (a certified copy of the resolution mentioned in section 2 determining the lender,) if applicable, and a statement showing the nature and amount of the estimated revenues for the current year and also showing the total of any other amounts borrowed from any and all sources under authority of section 407 of the *Municipal Act* that have not been repaid.
 5. If the budget for the current year has not been adopted at the time an amount is borrowed under this by-law, the limitations as set out in Section 3 of this by-law, shall be calculated for the time being upon the estimated revenues of the Municipality as set forth in the estimates adopted for the next preceding year, less all revenues received for and on account of the current year.
 6. If the budget for the current year has been not been adopted at the time an amount is borrowed under this by-law, the statement furnished under section 4 shall show the nature and amount of the estimated revenues of the Municipality as set forth in the budget adopted for the current year and the nature and amount of the revenues received for and on account of the current year.
 7. For purposes of this by-law the estimated revenues referred to in section 3,4, and 5 do not include revenues derivable or derived from, a) any borrowing, including through any issue of debentures; b) a surplus, including arrears of taxes, fees or charges; or c) a transfer from the capital fund, reserve funds or reserves.
 8. The Treasurer be and is hereby authorized and directed to apply in payment of all or, any sums borrowed under this by-law, together with interest thereon, all or any of the moneys hereafter collected or received, either on account of or realized in respect of the taxes levied for the current year and previous years or from any other source, that may be lawfully applied for such purpose.
 9. Evidences of indebtedness in respect of borrowings made under section 1 shall be signed by the head of the council or conform to the treasurer or both of them.
 10. The Bank shall not be responsible for establishing the necessity of temporary borrowing under this by-law or the manner in which the borrowing is used.

11. This by-law shall take effect on the day of passing and may be cited as the “2024 Temporary Borrowing By-law”.

READ a **FIRST** and **SECOND** time this 7th day of December, 2023

READ a **THIRD** time and **FINALLY PASSED** this 7th day of December, 2023.

Mayor - D. Giguère

Clerk – A. Adams

DRAFT



Report to Council

REPORT NO.: DS-23-33

DATE: December 7, 2023

ATTACHMENT: Site Concept Plan, Community Consultation Meeting Notice, Community Consultation Meeting Minutes, Municipal Council Support Resolution

SUBJECT: **Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal**

LOCATION: Concession NTR Part Lot 104, Part Lot 105 (9608 Carter Road)

Recommendation:

WHEREAS the proponent is proposing to construct and operate a Long-Term Reliability Project, as defined and with the characteristics outlined in Table 1 below, under the Long-Term Request for Proposals (“LT1 RFP”) issued by the Independent Electricity System Operator (“IESO”).

THAT Report No. DS-23-33 entitled “Walker Dairy Rural Power Resiliency Project - Request for Resolution to Support IESO Energy Proposal” be received;

AND THAT the Council of the Township of Malahide supports the development, construction, and operation of the Long-Term Reliability Project on the lands known municipally as 9608 Carter Road, subject to the necessary and required Site Plan Approval, building permit, and other approvals being obtained to the satisfaction of the Township;

AND THAT this resolution’s sole purpose is to enable the Proponent to receive Rated Criteria Points under the LT1 RFP or to satisfy its obligations under any awarded LT1 Contract and may not be used for any purpose of any other form of approval in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent’s Proposal in relation to other Proposals received by the IESO under the LT1 RFP.

Background:

The Independent Electricity Systems Operator of Ontario (IESO) is undertaking a Request for Proposal LT1 RFP process to procure electricity generation and energy storage facilities to address long-term energy demand in the Province. As part of this process, potential applicants are recommended to seek support from local municipal councils in the form of a resolution as part of their application. CEM Engineering and Walker Dairy, the owner of the subject lands, are proposing to submit an application in response to the IESO's RFP process for approval of a natural gas generator on the subject lands and are seeking support from Township Council as part of their submission.

Based on the information provided, the proponents are proposing to construct a small-scale natural gas electricity generator. The generator would be located within a 40' x 10' container that would be installed on a foundation and with roof-mounted electrical components. The generator would be located adjacent to an existing biogas project located on the subject lands that currently converts methane gas produced from the Walker dairy operation into natural gas and is inputted into Epcor's natural gas system. The intent of the proposal is to use the natural gas produced on-site, as well as supplementary natural gas from Epcor, to generate electricity during peak consumption demand for distribution into the electrical grid and would be in operation for approximately 1500 to 2000 hours per year.

| | |
|--|---|
| Unique Project ID of the Long-Term Reliability Project: | LT1-039-5-1 |
| Name of the Long-Term Reliability Project: | Walker Dairy Rural Power Resiliency Project |
| Legal Name of Proponent: | Walker Resilient Generation Inc. |
| Technology of the Long-Term Reliability Project: | Non-Energy Storage - Biogas-Fueled Reciprocating Engine |
| Maximum Contract Capacity of the Long-Term Reliability Project (in MW): | 4.99 MW |
| Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the portion of the Project Site that is located on lands subject to the authority of one or more Municipalities: | 35309-0130 |

Comments/Analysis:

The proposal was circulated to Township staff for review and comments and have been included below:

Public Works

- There are no concerns from a road’s perspective. If there are any potential upgrades to infrastructure within the road allowance, the proponent would need to meet all Township requirements, including road entrance improvements.
- The Patton Drain crosses the property to the northeast and there are no concerns with its proximity to the project.

Planning

- The subject lands are zoned “Large Lot Agricultural (A3)” and “Large Lot Agricultural – Site Specific (A3-6)” which permit a range of agricultural uses including the existing dairy operation. The Zoning By-law also permits accessory uses that are incidental, subordinate, and exclusively devoted to the main permitted use. The proposed use would be using natural gas produced on-site and would be of a scale that would be subordinate to the primary agricultural use on the property.
- The proposed development would be subject to the Township’s Site Plan Control By-law and would require site plan control approval prior to development taking place on the subject lands.

Building

- A building permit will be required for the container and its supporting structures.

Public Consultation

A community consultation meeting was held by the proponent on November 22, 2023. No comments or concerns were raised during this meeting. A copy of the meeting minutes provided by the proponent has been included as part of the agenda package.

Financial Implications to Budget:

The full cost of the proposed development, including any costs associated with the necessary planning, building, or other approvals would be at the sole cost and expense of the proponent.

| | |
|---|---|
| Submitted by: | Reviewed by: |
| Eric Steele, BES Monteith Brown Planning Consultants, Consulting Planner for the Township | Jay McGuffin, MCIP, RPP Vice President, Principal Planner Monteith Brown Planning Consultants |

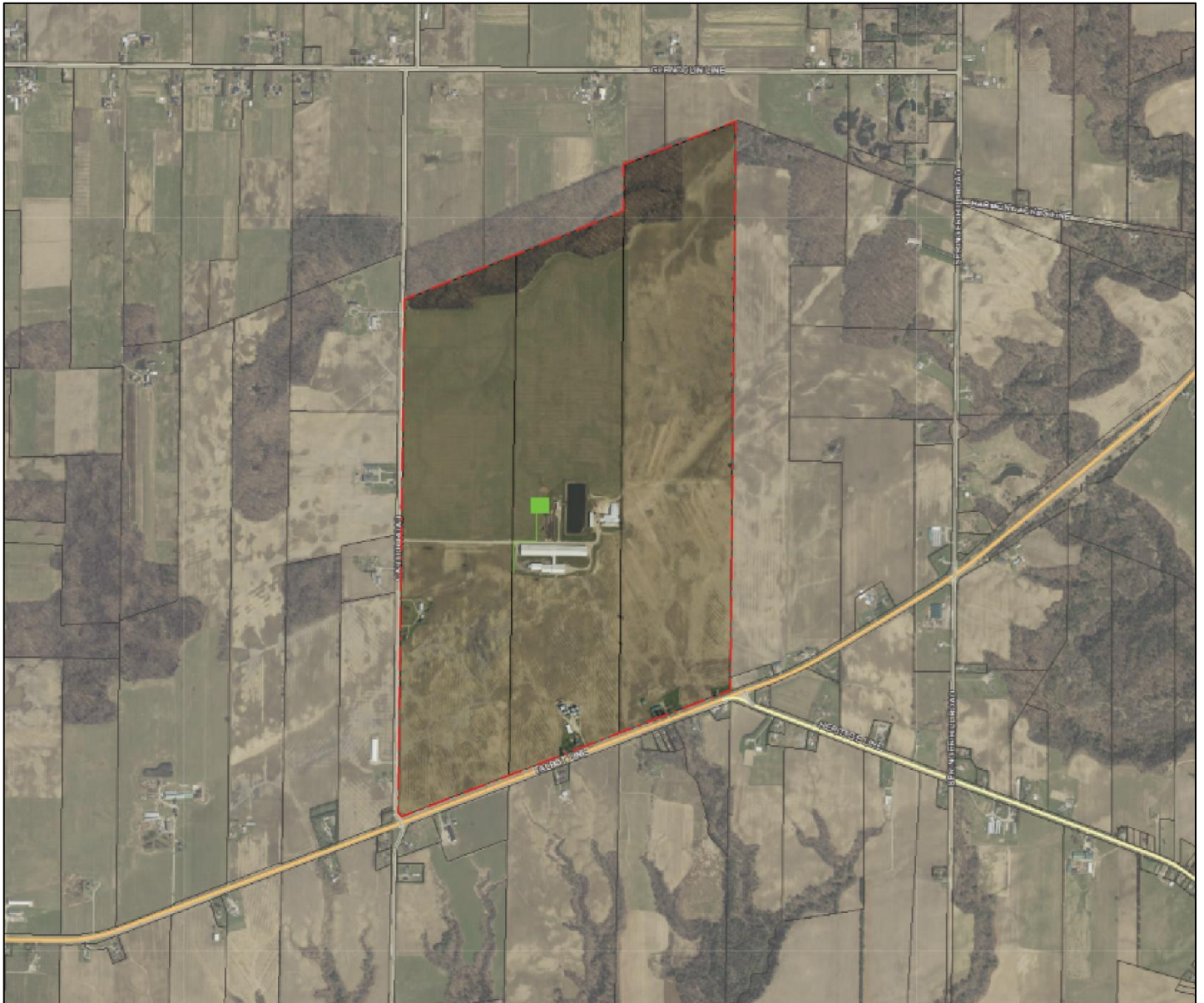
| |
|--------------|
| Approved by: |
|--------------|



| |
|--|
| Nathan Dias, Chief Administrative Officer |
|--|

IESO Energy Proposal Walker Farms

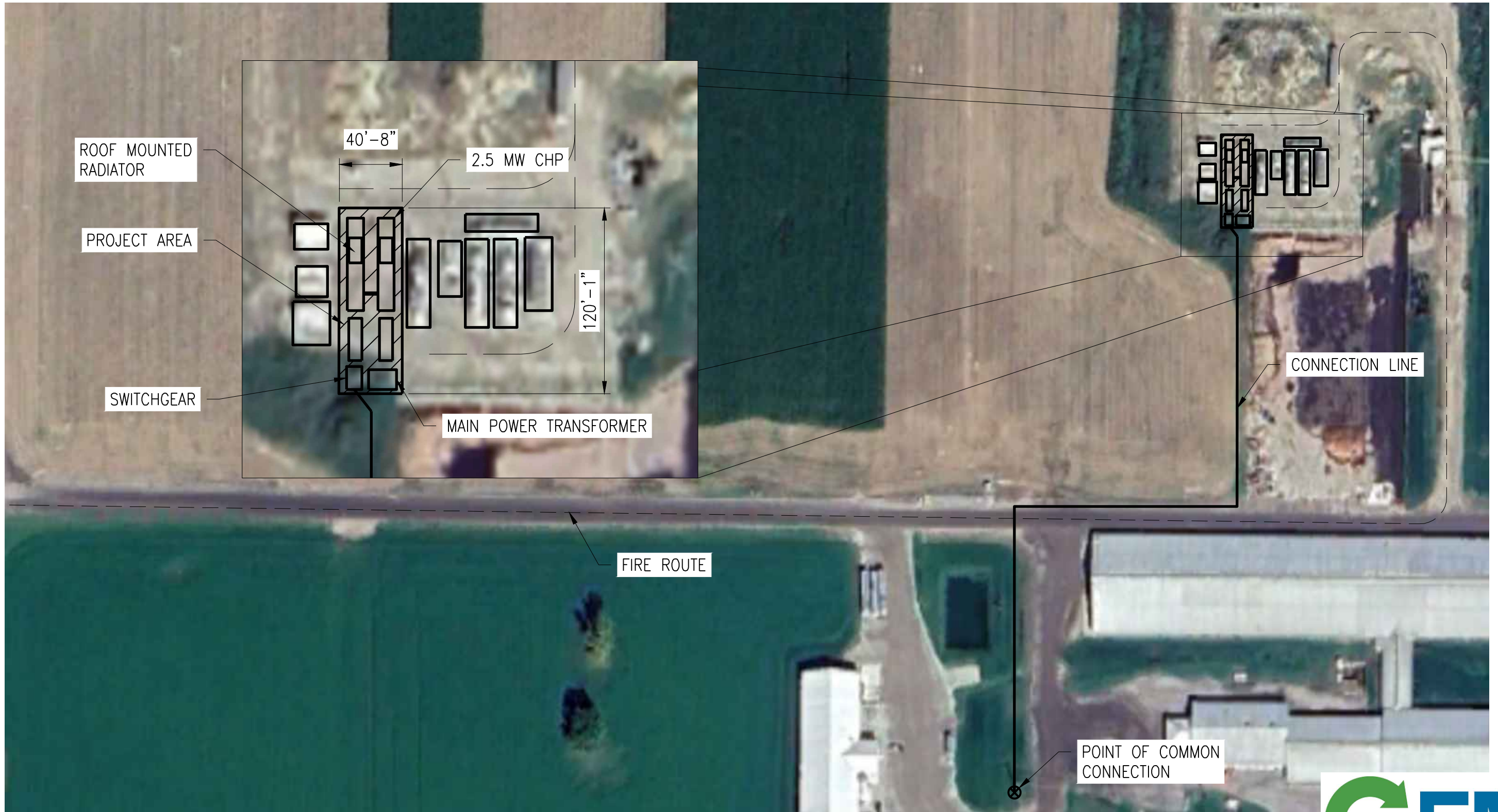
9608 Carter Road
Concession NTR Part Lot 104, Part Lot 105
Township of Malahide

Township
of Malahide
Figure 1

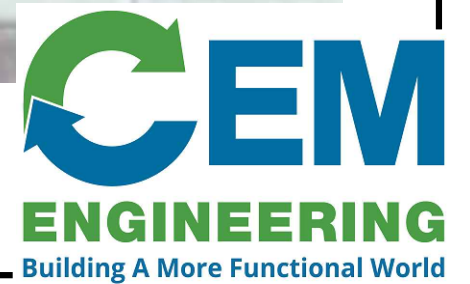


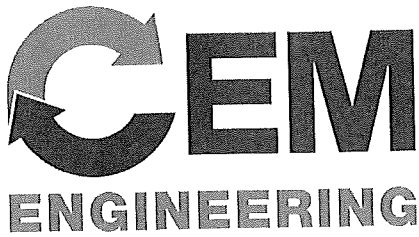
-  Subject Property
-  Proposed Natural Gas Energy Generation Project

NON-ENERGY STORAGE FACILITIES LAYOUT PROPOSAL



WALKER DAIRY
9608 CARTER ROAD
ALYMER, ONTARIO





Building A More Functional World

November 3, 2023

VIA E-mail

Residents of the Township of Malahide

Attention: Property Owners

**Reference: Community Engagement Meeting
IESO LT1 RFP Walker Dairy Rural Power Resiliency Project
Proposed Development: 9608 Carter Rd, Aylmer, ON**

Dear Property Owners,

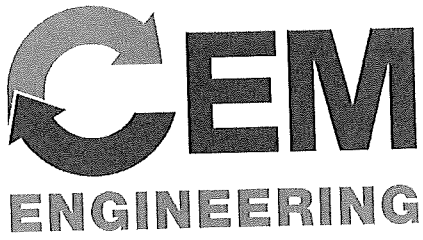
CEM Engineering Inc. is a Qualified Applicant under the IESO's LT1 procurement program and are working together with the owner of the property located at 9608 Carter Rd, Aylmer, ON, more specifically shown by the **attached** map.

Ontario's power grid is gearing up for a robust upgrade, aiming to competitively furnish over 2,500 MW of dispatchable energy resources between 2026 and 2028. CEM Engineering is a Qualified Applicant in the Independent Electricity System Operator's (IESO) Long-Term Request for Proposals (LT1 RFP) program, is spearheading seven projects (7) for the December RFP submission.

The Independent Electricity System Operator (IESO) of Ontario has initiated the Long-Term Request for Proposals (LT1 RFP) program to address the province's emerging electricity system needs. These needs are driven by an increase in demand, the retirement of the Pickering nuclear plant, refurbishments of other nuclear units, and expiring contracts for existing facilities. The LT1 RFP aims to competitively procure 2,518 MW of year-round effective capacity from dispatchable new build resources. These resources include new build storage facilities larger than 1 MW, capable of delivering a continuous amount of electricity for at least four consecutive hours.

In the broader context, the LT1 RFP program is a part of Ontario's efforts to secure a substantial amount of electricity capacity (3,500 MW) through the first Long-Term Request for Proposals and the complementary expedited procurement process known as the Expedited Process. This program is crucial for ensuring the reliability and adequacy of electricity supply in Ontario, particularly as the province enters a period of rising electricity demand and faces the retirement and refurbishment of several nuclear generating units.

CEM is working with Walker Dairy who have received a positive result from the LT1 Deliverability Test, and they would like to now work through the process to get a Municipal Council Support Resolution for their 15 MW Natural Gas Reciprocating Engine project.



Building A More Functional World

To log in to the Community Engagement meeting:

Navigate in your web browser to: <https://www.microsoft.com/en-ca/microsoft-teams/join-a-meeting>

Microsoft | Teams | Products | Features | Pricing | Industries | Resources | Support

Download Teams | Sign in

Microsoft Teams

Join a Teams meeting.

Enter meeting ID Enter meeting passcode

Join a meeting

Where can I find my meeting ID? >



Secure your meeting

Dynamic view

Presenter mode

PowerPoint Live in Microsoft Teams

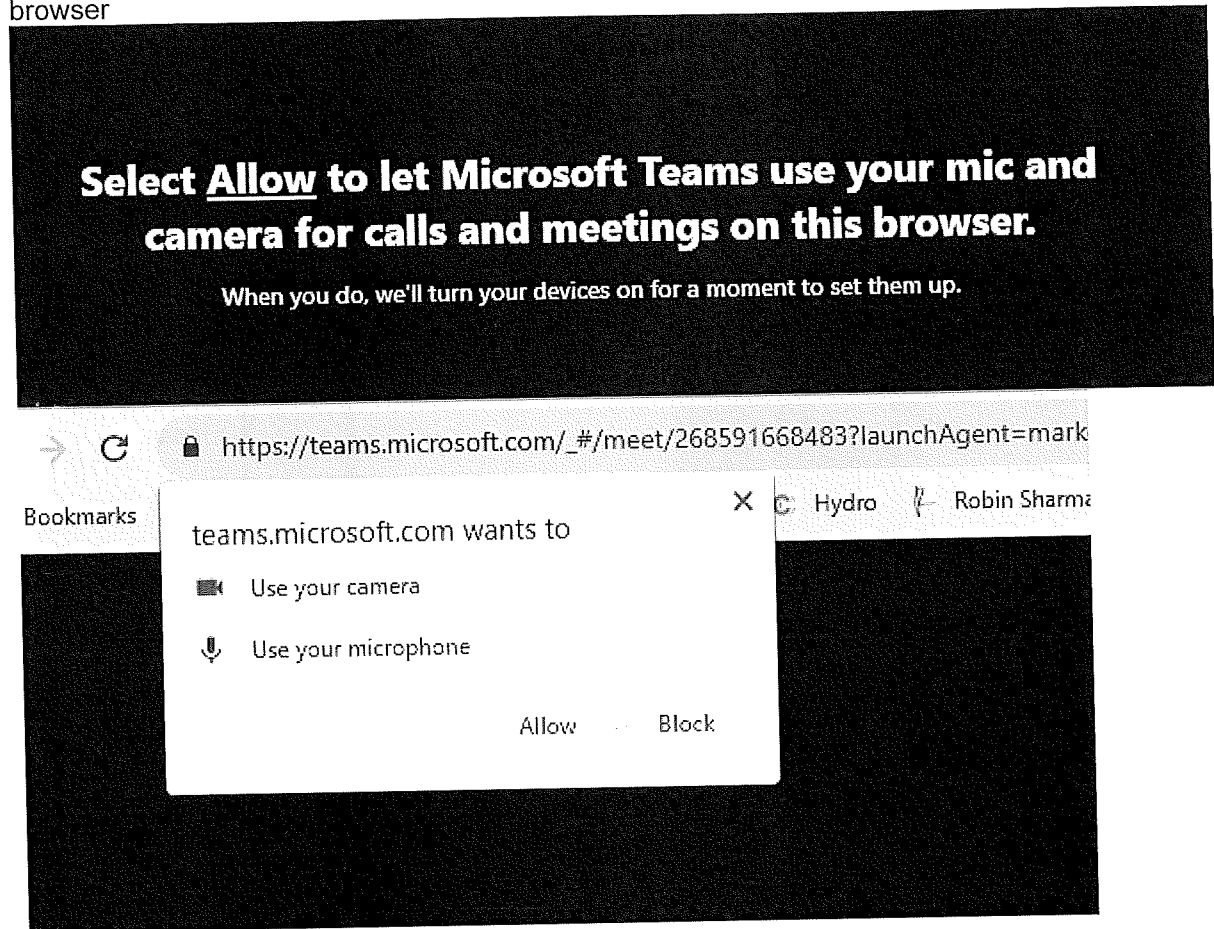
Enter the Meeting ID: 268 049 907 176

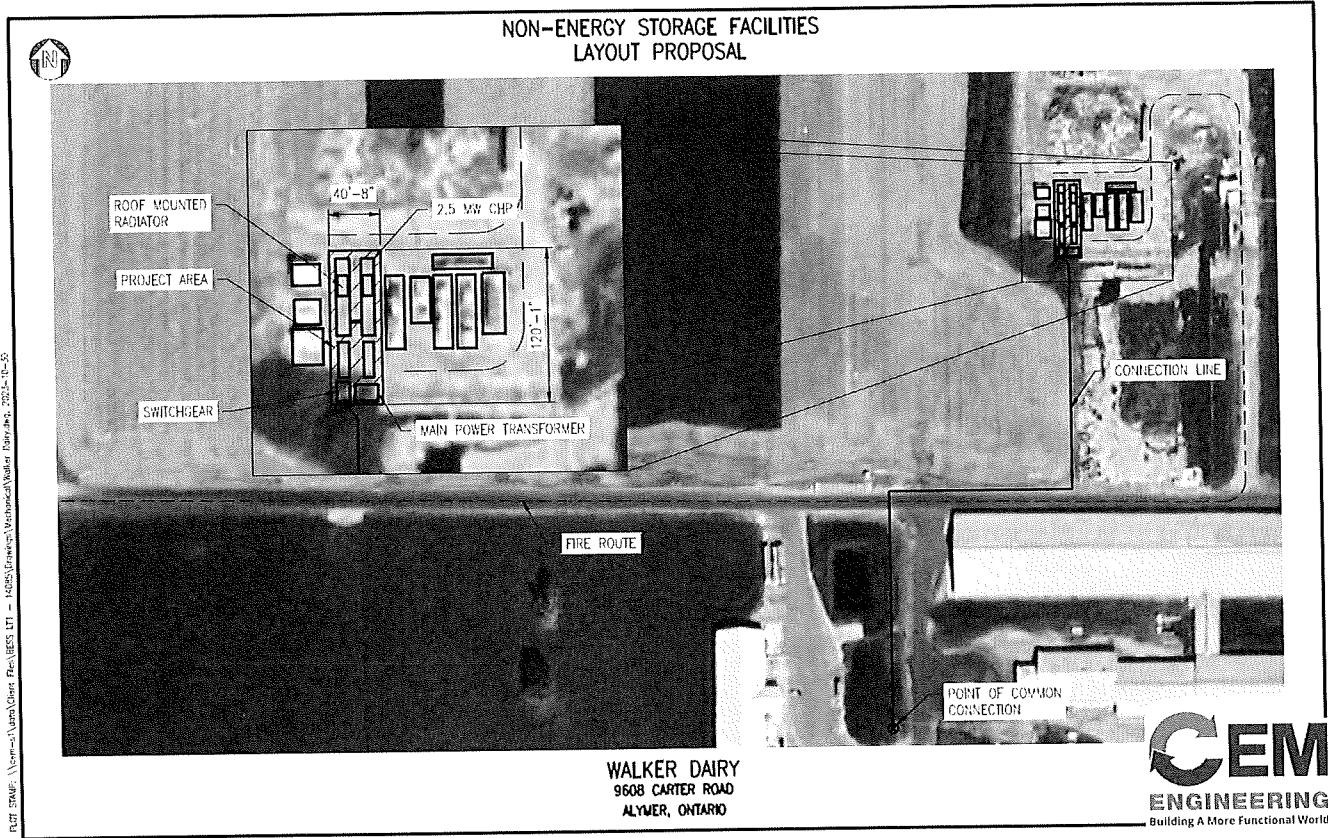
Enter meeting ID

Please enter seven or more alphanumeric characters only

Join a meeting

Select **Allow** to let Microsoft Teams use your mic and camera for calls and meetings on this browser





MEETING MINUTES

| | | | |
|--------------------------|--|---------------------|-------------------|
| OBJECTIVE | Malahide Community Engagement Plan | | |
| MEETING DATE/TIME | November 22, 2023 12:30 pm – 12:45 pm | ISSUE DATE | November 23, 2023 |
| LOCATION | MS Teams | PREPARED BY: | Crystal Webster |

MATTERS DISCUSSED

| GENERAL AREA | DISCUSSION |
|--------------------|---|
| THE PROJECT | <ol style="list-style-type: none"> 1. The Long-term Reliability Proposed Project <ul style="list-style-type: none"> • Project Name – Walker Dairy Rural Power Resiliency Project • Nameplate Capacity – 4.99 MW • Generating Technology – Non-Energy Storage - Biogas-Fueled Reciprocating Engine 2. Project Description <ul style="list-style-type: none"> • Features two (2) x 2.49MW cogeneration gensets, 2 x 3.25 MVA at a dairy farm with a biogas facility. • Engines will be installed with purpose-built metal enclosures with sound attenuation. Installed on concrete or pile foundations. Selective Catalytic Reducers (SCRs) installed to reduce NOx and SOx emissions. Potential heat recovery for use in space heating or reduction of fossil fuel consumption. Fuel used is natural gas but engines are equipped to burn hydrogen as a cleaner fuel option. Electricity generated from the engines will be exported to the local HONI grid at 27.6 kV onto the M02 feeder from the Aylmer TS. • A scale map of site boundaries and location including the location of the connection Point and approximate location of the connection line. • Review of the proposed layout and footprint that is proposed for the project 3. Safety & Operational Considerations <ul style="list-style-type: none"> • Expected to operate between 1500 – 2000 hours per year during peak electricity demand periods • Operation will be based on the needs of the grid and dispatched by the IESO • Air emissions to be controlled to Ministry of Environment standards via SCR • Mitigated noise emissions in accordance with the Ministry of Environment approval 4. Schedule <ul style="list-style-type: none"> • Review of completed progress, current state and future plans 5. Opportunities & Engagement <ul style="list-style-type: none"> • Focus on resiliency and reliability to the local Malahide area |

MEETING MINUTES

| MATTERS DISCUSSED | |
|-------------------|--|
| GENERAL AREA | DISCUSSION |
| | <ul style="list-style-type: none"> • Higher efficiency and lower emissions than the larger, gas turbine-based generation facilities • Local job creation during construction and additional revenue resulting in improvement to long-term economic viability. <p>6. Legal name and contact Qualified Applicant: Cogeneration and Energy Management Engineering Inc. /dba CEM Engineering Inc. #301 - 25 Corporate Park Drive, St. Catharines, Ontario, L2S 3W2 905-935-5815 info@cemeng.ca cemeng.ca</p> <p>Proponent: Walker Resilient Generation Inc. #301 - 25 Corporate Park Drive, St. Catharines, Ontario, L2S 3W2 905-935-5815 matt@cemeng.ca https://cemenergy.ca/cem-energy-walker-dairy/</p> |
| DISCUSSION | <p>7. Q & A opportunity to ask questions - None</p> |

DISTRIBUTION: CEM Energy Website & Township of Malahide

This page sets out the instructions for completing the Prescribed Form – Evidence of Municipal Support.

All capitalized terms used in these instructions and the Prescribed Form – Evidence of Municipal Support, unless otherwise stated, have the meanings ascribed to them in the LT1 RFP.

INSTRUCTIONS APPLICABLE TO ALL PRESCRIBED FORMS:

- a. The first page of a Prescribed Form should be marked with the name of the Long-Term Reliability Project that is the subject of the Proposal. The Proponent should use the name given to the Long-Term Reliability Project in the Prescribed Form – Proponent Information, Declarations and Workbook.
- b. This instruction page is not required to be submitted as part of the completed Prescribed Form.
- c. The Prescribed Form is required to be submitted electronically via email to the IESO at LT.RFP@ieso.ca.
- d. Information provided in each Prescribed Form should be consistent with the information provided in the Proposal.
- e. Where the Prescribed Form has multiple pages, the pages of the Prescribed Form should be kept together in the Proposal in sequential order.
- f. Where a blank field for a section/page reference is provided in a Prescribed Form, enter the section/page reference of the Proposal where the substantiating evidence for that particular item can be found.
- g. Apart from the completion of any blanks, drop down lists, check boxes or similar uncompleted information in a Prescribed Form, no amendments may be made to the wording of a Prescribed Form.
- h. Each Prescribed Form must be completed in its entirety. Fields marked <if applicable> must be completed if applicable to the Proposal. If not applicable, they should be marked " Not Applicable".
- i. If a signature is required for a Prescribed Form, the Prescribed Form must be signed by a person with authority to bind the Proponent. The Prescribed Form may be printed, signed and scanned, or may be signed digitally through Adobe (Digital ID, or Fill and Sign), Apple Preview or DocuSign.
- j. With the exception of this instruction page, instructions within a Prescribed Form will be enclosed in brackets.

INSTRUCTIONS SPECIFIC TO THIS PRESCRIBED FORM:

- k. To be awarded Rated Criteria points pursuant to Section 4.3(c) of the LT1 RFP, a Proponent is to complete and submit in the Proposal a) the main body of this Prescribed Form and b) the applicable evidence of Municipal Support Confirmation, as indicated in Section 2, from each Local Municipality with authority over the Municipal Lands.
- l. Where the Municipal Support Confirmation is in the form of a Municipal Support Resolution, the Municipal Support Resolution must be dated no earlier than February 17, 2023.
- m. The Municipal Support Confirmation must be provided in Exhibit B.
- n. Councils of Local Municipalities have the option of using the form of Municipal Support Resolution provided in Exhibit A, should they so choose. A Blanket Municipal Support Resolution is an acceptable alternative to a Municipal Support Resolution.

GUIDANCE FOR MUNICIPALITIES:

The IESO is undertaking the LT1 RFP to competitively procure year-round capacity from dispatchable New Build and Eligible Expansion resources, including New Build and Eligible Expansion facilities incorporating Electricity generation and storage that (i) are registered or able to become registered in the IESO Administered Markets; (ii) larger than one (1) MW; and (iii) can deliver a continuous amount of Electricity to a connection point on a Distribution System or Transmission System during the Qualifying Hours for:

- (i) at least four (4) consecutive hours in the case of Electricity Storage Facilities; or
- (ii) at least eight (8) consecutive hours in the case of Non-Electricity Storage Facilities.

The LT1 RFP provides Proponents with the opportunity to obtain Rated Criteria Points, which will be used to more favourably position their Proposal in the LT1 RFP evaluation process. Four (4) Rated Criteria points are available for evidence of having obtained support from each Local Municipality in whose jurisdiction(s) the Long-Term Reliability Project is proposed to be located.

Should a Local Municipality wish to support a particular Long-Term Reliability Project, a group of Long-Term Reliability Projects, or one or more particular technology types, they must either pass a Municipal Support Resolution (project-specific) or a Blanket Municipal Support Resolution.

Local Municipalities are encouraged to use the template Municipal Support Resolution in Exhibit A. Should a Local Municipality wish to develop its own resolution, the resolution must:

- (A) identify:
 - (i) the Proponent;
 - (ii) the name, technology and Maximum Contract Capacity of the Long-Term Reliability Project; and

- (iii) the Municipal Lands that are subject to the authority of the Local Municipality; and
- (B) state that the Local Municipality supports the development, construction and operation of the Long-Term Reliability Project on the applicable Municipal Lands. The statement in such resolution may be qualified as being solely for the purposes of enabling the Proponent to receive Rated Criteria Points under the LT1 RFP or to satisfy its obligations under any contract awarded under the LT1 RFP, and does not supersede any applicable permits or approvals under applicable Laws and Regulations that may be required for a particular Long-Term Reliability Project.

Pursuant to the LT1 RFP, Proposals that did not receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution may be required under the LT1 Contract to be awarded pursuant to the LT1 RFP to submit such support resolution for compliance with its obligations.

Though the Municipal Support Confirmation may impact the rank of the Proponent's Proposal in relation to other Proposals received by the IESO, it does not guarantee a contract will be offered to the Proponent under the LT1 RFP.

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

Capitalized terms not defined herein have the meanings ascribed to them in the LT1 RFP.

Section 1 – Information of the Proponent and the Long-Term Reliability Project

| | | |
|----|---|--|
| a. | Unique Project ID of the Long-Term Reliability Project: <i>< Enter Unique Project ID ></i> | |
| b. | Name of the Long-Term Reliability Project: <i>< Enter name of the Long-Term Reliability Project ></i> | |
| c. | Legal name of the Proponent: <i>< Enter legal name of the Proponent ></i> | |
| d. | Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of Properties included in the Municipal Lands <i>< insert PIN(s) (if a PIN is not available, use Municipal Address or legal description) or Grid Cell(s), if applicable ></i> | |
| e. | List of all Local Municipalities with authority over the Municipal Lands: <i>< insert name of the Local Municipality ></i> | Local Municipality 1: Local Municipality 2 (if applicable): |

Section 2 – Municipal Support Confirmation

| | | |
|----|--|--|
| a. | The form of Municipal Support Confirmation used for Local Municipality 1 named above in Section 1(e), attached in Exhibit B, is: | A Municipal Support Resolution dated no earlier than February 17, 2023 |
|----|--|--|

| | | |
|----|---|---|
| | | <p>OR</p> <p>A Blanket Municipal Support Resolution</p> |
| b. | <p>The form of Municipal Support Confirmation used for Local Municipality 2 (if applicable) named above in Section 1(e), attached in Exhibit B, is:</p> | <p>A Municipal Support Resolution dated no earlier than February 17, 2023</p> <p>OR</p> <p>A Blanket Municipal Support Resolution</p> |



120 Adelaide Street West
Suite 1600
Toronto, Ontario M5H 1T1
T 416-967-7474
F 416-967-1947
www.ieso.ca

I hereby confirm that I am an individual with the authority to bind the Proponent and that, if applicable, by signing this form using electronic signature, I agree to the content, terms and conditions set out in the document on behalf of the Proponent.

PROPONENT NAME: _____

Per: _____

Print Name:

Print Title:
(I have authority to bind the Proponent)

Date Signed:

EXHIBIT A
FORM OF MUNICIPAL SUPPORT RESOLUTION

Resolution NO: _____ Date: _____

[Note: The Municipal Support Resolution must not be dated earlier than February 17, 2023.]

WHEREAS:

1. The Proponent is proposing to construct and operate a Long-Term Reliability Project, as defined and with the characteristics outlined in the table below, under the Long-Term Request for Proposals ("**LT1 RFP**") issued by the Independent Electricity System Operator ("**IESO**").

| | |
|--|--|
| Unique Project ID of the Long-Term Reliability Project: | |
| Name of the Long-Term Reliability Project: | |
| Legal Name of Proponent: | |
| Technology of the Long-Term Reliability Project: | |
| Maximum Contract Capacity of the Long-Term Reliability Project (in MW): | |
| Property Identification Number (PIN), or if PIN is not available, municipal address or legal description of the portion of the Project Site that is located on lands subject to the authority of one or more Municipalities: | |

- Pursuant to the LT1 RFP, Proposals that receive the formal support of the local jurisdictional authorities of all the project communities in which the Long-Term Reliability Project is located in the form of a support resolution will be awarded Rated Criteria points for the purpose of ranking the Proposal in relation to other Proposals for a contract under the LT1 RFP; and

NOW THEREFORE BE IT RESOLVED THAT:

- The council of <insert name of Municipality> supports the development, construction and operation of the Long-Term Reliability Project on the Municipal Lands.
- This resolution's sole purpose is to enable the Proponent to receive Rated Criteria Points under LT1 RFP or to satisfy its obligations under any awarded LT1 Contract and may not be used for the purpose of any other form of approval in relation to the Proposal or Long-Term Reliability Project or for any other purpose. Rated Criteria points will be used to rank the Proponent's Proposal in relation to other Proposals received by the IESO under the LT1 RFP.

DULY RESOLVED BY THE LOCAL MUNICIPALITY

on the ___ day of _____, 20__

<Signature lines for elected representatives. At least one signature is required.>

EXHIBIT B
MUNICIPAL SUPPORT CONFIRMATION

Note: Attach the Municipal Support Confirmation.



Report to Council

REPORT NO.: BL-23-02
DATE: December 7, 2023
ATTACHMENT: Municipal Law Enforcement Policy Draft
SUBJECT: **MUNICIPAL LAW ENFORCEMENT POLICY**

Recommendation:

THAT Report No. BL-23-02 titled “Municipal Law Enforcement Policy” be received;

AND THAT Council approve the attached draft Municipal Law Enforcement Policy for the Township of Malahide.

Background:

Municipal By-laws are necessary policy tools for Municipalities to ensure consistent standards within the communities that they serve. Municipal By-laws can also assist Council in achieving strategic goals set via Council’s Strategic Plan. Enforcement of Municipal By-law legitimizes regulations passed by Council, by ensuring that someone is following up on issues of non-compliance and can serve to mitigate risk of liability for adverse impacts caused by a prohibited activity.

The By-law Enforcement Officer is responsible for enforcement of all Municipal by-laws within the Township of Malahide. The By-law Enforcement Officer works with community members, visitors and businesses to achieve voluntary compliance with Municipal By-laws via community engagement and education. Enforcement via court actions typically only occur when attempts to achieve voluntary compliance have failed.

In 2023 Council approved a shared service Memorandum of Understanding (MOU) between the Township of Malahide and Municipality of Bayham for the provision of services including by-law enforcement. Under the MOU, by-law enforcement services are to be provided to both municipalities by Bayham.

On July 10, 2023, a dedicated By-law Enforcement Officer started with the Township of Malahide and Municipality of Bayham. The responsibilities of the By-law Enforcement Officer include enforcement of municipal by-laws, review and update of existing by-laws, implementation of new by-laws that meet the needs of the Municipality, as well as drafting Policies and Procedures related to by-law enforcement.

Comments/Analysis:

In order to provide a high-level service that meets the needs of the Township of Malahide, it is necessary to provide a policy framework to guide how By-law Enforcement Services are provided.

The attached Municipal Law Enforcement Policy addresses key issues related to By-law Enforcement, including but not limited to:

- Complaint procedures
- Investigation and enforcement procedures
- Frivolous or Vexatious Complaints
- Council involvement in By-law Enforcement
- Administrative oversight and direction of By-law Enforcement matters
- Annual reporting
- Application of the *Municipal Freedom of Information and Protection of Privacy Act* and confidentiality.

If approved, this policy will serve as a document that staff, external agencies and the public can reference, related to the provision of By-law Enforcement Services within the Township of Malahide.

Financial Implications to Budget:

N/A

| | |
|--|---|
| Submitted by: | Approved by: |
| Stephen Miller, GDPA, MLEO(c), Licensed Paralegal L.S.O By-Law Enforcement Officer | Nathan Dias Chief Administrative Officer |



MUNICIPAL LAW ENFORCEMENT POLICY

1. PURPOSE

- (1) To provide a formal policy and procedure governing the handling of Municipal by-law complaints by the Township of Malahide and to ensure standardized, thorough, prompt and courteous receipt, processing, investigation and resolution thereof.
- (2) Township of Malahide Municipal Law Enforcement Officers are committed to the delivery of professional Municipal Law Enforcement in a timely and effective manner. The goal of the Township and of Municipal Law Enforcement Officers is to achieve compliance with Municipal by-laws, through education, mediation and as necessary through enforcement and prosecution.
- (3) The Township of Malahide shall generally operate on a reactive-based process in regard to Municipal Law Enforcement with the exception of parking infractions.

2. DEFINITIONS

- (1) **Administrator** shall mean the Chief Administrative Officer of the Township of Malahide or their designate.
- (2) **Formal Complaint** shall mean a complaint received by the Township, wherein the complainant provides their full name, address, phone number and nature of the complaint, which can be verified by the Municipal Law Enforcement Officer, in writing using the required form submitted in the manner specified by the Township.
- (3) **Municipal Law Enforcement Officer** shall mean a person appointed by Township of Malahide by-law for the purposes of Municipal Law Enforcement including, but not limited to, a Building Inspector, Municipal By-law Enforcement Officer, Police Officer and a person authorized by Council or an assigned individual with the responsibility for enforcing and administering this Policy.
- (4) **Notice of Contravention** shall mean a notice containing the particulars of a violation of a Municipal By-law, which is addressed to a person responsible for the contravention and provides a date by which compliance is to be achieved.
- (5) **Township** shall mean the Corporation of the Township of Malahide.

(6) **Frivolous and Vexatious Complaint**, shall mean a complaint submitted with ill will or with the intention of malice towards another person and may include retaliatory complaints and civil disputes. A Frivolous and Vexatious Complaint may also be identified as a complaint that is part of a pattern of conduct by the complainant that amounts to an abuse of the complaints process. Such a pattern occurs when on three (3) or more occasions a complaint comes forward on a matter a Municipal Law Enforcement Officer has already dealt with. The determination of a complaint being a Frivolous and Vexatious Complaint shall always be at the sole, absolute and unfettered discretion of a Municipal Law Enforcement Officer.

(7) **Township** shall mean the Corporation of the Township of Malahide.

3. BY-LAW INVESTIGATION AND ENFORCEMENT PROCEDURE

(1) The Township shall only respond to Formal Complaints received from a complainant who provides their full name, telephone number, address and nature of the complaint in writing. Anonymous and/or incomplete complaints shall not be investigated.

(a) A Municipal Law Enforcement Officer may undertake an investigation on his own initiative upon observation of a possible situation of a by-law violation where the matter is of an immediate threat to health or safety.

(b) The Township will offer assistance and direction with respect to by-law interpretations and questions over the telephone, in person, or via email where practical.

(2) Upon receipt of a Formal Complaint, staff shall record the Formal Complaint in a Complaints Database maintained by the Township.

(a) A Formal Complaint form shall in all cases provide space for the complainant to provide the complaint particulars in their own words, detailing the “who”, “what”, “where”, “when” and “why” of the situation.

(3) The name and any personal information provided by the complainant shall remain in the strictest confidence in accordance with the *Municipal Freedom of Information and Protection of Privacy Act* and shall not be divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a Court or other tribunal or body of competent jurisdiction.

(4) A Municipal Law Enforcement Officer may conduct a preliminary review of the complaint to verify the information provided and research any supporting documentation which may be available in Municipal records.

(5) A Municipal Law Enforcement Officer may call the complainant, when necessary, for further details or to confirm or clarify information provided within the Formal Complaint. In the event that the complainant is uncooperative, the complaint may

be abandoned due to insufficient information. It is understood that a complainant could be required to provide evidence for court purposes and could also be required to provide additional information to the Municipal Law Enforcement Officer.

- (6) A Municipal Law Enforcement Officer may attend the site to witness and record the activity to determine if a Municipal By-law contravention exists.
- (7) If a Municipal Law Enforcement Officer is unclear of a possible contravention, they may seek the advice of the Municipal Prosecutor or Municipal Solicitor if required, or the appropriate Township of Malahide staff member.
 - (a) A Municipal Law Enforcement Officer may provide the information required to the appropriate party so that an informed determination can be provided and where necessary the appropriate actions initiated.
- (8) Where a violation of a Municipal By-law is determined by a Municipal Law Enforcement Officer, excluding set fine situations or documented, chronic violations or where otherwise warranted, a Municipal Law Enforcement Officer may provide an initial warning to the suspect/violator by at least two (2) of the following three (3) methods:
 - (a) in person; or
 - (b) by telephone; and,
 - (c) in writing.
- (9) Notwithstanding Section 3(8) of this Policy In situations wherein set fines have been established for violations of a Municipal By-law, a Municipal Law Enforcement Officer may, upon confirmation of the existence of a violation, immediately issue an offence notice/ticket.
- (10) Notwithstanding Section 3(8) or 3(9) of this Policy, where provided for by Municipal by-law or otherwise, a Municipal Law Enforcement Officer may issue an emergency order to remedy a violation in lieu of an initial warning when such violation poses an immediate threat to health or safety.
- (11) After the time limit has expired in the warning pursuant to Section 3(8) of this Policy or Order pursuant to Section 3(10) of this Policy a Municipal Law Enforcement Officer may return to the site to determine if compliance has been achieved.
- (12) When compliance with the warning and/or order is confirmed a Municipal Law Enforcement Officer shall enter the complaint finalized date in the Complaints Database and close the file.
- (13) If the warning and/or order has not been complied with within the specified time period, a Municipal Law Enforcement Officer shall review the non-compliance with the Administrator.

- (14) Following discussions with the Administrator pursuant to Section 3(13) of this Policy, a Municipal Law Enforcement Officer shall determine whether to attempt a Notice of Contravention or proceed with the actions necessary to address the situation in accordance with Municipal By-laws or otherwise.
- (a) If a Notice of Contravention or formal order is to be issued, a Municipal Law Enforcement Officer shall determine a final time period to achieve compliance. If, in the opinion of the Municipal Law Enforcement Officer, sufficient work has been done but compliance has not been fully achieved by the compliance date, the Municipal Law Enforcement Officer may extend a compliance date at their discretion.
 - (b) If legal action is required, a Municipal Law Enforcement Officer shall recommend to the Administrator to proceed with legal action when it appears obvious compliance is not forthcoming.
 - (c) At any stage of the enforcement process, if, in the opinion of the Administrator the matter is of significant consequence, the matter may be brought before Council for direction.
- (15) Frivolous or Vexatious Complaints, shall not be accepted and/or investigated by a Municipal Law Enforcement Officer.
- (16) A failure to comply with any provision of this policy shall not vitiate any proceeding or any step, document or order in a proceeding otherwise in accordance with any Municipal By-law, Provincial or Federal Legislation.
- (17) Any decision made under this policy including a decision not to respond to a complaint or enforce by-laws, and also including a decision made by the Administrator, may at any time be revisited.

4. LEVEL OF INVOLVEMENT

- (1) When in receipt of any and all Municipal By-law complaints a Municipal Law Enforcement Officer is delegated the sole absolute and unfettered discretion to determine an appropriate level of response to said complaints. The level of response by a Municipal Law Enforcement Officer may include a decision to act on some or all of the complaints, to not act on some or all of the complaints, or to assign priority to some or all of the complaints. In making a decision on the appropriate level of response to said complaints, a Municipal Law Enforcement Officer shall have regard to the following criteria:
- (a) safety factors;
 - (b) history of attempts for compliance made by a Municipal Law Enforcement Officer;
 - (c) available resources, including financial resources;
 - (d) potential impact of not responding;
 - (e) offer for formal mediation;
 - (f) coordinating involvement with other relevant agencies;
 - (g) likelihood of achieving compliance;

- (h) Municipal jurisdiction and authority;
 - (i) other enforcement avenues including civil processes.
- (2) Complainants are protected under the *Municipal Freedom of Information and Protection of Privacy Act* and every complainant will be kept completely confidential and not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless so ordered by a Court or other tribunal or body of competent jurisdiction. Persons who are the subject of a complaint are also protected under the *Municipal Freedom of Information and Protection of Privacy Act* and every subject of a complaint will be kept confidential and not be intentionally divulged to any member of Council, non-essential municipal staff, the public or media unless required for investigation purposes or so ordered by a Court or other tribunal or body of competent jurisdiction.
- (3) Pursuant to Section 4(2) of this Policy, once a complaint has been filed, other than acknowledgment of receipt of the complaint, no follow-up, involvement, information or correspondence regarding the complaint shall be provided to the complainant as the process is protected by the *Municipal Freedom of Information and Protection of Privacy Act*.
- (4) No delegations to Council shall be permitted by any person concerning, or with the subject matter, of a Municipal By-law complaint.

5. REPORTING

- (1) A Municipal Law Enforcement Officer shall provide a semi-annual report to Council regarding general Municipal Law Enforcement statistics.

6. COUNCIL INVOLVEMENT

- (1) Wherever Council involvement is deemed necessary to provide direction related to Municipal Law Enforcement matters, such discussion/direction shall only occur during In-Camera sessions at Council, and the Municipal Law Enforcement Officer shall not otherwise discuss or take direction from Councillors related to Municipal Law Enforcement matters.

7. APPLICATION

- (1) This Policy shall come into full force and effect on the day it is adopted by the Council of the Corporation of the Township of Malahide.



November 9, 2023

File:1.4.5.1

Nathan Dias, CAO
ndias@malahide.ca

Re: 30-Day Notice to Affected Municipalities – 2024 Draft LPRCA Budget

Dear Mr. Dias,

The Board of Directors budget meeting was held on Wednesday, November 8, 2023. The Draft 2024 LPRCA Operating and Capital Budgets were recommended to be circulated to member municipalities for review and comment. The proposed overall increase for the municipal levy is \$85,393 or 3.80% versus last year's increase of 6.82%. The overall municipal support requested for the 2024 operating budget of \$5,868,270 is \$2,145,963 representing a change in the general levy of 2.21% or \$46,453. The municipal support requested for the 2024 capital budget of \$696,340 is \$188,940 representing an increase in the general capital levy of 25.96% or \$38,940. The municipal levy is calculated using the Modified Current Value Assessment provided by the Ministry of Natural Resources and Forestry as outlined in Ontario Regulation 402/22. Specific municipal levy allocation can be found in appendix 4.

Ontario Regulation 139/96 was replaced with O. Reg. 402/22 (Budget and Apportionments), effective July 1, 2023. The regulation calls for a 30-day notice to affected municipal partners in order for them to consider and provide comment regarding the draft budget. The Regulation also requires that the notice be accompanied by the financial information used to determine that levy. As such, please find attached the following information on LPRCA's budgets for its member municipalities:

1. 2024 Draft Consolidated Budget Summary
2. 2024 Draft Consolidated Operating Budget
3. LPRCA 2024 Municipal Levy – Consolidated - Draft
4. Five Year Summary by Municipality of Levy Apportioned by CVA %

LPRCA is requesting any comments regarding the Draft 2024 Budget to be forwarded to this office no later than noon Thursday, December 14th, 2023.

If your officials request a presentation of the Draft 2024 budget, we would be pleased to present at your Councils earliest convenience on behalf of the LPRCA Board of Directors. If you have any questions or need further information, please contact Aaron LeDuc, Manager of Corporate Services at aleduc@lprca.on.ca or 519-842-4242, ext. 224.

Sincerely,

Judy Maxwell
General Manager

cc. Adam Boylan, Director of Corporate Services
Allison Adams, Manager of Legislative Services/ Clerk

Encl. (4)

**Long Point Region Conservation Authority
2024 DRAFT Consolidated Operating Budget**

| Program: | 2021 | 2022 | 2023 | 2023 | 2024 | 2024 Change from | | Contribution (to) from Reserves \$ | Increase to Levy \$ |
|---|------------------|------------------|------------------|------------------|------------------|------------------|----------------|--|------------------------|
| | Actual | Actual | Sept 30 YTD | Budget | Draft Budget | 2023 Budget | | | |
| | \$ | \$ | \$ | \$ | | \$ | % | | |
| Watershed Planning and Technical Services | 397,680 | 441,714 | 308,846 | 398,020 | 439,146 | 41,125 | 10.3% | - | 16,326 |
| Watershed Flood Control Services | 222,711 | 92,558 | 107,534 | 269,270 | 320,079 | 50,809 | 18.9% | - | 50,809 |
| Healthy Watershed Services | 173,447 | 243,281 | 184,173 | 251,522 | 167,227 | (84,295) | (33.5%) | - | (79,039) |
| Conservation Authority Lands | 357,192 | 347,207 | 298,572 | 568,996 | 670,310 | 101,314 | 17.8% | - | 72,215 |
| Communication and Marketing Services | 81,286 | 101,495 | 38,937 | 142,277 | 136,299 | (5,978) | (4.2%) | - | (1,978) |
| Backus Heritage and Education Services | 156,553 | 190,924 | 164,001 | 325,662 | 307,756 | (17,905) | (5.5%) | - | (144,845) |
| Conservation Parks Management Services | 1,180,627 | 1,362,999 | 1,294,207 | 1,612,933 | 1,667,787 | 54,854 | 3.4% | - | No levy |
| Public Forest Land Management Services | 307,663 | 271,042 | 242,327 | 320,160 | 297,532 | (22,628) | (7.1%) | - | No levy |
| Private Forest Land Management Services | 136,090 | 150,013 | 90,354 | 119,355 | 188,427 | 69,073 | 57.9% | 11,443 | No levy |
| Maintenance Operations Services | 400,306 | 398,765 | 279,917 | 383,712 | 433,307 | 49,595 | 12.9% | - | 29,317 |
| Corporate Services | 1,025,774 | 1,099,434 | 915,916 | 1,176,846 | 1,240,400 | 63,554 | 5.4% | - | 103,648 |
| Total Program Expenditures | 4,439,329 | 4,699,432 | 3,924,783 | 5,568,754 | 5,868,270 | 299,516 | 5.4% | 11,443 | 46,453 |
| Objects of Expenses: | | | | | | | | | |
| Staff Expenses | 2,510,611 | 2,716,453 | 2,268,459 | 3,603,498 | 3,803,085 | 199,588 | 5.5% | | |
| Staff Related Expenses | 34,185 | 30,460 | 31,983 | 55,355 | 52,305 | (3,050) | (5.5%) | | |
| Materials and Supplies | 269,764 | 353,400 | 257,224 | 306,018 | 333,009 | 26,991 | 8.8% | | |
| Purchased Services | 1,280,594 | 1,252,652 | 1,268,121 | 1,484,672 | 1,557,355 | 72,683 | 4.9% | | |
| Equipment | 45,669 | 40,625 | 42,426 | 50,725 | 53,725 | 3,000 | 5.9% | | |
| Other | 59,076 | 55,650 | 56,570 | 68,485 | 68,790 | 305 | 0.4% | | |
| Amortization | 239,431 | 250,192 | - | - | - | - | 0.0% | | |
| Total Expenditures | 4,439,329 | 4,699,432 | 3,924,783 | 5,568,754 | 5,868,270 | 299,516 | 5.4% | | - |
| Sources of Revenue: | | | | | | | | | |
| Municipal Levy - Operating | 1,686,943 | 1,724,259 | 1,574,632 | 2,099,510 | 2,145,963 | 46,453 | 2.2% | | |
| Provincial Funding | 50,218 | 128,356 | 10,510 | 22,447 | 19,000 | (3,447) | (15.4%) | | |
| MNR Grant | 35,229 | 35,229 | 8,807 | 35,229 | 35,229 | - | 0.0% | | |
| MNR WECl & Municipal Funding | 2,579 | - | - | - | - | - | 0.0% | | |
| Federal Funding | 33,804 | 30,416 | 13,260 | 6,579 | 3,994 | (2,585) | (39.3%) | | |
| User Fees | 2,748,884 | 2,991,521 | 3,139,914 | 3,100,555 | 3,248,872 | 148,317 | 4.8% | | |
| Community Support | 275,847 | 434,312 | 467,773 | 539,233 | 618,345 | 79,112 | 14.7% | | |
| Interest on Investments | 24,363 | 24,144 | - | - | - | - | 0.0% | | |
| Land Donation | - | - | - | - | - | - | 0.0% | | |
| Gain on Sale of Assets | 1,219 | 13,339 | - | - | - | - | 0.0% | | |
| Contribution from (to) Reserves | (419,757) | (682,144) | - | 14,656 | 17,816 | 3,160 | 21.6% | | |
| Transfer from/(to) Current Year Surplus | - | - | - | - | - | - | 0.0% | | |
| Total Revenue | 4,439,329 | 4,699,432 | 5,214,897 | 5,818,209 | 6,089,220 | 271,011 | 4.7% | | |
| Surplus - current year | - | - | 1,290,114 | 249,455 | 220,950 | (28,505) | (11.4%) | | |

**Long Point Region Conservation Authority
2024 DRAFT Consolidated Budget Summary**

| | 2021 | 2022 | 2023 | 2023 | 2024 | 2024 Change from | | % of Approved Budget |
|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|----------------------|
| | Actual | Actual | Sept 30 YTD | Budget | Budget | 2023 Budget | % | |
| | \$ | \$ | \$ | \$ | \$ | \$ | | |
| Total Operating Expenditures | 4,439,329 | 4,699,432 | 3,924,783 | 5,568,754 | 5,868,270 | 299,516 | 5.4% | 89.4% |
| Total Capital Expenditures * | 349,326 | 349,326 | 170,336 | 651,955 | 696,340 | 44,385 | 6.8% | 10.6% |
| Total Expenditures | 4,788,655 | 5,048,758 | 4,095,119 | 6,220,709 | 6,564,610 | 343,901 | 5.53% | 100.0% |

SOURCES OF REVENUE

| | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|----------------|---------------|---------------|
| Municipal Levy - Operating | 1,686,943 | 1,724,259 | 1,574,632 | 2,099,510 | 2,145,963 | 46,453 | 2.21% | 32.7% |
| Municipal Levy - Capital | 349,326 | 349,326 | 368,550 | 150,000 | 188,940 | 38,940 | 25.96% | 2.9% |
| Municipal Levy - Total | 2,036,269 | 2,073,585 | 1,943,182 | 2,249,510 | 2,334,903 | 85,393 | 3.80% | 35.57% |
| Municipal Levy - Special Norfolk | - | - | - | - | 60,000 | 60,000 | 0.00% | 0.9% |
| Total Municipal Levy | 2,036,269 | 2,073,585 | 1,943,182 | 2,249,510 | 2,394,903 | 145,393 | 6.46% | 36.48% |
| Provincial Funding | 50,218 | 128,356 | 10,510 | 22,447 | 19,000 | (3,447) | (15.4%) | 0.3% |
| MNR Grant | 35,229 | 35,229 | 8,807 | 35,229 | 35,229 | - | 0.0% | 0.5% |
| MNR WECl & Municipal Funding | 2,579 | - | - | 132,500 | 75,000 | (57,500) | 0.0% | 1.1% |
| Federal Funding | 33,804 | 30,416 | 13,260 | 66,579 | 3,994 | (62,585) | (94.0%) | 0.1% |
| User Fees | 2,748,884 | 2,991,521 | 3,139,914 | 3,100,555 | 3,248,872 | 148,317 | 4.8% | 49.5% |
| Community Support | 275,847 | 434,312 | 467,773 | 539,233 | 618,345 | 79,112 | 14.7% | 9.4% |
| Interest on Investments | 24,363 | 24,144 | - | - | - | - | 0.0% | 0.0% |
| Land Donation | - | - | - | - | - | - | 0.0% | 0.0% |
| Gain on Sale of Assets | 1,219 | 13,339 | - | - | - | - | 0.0% | 0.0% |
| Contribution from(to) Reserves | (419,757) | (682,144) | - | 74,656 | 169,266 | 94,610 | 126.7% | 2.6% |
| TOTAL REVENUE | 4,788,654 | 5,048,758 | 5,583,447 | 6,220,709 | 6,564,610 | 343,901 | 5.53% | 100.0% |

* The Capital Expenditures in the 2024 Draft Budget are proposed to be funded by Municipal Levy of \$188,940.

**Special Levy of \$60,000 to Norfolk County.

| LPRCA 2024 MUNICIPAL LEVY - CONSOLIDATED - DRAFT | | | | | |
|---|--------------|-----------|-------------|---------------------------|------------------------------|
| MUNICIPALITY | LEVY AMOUNTS | | | PER CAPITA (Watershed) | PER CAPITA (Municipality) |
| | OPERATING | CAPITAL | TOTAL | | |
| Haldimand County | \$308,299 | \$27,144 | \$335,443 | \$22.88 | \$8.01 |
| Norfolk County | \$1,102,753 | \$97,091 | \$1,199,844 | \$23.41 | \$22.24 |
| Norwich Twp. | \$151,620 | \$13,349 | \$164,969 | \$26.45 | \$19.57 |
| South-West Oxford Twp. | \$44,661 | \$3,932 | \$48,593 | \$28.28 | \$8.48 |
| Tillsonburg | \$273,084 | \$24,044 | \$297,128 | \$21.55 | \$21.55 |
| Total Oxford County | \$469,365 | \$41,325 | \$510,690 | | |
| Brant County | \$152,855 | \$13,458 | \$166,313 | \$30.46 | \$5.21 |
| Bayham Municipality | \$97,190 | \$8,557 | \$105,747 | \$19.89 | \$19.89 |
| Malahide Township | \$15,502 | \$1,365 | \$16,867 | \$25.31 | \$2.53 |
| | \$2,145,963 | \$188,940 | \$2,334,903 | \$23.81 | \$14.08 |
| Increase over 2023 | \$46,453.11 | \$38,940 | \$85,393 | | |
| Per Capita Increase over 2023 | \$0.47 | \$0.40 | \$0.87 | | |

5 Year Summary by Municipality of Levy Apportioned by CVA %

LPRCA

Draft Budget Operating Levy
\$ 2,145,963

Draft Budget Capital Levy
\$188,940

Draft Budget Total Levy
\$2,334,903

| Municipality | Year | Municipal Levy - Operating | | | | Municipal Levy - Capital | | | | Municipal Levy - Combined | | | |
|---------------------|--------------------|----------------------------|------------------|----------------------------|---------------------------|--------------------------|------------------|----------------------------|---------------------------|---------------------------|------------------|----------------------------|---------------------------|
| | | Amount of Levy Share | % of Total Levy* | \$ Increase Year over Year | % Increase Year over Year | Amount of Levy Share | % of Total Levy* | \$ Increase Year over Year | % Increase Year over Year | Amount of Levy Share | % of Total Levy* | \$ Increase Year over Year | % Increase Year over Year |
| Haldimand County | 2020 | \$232,601 | 14.14% | \$5,637 | 2.48% | \$54,631 | 14.14% | (\$103) | -0.19% | \$287,231 | 14.14% | \$5,534 | 1.96% |
| | 2021 | \$240,090 | 14.23% | \$7,489 | 3.22% | \$53,371 | 14.23% | (\$1,260) | -2.31% | \$293,461 | 14.23% | \$6,230 | 2.17% |
| | 2022 | \$245,330 | 14.23% | \$5,239 | 2.25% | \$54,309 | 14.23% | \$938 | 1.72% | \$299,638 | 14.23% | \$6,177 | 2.15% |
| | 2023 | \$302,661 | 14.42% | \$57,331 | 23.37% | \$21,624 | 14.42% | (\$32,685) | -60.18% | \$324,284 | 14.42% | \$24,646 | 8.23% |
| | 2024 | \$308,299 | 14.37% | \$5,638 | 1.86% | \$27,144 | 14.37% | \$5,520 | 25.53% | \$335,443 | 14.37% | \$11,159 | 3.44% |
| Norfolk County | 2020 | \$865,971 | 52.64% | \$19,996 | 2.36% | \$203,390 | 52.64% | (\$624) | -0.31% | \$1,069,361 | 52.64% | \$19,373 | 1.85% |
| | 2021 | \$882,185 | 52.29% | \$16,214 | 1.87% | \$196,106 | 52.29% | (\$7,284) | -3.58% | \$1,078,290 | 52.29% | \$8,930 | 0.84% |
| | 2022 | \$901,067 | 52.26% | \$18,883 | 2.18% | \$199,470 | 52.26% | \$3,364 | 1.65% | \$1,100,537 | 52.26% | \$22,247 | 2.08% |
| | 2023 | \$1,088,124 | 51.83% | \$187,057 | 20.76% | \$77,741 | 51.83% | (\$121,729) | -61.03% | \$1,165,865 | 51.83% | \$65,328 | 5.94% |
| | 2024 | \$1,102,753 | 51.39% | \$14,629 | 1.34% | \$97,091 | 51.39% | \$19,350 | 24.89% | \$1,199,844 | 51.39% | \$33,978 | 2.91% |
| Oxford County* | 2020 | \$349,761 | 21.26% | \$5,504 | 1.60% | \$82,148 | 21.26% | (\$872) | -1.05% | \$431,908 | 21.26% | \$4,631 | 1.08% |
| | 2021 | \$360,609 | 21.38% | \$10,848 | 3.10% | \$80,162 | 21.38% | (\$1,986) | -2.42% | \$440,771 | 21.38% | \$8,862 | 2.05% |
| | 2022 | \$368,308 | 21.36% | \$7,699 | 2.20% | \$81,533 | 21.36% | \$1,371 | 1.67% | \$449,841 | 21.36% | \$9,070 | 2.10% |
| | 2023 | \$451,909 | 21.52% | \$83,601 | 22.70% | \$32,287 | 21.52% | (\$49,246) | -60.40% | \$484,196 | 21.52% | \$34,355 | 7.64% |
| | 2024 | \$469,365 | 21.87% | \$17,456 | 3.86% | \$41,325 | 21.87% | \$9,038 | 27.99% | \$510,690 | 21.87% | \$26,494 | 5.47% |
| Brant County | 2020 | \$109,970 | 6.69% | \$4,742 | 4.51% | \$25,829 | 6.69% | \$452 | 1.78% | \$135,799 | 6.69% | \$5,194 | 3.98% |
| | 2021 | \$114,930 | 6.81% | \$4,959 | 4.51% | \$25,548 | 6.81% | (\$280) | -1.09% | \$140,478 | 6.81% | \$4,679 | 3.45% |
| | 2022 | \$119,089 | 6.91% | \$4,159 | 3.78% | \$26,363 | 6.91% | \$814 | 3.15% | \$145,452 | 6.91% | \$4,974 | 3.66% |
| | 2023 | \$147,095 | 7.01% | \$28,006 | 23.52% | \$10,509 | 7.01% | (\$15,854) | -60.14% | \$157,605 | 7.01% | \$12,153 | 8.36% |
| | 2024 | \$152,855 | 7.12% | \$5,760 | 3.92% | \$13,458 | 7.12% | \$2,949 | 28.06% | \$166,313 | 7.12% | \$8,709 | 5.53% |
| Bayham Municipality | 2020 | \$74,792 | 4.55% | \$1,422 | 1.94% | \$17,566 | 4.55% | (\$128) | -0.72% | \$92,359 | 4.55% | \$1,294 | 1.42% |
| | 2021 | \$76,671 | 4.54% | \$1,879 | 2.51% | \$17,044 | 4.54% | (\$523) | -2.98% | \$93,715 | 4.54% | \$1,356 | 1.47% |
| | 2022 | \$77,927 | 4.52% | \$1,256 | 1.68% | \$17,251 | 4.52% | \$207 | 1.18% | \$95,177 | 4.52% | \$1,463 | 1.58% |
| | 2023 | \$94,466 | 4.50% | \$16,539 | 21.22% | \$6,749 | 4.50% | (\$10,502) | -59.78% | \$101,215 | 4.50% | \$6,038 | 6.34% |
| | 2024 | \$97,190 | 4.53% | \$2,724 | 2.88% | \$8,557 | 4.53% | \$1,808 | 10.61% | \$105,747 | 4.53% | \$4,532 | 4.48% |
| Malahide Township | 2020 | \$11,866 | 0.72% | \$207 | 1.77% | \$2,787 | 0.72% | (\$25) | -0.88% | \$14,652 | 0.72% | \$182 | 1.26% |
| | 2021 | \$12,459 | 0.74% | \$594 | 5.00% | \$2,770 | 0.74% | (\$17) | -0.62% | \$15,229 | 0.74% | \$576 | 3.93% |
| | 2022 | \$12,538 | 0.73% | \$79 | 0.66% | \$2,775 | 0.73% | \$6 | 0.21% | \$15,313 | 0.73% | \$84 | 0.58% |
| | 2023 | \$15,255 | 0.73% | \$2,717 | 21.67% | \$1,090 | 0.73% | (\$1,686) | -60.73% | \$16,345 | 0.73% | \$1,032 | 7.04% |
| | 2024 | \$15,502 | 0.72% | \$247 | 1.62% | \$1,365 | 0.72% | \$275 | 25.23% | \$16,867 | 0.72% | \$522 | 3.43% |
| 2024 | \$2,145,963 | | \$46,453 | 2.21% | \$188,940 | | \$38,940 | 25.96% | \$2,334,903 | | \$85,393 | 3.80% | |

| | Operating | | | Capital | | | Combined | | |
|--------------|---------------------|------------|--------|---------------------|--------------|---------|----------------------|------------|-------|
| 2020 | \$ 1,644,960 | | | \$ 386,350 | | | \$ 2,031,310 | | |
| 2021 | \$ 1,686,943 | \$ 41,983 | 2.55% | \$ 375,000 | \$ (11,350) | -2.94% | \$ 2,061,943 | \$ 30,633 | 1.51% |
| 2022 | \$ 1,724,258 | \$ 37,315 | 2.21% | \$ 381,700 | \$ 6,700 | 1.79% | \$ 2,105,959 | \$ 44,015 | 2.13% |
| 2023 | \$ 2,099,510 | \$ 375,251 | 21.76% | \$ 150,000 | \$ (231,700) | -60.70% | \$ 2,249,510 | \$ 143,551 | 6.82% |
| 2024 | \$ 2,145,963 | \$ 46,453 | 2.21% | \$ 188,940 | \$ 38,940 | 25.96% | \$ 2,334,903 | \$ 85,393 | 3.80% |
| Total | \$ 9,301,634 | | | \$ 1,481,990 | | | \$ 10,783,625 | | |

| <u>Notes: Operating</u> | | | | <u>Notes: Capital</u> | | | | <u>Notes: Combined</u> | | | |
|-------------------------------------|-------------------|------------|--|-------------------------------------|------------------|------------|--|-------------------------------------|-------------------|------------|--|
| 2020 | \$16.85 | per capita | | 2020 | \$3.96 | per capita | | 2020 | \$21.05 | per capita | |
| 2021 | \$17.22 | per capita | | 2021 | \$3.83 | per capita | | 2021 | \$21.63 | per capita | |
| 2022 | \$17.71 | per capita | | 2022 | \$3.92 | per capita | | 2022 | \$22.94 | per capita | |
| 2023 | \$21.41 | per capita | | 2023 | \$1.53 | per capita | | 2023 | \$22.94 | per capita | |
| 2024 | \$21.89 | per capita | | 2024 | \$1.93 | per capita | | 2024 | \$23.81 | per capita | |
| <u>Oxford County Apportionment:</u> | | | | <u>Oxford County Apportionment:</u> | | | | <u>Oxford County Apportionment:</u> | | | |
| Norwich Twp. | \$ 151,620 | | | Norwich Twp. | \$ 13,349 | | | Norwich Twp. | \$ 164,969 | | |
| South-West Oxford | \$ 44,661 | | | South-West Oxford | \$ 3,932 | | | South-West Oxford | \$ 48,593 | | |
| Tillsonburg | \$ 273,084 | | | Tillsonburg | \$ 24,044 | | | Tillsonburg | \$ 297,128 | | |
| | \$ 469,365 | | | | \$ 41,325 | | | | \$ 510,690 | | |

BOARD OF DIRECTORS

Draft 2024 Budget Package

November 8th, 2023



Long Point Region
Conservation Authority

About

Long Point Region Conservation Authority (LPRCA) is a special purpose environmental body tasked with conserving natural resources for economic, social and environmental benefits and protecting people and property within the Long Point Region watershed from flooding, erosion and other natural hazards. Committed to working together to shape the future wellbeing of our watershed, LPRCA provides our eight member municipalities with watershed-based programs and services, and participates actively in collaborative partnerships with landowners, community organizations and all levels of government.

LPRCA was formed in 1971 as a result of the amalgamation of the Big Creek Region (1948-1970) and Otter Creek (1954-1970) Conservation Authorities. Our area of responsibility, the Long Point Region watershed, is home to approximately 99,000 people and covers an area of 2,782 square kilometers. This watershed encompasses the entire Municipality of Bayham and the Town of Tillsonburg; most of Norfolk County; and portions of Haldimand County, the County of Brant, the Township of Norwich, and the Townships of Malahide and South-West Oxford.

LPRCA provides quality of life and value-added services to residents through our programs. Services offered include watershed management, erosion control and mitigation, flood forecasting and warning, water quality and quantity monitoring, plan input and review, environmental education and land stewardship. LPRCA owns and manages over 11,000 acres of land throughout the watershed, preserving and improving the health of the region and providing recreational opportunities to watershed residents and visitors.

Funded through municipal levy, revenue-generating activities and provincial support for government-mandated services, LPRCA's science-based integrated watershed management addresses the unique needs of the Long Point Region watershed, protecting and enhancing the varied natural landscapes, ecosystems and natural areas and ensuring a thriving, resilient and economically sustainable watershed for generations to come.

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Introduction

The draft 2024 operating budget in the amount of \$5,868,270 requiring \$2,145,963 of general levy representing an increase in the general levy of 2.21% or \$46,453.

The proposed 2024 capital budget of \$696,340 requiring \$188,940 of general levy representing an increase in the general capital levy of 25.96% or \$38,940.

The combined total general municipal levy of \$2,334,903 requiring an increase of 3.80% or \$85,393 overall compared to 2023.

The 2024 budget includes a special levy of \$60,000 for Norfolk County for Hay Creek Dam project.

The 2024 operating budget includes a surplus of \$220,950 that will fund the capital acquisition of motor pool equipment & vehicles and investment in campground infrastructure.

At the August 24th, 2023 meeting of the Audit and Finance Committee budget direction was provided to prepare the Draft 2024 Budget with a maximum upside target increase to the municipal levy of 5.0%. The budget was prepared in collaboration with staff across the organization.

The draft operating budget is an investment of \$5,868,270 into programs and services provided throughout the watershed. The 2024 draft capital budget represents an investment of \$696,340 in capital infrastructure, technology improvements and studies to provide program and services. The 2024 draft budget provides the organization with the resources necessary to provide quality services and experience to residents of the watershed and good value to our municipal partners and stakeholders in alignment with the strategic directions identified in the 2019 – 2023 LPRCA Strategic Plan.

**Long Point Region Conservation Authority
2024 DRAFT Consolidated Operating Budget**

| Program: | 2021 | 2022 | 2023 | 2023 | 2024 | 2024 Change from | | Contribution (to) from Reserves \$ | Increase to Levy \$ |
|---|------------------|------------------|------------------|------------------|------------------|------------------|----------------|--|------------------------|
| | Actual | Actual | Sept 30 YTD | Budget | Draft Budget | 2023 Budget | % | | |
| | \$ | \$ | \$ | \$ | | \$ | | | \$ |
| Program: | | | | | | | | | |
| Watershed Planning and Technical Services | 397,680 | 441,714 | 308,846 | 398,020 | 439,146 | 41,125 | 10.3% | - | 16,326 |
| Watershed Flood Control Services | 222,711 | 92,558 | 107,534 | 269,270 | 320,079 | 50,809 | 18.9% | - | 50,809 |
| Healthy Watershed Services | 173,447 | 243,281 | 184,173 | 251,522 | 167,227 | (84,295) | (33.5%) | - | (79,039) |
| Conservation Authority Lands | 357,192 | 347,207 | 298,572 | 568,996 | 670,310 | 101,314 | 17.8% | - | 72,215 |
| Communication and Marketing Services | 81,286 | 101,495 | 38,937 | 142,277 | 136,299 | (5,978) | (4.2%) | - | (1,978) |
| Backus Heritage and Education Services | 156,553 | 190,924 | 164,001 | 325,662 | 307,756 | (17,905) | (5.5%) | - | (144,845) |
| Conservation Parks Management Services | 1,180,627 | 1,362,999 | 1,294,207 | 1,612,933 | 1,667,787 | 54,854 | 3.4% | - | - |
| Public Forest Land Management Services | 307,663 | 271,042 | 242,327 | 320,160 | 297,532 | (22,628) | (7.1%) | - | No levy |
| Private Forest Land Management Services | 136,090 | 150,013 | 90,354 | 119,355 | 188,427 | 69,073 | 57.9% | 11,443 | No levy |
| Maintenance Operations Services | 400,306 | 398,765 | 279,917 | 383,712 | 433,307 | 49,595 | 12.9% | - | 29,317 |
| Corporate Services | 1,025,774 | 1,099,434 | 915,916 | 1,176,846 | 1,240,400 | 63,554 | 5.4% | - | 103,648 |
| Total Program Expenditures | 4,439,329 | 4,699,432 | 3,924,783 | 5,568,754 | 5,868,270 | 299,516 | 5.4% | 11,443 | 46,453 |
| Objects of Expenses: | | | | | | | | | |
| Staff Expenses | 2,510,611 | 2,716,453 | 2,268,459 | 3,603,498 | 3,803,085 | 199,588 | 5.5% | | |
| Staff Related Expenses | 34,185 | 30,460 | 31,983 | 55,355 | 52,305 | (3,050) | (5.5%) | | |
| Materials and Supplies | 269,764 | 353,400 | 257,224 | 306,018 | 333,009 | 26,991 | 8.8% | | |
| Purchased Services | 1,280,594 | 1,252,652 | 1,268,121 | 1,484,672 | 1,557,355 | 72,683 | 4.9% | | |
| Equipment | 45,669 | 40,625 | 42,426 | 50,725 | 53,725 | 3,000 | 5.9% | | |
| Other | 59,076 | 55,650 | 56,570 | 68,485 | 68,790 | 305 | 0.4% | | |
| Amortization | 239,431 | 250,192 | - | - | - | - | 0.0% | | |
| Total Expenditures | 4,439,329 | 4,699,432 | 3,924,783 | 5,568,754 | 5,868,270 | 299,516 | 5.4% | | - |
| Sources of Revenue: | | | | | | | | | |
| Municipal Levy - Operating | 1,686,943 | 1,724,259 | 1,574,632 | 2,099,510 | 2,145,963 | 46,453 | 2.2% | | |
| Provincial Funding | 50,218 | 128,356 | 10,510 | 22,447 | 19,000 | (3,447) | (15.4%) | | |
| MNR Grant | 35,229 | 35,229 | 8,807 | 35,229 | 35,229 | - | 0.0% | | |
| MNR WECl & Municipal Funding | 2,579 | - | - | - | - | - | 0.0% | | |
| Federal Funding | 33,804 | 30,416 | 13,260 | 6,579 | 3,994 | (2,585) | (39.3%) | | |
| User Fees | 2,748,884 | 2,991,521 | 3,139,914 | 3,100,555 | 3,248,872 | 148,317 | 4.8% | | |
| Community Support | 275,847 | 434,312 | 467,773 | 539,233 | 618,345 | 79,112 | 14.7% | | |
| Interest on Investments | 24,363 | 24,144 | - | - | - | - | 0.0% | | |
| Land Donation | - | - | - | - | - | - | 0.0% | | |
| Gain on Sale of Assets | 1,219 | 13,339 | - | - | - | - | 0.0% | | |
| Contribution from (to) Reserves | (419,757) | (682,144) | - | 14,656 | 17,816 | 3,160 | 21.6% | | |
| Transfer from/(to) Current Year Surplus | - | - | - | - | - | - | 0.0% | | |
| Total Revenue | 4,439,329 | 4,699,432 | 5,214,897 | 5,818,209 | 6,089,220 | 271,011 | 4.7% | | |
| Surplus - current year | - | - | 1,290,114 | 249,455 | 220,950 | (28,505) | (11.4%) | | |

**Long Point Region Conservation Authority
2024 DRAFT Consolidated Budget Summary**

| | 2021 | 2022 | 2023 | 2023 | 2024 | 2024 Change from | | % of Approved Budget |
|------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|--------------|----------------------|
| | Actual | Actual | Sept 30 YTD | Budget | Budget | 2023 Budget | % | |
| | \$ | \$ | \$ | \$ | \$ | \$ | | |
| Total Operating Expenditures | 4,439,329 | 4,699,432 | 3,924,783 | 5,568,754 | 5,868,270 | 299,516 | 5.4% | 89.4% |
| Total Capital Expenditures * | 349,326 | 349,326 | 170,336 | 651,955 | 696,340 | 44,385 | 6.8% | 10.6% |
| Total Expenditures | 4,788,655 | 5,048,758 | 4,095,119 | 6,220,709 | 6,564,610 | 343,901 | 5.53% | 100.0% |

SOURCES OF REVENUE

| | | | | | | | | |
|---|------------------|------------------|------------------|------------------|------------------|----------------|---------------|---------------|
| Municipal Levy - Operating | 1,686,943 | 1,724,259 | 1,574,632 | 2,099,510 | 2,145,963 | 46,453 | 2.21% | 32.7% |
| Municipal Levy - Capital | 349,326 | 349,326 | 368,550 | 150,000 | 188,940 | 38,940 | 25.96% | 2.9% |
| Municipal Levy - Total | 2,036,269 | 2,073,585 | 1,943,182 | 2,249,510 | 2,334,903 | 85,393 | 3.80% | 35.57% |
| Municipal Levy - Special Norfolk | - | - | - | - | 60,000 | 60,000 | 0.00% | 0.9% |
| Total Municipal Levy | 2,036,269 | 2,073,585 | 1,943,182 | 2,249,510 | 2,394,903 | 145,393 | 6.46% | 36.48% |
| Provincial Funding | 50,218 | 128,356 | 10,510 | 22,447 | 19,000 | (3,447) | (15.4%) | 0.3% |
| MNR Grant | 35,229 | 35,229 | 8,807 | 35,229 | 35,229 | - | 0.0% | 0.5% |
| MNR WECl & Municipal Funding | 2,579 | - | - | 132,500 | 75,000 | (57,500) | 0.0% | 1.1% |
| Federal Funding | 33,804 | 30,416 | 13,260 | 66,579 | 3,994 | (62,585) | (94.0%) | 0.1% |
| User Fees | 2,748,884 | 2,991,521 | 3,139,914 | 3,100,555 | 3,248,872 | 148,317 | 4.8% | 49.5% |
| Community Support | 275,847 | 434,312 | 467,773 | 539,233 | 618,345 | 79,112 | 14.7% | 9.4% |
| Interest on Investments | 24,363 | 24,144 | - | - | - | - | 0.0% | 0.0% |
| Land Donation | - | - | - | - | - | - | 0.0% | 0.0% |
| Gain on Sale of Assets | 1,219 | 13,339 | - | - | - | - | 0.0% | 0.0% |
| Contribution from(to) Reserves | (419,757) | (682,144) | - | 74,656 | 169,266 | 94,610 | 126.7% | 2.6% |
| TOTAL REVENUE | 4,788,654 | 5,048,758 | 5,583,447 | 6,220,709 | 6,564,610 | 343,901 | 5.53% | 100.0% |

* The Capital Expenditures in the 2024 Draft Budget are proposed to be funded by Municipal Levy of \$188,940.

**Special Levy of \$60,000 to Norfolk County.

| LPRCA 2024 MUNICIPAL LEVY - CONSOLIDATED - DRAFT | | | | | |
|---|--------------|-----------|-------------|---------------------------|------------------------------|
| MUNICIPALITY | LEVY AMOUNTS | | | PER CAPITA (Watershed) | PER CAPITA (Municipality) |
| | OPERATING | CAPITAL | TOTAL | | |
| Haldimand County | \$308,299 | \$27,144 | \$335,443 | \$22.88 | \$8.01 |
| Norfolk County | \$1,102,753 | \$97,091 | \$1,199,844 | \$23.41 | \$22.24 |
| Norwich Twp. | \$151,620 | \$13,349 | \$164,969 | \$26.45 | \$19.57 |
| South-West Oxford Twp. | \$44,661 | \$3,932 | \$48,593 | \$28.28 | \$8.48 |
| Tillsonburg | \$273,084 | \$24,044 | \$297,128 | \$21.55 | \$21.55 |
| Total Oxford County | \$469,365 | \$41,325 | \$510,690 | | |
| Brant County | \$152,855 | \$13,458 | \$166,313 | \$30.46 | \$5.21 |
| Bayham Municipality | \$97,190 | \$8,557 | \$105,747 | \$19.89 | \$19.89 |
| Malahide Township | \$15,502 | \$1,365 | \$16,867 | \$25.31 | \$2.53 |
| | \$2,145,963 | \$188,940 | \$2,334,903 | \$23.81 | \$14.08 |
| Increase over 2023 | \$46,453.11 | \$38,940 | \$85,393 | | |
| Per Capita Increase over 2023 | \$0.47 | \$0.40 | \$0.87 | | |

2024 Draft Capital Levy By Municipality Apportioned by CVA %
LPRCA

| <u>Project</u> | <u>Haldimand County</u> | <u>Norfolk County</u> | <u>Norwich Township</u> | <u>South-West Oxford Twp.</u> | <u>Tillsonburg</u> | <u>Brant County</u> | <u>Bayham Municipality</u> | <u>Malahide Township</u> | <u>Total</u> |
|--|-----------------------------|---------------------------|-----------------------------|-----------------------------------|--------------------|-------------------------|--------------------------------|------------------------------|-------------------|
| Watershed Services | \$ 10,775 | \$ 38,540 | \$ 5,299 | \$ 1,561 | \$ 9,544 | \$ 5,342 | \$ 3,397 | \$ 542 | \$ 75,000 |
| Conservation Authority Lands | \$ 718 | \$ 2,569 | \$ 353 | \$ 104 | \$ 636 | \$ 356 | \$ 226 | \$ 36 | \$ 5,000 |
| Conservation Parks Management Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Maintenance Operations Services | \$ 3,425 | \$ 12,251 | \$ 1,684 | \$ 496 | \$ 3,034 | \$ 1,698 | \$ 1,080 | \$ 172 | \$ 23,840 |
| Communication and Marketing Services | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - |
| Corporate Services | \$ 12,226 | \$ 43,731 | \$ 6,013 | \$ 1,771 | \$ 10,829 | \$ 6,062 | \$ 3,854 | \$ 615 | \$ 85,100 |
| TOTAL | \$ 27,144 | \$ 97,091 | \$ 13,349 | \$ 3,932 | \$ 24,044 | \$ 13,458 | \$ 8,557 | \$ 1,365 | \$ 188,940 |

**Long Point Region Conservation Authority
Current Value Assessment (CVA) Apportionment (2023)**

| Municipality | % in CA | Municipal Population | Municipal Population in CA Jurisdiction | 2023 Tax Year Current Value Assessment (CVA) (Modified) | 2023 Tax Year CVA (Modified) in CA Jurisdiction | CVA Based Apportionment Percentage |
|----------------------|----------------|-----------------------------|--|--|--|---|
| County of Brant | 17 | 31926 | 5,459 | 7,651,609,216 | 1,308,425,176 | 7.1229% |
| Bayham M | 100 | 5316 | 5,316 | 831,933,245 | 831,933,245 | 4.5290% |
| Malahide Tp | 10 | 6665 | 667 | 1,326,938,185 | 132,693,818 | 0.7224% |
| Haldimand County | 35 | 41896 | 14,664 | 7,540,022,556 | 2,639,007,895 | 14.3665% |
| Norfolk County | 95 | 53947 | 51,250 | 9,936,265,436 | 9,439,452,164 | 51.3873% |
| Norwich Tp | 74 | 8428 | 6,237 | 1,753,848,470 | 1,297,847,868 | 7.0653% |
| South-West Oxford Tp | 30 | 5727 | 1,718 | 1,274,309,425 | 382,292,828 | 2.0812% |
| Tillsonburg T | 100 | 13788 | 13,788 | 2,337,574,098 | 2,337,574,098 | 12.7255% |
| | | 167,693 | 99,098 | | 18,369,227,092 | 100.00% |

Long Point Region Conservation Authority
Current Value Assessment (CVA) Apportionment (2023)

Year over Year Analysis

| Municipality | % in CA | Municipal Population | Municipal Population in CA Jurisdiction | 2023 Tax Year Current Value Assessment (CVA) (Modified) | 2023 Tax Year CVA (Modified) in CA Jurisdiction | CVA Based Apportionment Percentage |
|----------------------|---------|----------------------|---|---|---|------------------------------------|
| County of Brant | - | 435 | 74 | 302,527,179 | 51,732,148 | 0.1167% |
| Bayham M | - | -27 | -27 | 24,875,760 | 24,875,760 | 0.0295% |
| Malahide Tp | - | -53 | -5 | 23,652,150 | 2,365,215 | -0.0042% |
| Haldimand County | - | 846 | 296 | 152,175,953 | 53,261,584 | -0.0493% |
| Norfolk County | - | 475 | 451 | 150,726,544 | 143,190,217 | -0.4402% |
| Norwich Tp | - | -17 | -13 | 52,871,169 | 39,124,665 | 0.0478% |
| South-West Oxford Tp | - | -61 | -18 | 21,157,149 | 6,347,145 | -0.0148% |
| Tillsonburg T | - | 290 | 290 | 111,412,019 | 111,412,019 | 0.3144% |
| TOTAL CHANGE | | 1888 | 1049 | 839,397,923 | 432,308,752 | 0.00% |

Current Value Assessment (CVA) Apportionment (2022)

| Municipality | % in CA | Municipal Population | Municipal Population in CA Jurisdiction | 2022 Tax Year Current Value Assessment (CVA) (Modified) | 2022 Tax Year CVA (Modified) in CA Jurisdiction | CVA Based Apportionment Percentage |
|----------------------|---------|----------------------|---|---|---|------------------------------------|
| County of Brant | 17 | 31,491 | 5,385 | 7,349,082,037 | 1,256,693,028 | 7.0062% |
| Bayham M | 100 | 5,343 | 5,343 | 807,057,485 | 807,057,485 | 4.4994% |
| Malahide Tp | 10 | 6,718 | 672 | 1,303,286,035 | 130,328,603 | 0.7266% |
| Haldimand County | 35 | 41,050 | 14,368 | 7,387,846,603 | 2,585,746,311 | 14.4158% |
| Norfolk County | 95 | 53,472 | 50,798 | 9,785,538,892 | 9,296,261,947 | 51.8275% |
| Norwich Tp | 74 | 8,445 | 6,249 | 1,700,977,301 | 1,258,723,203 | 7.0175% |
| South-West Oxford Tp | 30 | 5,788 | 1,736 | 1,253,152,276 | 375,945,683 | 2.0959% |
| Tillsonburg T | 100 | 13,498 | 13,498 | 2,226,162,079 | 2,226,162,079 | 12.4111% |
| | | 165,805 | 98,049 | | 17,936,918,340 | 100.00% |

5 Year Summary by Municipality of Levy Apportioned by CVA %

LPRCA

Draft Budget Operating Levy Draft Budget Capital Levy Draft Budget Total Levy
 \$ 2,145,963 \$188,940 \$2,334,903

| Municipality | Year | Municipal Levy - Operating | | | | Municipal Levy - Capital | | | | Municipal Levy - Combined | | | |
|---------------------|------|----------------------------|------------------|-----------------|----------------|--------------------------|------------------|-----------------|----------------|---------------------------|------------------|-----------------|----------------|
| | | Amount of Levy Share | % of Total Levy* | \$ Increase | % Increase | Amount of Levy Share | % of Total Levy* | \$ Increase | % Increase | Amount of Levy Share | % of Total Levy* | \$ Increase | % Increase |
| | | | | Year over Year | Year over Year | | | Year over Year | Year over Year | | | Year over Year | Year over Year |
| Haldimand County | 2020 | \$232,601 | 14.14% | \$5,637 | 2.48% | \$54,631 | 14.14% | (\$103) | -0.19% | \$287,231 | 14.14% | \$5,534 | 1.96% |
| | 2021 | \$240,090 | 14.23% | \$7,489 | 3.22% | \$53,371 | 14.23% | (\$1,260) | -2.31% | \$293,461 | 14.23% | \$6,230 | 2.17% |
| | 2022 | \$245,330 | 14.23% | \$5,239 | 2.25% | \$54,309 | 14.23% | \$938 | 1.72% | \$299,638 | 14.23% | \$6,177 | 2.15% |
| | 2023 | \$302,661 | 14.42% | \$57,331 | 23.37% | \$21,624 | 14.42% | (\$32,685) | -60.18% | \$324,284 | 14.42% | \$24,646 | 8.23% |
| | 2024 | \$308,299 | 14.37% | \$5,638 | 1.86% | \$27,144 | 14.37% | \$5,520 | 25.53% | \$335,443 | 14.37% | \$11,159 | 3.44% |
| Norfolk County | 2020 | \$865,971 | 52.64% | \$19,996 | 2.36% | \$203,390 | 52.64% | (\$624) | -0.31% | \$1,069,361 | 52.64% | \$19,373 | 1.85% |
| | 2021 | \$882,185 | 52.29% | \$16,214 | 1.87% | \$196,106 | 52.29% | (\$7,284) | -3.58% | \$1,078,290 | 52.29% | \$8,930 | 0.84% |
| | 2022 | \$901,067 | 52.26% | \$18,883 | 2.18% | \$199,470 | 52.26% | \$3,364 | 1.65% | \$1,100,537 | 52.26% | \$22,247 | 2.08% |
| | 2023 | \$1,088,124 | 51.83% | \$187,057 | 20.76% | \$77,741 | 51.83% | (\$121,729) | -61.03% | \$1,165,865 | 51.83% | \$65,328 | 5.94% |
| | 2024 | \$1,102,753 | 51.39% | \$14,629 | 1.34% | \$97,091 | 51.39% | \$19,350 | 24.89% | \$1,199,844 | 51.39% | \$33,978 | 2.91% |
| Oxford County* | 2020 | \$349,761 | 21.26% | \$5,504 | 1.60% | \$82,148 | 21.26% | (\$872) | -1.05% | \$431,908 | 21.26% | \$4,631 | 1.08% |
| | 2021 | \$360,609 | 21.38% | \$10,848 | 3.10% | \$80,162 | 21.38% | (\$1,986) | -2.42% | \$440,771 | 21.38% | \$8,862 | 2.05% |
| | 2022 | \$368,308 | 21.36% | \$7,699 | 2.20% | \$81,533 | 21.36% | \$1,371 | 1.67% | \$449,841 | 21.36% | \$9,070 | 2.10% |
| | 2023 | \$451,909 | 21.52% | \$83,601 | 22.70% | \$32,287 | 21.52% | (\$49,246) | -60.40% | \$484,196 | 21.52% | \$34,355 | 7.64% |
| | 2024 | \$469,365 | 21.87% | \$17,456 | 3.86% | \$41,325 | 21.87% | \$9,038 | 27.99% | \$510,690 | 21.87% | \$26,494 | 5.47% |
| Brant County | 2020 | \$109,970 | 6.69% | \$4,742 | 4.51% | \$25,829 | 6.69% | \$452 | 1.78% | \$135,799 | 6.69% | \$5,194 | 3.98% |
| | 2021 | \$114,930 | 6.81% | \$4,959 | 4.51% | \$25,548 | 6.81% | (\$280) | -1.09% | \$140,478 | 6.81% | \$4,679 | 3.45% |
| | 2022 | \$119,089 | 6.91% | \$4,159 | 3.78% | \$26,363 | 6.91% | \$814 | 3.15% | \$145,452 | 6.91% | \$4,974 | 3.66% |
| | 2023 | \$147,095 | 7.01% | \$28,006 | 23.52% | \$10,509 | 7.01% | (\$15,854) | -60.14% | \$157,605 | 7.01% | \$12,153 | 8.36% |
| | 2024 | \$152,855 | 7.12% | \$5,760 | 3.92% | \$13,458 | 7.12% | \$2,949 | 28.06% | \$166,313 | 7.12% | \$8,709 | 5.53% |
| Bayham Municipality | 2020 | \$74,792 | 4.55% | \$1,422 | 1.94% | \$17,566 | 4.55% | (\$128) | -0.72% | \$92,359 | 4.55% | \$1,294 | 1.42% |
| | 2021 | \$76,671 | 4.54% | \$1,879 | 2.51% | \$17,044 | 4.54% | (\$523) | -2.98% | \$93,715 | 4.54% | \$1,356 | 1.47% |
| | 2022 | \$77,927 | 4.52% | \$1,256 | 1.68% | \$17,251 | 4.52% | \$207 | 1.18% | \$95,177 | 4.52% | \$1,463 | 1.58% |
| | 2023 | \$94,466 | 4.50% | \$16,539 | 21.22% | \$6,749 | 4.50% | (\$10,502) | -59.78% | \$101,215 | 4.50% | \$6,038 | 6.34% |
| | 2024 | \$97,190 | 4.53% | \$2,724 | 2.88% | \$8,557 | 4.53% | \$1,808 | 10.61% | \$105,747 | 4.53% | \$4,532 | 4.48% |
| Malahide Township | 2020 | \$11,866 | 0.72% | \$207 | 1.77% | \$2,787 | 0.72% | (\$25) | -0.88% | \$14,652 | 0.72% | \$182 | 1.26% |
| | 2021 | \$12,459 | 0.74% | \$594 | 5.00% | \$2,770 | 0.74% | (\$17) | -0.62% | \$15,229 | 0.74% | \$576 | 3.93% |
| | 2022 | \$12,538 | 0.73% | \$79 | 0.66% | \$2,775 | 0.73% | \$6 | 0.21% | \$15,313 | 0.73% | \$84 | 0.58% |
| | 2023 | \$15,255 | 0.73% | \$2,717 | 21.67% | \$1,090 | 0.73% | (\$1,686) | -60.73% | \$16,345 | 0.73% | \$1,032 | 7.04% |
| | 2024 | \$15,502 | 0.72% | \$247 | 1.62% | \$1,365 | 0.72% | \$275 | 25.23% | \$16,867 | 0.72% | \$522 | 3.43% |
| | 2024 | <u>\$2,145,963</u> | | <u>\$46,453</u> | 2.21% | <u>\$188,940</u> | | <u>\$38,940</u> | 25.96% | <u>\$2,334,903</u> | | <u>\$85,393</u> | 3.80% |

| | <u>Operating</u> | | <u>Capital</u> | | <u>Combined</u> | | | |
|--------------|---------------------|------------|-------------------|--------------|---------------------|------------|-------|--|
| 2020 | \$ 1,644,960 | | \$ 386,350 | | \$ 2,031,310 | | | |
| 2021 | \$ 1,686,943 | \$ 41,983 | \$ 375,000 | \$ (11,350) | \$ 2,061,943 | \$ 30,633 | 1.51% | |
| 2022 | \$ 1,724,258 | \$ 37,315 | \$ 381,700 | \$ 6,700 | \$ 2,105,959 | \$ 44,015 | 2.13% | |
| 2023 | \$ 2,099,510 | \$ 375,251 | \$ 150,000 | \$ (231,700) | \$ 2,249,510 | \$ 143,551 | 6.82% | |
| 2024 | \$ <u>2,145,963</u> | \$ 46,453 | \$ <u>188,940</u> | \$ 38,940 | \$ <u>2,334,903</u> | \$ 85,393 | 3.80% | |
| Total | \$ 9,301,634 | | \$ 1,481,990 | | \$ 10,783,625 | | | |

| <u>Notes: Operating</u> | | | <u>Notes: Capital</u> | | | <u>Notes: Combined</u> | | |
|-------------------------------------|-------------------|------------|-------------------------------------|------------------|------------|-------------------------------------|-------------------|------------|
| 2020 | \$16.85 | per capita | 2020 | \$3.96 | per capita | 2020 | \$21.05 | per capita |
| 2021 | \$17.22 | per capita | 2021 | \$3.83 | per capita | 2021 | \$21.63 | per capita |
| 2022 | \$17.71 | per capita | 2022 | \$3.92 | per capita | 2022 | \$22.94 | per capita |
| 2023 | \$21.41 | per capita | 2023 | \$1.53 | per capita | 2023 | \$22.94 | per capita |
| 2024 | \$21.89 | per capita | 2024 | \$1.93 | per capita | 2024 | \$23.81 | per capita |
| <u>Oxford County Apportionment:</u> | | | <u>Oxford County Apportionment:</u> | | | <u>Oxford County Apportionment:</u> | | |
| Norwich Twp. | \$ 151,620 | | Norwich Twp. | \$ 13,349 | | Norwich Twp. | \$ 164,969 | |
| South-West Oxford | \$ 44,661 | | South-West Oxford | \$ 3,932 | | South-West Oxford | \$ 48,593 | |
| Tillsonburg | \$ <u>273,084</u> | | Tillsonburg | \$ <u>24,044</u> | | Tillsonburg | \$ <u>297,128</u> | |
| | \$ 469,365 | | | \$ 41,325 | | | \$ 510,690 | |

Watershed Planning and Technical Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET WATERSHED PLANNING AND TECHNICAL SERVICES

| | |
|---|--|
| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
| WATERSHED PLANNING AND TECHNICAL SERVICES | Strategic Directions #1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences |
| PROGRAM MANAGER | Action Plan |
| Leigh-Anne Mauthe | Comply to the new planning regulation that will replace 178/06 and related documents. Participate in the Watershed Resource Management Strategy due December 31, 2024. Report regularly on application turnaround times. |

| | 2021 | 2022 | 2023 | 2023 | 2024 | 2024 Change from | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| | Actual | Actual | Sep 30 YTD | Budget | Budget | 2023 Budget | |
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| ACTIVITIES | | | | | | | |
| Technical and Planning Services | \$ 255,064 | \$ 245,658 | \$ 164,319 | \$ 209,622 | \$ 261,084 | \$ 51,461 | 25% |
| Technical Study Services | 103,679 | 47,800 | 12,876 | 25,798 | 28,751 | 2,953 | 11% |
| Administration and Enforcement | - | 109,227 | 131,651 | 162,599 | 149,310 | (13,289) | 0% |
| Amortization | 38,937 | 39,030 | - | - | - | - | 0% |
| TOTAL | \$ 397,680 | \$ 441,714 | \$ 308,846 | \$ 398,020 | \$ 439,146 | \$ 41,125 | 10.33% |

OBJECTS OF EXPENSES

| | | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Staff Expenses - Note 1 | \$ 334,993 | \$ 386,288 | \$ 290,956 | \$ 349,420 | \$ 389,546 | \$ 40,125 | 11% |
| Staff Related Expenses - Note 2 | 3,810 | 2,514 | 4,704 | 7,400 | 7,400 | - | 0% |
| Materials and Supplies | 2,294 | 635 | 14 | 5,700 | 4,700 | (1,000) | -18% |
| Purchased Services - Note 3 | 17,647 | 11,326 | 11,250 | 29,000 | 31,000 | 2,000 | 7% |
| Equipment | - | 1,923 | 1,923 | 6,500 | 6,500 | - | 0% |
| Amortization | 38,937 | 39,030 | - | - | - | - | 0% |
| TOTAL EXPENDITURES | \$ 397,680 | \$ 441,714 | \$ 308,846 | \$ 398,020 | \$ 439,146 | \$ 41,125 | 10.33% |

SOURCES OF REVENUE

| | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Municipal Levy | \$ 206,443 | \$ 203,117 | \$ 119,259 | \$ 159,012 | \$ 175,338 | \$ 16,326 | 10.27% |
| Provincial Funding | 7,500 | - | - | - | - | - | 0% |
| MNRF Transfer Payment | 8,807 | 8,807 | 8,807 | 8,807 | 8,807 | - | 0% |
| User Fees - Pre-Consultation | 11,250 | 12,596 | 4,200 | 11,845 | 10,000 | (1,845) | -16% |
| User Fees - Lawyer Inquiries | 45,289 | 27,451 | 18,455 | 25,956 | 25,000 | (956) | -4% |
| Planning Act Review Fees | 109,642 | 125,232 | 80,889 | 82,400 | 100,000 | 17,600 | 0% |
| User Fees - Planning/Technical Service Fees | 120,494 | 146,930 | 93,749 | 110,000 | 120,000 | 10,000 | 9% |
| Contribution from/(to) Reserves | (111,749) | (82,418) | - | - | - | - | 0% |
| TOTAL REVENUE | \$ 397,680 | \$ 441,714 | \$ 325,359 | \$ 398,020 | \$ 439,146 | \$ 41,125 | 10.33% |

NOTES

- | |
|---|
| 1. COLA increase, 2 employee moving in the pay grid steps. 2. Courses and professional memberships for 3 staff members. 3. SWOOP mapping imagery, EGRIS software and planning legal services. |
|---|

STAFFING LEVELS (FTE)

| <u>2024</u> | <u>2023</u> |
|-------------|-------------|
| 3.35 | 3.69 |

CHANGES IN SERVICES & ACTIVITY LEVELS

| |
|---|
| Manager of Watershed Services increased to 0.9 FTE from 0.7 FTE. Manager of Engineering & Infrastructure 0.25 FTE. |
|---|

| FTE | TOTAL | DEPARTMENT | 2024 | 2023 | 2022 |
|---|-------|------------|-------------|-------------|-------------|
| Manager of Watershed Services | 100% | 90% | 0.90 | 0.70 | 0.60 |
| Manager of Engineering & Infrastructure | 0% | 25% | 0.25 | 0.00 | 0.00 |
| Lands & Waters Supervisor | 0% | 5% | 0.05 | 0.00 | 0.00 |
| Project Consultant | 0% | 5% | 0.05 | 0.14 | 0.00 |
| Resource Planner | 200% | 200% | 2.00 | 2.00 | 1.36 |
| Planning Technician & Regulations Officer | 0% | 0% | 0.00 | 0.00 | 1.00 |
| Development Technician | 0% | 0% | 0.00 | 0.75 | 0.00 |
| GIS/IT Specialist | 0% | 0% | 0.00 | 0.00 | 0.35 |
| Water Resources Analyst | 0% | 10% | 0.10 | 0.10 | 0.30 |
| Water Resources EIT (Contract) | 0% | 0% | 0.00 | 0.00 | 0.60 |
| | | | <u>3.35</u> | <u>3.69</u> | <u>4.21</u> |

Technical and Planning Service User Fees

Program Cost Recovery Goal

In 2012, the LPRCA Board of Directors directed staff to prepare a planning fee implementation strategy designed to achieve a 60/40 user/municipal cost sharing for Technical and Planning Services through the administration of fees. The 60/40 user/municipal cost-share is chosen to represent the proportion of the program cost for reviewing and providing comment on municipal planning applications, Section 28 permit applications, and responding to lawyer inquiries, versus all other related activities.

The 2024 budget user fees represent 60%, MNRF Grant 2% and municipal levy of 38% cost-share as directed in 2012.

Staff time and resources dedicated to Planning Act applications, Section 28 permit applications, and lawyer's inquiries are cost recovery, and the time spent on administration, training, and enforcement is supported by the levy.

2023 Revenue

Planning User fees are down approximately 20% from this time last year; however, we are still on target to exceed the 2023 budget of \$230,000. Planning Act inquiries were exceedingly high in 2022 resulting greater than projected revenues. Planning Act applications, permit and pre-consultations are projected to be in line with 2023 budget.

Proposed 2024 Technical and Planning Service User Fees

In the 2023 budget staff proposed planning users fees increase of 3% and prior to the fee schedule taking effect, the Minister of Natural Resources and Forestry by a Minister's Direction prohibited Conservation Authorities to make any changes to the fee amount charged associated with planning, development and permitting fees effective from January 1, 2023, to December 31, 2023. The freeze was applied to all 36 Conservation Authorities. As a result, LPRCA fees relating to planning, development and permitting have been frozen at the 2022 levels.

Staff are proposing the fees for 2024 to increase on average 5%. Considering planning fees have been frozen at the 2022 rates this would mean an annualized increase of 2.5% including 2023.

The 2024 user fee revenue budget is based on a trend analysis of the previous three years including the projection of 2023 year-to-date revenues with an approximate 5% increase applied.

Ontario Regulation 178/06 Permit Fees

| Application Type | 2023 Fees | Proposed 2024 Fees | % Change |
|--|---------------------------|---------------------------|----------|
| <p><u>Complex development, interference and alteration</u> <u>Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study.</u> Examples:</p> <ul style="list-style-type: none"> Large fill placement, removal, grading (greater than 1000 m3) Golf courses New watercourse bank stabilization New Lake Erie shoreline protection structure Bridge replacement Channel realignment | \$ 1,380 | \$ 1,450 | 5% |
| <u>General</u> | | | |
| <p>On Site Technical Advice Fee <i>(Will be applied to permit application if submitted within 12 months from inspection)</i></p> | \$ 248.60 HST included | \$ 260.00 HST included | 5% |
| <p>Wetland Boundary Delineation <i>(Review of</i> <i>MNRW Wetland boundary in the field by LPRCA ecologist, on property owner request)</i></p> | \$ 360.00 HST included | \$ 375.00 HST included | 4% |
| <p>Title Clearance <i>(solicitor, realtor, other requests for detailed property information)</i></p> | \$ 248.60 HST included | \$ 260.00 HST included | 5% |
| Violations/Application where work has proceeded without authorization | 2 x Fee | 2 x Fee | |
| <p>Permit Revisions <i>(Must be minor in nature and permit must still be valid.)</i></p> | \$ 95 | \$ 100 | 5% |
| <p>Minister's Zoning Order (MZO) <i>(Permit associated with a Minister's Zoning Order)</i></p> | Cost recovery | Cost recovery | |

General Notes for all Application Fees

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of an application and the preparation of detailed plans and technical report(s).
2. Fees must be paid at the time the permit application is submitted. Fees may be paid by debit, cash or cheque (made out to the Long Point Region Conservation Authority) over the phone by credit card or at the LPRCA administration office
3. In the event that the application is placed in a higher fee category, the difference in fee must be paid prior to review. If the application is placed in a lower category, LPRCA will reimburse the applicant accordingly.
4. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review require a substantially greater level of effort than covered by the standard categories above; this supplementary fee includes the peer review of any relevant documents or information.
5. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall be subject to a resubmission fee of 20% of the original application up to a maximum of \$525.
6. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%**.
7. Where a permit has been submitted for an activity across multiple properties and applicants working together, the fee for each property shall be calculated as 50% of the permit fee. For example, the fee for a new shoreline protection structure constructed across two properties is \$725 each.
8. Costs associated with permits (including any conditions) issued under a Minister's Zoning Order shall be paid by the applicant, this includes but is not limited to staff time, any legal review, board expenses, etc.

Ontario Regulation 178/06 Permit Fees

| Application Type | 2023 Fees | Proposed 2024 Fees | % Change |
|---|-----------|--------------------|----------|
| <p>Very minor development <u>Development with very low risk of impact on natural hazards or natural features.</u> Examples: Non-habitable accessory structures less than 23 m² (247 ft²), e.g. decks, fences, above-ground pools, barns, sheds Fill placement removal and/or grading (landscaping, driveway top-dressing) Off-line pond maintenance</p> | \$ 200 | \$ 210 | 5% |
| <p>Minor development, interference and alteration <u>Development/work with low risk of impact on natural hazards or natural features. No technical reports are required.</u> Examples: Raising building or additions not requiring engineered drawings Repairs/renovations to existing building Non-habitable accessory structures less than 100 m² (1076ft²) Septic system Fill placement, removal/or grading (not requiring engineered plans) Minor development (as listed above) more than 30 metres from a wetlands New or replacement residential structures more than 30 metres from a wetland Minor utilities (directional bore) New offline ponds (grading plan required) Docks, boathouses Routine/maintenance dredging Minor repairs to existing shoreline structures Maintenance, repair or replacement of access crossings Other applications not deemed by staff to be "Major" in nature</p> | \$ 405 | \$ 425 | 5% |
| <p>Major development, interference and alteration <u>Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required.</u> Examples: Raising building or additions requiring engineered plans Non-habitable accessory structures greater than 100 m² (1076ft²) New or replacement structures in a natural hazard area Fill placement, removal and/or grading (requiring engineered plans) Development (including minor development as listed above) less than 30 metres from a wetland Major development greater than 30 m from a wetland New offline pond with overflow or channel connection Maintenance/repairs to existing shoreline structures Water crossing, bridge repair Stormwater management outlet structure Other applications deemed by staff to be "Major" in nature</p> | \$ 695 | \$ 730 | 5% |

| Planning Act Review Fees | | | |
|--|--|--|-----------------|
| Application Type | 2023 Fees | Proposed 2024 Fees | % Change |
| Preconsultation Fee | | | |
| Review, comment, or participation in preconsultation process | \$ 300 | \$ 315 | 5% |
| Subdivision and Vacant Land Condominium | | | |
| | \$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST) | \$1,450 + \$105/lot (Total Maximum \$15,000.00 +HST) | 5% |
| To draft plan approval including associated OPA and ZBA | \$ 455 | \$ 475 | 4% |
| Red-line revision (applicant initiated) | \$ 720 | \$ 755 | 5% |
| Technical plans and reports (SWM with grading & sediment and erosion) | \$ 225 | \$ 235 | 4% |
| Clearance letter (each phase) | | | |
| Zoning By-Law Amendment | | | |
| Minor | \$ 455 | \$ 475 | 4% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Combined Official Plan/Zoning By-Law Amendment | | | |
| Minor | \$ 720 | \$ 755 | 5% |
| Accompanied by 1 technical report | \$ 1,430 | \$ 1,500 | 5% |
| Accompanied by 2 technical reports | \$ 2,060 | \$ 2,160 | 5% |
| Consent (severance) | | | |
| Minor | \$ 455 | \$ 475 | 4% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Variance | | | |
| Minor | \$ 455 | \$ 477 | 5% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Site Plan Control | | | |
| Minor | \$ 455 | \$ 475 | 4% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Complex Application (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities. | | | |
| | \$ 2,060 | \$ 2,160 | 5% |

General Notes for All Application Fees:

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of all applications and the preparation of detailed technical reports(s).
2. This fee schedule is effective as of **January 1, 2024** and LPRCA reserves the right to revise this fee schedule at any time without notice to adequately cover the costs to provide the service.
3. All applicable taxes are extra.
4. Applications that fall under one or more categories will be charged at the highest rate.
5. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review
6. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall be subject to a resubmission fee of 20% of the original application up to a maximum of \$525.
7. Fees must be paid at the time the application is submitted.
8. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%**.

Watershed Flood Control Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET WATERSHED FLOOD CONTROL SERVICES

| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
|----------------------------------|--|
| WATERSHED FLOOD CONTROL SERVICES | <p>Strategic Directions</p> <p>#1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences</p> <p>Action Plan</p> <p>Develop Asset Management Plan for natural hazard infrastructure due Dec. 31, 2024. Vittoria Dam Environmental Assessment, hydraulic model & floodplain mapping for Big Otter. Hay Creek Dam engineering and design project. Apply for WECl funding for projects.</p> |
| PROGRAM MANAGER | |
| Leigh-Anne Mauthe | |

| <u>ACTIVITIES</u> | 2021 Actual | 2022 Actual | 2023 Sept 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | % |
|---|-------------------|------------------|---------------------|-------------------|-------------------|---------------------------------|---------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| Flood Control Administrative Services | \$ 91,128 | \$ 50,581 | \$ 74,986 | \$ 107,406 | \$ 97,610 | \$ (9,796) | -9% |
| Flood Forecasting and Warning Services | 35,925 | 20,518 | 14,517 | 51,905 | 85,333 | 33,428 | 64% |
| General Operational Services | 17,004 | 7,952 | 2,209 | 38,843 | 39,984 | 1,141 | 3% |
| Structures - Minor Maintenance Services | 39,349 | 5,941 | 1,452 | 53,839 | 79,383 | 25,544 | 47% |
| Structures - Preventative Maintenance Services | 3,153 | 7,552 | 14,370 | 17,276 | 17,768 | 492 | 3% |
| Deer Cr Dam Chamber Repair - WECl | 1,690 | 14 | - | - | - | - | 0% |
| Port Rowan Climate/Hydrometric Monitoring Station | 9,572 | - | - | - | - | - | 0% |
| Norwich Dam - Dam Safety Review - WECl | 24,708 | - | - | - | - | - | 0% |
| Norwich Dam - Embankment Design - WECl | 181 | - | - | - | - | - | 0% |
| TOTAL | \$ 222,711 | \$ 92,558 | \$ 107,534 | \$ 269,270 | \$ 320,079 | \$ 50,809 | 18.87% |

OBJECTS OF EXPENSES

| | | | | | | | |
|---------------------------------|-------------------|------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Staff Expenses - Note 1 | \$ 169,319 | \$ 71,722 | \$ 86,910 | \$ 218,745 | \$ 277,054 | \$ 58,309 | 27% |
| Staff Related Expenses - Note 2 | 608 | 525 | 1,847 | 2,700 | 2,700 | - | 0% |
| Materials and Supplies | 6,161 | 3,392 | 405 | 7,800 | 7,800 | - | 0% |
| Purchased Services | 33,756 | 9,451 | 9,415 | 32,525 | 23,525 | (9,000) | -28% |
| Equipment | \$ 12,866 | \$ 7,469 | \$ 8,958 | \$ 7,500 | 9,000 | 1,500 | 0% |
| TOTAL EXPENDITURES | \$ 222,711 | \$ 92,558 | \$ 107,534 | \$ 269,270 | \$ 320,079 | \$ 50,809 | 18.87% |

SOURCES OF REVENUE

| | | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| Municipal Levy | \$ 186,452 | \$ 178,189 | \$ 182,136 | \$ 242,848 | \$ 293,657 | \$ 50,809 | 21% |
| Provincial Funding | 24,534 | 116,433 | - | - | - | - | 0% |
| MNRF Transfer Payment | 26,422 | 26,422 | - | 26,422 | 26,422 | - | 0% |
| MNR WECl & Municipal Funding | 2,579 | - | - | - | - | - | 0% |
| Contribution from/(to) Reserves | (17,276) | (228,485) | - | - | - | - | 0% |
| TOTAL REVENUE | \$ 222,711 | \$ 92,558 | \$ 182,136 | \$ 269,270 | \$ 320,079 | \$ 50,809 | 18.87% |

NOTES

- | |
|--|
| <ol style="list-style-type: none"> 1. COLA increase and 2 staff moving in the grid. 2. Conference, course, and memberships expenses for two staff. |
|--|

STAFFING LEVELS (FTE)

CHANGES IN SERVICES & ACTIVITY LEVELS

| | |
|-------------|-------------|
| 2024 | 2023 |
| 2.13 | 1.96 |

| |
|---|
| Manager of Engineering & Infrastructure 0.50 FTE. Development technician reduced 0.15 FTE. Manager of Watershed Services reduced 0.3 FTE. |
|---|

| FTE | TOTAL | DEPARTMENT | 2024 | 2023 | 2022 |
|---|-------|------------|-------------|-------------|-------------|
| Manager of Engineering & Infrastructure | 100% | 50% | 0.50 | 0.00 | 0.00 |
| Manager of Watershed Services | 0% | 0% | 0.00 | 0.30 | 0.40 |
| Project Consultant | 0% | 5% | 0.05 | 0.14 | 0.00 |
| Water Resources Analyst | 100% | 80% | 0.80 | 0.80 | 0.70 |
| SWP/Water Resources Specialist | 0% | 0% | 0.00 | 0.00 | 0.45 |
| Lands & Waters Supervisor | 0% | 34% | 0.34 | 0.20 | 0.21 |
| Water Resources Analyst EIT (Contract) | 0% | 0% | 0.00 | 0.00 | 0.15 |
| Workshop Technician | 0% | 20% | 0.20 | 0.18 | 0.18 |
| Workshop Supervisor | 0% | 10% | 0.10 | 0.10 | 0.10 |
| Development Technician | 0% | 0% | 0.00 | 0.15 | 0.00 |
| Seasonal Support | 0% | 14% | 0.14 | 0.09 | 0.09 |
| | | | <u>2.13</u> | <u>1.96</u> | <u>2.28</u> |

Healthy Watershed Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET HEALTHY WATERSHED SERVICES

PROGRAM NAME

HEALTHY WATERSHED SERVICES

LINKS TO STRATEGIC PLAN

Strategic Directions
 #1 Protect People & Property From Flooding & Natural Hazards
 #2 Deliver Exceptional Services & Experiences

Action Plan
 Target 5 Grant Funded erosion control projects on private landowners properties.
 Monitor 5 Sea Lamprey barriers five times throughout the year under contract with DFO.
 Source Water Protection coordinated with GRCA.
 Administer the Grant Funded crop cover program.

PROGRAM MANAGER

Leigh-Anne Mauthe

| 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|----------------|----------------|--------------------|----------------|----------------|---------------------------------|---|
| \$ | \$ | \$ | \$ | \$ | \$ | % |

ACTIVITIES

| | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| Land Stewardship Administration* | \$ 39,987 | \$ 51,667 | \$ 44,379 | \$ 90,854 | \$ 12,718 | \$ (78,136) | -86% |
| Drain Classification - DFO/Norfolk County Surface & Groundwater Quality Monitoring Services | - | 2,797 | - | - | - | - | 0% |
| Sediment and Erosion Control Services | 32,103 | 32,955 | 27,556 | 50,305 | 61,970 | 11,665 | 23% |
| Watershed Low Water Response Services | 9,175 | 1,606 | - | - | - | - | 0% |
| Lamprey Barrier Inspection Services | 3,033 | 1,652 | 1,426 | 5,394 | 5,544 | 150 | 3% |
| Water Supply Source Protection Planning | 2,740 | 1,728 | 2,708 | 5,433 | 3,994 | (1,439) | -26% |
| | 4,370 | 3,477 | 3,133 | 13,553 | 13,731 | 178 | 1% |
| Stream Health Monitoring* | - | - | - | - | 19,265 | 19,265 | 0% |
| RBC Blue Water Project | 3,909 | - | - | - | - | - | 0% |
| ICAP - Integrated Conservation Action Plan | 33,329 | 91,054 | 75,812 | 84,838 | 50,005 | (34,833) | 0% |
| COA Agreement | 2,931 | 1,348 | 11,225 | - | - | - | 0% |
| Specific Initiatives and Services | 41,869 | 54,997 | 17,934 | 1,146 | - | (1,146) | -100% |
| TOTAL | \$ 173,447 | \$ 243,281 | \$ 184,173 | \$ 251,522 | \$ 167,227 | \$ (84,295) | -33.51% |

OBJECTS OF EXPENSES

| | | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|----------------|
| Staff Expenses - Note 1 | \$ 106,773 | \$ 128,890 | \$ 76,054 | \$ 158,887 | \$ 109,220 | \$ (49,667) | -31% |
| Staff Related Expenses | 265 | 797 | 173 | 1,000 | - | (1,000) | 0% |
| Materials and Supplies | 7,300 | 16,445 | 18,011 | 2,146 | 2,000 | (146) | -7% |
| Purchased Services | 59,110 | 97,150 | 89,935 | 89,489 | 56,007 | (33,482) | -37% |
| TOTAL EXPENDITURES | \$ 173,447 | \$ 243,281 | \$ 184,173 | \$ 251,522 | \$ 167,227 | \$ (84,295) | -33.51% |

SOURCES OF REVENUE

| | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|-----------------|
| Municipal Levy | \$ 117,073 | \$ 111,946 | \$ 109,915 | \$ 146,553 | \$ 67,514 | \$ (79,039) | (53.93%) |
| Provincial Funding | - | 1,225 | - | - | - | - | 0% |
| Federal Funding | 33,804 | 13,840 | - | 6,579 | 3,994 | (2,585) | -39% |
| User Fees | 1,239 | 310 | - | - | - | - | 0% |
| Community Support | 54,239 | 152,891 | 106,773 | 98,390 | 63,736 | (34,654) | -35% |
| Contribution from/(to) Reserves | (32,909) | (36,931) | - | - | - | - | 0% |
| Transfer from/(to) Current Year Surplus - Note 2 | - | - | - | - | 31,983 | 31,983 | 0% |
| TOTAL REVENUE | \$ 173,447 | \$ 243,281 | \$ 216,688 | \$ 251,522 | \$ 167,227 | \$ (84,295) | -33.51% |

NOTES

* **Category 3 programs and services funded by current year surplus transfer.**
 1. COLA increase and 1 staff moving in the pay grid steps.
 2. Transfer from user fee programs and services to fund Healthy Watershed Category 3 programs and services.

STAFFING LEVELS (FTE)

CHANGES IN SERVICES & ACTIVITY LEVELS

| | | |
|-------------|-------------|---|
| <u>2024</u> | <u>2023</u> | Manager of Watershed Services added 0.1 FTE. Water Resources Analyst for Source Water Protection. Healthy Watershed Technician reduced to 0.82 FTE. |
| 1.03 | 1.61 | |

| FTE | TOTAL | DEPARTMENT | 2024 | 2023 | 2022 | |
|--------------------------------|-------|-------------|------|-------------|-------------|-------------|
| Manager of Watershed Services | 0% | 0 | 10% | 0.10 | 0.00 | 0.00 |
| SWP/Water Resources Specialist | 0% | 0.00 | 0% | 0.00 | 0.00 | 0.55 |
| Forestry Technician | 0% | 0.00 | 0% | 0.00 | 0.00 | 0.10 |
| Lands & Waters Supervisor | 100% | 1.00 | 24% | 0.24 | 0.53 | 0.40 |
| Water Resources Analyst | 0% | 0.00 | 10% | 0.10 | 0.10 | 0.00 |
| HWS Technician | 100% | 1.00 | 58% | 0.58 | 0.97 | 0.36 |
| General Manager | 0% | 0.00 | 1% | 0.01 | 0.01 | 0.01 |
| | | <u>2.00</u> | | <u>1.03</u> | <u>1.61</u> | <u>1.42</u> |

Conservation Authority Lands Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET CONSERVATION AUTHORITY LANDS

| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
|------------------------------|---|
| Conservation Authority Lands | <p><u>Strategic Directions</u></p> <p>#1 Protect People & Property From Flooding & Natural Hazards #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence</p> <p><u>Action Plan</u></p> <p>Manage Lee Brown Marsh for sustainable hunting opportunities and a healthy ecosystem. Provide opportunities for visitors to enjoy outdoor recreational activities. Support Authority initiatives and enforce regulations on Authority lands.</p> |
| PROGRAM MANAGER | |
| Judy Maxwell | |

| | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|--|----------------|----------------|--------------------|----------------|----------------|---------------------------------|---|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |

ACTIVITIES

| | | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Administration & Enforcement | \$ 145,367 | \$ 164,160 | \$ 146,078 | \$ 242,514 | \$ 314,101 | \$ 71,586 | 30% |
| Parkettes Services | 28,928 | 26,340 | 59,050 | 88,023 | 93,287 | 5,264 | 6% |
| Lee Brown Waterfowl Management Services | 147,032 | 126,058 | 66,003 | 151,375 | 166,500 | 15,125 | 10% |
| Hazard Tree Removal | 33,075 | 26,607 | 24,980 | 83,584 | 86,548 | 2,964 | 4% |
| Fish and Wildlife Support Services | 2,790 | 4,042 | 2,461 | 3,500 | 3,500 | - | 0% |
| Partner Agreement Management | - | - | - | - | 6,374 | 6,374 | 0% |
| TOTAL | \$ 357,192 | \$ 347,207 | \$ 298,572 | \$ 568,996 | \$ 670,310 | \$ 101,314 | 17.81% |

OBJECTS OF EXPENSES

| | | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Staff Expenses - Note 1 | \$ 160,192 | \$ 151,702 | \$ 110,919 | \$ 302,476 | \$ 400,170 | \$ 97,694 | 32% |
| Staff Related Expenses | - | - | - | 150 | 150 | - | 0% |
| Materials and Supplies | 24,839 | 20,955 | 12,224 | 30,046 | 29,723 | (323) | -1% |
| Purchased Services | 172,161 | 174,549 | 175,429 | 236,325 | 240,267 | 3,942 | 2% |
| TOTAL EXPENDITURES | \$ 357,192 | \$ 347,207 | \$ 298,572 | \$ 568,996 | \$ 670,310 | \$ 101,314 | 17.81% |

SOURCES OF REVENUE

| | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Municipal Levy | \$ 110,735 | \$ 253,425 | \$ 259,479 | \$ 345,971 | \$ 418,186 | \$ 72,215 | 20.87% |
| User Fees - Note 2 | 219,643 | 199,238 | 223,577 | 223,025 | 245,750 | \$ 22,725 | 10% |
| Contribution from/(to) Reserves - Note 3 | 26,814 | (105,456) | - | - | 6,374 | \$ 6,374 | 0% |
| TOTAL REVENUE | \$ 357,192 | \$ 347,207 | \$ 483,056 | \$ 568,996 | \$ 670,310 | \$ 101,314 | 17.81% |

NOTES

| |
|---|
| 1. COLA increase, 2 staff moving up the grid. 2. Lee Brown Marsh fees - \$105,000. 3. Partner Agreement Management - \$6,374 from reserves. |
|---|

STAFFING LEVELS (FTE)

| | |
|-------------|-------------|
| <u>2024</u> | <u>2023</u> |
| 3.27 | 2.65 |

CHANGES IN SERVICES & ACTIVITY LEVELS

| |
|--|
| Manager of Conservation Lands increased to 0.3 FTE from 0.18 FTE. Supervisor of Forestry increased to 0.43 FTE from 0.07 FTE. |
|--|

| FTE | TOTAL | | DEPARTMENT | 2024 | 2023 | 2022 |
|--------------------------------------|-------|------|------------|------|------|------|
| Lee Brown Marsh Manager | 100% | 1.00 | 100% | 1.00 | 1.00 | 1.00 |
| Manager Conservation Land Services | 0% | 0.00 | 30% | 0.30 | 0.18 | 0.08 |
| Support Staff (4) | 154% | 1.54 | 82% | 0.82 | 0.82 | 0.00 |
| Support Staff (2) | 154% | 1.54 | 48% | 0.48 | 0.38 | 0.00 |
| Superintendent of Conservation Areas | 0% | 0.00 | 18% | 0.18 | 0.18 | 0.00 |
| Supervisor of Forestry | 0% | 0.00 | 43% | 0.43 | 0.07 | 0.00 |
| Forestry Technician | 0% | 0.00 | 6% | 0.06 | 0.02 | 0.00 |
| | | 4.08 | | 3.27 | 2.65 | 1.08 |

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - LEE BROWN MARSH FEE SCHEDULE

| | Draft 2024 before HST |
|---|--------------------------|
| LEE BROWN MARSH | |
| <u>Goose Relocation</u> - Per Canada goose | \$6.20 |
| <u>Hunting Fees</u> | |
| 1-Day Field Hunt , 1 person | \$53.10 |
| 1-Day (midweek) Marsh Hunt, 1 person | \$479.79 |
| 1-Day (midweek) Marsh Hunt, 4 people | \$1,636.90 |
| 3-Day Marsh Hunt for 4 people | \$4,092.27 |

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - LANDS AND WATERS FEE SCHEDULE

| | Draft 2024 before HST |
|--|--------------------------|
| LANDS AND WATERS | |
| <u>Tree Planting Program - Forest Ontario Sponsored</u> Full Service (Seedling and Planting) per tree ¹ | \$0.60 |
| <u>Private Landowner Tree Planting Program</u> | |
| Land Owner Cost per tree ² | \$0.82 - \$2.45 |
| Full Service (Seedling and Planting) per tree ³ | \$1.50 - \$3.05 |
| Rental of Tree Planter per day for trees purchased from the Conservation Authority | \$75.00 |
| <u>Restoration Program</u> Erosion Control - Landowner Plans | \$350.00 |
| ¹ <i>Pricing subject to change without notice. Subject to approval and availability. Minimum 500 seedlings must be planted.</i> ² <i>Pricing subject to change without notice. Subject to availability. Minimum 150 seedlings/species.</i> ³ <i>Pricing subject to change without notice. Subject to availability. Minimum 5 acres and 500 seedlings.</i> | |

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - FORESTRY FEE SCHEDULE

| | Draft 2024 before HST |
|------------------------------|--------------------------|
| FORESTRY | |
| Consulation Service per hour | \$125.00 |

Communication and Marketing Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET COMMUNICATION AND MARKETING SERVICES

PROGRAM NAME

COMMUNICATION AND MARKETING SERVICES

LINKS TO STRATEGIC PLAN

Strategic Directions

- #1 Protect People & Property From Flooding & Natural Hazards
- #2 Deliver Exceptional Services & Experiences
- #4 Organizational Excellence

PROGRAM MANAGER

Aaron LeDuc

Action Plan

Advertise and promote the programs & services of the Authority.
Increase the awareness of the Authority's accomplishments via social media.
Update information on the Authority website.

| | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|--|----------------|----------------|--------------------|----------------|----------------|---------------------------------|---|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |

ACTIVITIES

| | | | | | | | |
|---|------------------|-------------------|------------------|-------------------|-------------------|-------------------|---------------|
| Communication and Marketing Services | \$ 71,550 | \$ 95,974 | \$ 26,706 | \$ 129,131 | \$ 122,963 | \$ (6,168) | -5% |
| Leighton & Betty Brown Scholarship Trust Fund | 3,000 | 2,000 | 2,000 | 1,000 | 1,000 | - | 0% |
| LPRCA Memorial Woodlot Services | 6,737 | 3,521 | 10,231 | 12,146 | 12,335 | 189 | 2% |
| TOTAL | \$ 81,286 | \$ 101,495 | \$ 38,937 | \$ 142,277 | \$ 136,299 | \$ (5,978) | -4.20% |

OBJECTS OF EXPENSES

| | | | | | | | |
|---------------------------|------------------|-------------------|------------------|-------------------|-------------------|-------------------|---------------|
| Staff Expenses - Note 1 | \$ 68,777 | \$ 80,827 | \$ 28,248 | \$ 104,027 | \$ 98,799 | \$ (5,228) | -5% |
| Staff Related Expenses | 202 | 1,279 | 67 | 1,650 | 1,650 | - | 0% |
| Materials and Supplies | 8,942 | 7,488 | 5,795 | 11,550 | 11,300 | (250) | -2% |
| Purchased Services | 3,365 | 11,901 | 4,826 | 25,050 | 24,550 | (500) | -2% |
| TOTAL EXPENDITURES | \$ 81,286 | \$ 101,495 | \$ 38,937 | \$ 142,277 | \$ 136,299 | \$ (5,978) | -4.20% |

SOURCES OF REVENUE

| | | | | | | | |
|---------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|---------------|
| Municipal Levy | \$ 92,994 | \$ 96,719 | \$ 97,708 | \$ 130,277 | \$ 128,299 | \$ (1,978) | -1.52% |
| Community Support - Note 2 | 11,444 | 8,976 | 7,270 | 12,000 | 8,000 | (4,000) | -33% |
| Contribution from/(to) Reserves | (23,152) | (4,200) | - | - | - | - | 0% |
| TOTAL REVENUE | \$ 81,286 | \$ 101,495 | \$ 104,978 | \$ 142,277 | \$ 136,299 | \$ (5,978) | -4.20% |

NOTES

1. COLA increase, 1 employee moving up the grid.
2. Memorial Woodlot Donations of \$7,000 and the Leighton & Betty Brown Fund Interest for Scholarships of \$1,000.

STAFFING LEVELS (FTE)

| <u>2024</u> | <u>2023</u> |
|-------------|-------------|
| 1.08 | 1.08 |

CHANGES IN SERVICES & ACTIVITY LEVELS

The FTE's remain at the 2023 level.

| FTE | TOTAL | DEPARTMENT | 2024 | 2023 | 2022 | |
|------------------------------------|-------|------------|------|------|------|------|
| Marketing & Social Media Associate | 100% | 1.00 | 100% | 1.00 | 1.00 | 1.00 |
| Seasonal Support | 0% | 0.00 | 8% | 0.08 | 0.08 | 0.08 |
| | | 1.00 | | 1.08 | 1.08 | 1.08 |

Backus Heritage and Education Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET BACKUS HERITAGE AND EDUCATION SERVICES

| | |
|---|--|
| PROGRAM NAME BACKUS HERITAGE AND EDUCATION SERVICES | LINKS TO STRATEGIC PLAN <u>Strategic Directions</u> #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence |
| PROGRAM MANAGER Judy Maxwell | <u>Action Plan</u> Deliver student Outdoor Education & Heritage Programs. Revitalization Project at the Education Centre final phase of display installation. Collection management project continuation. |

| ACTIVITIES | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|--|--------------------|--------------------|------------------------|--------------------|--------------------|-------------------------------------|---------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| Education Centre | \$ 4,390 | \$ 27,657 | \$ 30,506 | \$ 48,103 | \$ 49,546 | \$ 1,442 | 3% |
| Educational and Interactive Program Services | 13,290 | 15,095 | 34,494 | 99,744 | 84,423 | (15,321) | -15% |
| Heritage Village and Historical Services* | 99,176 | 108,270 | 99,001 | 177,815 | 173,788 | (4,027) | -2% |
| Amortization | 39,696 | 39,902 | - | - | - | - | 0% |
| TOTAL | \$ 156,553 | \$ 190,924 | \$ 164,001 | \$ 325,662 | \$ 307,756 | \$ (17,905) | -5.50% |

OBJECTS OF EXPENSES

| | | | | | | | |
|---------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| Staff Expenses - Note 1 | \$ 85,159 | \$ 118,071 | \$ 110,178 | \$ 266,620 | \$ 247,646 | \$ (18,974) | -7% |
| Staff Related Expenses | 573 | 628 | 203 | 2,550 | 1,550 | (1,000) | -39% |
| Materials and Supplies | 3,069 | 3,877 | 14,596 | 9,392 | 11,361 | 1,969 | 21% |
| Purchased Services | 28,055 | 28,446 | 39,023 | 47,100 | 47,200 | 100 | 0% |
| Amortization | 39,696 | 39,902 | - | - | - | - | 0% |
| TOTAL EXPENDITURES | \$ 156,553 | \$ 190,924 | \$ 164,001 | \$ 325,662 | \$ 307,756 | \$ (17,905) | -5.50% |

SOURCES OF REVENUE

| | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------|
| Municipal Levy | \$ 92,146 | \$ 94,968 | \$ 112,820 | \$ 150,426 | \$ 5,582 | \$ (144,845) | -96% |
| Provincial Funding-Student programs | 2,993 | - | - | 12,447 | 4,500 | (7,947) | -64% |
| Federal Funding - COVID-19 Funding | - | 16,576 | 13,260 | - | - | - | 0% |
| Other - Interest on Investments, Misc. | - | - | - | - | - | - | 0% |
| User Fees - Educational non contract programs | - | 823 | 1,402 | 3,000 | 3,000 | - | 0% |
| User Fees - Heritage non contract programs | 1,974 | 1,937 | 8,586 | 4,602 | 4,606 | 4 | 0% |
| Community Support - Note 2 | 58,102 | 54,030 | 57,803 | 155,187 | 156,074 | 887 | 1% |
| Contribution from (to) Reserves | 1,337 | 22,590 | - | - | - | - | 0% |
| Transfer from/(to) Current Year Surplus - Note 3 | - | - | - | - | 133,995 | 133,995 | 0% |
| TOTAL REVENUE | \$ 156,553 | \$ 190,924 | \$ 193,871 | \$ 325,662 | \$ 307,756 | \$ (17,905) | -5.50% |

NOTES

| |
|---|
| <p>* Category 3 programs and services funded by current year surplus transfer.</p> <p>1. COLA increase, 3 staff moving up the grid.</p> <p>2. Community support revenue includes the interest from the endowment fund of \$100,000 and the contracts with the school boards is \$50,574.</p> <p>3. Transfer from user fee programs & services to fund Heritage programs.</p> |
|---|

STAFFING LEVELS (FTE)

CHANGES IN SERVICES & ACTIVITY LEVELS

| | | |
|----------------------------|----------------------------|---|
| <u>2024</u> 3.24 | <u>2023</u> 3.80 | Heritage Programmer to 0.81 FTE from 0.5 FTE. Curatorial Assistant position incorporated into Heritage Programmer extended term. |
|----------------------------|----------------------------|---|

| FTE | TOTAL | DEPARTMENT | 2024 | 2023 | 2022 | |
|--------------------------------------|-------|------------|------|------|------|------|
| Superintendent of Conservation Areas | 0% | 0.00 | 25% | 0.25 | 0.30 | 0.30 |
| Curatorial Assistant | 0% | 0.00 | 0% | 0.00 | 0.50 | 0.00 |
| Curator | 90% | 0.90 | 90% | 0.90 | 0.90 | 0.90 |
| Heritage Programmer | 81% | 0.81 | 81% | 0.81 | 0.50 | 0.00 |
| Outdoor Educator | 50% | 0.50 | 50% | 0.50 | 0.50 | 0.77 |
| Carpenter | 0% | 0.00 | 0% | 0.00 | 0.05 | 0.05 |
| Workshop Supervisor | 0% | 0.00 | 5% | 0.05 | 0.05 | 0.05 |
| Heritage Program Students (2) | 50% | 0.50 | 50% | 0.50 | 0.50 | 1.27 |
| Outdoor Education Students | 23% | 0.23 | 23% | 0.23 | 0.50 | 0.23 |
| | | 2.94 | | 3.24 | 3.80 | 3.57 |

Conservation Parks Management Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET CONSERVATION PARKS MANAGEMENT SERVICES

| | |
|---|--|
| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
| CONSERVATION PARKS MANAGEMENT SERVICES | Strategic Directions #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence |
| PROGRAM MANAGER | Action Plan |
| Judy Maxwell | Continue to provide visitors and campers exceptional experiences. Washroom renovations at Haldimand, Norfolk and Waterford North CA's. Floating dock replacement and access point upgrades at WNCA. New equipment rental and rack at Deer Creek CA. |

| | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------------------|--------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| ACTIVITIES | | | | | | | |
| Backus Conservation Area Services | \$ 303,880 | \$ 295,081 | \$ 321,100 | \$ 390,451 | \$ 356,192 | \$ (34,259) | -9% |
| Norfolk Conservation Park Services | 227,535 | 251,846 | 263,896 | 331,120 | 348,745 | 17,626 | 5% |
| Deer Creek Conservation Park Services | 141,809 | 178,669 | 173,803 | 233,343 | 212,470 | (20,873) | -9% |
| Haldimand Conservation Park Services | 250,009 | 300,428 | 269,050 | 341,980 | 382,833 | 40,853 | 12% |
| Waterford North Conservation Park Services | 193,643 | 258,045 | 266,358 | 316,038 | 367,547 | 51,509 | 16% |
| Amortization | 63,750 | 78,930 | - | - | - | - | 0% |
| TOTAL | \$ 1,180,627 | \$ 1,362,999 | \$ 1,294,207 | \$ 1,612,933 | \$ 1,667,787 | \$ 54,854 | 3.40% |

| | | | | | | | |
|----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|------------------|--------------|
| OBJECTS OF EXPENSES | | | | | | | |
| Staff Expenses - Note 1 | \$ 636,008 | \$ 722,291 | \$ 718,899 | \$ 995,103 | \$ 1,008,726 | \$ 13,623 | 1% |
| Staff Related Expenses | 5,367 | 4,028 | 3,028 | 6,055 | 5,505 | (550) | -9% |
| Materials and Supplies | 69,352 | 102,167 | 86,326 | 75,635 | 73,250 | (2,385) | -3% |
| Purchased Services | 386,150 | 434,083 | 463,229 | 513,415 | 556,581 | 43,166 | 8% |
| Equipment - Note 2 | 20,000 | 21,500 | 22,725 | 22,725 | 23,725 | 1,000 | 4% |
| Amortization | 63,750 | 78,930 | - | - | - | - | 0% |
| TOTAL EXPENDITURES | \$ 1,180,627 | \$ 1,362,999 | \$ 1,294,207 | \$ 1,612,933 | \$ 1,667,787 | \$ 54,853 | 3.40% |

| | | | | | | | |
|--|---------------------|---------------------|---------------------|---------------------|------------------|--------------------|----------------|
| SOURCES OF REVENUE | | | | | | | |
| Municipal Levy | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| User Fees - Note 3 | 1,677,723 | 1,914,023 | 1,992,481 | 1,885,538 | 1,940,600 | 55,062 | 3% |
| Provincial Funding-Student programs | 15,191 | 10,699 | 10,510 | 10,000 | 14,500 | 4,500 | 45% |
| Contribution from (to) Reserves | (512,287) | (561,723) | - | (196,151) | - | 196,151 | -100% |
| Transfer from/(to) Current Year Surplus - Note 4 | - | - | - | - | (258,913) | (258,913) | |
| TOTAL REVENUE | \$ 1,180,627 | \$ 1,362,999 | \$ 2,002,991 | \$ 1,699,388 | 1,696,187 | \$ (3,201) | -0.19% |
| SURPLUS - Note 5 | \$ - | \$ - | \$ 708,784 | \$ 86,455 | \$ 28,400 | \$ (58,055) | -67.15% |

- NOTES**
1. COLA increase, and grid movement.
 2. Equipment charges for CAMIS reservation system and hardware increasing to \$23,725.
 3. Budgeted camping revenue increasing 2.9% to reflect fee increase.
 4. Transfer to HWS (\$31,983), Backus Heritage (\$133,995) and Corporate Services (\$92,934).
 5. Budget surplus of \$28,400 to fund campground capital upgrades.

STAFFING LEVELS (FTE)

CHANGES IN SERVICES & ACTIVITY LEVELS

| | |
|-------------|-------------|
| <u>2024</u> | <u>2023</u> |
| 15.98 | 16.21 |

Manager of Conservation Lands Services 0.5 FTE from 0.6 FTE.
 Summer/student support at Backus CA reduced from 3.48 to 2.58 FTE.
 Superintendent of Conservation Areas reduced 0.05 FTE to 0.58 FTE.
 Seasonal support from the workshop increased to 1.15 FTE's from 0.86 FTE.

| FTE | TOTAL | | DEPARTMENT | 2024 | 2023 | 2022 |
|---|-------|-------|------------|-------|-------|-------|
| Deer Creek Supervisor and Assistant (2) | 108% | 1.08 | 108% | 1.08 | 1.08 | 1.08 |
| Deer Creek summer/students (2) | 104% | 1.04 | 104% | 1.04 | 1.04 | 0.85 |
| Backus Supervisor and Assistant (2) | 108% | 1.08 | 108% | 1.08 | 1.08 | 0.00 |
| Backus summer/students (2) | 258% | 2.58 | 258% | 2.58 | 3.48 | 0.00 |
| Norfolk Supervisor and Assistant | 108% | 1.08 | 108% | 1.08 | 1.08 | 1.00 |
| Norfolk summer/students (4) | 144% | 1.44 | 144% | 1.44 | 1.44 | 1.44 |
| Haldimand Supervisor and Assistant (2) | 154% | 1.54 | 121% | 1.21 | 1.08 | 0.92 |
| Haldimand summer/students (4) | 144% | 1.44 | 144% | 1.44 | 1.44 | 1.44 |
| Waterford Supervisor and Assistant (2) | 108% | 1.08 | 108% | 1.08 | 1.08 | 1.08 |
| Waterford summer/students (3) | 173% | 1.73 | 133% | 1.73 | 1.33 | 1.33 |
| Seasonal Support | 0% | 0.00 | 115% | 1.15 | 0.86 | 0.86 |
| Superintendent of Conservation Areas | 0% | 0.00 | 63% | 0.58 | 0.63 | 0.50 |
| Manager Conservation Land Services | 0% | 0.00 | 60% | 0.50 | 0.60 | 0.40 |
| | | 14.08 | | 15.98 | 16.21 | 10.90 |

CONSERVATION AREA FEE SCHEDULE
Backus, Deer Creek, Haldimand, Norfolk and Waterford North

| | 2020 HST included | 2021 HST included | 2022 HST included | 2023 HST included | Draft 2024 HST included | Draft increase % |
|---|----------------------|----------------------|----------------------|----------------------|----------------------------|---------------------|
| DAY USE FEES | | | | | | |
| Walk-in (under 12 free) | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | 0.00% |
| Vehicle | \$14.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| Motorcycle | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | 0.00% |
| Season Vehicle Day Pass | \$85.00 | \$95.00 | \$95.00 | \$100.00 | \$100.00 | 0.00% |
| Season Vehicle Pass Replacement | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | 0.00% |
| Mini Bus | \$55.00 | \$55.00 | \$55.00 | \$55.00 | \$55.00 | 0.00% |
| Bus | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | 0.00% |
| Operator Permit Fee - Annual | | \$350.00 | \$350.00 | \$375.00 | \$375.00 | 0.00% |
| Operator Customer Fee - per person | | \$4.00 | \$4.00 | \$4.00 | \$4.00 | 0.00% |
| CAMPING FEES | | | | | | |
| <u>Per Night</u> | | | | | | |
| Unserviced* | \$38.00 | \$38.00 | \$38.00 | \$40.00 | \$41.00 | 2.50% |
| With Hydro & Water 15 amp* | \$50.00 | \$50.00 | \$50.00 | \$53.00 | \$55.00 | 3.77% |
| With Hydro & Water 30 amp* | \$59.00 | \$59.00 | \$59.00 | \$60.00 | \$63.00 | 5.00% |
| With Hydro, Water & Sewer 15 amp* | \$61.00 | \$61.00 | \$61.00 | \$64.00 | \$66.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp* | \$70.00 | \$70.00 | \$70.00 | \$70.00 | \$73.00 | 4.29% |
| <i>*20% discount for overnight camping for seniors & the disabled. Must show senior or disability permit.</i> | | | | | | |
| <u>Cabin Rental Per Night</u> | | | | | | |
| Cabin 900 A (Backus only) | \$60.00 | \$60.00 | \$60.00 | \$65.00 | \$70.00 | 7.69% |
| Cabin 901 D (Backus only) | \$105.00 | \$105.00 | \$105.00 | \$110.00 | \$115.00 | 4.55% |
| <u>Per Week</u> | | | | | | |
| Unserviced | \$225.00 | \$225.00 | \$225.00 | \$240.00 | \$246.00 | 2.50% |
| With Hydro & Water 15 amp | \$305.00 | \$305.00 | \$305.00 | \$318.00 | \$330.00 | 3.77% |
| With Hydro & Water 30 amp | \$350.00 | \$350.00 | \$350.00 | \$360.00 | \$378.00 | 5.00% |
| With Hydro, Water & Sewer 15 amp | \$368.00 | \$368.00 | \$368.00 | \$384.00 | \$396.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp | \$415.00 | \$415.00 | \$415.00 | \$420.00 | \$438.00 | 4.29% |
| <u>Cabin Rental Per Week</u> | | | | | | |
| Cabin 900 A (Backus only) | \$360.00 | \$360.00 | \$360.00 | \$360.00 | \$385.00 | 6.94% |
| Cabin 901 D (Backus only) | \$630.00 | \$630.00 | \$630.00 | \$630.00 | \$635.00 | 0.79% |
| <u>Per Month</u> | | | | | | |
| Unserviced | \$675.00 | \$675.00 | \$675.00 | \$720.00 | \$738.00 | 2.50% |
| With Hydro & Water 15 amp | \$915.00 | \$915.00 | \$915.00 | \$954.00 | \$990.00 | 3.77% |
| With Hydro & Water 30 amp | \$1,050.00 | \$1,050.00 | \$1,050.00 | \$1,080.00 | \$1,134.00 | 5.00% |
| With Hydro, Water & Sewer 15 amp | \$1,100.00 | \$1,100.00 | \$1,100.00 | \$1,152.00 | \$1,188.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp | \$1,240.00 | \$1,240.00 | \$1,240.00 | \$1,260.00 | \$1,314.00 | 4.29% |
| <u>Per Season</u> | | | | | | |
| Unserviced | \$1,685.00 | \$1,770.00 | N/A | N/A | N/A | |
| With Hydro & Water 15 amp | \$2,400.00 | \$2,520.00 | \$2,570.00 | \$2,623.50 | \$2,722.50 | 3.77% |
| With Hydro & Water 30 amp | \$2,650.00 | \$2,785.00 | \$2,840.00 | \$2,970.00 | \$3,118.50 | 5.00% |
| With Hydro, Water & Sewer 15 amp | \$2,900.00 | \$3,045.00 | \$3,105.00 | \$3,168.00 | \$3,267.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp | \$3,125.00 | \$3,285.00 | \$3,350.00 | \$3,465.00 | \$3,613.50 | 4.29% |
| Premium & 30 amp | \$3,200.00 | \$3,360.00 | \$3,430.00 | \$3,565.00 | \$3,740.00 | 4.91% |
| 2nd Season Vehicle Day Pass | \$50.00 | \$55.00 | \$55.00 | \$60.00 | \$60.00 | 0.00% |
| Exterior Fridge (Seasonal) | \$275.00 | \$300.00 | \$300.00 | \$325.00 | \$335.00 | 3.08% |
| Seasonal Camper Late Payment Fee | | | | | \$75.00 | New |

CONSERVATION AREA FEE SCHEDULE
Backus, Deer Creek, Haldimand, Norfolk and Waterford North

| | 2020 HST included | 2021 HST included | 2022 HST included | 2023 HST included | Draft 2024 HST included | Draft increase % |
|---|----------------------|----------------------|----------------------|----------------------|----------------------------|---------------------|
| <u>Group Camping</u> | | | | | | |
| Group Camping Tents Only | | | | | | |
| Group Camping (per night) | \$55.00 | \$55.00 | \$55.00 | \$60.00 | \$60.00 | 0.00% |
| Group Camping (per person/night) | \$6.00 | \$6.00 | \$6.00 | \$7.00 | \$7.00 | 0.00% |
| OTHER FEES | | | | | | |
| Reservation Fee - online | \$12.00 | \$13.00 | \$13.00 | \$14.00 | \$15.00 | 7.14% |
| Reservation Fee - by phone | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| Cancellation/Change Fee | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| 2nd Vehicle Parking | \$11.00 | \$12.00 | \$12.00 | \$13.00 | \$13.00 | 0.00% |
| Pavilion | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | 0.00% |
| Wood | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | 0.00% |
| Kindling | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | 0.00% |
| Ice | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | 0.00% |
| Picnic Tables (per table per day) | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | 0.00% |
| Bait / Worms | \$3.50 | \$3.50 | \$3.50 | \$3.50 | \$3.50 | 0.00% |
| Vendor permit | \$55.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | 0.00% |
| Canoe/Kayak Rental - per hour | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| - per 1/2 day (4 hours) | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 | 0.00% |
| - per day (8 hours) | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | 0.00% |
| Boat/Trailer Storage - off site | \$375.00 | \$375.00 | \$375.00 | \$375.00 | \$375.00 | 0.00% |
| Winter Trailer Storage/camp site | \$215.00 | \$225.00 | \$225.00 | \$225.00 | \$225.00 | 0.00% |
| Winter Storage Late Fee (per day) | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | 0.00% |
| BACKUS HERITAGE CONSERVATION AREA | | | | | | |
| <u>Rentals</u> | | | | | | |
| Church Rental | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | 0.00% |
| Ed. Centre Rentals | | | | | | |
| - 1/2 day | \$240.00 | \$240.00 | \$240.00 | \$240.00 | \$240.00 | 0.00% |
| - full day Auditorium or Classroom | \$400.00 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | 0.00% |
| - add for 2nd room | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 | 0.00% |
| <u>Events and Photography</u> | | | | | | |
| Outdoor Wedding | \$400.00 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | 0.00% |
| - includes pavilion & 20 day passes | | | | | | |
| Photography Fee - Weddings | \$125.00 | \$125.00 | \$125.00 | \$125.00 | \$125.00 | 0.00% |
| All other photo shoots | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | 0.00% |
| - includes entry for 2 passenger vehicles | | | | | | |
| <u>Education Programming</u> | | | | | | |
| - full day** | | | | \$560.84 | \$583.62 | 4.06% |
| - 1/2 day** | | | | \$280.42 | \$291.81 | 4.06% |
| **Maximum 40 students per class per day. | | | | | | |

Public Forest Land Management Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET PUBLIC FOREST LAND MANAGEMENT SERVICES

| | |
|--|---|
| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
| PUBLIC FOREST LAND MANAGEMENT SERVICES | <p>Strategic Directions #1 Organizational Excellence #3 Support & Empower Our People</p> |
| PROGRAM MANAGER | Action Plan |
| Judy Maxwell | <p>Continue sustainable harvesting following 20-year FMP and finalize 5-year operating plan 2025 - 2030. Protection of SAR by continuing with Ecological Surveys. Complete prescriptions, tender marked forest tracts and monitor ongoing logging operations. Ongoing monitoring of the Spongy Moth & Oak Wilt. Grant funding for invasive spraying on Authority properties including HWA inventory/treatment.</p> |

| | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|--------------------------------------|-------------------|-------------------|--------------------|-------------------|-------------------|---------------------------------|---------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| ACTIVITIES | | | | | | | |
| General Forestry Management Services | \$ 271,636 | \$ 230,656 | \$ 175,766 | \$ 255,945 | \$ 231,152 | \$ (24,793) | -10% |
| LPBLT - Upland Habitat Program | \$ 36,026 | \$ 40,386 | \$ 66,561 | \$ 64,215 | \$ 66,381 | \$ 2,165 | 0% |
| | \$ 307,663 | \$ 271,042 | \$ 242,327 | \$ 320,160 | \$ 297,532 | \$ (22,628) | -7.07% |

| OBJECTS OF EXPENSES | | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| Staff Expenses - Note 1 | \$ 158,917 | \$ 211,174 | \$ 183,155 | \$ 220,860 | \$ 199,356 | \$ (21,504) | -10% |
| Staff Related Expenses - Note 2 | 9,591 | 9,461 | 9,687 | 12,300 | 11,300 | (1,000) | -8% |
| Materials and Supplies - Note 3 | 4,658 | 13,756 | 6,550 | 19,400 | 19,276 | (124) | -1% |
| Purchased Services - Note 4 | 134,496 | 36,651 | 42,935 | 67,600 | 67,600 | - | 0% |
| TOTAL EXPENDITURES | \$ 307,663 | \$ 271,042 | \$ 242,327 | \$ 320,160 | \$ 297,532 | \$ (22,628) | -7.07% |

| SOURCES OF REVENUE | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|---------------|
| Municipal Levy | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| User Fees - Forest Revenue | 353,981 | 340,505 | 331,157 | 310,000 | 310,000 | - | 0% |
| Community Support | 18,000 | 22,712 | 32,830 | 32,090 | 40,000 | 7,910 | 0% |
| Contribution from (to) Reserves | (64,318) | (92,174) | - | - | - | - | 0% |
| Transfer from/(to) Current Year Surplus - Note 5 | - | - | - | (21,930) | (43,918) | (21,988) | 100% |
| TOTAL REVENUE | \$ 307,663 | \$ 271,042 | \$ 363,986 | \$ 320,160 | \$ 306,082 | \$ (14,078) | -4.40% |

| | | | | | | | |
|----------------|-------------|-------------|-------------------|-------------|-----------------|-----------------|-----------|
| SURPLUS | \$ - | \$ - | \$ 121,659 | \$ - | \$ 8,550 | \$ 8,550 | 0% |
|----------------|-------------|-------------|-------------------|-------------|-----------------|-----------------|-----------|

| NOTES | | | | | | | |
|---|--|--|--|--|--|--|--|
| 1. COLA increase. 2. \$8,000 included for membership fees including the Eastern Ontario Model Forest Association. 3. Materials and Supplies: \$2,500 for paint and tape. 4. Subcontractors are: \$25,000 for ecological survey, \$5,000 property surveys and \$5,000 for a Forestry Consultant. 5. Transfer to Corporate Services (\$43,918). | | | | | | | |

STAFFING LEVELS (FTE)

| <u>2024</u> | <u>2023</u> |
|-------------|-------------|
| 1.56 | 1.99 |

CHANGES IN SERVICES & ACTIVITY LEVELS

Manager of Conservation Lands increased to 0.20 from 0.10 FTE.
 Supervisor of Forestry decrease to 0.50 from 0.93 FTE.
 Forestry Technician decreased to 0.80 from 0.95 FTE.

| FTE | TOTAL | DEPARTMENT | 2024 | 2023 | 2022 | |
|------------------------------------|-------|------------|------|------|------|------|
| Manager Conservation Land Services | 0% | 0.00 | 20% | 0.20 | 0.10 | 0.10 |
| Supervisor of Forestry | 100% | 1.00 | 50% | 0.50 | 0.93 | 0.93 |
| Forestry Technician | 100% | 1.00 | 85% | 0.85 | 0.95 | 0.88 |
| Seasonal Staff | 0% | 0.00 | 1% | 0.01 | 0.01 | 0.01 |
| | | 2.00 | | 1.56 | 1.99 | 1.92 |

Private Forest Land Management Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET PRIVATE FOREST LAND MANAGEMENT SERVICES

| | |
|---|---|
| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
| PRIVATE FOREST LAND MANAGEMENT SERVICES | <u>Strategic Directions</u> #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence |
| PROGRAM MANAGER | <u>Action Plan</u> |
| Leigh-Anne Mauthe | The projection is to plant 40,000 trees funded by private landowners and Forest Ontario. Tree survival monitoring and reporting. |

| | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|--|-------------------|-------------------|--------------------|-------------------|-------------------|---------------------------------|---------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| ACTIVITIES | | | | | | | |
| Private Property Tree Planting Services | \$ 85,079 | \$ 137,659 | \$ 73,856 | \$ 104,676 | \$ 114,849 | \$ 10,173 | 10% |
| OPG Tree Planting Services | 30,972 | - | - | - | 50,000 | 50,000 | 0% |
| LPB/OPG Long Term Tree Planting Services | 8,570 | - | - | 14,678 | 11,443 | (3,236) | -22% |
| Trees for Roads | 11,469 | 12,354 | 16,498 | - | 12,136 | 12,136 | 0% |
| | \$ 136,090 | \$ 150,013 | \$ 90,354 | \$ 119,355 | \$ 188,427 | \$ 69,073 | 57.87% |

| | | | | | | | |
|---------------------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|---------------|
| OBJECTS OF EXPENSES | | | | | | | |
| Staff Expenses - Note 1 | \$ 33,766 | \$ 27,026 | \$ 34,007 | \$ 39,455 | \$ 66,753 | \$ 27,298 | 69% |
| Staff Related Expenses | 620 | 740 | - | 850 | 850 | - | 0% |
| Materials and Supplies - Note 2 | 57,603 | 80,436 | 46,027 | 47,650 | 72,049 | 24,399 | 51% |
| Purchased Services - Note 3 | 44,101 | 41,811 | 10,320 | 31,400 | 48,775 | 17,375 | 55% |
| TOTAL EXPENDITURES | \$ 136,090 | \$ 150,013 | \$ 90,354 | \$ 119,355 | \$ 188,427 | \$ 69,073 | 57.87% |

| | | | | | | | |
|--|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| SOURCES OF REVENUE | | | | | | | |
| Municipal Levy | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | 0% |
| User Fees - Note 4 | 85,079 | 115,836 | 46,382 | 86,698 | 90,849 | 4,150 | 5% |
| Community Support - Note 5 | 63,302 | 33,454 | 65,085 | 18,000 | 86,136 | 68,136 | 379% |
| Contribution from (to) Reserves - Note 6 | (12,291) | 723 | - | 14,656 | 11,443 | (3,214) | 0% |
| TOTAL REVENUE | \$ 136,090 | \$ 150,013 | \$ 111,468 | \$ 119,355 | \$ 188,427 | \$ 69,073 | 57.87% |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| NOTES | | | | | | | |
| 1. COLA increase, one staff moving up grid. | | | | | | | |
| 2. Nursery stock of \$65,000. | | | | | | | |
| 3. Subcontractors expense for the tree planting of \$32,000. | | | | | | | |
| 4. User fees are private property tree planting funding from Forest Ontario. | | | | | | | |
| 5. Community Support is fees charged to landowners, trees for roads program and grant funding. | | | | | | | |
| 6. OPG Forest Corridor Reserve for Long-term survival monitoring - \$11,443. | | | | | | | |

STAFFING LEVELS (FTE)

| | |
|-------------|-------------|
| <u>2024</u> | <u>2023</u> |
| 0.80 | 0.36 |

CHANGES IN SERVICES & ACTIVITY LEVELS

| |
|--|
| Lands & Waters Supervisor decreased 0.025 FTE to grant funded program. |
|--|

| FTE | TOTAL | | DEPARTMENT | 2024 | 2023 | 2022 |
|---------------------------|-------|------|------------|------|------|------|
| Forestry Technician | 0% | 0.00 | 0% | 0.00 | 0.00 | 0.02 |
| Lands & Waters Supervisor | 0% | 0.00 | 24% | 0.32 | 0.27 | 0.37 |
| HWS Technician | 0% | 0.00 | 3% | 0.42 | 0.03 | 0.05 |
| Seasonal Staff | 0% | 0.00 | 6% | 0.06 | 0.06 | 0.06 |
| | | 0.00 | | 0.80 | 0.36 | 0.50 |

Maintenance Operations Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET

Maintenance Operations Services

| | |
|---------------------------------|---|
| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
| Maintenance Operations Services | Strategic Directions #2 Deliver Exceptional Services & Experiences #4 Organizational Excellence |
| PROGRAM MANAGER | Action Plan |
| Judy Maxwell | Support operations for parks, flood control structures, forestry and motor pool. Maintain the equipment and vehicles for the Authority. Utilize staff and their skills to complete capital projects and improve LPRCA facilities and campgrounds. |

| | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|---------------------------------------|-------------------|-------------------|--------------------|-------------------|-------------------|---------------------------------|---------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| ACTIVITIES | | | | | | | |
| General Facility Maintenance Services | \$ 161,167 | \$ 170,795 | \$ 145,132 | \$ 197,722 | \$ 227,039 | \$ 29,317 | 15% |
| Motor Pool Services | 150,543 | 145,004 | 134,784 | 185,990 | 206,267 | 20,277 | 11% |
| Amortization | 88,596 | 82,966 | - | - | - | - | 0% |
| | \$ 400,306 | \$ 398,765 | \$ 279,917 | \$ 383,712 | \$ 433,307 | \$ 49,595 | 12.92% |

| | | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| OBJECTS OF EXPENSES | | | | | | | |
| Staff Expenses- Note 1 | \$ 186,088 | \$ 161,818 | \$ 143,290 | \$ 214,762 | \$ 235,507 | \$ 20,745 | 10% |
| Staff Related Expenses | 4,829 | 2,937 | 1,671 | 4,100 | 4,100 | - | 0% |
| Materials and Supplies - Note 2 | 75,738 | 95,178 | 61,048 | 87,300 | 91,550 | 4,250 | 5% |
| Purchased Services | 45,056 | 55,866 | 73,907 | 77,550 | 102,150 | 24,600 | 32% |
| Amortization | 88,596 | 82,966 | - | - | - | - | 0% |
| TOTAL EXPENDITURES | \$ 400,306 | \$ 398,765 | \$ 279,917 | \$ 383,712 | \$ 433,307 | \$ 49,595 | 12.92% |

| | | | | | | | |
|---------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|---------------|
| SOURCES OF REVENUE | | | | | | | |
| | | | | | \$ - | | |
| Municipal Levy | \$ 231,999 | \$ 260,558 | \$ 148,292 | \$ 197,722 | \$ 227,039 | \$ 29,317 | 15% |
| User Fees - Note 3 | 98,764 | 98,291 | 336,822 | 348,990 | 390,267 | 41,277 | 12% |
| Contribution from (to) Reserves | 69,543 | 39,916 | - | - | - | - | 0% |
| TOTAL REVENUE | \$ 400,306 | \$ 398,765 | \$ 485,113 | \$ 546,712 | \$ 617,307 | \$ 70,595 | 12.91% |
| SURPLUS - Note 4 | \$ - | \$ - | \$ - | \$ 163,000 | \$ 184,000 | \$ - | 42.46% |

| | | | | | | | |
|--|--|--|--|--|--|--|--|
| NOTES | | | | | | | |
| 1. COLA increase, 2 staff moving up the grid. 2. Fuel, Diesel and oil for motor pool. 3. Motor Pool revenues of \$390,267. 4. 2024 Capital Budget includes the acquisition of \$184,000 equipment & vehicles. | | | | | | | |

STAFFING LEVELS (FTE)

CHANGES IN SERVICES & ACTIVITY LEVELS

| | |
|-------------|-------------|
| <u>2024</u> | <u>2023</u> |
| 2.20 | 2.09 |

Manager of Engineering and Infrastructure increase 0.05 FTE to 0.25 FTE allocation.
 Workshop Technician increased departmental allocation to 0.75 FTE.

| FTE | TOTAL | | DEPARTMENT | | | |
|---|-------|------|------------|------|------|------|
| | | | | 2024 | 2023 | 2022 |
| Manager of Engineering & Infrastructure | 0% | 0.00 | 25% | 0.25 | 0.20 | 0.30 |
| Workshop Technician | 100% | 1.00 | 75% | 0.75 | 0.69 | 0.69 |
| Workshop Supervisor | 100% | 1.00 | 85% | 0.85 | 0.85 | 0.85 |
| Support Staff | 0% | 0.00 | 35% | 0.35 | 0.35 | 1.47 |
| Support Staff (2) | 0% | 0.00 | 0% | 0.00 | 0.00 | 0.38 |
| | | 2.00 | | 2.20 | 2.09 | 3.69 |

Corporate Services Budget

LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET CORPORATE SERVICES

| | |
|------------------------|---|
| PROGRAM NAME | LINKS TO STRATEGIC PLAN |
| CORPORATE SERVICES | Strategic Directions #2 Deliver Exceptional Services & Experiences #3 Support & Empower Our People #4 Organizational Excellence |
| PROGRAM MANAGER | Action Plan 2024 - 2027 Strategic Plan Refresh. New CA Act regulations requirements for December 31, 2024. Review and update corporate policies. Asset Management Plan for Water Control Structures. |
| Aaron LeDuc | |

| | 2021 Actual | 2022 Actual | 2023 Sep 30 YTD | 2023 Budget | 2024 Budget | 2024 Change from 2023 Budget | |
|-------------------------|---------------------|---------------------|--------------------|---------------------|---------------------|---------------------------------|--------------|
| | \$ | \$ | \$ | \$ | \$ | \$ | % |
| ACTIVITIES | | | | | | | |
| LPRCA Board | \$ 59,076 | \$ 55,650 | \$ 56,570 | \$ 68,485 | \$ 68,790 | \$ 305 | 0% |
| Corporate / IT Services | 958,247 | 1,034,420 | 859,346 | 1,108,361 | 1,171,610 | 63,249 | 6% |
| Amortization | 8,452 | 9,364 | - | - | - | - | 0% |
| TOTAL | \$ 1,025,774 | \$ 1,099,434 | \$ 915,916 | \$ 1,176,846 | \$ 1,240,400 | \$ 63,554 | 5.40% |

OBJECTS OF EXPENSES

| | | | | | | | |
|-----------------------------|---------------------|---------------------|-------------------|---------------------|---------------------|------------------|--------------|
| Staff Expenses - Note 1 | \$ 570,619 | \$ 656,645 | \$ 485,842 | \$ 733,142 | \$ 770,310 | \$ 37,167 | 5% |
| Staff Related Expenses | 8,321 | 7,551 | 10,603 | 16,600 | 17,100 | 500 | 3% |
| Materials and Supplies | 9,809 | 9,070 | 6,229 | 9,400 | 10,000 | 600 | 6% |
| Purchased Services - Note 2 | 356,696 | 351,419 | 347,852 | 335,219 | 359,700 | 24,481 | 7% |
| Equipment | 12,803 | 9,734 | 8,820 | 14,000 | 14,500 | 500 | 4% |
| Other | 59,076 | 55,650 | 56,570 | 68,485 | 68,790 | 305 | 0% |
| Amortization | 8,452 | 9,364 | - | - | - | - | 0% |
| TOTAL EXPENDITURES | \$ 1,025,774 | \$ 1,099,434 | \$ 915,916 | \$ 1,176,846 | \$ 1,240,400 | \$ 63,554 | 5.40% |

SOURCES OF REVENUE

| | | | | | | | |
|--|---------------------|---------------------|-------------------|---------------------|---------------------|-------------------|--------------|
| Municipal Levy | \$ 649,100 | \$ 525,337 | \$ 545,024 | \$ 726,699 | \$ 830,348 | \$ 103,648 | 14% |
| User Fees - Note 3 | 23,806 | 8,351 | 6,413 | 8,500 | 8,800 | 300 | 4% |
| Community Support - Note 4 | 70,755 | 162,248 | 198,012 | 223,566 | 264,400 | 40,834 | 18% |
| Interest on Investments | 24,363 | 24,144 | - | - | - | - | 0% |
| Gain on Sale of Assets | 1,219 | 13,339 | - | - | - | - | 0% |
| Contribution from (to) Reserves | 256,532 | 366,014 | - | - | - | - | 0% |
| Transfer from/(to) Current Year Surplus - Note 5 | - | - | - | 218,080 | 136,852 | (81,228) | -37% |
| TOTAL REVENUE | \$ 1,025,774 | \$ 1,099,434 | \$ 749,450 | \$ 1,176,846 | \$ 1,240,400 | \$ 63,554 | 5.40% |

NOTES

- COLA increase, three staff moving up the grid.
- Includes the lease of the administration office space \$114,900.
- Rental of office space \$8,800.
- Gas lease revenue of \$2,800, water irrigation permit fee of \$1,100, interest revenue \$240,000 and endowment interest of \$20,000 to cover overhead, taxes and insurance for Backus Education Center.
- The transfer from current year surplus from user fee support departments is \$136,852.

STAFFING LEVELS (FTE)

CHANGES IN SERVICES & ACTIVITY LEVELS

| <u>2024</u> | <u>2023</u> |
|-------------|-------------|
| 6.55 | 6.34 |

Accounting clerks (1) increased to 0.9 FTE from 0.8 FTE.
 Accounting Clerk 1.0 FTE added and reduction of Accounting Supervisor 1.0 FTE.
 Project Consultant increased to 0.4 FTE to assist in developing Watershed Plans & Strategies.

| FTE | TOTAL | | DEPARTMENT | 2024 | 2023 | 2022 |
|-------------------------------|-------|------|------------|------|------|------|
| General Manager | 100% | 1.00 | 99% | 0.99 | 0.99 | 0.99 |
| Manager of Corporate Services | 100% | 1.00 | 100% | 1.00 | 1.00 | 1.00 |
| Supervisor of Accounting | 0% | 0.00 | 0% | 0.00 | 1.00 | 1.00 |
| Accounting Clerk (2) | 100% | 1.90 | 190% | 1.90 | 0.80 | 0.80 |
| Executive Assistant | 100% | 1.00 | 100% | 1.00 | 1.00 | 1.00 |
| HR Associate/Receptionist | 100% | 1.00 | 100% | 1.00 | 1.00 | 1.00 |
| Project Consultant | 50% | 0.50 | 40% | 0.40 | 0.28 | 0.00 |
| Special Projects | 50% | 0.50 | 25% | 0.25 | 0.25 | 0.00 |
| Seasonal Support Staff | 0% | 0.00 | 2% | 0.02 | 0.02 | 0.02 |
| | | 6.90 | | 6.55 | 6.34 | 5.81 |

LONG POINT REGION CONSERVATION AUTHORITY
CORPORATE SERVICES FEE SCHEDULE

| | Draft 2024 before HST |
|--|--------------------------|
| CORPORATE SERVICES | |
| Hold Harmless Agreements for research or events | \$45.13 |
| Irrigation Access Permits within Conservation Authority owned properties | \$1,000.00 |

Capital Budget Summary - 2024

Long Point Region Conservation Authority
One Year (2024) Draft Capital Budget

| CAPITAL PROJECTS 2024 | General Levy | Special Levy | In-Year Surplus | WECI / MNRF | Prior Year Capital | User Fee Reserve | Total |
|---|-------------------|------------------|-------------------|------------------|--------------------|------------------|-------------------|
| Watershed Services | | | | | | | |
| Flood Control Structure Repairs and Studies | 75,000 | 60,000 | | 75,000 | | | 210,000 |
| | | | | | | | |
| Conservation Authority Lands | | | | | | | |
| Property Gates | 5,000 | | | | | | 5,000 |
| | | | | | | | |
| Backus Heritage and Education Services | | | | | | | |
| | | | | | | | |
| Conservation Parks Management Services | | | | | | | |
| Deer Creek/Waterford North CAs Rental Equipment | | | 5,400 | | | | 5,400 |
| Haldimand CA Washroom Renovations | | | 8,000 | | | | 8,000 |
| Waterford North CA Washroom Renovations | | | 15,000 | | | | 15,000 |
| | | | | | | | |
| Maintenance Operation Services | | | | | | | |
| Vehicle Replacement (1 pickup truck) | | | 56,000 | | | | 56,000 |
| Vehicle Replacement (1 SUV) | | | 39,000 | | | | 39,000 |
| Equipment (1 UTV and Trailer) | | | 8,550 | | | 18,450 | 27,000 |
| Equipment Replacement (1 riding lawnmower) | | | 24,000 | | | | 24,000 |
| Equipment Replacement (1 Tractor) | | | 65,000 | | | | 65,000 |
| Equipment Replacement (1 Air Compressor) | 6,000 | | | | | | 6,000 |
| Storage Shed Roof Replacement (2 storage sheds) | 17,840 | | | | | | 17,840 |
| | | | | | | | |
| Corporate Services | | | | | | | |
| Computer Upgrades | 10,100 | | | | | | 10,100 |
| Office Renovations | 75,000 | | | | 133,000 | | 208,000 |
| | | | | | | | |
| | | | | | | | |
| Total | \$ 188,940 | \$ 60,000 | \$ 220,950 | \$ 75,000 | \$ 133,000 | \$ 18,450 | \$ 696,340 |

Capital Budget Summary - 2024-2028

Long Point Region Conservation Authority
Five Year (2024-2028) Draft Capital Budget

| CAPITAL PROJECTS 2024-2028 | 2024 | 2025 | 2026 | 2027 | 2028 | Total |
|---|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| Watershed Services | | | | | | |
| Flood Control Structure Repairs and Studies | 210,000 | 600,000 | 600,000 | 600,000 | 1,450,000 | 3,460,000 |
| | | | | | | |
| Conservation Authority Lands | | | | | | |
| Property Gates | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 | 25,000 |
| | | | | | | |
| Backus Heritage and Education Services | | | | | | |
| | | | | | | |
| Conservation Parks Management Services | | | | | | |
| Deer Creek/Waterford North CAs Rental Equipment | 5,400 | | | | | 5,400 |
| Haldimand CA Washroom Renovations | 8,000 | | | | | 8,000 |
| Waterford North CA Washroom Renovations | 15,000 | | | | | 15,000 |
| | | | | | | |
| Maintenance Operation Services | | | | | | |
| Vehicle Replacement (1 pickup truck) | 56,000 | 56,000 | 56,000 | 56,000 | 56,000 | 280,000 |
| Vehicle Replacement (1 SUV) | 39,000 | | | | | 39,000 |
| Vehicle (1 UTV and Trailer) | 27,000 | | | | | 27,000 |
| Equipment Replacement (1 riding lawnmower) | 24,000 | 24,000 | 19,000 | 19,000 | 19,000 | 105,000 |
| Equipment Replacement (1 Tractor) | 65,000 | | | | 55,000 | 120,000 |
| Equipment Replacement (1 Air Compressor) | 6,000 | | | | | 6,000 |
| Storage Shed Roof Replacement (2 storage sheds) | 17,840 | | | | | 17,840 |
| | | | | | | |
| Corporate Services | | | | | | |
| Computer Upgrades | 10,100 | 10,000 | 7,500 | 7,500 | 7,500 | 42,600 |
| Office Renovations | 208,000 | | | | | 208,000 |
| | | | | | | |
| | | | | | | |
| Total | \$ 696,340 | \$ 695,000 | \$ 687,500 | \$ 687,500 | \$ 1,592,500 | \$ 4,358,840 |

| SOURCES OF REVENUE for 2024 | | | | | | |
|---|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| MUNICIPAL GENERAL LEVY - Capital | \$ 188,940 | \$ 115,000 | \$ 112,500 | \$ 12,500 | \$ 162,500 | \$ 591,440 |
| MUNICIPAL SPECIAL LEVY - Capital | \$ 60,000 | \$ 500,000 | \$ 500,000 | \$ 600,000 | \$ 1,300,000 | \$ 2,960,000 |
| Current Year Surplus | \$ 220,950 | \$ 80,000 | \$ 75,000 | \$ 75,000 | \$ 130,000 | \$ 580,950 |
| Grants - Provincial (WECI / MNRF) | \$ 75,000 | \$ - | \$ - | \$ - | \$ - | \$ 75,000 |
| Prior Year Capital | \$ 133,000 | \$ - | \$ - | \$ - | \$ - | \$ 133,000 |
| User Fee Reserve | \$ 18,450 | \$ - | \$ - | \$ - | \$ - | \$ 18,450 |
| | \$ 696,340 | \$ 695,000 | \$ 687,500 | \$ 687,500 | \$ 1,592,500 | \$ 4,358,840 |

Flood Control Structures Capital Summary 2024-2033

The Long Point Region Conservation Authority currently owns and operates 13 dams and water control structures within its watershed. Historically these structures were constructed for a variety of reasons including water storage, flow augmentation, municipal and agricultural water sources, power generation and recreation. Many of these structures were constructed in the 1960's while others were constructed over 100 years ago.

In 2014 LPRCA hired Riggs Engineering to undertake a visual inspection of six structures. The structures identified and inspected were Backus Mill, Deer Creek, Hay Creek, Lehman, Norwich and Teeterville dams. The inspections identified a number of concerns with the structures relating to public safety and maintenance. As part of the inspection, corrective action and tasks were identified based on priority intervals of 1-2, 2-5 and 5-10 years. Dam Safety Reviews and Condition Assessments (DSR) have been completed for Vittoria, Teeterville, Backus Mill, Hay Creek and Norwich Dams. Recommendations from the inspections along with the DSR have been incorporated into the Capital Plan for Dams.

Where possible, LPRCA staff applies for matching funds from the Water and Erosion Control Infrastructure (WECI) Program administered by the Ministry of Natural Resources and Forestry. The WECI Program is competitive amongst all conservation authorities with a limited amount of funding allocated based on a priority scoring system.

Backus Mill Dam

The Backus Mill Dam was constructed to power a grist mill approximately 11 km north of Port Rowan on Detrick Creek in Norfolk County. Historically the Dam was constructed to power a grist mill in the 1800's and continues to supply water to the historic mill and serves as a feature for the Backus Heritage Conservation Area. The Dam is a composite gravity dam with earthen embankments on either side and a concrete spillway with stoplogs for adjusting water levels.

The Riggs inspection identified the Dam to be in need of repairs to the bridge, spillway and embankment. A structural analysis and assessment of the timber bridge with respect to the Canadian Highway Bridge Design Code was completed. The bridge was reinforced for capacity requirements and curbs added for vehicular safety in 2016. Pedestrian railings around the bridge and dam were added in 2017/18 to protect the public from fall hazards.

Portions of the embankment were determined to be steep and over-steep with areas experiencing localized loss of material. Potential solutions included bringing in new material, re-grading the downstream slope to a 2H:1V inclination and installing French drains at the new toe of slope. This would require extending downstream wingwalls at the spillway to accommodate the re-graded 2H:1V inclination of the slope and extending the stilling basin to accommodate the re-graded slope. As required by the Ministry of Natural Resources and Forestry (MNRF) for such work, a Dam Safety Review was carried out in 2017. The Hazard Classification of the Dam is determined to be LOW; however, the Dam fails to pass the 100-year Inflow Design Flood and would be overtopped.

A Lakes and Rivers Improvement Act (LRIA) permit is required from MNRF for the dam repairs. The LRIA application requires the Dam to be modified to pass the IDF (100-year flow) as part of the necessary embankment repairs. Design for the repairs was completed by Riggs Engineering in March 2019. The capacity of the dam will be increased by constructing a semi-circular weir upstream of the dam to control the discharge, removing the logs from the dam control structure, and regrading the road to provide for controlled overflow. Funding opportunities are being assessed with construction scheduled post-2027. To date, all repairs and designs have been co-funded by the WECI program and LPRCA general levy.

Brook Dam

The Brook Dam is an earth fill dam which was built with three stop log sections. LPRCA purchased the property in 1972, and the dam has not been operated since 1980. A new railing at the bridge entrance was installed in 1994.

The dam was partially decommissioned in 2007 and although the dam is not operating anymore, the concrete structure still remains. A study is required to determine if a dam failure is still a risk to the downstream properties.

Deer Creek Dam

The Dam was constructed on Deer Creek approximately 2.7 km north of the confluence with Big Creek in Norfolk County in the late 1960's. LPRCA constructed the Dam as a water storage area, an agricultural irrigation source, a recreational opportunity and feature for the adjacent Deer Creek Conservation Area, and to support Norfolk County Road 45 and its bridge over the watercourse and valley system. The Dam is a composite gravity dam with earthen embankments on either side and a concrete spillway. Stoplogs are included in the spillway for minor adjustment of water levels but are not actively operated due to inaccessibility and lack of need.

The 2014 inspection identified the Dam to be in relatively good condition. Noted by the inspection is an ongoing alkali-silica reaction across the majority of the dam's concrete. Alkali-silica reaction of concrete is between the cement paste and the aggregate that leads to swelling resulting in spalling, loss of strength, and potential failure. Concrete repair planned in 2020 and 2021 was not approved for WECl funding but proceeded in 2022 with Norfolk County funding. An application made to the WECl program again in 2022 was approved, reducing the cost to Norfolk County.

Additional items for further investigation and maintenance to ensure the structure's long-term health and performance include a video camera inspection of the toe drains. The safety fence was upgraded in 2018 to Ontario Building Code standards around hazards. The required Dam Safety Review and Condition Assessment planned in 2020 was not approved for WECl funding and has been deferred to 2025.

Hay Creek Dam

In 1967 the Hay Creek Dam was originally constructed approximately 4.5 km from Lake Erie by the Big Creek Conservation Authority. In 1970 the dam came under the ownership of LPRCA with the amalgamation of the Big Creek Region and Otter Creek Conservation Authorities. The dam was constructed as a water storage area, an agricultural irrigation source, a recreational opportunity and feature for the adjacent Hay Creek Conservation Area, and to support Port Ryerse Road and its bridge over the watercourse and valley system.

The Dam was identified by the Riggs Engineering inspection as a high priority structure requiring immediate attention. Specifically identified with the Dam was the disabling of the shear pin mechanism without prior approval from MNRF under LRIA. The shear pin mechanism was intended to release stop logs during flood flows to increase flow capacity and reduce the potential for overtopping of the Dam. In 2015/16 WECl co-funded a hydraulic study of the disabled shear pin mechanism. It was determined the flow capacity of the Dam was reduced and the structure would be overtopped during a 100-year flood. In response, the water level was reduced to an appropriate level (now current level) that allows the structure to pass the 100-year flood with adequate freeboard.

Deterioration of downstream wingwalls was identified in the Riggs inspection as a priority concern. Potential causes of the issues related to the walls include a buildup of water behind the wingwalls and joint deterioration.

A Dam Safety Review and Condition Assessment was completed in 2018 to assess the overall condition of the Dam. The Hazard Classification has been determined to be HIGH based on the potential loss of life due to flooding at one home downstream at Gilbert Road. However, Norfolk County plans to enlarge the Gilbert Road

culvert in 2023 at which time the hazard will be reduced to LOW. The Dam Safety Review concluded that the downstream embankment does not meet the structural stability standards. A potential solution would include repairing the concrete, adding wicking behind the wingwalls to improve drainage, installing a sheet pile wall mid-way down the downstream slope to improve stability, and maintaining the lower water level as has been the case since 2016. The capital forecast shows these repairs in 2024.

Should LPRCA choose to explore abandonment or decommissioning of the dam in the long-term, an environmental assessment and consultation process will be required. At Norfolk County's request, the EA is shown in the capital forecast for 2027-28 to align with the County's bridge repair planning.

Lehman Dam

Lehman Dam was constructed in 1964 downstream of the confluence of North and South Creek to provide a drinking water source for the Town of Delhi. Norfolk County no longer uses the Dam's reservoir as a municipal drinking water source. The reservoir continues to be used as an agricultural irrigation source and a conservation area feature.

The Dam and reservoir have been identified to be in relatively good condition by Riggs Engineering. Repairs to the fish ladder related to potential erosion were delayed in 2017 and proposed in 2018 with co-funding from WECl (unsuccessfully). These repairs were considered in 2019/2020 but are being postponed until the MTO gives direction to the culvert on Hwy. #3. Action and safety items identified to be addressed in 2-5 years, including replacing safety railings consistent with the Ontario Building Code, are to be complete by the end of 2023.

Discussions with Norfolk County staff and the Ministry of Transportation (MTO) have called into question the future of the Dam. New water supply wells east of Delhi eliminate the need for the Dam and reservoir as a source for municipal water.

An MTO culvert at the upper upstream limit of the reservoir is scheduled to be replaced. The backwater effects of the reservoir and future of the reservoir will likely impact the type of crossing constructed (bridge or culvert) and associated costs. Discussions with Norfolk County and MTO staff regarding the potential future of the Dam are on hold. To date, no costs associated with the Dam's future related to decommissioning are included in the Capital Plan. However, options will be explored with both agencies to reduce overall costs.

A Dam Safety Review and Condition Assessment for Lehman Dam will be required if the MTO EA for the Highway 3 culvert replacement, now on hold, does not proceed.

Norwich Dam

The Norwich Dam was originally constructed in the late 1960's by the Big Otter Conservation Authority approximately 103 km upstream from Lake Erie within the village of Norwich on Big Otter Creek. In 1970, the Dam came under the ownership of the LPRCA after the Big Creek Region and Otter Creek Conservation Authorities merged. The Dam currently serves as a feature to the Norwich Conservation Area and has historically provided low flow augmentation.

The Dam has been identified to be in relatively good condition based on the inspection report. Additional action items identified to be addressed in 2-5 years include inspecting the downstream stilling basin for erosion; assessing the upstream embankment condition; and adding riprap protection as necessary. The safety fence around public hazards was upgraded in 2018 to Ontario Building Code standards.

A Dam Safety Review and Condition Assessment, was completed in 2020 to assess the overall condition of the Dam. The Hazard Classification has been determined to be Medium based on the potential property damage due to flooding downstream in the Town of Norwich. The Dam Safety Review concluded that the dam meets capacity standards and can pass the inflow design flood without overtopping. However, the dam does not meet the structural stability standard for winter ice loading conditions; the control structure will require anchoring or mass adding to meet this structural stability standard. Ice loading considerations and options for remediation will be investigated further.

The severe erosion on the upstream slope of the earth embankment was repaired in 2022 with WECl funding assistance. The dam safety review also recommends a number of small operator and public safety repairs.

Sutton Dam

The Sutton Dam was reconstructed in 1960, at this time a new spillway section consisting of two log sections, 6 feet wide by 12 feet high, were built. The dam was partially decommissioned in 2005 by removing all of the stop logs and the flashboards. The concrete structure is still intact and a study is required to determine if a dam failure is still a risk to the downstream properties.

Teeterville Dam

The Teeterville Dam was originally constructed in the early 1900's approximately 36 km from Lake Erie within the village of Teeterville, Norfolk County on Big Creek. In 1954, the structure and reservoir were purchased by the former Big Creek Conservation Authority. After taking ownership, the Big Creek Conservation Authority made modifications to the dam by adding stop logs to increase the reservoir level approximately 1.0 metre. The dam came under the ownership of LPRCA after the Big Creek Region and Otter Conservation Authorities merged in 1970. Norfolk County, LPRCA and privately owned lands surround the dam and reservoir.

The structure was identified as a high priority structure based on its condition by the 2014 Riggs Engineering inspection. A Dam Safety Review and Condition Assessment was co-funded by WECl and completed by AECOM in 2016. The assessment determined the Dam does not meet stability requirements, the stilling basin is undermined and repairs are required to the concrete and operator bridge. The Dam was lowered to its winter operating level in October 2016 and will be maintained at its current level to reduce loading on the Dam and avoid the need for operator access on the unsafe bridge.

The current reduced operating level will not address the inadequate stability condition of the Dam. To address the instability, required portions of the Dam could potentially be anchored and/or mass added at a significant cost. A sediment management plan was completed in 2017 to facilitate LPRCA's options including following through on the necessary repairs or lowering the reservoir further.

In 2018/19 Stantec Engineering undertook a design to facilitate construction and obtain Lakes and Rivers Improvement Act (LRIA) approval from MNRF for the repairs. The work will improve global stability to meet dam safety standards and LRIA requirements, repair deteriorated concrete and provide operator access. The old bridge was removed from the top of the dam by Norfolk County in 2022.

Based on discussions with Norfolk County staff, the Capital Plan includes proceeding with an Environmental Assessment in 2024 to consider options. The environmental assessment will include consultation with the affected community and applicable government agencies.

Vittoria Dam

Vittoria Dam was first constructed between 1805 and 1810 near the town of Vittoria, Norfolk County to power grist and saw mills. During its operation the dam was rebuilt a number of times due to failure and deterioration. In 1964 the Big Creek Region Conservation Authority commissioned the dam to be rebuilt at its present location approximately 5 km from Lake Erie on Youngs Creek. The Vittoria Dam is primarily comprised of an earthen berm and concrete structure with stoplogs to control water levels. The majority of the structural components of the dam are located within the road allowance of Mill Pond Road with the berm of Vittoria Dam providing a base for the road and concrete structure supporting the bridge deck.

In 2015 a Dam Safety Review was completed by AECOM and co-funded by WECl. The study identified minor, major and safety repairs, as well as the hazard classification, associated inflow/design flood and stability requirements.

AECOM identified the need for concrete repair on the wingwalls, piers, abutments and deck, as well as operator safety repairs and repairs/improvements on the approach road and deck. The operator safety repairs were completed in 2016.

The Dam Safety Review identified the Dam as a HIGH hazard classification structure based on the potential loss of life at the homes in the floodplain downstream. The high hazard classification sets out very clear and stringent requirements for stability and ability to pass higher design flows. Based on the Dam Safety Review, the structure fails to meet most of these requirements and requires major structural modifications including an emergency spillway to increase discharge capacity, concrete repairs and base anchoring to meet earthquake stability requirements.

An Environmental Assessment was initiated in 2023 to investigate options to repair, modify, abandon or decommission the Dam in consultation with the affected community and applicable government agencies. The Capital Plan includes follow-up costs based on the repair costs estimated by AECOM as part of the Dam Safety Review in 2016. The results of the EA have not yet been determined but if the decision is to decommission the dam, reservoir drawdown will be done over a number of years and the implementation costs will come much later in the Capital Plan.

Dam Safety Review

A Dam Safety Review (DSR) is a comprehensive study of the dam and its associated components. The study determines important information such as the Hazard Classification, Inflow Design Flood, structural stability and condition of the dam, and operator safety. DSR's were completed for the Vittoria, Teeterville, Backus Mill, Hay Creek and Norwich Dams based on their assessment and condition. A DSR provides valuable information when determining the future of the dam, making LRIA applications and developing decommissioning plans. Dam Safety Reviews are required as part of the provincial Dam Safety Standards. MNRF requires a completed Dam Safety Review accompany any application under the Lakes and River Improvement Act for dam works including most major structural repairs. The current capital forecast includes Dam Safety Reviews for Deer Creek and Lehman Dams.






2024 – 2033 Capital Plan

Costs to undertake the necessary repairs and studies for the seven major LPRCA water control structures are forecast as outlined below in Table A. In addition, the plan includes costs necessary to complete two studies to determine if dam failure of Sutton and/or Brook Dams are still a risk to downstream properties. Costs are based on the best available information from the Dam Safety Review studies. Funding through the provincial WECE Program will be sought where possible.

LPRCA has begun the process of developing an Asset Management Plan for its Water Control Structures, due to be completed in 2024.

Table A: 2024-2033 Capital Plan

| Structure | Year(s) | | | | | | Total | |
|-------------------|----------|-----------|-----------|-----------|-----------|-------------|-------------|-------------|
| | 2024 | | 2025 | 2026 | 2027 | 2028 | | 2029-2033 |
| | Repairs | Studies | | | | | | |
| Backus Mill | | | | | | \$50,000 | \$650,000 | \$700,000 |
| Brook | | | | | | | \$100,000 | \$100,000 |
| Deer Creek | | | \$100,000 | | | | | \$100,000 |
| Hay Creek | \$60,000 | | \$400,000 | | | \$150,000 | | \$610,000 |
| Lehman | | | | \$100,000 | | | \$650,000 | \$750,000 |
| Norwich | | | | | | | | \$0 |
| Sutton | | | | | | | \$100,000 | \$100,000 |
| Teeterville | | \$150,000 | | | \$100,000 | \$1,250,000 | | \$1,500,000 |
| Vittoria | | | \$100,000 | \$500,000 | \$500,000 | | | \$1,100,000 |
| Total– General | | \$150,000 | \$100,000 | | | \$150,000 | \$150,000 | \$1,050,000 |
| Total– Special | \$60,000 | | \$500,000 | \$600,000 | \$600,000 | \$1,300,000 | \$1,350,000 | \$3,910,000 |
| Total Cost | \$60,000 | \$150,000 | \$600,000 | \$600,000 | \$600,000 | \$1,450,000 | \$1,500,000 | \$4,960,000 |

| | | | | | |
|---|--------------------------|---|-----------------------|---|--------------------|
|  | Dam Safety Review |  | Engineering |  | Major Construction |
|  | Environmental Assessment |  | Safety/Routine Repair | | |

Watershed Services Capital Project Detail Sheets

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

| | | |
|--|---|---|
| PROJECT NAME | PROJECT DESCRIPTION | |
| Flood Control Structures | Repairs and studies for various water control structures. | In 2024, staff propose a Conservation Authority Class Environmental Assessment for Teeterville Dam and an engineered design for Hay Creek Dam. See the notes below for details. The Flood Control Structures 10-year Capital Summary 2024-2033 is presented in Table A: 2024-2033 Capital Plan Summary. |
| PROJECT MANAGER Leigh-Anne Mauthe, Manager of Watershed Services | | |

| | 2024 REPAIRS | 2024 STUDIES | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| Backus Mill | | | | | | \$ 50,000 | \$ 50,000 |
| Deer Creek | | | \$ 100,000 | | | | \$ 100,000 |
| Hay Creek | \$ 60,000 | | \$ 400,000 | | | \$ 150,000 | \$ 610,000 |
| Lehman | | | | \$ 100,000 | | | \$ 100,000 |
| Norwich | | | | | | | \$ - |
| Teeterville | | \$ 150,000 | | | \$ 100,000 | \$ 1,250,000 | \$ 1,500,000 |
| Vittoria | | | \$ 100,000 | \$ 500,000 | \$ 500,000 | | \$ 1,100,000 |
| Big Creek Control Gate | | | | | | | \$ - |
| Brook | | | | | | | \$ - |
| Sutton | | | | | | | \$ - |
| Waterford Control Gate | | | | | | | \$ - |
| TOTALS | \$ 60,000 | \$ 150,000 | \$ 600,000 | \$ 600,000 | \$ 600,000 | \$ 1,450,000 | \$ 3,460,000 |

| SOURCES OF FINANCING | 2024 REPAIRS | 2024 STUDIES | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|-------------------|-------------------|-------------------|-------------------|---------------------|---------------------|
| MUNICIPAL GENERAL LEVY - Capital | | \$ 75,000 | \$ 100,000 | \$ 100,000 | | \$ 150,000 | \$ 425,000 |
| SPECIAL LEVY | \$ 60,000 | | \$ 500,000 | \$ 500,000 | \$ 600,000 | \$ 1,300,000 | \$ 2,960,000 |
| IN YEAR SURPLUS | | | | | | | \$ - |
| PROVINCIAL (WECI) | | \$ 75,000 | | | | | \$ 75,000 |
| CAPITAL LEVY RESERVE | | | | | | | \$ - |
| TOTALS | \$ 60,000 | \$ 150,000 | \$ 600,000 | \$ 600,000 | \$ 600,000 | \$ 1,450,000 | \$ 3,460,000 |

NOTES

1. **Teeterville Dam:** Conservation Authority Class Environmental Assessment (Class EA) to investigate options to repair, modify, abandon or decommission the Dam in consultation with the affected community and applicable government agencies. Based on the costs for the on-going Class EA for Vittoria Dam, LPRCA staff propose \$150,000 to complete this process.
2. **Hay Creek Dam:** Engineered design to address the issue identified in the Dam Safety Review which concluded that the downstream embankment does not meet the structural stability standards. A potential solution would include repairing the concrete, adding wicking behind the wingwalls to improve drainage, installing a sheet pile wall mid-way down the downstream slope to improve stability, and maintaining the lower water level as has been the case since 2016.

Conservation Authority Lands Capital Project Detail Sheets

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

| | | |
|-------------------------------|--|---|
| PROJECT NAME | PROJECT DESCRIPTION | NEED FOR PROJECT |
| Property Gates | Build and (re)place gates at LPRCA passive property entrances. | Some of the LPRCA passive properties are either missing gates at the entrances or require replacements. The placement of gates discourages ATV trespassing and garbage dumping. LPRCA would like to continue installing 4 gates a year. |
| PROJECT MANAGER | | |
| Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 25,000 |
| EQUIPMENT | | | | | | \$ - |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 25,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|-----------------|------------------|
| MUNICIPAL GENERAL LEVY - Capital | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 25,000 |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | | | | | | \$ - |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 25,000 |

NOTES

Gates are built and installed by the workshop staff.

Conservation Parks Management Services Capital Project Detail Sheets

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|-------------------------------|--|---|
| PROJECT NAME | PROJECT DESCRIPTION | NEED FOR PROJECT |
| Rental Equipment | Additional Rental Equipment for Deer Creek and Waterford North Conservation Areas. | Watersports equipment rentals are very popular at Deer Creek CA and Waterford North CA. The addition of a 3-person canoe and two stand up paddle boards at Deer Creek and a 2-person canoe and two stand up paddle boards at Waterford North would enhance the watersports equipment rental options for visitors. |
| PROJECT MANAGER | | |
| Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 5,400 | | | | | \$ 5,400 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 5,400 | \$ - | \$ - | \$ - | \$ - | \$ 5,400 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 5,400 | | | | | \$ 5,400 |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 5,400 | \$ - | \$ - | \$ - | \$ - | \$ 5,400 |

NOTES

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|--|--|--|
| PROJECT NAME Haldimand CA Washroom Renovations | PROJECT DESCRIPTION Renovate four washrooms at a cost of \$2,000 each. | NEED FOR PROJECT Replace sinks, taps, countertops and plumbing valves and lines. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | \$ 8,000 | | | | | \$ 8,000 |
| EQUIPMENT | | | | | | \$ - |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ 8,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 8,000 | | | | | \$ 8,000 |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 8,000 | \$ - | \$ - | \$ - | \$ - | \$ 8,000 |

NOTES

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**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|---|---|---|
| PROJECT NAME Waterford North CA Washroom Renovations | PROJECT DESCRIPTION Renovate the pavilion washrooms. | NEED FOR PROJECT The two washrooms at the pavilion are needed to help service day-use visitors but have been closed due to safety concerns. Each washroom will have a new sink, countertop and toilet installed. Lighting fixtures will be upgraded and the walls will be covered with washable material. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | \$ 15,000 | | | | | \$ 15,000 |
| EQUIPMENT | | | | | | \$ - |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 15,000 | | | | | \$ 15,000 |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 15,000 | \$ - | \$ - | \$ - | \$ - | \$ 15,000 |

NOTES

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Maintenance Operation Services Capital Project Detail Sheets

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

PROJECT NUMBER
(use GL account #)

| | | |
|-------------------------------|--|--|
| PROJECT NAME | PROJECT DESCRIPTION | NEED FOR PROJECT |
| Vehicle Replacements | Purchase one new 1/2 ton 4x4 pickup truck. | To upgrade and maintain the vehicle fleet. Replacing a 2010 Chevrolet Silverado with 141,900 km. |
| PROJECT MANAGER | | |
| Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 280,000 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 280,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 280,000 |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 56,000 | \$ 280,000 |

NOTES

Adding 4WD trucks to the fleet will improve winter safety and towing/hauling capacity.

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|---|---|---|
| PROJECT NAME Vehicle Replacement | PROJECT DESCRIPTION Purchase one new AWD SUV. | NEED FOR PROJECT To upgrade and maintain the vehicle fleet. Replacing a 2011 Dodge Grand Caravan with 151,000 km. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 39,000 | | | | | \$ 39,000 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 39,000 | \$ - | \$ - | \$ - | \$ - | \$ 39,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 39,000 | | | | | \$ 39,000 |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 39,000 | \$ - | \$ - | \$ - | \$ - | \$ 39,000 |

NOTES

The SUV will service the needs of the staff working at the administration office for site visits, field work, meetings, and conferences.

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|---|--|---|
| PROJECT NAME Utility Task Vehicle and Trailer | PROJECT DESCRIPTION Purchase of one new utility vehicle and trailer. | NEED FOR PROJECT It was determined that a UTV would be beneficial for the Forestry Department to conduct logging inspections, enforcement and invasive species control. The utility vehicle would be a 4x4 diesel with a tank, hose and retractable sprayer. A utility trailer is required to transport the UTV to various locations. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 27,000 | | | | | \$ 27,000 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 27,000 | \$ - | \$ - | \$ - | \$ - | \$ 27,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|-------------|-------------|-------------|-------------|------------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 8,550 | | | | | \$ 8,550 |
| PROVINCIAL | | | | | | \$ - |
| USER FEE RESERVE | \$ 18,450 | | | | | \$ 18,450 |
| TOTALS | \$ 27,000 | \$ - | \$ - | \$ - | \$ - | \$ 27,000 |

NOTES

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**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|---|--|---|
| PROJECT NAME Lawn Mower Replacement | PROJECT DESCRIPTION Purchase of one new diesel, zero-turn riding lawn mower. | NEED FOR PROJECT The new mower will replace a 2005 Toro. The fleet of lawnmowers are utilized to best match the need at the various locations at LPRCA. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 24,000 | \$ 24,000 | \$ 19,000 | \$ 19,000 | \$ 19,000 | \$ 105,000 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 24,000 | \$ 24,000 | \$ 19,000 | \$ 19,000 | \$ 19,000 | \$ 105,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|------------------|------------------|------------------|------------------|-------------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 24,000 | \$ 24,000 | \$ 19,000 | \$ 19,000 | \$ 19,000 | \$ 105,000 |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 24,000 | \$ 24,000 | \$ 19,000 | \$ 19,000 | \$ 19,000 | \$ 105,000 |

NOTES

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**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|---|--|--|
| PROJECT NAME Tractor Replacement | PROJECT DESCRIPTION Purchase of one 4WD 60-65hp diesel tractor with a cab and front loader bucket. | NEED FOR PROJECT The new tractor will replace a 2002 Ford 260C with loader with 2573 hours, currently used at Backus during the camping season and for snow removal. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|-------------|-------------|-------------|------------------|-------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 65,000 | | | | \$ 55,000 | \$ 120,000 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 65,000 | \$ - | \$ - | \$ - | \$ 55,000 | \$ 120,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|-------------|-------------|-------------|------------------|-------------------|
| MUNICIPAL GENERAL LEVY - Capital | | | | | | \$ - |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | \$ 65,000 | | | | \$ 55,000 | \$ 120,000 |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 65,000 | \$ - | \$ - | \$ - | \$ 55,000 | \$ 120,000 |

NOTES

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**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|---|---|--|
| PROJECT NAME Air Compressor Replacement | PROJECT DESCRIPTION Purchase of one new 240V 60hp air compressor with twin heads. | NEED FOR PROJECT The new air compressor will replace the current unit at the workshop purchased in 1976. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 6,000 | | | | | \$ 6,000 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 6,000 | \$ - | \$ - | \$ - | \$ - | \$ 6,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|-----------------|-------------|-------------|-------------|-------------|-----------------|
| MUNICIPAL GENERAL LEVY - Capital | \$ 6,000 | | | | | \$ 6,000 |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | | | | | | \$ - |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 6,000 | \$ - | \$ - | \$ - | \$ - | \$ 6,000 |

NOTES

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**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|--|--|--|
| PROJECT NAME Storage Shed Roof Replacement (2) | PROJECT DESCRIPTION Steel roof replacement of two storage sheds at the central workshop. | NEED FOR PROJECT The roofs of two storage sheds at the workshop are deteriorating and will be replaced with ribbed steel roofing. One shed roof is estimated to cost \$10,500 and the other L-shaped shed roof is estimated to cost \$7,340. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | \$ 17,840 | | | | | \$ 17,840 |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | | | | | | \$ - |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 17,840 | \$ - | \$ - | \$ - | \$ - | \$ 17,840 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|--------------|
| MUNICIPAL GENERAL LEVY - Capital | \$ 17,840 | | | | | \$ 17,840 |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | | | | | | \$ - |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 17,840 | \$ - | \$ - | \$ - | \$ - | \$ 17,840 |

NOTES

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Corporate Services Capital Project Detail Sheets

2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET

PROJECT NUMBER
(use GL account #)

| | | |
|---|---|---|
| PROJECT NAME Computer Upgrades | PROJECT DESCRIPTION Five laptop replacements plus accessories and various components. | NEED FOR PROJECT To upgrade and maintain computer systems, a backup server and a battery backup will be replaced, and a VPN switch will be upgraded. Five phone handsets and five laptops along with various accessories will be purchased and deployed where needed. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 10,100 | \$ 10,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 42,600 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 10,100 | \$ 10,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 42,600 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|------------------|------------------|-----------------|-----------------|-----------------|------------------|
| MUNICIPAL GENERAL LEVY - Capital | \$ 10,100 | \$ 10,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 42,600 |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | | | | | | \$ - |
| PROVINCIAL | | | | | | \$ - |
| CAPITAL LEVY RESERVE | | | | | | \$ - |
| TOTALS | \$ 10,100 | \$ 10,000 | \$ 7,500 | \$ 7,500 | \$ 7,500 | \$ 42,600 |

NOTES

**2024-2028 CAPITAL BUDGET FOR LPRCA
CAPITAL PROJECT DETAIL SHEET**

| |
|---|
| PROJECT NUMBER (use GL account #) |
|---|

| | | |
|---|--|---|
| PROJECT NAME Office Renovations | PROJECT DESCRIPTION Flooring and installation, office furniture and workstations plus installation, and electrical upgrades. | NEED FOR PROJECT The office furniture is old and the layout requires an overhaul. To accomplish the renovation new flooring is to be installed, ergonomic office furniture and workstations replaced, and electrical work is needed to be installed at the workstation locations. |
| PROJECT MANAGER Judy Maxwell, General Manager | | |

| ESTIMATED COSTS | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| LAND ACQUISITION | | | | | | \$ - |
| BUILDING CONSTRUCTION | | | | | | \$ - |
| CONSULTANTS | | | | | | \$ - |
| CONTRACTS | | | | | | \$ - |
| MATERIALS AND SUPPLIES | | | | | | \$ - |
| EQUIPMENT | \$ 208,000 | | | | | \$ 208,000 |
| OTHER | | | | | | \$ - |
| TOTALS | \$ 208,000 | \$ - | \$ - | \$ - | \$ - | \$ 208,000 |

| SOURCES OF FINANCING | 2024 | 2025 | 2026 | 2027 | 2028 | TOTAL |
|----------------------------------|-------------------|-------------|-------------|-------------|-------------|-------------------|
| MUNICIPAL GENERAL LEVY - Capital | \$ 75,000 | | | | | \$ 75,000 |
| SPECIAL LEVY | | | | | | \$ - |
| IN YEAR SURPLUS | | | | | | \$ - |
| PROVINCIAL | | | | | | \$ - |
| PRIOR YEAR CAPITAL | \$ 133,000 | | | | | \$ 133,000 |
| TOTALS | \$ 208,000 | \$ - | \$ - | \$ - | \$ - | \$ 208,000 |

NOTES

A design was completed and a quote was obtained for the office furniture of approximately \$163,000. There would be installation, flooring and installation, and electrical drops costs required which is estimated to be \$45,000. There is prior year capital available for the project of \$133,000 requiring an additional \$75,000 to complete the project.

Schedule of Land Holdings 2023²⁰⁷

| | |
|----------------|---------------------------------|
| *Legend | |
| FT | Farmland |
| CL | Conservation Lands |
| RT | Residential/Recreational |
| TT | Managed Forest |

| Norfolk County | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|-----------------------------|--------------------|-------------|------------|-----------------|------------------------|
| Watson Lands CA | 541-010-29300-0000 | 179.96 | | 179.96 | 463,000 |
| Watson Lands CA | 541-010-38600-0000 | 94.02 | | 94.02 | 321,000 |
| Watson Lands CA | 541-010-38610-0000 | 0.77 | CL | 0.77 | 8,200 |
| Watson Lands CA | 541-020-10550-0000 | 30.2 | | 30.2 | 122,000 |
| Watson Lands CA | 541-050-01920-0000 | 1.49 | CL | 1.49 | 9,800 |
| iel (u lic rustee) | 541-020-01000-0000 | 65 | | 65 | 109,000 |
| A ott ownsend | 541-020-66100-0000 | 95 | | 95 | 323,000 |
| Vermeersch | 541-050-03510-0000 | 10 | | 10 | 32,000 |
| Parrott | 541-060-00100-0000 | 100.04 | | 100.04 | 331,000 |
| Ringland | 541-060-04900-0000 | 100 | | 100 | 132,000 |
| McConkey-Middleton Wetlands | 541-060-06300-0000 | 137.43 | | 137.43 | 373,000 |
| oldie- iddleton etlands | 541-060-06310-0000 | 2.16 | R | 0.14 | 5,200 |
| | | | CL | 2.02 | 74,800 |
| Lee-Anderson-Becker | 541-060-09900-0000 | 200.1 | | 200.1 | 496,000 |
| Parsons | 541-060-18000-0000 | 215.52 | | 215.52 | 522,000 |
| Croton CA | 541-070-14320-0000 | 16 | CL | 16 | 95,750 |
| Devos | 542-020-21410-0000 | 94.15 | | 94.15 | 305,000 |
| Nemet | 542-030-05000-0000 | 100 | | 100 | 324,000 |
| Deer Creek Forest | 542-030-10700-0000 | 252.04 | | 190.56 | 176,300 |
| Deer Creek CA | | | R | 59.13 | 54,600 |
| | | | CL | 2.35 | 2,100 |
| Jackson | 542-030-15200-0000 | 100 | | 100 | 324,000 |
| Hepburn-De Wannemaeker | 542-030-18000-0000 | 101.44 | | 72.97 | 236,400 |
| | | | CL | 28.47 | 93,600 |
| Carr | 542-040-24500-0000 | 50 | | 36.38 | 117,300 |
| | | | R | 0.31 | 1,500 |
| | | | CL | 13.31 | 66,200 |
| Lower Big Creek (emmer) | 542-040-20000-0000 | 89.89 | | 88.34 | 285,600 |
| | | | CL | 1.55 | 7,400 |
| win ullies | 542-040-12100-0000 | 47.81 | | 47.81 | 122,000 |
| Wilson | 543-010-11700-0000 | 200 | CL | 200 | 198,000 |
| oulton- ownsend | 543-010-14700-0000 | 46.3 | CL | 46.3 | 238,750 |
| Ferris-Armstrong-Coppens | 543-010-18200-0000 | 385.33 | CL | 385.33 | 271,250 |
| Rowan Mills CA | 543-010-23300-0000 | 108.89 | | 108.89 | 138,000 |
| Hodges | 543-020-01800-0000 | 50 | | 50 | 162,000 |
| Abigail-Becker | 543-020-19200-0000 | 13 | | 13 | 53,000 |
| Backus CA | 543-020-37500-0000 | 430.33 | R | 73.5 | 222,700 |
| | | | | 32 | 142,500 |
| | | | | 324.83 | 264,800 |

| Norfolk County Cont'd | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|--|---------------------|----------------|---------------|--------------------|------------------------------|
| LB Sanctuary-Cridland | 543-030-14910-0000 | 90.84 | | 90.84 | 131,000 |
| LB-Boyd | 543-030-19410-0000 | 70.18 | | 9.28 | 217,700 |
| | | | | 60.9 | 44,300 |
| LB Marsh | 543-030-19500-0000 | 545.58 | R | 0.8 | 1,100 |
| | | | CL | 544.78 | 795,900 |
| LB-Walker | 543-030-19600-0000 | 39.26 | | 39.26 | 186,000 |
| LB-Robinson | 543-050-00200-0000 | 55.8 | CL | 50.86 | 93,300 |
| | | | R | 4.94 | 24,700 |
| ra is- esil er | 545-010-18800-0000 | 25.04 | | 25.04 | 81,000 |
| Allan | 545-020-01900-0000 | 50 | | 50 | 162,000 |
| Harris-Harris-Floyd 4 th | 545-020-02900-0000 | 150 | | 95.95 | 264,800 |
| | | | CL | 54.05 | 149,200 |
| Burwell | 545-020-03500-0000 | 100 | CL | 35.76 | 118,500 |
| | | | | 64.24 | 207,500 |
| Harris ³ -Floyd 5 th | 545-020-12100-0000 | 200 | | 200 | 496,000 |
| es uiere | 545-030-04400-0000 | 62.02 | | 62.02 | 200,000 |
| Roney | 545-030-07500-0000 | 80 | | 80 | 259,000 |
| Harvey | 545-030-11000-0000 | 99.5 | | 45.04 | 145,900 |
| | | | CL | 54.46 | 180,100 |
| Long | 545-030-11500-0000 | 100 | | 100 | 245,000 |
| ul in | 543-020-36200-0000 | 6.08 | R | 6.08 | 51,000 |
| Neufeld | 543-010-23702-0000 | 45.19 | | 45.19 | 146,000 |
| Walsingham Flats (Huyge) | 543-010-02210--0000 | 69.07 | | 61 | 197,300 |
| | | | CL | 8.07 | 32,700 |
| Walsingham Flats (Huyge) | 543-010-02220-0000 | 9.42 | R | 9.42 | 84,900 |
| | | | C N | | 1,100 |
| Little Lake CA | 491-003-53000-0000 | 183.11 | R | 9.37 | 413,000 |
| | | | CL | 82.43 | |
| | | | | 91.31 | |
| reat ead | 491-006-13000-0000 | 125 | | 125 | 325,000 |
| Persall | 491-006-14000-0000 | 22 | | 22 | 22,500 |
| arcza | 491-006-42000-0000 | 100.33 | | 100.33 | 293,000 |
| Vanessa CA | 491-010-04000-0000 | 26 | | 26 | 27,500 |
| eeter ille CA | 491-011-16500-0000 | 36.6 | CL | 31.07 | 211,000 |
| | | | R | 5.53 | |
| Mcintosh | 491-020-09500-0000 | 22.32 | | 22.32 | 90,000 |
| Livsey | 491-022-34000-0000 | 20 | | 20 | 75,000 |
| Wintemute-Collver | 491-022-81000-0000 | 60 | | 60 | 241,000 |
| Ryder | 491-023-35000-0000 | 45.5 | | 45.5 | 183,000 |
| Maddeford | 491-002-39150-0000 | 28.21 | | 28.21 | 72,000 |
| Landon 9 th | 493-010-48600-0000 | 50 | | 50 | 38,500 |
| Mcknight | 493-020-17400-0000 | 16.5 | | 16.5 | 17,600 |
| Earl-Danylvich-Hanson | 493-030-22300-0000 | 159.89 | CL | 76.53 | 412,000 |
| | | | | 83.36 | |
| Landon 7 th | 493-040-20500-0000 | 50 | | 50 | 38,500 |

| Norfolk County Cont'd | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|--------------------------|--------------------|----------------|---------------|--------------------|------------------------------|
| Smith | 493-050-03100-0000 | 50 | | 50 | 101,000 |
| Swick-King | 493-050-03300-0000 | 200 | | 200 | 473,000 |
| Hammond | 493-050-11800-0000 | 50 | | 50 | 162,000 |
| Sowden | 493-060-32900-0000 | 55 | | 55 | 178,000 |
| Vanlondersele | 493-030-11410-0000 | 25.56 | R | 25.56 | 26,000 |
| Vittoria CA (Bramhill) | 493-060-33800-0000 | 20.12 | CL | 19.64 | 150,000 |
| | | | R | 0.48 | |
| Vittoria CA (Smith) | 493-060-33900-0000 | 34 | R | 13.26 | 21,000 |
| | | | CL | 20.74 | |
| Lipsett-Penner | 493-070-03600-0000 | 137.85 | CL | 32.93 | 378,000 |
| | | | | 104.92 | |
| Baker | 493-070-03700-0000 | 25 | CL | 9.89 | 130,000 |
| | | | | 15.11 | |
| Mackay-Kyte-Laforge | 493-070-04300-0000 | 134 | CL | 79.08 | 372,000 |
| | | | | 54.92 | |
| Mason-Buchner | 493-070-05900-0000 | 50 | | 50 | 35,000 |
| Fisher CA | 493-080-07500-0000 | 131.75 | | 131.75 | 118,000 |
| Cornell | 493-080-08010-0000 | 17.32 | CL | 17.32 | 66,000 |
| Anderson | 493-080-08200-0000 | 188 | | 188 | 225,000 |
| Lehmans Dam | 494-040-12500-0000 | 30.87 | R | 30.87 | 39,000 |
| Croton | 494-070-14300-0000 | 22 | CL | 21.65 | 92,000 |
| | | | R | 0.35 | |
| Sidney Back | 494-070-12850-0000 | 19.48 | | 19.48 | 78,000 |
| Decloet | 491-002-39000-0000 | 76.26 | | 76.26 | 62,000 |
| Casselton | 493-070-02000-0000 | 14 | | 14 | 45,000 |
| age | 491-013-18000-0000 | 50 | | 50 | 202,000 |
| Blommaert | 493-070-08300-0000 | 37.86 | | 37.86 | 122,000 |
| Sutton CA | 401-001-08500-0000 | 19.94 | CL | 18.12 | 260,800 |
| | | | R | 1.82 | 26,200 |
| Sutton CA | 401-001-27000-0000 | 1.2 | R | 0.39 | 14,200 |
| | | | CL | 0.81 | 29,300 |
| Brook CA | 401-015-35600-0000 | 30.04 | | 22.51 | 19,500 |
| | | | CL | 7.53 | 6,500 |
| Pow Wetland | 336-030-61800-0000 | 47.3 | R | 0.79 | 1,900 |
| | | | CL | 46.51 | 115,100 |
| Waterford CA Forest | 336-050-02500-0000 | 294.21 | | 44 | 73,200 |
| | Cam rillium | | R | 74.47 | 4,363,000 |
| | Waterford CA | | R | 130 | |
| | | | CL | 45.74 | 79,800 |
| Waterford Workshop | 336-050-47300-0000 | 77 | R | 8 | 6,700 |
| | | | | 69 | 58,300 |
| Black Creek CA Forest | 337-040-14600-0000 | 21 | | 21 | 16,200 |
| Sowden Forest | 337-060-00510-0000 | 15 | | 15 | 57,000 |
| Hay Creek CA Forest | 337-060-01500-0000 | 98.5 | | 97.5 | 134,700 |
| | | | R | 1 | 1,300 |
| Dewal-Black Creek | 337-040-18250-0000 | 2 | R | 2 | 12,400 |
| Vern Ryerse Memorial CA | 337-060-07710-0000 | 2.34 | R | 2.34 | 35,500 |

| Norfolk County Cont'd | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|--------------------------|--------------------|----------------|---------------|--------------------|------------------------------|
| Vern Ryerse Memorial CA | 337-060-07800-0000 | 0.54 | R | 0.54 | 7,700 |
| Norfolk CA | 337-060-05200-0000 | 45.26 | R | 45.26 | 334,000 |
| Total: | | 8,156 | | 8,156 | 23,205,650 |

Acres

| | |
|----|-------|
| | 171 |
| CL | 1,956 |
| R | 506 |
| | 5,523 |

Total Acres Norfolk County 8,156

| County of Brant | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|----------------------|--------------------|----------------|---------------|--------------------|------------------------------|
| Farkash | 011-040-29900-0000 | 102 | | 102 | 163,000 |
| Misner | 011-010-36600-0000 | 50 | | 50 | 202,000 |
| Roswell-Brown-Harley | 011-040-26900-0000 | 80 | | 80 | 137,000 |
| rozd-C ernis enko | 011-010-37200-0000 | 100 | | 100 | 193,000 |
| awes-C am ers- ontsc | 011-040-21200-0000 | 75 | | 75 | 127,000 |
| Phipps | 011-040-16600-0000 | 8 | R | 8 | 44,500 |
| Dean | 011-010-54000-0000 | 202.51 | | 202.51 | 519,000 |
| Dawes | 011-040-14100-0000 | 40 | | 40 | 60,000 |
| awes-Norris | 011-010-57000-0000 | 10.16 | CL | 10.16 | 90,750 |
| Moore-Force | 011-010-57200-0000 | 50 | CL | 50 | 169,000 |
| Armstrong | 011-010-59500-0000 | 5.16 | CL | 5.16 | 80,000 |
| Dawes-Lock-Savage | 011-010-60900-0000 | 303.88 | CL | 297.82 | 244,300 |
| | | | R | 6.06 | 9,700 |
| Poole-Durham | 011-010-65400-0000 | 25.11 | R | 3.72 | 22,400 |
| | | | CL | 21.39 | 128,600 |
| Moore | 011-010-64800-0000 | 165 | | 165 | 184,000 |
| Caley | 011-010-63600-0000 | 263 | | 263 | 234,000 |
| Mawhinney | 011-010-65700-0000 | 15 | | 15 | 60,000 |
| Harley-Roswell-Brown | 011-040-26299-0000 | 7.16 | R | 7.16 | 105,000 |
| Total: | | 1,502 | | 1,502 | 2,773,250 |

Acres

| | |
|----|-------|
| CL | 385 |
| R | 25 |
| | 1,093 |

Total Acres County of Brant 1,502

| Township of Norwich | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|---------------------|--------------------|-------------|------------|-----------------|------------------------|
| Arthur | 010-020-14500-0000 | 25 | | 25 | 24,500 |
| Hughes | 010-040-19500-0000 | 319.46 | | 319.46 | 333,000 |
| Oatman CA Forest | 010-050-06100-0000 | 40 | | 40 | 34,500 |
| Rocks Mill Forest | 010-050-11100-0000 | 77.94 | | 77.94 | 82,000 |
| Rocks Mill | 010-050-11400-0000 | 5.35 | R | 5.35 | 20,000 |
| Norwic CA | 020-020-00900-0000 | 31.85 | R | 31.85 | 40,000 |
| Norwic CA | 020-020-19406-0000 | 8.58 | R | 8.58 | 9,500 |
| Norwic CA | 030-010-24500-0000 | 71 | R | 35.87 | 34,700 |
| | | | CL | 35.13 | 25,800 |
| Sackrider | 030-030-02400-0000 | 50 | | 50 | 63,000 |
| Smith | 030-030-02800-0000 | 43 | | 43 | 123,000 |
| Hopkins | 030-040-11300-0000 | 78 | | 9.88 | 10,800 |
| | | | R | 68.12 | 3,800 |
| Total: | | 750 | | 750 | 804,600 |

Acres

| | |
|----|-----|
| CL | 35 |
| R | 150 |
| | 565 |

Total Acres Township of Norwich

750

| Township of South-West Oxford | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|-------------------------------|--------------------|-------------|------------|-----------------|------------------------|
| Dereham Wetland-Fuller | 010-040-03502-0000 | 93.42 | | 93.42 | 89,000 |
| Dereham Wetland-Butler | 010-040-03900-0000 | 25.24 | CL | 23.93 | 26,025 |
| | | | R | 1.31 | 1,700 |
| Dereham Wetland-Jeery | 010-040-04200-0000 | 42.31 | CL | 41.24 | 40,850 |
| | | | R | 1.07 | 1,300 |
| Dereham Wetland-Latford | 010-040-04400-0000 | 25 | R | 1.01 | 1,300 |
| | | | CL | 23.99 | 26,350 |
| Dereham Wetland-Lee | 010-040-04500-0000 | 19.13 | R | 1.84 | 2,400 |
| | | | CL | 17.29 | 19,300 |
| Dereham Wetland-Atkinson | 010-040-04600-0000 | 37.61 | | 13.75 | 18,200 |
| | | | CL | 23.86 | 25,600 |
| Dereham Wetland-Hawkins | 010-050-02300-0000 | 50 | | 50 | 44,500 |
| Dereham Wetlands-Paton | 010-040-04300-0000 | 10.1 | | 1.63 | 5,000 |
| | | | CL | 8.47 | |
| Dereham Wetlands-Paton | 010-040-04401-0000 | 19.17 | | 10.3 | 51,400 |
| | | | CL | 8.87 | |
| Hughes | 010-050-08400-0000 | 87.75 | | 87.75 | 103,000 |
| Total: | | 410 | | 410 | 455,925 |

Acres

| | |
|----|-----|
| | 12 |
| CL | 148 |
| R | 5 |
| | 245 |

Total Acres Township of South-West Oxford

410

| Municipality of Bayham | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|------------------------|--------------------|-------------|------------|-----------------|------------------------|
| Vienna CA | 000-002-01000-0000 | 10.82 | | 10.82 | 15 900.00 |
| Baker | 004-001-22900-0000 | 0.16 | R | 0.16 | 60 000.00 |
| Bartlett | 004-001-23900-0000 | 0.61 | R | 0.61 | 2 000.00 |
| Rugenuis | 000-006-17250-0000 | 23.18 | | 23.18 | 50 000.00 |
| Beattie | 000-003-09120-0000 | 18.1 | | 18.1 | 41 500.00 |
| Total: | | 53 | | 53 | 169,400 |

| | |
|---|--------------|
| | Acres |
| R | 1 |
| | 52 |
| Total Acres Municipality of Bayham | 53 |

| Haldimand County | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|------------------|--------------------|-------------|------------|-----------------|------------------------|
| aldimand Nort | 332-002-09410-0000 | 121.12 | R | 36.4 | 229,000 |
| | | | | 78.57 | 184,700 |
| | | | CL | 6.15 | 20,300 |
| Haldimand South | 332-002-09420-0000 | 15.32 | R | 15.32 | 120,000 |
| Jaques | 330-020-21700-0000 | 40.77 | | 40.77 | 56,700 |
| | | | R | | 63,300 |
| Total: | | 177 | | 177 | 674,000 |

| | |
|-------------------------------------|--------------|
| | Acres |
| CL | 6 |
| R | 52 |
| | 119 |
| Total Acres Haldimand County | 177 |

| Town of Tillsonburg | Roll Number | Total Acres | Desc. Code | Acres Breakdown | Realty Assessment 2023 |
|---------------------|--------------------|-------------|------------|-----------------|------------------------|
| illson urg CA | 020-020-44200-0000 | 15.62 | R | 15.62 | 18,000 |
| Farkas | 030-030-22100-0000 | 1.49 | R | 1.49 | 3,500 |
| Total: | | 17 | | 17 | 21,500 |

| | |
|--|--------------|
| | Acres |
| R | 17 |
| Total Acres Town of Tillsonburg | 17 |

LPRCA Land Holdings Summary

| a Class | Acres | Description |
|--------------|---------------|----------------------------|
| | 183 | Farmland |
| CL | 2,529 | Conservation Lands |
| R | 756 | Residential / Recreational |
| | 7,597 | Managed Forest |
| Total | 11,065 | |

Appendix A: Fee Schedules ²¹⁵

| Planning Act Review Fees | | | |
|--|--|--|----------|
| Application Type | 2023 Fees | Proposed 2024 Fees | % Change |
| Preconsultation Fee | | | |
| Review, comment, or participation in preconsultation process | \$ 300 | \$ 315 | 5% |
| Subdivision and Vacant Land Condominium | | | |
| | \$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST) | \$1,450 + \$105/lot (Total Maximum \$15,000.00 +HST) | 5% |
| To draft plan approval including associated OPA and ZBA | \$ 455 | \$ 475 | 4% |
| Red-line revision (applicant initiated) | \$ 720 | \$ 755 | 5% |
| Technical plans and reports (SWM with grading & sediment and erosion) | \$ 225 | \$ 235 | 4% |
| Clearance letter (each phase) | | | |
| Zoning By-Law Amendment | | | |
| Minor | \$ 455 | \$ 475 | 4% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Combined Official Plan/Zoning By-Law Amendment | | | |
| Minor | \$ 720 | \$ 755 | 5% |
| Accompanied by 1 technical report | \$ 1,430 | \$ 1,500 | 5% |
| Accompanied by 2 technical reports | \$ 2,060 | \$ 2,160 | 5% |
| Consent (severance) | | | |
| Minor | \$ 455 | \$ 475 | 4% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Variance | | | |
| Minor | \$ 455 | \$ 477 | 5% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Site Plan Control | | | |
| Minor | \$ 455 | \$ 475 | 4% |
| Accompanied by 1 technical report | \$ 720 | \$ 755 | 5% |
| Accompanied by 2 technical reports | \$ 1,430 | \$ 1,500 | 5% |
| Complex Application (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities. | | | |
| | \$ 2,060 | \$ 2,160 | 5% |

General Notes for All Application Fees:

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of all applications and the preparation of detailed technical reports(s).
2. This fee schedule is effective as of **January 1, 2024** and LPRCA reserves the right to revise this fee schedule at any time without notice to adequately cover the costs to provide the service.
3. All applicable taxes are extra.
4. Applications that fall under one or more categories will be charged at the highest rate.
5. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review
6. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall be subject to a resubmission fee of 20% of the original application up to a maximum of \$525.
7. Fees must be paid at the time the application is submitted.
8. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%**.

Ontario Regulation 178/06 Permit Fees

| Application Type | 2023 Fees | Proposed 2024 Fees | % Change |
|---|-----------|--------------------|----------|
| <p>Very minor development <u>Development with very low risk of impact on natural hazards or natural features.</u> Examples: Non-habitable accessory structures less than 23 m² (247 ft²), e.g. decks, fences, above-ground pools, barns, sheds Fill placement removal and/or grading (landscaping, driveway top-dressing) Off-line pond maintenance</p> | \$ 200 | \$ 210 | 5% |
| <p>Minor development, interference and alteration <u>Development/work with low risk of impact on natural hazards or natural features. No technical reports are required.</u> Examples: Raising building or additions not requiring engineered drawings Repairs/renovations to existing building Non-habitable accessory structures less than 100 m² (1076ft²) Septic system Fill placement, removal/or grading (not requiring engineered plans) Minor development (as listed above) more than 30 metres from a wetlands New or replacement residential structures more than 30 metres from a wetland Minor utilities (directional bore) New offline ponds (grading plan required) Docks, boathouses Routine/maintenance dredging Minor repairs to existing shoreline structures Maintenance, repair or replacement of access crossings Other applications not deemed by staff to be "Major" in nature</p> | \$ 405 | \$ 425 | 5% |
| <p>Major development, interference and alteration <u>Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required.</u> Examples: Raising building or additions requiring engineered plans Non-habitable accessory structures greater than 100 m² (1076ft²) New or replacement structures in a natural hazard area Fill placement, removal and/or grading (requiring engineered plans) Development (including minor development as listed above) less than 30 metres from a wetland Major development greater than 30 m from a wetland New offline pond with overflow or channel connection Maintenance/repairs to existing shoreline structures Water crossing, bridge repair Stormwater management outlet structure Other applications deemed by staff to be "Major" in nature</p> | \$ 695 | \$ 730 | 5% |

Ontario Regulation 178/06 Permit Fees

| Application Type | 2023 Fees | Proposed 2024 Fees | % Change |
|--|---------------------------|---------------------------|----------|
| <p><u>Complex development, interference and alteration</u> <u>Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study.</u> Examples:</p> <ul style="list-style-type: none"> Large fill placement, removal, grading (greater than 1000 m3) Golf courses New watercourse bank stabilization New Lake Erie shoreline protection structure Bridge replacement Channel realignment | \$ 1,380 | \$ 1,450 | 5% |
| <u>General</u> | | | |
| <p>On Site Technical Advice Fee <i>(Will be applied to permit application if submitted within 12 months from inspection)</i></p> | \$ 248.60 HST included | \$ 260.00 HST included | 5% |
| <p>Wetland Boundary Delineation <i>(Review of</i> <i>MNRW Wetland boundary in the field by LPRCA ecologist, on property owner request)</i></p> | \$ 360.00 HST included | \$ 375.00 HST included | 4% |
| <p>Title Clearance <i>(solicitor, realtor, other requests for detailed property information)</i></p> | \$ 248.60 HST included | \$ 260.00 HST included | 5% |
| Violations/Application where work has proceeded without authorization | 2 x Fee | 2 x Fee | |
| <p>Permit Revisions <i>(Must be minor in nature and permit must still be valid.)</i></p> | \$ 95 | \$ 100 | 5% |
| <p>Minister's Zoning Order (MZO) <i>(Permit associated with a Minister's Zoning Order)</i></p> | Cost recovery | Cost recovery | |

General Notes for all Application Fees

1. It is strongly recommended that proponents pre-consult with LPRCA and, if necessary the municipality, prior to the submission of an application and the preparation of detailed plans and technical report(s).
2. Fees must be paid at the time the permit application is submitted. Fees may be paid by debit, cash or cheque (made out to the Long Point Region Conservation Authority) over the phone by credit card or at the LPRCA administration office
3. In the event that the application is placed in a higher fee category, the difference in fee must be paid prior to review. If the application is placed in a lower category, LPRCA will reimburse the applicant accordingly.
4. Fees are assessed based on the extent of review required. LPRCA reserves the right to levy supplementary fees should the review require a substantially greater level of effort than covered by the standard categories above; this supplementary fee includes the peer review of any relevant documents or information.
5. The fees for technical review include one comprehensive review, and one review of the resubmission. Second and each additional resubmission shall be subject to a resubmission fee of 20% of the original application up to a maximum of \$525.
6. Where a Section 28 permit approval is required in addition to a Planning Act application for the same activity, the Section 28 permit fee will be **discounted 50%**.
7. Where a permit has been submitted for an activity across multiple properties and applicants working together, the fee for each property shall be calculated as 50% of the permit fee. For example, the fee for a new shoreline protection structure constructed across two properties is \$725 each.
8. Costs associated with permits (including any conditions) issued under a Minister's Zoning Order shall be paid by the applicant, this includes but is not limited to staff time, any legal review, board expenses, etc.

CONSERVATION AREA FEE SCHEDULE
Backus, Deer Creek, Haldimand, Norfolk and Waterford North

| | 2020 HST included | 2021 HST included | 2022 HST included | 2023 HST included | Draft 2024 HST included | Draft increase % |
|---|----------------------|----------------------|----------------------|----------------------|----------------------------|---------------------|
| DAY USE FEES | | | | | | |
| Walk-in (under 12 free) | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | 0.00% |
| Vehicle | \$14.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| Motorcycle | \$9.00 | \$9.00 | \$9.00 | \$9.00 | \$9.00 | 0.00% |
| Season Vehicle Day Pass | \$85.00 | \$95.00 | \$95.00 | \$100.00 | \$100.00 | 0.00% |
| Season Vehicle Pass Replacement | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | 0.00% |
| Mini Bus | \$55.00 | \$55.00 | \$55.00 | \$55.00 | \$55.00 | 0.00% |
| Bus | \$120.00 | \$120.00 | \$120.00 | \$120.00 | \$120.00 | 0.00% |
| Operator Permit Fee - Annual | | \$350.00 | \$350.00 | \$375.00 | \$375.00 | 0.00% |
| Operator Customer Fee - per person | | \$4.00 | \$4.00 | \$4.00 | \$4.00 | 0.00% |
| CAMPING FEES | | | | | | |
| <u>Per Night</u> | | | | | | |
| Unserviced* | \$38.00 | \$38.00 | \$38.00 | \$40.00 | \$41.00 | 2.50% |
| With Hydro & Water 15 amp* | \$50.00 | \$50.00 | \$50.00 | \$53.00 | \$55.00 | 3.77% |
| With Hydro & Water 30 amp* | \$59.00 | \$59.00 | \$59.00 | \$60.00 | \$63.00 | 5.00% |
| With Hydro, Water & Sewer 15 amp* | \$61.00 | \$61.00 | \$61.00 | \$64.00 | \$66.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp* | \$70.00 | \$70.00 | \$70.00 | \$70.00 | \$73.00 | 4.29% |
| <i>*20% discount for overnight camping for seniors & the disabled. Must show senior or disability permit.</i> | | | | | | |
| <u>Cabin Rental Per Night</u> | | | | | | |
| Cabin 900 A (Backus only) | \$60.00 | \$60.00 | \$60.00 | \$65.00 | \$70.00 | 7.69% |
| Cabin 901 D (Backus only) | \$105.00 | \$105.00 | \$105.00 | \$110.00 | \$115.00 | 4.55% |
| <u>Per Week</u> | | | | | | |
| Unserviced | \$225.00 | \$225.00 | \$225.00 | \$240.00 | \$246.00 | 2.50% |
| With Hydro & Water 15 amp | \$305.00 | \$305.00 | \$305.00 | \$318.00 | \$330.00 | 3.77% |
| With Hydro & Water 30 amp | \$350.00 | \$350.00 | \$350.00 | \$360.00 | \$378.00 | 5.00% |
| With Hydro, Water & Sewer 15 amp | \$368.00 | \$368.00 | \$368.00 | \$384.00 | \$396.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp | \$415.00 | \$415.00 | \$415.00 | \$420.00 | \$438.00 | 4.29% |
| <u>Cabin Rental Per Week</u> | | | | | | |
| Cabin 900 A (Backus only) | \$360.00 | \$360.00 | \$360.00 | \$360.00 | \$385.00 | 6.94% |
| Cabin 901 D (Backus only) | \$630.00 | \$630.00 | \$630.00 | \$630.00 | \$635.00 | 0.79% |
| <u>Per Month</u> | | | | | | |
| Unserviced | \$675.00 | \$675.00 | \$675.00 | \$720.00 | \$738.00 | 2.50% |
| With Hydro & Water 15 amp | \$915.00 | \$915.00 | \$915.00 | \$954.00 | \$990.00 | 3.77% |
| With Hydro & Water 30 amp | \$1,050.00 | \$1,050.00 | \$1,050.00 | \$1,080.00 | \$1,134.00 | 5.00% |
| With Hydro, Water & Sewer 15 amp | \$1,100.00 | \$1,100.00 | \$1,100.00 | \$1,152.00 | \$1,188.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp | \$1,240.00 | \$1,240.00 | \$1,240.00 | \$1,260.00 | \$1,314.00 | 4.29% |
| <u>Per Season</u> | | | | | | |
| Unserviced | \$1,685.00 | \$1,770.00 | N/A | N/A | N/A | |
| With Hydro & Water 15 amp | \$2,400.00 | \$2,520.00 | \$2,570.00 | \$2,623.50 | \$2,722.50 | 3.77% |
| With Hydro & Water 30 amp | \$2,650.00 | \$2,785.00 | \$2,840.00 | \$2,970.00 | \$3,118.50 | 5.00% |
| With Hydro, Water & Sewer 15 amp | \$2,900.00 | \$3,045.00 | \$3,105.00 | \$3,168.00 | \$3,267.00 | 3.13% |
| With Hydro, Water & Sewer 30 amp | \$3,125.00 | \$3,285.00 | \$3,350.00 | \$3,465.00 | \$3,613.50 | 4.29% |
| Premium & 30 amp | \$3,200.00 | \$3,360.00 | \$3,430.00 | \$3,565.00 | \$3,740.00 | 4.91% |
| 2nd Season Vehicle Day Pass | \$50.00 | \$55.00 | \$55.00 | \$60.00 | \$60.00 | 0.00% |
| Exterior Fridge (Seasonal) | \$275.00 | \$300.00 | \$300.00 | \$325.00 | \$335.00 | 3.08% |
| Seasonal Camper Late Payment Fee | | | | | \$75.00 | New |

CONSERVATION AREA FEE SCHEDULE
Backus, Deer Creek, Haldimand, Norfolk and Waterford North

| | 2020 HST included | 2021 HST included | 2022 HST included | 2023 HST included | Draft 2024 HST included | Draft increase % |
|---|----------------------|----------------------|----------------------|----------------------|----------------------------|---------------------|
| Group Camping | | | | | | |
| Group Camping Tents Only | | | | | | |
| Group Camping (per night) | \$55.00 | \$55.00 | \$55.00 | \$60.00 | \$60.00 | 0.00% |
| Group Camping (per person/night) | \$6.00 | \$6.00 | \$6.00 | \$7.00 | \$7.00 | 0.00% |
| OTHER FEES | | | | | | |
| Reservation Fee - online | \$12.00 | \$13.00 | \$13.00 | \$14.00 | \$15.00 | 7.14% |
| Reservation Fee - by phone | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| Cancellation/Change Fee | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| 2nd Vehicle Parking | \$11.00 | \$12.00 | \$12.00 | \$13.00 | \$13.00 | 0.00% |
| Pavilion | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | 0.00% |
| Wood | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | 0.00% |
| Kindling | \$5.00 | \$5.00 | \$5.00 | \$5.00 | \$5.00 | 0.00% |
| Ice | \$4.00 | \$4.00 | \$4.00 | \$4.00 | \$4.00 | 0.00% |
| Picnic Tables (per table per day) | \$6.00 | \$6.00 | \$6.00 | \$6.00 | \$6.00 | 0.00% |
| Bait / Worms | \$3.50 | \$3.50 | \$3.50 | \$3.50 | \$3.50 | 0.00% |
| Vendor permit | \$55.00 | \$60.00 | \$60.00 | \$60.00 | \$60.00 | 0.00% |
| Canoe/Kayak Rental - per hour | \$15.00 | \$15.00 | \$15.00 | \$15.00 | \$15.00 | 0.00% |
| - per 1/2 day (4 hours) | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 | 0.00% |
| - per day (8 hours) | \$80.00 | \$80.00 | \$80.00 | \$80.00 | \$80.00 | 0.00% |
| Boat/Trailer Storage - off site | \$375.00 | \$375.00 | \$375.00 | \$375.00 | \$375.00 | 0.00% |
| Winter Trailer Storage/camp site | \$215.00 | \$225.00 | \$225.00 | \$225.00 | \$225.00 | 0.00% |
| Winter Storage Late Fee (per day) | \$10.00 | \$10.00 | \$10.00 | \$10.00 | \$10.00 | 0.00% |
| BACKUS HERITAGE CONSERVATION AREA | | | | | | |
| Rentals | | | | | | |
| Church Rental | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | 0.00% |
| Ed. Centre Rentals | | | | | | |
| - 1/2 day | \$240.00 | \$240.00 | \$240.00 | \$240.00 | \$240.00 | 0.00% |
| - full day Auditorium or Classroom | \$400.00 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | 0.00% |
| - add for 2nd room | \$50.00 | \$50.00 | \$50.00 | \$50.00 | \$50.00 | 0.00% |
| Events and Photography | | | | | | |
| Outdoor Wedding | \$400.00 | \$400.00 | \$400.00 | \$400.00 | \$400.00 | 0.00% |
| - includes pavilion & 20 day passes | | | | | | |
| Photography Fee - Weddings | \$125.00 | \$125.00 | \$125.00 | \$125.00 | \$125.00 | 0.00% |
| All other photo shoots | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | 0.00% |
| - includes entry for 2 passenger vehicles | | | | | | |
| Education Programming | | | | | | |
| - full day** | | | | \$560.84 | \$583.62 | 4.06% |
| - 1/2 day** | | | | \$280.42 | \$291.81 | 4.06% |
| **Maximum 40 students per class per day. | | | | | | |

LONG POINT REGION CONSERVATION AUTHORITY
CORPORATE SERVICES FEE SCHEDULE

| | Draft 2024 before HST |
|--|--------------------------|
| CORPORATE SERVICES | |
| Hold Harmless Agreements for research or events | \$45.13 |
| Irrigation Access Permits within Conservation Authority owned properties | \$1,000.00 |

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - FORESTRY FEE SCHEDULE

| | Draft 2024 before HST |
|------------------------------|--------------------------|
| FORESTRY | |
| Consulation Service per hour | \$125.00 |

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - LEE BROWN MARSH FEE SCHEDULE

| | Draft 2024 before HST |
|--------------------------------------|--------------------------|
| LEE BROWN MARSH | |
| <u>Goose Relocation</u> | |
| - Per Canada goose | \$6.20 |
| <u>Hunting Fees</u> | |
| 1-Day Field Hunt , 1 person | \$53.10 |
| 1-Day (midweek) Marsh Hunt, 1 person | \$479.79 |
| 1-Day (midweek) Marsh Hunt, 4 people | \$1,636.90 |
| 3-Day Marsh Hunt for 4 people | \$4,092.27 |

LONG POINT REGION CONSERVATION AUTHORITY
CONSERVATION LANDS - LANDS AND WATERS FEE SCHEDULE

| | |
|--|--------------------------|
| | Draft 2024 before HST |
| LANDS AND WATERS | |
| <u>Tree Planting Program - Forest Ontario Sponsored</u> | |
| Full Service (Seedling and Planting) per tree ¹ | \$0.60 |
| <u>Private Landowner Tree Planting Program</u> | |
| Land Owner Cost per tree ² | \$0.82 - \$2.45 |
| Full Service (Seedling and Planting) per tree ³ | \$1.50 - \$3.05 |
| Rental of Tree Planter per day for trees purchased from the Conservation Authority | \$75.00 |
| <u>Restoration Program</u> | |
| Erosion Control - Landowner Plans | \$350.00 |
| <p>¹ <i>Pricing subject to change without notice. Subject to approval and availability. Minimum 500 seedlings must be planted.</i></p> <p>² <i>Pricing subject to change without notice. Subject to availability. Minimum 150 seedlings/species.</i></p> <p>³ <i>Pricing subject to change without notice. Subject to availability. Minimum 5 acres and 500 seedlings.</i></p> | |



Long Point Region
Conservation Authority



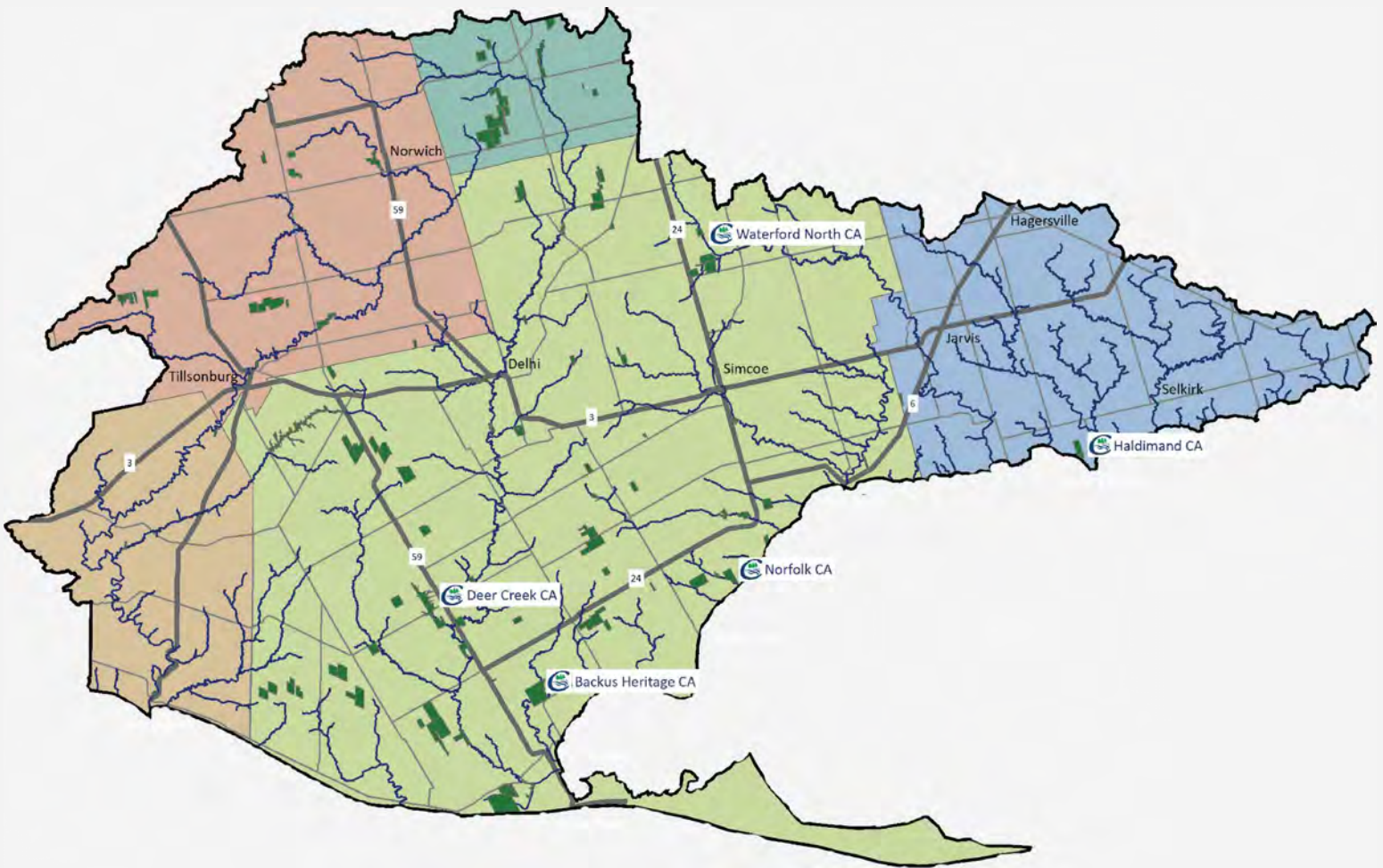
Member of the
Conservation Ontario Network

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LPRCA MUNICIPAL PARTNERS

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

November 16, 2023

Nathan Dias

Township of Malahide
87 John St. South
Aylmer, ON
N5H 2C3

Delivered by Email

Dear Nathan Dias:

Subject: 2024 Municipal Apportionment and Budget

In accordance with Ontario Regulation 402/22 Kettle Creek Conservation Authority (KCCA) is enacting a four-phase approval process for the 2024 Budget:

- Phase 1: Categorizing Revenue and Expenses and amounts of municipal apportionment
- Phase 2: Board approval of Draft Budget for Consultation
(Approved on November 15, 2023 for distribution to member municipalities and posted on KCCA's website)
- Phase 3: Board approval of 2024 Municipal Apportionment
(Weighted Vote scheduled for January 17, 2024)
- Phase 4: Board approval of 2024 Budget
(Weighted Vote as per Administrative By-Law at KCCA's Annual General Meeting scheduled for February 21, 2024)

On November 15, 2023 KCCA's Board of Directors approved the attached Draft 2024 Budget and Municipal Apportionment for consultation. Before determining the apportionment of costs to its member municipalities for 2024, KCCA considered the following cost saving measures:

- Phasing in the 2022 Salary and Pay Equity Review over five years and limiting cost of living increase to just keep pace with minimum wage increases.
- Increasing fees to fee for service cost areas including increases to conservation area fees, and tree planting fees.
- Limiting capital purchases to needs over the next four-years in order to allocate as much reserve funds as possible to ongoing maintenance and upkeep of the Dalewood Dam.
- A projected drawdown of reserves of \$97,763 to assist in undertaking key *Conservation Authorities Act* deliverables and off-setting rising costs in tree planting and other program areas.

KCCA is committed to implementing the new *Conservation Authorities Act* requirements including a Conservation Area Strategy and Watershed-based Resource Management Strategy with minimal impact to the municipal levy. Therefore, the 2024 budget assumes the same level of services in 2023. However, inflationary costs related to wages and supplies are unsustainable.

The 2024 municipal apportionment increase for the Township of Malahide over 2023 is \$558.65. Please refer to the attached package for details of the increase and apportionment of costs between the three

categories of programs: Category 1 Mandatory; Category 2 Municipally Requested; Category 3 Deemed Advisable by the KCCA Board of Directors.

Notice is hereby given that the Municipal Apportionment of Costs will be approved by a weighted vote at KCCA's January 17, 2024 meeting. The final 2024 Budget will be approved, also by weighted vote, at the February 21, 2024 Annual General Meeting. Both meetings will be held in person at KCCA's Administration Centre beginning at 10 a.m. and streamed live at www.facebook.com/KettleCreekCA/

KCCA has always worked closely with its member municipalities to be fiscally responsible but still ensure the conservation, restoration, development and management of natural resources within the Kettle Creek watershed.

Council is encouraged to communicate their questions to their KCCA Board representatives, John Wilson. Questions on any matter are also welcomed by KCCA's General Manager/Secretary-Treasurer Elizabeth VanHooren at elizabeth@kettlecreekconservation.on.ca or 519-631-1270 ext. 222.

Sincerely,



Grant Jones
Chair, Kettle Creek Conservation Authority

Enclosure:
KCCA Draft 1 Budget Attachments

2024 BUDGET

Kettle Creek Conservation Authority (KCCA) works in partnership with 7 member municipalities (London, St. Thomas, Central Elgin, Southwold, Malahide, Thames Centre and Middlesex Centre) to undertake watershed-based programs to protect people and property from flooding and other natural hazards and to conserve natural resources for economic, social and environmental benefits.

Over the past 5 years, KCCA has:

- Conducted updates to floodplain mapping using a combination of operating reserves and Provincial/Federal funding - an investment of \$174,880.
- Developed an interactive mapping tool on its website to make floodplain/regulation mapping available to the public.
- Maintained a comprehensive flood forecasting program issuing 20 messages per year on average.
- Planted approximately 50,000 trees per year throughout the watershed.
- Managed 8 Conservation Areas and maintained 25 kilometres of recreational hiking trails.
- Operated two campgrounds, Dalewood and Lake Whittaker, that generate revenue to support capital asset management.
- Managed invasive species and facilitated stewardship projects such as wetland creation on CA-owned and private lands.
- Led outreach activities like community tree planting events, established the Kettle Creek Environmental Youth Corps and coordinated large-scale outdoor education events like the Carolinian Forest Festival.



2024 BUDGET

Township of Malahide

Increase over 2023: \$558.65

KCCA makes every effort to minimize the general levy by maximizing other revenue sources and right-sizing expenditures.

BUDGET PRESSURES

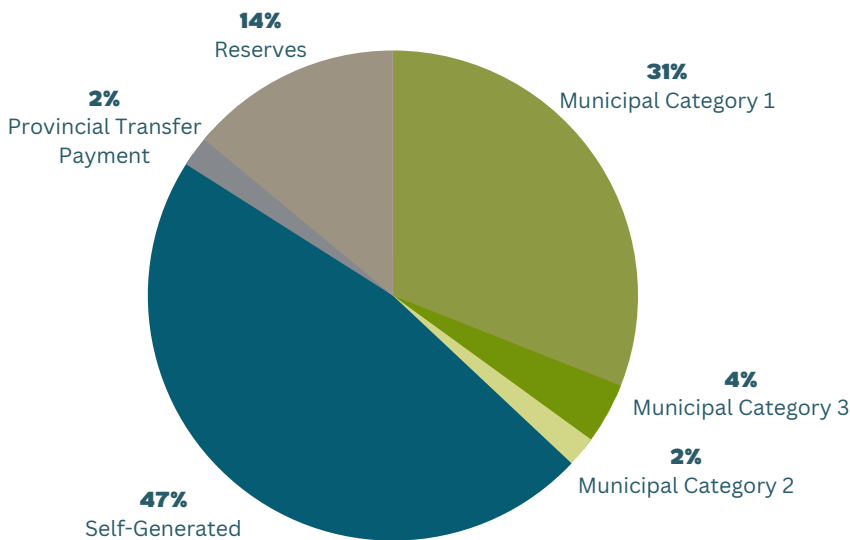
Inflation, increasing costs related to land management and mandatory deliverables associated with changes to the *Conservation Authorities Act* are driving budgetary pressures in 2024. Ensuring the salary grid keeps pace with increases to minimum wage will make sure that KCCA can retain and attract the necessary workforce to maintain current service levels. Funding for Category 1 programs and services from KCCA’s member municipalities represents 31% of total revenue.

Due to inflationary pressures and the requirement to introduce new mandatory deliverables, the 2024 budget assumes the same level of programs and services as provided in 2023.

COST MITIGATION

The following cost-saving measures were applied before formulating the levy request and budget for 2024:

- Phasing in a 2022 Salary and Pay Equity Review over five years.
- Continued development of cloud-based and paperless services.
- Increasing conservation area fees to ensure revenue can continue to be used to contribute to capital re-investment.
- Proposed \$355,000 capital expenditures in 2024 completely self-funded through capital reserves.
- Increasing fees for tree planting to offset rising seedling costs.
- Proposed Operating Reserve drawdown of \$97,763 - continued use of reserves is unsustainable.
- Completion of new mandatory *Conservation Authorities Act* deliverables including the Watershed Resource Management Strategy, Conservation Lands Strategy, and Land Inventory by back-filling senior-level positions and limited internal resources.



Kettle Creek Conservation Authority
Programs and Services Revenue and Expenses Overview
Budget 2024 - Draft

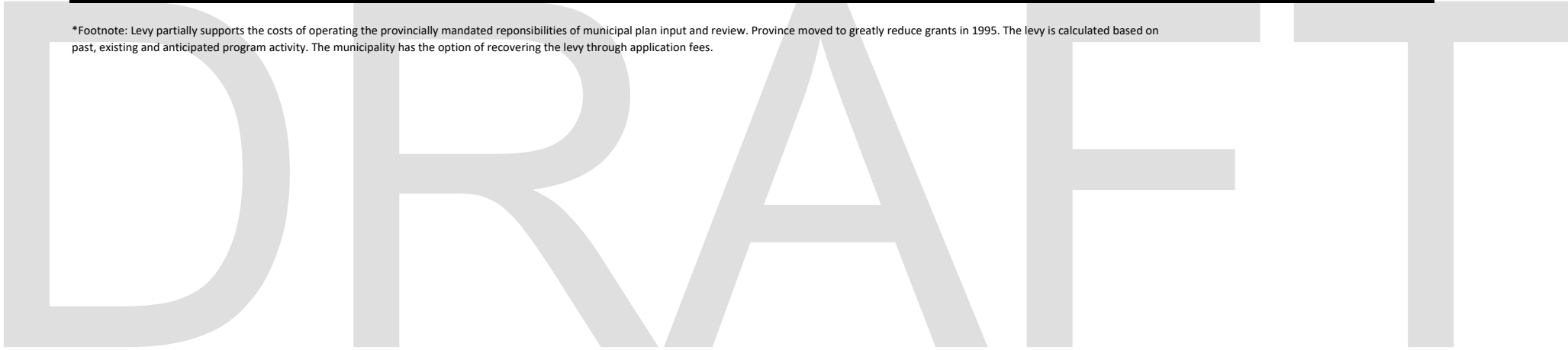
| Programs and Services | Total Expenditures | Municipal Apportionment | | | Self Generated Revenue | Provincial Transfer Payment | Reserve Operating | Capital | Total Revenue |
|--|---------------------|-------------------------|------------------|-------------------|------------------------|-----------------------------|-------------------|-------------------|---------------------|
| | | Cat-1 | Cat-2 | Cat-3 | | | | | |
| Category 1/2 | | | | | | | | | |
| General Operating ¹ | 523,215.00 | 320,990.00 | | | 111,724.00 | 10,501.00 | | 80,000.00 | 523,215.00 |
| Plan Review and Permitting | 95,626.00 | 72,273.00 | | | 17,500.00 | 1,853.00 | 4,000.00 | | 95,626.00 |
| Flood Forecasting | 231,123.00 | 195,296.00 | | | | 35,827.00 | | | 231,123.00 |
| Dam Operations | 147,356.00 | 103,767.00 | | | | 13,589.00 | 30,000.00 | | 147,356.00 |
| Monitoring/Source Protection | 137,222.00 | 114,429.00 | | | 13,000.00 | | 9,793.00 | | 137,222.00 |
| Conservation Lands Management ² | 372,088.00 | 228,503.00 | 82,748.00 | | 39,957.00 | | 20,880.00 | | 372,088.00 |
| Total Category | 1,506,630.00 | 1,035,258.00 | 82,748.00 | | 182,181.00 | 61,770.00 | 34,673.00 | 110,000.00 | 1,506,630.00 |
| Category 3 | | | | | | | | | |
| Tree Planting ³ | 260,239.00 | | | 129,130.00 | 92,019.00 | | 39,090.00 | | 260,239.00 |
| Stewardship Services | 193,776.00 | | | | 169,776.00 | | 24,000.00 | | 193,776.00 |
| Education/Outreach | 125,789.00 | | | | 125,789.00 | | | | 125,789.00 |
| Campgrounds | 1,276,323.00 | | | | 1,031,323.00 | | | 245,000.00 | 1,276,323.00 |
| Enhanced Monitoring ³ | 16,800.00 | | | 16,800.00 | | | | | 16,800.00 |
| Total Category | 1,872,927.00 | | | 145,930.00 | 1,418,907.00 | | 63,090.00 | 245,000.00 | 1,872,927.00 |
| Total Budget⁴ | 3,379,557.00 | 1,035,258.00 | 82,748.00 | 145,930.00 | 1,601,088.00 | 61,770.00 | 97,763.00 | 355,000.00 | 3,379,557.00 |
| Percentage of Total Budget | | 31% | 2% | 4% | 47% | 2% | 3% | 11% | |

Note 1 General Operating costs include administrative expenses related to the Office of the General Manager, communications, finance, payroll, human resources, administration office and other administrative expenses to support Category 1 programs and services.
 Note 2 Category 2 funding for Conservation Lands Management includes the Kettle Creek Dog Park Agreement and the Elgin County Tree Commissioner available on KCCA's website.
 Note 3 Category 3 apportionment for tree planting and enhanced monitoring are subject to the Cost Apportioning Agreements available on KCCA's website.
 Note 4 This summary includes proposed capital purchases of \$355,000. Capital purchases will be amortized in accordance with KCCA's Asset Management.

Kettle Creek Conservation Authority
Municipal Cost Apportionment
 Budget 2024 - Draft

| Municipality | Modified Current Value Assessment (MVCA) | % Municipality In Watershed | MCVA In Watershed | Apportionment % | Category 1 Apportionment | Category 3 Apportionment | Special Levy* | Proposed Total 2024 Apportionment | Total 2023 Apportionment | Difference 2023/2024 |
|---------------------|--|-----------------------------|-----------------------------|-----------------|--------------------------|--------------------------|---------------------|-----------------------------------|--------------------------|----------------------|
| Central Elgin | \$ 2,063,691,519.00 | 60 | \$ 1,238,214,911.00 | 7.90 | \$ 76,411.83 | \$ 9,188.56 | \$ 10,534.98 | \$ 96,135.37 | \$ 88,986.90 | \$ 7,148.47 |
| Middlesex Centre | \$ 3,781,981,998.70 | 7 | \$ 264,738,740.00 | 1.69 | \$ 16,337.37 | \$ 1,964.58 | \$ 1,030.45 | \$ 19,332.39 | \$ 17,778.43 | \$ 1,553.96 |
| London | \$ 59,265,812,025.35 | 15 | \$ 8,889,871,804.00 | 56.71 | \$ 548,605.37 | \$ 95,561.75 | \$ 1,030.45 | \$ 645,197.58 | \$ 601,534.55 | \$ 43,663.03 |
| Thames Centre | \$ 2,635,389,144.70 | 8 | \$ 210,831,132.00 | 1.34 | \$ 13,010.66 | \$ 1,564.54 | \$ 1,023.67 | \$ 15,598.87 | \$ 14,487.83 | \$ 1,111.04 |
| Malahide | \$ 1,326,938,184.75 | 8 | \$ 106,155,055.00 | 0.68 | \$ 6,550.96 | \$ 787.76 | \$ 1,023.67 | \$ 8,362.39 | \$ 7,803.74 | \$ 558.65 |
| Southwold | \$ 808,727,923.40 | 78 | \$ 630,807,780.00 | 4.02 | \$ 38,927.96 | \$ 4,681.11 | \$ 7,660.57 | \$ 51,269.64 | \$ 47,217.21 | \$ 4,052.43 |
| St. Thomas | \$ 4,517,376,589.10 | 96 | \$ 4,336,681,526.00 | 27.66 | \$ 267,622.17 | \$ 32,181.70 | \$ 45,488.89 | \$ 345,292.76 | \$ 321,691.77 | \$ 23,600.99 |
| Total Budget | \$ 74,399,917,385.00 | | \$ 15,677,300,948.00 | 100.00 | 967,466.32 | \$ 145,930.00 | \$ 67,792.68 | \$ 1,181,189.00 | \$ 1,099,500.43 | \$ 81,688.57 |

*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.



Kettle Creek Conservation Authority
Statement of Operations
Budget 2024 - Draft

| | Actual 2022 | Budget 2023 | Budget 2024 |
|-----------------------------------|------------------------|------------------------|------------------------|
| Revenue | | | |
| Municipal Apportionment (Cat 1) | 915,602.42 | 960,154.40 | 1,035,258.00 |
| Municipal Apportionment (Cat 3) | 131,540.83 | 139,345.60 | 145,930.00 |
| Municipal Category 2 Agreements | 76,956.25 | 78,665.00 | 82,748.00 |
| User Fees and Sales | | | |
| Lake Whittaker | 486,223.46 | 485,704.00 | 536,003.00 |
| Dalewood | 445,529.39 | 431,320.00 | 479,320.00 |
| Other | 39,180.71 | 50,779.00 | 53,042.00 |
| Transfer from Reserve (Capital) | | 124,000.00 | 355,000.00 |
| Transfer from Reserve (Operating) | 4,453.43 | 179,587.00 | 97,763.00 |
| Ministry of Natural Resources | 61770 | 61770 | 61770 |
| Other Revenue and Grants | 646781.21 | 427949 | 532723 |
| Donations | 679,938.46 | | |
| Total Revenue | 3,487,976.16 | 2,939,274.00 | 3,379,557.00 |
| Expenditures | | | |
| General Operating | 1,063,996.29 | 411,783.00 | 443,215.00 |
| Plan Review and Permitting | 105,192.05 | 86,337.00 | 95,626.00 |
| Flood Forecasting | 206,790.55 | 286,648.00 | 231,123.00 |
| Dam Operations | 129,835.74 | 108,698.00 | 117,356.00 |
| Monitoring/Source Protection | 130,336.41 | 133,399.00 | 137,222.00 |
| Conservation Lands Management | 411,884.84 | 343,889.00 | 372,088.00 |
| Tree Planting | 267,617.09 | 249,762.00 | 260,239.00 |
| Stewardship Services | 185,680.34 | 187,705.00 | 193,776.00 |
| Education/Outreach | 44,658.73 | 42,492.00 | 125,789.00 |
| Campgrounds | 928,444.12 | 950,024.00 | 1,031,323.00 |
| Enhanced Monitoring | 13,540.00 | 14,537.00 | 16,800.00 |
| Total Expenditures | 3,487,976.16 | 2,815,274.00 | 3,024,557.00 |
| Planned Capital | | 124,000.00 | 355,000.00 |

Kettle Creek Conservation Authority
General Operating Expenses
Budget 2024 - Draft

| | Budget 2023 | Budget 2024 |
|-----------------------------|-------------------|-------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | 304,359.00 | 320,990.00 |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | 10,501.00 | 10,501.00 |
| Self Generated | 96,923.00 | 111,724.00 |
| Operating (Reserves) | - | - |
| Capital (Reserves) | 76,000.00 | 80,000.00 |
| Total Revenue | 487,783.00 | 523,215.00 |

| | | |
|-----------------------------|-------------------|-------------------|
| Expenditures | | |
| Staffing and Board Expenses | 230,043.00 | 246,117.00 |
| Operating Expenses | 155,166.00 | 163,842.00 |
| Amortization | 26,574.00 | 33,256.00 |
| Transfer to Reserves | | |
| Total Expenditures | 411,783.00 | 443,215.00 |
| Work in Progress Capital | 76,000.00 | 80,000.00 |

Standard Deliverables

Office of the General Manager, administrative support, human resources, accounting, purchasing and payroll, health and safety, customer service, legal, operating and capital costs which are not directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority and its mandated roles.

Preparing and submitting reports to CRA and financial reports for funding agencies.

2024 Initiatives

Implementation of 2022 Salary and Pay Equity Review over 5 years. Cost of living increase to wage grid of 2.75%. The following deliverables are required to be developed by December 31, 2024 in accordance with O. Reg 686/21: Watershed Resource Management Strategy, Conservation Areas Land Inventory and a Conservation Areas Management Plan to guide the management of CA owned properties including: objectives, land mapping, identification of programs and services. KCCA will be backfilling senior level positions in order to undertake these deliverables and required consultation.

Cost Saving Measures

Digitizing historical records with self-generated funds

Capital

Replacement of vehicle not specified to program area. Invest in infrastructure to facilitate use of EV powered vehicles. Staged computer upgrade to meet Windows 11 requirements.

Kettle Creek Conservation Authority
Plan Review and Permitting
Budget 2024 - Draft

| | Budget 2023 | Budget 2024 |
|-----------------------------|------------------------|------------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | 63,062.00 | 72,273.00 |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | 1,853.00 | 1,853.00 |
| Self Generated | 17,422.00 | 17,500.00 |
| Operating (Reserves) | 4,000.00 | 4,000.00 |
| Capital (Reserves) | | |
| Total Revenue | 86,337.00 | 95,626.00 |

Expenditures

| | | |
|---------------------------|------------------|------------------|
| Staffing/Board Expenses | 66,375.00 | 75,172.00 |
| Operating Expenses | 19,962.00 | 20,454.00 |
| Amortization | | |
| Transfer to Reserves | | |
| Total Expenditures | 86,337.00 | 95,626.00 |
| Work in Progress Capital | - | - |

Standard Deliverables

Deliver the Authority's permitting responsibilities, ensuring compliance with Ontario Regulation 181/06 and related policies, site inspections, communications with agents and consultants and appropriate enforcement action. Meet the Authority's delegated responsibility to represent the provincial interest in natural hazards (Section 3.1 of the Provincial Policy Statement) providing technical information and advice on land-use planning documents (Official Plans and Zoning By-Law Amendments, Subdivisions, Consents and Minor Variance Work with member municipality drainage superintendents to assess drain maintenance notifications, and review new drain proposals under the Drainage Act and Conservation Authorities Act (DART) protocol).

2024 Initiatives

Changes are being proposed to the Regulation of Development for the Protection of People and Property from Natural Hazards in Ontario which will require mapping and policy updates.

Cost Saving Measures

Planning and Regulation Fees were increased in 2022 to match neighbouring CAs; provincial freeze on fee increases/modifications in effect until December 31, 2023 as per Minister Order.

Capital

No capital for this program area.

Kettle Creek Conservation Authority

Flood Forecasting**Budget 2024 - Draft**

| | Budget 2023 | Budget 2024 |
|-----------------------------|------------------------|------------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | 185,696.00 | 195,296.00 |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | 35,827.00 | 35,827.00 |
| Self Generated | | |
| Operating (Reserves) | 65,125.00 | - |
| Capital (Reserves) | | |
| Total Revenue | 286,648.00 | 231,123.00 |

Expenditures

| | | |
|---------------------------|-------------------|-------------------|
| Staffing/Board Expenses | 164,176.00 | 172,385.00 |
| Operating Expenses | 122,472.00 | 58,738.00 |
| Amortization | | |
| Transfer to Reserves | | |
| Total Expenditures | 286,648.00 | 231,123.00 |
| Work in Progress Capital | - | - |

Standard Deliverables

Operate a flood forecasting and warning system to ensure that residents and municipalities are aware of potential flood related events in a timely manner. Issue Flood messages (Conditions Statements, Watches and Warnings for shoreline and riverine systems) and conduct outreach and education on flood forecasting program and safety measures. Monitor watershed conditions to detect low water conditions and support the Water Response Team in responding to low water events. Acquire and maintain Floodplain mapping and conduct necessary communication initiatives to inform stakeholders and update mapping in Board approved policies, Official Plans and KCCA's online mapping. Data collection, mapping data sets and study of designs to mitigate hazards. Development and use of systems to collect and store data and to provide spatial geographical representations of data.

2024 Initiatives

Status Quo.

Cost Saving Measures

In the last five years, KCCA has conducted updates to floodplain mapping using a combination of reserves and Provincial/Federal Funding representing an investment of \$174,880. Staff are currently working with local Universities for beta versions of flood forecasting models at little to no cost.

Capital

No capital for this program area.

Kettle Creek Conservation Authority

Dam Operations**Budget 2024 - Draft**

| | Budget 2023 | Budget 2024 |
|-----------------------------|------------------------|------------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | 95,109.00 | 103,767.00 |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | 13,589.00 | 13,589.00 |
| Self Generated | | |
| Operating (Reserves) | | - |
| Capital (Reserves) | - | 30,000.00 |
| Total Revenue | 108,698.00 | 147,356.00 |
| Expenditures | | |
| Staffing/Board Expenses | 64,619.00 | 67,394.00 |
| Operating Expenses | 37,704.00 | 43,428.00 |
| Amortization | 6,375.00 | 6,534.00 |
| Transfer to Reserves | | |
| Total Expenditures | 108,698.00 | 117,356.00 |
| Work in Progress Capital | - | 30,000.00 |

Standard Deliverables

Operate and maintain 3 dam structures on KCCA lands. Routine maintenance completed by KCCA staff or independent contractors as required. One erosion control structure is maintained.

2024 Initiatives

Assess and determine short and long-term goals for the Dalewood Dam including developing a comprehensive financial plan to support required works. An estimated \$8,500 is required annually for Dalewood Dam maintenance/monitoring until major repairs can be completed.

Cost Saving Measures

Budget assumes successful application to provincial WECI program for 50% funding for eligible expenses related to Dalewood Dam MCEA, maintenance and upkeep.

Capital

\$30,000 allocated to initiate MCEA on the Dalewood Dam.

Kettle Creek Conservation Authority

Monitoring and Source Protection**Budget 2024 - Draft**

| | Budget 2023 | Budget 2024 |
|-----------------------------|-------------------|-------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | 125,179.00 | 131,229.00 |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | 5,000.00 | 5,000.00 |
| Self Generated | 8,000.00 | 8,000.00 |
| Operating (Reserves) | 9,757.00 | 9,793.00 |
| Capital (Reserves) | | |
| Total Revenue | 147,936.00 | 154,022.00 |

Expenditures

| | | |
|---------------------------|-------------------|-------------------|
| Staffing/Board Expenses | 109,138.00 | 112,097.00 |
| Operating Expenses | 37,139.00 | 40,225.00 |
| Amortization | 1,659.00 | 1,700.00 |
| Transfer to Reserves | | |
| Total Expenditures | 147,936.00 | 154,022.00 |
| Work in Progress Capital | - | - |

Standard Deliverables

Category 1: Provincial Water Quality Monitoring Network; Provincial Groundwater Monitoring Network, and Low Water Response. Meet the obligations of the Clean Water Act and those that have been assigned in the Kettle Creek Source Protection Plan. Support and Liaise with the Grand River Source Protection Authority and the Lake Erie Source Protection Committee and relevant municipalities to meet the requirements of the Clean Water Act.

Category 3: Maintain and implement a watershed-wide monitoring program to inform watershed resource management decisions and contribute to data used in municipal planning.

KCCA, in partnership with Conservation Ontario, prepares a Watershed Report Card every 5 years. The Report Card provides information to the public on surface water, groundwater, forest and wetland conditions in the watershed.

2024 Initiatives

No changes are anticipated. Lab fees have steadily increased over the last 5 years. 2023 is the last year of a discounted rate. Minimum 10-12% increase expected in 2024 with potential 3% year over year for 2025-2027.

Cost Saving Measures

Staff will continue to negotiate lab fees.

Capital

No capital for this program area.

Kettle Creek Conservation Authority

Conservation Lands**Budget 2024 - Draft**

| | Budget 2023 | Budget 2024 |
|-----------------------------|-------------------|-------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | 201,287.00 | 228,503.00 |
| Category 2 | 78,665.00 | 82,748.00 |
| Category 3 | | |
| Provincial Transfer Payment | | |
| Self Generated | 34,557.00 | 39,957.00 |
| Operating (Reserves) | 29,380.00 | 20,880.00 |
| Capital (Reserves) | 38,000.00 | |
| Total Revenue | 381,889.00 | 372,088.00 |

Expenditures

| | | |
|---------------------------|-------------------|-------------------|
| Staffing/Board Expenses | 241,943.00 | 267,411.00 |
| Operating Expenses | 80,874.00 | 83,120.00 |
| Amortization | 21,072.00 | 21,557.00 |
| Transfer to Reserves | | |
| Total Expenditures | 343,889.00 | 372,088.00 |
| Work in Progress Capital | 38,000.00 | |

Standard Deliverables

Management and maintenance of 8 Conservation Areas for passive recreation including 25 kilometers of hiking trails, signage, fencing, gates, pavilions, roadways, parking lots, trail structures, stewardship, forest management, hazard tree management, invasive species management, taxes and insurance. Strategic Acquisition of environmentally significant properties in the Kettle Creek watershed as guided by KCCA's Land Acquisition and Disposition Policy. Includes service agreements with County of Elgin for tree commissioning and City of St. Thomas and Municipality of Central Elgin for the Kettle Creek Dog Park.

2024 Initiatives

The following deliverables are required to be developed by December 31, 2024 in accordance with O. Reg 686/21: Conservation Areas Land Inventory and a Conservation Areas Management Plan to guide the management of CA owned properties including: objectives, land mapping, identification of programs and services. KCCA will be backfilling senior level positions in order to undertake these deliverables and required consultation using limited internal resources.

Cost Saving Measures

KCCA will be backfilling senior level positions in order to undertake these deliverables and required consultation using limited internal resources.

Capital

No planned capital for 2024.

Kettle Creek Conservation Authority

Tree Planting**Budget 2024 - Draft**

| | Budget 2023 | Budget 2024 |
|-----------------------------|------------------------|------------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | | |
| Category 2 | | |
| Category 3 | 124,808.00 | 129,130.00 |
| Provincial Transfer Payment | | |
| Self Generated | 89,629.00 | 92,019.00 |
| Operating (Reserves) | 35,325.00 | 39,090.00 |
| Capital (Reserves) | | |
| Total Revenue | 249,762.00 | 260,239.00 |

Expenditures

| | | |
|---------------------------|-------------------|-------------------|
| Staffing/Board Expenses | 145,028.00 | 152,886.00 |
| Operating Expenses | 104,734.00 | 107,353.00 |
| Amortization | | |
| Transfer to Reserves | | |
| Total Expenditures | 249,762.00 | 260,239.00 |
| Work in Progress Capital | - | - |

Standard Deliverables

Coordination and implementation of tree planting across the watershed including landowner support and technical advice, site plan development, over the counter sales, site preparation and tending, seedling and large stock tree planting, leading and facilitating community planting events and applying for and managing external funding in support of tree plantings.

2024 Initiatives

Maintain a base level of minimum 45,000 trees per year. Secure long-term sustainable funding for program.

Cost Saving Measures

Modest increase to fees to assist in covering off rising costs associated with minimum wage increases, tree stock, handling and delivery charges. Reserves are used to off-set costs of required re-plants and program costs. Continued or increasing use of reserves is an unsustainable model.

Capital

No planned capital for 2024.

Kettle Creek Conservation Authority
Stewardship Services/Landowner Services
Budget 2024 - Draft

| | Budget 2023 | Budget 2024 |
|-----------------------------|-------------------|-------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | | |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | | |
| Self Generated | 163,705.00 | 169,776.00 |
| Operating (Reserves) | 24,000.00 | 24,000.00 |
| Capital (Reserves) | | |
| Total Revenue | 187,705.00 | 193,776.00 |

| | | |
|---------------------------|-------------------|-------------------|
| Expenditures | | |
| Staffing/Board Expenses | 25,784.00 | 27,516.00 |
| Operating Expenses | 161,921.00 | 166,260.00 |
| Amortization | | |
| Transfer to Reserves | | |
| Total Expenditures | 187,705.00 | 193,776.00 |
| Work in Progress Capital | - | - |

Standard Deliverables

Work with landowners and Municipalities to implement Best Management Practices to mitigate flood and erosion hazards, improve and protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species. Administration of the Elgin Clean Water Program and the Kettle Creek Clean Water Initiative, providing technical advice, applying for and managing external funding, promotion of stewardship and organizing outreach events.

2024 Initiatives

Projects are scaled to available funding.

Cost Saving Measures

Program completely conducted using self-generated funds.

Capital

No planned capital for 2024.

Kettle Creek Conservation Authority
Education and Outreach
Budget 2024 - Draft

| | Budget 2023 | Budget 2024 |
|-----------------------------|------------------|-------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | | |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | | |
| Self Generated | 42,492.00 | 125,789.00 |
| Operating (Reserves) | | |
| Capital (Reserves) | | |
| Total Revenue | 42,492.00 | 125,789.00 |

| | | |
|---------------------------|------------------|-------------------|
| Expenditures | | |
| Staffing/Board Expenses | 11,455.00 | 32,292.00 |
| Operating Expenses | 31,037.00 | 93,497.00 |
| Amortization | | |
| Transfer to Reserves | | |
| Total Expenditures | 42,492.00 | 125,789.00 |
| Work in Progress Capital | - | - |

Standard Deliverables

Curriculum-based education programs for elementary and secondary students and education and outreach programs for community groups/organizations.

2024 Initiatives

KCCCA will coordinate the Elgin-Middlesex Children's Water Festival in 2024. KCCA and UTRCA rotate Festival responsibilities, with KCCA hosting every three years.

Cost Saving Measures

Program completely conducted using self-generated funds.

Capital

No planned capital for 2024.

Kettle Creek Conservation Authority

Campgrounds**Budget 2024 - Draft**

| | Budget 2023 | Budget 2024 |
|-----------------------------|------------------------|------------------------|
| Revenue | | |
| Municipal Apportionment | | |
| Category 1 | | |
| Category 2 | | |
| Category 3 | | |
| Provincial Transfer Payment | | |
| Self Generated | 938,024.00 | 1,031,323.00 |
| Operating (Reserves) | 12,000.00 | |
| Capital (Reserves) | 10,000.00 | 245,000.00 |
| Total Revenue | 960,024.00 | 1,276,323.00 |

Expenditures

| | | |
|---------------------------|-------------------|---------------------|
| Staffing/Board Expenses | 494,993.00 | 532,011.00 |
| Operating Expenses | 367,972.00 | 371,054.00 |
| Amortization | 87,059.00 | 101,721.00 |
| Transfer to Reserves | | 26,537.00 |
| Total Expenditures | 950,024.00 | 1,031,323.00 |
| Work in Progress Capital | 10,000.00 | 245,000.00 |

Standard Deliverables

Manage, operate and maintain Lake Whittaker and Dalewood Conservation Area Campgrounds including day-use areas (pay for use), canoe and kayak rentals, seasonal and transient camping, group camping and retail sales of firewood, ice and grocery items

2024 Initiatives

Development of achievable workplans and budget to ensure constant regeneration of capital assets in all program areas including annual transfer of profits to capital reserves.

Cost Saving Measures

Continue to operate campgrounds independent of municipal support, with revenue supporting full-time wages and capital asset management helping to offset mandatory program areas. Fees are evaluated annually to ensure cost recovery and revenue. Initiate at least one additional special revenue generating event at one active recreation property per year over the next five years.

Capital

Hydro upgrades (\$25,000); \$200,000 donation to upgrade LWCA Lakeshore Campground; \$10,000 DWCA golf cart replacement; \$10,000 sign replenishment.

Minutes
ELGIN GROUP POLICE SERVICES BOARD
September 20, 2023

The Elgin Group Police Services Board met in the Central Elgin Boardroom at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

David Jenkins, Chair
Trudy Kanellis, Vice-Chair
Ida McCallum, Board Member
Dominique Giguère, Board Member
Andrew Sloan, Board Member
Inspector Jennifer Neamtz, Detachment Commander (virtual)
Sergeant Ed Sanchuk (virtual)
Sergeant Eugene Laarman
Sergeant Brad Cook
Constable Jeff Beaumaster
Constable Nathen Bearss
Carolyn Krahn, Secretary/Administrator

Call to Order:

The Chair called the meeting to order at 1:02 p.m.

Adoption of Minutes:

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT the minutes of the meeting held on May 10, 2023 be adopted.

- Motion Carried.

Disclosure of Pecuniary Interest and the General Nature Thereof:

None.

Reports:

- 1) 2023 Ontario Association of Police Services Boards Spring Conference – Vice Chair Trudy Kanellis

T. Kanellis provided a summary of the 2023 Ontario Association of Police Services Boards (OAPSB) Spring Conference.

Moved by: Andrew Sloan

Seconded by: Ida McCallum

RESOLVED THAT the report from the Vice-Chair, dated June 2, 2023 be received and filed.

- Motion Carried.

2) Realizing Efficiencies in Crime Detection and Resolution – Sergeant Ed Sanchuk

Sergeant Sanchuk provided an overview of the CAMSafe program. This program creates a database of private security cameras within communities that will act as a resource for police when investigating crimes. Participation is voluntary; participants can delete their account at any time; CAMSafe does not have access to footage or cameras; and only police have access to the registry information. This program was developed by Belleville Police and has been successfully implemented in several jurisdictions. Elgin County OPP will be implementing this program and will begin a communications campaign to promote the program in Elgin.

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the report be received and filed.

- Motion Carried.

3) Project Lifesaver – Constable Jeff Beaumaster

Constable Beaumaster presented information on Project Lifesaver. Project Lifesaver is a program designed to protect and quickly locate individuals with cognitive disorders who are prone to wandering. The method relies on proven radio technology and specially trained search and rescue teams. Individuals enrolled in Project Lifesaver wear a small transmitter on the wrist or ankle that emits an individualized frequency signal. If an enrolled client goes missing, the caregiver notifies the OPP, and a trained emergency team responds to the wanderer's area. The first responders will then use the client's individualized frequency to locate the position of the individual and bring them back to safety. Elgin County OPP will be implementing this program in partnership with the St. Thomas Police, Aylmer Police, and Chatham-Kent Police. The OPP is collaborating with local community partners to purchase the receivers. Caregivers are responsible to purchase the transmitter for their loved ones. The purchase price is currently around \$400; however, funds from community partners may be available to help families purchase the transmitters. It is anticipated that the program will be up and running by January 2024.

Moved by: Dominique Giguère
Seconded by: Trudy Kanellis

RESOLVED THAT the report be received and filed.

- Motion Carried.

4) OPP Tow Program – Sergeant Eugene Laarman

Sergeant Laarman delivered a comprehensive presentation on the OPP Tow Program, highlighting significant changes made by the OPP in response to system abuses in Toronto. Sergeant Laarman distinguished between two types of towing requests: consumer/owner-requested towing, where the owner/driver initiates the tow service, and police-requested towing, which occurs when the police act on behalf of a vehicle owner who is either absent or unable to authorize the tow. Police may also request towing based on legislative authority, such as vehicle impoundment in cases of impaired driving, stunt driving, or evidence collection.

Under the new rules, each tow truck company must apply to the OPP to be considered, and must be approved by a local commander. Annually, the company must provide its ownership, registration, licence, vehicle, equipment, and insurance, and submit its principals to a criminal history background check. A company can also be removed if it fails to pass the requirements. The OPP maintains information on capabilities of registered towing companies. When a tow request arises, officers select the nearest towing service that can adequately address the specific situation. Each tow request must be documented, and each officer can only use a company once per shift.

Moved by: Ida McCallum

Seconded by: Andrew Sloan

RESOLVED THAT the report be received and filed.

- Motion Carried.

5) Detachment Commander's Quarterly Report – Inspector Jennifer Neamtz

Inspector Neamtz presented the Detachment Commander's quarterly update. Elgin County OPP have been actively engaged in various initiatives aimed at enhancing community safety. They have been working closely with community partners to address the specific needs of Elgin County, especially focusing on public safety through general patrols and traffic initiatives. Elgin County OPP has been actively involved in educating the community about scams and frauds, while also investigating cases and supporting victims. During the summer months, there has been a focus on boating and water safety. The Crime Unit continues its investigations into benchmark criminal offenses, while the Community Street Crime Unit focuses on drug-related investigations, both units contributing significantly to maintaining community safety. Traffic initiatives, such as the S.P.E.E.D. Campaigns and Commercial Motor Vehicle training, are also planned for this fall. In addition to their various activities, the Elgin County OPP has submitted grant applications for three provincial grant opportunities, each aimed at enhancing community safety.

Inspector Neamtz also highlighted the work of the Elgin County OPP Community Response Unit. The Unit continues to deliver programs in local Catholic and private

schools, but not in schools in the Thames Valley District School Board (TVDSB). The Board has been conducting a review of allowing officers in schools since Fall 2021. Since that time, there has been an increase in assaults and other crimes in schools. Inspector Neamtz has participated with the TVDSB in the review, and it is expected to be completed soon.

Moved by: Dominique Giguère
Seconded by: Trudy Kanellis

RESOLVED THAT the Chair of the Police Services Board send a letter in support of returning police officers to the schools in the Thames Valley District School Board.

- Motion Carried.

Moved by: Trudy Kanellis
Seconded by: Andrew Sloan

RESOLVED THAT the report be received and filed.

- Motion Carried.

Correspondence:

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT Correspondence Items #1-3 be received and filed.

- Motion Carried.

Other Items:

D. Giguère asked a question regarding how residents should report speeding complaints. Inspector Neamtz responded that residents could telephone the non-emergency line to report concerns. For cases that present an immediate threat to public safety such as possible impaired drivers, residents should call 911. Residents may also go through their local councils to submit general traffic complaints with councillors forwarding the complaints to Inspector Neamtz. Sergeant Laarman added that residents should include as much detail as possible when reporting traffic complaints, including any trends related to time of day.

New Business:

None.

Closed Session Items:

None.

Next Meeting:

The Elgin Group Police Services Board will meet again on Wednesday, November 15 at 1 pm.

Adjournment:

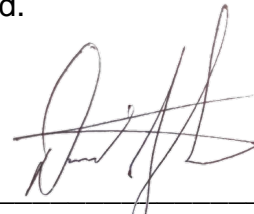
Moved by: Trudy Kanellis
Seconded by: Ida McCallum

RESOLVED THAT we do now adjourn 2:30 p.m.

- Motion Carried.



Carolyn Krahn,
Secretary/Administrator.



David Jenkins
Chair.



November 15, 2023

Allison Adams, Clerk
Township of Malahide
87 John Street South
Aylmer, ON
N5H 2C3

Re: Lake Erie Region Source Protection Committee Municipal Member Nomination

Dear Ms. Adams,

We write to inform you that Lloyd Perrin, Director of Asset Management and Development at the Municipality of Central Elgin, announced his retirement in June 2023, leaving a vacant seat on the Lake Erie Region Source Protection Committee (SPC). Lloyd was the municipal representative for Group 7, covering the geographic areas of Elgin, Middlesex, St. Thomas, and London.

The SPC is a 24-member multi-stakeholder committee comprised of seven municipal representatives, seven economic sector representatives, seven public interest representatives and three First Nations representatives.

Additional details on the functions and obligations of SPC members are attached for your reference.

Municipal groupings for the SPC were established in 2007. As per the Clean Water Act, municipal members are appointed by the Source Protection Authority, who must select the person jointly nominated by the municipalities in the grouping.

Lloyd Perrin was a long standing member on the SPC, representing Group 7 from 2007 to 2023. Since Lloyd's retirement, Central Elgin has nominated **Alex Piggott** – Manager of Environmental Services – to take over as municipal representative for Group 7 for a four year term. Central Elgin council passed a resolution on October 23, 2023 in support of this nomination.

To assist the Source Protection Authority in appointing a jointly nominated representative for Group 7, we ask that your municipality consider providing a council resolution to support the nomination of Alex Piggott.

Sample resolution wording is provided below:

THAT Council supports the nomination of Alex Piggott, Manager of Environmental Services at the Municipality of Central Elgin, as municipal representative for Group 7 on the Lake Erie Region Source Protection Committee.

To ensure a representative is appointed in time for future SPC meetings planned in 2024, we ask that your council resolution be provided to the undersigned no later than **February 29, 2024**.

If you have any questions regarding this process, or would like assistance, please do not hesitate to contact Lake Erie Region staff.

We look forward to receiving your joint nomination of a municipal representative.

Sincerely,

A handwritten signature in black ink that reads "Shari Dahmer". The signature is written in a cursive, flowing style.

Shari Dahmer
Source Protection Program Manager
Lake Erie Source Protection Region
c/o Grand River Conservation Authority
400 Clyde Road, PO Box 729
Cambridge, ON N1R 5W6
sdahmer@grandriver.ca

Summary of the Functions of the Lake Erie Region Source Protection Committee

The Lake Erie Region Source Protection Committee is responsible for guiding the development and update of four source protection plans, one for each source protection area within the Lake Erie Region: Grand River, Long Point Region, Catfish Creek and Kettle Creek. A map of the Lake Erie Region has been included at the end of this document.

The development and update of the plans involves municipalities, farmers, businesses, industry, residents, First Nations and others. The source protection committee's role is to guide the collaborative process that identifies the sources of municipal drinking water, the threats to both water quality and water supplies, and propose actions that can be taken to protect municipal drinking water supplies.

The committee oversees the preparation and updates of these major documents:

- **Terms of Reference**

The terms of reference was the “work plan” of the process, outlining who is responsible for carrying out the work needed to develop source protection plans. The terms of reference included a plan to consult with potentially affected property owners, to involve the public and to resolve disputes. (Ontario Regulation 287/07 - Terms of Reference). The terms of reference for each source protection area was completed in 2009.

- **Assessment reports**

The assessment reports identify municipal drinking water sources and potential threats to both water quality and water supplies for each watershed. As new information becomes available, e.g., new wells are planned, the assessment report needs to be updated. The assessment report forms part of the source protection plan.

- **Source protection plans**

The source protection plans for each watershed set out policies on how significant drinking water threats will be reduced, eliminated or prevented, who is responsible for taking action, timelines and how progress will be measured. The plans propose a range of tools that can be used to accomplish these goals. The first Source Protection Plans for the Lake Erie Region's four source protection areas have been approved in 2014 and 2015. Source protection plans are updated on a regular basis as new information becomes available through plan implementation, and as assessment reports are updated.

Further information about the Lake Erie Source Protection Region can be found at www.sourcewater.ca.

Note: Under the Clean Water Act, 2006, the four conservation authorities in the Lake Erie Region have been designated "source protection authorities" e.g. Grand River Source Protection Authority (Grand River SPA). The four watersheds have been designated "source protection areas," e.g. the Grand River Source Protection Area.

Summary of the Obligations of Lake Erie Region Source Protection Committee Members

Qualifications of committee members

- demonstrated ability to understand source protection science, concepts and technical reports;
- proven ability to act as liaison for the sector being represented;
- problem-solving, analytical, communication and organizational skills;
- an openness to working together and with representatives from other sectors;
- knowledge of locals, communities and issues;
- demonstrated ability to work with group dynamics and team environments;
- conciliatory decision-making skills;
- willingness to travel around the source protection region
- Members of the Source Protection Committee must:
 - reside in, own or rent property within the source protection region, OR
 - be employed or operate a business within the source protection region, OR
 - be employed by a municipality that is in the source protection region,
- Members of the Source Protection Committee must not be a member or employee of a conservation authority in the Lake Erie Source Protection Region

Responsibilities of committee members

- participate fully and work positively toward a successful conclusion of the source protection planning process
- act as liaisons by bringing forward common concerns from their knowledge and experience in their sector to the committee and assist in communicating the committee's work;
- make decisions at the committee table;
- serve on province-wide committees on special issues or participate in events, as a representative of the committee, at the request of the chair;
- attend public information sessions and participate in public consultation forums;
- respect confidential information and abide by the process in place to safeguard confidential information.

Time commitment and remuneration

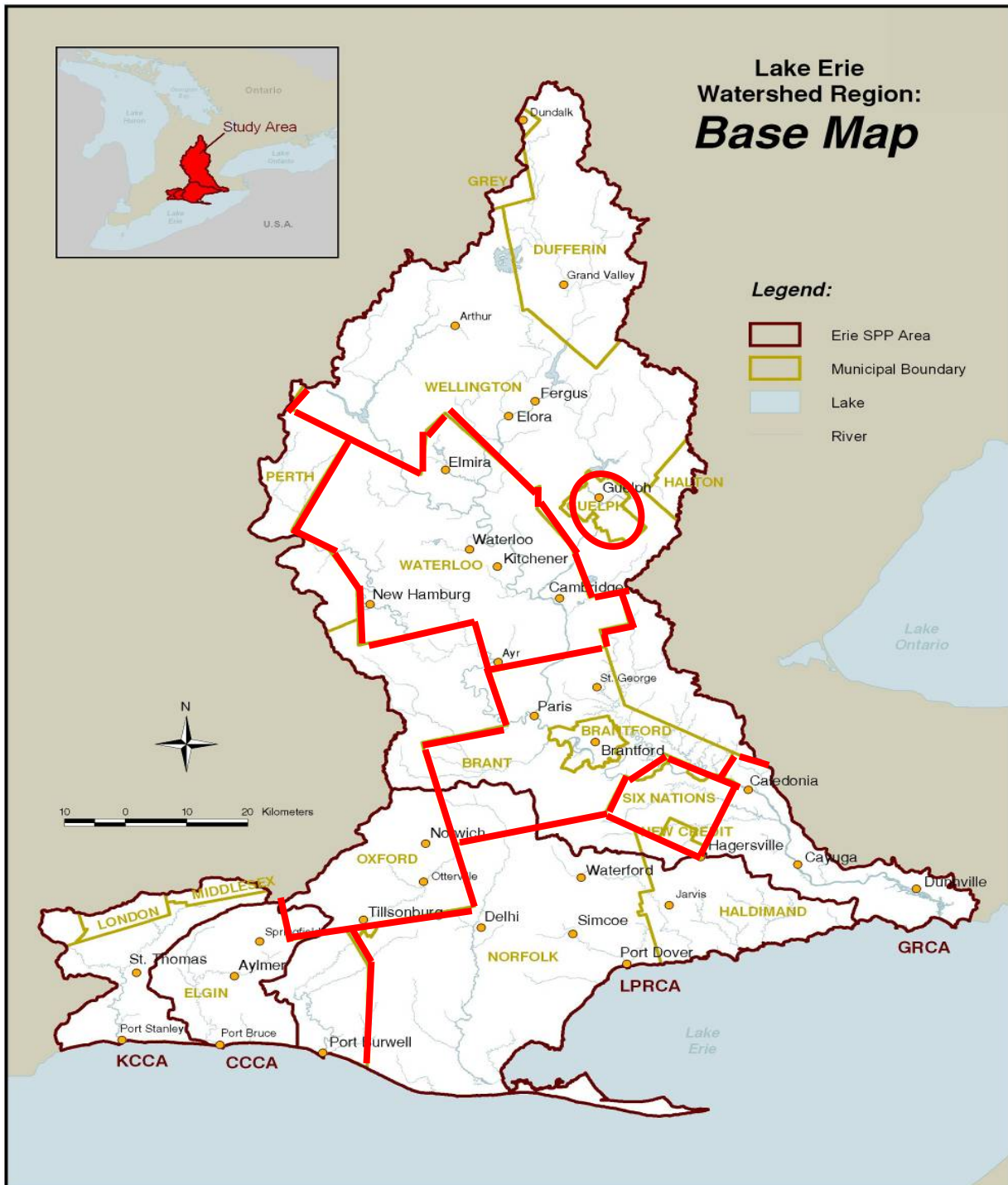
The Lake Erie Region Source Protection Committee meets about four times each year. Meetings are scheduled depending on workload and timelines. Meetings are typically held at the head office of the Grand River Conservation Authority (400 Clyde Road, Cambridge). Occasionally meetings are held in other parts of the Lake Erie Source Protection Region.

Committee members should expect to work about four days a year attending meetings and occasional public events.

Committee members are typically appointed for a four year term.

An honorarium and travel expenses will be paid at rates set by the Grand River Source Protection Authority.

Map 1: Municipal Groups for the Selection of Source Protection Committee Representation





Data Sharing and Services Agreement (DSSA) – Frequently Asked Questions

Overview

Q.1 What is the purpose of the Data Sharing and Services Agreement (DSSA)?

The new DSSA reflects the evolving relationship between MPAC and municipalities by consolidating and replacing several dated agreements between MPAC and municipalities governing data sharing and services into a single document that is easy to use and understand.

In addition, the new DSSA addresses municipal concerns over data sharing, including protection of municipal documents, obligations of the parties, and reciprocal obligations. It also clarifies the permitted uses of MPAC data by municipalities, and the permitted uses of municipal data by MPAC.

Q.2 What MPAC agreements and licenses are being consolidated in this new agreement?

The new DSSA consolidates and updates: the Municipal License Agreement and its Product Use Sheets (including those pertaining to kiosks and websites), the Municipal Connect Terms and Conditions of Use, the Ontario Parcel Master Agreement General Municipal Licence Agreement, and the Service Level Agreement (SLA).

Q.3 Was there municipal involvement in the development of the new DSSA?

Yes. A working group of municipalities contributed and provided feedback to MPAC's project team at multiple points throughout the development of the DSSA.

Q.4 Does my Municipality have to sign the new agreement?

Yes. Like previous MPAC-Municipal agreements, the DSSA is standardized for all municipalities and requires a signature by a person who can bind your Municipality.

Q.5 Does the new DSSA need to be approved by Council?

Not necessarily. The DSSA requires the approval of a person who can bind the Municipality. Whether the DSSA requires the approval of Council will depend on the authority that has been delegated to senior staff.

Q.6 Can the agreement be customized for my Municipality?

No, the DSSA is standardized for all municipalities.

Q.7 What is the Municipal Liaison Group (MLG) and how will they be involved in the ongoing review of this agreement?

MPAC's Municipal Liaison Group (MLG) is a group of municipal staff from across the province who provide input to MPAC and our Municipal and Stakeholder Relations team, to ensure that MPAC's services and standards meet the needs of municipalities. In addition to regular meetings, MLG members also participate in smaller working groups regarding specific issues or initiatives as deemed appropriate. An MLG working group was instrumental in the creation of the DSSA.

Q.8 How regularly will the DSSA be reviewed?

The DSSA will be reviewed as needed based on the evolving nature of the MPAC-Municipal relationship. Components of the DSSA will be reviewed at regular intervals, like the Service Level Agreement (SLA), which will be reviewed every four years.

Q.9 Could the DSSA be amended/adapted in the future? If so, what is the process?

Yes. To support continued collaboration between MPAC and municipalities, the DSSA may require updating in the future. Updates will be considered in consultation with MPAC's Municipal Liaison Group (MLG) before being brought forward to all municipalities as an amendment to the agreement. Changes to Service Levels or Dependencies will require MLG approval.

Q.10 What is the term of the DSSA?

The term of the DSSA is four years, following which the DSSA will auto-renew each year thereafter unless the Municipality opts out of the agreement.

Q.11 When will the DSSA come into effect?

The DSSA will come into force on January 1, 2024. The deadline for signing the DSSA is December 2023. Municipalities who do not sign by the deadline could lose access to non-statutory MPAC deliverables like Municipal Connect.

Q.12 What are the consequences of not signing the agreement?

MPAC will provide ample time for municipalities to sign the agreement, but not signing the DSSA could result in restrictions to Municipal Connect and other MPAC non-statutory products. However, the provision of MPAC's statutory services and products would not be affected. In addition, not signing the DSSA would not relieve a Municipality from complying with any of its legislative obligations.

Service Level Agreement**Q.13 What is the Service Level Agreement (SLA)?**

The Service Level Agreement (SLA) is MPAC's promise to deliver timely, accurate and measurable products and services to municipalities. It is MPAC's commitment to all municipalities to maintain high performance standards and each Municipality's commitment to perform the Dependencies that MPAC requires in order to meet these standards.

The SLA and its Service Levels were established in consultation with municipalities to align service delivery expectations and create opportunities for collaboration and information sharing.

The SLA also covers the activities that municipalities are required to perform (Dependencies) to meet the Service Levels, while allowing municipalities to review MPAC's performance and resolve issues.

Q.14 Where can I find information on my Municipality's Service Levels?

Municipalities can access performance metrics for their jurisdiction through a self-service dashboard in Municipal Connect or by contacting their MPAC Account Manager. Through the SLA Dashboard, each Municipality can access and view an at-a-glance snapshot of performance for each reported Service Level. The Dashboard indicates whether MPAC met or did not meet the applicable Service Level and if a municipal Dependency was not met.

Q.15 When would MPAC change a municipal Service Level or Dependency within the SLA?

MPAC would not typically make a change unilaterally to the SLA unless required to by Applicable Laws. Any proposed changes to the SLA would be considered in consultation with our Municipal Liaison Group (MLG) and other municipalities prior to their introduction and require the approval of MLG.

Q.16 What happens when a Municipality misses a Dependency under the SLA?

Municipalities are expected to make reasonable efforts to perform the Dependencies to enable MPAC to meet its Service Levels. However, municipalities are not liable for missing a Dependency. The SLA is a non-binding list of Service Levels and Dependencies that both parties strive to achieve and does not create obligations for either party beyond those set out in any Applicable Laws.

Missed Dependencies will be used as discussion points for local relationship meetings with your MPAC Account Manager/Regional Manager for general awareness, and to ensure that any potential systemic issues are identified and discussed.

Q.17 What is the preferred mechanism for municipalities to share information with MPAC related to changes to Federally and Provincially-owned properties?

Information about changes to Federal/Provincial properties can be submitted to MPAC using the “My Work” portal within Municipal Connect. Please discuss this with your local Account Manager who will work with MPAC valuation staff to ensure any improvements and changes to ownership are accurately captured within our systems.

Data Licenses**Q.18 What are the permitted uses of data pursuant to the DSSA?**

MPAC is permitted to use Municipality Documents to fulfill its legislated mandate. In addition to meeting Service Levels, performing property assessment activities and fulfilling other statutory duties, MPAC uses the Municipality’s information to update its databases to provide assessment data to municipalities and taxpayers, and commercialize data and insights to offset the cost of MPAC services to municipalities through their levy payments. Like municipalities, MPAC is an institution subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Municipalities’ information will be protected from disclosure to, and unauthorized access by, third parties in accordance with MFIPPA, the *Assessment Act* and the DSSA.

Your Municipality is permitted to use MPAC Data Products for internal planning purposes, internal operational uses and external distribution uses in accordance with each MPAC Data Product’s permitted uses. The DSSA also provides easier access through Custom Product licenses for municipality-owned and funded entities to access MPAC data.

Q.19 What are Internal ‘Planning’ and Internal ‘Operational’ Purposes?

For the purposes of the DSSA, an “Internal Planning Purpose” is defined as a municipal planning or assessment base management activity pursuant to Section 53 of the

Assessment Act where MPAC Data is kept internal to the municipality and not used for the delivery of operations, programs, services, information, or any other purposes by the municipality.

Examples of “Internal Planning Purposes” include:

- Activities involving internal land use planning under the *Planning Act*.
- Activities leading up to a decision pertaining to the Official Plan, lot creation, land development, zoning, site plans or building permits would be considered planning.
- The creation of a municipal by-law for development charges under the Development Charges Act.
- Debt collection activities added to the property tax bill, and as authorized under the *Municipal Act*.
- Activities involving consultation such as seeking input from property owners, as part of a planning activity.

For the purposes of the DSSA, an “Internal Operational Purpose” is defined as the delivery of operations, programs, services, or information by the Municipality where MPAC Data is kept internal to the Municipality and only used for such operational purposes by the Municipality.

Examples of “Internal Operational Purposes” include:

- Creation of mailing lists or issuance of notices to property owners once a decision has been made and is considered operational.
- Information notices to owners for fire prevention initiatives or local roadway changes.
- Collection of fines or monetary penalties resulting from the Provincial Offences Act.
- Use of MPAC Data for social assistance business delivery, emergency services, delivery of public health service operations, energy conservation, rent reduction notices, issuance of waste collection bag tags, etc.

MPAC will provide an up-to-date list of all available MPAC Data Products and the associated Municipality Permitted Use(s) through Municipal Connect. Municipalities may wish to seek their own legal advice regarding whether their intended use of an MPAC Data Product aligns with the permitted uses of each MPAC Data Product.

Q.20 What is a ‘Consultant’ to the Municipality and can MPAC products be disclosed to service providers and agents?

A Consultant to the Municipality is a consultant, contractor, agent, or supplier retained by the Municipality who may access MPAC Data Products solely to fulfill their engagement

with the Municipality in accordance with the Municipality's use of such MPAC Data Products. The Municipality is responsible for ensuring that Consultant abides by the terms and conditions set out in Section 6 (Data Terms and Conditions).

Q.21 Are municipalities allowed to share information across municipal departments?

MPAC Data Products for Internal Planning Purposes may be shared freely across departments within the Municipality, provided that such information is used solely for Internal Planning Purposes by all departments and not distributed to third parties other than authorized Consultants.

Similarly, MPAC Data Products for Internal Operational Purposes may be shared freely across departments within the Municipality, provided that such information is used solely for Internal Operational Purposes by all departments and not distributed to third parties other than authorized Consultants.

Municipalities that share MPAC Data Products across departments are responsible for ensuring that all departments accessing MPAC Data Products abide by any specific permitted uses, terms and conditions appended to the MPAC Data Products.

Only MPAC Data Products for External Distribution Purposes may be shared with third parties in accordance with the terms and conditions of the MPAC Data Product.

Municipal departments that seek additional uses of MPAC Data Products may contact their local Account Manager. A Custom Product may be required for these additional uses.

Q.22 What is an 'external distribution purpose' and who is a 'third party' to the Municipality?

For the purposes of the DSSA, an External Distribution Purpose is the distribution of MPAC Data Products to any third party outside of the Municipality other than to an authorized Consultant. A 'third party' is any entity that is not legally a part of the incorporated Municipality.

MPAC Data Products that are licensed to the Municipality for External Distribution Purposes will append terms and conditions that specify the permitted avenues for distribution and any access, use and security requirements.

Q.23 Can my Municipality share data with a municipal entity directly (e.g., BIAs, wholly owned/funded municipal entities)?

Municipalities may only share data with a municipal entity if expressly permitted by MPAC's Data Product's terms. Otherwise, sharing data with third parties such as other municipal entities is not permitted without a Custom Product licence or other MPAC written consent.

Please contact your local MPAC Account Manager to understand and to assist with any data request from a municipal entity. A Custom Product Use Sheet may be required to ensure that the data is properly licensed before sharing with a municipal entity.

Q.24 How can third parties access MPAC Data Products?

Third parties may contact the local MPAC Account Manager to inquire about licensing MPAC Data for their own business purposes. Licensing terms will apply to all MPAC Data Products.

The DSSA provides a framework which considers fee discounts depending on the type of entity. MPAC will consider how the entity is created, owned, and funded and for what purposes is the data being used.

Q.25 Does the DSSA accommodate open data as an external distribution purpose?

Currently, no MPAC Data Products are licensed for use on a Municipality's open data website. However, the agreement framework is flexible and could be changed to allow for open data products in the future. MPAC Data Products will specify whether they are available for distribution as open data on a Municipality's website.

Q.26 What is 'Supplier Data' under the DSSA?

Supplier data is data that is licensed to MPAC by MPAC's data suppliers which include Teranet, the Province, and other suppliers. In addition to being governed by legislation and the DSSA, supplier data is bound by agreements between MPAC and its suppliers. Some MPAC Data Products may be limited in their use or distribution due to their inclusion of supplier data.

Many data products on Municipal Connect include or are derived from supplier data. Some examples include Current Value Assessments (CVA), sale amount, sale date, legal description, AVMs, parcel boundaries, X-Y coordinates, and photos.

Q.27 How can I request additional MPAC Data Products be made available on Municipal Connect?

MPAC takes requests on an ongoing basis as it continues to expand its product offerings to its municipal partners. Please contact your local MPAC Account Manager.



Data Sharing and Services Agreement (DSSA) Fact Sheet

Overview.

MPAC's new Data Sharing and Services Agreement (DSSA) was developed in consultation with a municipal working group and will modernize MPAC's data sharing relationship to provide greater clarity with respect to:

- Permitted uses of MPAC data by municipalities
- Protection of municipal data by MPAC
- Service Level Performance obligations

The DSSA consolidates and updates the following agreements into one simplified document:

- Municipal License Agreement, 2007
- Municipal Connect Terms & Conditions of Use, 2007
- MPAC Terms and Conditions, 2007
- Product Use Sheets (relating to use at Kiosk/websites), 2007
- Ontario Parcel Master Agreement, 2007
- Service Level Agreement, 2018

The deadline for signing the DSSA is December 23, 2023. The agreement will come into effect on January 1, 2024 and any person with the authority to bind the municipality may sign the agreement. The term of the DSSA is four (4) years with auto-renewal each year thereafter. MPAC is requesting that all 444 Ontario Municipalities sign the DSSA before the deadline.

Not signing the DSSA could result in eventual restrictions to Municipal Connect and other MPAC products, but MPAC's statutory services would not be affected.

The DSSA is a standardized document for all municipalities which offers a flexible framework for future enhancements.

Background.

MPAC's Data Sharing and Services Agreement (DSSA) integrates and clarifies many existing MPAC-Municipal agreements including: the Service Level Agreement (SLA), the Municipal

License Agreement (MLA) and Product Use Sheets, the Municipal Connect License, and the Ontario Parcel Master Agreement (OMPA).

The DSSA contains the following areas of focus:

- The ***Service Level Agreement*** establishes service levels for a comprehensive set of MPAC services and dependencies that the Municipality will make reasonable efforts to fulfill. These are the same service levels established by MPAC in 2018 with all municipalities. Dependencies include the Municipality's timely delivery of building permits and building plans to MPAC. Notification of missed service levels has been reduced to 10 days and escalation procedures have been clarified. Commitment to review Service Level commitments and dependencies every four years with Municipal Working Group.
- The ***MPAC Permitted Uses of Municipality Documents*** clarify how MPAC will use information supplied by the Municipality to fulfill its legislated mandate. In addition to meeting service levels, performing property assessment activities and fulfilling other statutory duties, MPAC will also use the Municipality's information to update its databases to provide assessment data to the Municipality, other municipalities, taxpayers, and stakeholders, and commercialize data and insights to offset the Municipality's levy payments. The Municipality's information will be protected from disclosure to, and unauthorized access by, third parties in accordance with *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Assessment Act*.
- The ***Municipality Permitted Uses of MPAC Data Products*** provide the Municipality with expanded uses of MPAC data for internal planning, internal operational and external distribution uses. It also provides easier access to license custom products and for Municipality-owned and funded entities to access MPAC data.
- Finally, the ***Data Terms and Conditions of Use*** provide a reciprocal set of terms and conditions that govern all information licensed under this DSSA. The terms and conditions acknowledge the intellectual property rights of licensed information and require that both MPAC and the Municipality protect information (including third party information) in accordance with their respective obligations under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Assessment Act* and this DSSA. Remedies are provided in the event of unauthorized use or disclosure of the information.

How was the DSSA developed?

The DSSA was developed in consultation with a municipal working group of representatives from the MPAC Municipal Liaison Group (MLG). It is intended to be a framework for the

continued evolution of the relationship between MPAC and the Municipality. The working group was comprised of tax, assessment, legal and other municipal representatives from seven municipalities.

DSSA Webinar.

Watch our [April 4 webinar](#) recording to learn about our new DSSA, the benefit for municipalities, and our roll-out plan.

Have additional questions?

Reach out to your local [Municipal and Stakeholder Relations Account Manager](#) to learn more.

**THE CORPORATION OF THE
TOWNSHIP OF MALAHIDE
BY-LAW NO. 23-77**

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

**Versnick
4844 Imperial Road**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule “A”, and described as North Part of Lot 11, Concession 1, Part 8 of RP;11R7973, in the Township of Malahide, shall remain in the “Hamlet Residential (HR)” Zone of By-law No. 18-22. The zoning of this land shall be shown as “HR” on Key Map N of Schedule “A” to By-law No. 18-22, as amended.
2. **THAT** the area shown in hatching on the attached map, Schedule “A”, and described as North Part of Lot 11, Concession 1, Part 8 of RP;11R7973, in the Township of Malahide, shall be removed from the “Hamlet Residential (HR)” Zone one of By-law No. 18-22 and placed in the “General Agriculture (A1)” Zone of By-law subject to the added provisions of Section 5.4 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as “A1-22” on Key Map N of Schedule “A” to By-law No. 18-22, as amended.
3. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 5.4 GENERAL AGRICULTURAL (A1) ZONE – ‘SITE-SPECIFIC’ ZONES, by adding the following new subsection.

“5.4.22 a) Defined Area

A1-22 as shown on Schedule ‘A’, Map No. N.

b) Minimum Lot Frontage 50 metres

1. **THAT** this By-law shall come into force:

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

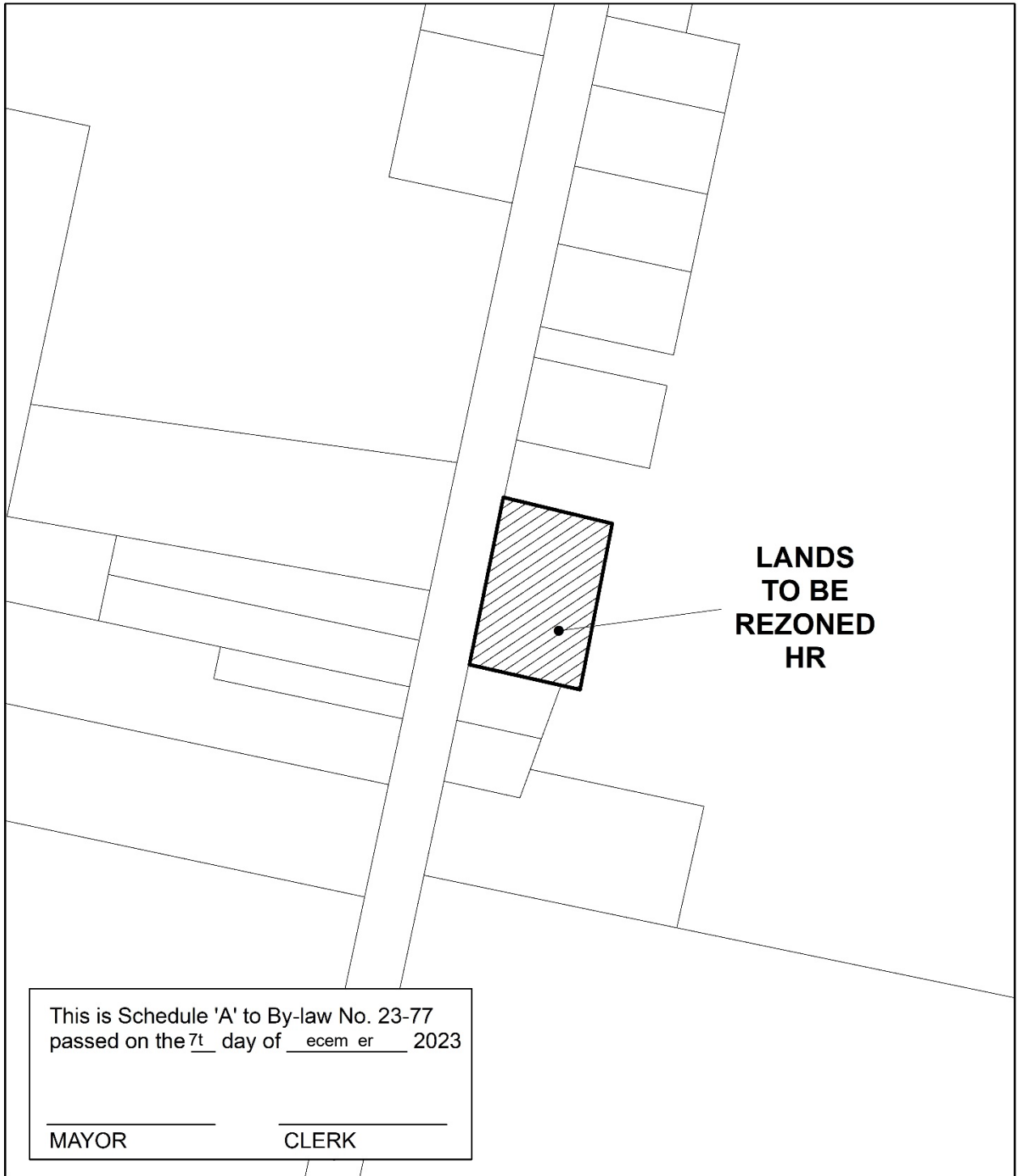
READ a **FIRST** and **SECOND** time this 7th day of December, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 7th day of December, 2023.

Mayor – D. Giguère

Clerk – A. Adams

SCHEDULE A





THE CORPORATION OF THE TOWNSHIP OF MALAHIDE

BY-LAW NO. 23-80

Being a By-law to provide for the naming of persons to positions and to appoint such members as are necessary to the various Boards/Committees as representatives of the Municipal Council.

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 the Section 195 of the Municipal Act, 2001, as amended, provides for the Council to appoint members to the various Boards and Committees of the Municipality;

AND WHEREAS the Council of The Corporation of the Township of Malahide is desirous of naming of persons to positions and of appointing officers to the various Boards, Committees and Commissions, as deemed appropriate by Council;

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

1. THAT the appointments to the various Boards, Committees and positions shall be in accordance with Schedule "A" attached hereto and forming a part of this By-law.
2. THAT these appointments are for the period as duly indicated in the said Schedules "A", saving and excepting that the Council may alter these appointments and that all members shall continue to hold office until re-appointed or replaced.
3. THAT By-law No. 23-15 insofar as they relate to the naming of persons to positions and the appointments to various Boards and Committees, be and the same are hereby repealed.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 7th day of December, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 7th day of December, 2023.

Mayor, D. Giguère

Clerk, A. Adams

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE
SCHEDULE "A" TO BY-LAW NO. 23-80**

| Position | Name of Appointment | Term of Office |
|--|--|-----------------------|
| Weed Inspector | Jeff Lawrence | Term of Council |
| Aylmer Cemetery Board | Rick Cerna | Term of Council |
| Aylmer-Malahide Museum Board | Sarah Leitch | Term of Council |
| EECC Board | Dominique Giguère Mark Widner Sarah Leitch Johnny Wilson Rick Cerna Scott Lewis Chester Glinski | Term of Council |
| Aylmer Area Secondary Water System Board of Management and Port Burwell Secondary Water System Board of Management | Chester Glinski Mark Widner (alternate) | Term of Council |
| Elgin Area Primary Supply System - Elgin Board | Aylmer representative Mark Widner (alternate) | Term of Council |
| Catfish Creek Conservation Authority | Scott Lewis | Term of Council |
| Kettle Creek Conservation Authority | John H. Wilson | Term of Council |
| Long Point Region Conservation Authority | Bayham Representative <i>*determined in consultation with the Municipality of Bayham</i> | Term of Council |
| Elgin Group Police Services Board | Dominique Giguère | Term of Council |
| Committee of Adjustment | Dominique Giguère Mark Widner Sarah Leitch John H. Wilson Rick Cerna Scott Lewis Chester Glinski | Term of Council |
| Elgin County Land Division Committee | Dave Jenkins | Term of Council |
| Terrace Lodge Fundraising Committee | Sarah Leitch | Term of Council |
| Equipment/Fleet Committee | Mark Widner Scott Lewis | Term of Council |
| Community Emergency Management Program Committee | Dominique Giguère Mark Widner | Term of Council |
| EECC Governance Review Committee | Dominique Giguère Scott Lewis | Ad Hoc |
| Community Grant Committee | Dominique Giguère Scott Lewis Rick Cerna | Term of Council |

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-79**

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 December 7, 2023, in respect of each motion, resolution and other action taken by the Council of the Township of Malahide at such meeting is, except where the prior approval of the Ontario Municipal Board or other authority is required by law, is hereby adopted, ratified and confirmed as if all such proceedings were expressly embodied in this By-law.
2. THAT the Mayor and the appropriate officials of the Township of Malahide are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Township of Malahide referred to in the proceeding section.
3. THAT the Mayor and the Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix thereto the corporate seal of the Township of Malahide.
4. THAT this By-law shall come into force and take effect upon the final passing thereof.

READ a **FIRST** and **SECOND** time this 7th day of December, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 7th day of December, 2023.

Mayor, D. Giguère

Clerk, A. Adams