



The Corporation of the Township of Malahide

A G E N D A

May 18, 2023 – 7:30 p.m.

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

**** Note:** At this time, seating capacity is limited and those individuals with matters pertaining to agenda items will be prioritized for in person attendance.
The meeting is also streamed live on YouTube and available after for viewing.

- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1 (Pages 8-15)**
- (D) Presentations/Delegations/Petitions
 - Public Hearing - Minor Variance Application – Owner Donald & Cindy Sproul, relating to property at MALAHIDE CON 3 PT LOT 34 RP;11R9131 PART 1, municipally known as 53273 Calton Line **RES 2-4 (Pages 16-30)**
 - Meeting to Consider – Sparta Line Municipal Drain No. 3 & 4, relating to parts of Lots 6 and 7, Concession 3, Township of Malahide **RES 5-7 (Pages 31-32)**
 - Meeting to Consider – Maginnis Drain 2023, relating to parts of Lots 20 to 22, Concession 3 and 4, Township of Malahide **RES 8-10 (Pages 33-34)**
 - Presentation – Jacob Hanlan – FoodCycle Science **RES 11 (Pages 35-55)**

(E) Reports of Departments

- (i) Director of Fire & Emergency Services
- (ii) Director of Public Works
 - Capital Programming Change of Scope **RES 12 (Pages 56-60)**
 - Copenhagen Park Landscaping **RES 13 (Pages 61-70)**
 - Tender Award – Fleet Vehicles **RES 14 (Pages 71-74)**
 - Temperance Line 2023 Maintenance Reconsideration **RES 15 (Pages 75-77)**
- (iii) Director of Corporate Services/Treasurer
 - 2022 Tax Supported Budget Performance **RES 16 (Pages 78-85)**
 - Building Stabilization Reserve Fund **RES 17 (Pages 86-91)**
 - 2022 Water & Sewer Budget Performance **RES 18 (Pages 92-94)**
- (iv) Clerk
- (v) Building/Planning/By-law
 - Application for Consent to Sever of Blake Bennett & Brenda Lee Coleman **RES 19 (Pages 95-120)**
- (vi) CAO

(F) Reports of Committees/Outside Boards **RES 20**

- (i) Long Point Region Conservation Authority – Minutes of April 5, 2023 **(Pages 121-128)**
- (ii) Aylmer-Malahide Museum & Archives – Annual Report 2022 **(Pages 129-145)**
- (iii) East Elgin Community Complex Board of Governance Review Committee – Minutes of May 1, 2023 **(Pages 146-147)**

(G) Correspondence **RES 21**

1. Association of Municipalities of Ontario - Watch File – dated May 4, 2023 and May 11, 2023 **(Pages 2-8)**
2. Elgin County – Safety Concerns – Request for guardrails on Imperial Road, Port Bruce **(Page 9)**
3. Elgin County – Council Highlights – May 9, 2023 **(Pages 10-12)**
4. Southwestern Public Health - Southwestern Public Health pauses COVID-19 data dashboard; will transition to respiratory virus report this fall **(Pages 13-14)**
5. AORS – 2023 Annual Trade Show **(Page 15)**

6. The Aylmer-Malahide Museum & Archives – May-June Newsletter (**Page 16-25**)
7. County of Prince Edward – Release of proposed new Provincial Planning Statement 2023 (**Pages 26-27**)
8. Township of Perth South – Support City of Stratford’s resolution for Use of Long-Term Care Funding to Support Community Care Services (**Pages 28-29**)
9. Township of Armour – Water Aerodromes Awareness (**Pages 30-31**)
10. Municipality of Tweed – Bell-Hydro Infrastructure (**Page 32**)
11. Municipality of Central Elgin - Zoning By-law Amendment - Notice of Public Meeting - Talbot Line Employment Lands (**Page 33**)

(H) Other Business

- Malahide Volunteer Firefighter Association – Request for portion of pier in Port Bruce for fireworks display **RES 22 (Page 148)**

(I) By-laws **RES**

(J) Closed **RES**

(K) Confirmatory By-law **RES 23 (Page 149)**

(L) Adjournment **RES 24**

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

1. THAT the minutes of the regular meeting of Council held on May 4, 2023 be adopted as printed and circulated.
2. THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:___p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".
3. THAT Report No. DS-23-12 entitled "Application No. D13-MV-02-23 of Donald and Cindy Sproul" and affecting lands described as Part of Lot 34, Concession 3 in the Township of Malahide, and being 53273 Calton Line, be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Application No. D13-MV-02-23 to permit an increase in the maximum floor area for an accessory structure;

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

- 1) That the owner/applicant obtain the necessary Building Permit within 2 years from the date of decision to the satisfaction of the Chief Building Official, ensuring that the approved variance applies only to the proposed accessory structure as illustrated with the application; and,
 - 2) That the structure be constructed as per the details shown in the drawings as provided with the application (site location and architectural detail) to the satisfaction of the Chief Building Official.
4. THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:___p.m.
 5. THAT the Engineer's Report for the Sparta Line Drain No. 3 and 4 be accepted;

AND THAT By-law No. 23-41 being a by-law to provide for the Sparta Line Drain No. 3 and 4 drainage works be read a first and second time and provisionally adopted.

6. THAT the Court of Revision for the Sparta Line Drain No. 3 and 4 be scheduled to be held on June 15, 2023, at 7:30 p.m.
7. THAT the tenders for the construction of the Sparta Line Drain No. 3 and 4 be requested for June 8, 2023 at 11:00 a.m.

8. THAT the Engineer's Report for the Maginnis Drain 2023 be accepted;
AND THAT By-law No. 23-40 being a by-law to provide for the Maginnis Drain 2023 drainage works be read a first and second time and provisionally adopted.
9. THAT the Court of Revision for the Maginnis Drain 2023 be scheduled to be held on June 15, 2023, at 7:30 p.m.
10. THAT the tenders for the construction of the Maginnis Drain 2023 be requested for June 8, 2023 at 11:00 a.m.
11. THAT the presentation of Jacob Hanlan of FoodCycle Science be received.
12. THAT Report No. PW-23-28 entitled "Capital Programming Change of Scope" be received;
AND THAT Staff defer reconstruction of College Line from Springwater Road to Rogers Road and Chalet Line from Carter Road to East Limit to 2024, and proceed with reconstruction of College Line from Rogers Road to Imperial Road in 2023.
13. THAT Report No. PW-23-35 entitled "Copenhagen Park Landscaping" be received; AND
THAT Staff recommend Council adopt design option #2 for landscaping works at the Dixie Estates Stormwater Management Pond;
AND THAT Staff be directed to solicit quotations for the landscaping buildout.
14. THAT Report No. PW-23-33 entitled "Tender Award – Fleet Vehicles" be received;
AND THAT the bid received from Elgin Chrysler, of St. Thomas, Ontario, in the amount of \$99,588.00 (plus applicable taxes and licensing), for the purchase of two (2) new $\frac{1}{2}$ - Ton Pickup Trucks be accepted;

AND THAT the bid received from Elgin Chrysler, of St. Thomas, Ontario, in the amount of \$67,105.00 (plus applicable taxes and licensing), for the purchase of one (1) new $\frac{3}{4}$ -Ton Pickup Truck be accepted;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Elgin Chrysler, of St. Thomas, Ontario, for the supply of the above noted new $\frac{1}{2}$ - Ton Pickup Trucks;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Elgin Chrysler, of St. Thomas, Ontario, for the supply of the above noted new $\frac{3}{4}$ -Ton Pickup Truck.

15. THAT Report No. PW-23-34 entitled "Temperance Line 2023 Maintenance Reconsideration" be received.
16. THAT Report No. FIN 23-12 entitled "2022 Tax Supported Budget Performance" be received;
AND THAT the Township's 2022 tax supported operating surplus of \$71,196 be transferred to the Capital Reserve;
AND THAT the Township's 2022 building permit surplus of \$38,196 be transferred to the Building Stabilization Reserve Fund
AND THAT the Township's 2022 county roads deficit of \$46,496 be funded through a transfer from the County Roads Reserve
17. THAT Report No. FIN 23-11 titled "Building Stabilization Reserve Fund" be received.
18. THAT Report No. FIN 23-13 entitled "2022 Water & Sewer Budget Performance" be received;
AND THAT the Township's 2022 water rate funded operating deficit of \$117,554 be funded from the Water Reserve;
AND THAT the Township's 2022 sewer rate funded operating surplus of \$10,567 be transferred to the Sewer Reserve.
19. THAT Report No. DS-22-62 entitled "Application for Consent to Sever of Blake Bennett & Brenda Lee Coleman" be received;
AND THAT the Application for Consent to Sever 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 SUPPORTED for the reasons set out in this Report;
AND THAT this report and the recommended conditions be forwarded to the Land Division Committee for its review and consideration.
20. THAT the following Reports of Committees/Outside Boards be noted and filed:
- (i) Long Point Region Conservation Authority – Minutes of April 5, 2023
 - (ii) Aylmer-Malahide Museum & Archives – Annual Report 2022 (**Pages 100-106**)
 - (iii) East Elgin Community Complex Board of Governance Review Committee – Minutes of May 1, 2023

21. THAT the following correspondence be noted and filed:

1. Association of Municipalities of Ontario - Watch File – dated May 4, 2023 and May 11, 2023 **(Pages 2-8)**
 2. Elgin County – Safety Concerns – Request for guardrails on Imperial Road, Port Bruce **(Page 9)**
 3. Elgin County – Council Highlights – May 9, 2023 **(Pages 10-12)**
 4. Southwestern Public Health - Southwestern Public Health pauses COVID-19 data dashboard; will transition to respiratory virus report this fall **(Pages 13-14)**
 5. AORS – 2023 Annual Trade Show **(Page 15)**
 6. The Aylmer-Malahide Museum & Archives – May-June Newsletter **(Page 16-25)**
 7. County of Prince Edward – Release of proposed new Provincial Planning Statement 2023 **(Pages 26-27)**
 8. Township of Perth South – Support City of Stratford’s resolution for Use of Long-Term Care Funding to Support Community Care Services **(Pages 28-29)**
 9. Township of Armour – Water Aerodromes Awareness **(Pages 30-31)**
 10. Municipality of Tweed – Bell-Hydro Infrastructure **(Page 32)**
 11. Municipality of Central Elgin - Zoning By-law Amendment - Notice of Public Meeting - Talbot Line Employment Lands **(Page 33)**
22. THAT Malahide Volunteer Firefighter Association be granted permission to utilize a portion of the pier in Port Bruce for the purpose of a fireworks display on Sunday, May 21st (rain date Monday, May 22nd); SUBJECT to providing the Township with proof of Event Liability Insurance naming the Township of Malahide as an additional insured.
23. By-law No.23-42, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
24. THAT the Council adjourn its meeting at _____ p.m. to meet again on June 1 2023, at 7:30 p.m.

The Corporation of the Township of Malahide**May 4, 2023 – 7:30p.m.**Virtual Meeting - https://youtu.be/_zpKa2Mne9c

The Malahide Township Council met at the Springfield & Area Community Services Building, at 51221 Ron McNeil Line, Springfield, at 7:30p.m. Seating capacity is limited and those individuals with matters pertaining to agenda items were prioritized for in person attendance. The following were present:

Council: Mayor D. Giguère, Councillor S. Leitch, Councillor J. Wilson, Councillor S. Lewis, and Councillor C. Glinski.

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

Via Zoom:

Absent: Deputy Mayor M. Widner, Councillor R. Cerna, and Director of Fire & Emergency Services J. Spoor

Also Present: OPP Sergeant Tyler Holmes, Police Services Board Secretary-Administrator Carolyn Krahn, and Service Line Warranties Representative Adam Moede.

CALL TO ORDER:

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

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

N/A

MINUTES:

No. 23-201

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT the minutes of the regular meeting of Council held on April 20, 2023 be adopted as printed and circulated.

Carried

PRESENTATIONS/DELEGATIONS/PETITIONS:

- Presentation – Elgin Group Police Services Board – Reporting on our Progress – OPP Staff Sergeant Tyler Holmes, Carolyn Krahn, Police Services Board Secretary-Administrator, and Police Services Board Chair Dave Jenkins

OPP Staff Sergeant Holmes provided an overview of the Elgin OPP Annual Report. Police Services Board Chair Dave Jenkins provided an update on the Police Services Board and their initiatives including bail reform. Carolyn Krahn provided an overview of the Police Services Board in relation to the new Community Safety and Policing Act and the upcoming changes that will arise from this.

No. 23-202

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT the OPP Annual Report presentation and Police Services Board presentation be received.

Carried

- Presentation – Service Line Warranties – Partnership Overview – Adam Moede

Mr. Moede provided an overview of the partnership program with the Township and the service it provides to the residents of Malahide if they sign up for the program.

No. 23-203

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT the Service Line Warranties program presentation from Adam Moede be received.

Carried

REPORTS OF DEPARTMENTS:

Director of Fire & Emergency Services

- Emergency Services Activity Report – Quarterly Report (January to March)

No. 23-204

Moved By: John H. Wilson

Seconded By: Chester Glinski

THAT Report No. F-23-03 entitled “Emergency Services Activity Report – Quarterly Report (January to March) be received.

Carried

Director of Public Works

- Tender Results: Guiderail Installation

No. 23-205

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT Report No. PW-23-29 entitled “Tender Results: Guiderail Installation” be received;

AND THAT the Guiderail Installation contract be awarded to Royal Fence Ltd. of Dorchester, Ontario;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Royal Fence Ltd. of Dorchester, Ontario for the purpose of the supply and installation of Steel Beam Guiderail.

Carried

- Centreline Painting Contract Extension

No. 23-206

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Report No. PW-23-31 entitled “Centreline Painting Contract Extension” be received;

AND THAT Township Council authorize the requested price increase to \$6.61 per litre of centreline painting as detailed in the multi-year centreline painting contract.

Carried

- Request for Improvement – Summers No. 3 Drain

No. 23-207

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT Report No. PW-23-30 entitled “Request for Improvement – Summers No. 3 Drain” be received;

AND THAT Council proceed with this matter and appoint George Vereyken, P. Eng., of Spriet Associates, to prepare an Engineer’s Report for this petition pursuant to Section 78 of the *Drainage Act R.S.O. 1990*.

Carried

Director of Corporate Services/Treasurer

-2022 Cash in Lieu of Parkland

No. 23-208

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. FIN 23-08 titled “2022 Cash in Lieu of Parkland” be received.

Carried

-2022 Development Charges – Treasurer’s Annual Statement

No. 23-209

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. FIN 23-09 entitled “2022 Development Charges – Treasurer’s Annual Statement” be received for information.

Carried

Clerk

- Municipal Elections Act – Report to Public on Financial Filing Compliance

No. 23-210

Moved By: John H. Wilson

Seconded By: Sarah Leitch

THAT Report No. CLERK-23-04 entitled “Municipal Elections Act – Report to Public on Financial Filing Compliance” be received for information.

Carried

- Records Retention Schedule Update

No. 23-211

Moved By: John H. Wilson

Seconded By: Chester Glinski

THAT Report No. CLERK-23-03 entitled “Records Retention Schedule Update” be received;

AND THAT By-law No. 23-38 as it prescribes to retention periods for documents and records to be kept be approved

Carried

CAO

- Malahide Township – Strategic Planning Process 2023-2033

No. 23-212

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Report No. CAO-23-08 prepared by the Mayor and CAO and entitled “Malahide Township – Strategic Planning Process 2023-2033” be received;

AND THAT Council direct the Mayor and CAO to proceed accordingly and as detailed in the Report with the 2023-2033 Strategic Planning Process.

Carried

REPORTS OF COMMITTEES/OUTSIDE BOARDS:

No. 23-213

Moved By: Scott Lewis

Seconded By: Sarah Leitch

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

(i) Long Point Region Conservation Authority – Minutes of March 3, 2023

(ii) East Elgin Community Complex Board of Management

- Minutes of April 26, 2023

- EECC Board letter - Principle Statement Reserve Accounts

Carried

CORRESPONDENCE:

No. 23-214

Moved By: Chester Glinski

Seconded By: Sarah Leitch

THAT correspondence item number six be supported;

AND THAT the remaining correspondence items be noted and filed:

- 1. Association of Municipalities of Ontario - Watch File – dated April 20, 2023 and April 27, 2023**
- 2. Regional Municipality of Waterloo – Review of Municipal Election Requirements in relation to Privacy**
- 3. MPAC – 2022 Annual Report**
- 4. Port Colborne – Changes to the Municipal Heritage Register**
- 5. Township of Puslinch – Roadside Litter on Highway 401**
- 6. Township of The Archipelago - Road Management Action on Invasive Phragmites**
- 7. Elgin County – Council Highlights –April 25, 2023**

Carried

OTHER BUSINESS:

Councillor Wilson discussed the attendance area review that is occurring with Thames Valley District School Board as a result of the enrolment pressures within the school board. He noted his concern for East Elgin Secondary School if the potential boundary changes were implemented as the potential changes could severely impact rural schools.

Councillor Glinski would like staff to provide a follow-up report regarding the condition of Temperance Line after receiving a complaint following Council's maintenance option decision at the previous meeting.

BY-LAWS:

No. 23-215

Moved By: John H. Wilson

Seconded By: Sarah Leitch

That the following by-laws be considered read a first, second and third reading and properly signed and sealed:

- **By-law No. 23-25 – Robinson Drain**
- **By-law No. 23-38 – Records Retention Update**

Carried

CLOSED:

No. 23-216

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Council move into Closed Session at 9:05p.m., pursuant to Section 239(2)(e), consideration will be given to items pertaining to litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board relating to an Ontario Land Tribunal Appeal.

Carried

No. 23-217

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT Council move out of Closed Session and reconvene at 9:40p.m. in order to continue with its deliberations.

Carried

No. 23-218

Moved By: Sarah Leitch

Seconded By: John H. Wilson

THAT Malahide Council provided staff direction regarding litigation or potential litigation affecting the municipality relating to an Ontario Land Tribunal Appeal.

Carried

CONFIRMATORY:

No. 23-219

Moved By: Scott Lewis

Seconded By: John H. Wilson

THAT By-law No.23-39, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 23-220

Moved By: Scott Lewis

Seconded By: Chester Glinski

THAT the Council adjourn its meeting at 9.42p.m. to meet again on May 18, 2023, at 7:30 p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams



Report to Committee of Adjustment

REPORT NO.: DS-23-12
DATE: May 18, 2023
ATTACHMENT: Report Photo, Application, and Comments Received to Date (if any)
SUBJECT: **APPLICATION NO. D13-MV-02-23 OF DONALD AND CINDY SPROUL**

Recommendation:

THAT Report No. DS-23-12 entitled “Application No. D13-MV-02-23 of Donald and Cindy Sproul” and affecting lands described as Part of Lot 34, Concession 3 in the Township of Malahide, and being 53273 Calton Line, be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Application No. D13-MV-02-23 to permit an increase in the maximum floor area for an accessory structure;

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

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

Background:

The subject Application relates to the property located at Part of Lot 34, Concession 3 Part 1 on 11R-9131), and known municipally as 53273 Calton Line. The Application seeks to permit an accessory structure with a floor area of 274.2 m², whereas the By-law requires a maximum floor area of 150 m².

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the May 18, 2023 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment approve Application No. D13-MV-02-23.

Comments/Analysis:

The subject property is approximately 0.46 hectares (1.15 acres) in size with approximately 66 metres of frontage along Calton Line. The subject lands contain an existing detached dwelling and are bounded by agricultural lands to the west and south, a rural residential property to the east, and Calton Line to the north. Based on information provided with the application, an accessory structure previously existed on the property before it was damaged by fire. The applicant is proposing to replace the previous building with a new, larger accessory structure. A minor variance is required to permit an increased maximum floor area.

County of Elgin Official Plan

The subject lands are designated 'Agricultural Area' on Schedule 'A' – Land Use Plan. For lands designated as 'Agricultural Area', the County Official Plan permits agricultural uses and single detached dwellings in conjunction with agricultural use (Section C2.3).

Malahide Official Plan

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan). The Official Plan permits single detached dwellings on parcels that have been severed as part of a surplus farm dwelling severance (Section 2.1.2.2). The Official Plan encourages the protection of agricultural lands and includes policies to ensure that development does not conflict with agricultural uses (Section 2.1.1.2, 2.1.2.2)

Malahide Zoning By-law No. 18-22

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

The table below identifies the development standards within the Zoning By-law for the lands zoned 'Hamlet Residential (HR)' as they relate to the proposed development.

Table 1. Hamlet Residential (HR) Zone Requirements

Zoning Provision	Required:	Proposed:
Min. Lot Area	1850 m ²	4613 m ²
Min. Lot Frontage	25 m	66 m
Min. Front Yard	6 m	35 m
Min. Interior Side Yard	2 m	>2 m
Min. Rear Yard	7.5 m	26.9 m
Max. Lot Coverage	30%	12%
Max. Height	10.5 m	One storey
Max. Number Dwellings	1	1
Accessory Structures		
Max. Floor Area	150 m ²	274.2 m ²
Min. Interior Side Yard	1.2 m	2 m
Min. Rear Yard	1.2 m	3 m
Max. Lot Coverage	10%	6%
Max. Height	6 m	>6 m

The minor variance application is requesting a maximum floor area of 274.2 m², whereas the By-law requires a maximum floor area of 150 m².

Public/Agency Comments Received

Notice of Public Hearing was given in accordance with Planning Act regulations, appearing in the Aylmer Express May 3rd and May 10th editions. As of the date of writing this report, the following has been received:

- Catfish Creek Conservation Authority (CCCA) has provided comments dated May 12, 2023. CCCA has no concerns with the proposed application.

Typical conditions are recommended (building permit(s) issued within two years and in accordance with the drawings provided with the minor variance application).

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These tests, along with the Planner's comments concerning same as they relate to the requested variance, are as follows:

1. The variance maintains the general intent and purpose of the Official Plan.

The proposed accessory structure would be a permitted use under the County and Malahide Official Plans. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and are not specific so as to address details such as maximum floor area requirements of accessory structures. The minor variance maintains the general intent and purpose of the Official Plans.

2. The requested variance maintains the general intent and purpose of the By-law.

The intent of the maximum floor area requirement is to ensure that accessory structures remain ancillary and subordinate to the main use on a property. It is noted that approximately 122 m² of the building is proposed to be a covered area along the north and east side of the building that would not be enclosed. The portion of the building that would be enclosed is proposed to be approximately 152 m², which is slightly greater than the maximum 150 m² required by the Zoning By-law. It is recommended that the maximum floor area for the proposed enclosed and unenclosed portions of the structure be recognized as part of any approval of the proposed variance. While the proposed lot overage would exceed the maximum requirements, the accessory structure would continue to remain subordinate to the primary residential use of the property. The application is consistent with the general intent and purpose of the Zoning By-law.

3. The application is "minor" in nature.

Whether a variance is considered minor is evaluated upon the size and impact of the proposed variance from the Zoning By-law. As previously noted, approximately 122 m² of the building is proposed to be a covered area over the entrances to the structure. The portion of the building that would be enclosed is proposed to be approximately 152 m². It is noted that the subject lands are larger than other lots located along the south side of Calton Line to the west and the proposed accessory structure would be sited away from existing dwellings on adjacent properties. The lands to the west and south are used for agricultural purposes and do not contain a dwelling. The proposed accessory structure would not impact adjacent land owners from using their properties for permitted uses. The application is minor in nature.

4. The proposed development is desirable for the appropriate development or use of the subject property.

The proposed variance would permit a previously existing accessory structure to be replaced with a larger footprint, where the proposed increase in floor area is predominantly for a covered area along the north and east sides of the accessory structure. The application is desirable for the appropriate development or use of the subject property.

Financial Implications to Budget:

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

Relationship to Cultivating Malahide:

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

The proposed minor variance addresses a deviation from a standard of the Township of Malahide Zoning By-law and would have no direct relationship or bearing upon the document.

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

Approved by:
Adam Betteridge, Chief Administrative Officer

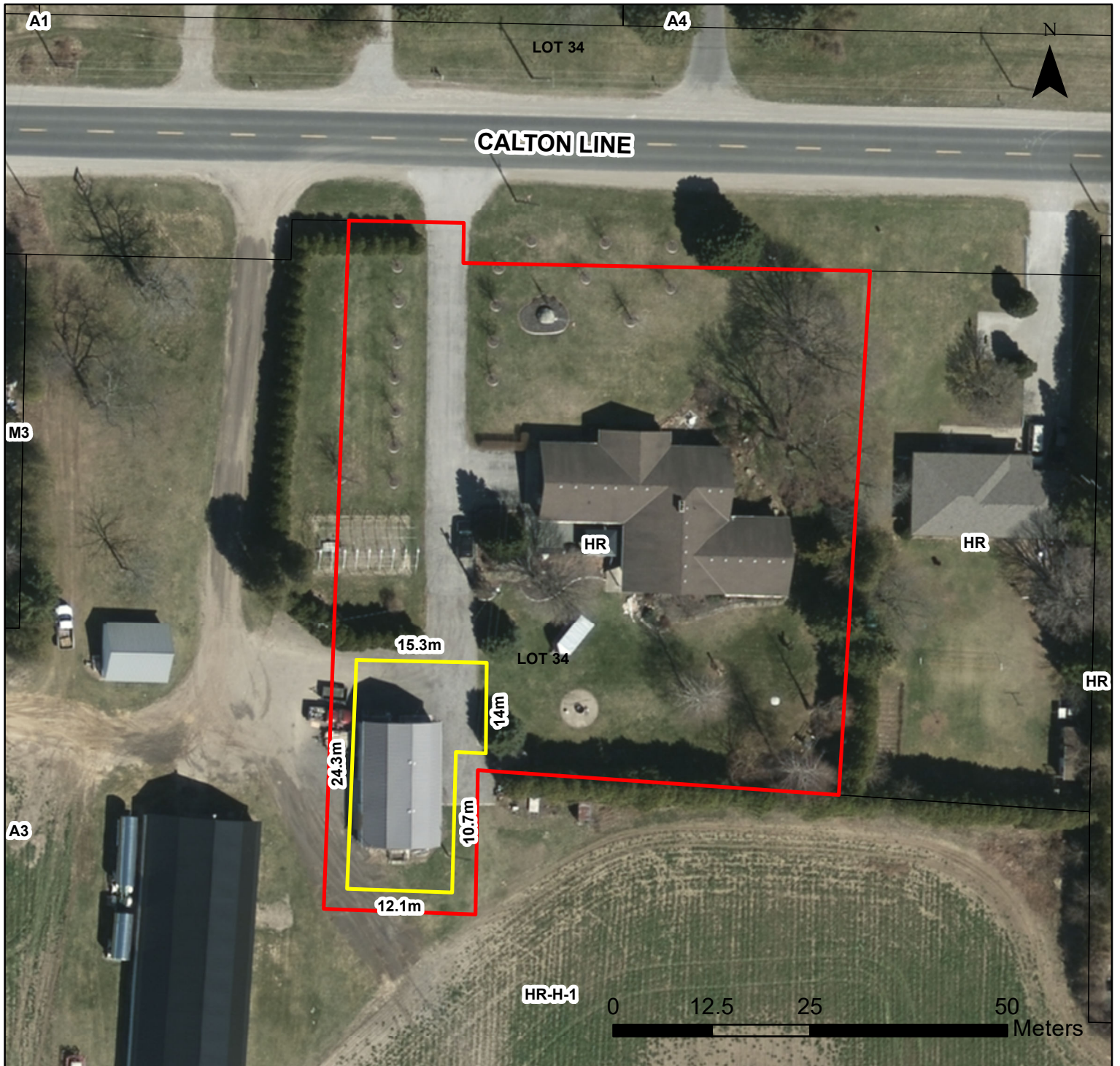
APPLICATION FOR A MINOR VARIANCE

21

Owners: Donald and Cindy Sproul



53273 Calton Line
PART OF LOT 34, RP 11R-9131 PART 1
Township of Malahide

Township
of Malahide
Figure 1



OFFICIAL PLAN DESIGNATION
AGRICULTURE

ZONING
Hamlet Residential (HR)

 Subject Property
 Proposed Building

APPLICATION FOR MINOR VARIANCE OR FOR PERMISSION

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

The undersigned hereby applies to the Committee of Adjustment for the

TOWNSHIP OF MALAHIDE

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

1. OWNER(S)

- a) Name DONALD + CINDY SPROUL
- b) Mailing Address 53273 CAYTON LINE
ATLUMBER, ONT N5H 2R5
- c) Telephone No. 519-765-1210 (H) 519-476-3811 (C)
- d) Fax No. _____

2. SOLICITOR / AUTHORIZED AGENT

- a) Name DONALD R SPROUL
- b) Mailing Address 53273 CAYTON LINE
ATLUMBER, ONT N5H 2R5
- c) Telephone No. 519-765-1210 (H) 519-476-3811 (C)
- d) Fax No. _____

3. LOCATION OF LAND

- a) Lot and Plan or Concession No. PART OF LOT 34, RP11R-9131 PART 1
- b) Street No. and Name 53273 CAYTON LINE ATLUMBER, ONTARIO

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

Name:

Address:

DONALD + CINDY SPROUSE

53273 Caron Line

Aurora Ont N5H 2R5

5. Nature and extent of relief applied for:

Proposed Building is over 1600 sq ft

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

Building is Larger than 1600 sq ft

7. Dimensions of the land affected:

a) Frontage (m)

67 m

b) Depth (m)

87 m.

c) Area (sq.m / ha)

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

a) Existing

b) Proposed

40' x 60', 1 story

9. Date of acquisition of subject land:

2010

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

N/A

11. Existing uses of the subject property:

Hamlet Residential (HR)

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

13. Existing uses of abutting properties:

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

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

a) Method of Water Supply (if applicable)

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

b) Method of Sanitary Waste Disposal (if applicable)

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

15. Applicable Official Plan designation(s): AGRICULTURE

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

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

- a) Yes ☐ No ☒

If Yes, describe briefly:

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

- Yes ☐ No ☒

STATUTORY DECLARATION

I, DONALD SPENCER of the 53273 Carlton Line, Township of Malahide
 (Name of Applicant) (City, Municipality, Town, Township)
 in the County of Elgin
 (County / District / Region)

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

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

DECLARED before me

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

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

this 11th day of April, 2023)

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

A Commissioner, etc. ADAMS)

[Signature]
 Signature of Applicant or
 Authorized Agent *

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

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

Municipal Freedom of Information Declaration

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

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

In submitting this development application and supporting documentation, I DANIEL SPORR, 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.

Dan R. Sporr
Signature

11 April 2003
Day Month Year

Signature

Day Month Year

REQUIRED SKETCH FOR MINOR VARIANCE APPLICATIONS

APPLICANT NAME

DONALD & Cindy SPAN

ADDRESS

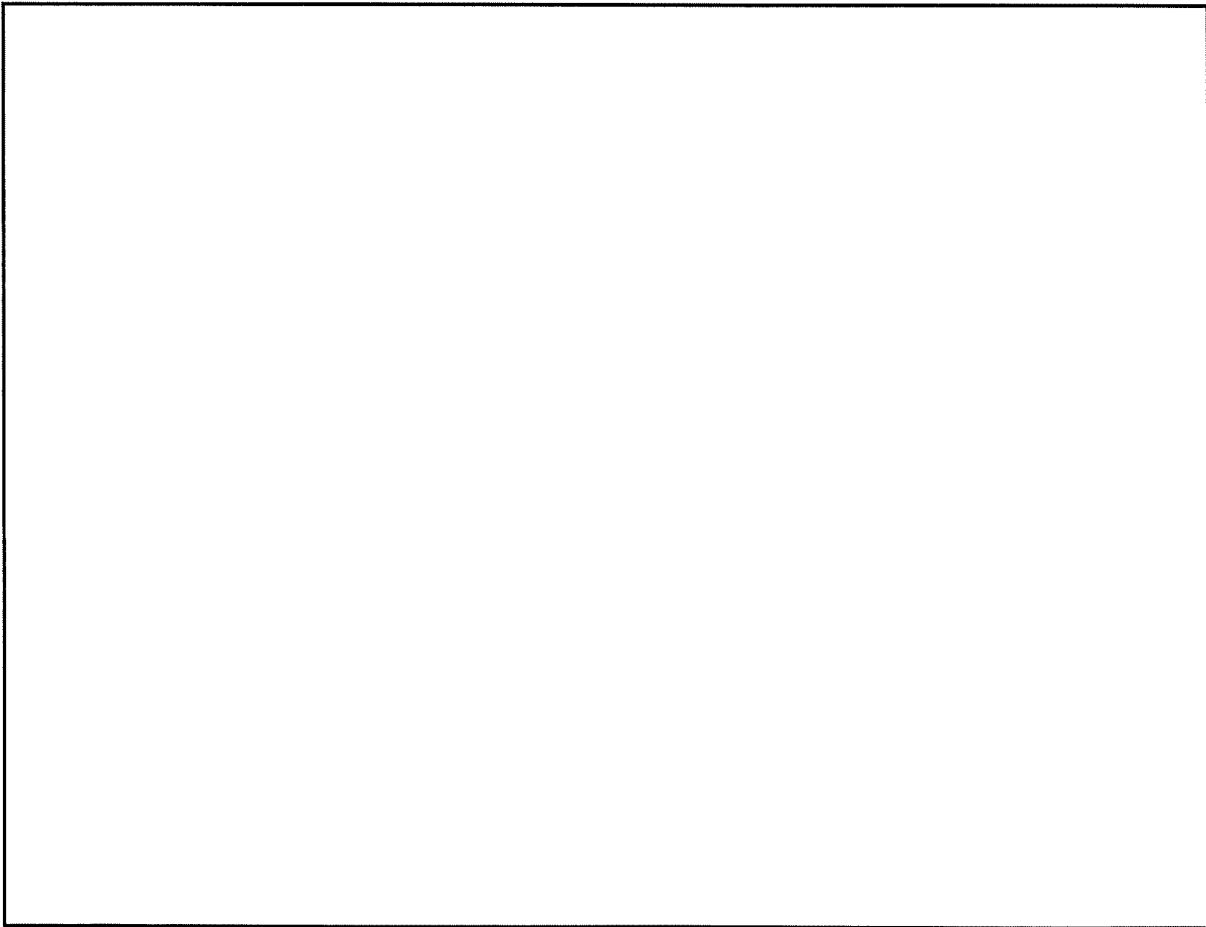
53223 Ceylon LineAgincourt Ont.Lot 34Concession 3Municipality MALABOR

Registration Plan No. _____

Quarter of Township Lot

N.E. ☐N.W. ☐S.W. ☐S.E. ☐

See Sketch Instructions on the following page.



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

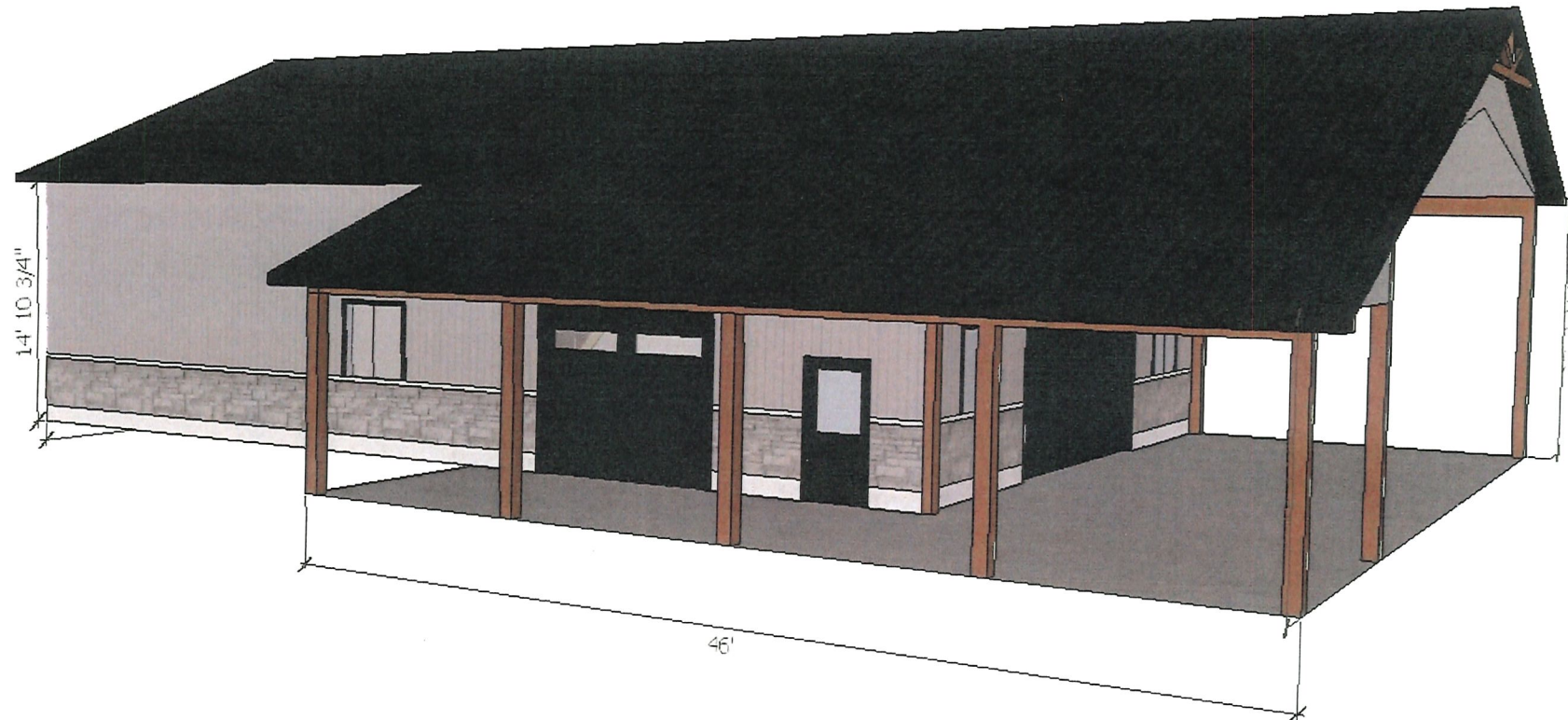
ALL DIMENSIONS MUST BE IN METRIC

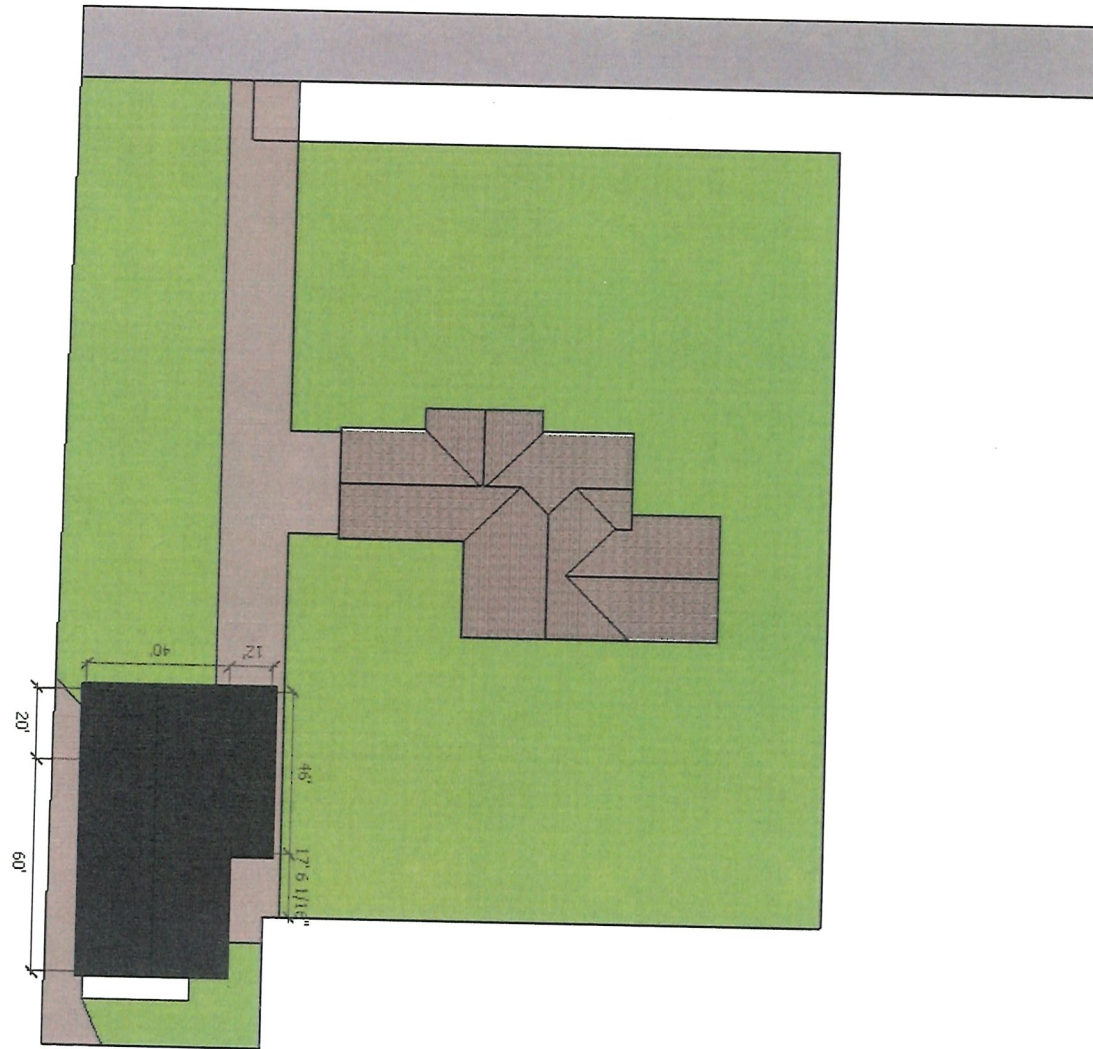
SKETCH INSTRUCTIONS

A sketch showing the following:

- i) The boundaries and dimensions of the subject lands.
- ii) The location, size and type of all existing and proposed buildings and structures on the subject land, indicating the distance of the buildings or structures from the front yard lot line, rear yard lot line and the side yard lot lines.
- iii) The approximate location of all natural and artificial features on the subject land and on land that is adjacent to the subject land that, in the opinion of the applicant, may affect the application. Examples include buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas, wells and septic tanks.
- iv) The current uses on land that is adjacent to the subject lands.
- v) The location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right-of-way.
- vi) If access to the subject land is by water only, the location of the parking and docking facilities to be used.

NOTE: Use a separate sheet of paper for the sketch if required.







TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 23-41

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Sparta Line Drains No. 3 & 4
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Lots 6 and 7
Concession 3
In the Township of Malahide (geographic Malahide)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is \$90,000.00.

AND WHEREAS \$90,000.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$90,000.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated April 24, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$90,000.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Sparta Line Drains No. 3 & 4".

READ A FIRST AND SECOND TIME THIS 18th day of May, 2023.

Mayor

Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 6th day of July, 2023.

Mayor

Clerk



TOWNSHIP OF MALAHIDE

DRAINAGE BY-LAW NO. 23-40

Drainage Act, R. S.O. 1990, c. D17
Reg. 300/81, s.1, Form 6

Being a By-law to provide for a drainage works
on the Maginnis Drain
in the Township of Malahide,
in the County of Elgin

WHEREAS the requisite number of owners have petitioned the Council of the Township of Malahide in the County of Elgin in accordance with the provisions of the Drainage Act, requesting that the following lands and roads may be drained by a drainage works.

Lots 20 to 22
Concessions 3 and 4
In the Township of Malahide (geographic Malahide)

AND WHEREAS the Council for the Township of Malahide has procured a report made by Spriet Associates and the report is attached hereto and forms part of this by-law.

AND WHEREAS the estimated total cost of constructing the drainage works is \$29,100.00.

AND WHEREAS \$29,100.00 is the amount to be contributed by the municipality for construction of the drainage works.

AND WHEREAS \$29,100.00 is being assessed in the Township of Malahide in the County of Elgin.

AND WHEREAS the council is of the opinion that the drainage of the area is desirable.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE TOWNSHIP OF MALAHIDE UNDER THE DRAINAGE ACT ENACTS AS FOLLOWS:

1. The report dated March 10, 2023, and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized, and shall be completed in accordance therewith.
2.
 - (a) The Corporation of the Township of Malahide may borrow on the credit of the Corporation the amount of \$29,100.00 being the amount necessary for construction of the drainage works.
 - (b) The Corporation may issue debentures for the amount borrowed less the total amount of,
 - i. Grants received under section 85 of the Act;
 - ii. Commuted payments made in respect of lands and roads assessed within the municipality;
 - iii. Moneys paid under subsection 61(3) of the Act; and
 - iv. Moneys assessed in and payable by another municipality,
 - (c) And such debentures shall be made payable within five years from the date of the debenture and shall bear interest at a rate not higher than the rate charged by The Ontario Municipal Improvement Corporation on the date of sale of such debentures.
3. A special equal amount rate sufficient to redeem the principal and interest on the debentures shall be levied upon the lands and roads as set forth in the Schedule to be collected in the same manner and at the same time as other taxes are collected in each year for five years after the passing of this by-law.
4. All assessments of \$500.00 or less are payable in the first year in which the assessment is imposed.
5. This By-law comes into force on the passing thereof and may be cited as the "Maginnis Drain".

READ A FIRST AND SECOND TIME THIS 18th day of May, 2023.

Mayor

Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 6th day of July, 2023.

Mayor

Clerk



FOODCYCLER™ MUNICIPAL SOLUTIONS

The Future of Food Waste.



ABOUT US

Food Cycle Science

- **Canadian company** based out of Ottawa, ON
- Founded in Cornwall in 2011 – Company is 100% focused on **Food Waste Diversion Solutions**
- Products available in North America through **FoodCycler Municipal** / **Vitamix** and internationally through network of distributors & OEM partners
- **Finalists** in Impact Canada/AAFC's **Food Waste Reduction Challenge**
- **Globe & Mail** Canada's **Top Growing Companies** (2021 & 2022)
- **Deloitte Fast 50 CleanTech** award winners (2021)
- **Approved supplier** with Canoe Procurement Group of Canada

36



TRUSTED CANADIAN SOLUTION

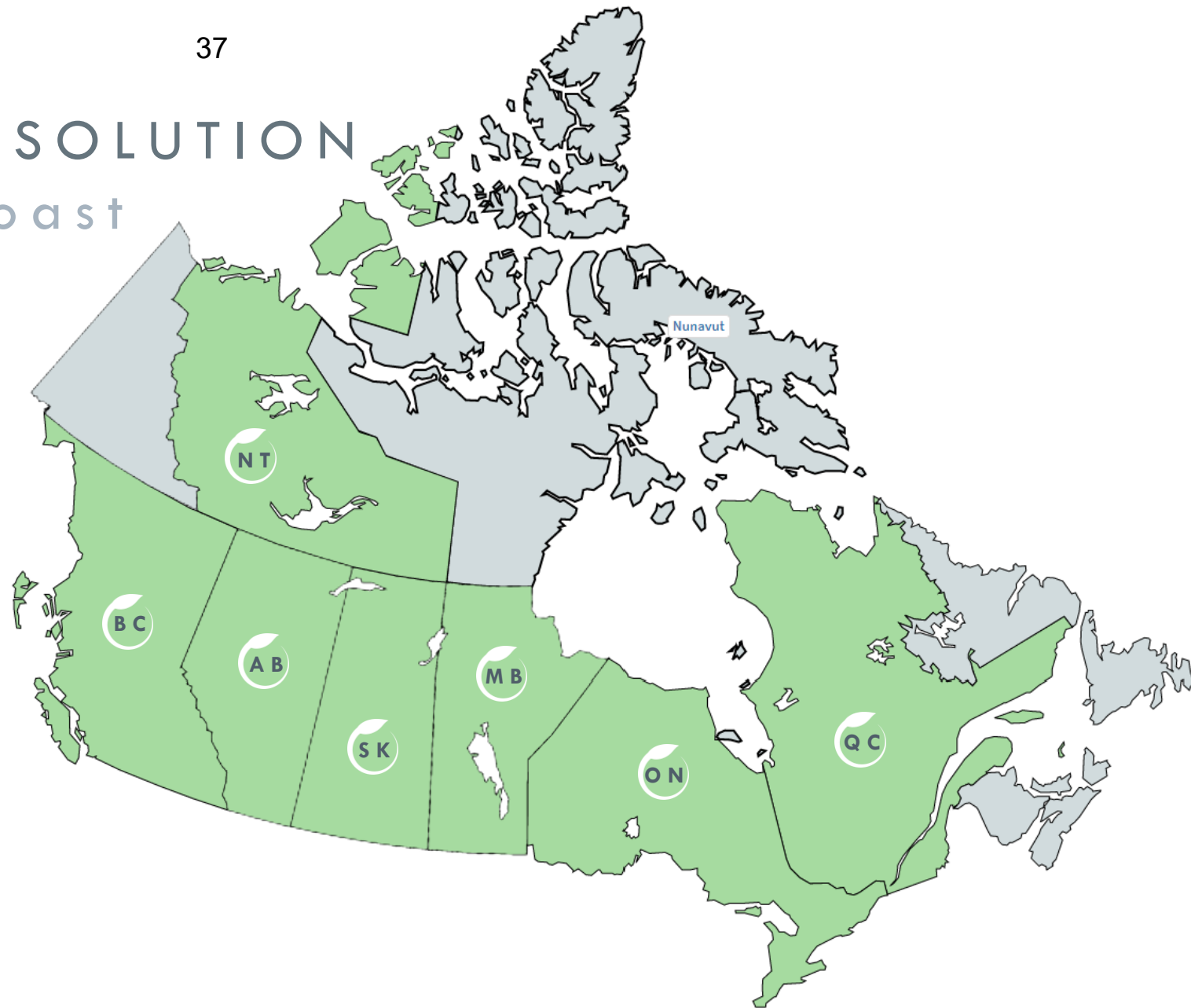
Coast to Coast to Coast

81

Canadian Municipal Partnerships

○ **6** Provinces

○ **1** Territory



THE PROBLEM – FOOD WASTE

- **63%** of food waste is avoidable
- Household waste is composed of **25-50%** organic waste
- Food waste weight is up to **90%** liquid mass (which is heavy)
- The average Canadian household spends **\$1,766** on food that is wasted each year
- Each year food waste in Canada is responsible for **56.6 Million tonnes of CO2** equivalent of GHG



MUNICIPAL IMPACT

Waste is a municipal responsibility

LANDFILL + WASTE COSTS

- ~**25-50%** of household waste is organic waste
- Landfills are filling up fast, creating cost and environmental issues
- Hauling, transfer, and disposal services are a major cost factor and environmental contributor

ENVIRONMENT

- Landfilled organic waste produces methane, which is **25 times** more harmful than CO₂
- 1 tonne of food waste is equivalent to 1 car on the road for one year



COMMUNITY

Food in the garbage:

- More frequent collection or trips to the disposal site
- Unpleasant odours
- Animals, pests & other visitors



Removing food waste from garbage:

- Volume is reduced by up to 50%
- Less frequent collection, fewer trips to disposal site, save on bag tags
- Keeps odours out, makes garbage much less “interesting” for animals

HAVEN'T WE SOLVED THIS ALREADY?



GREEN BINS

- Major **capital expenditure** to invest in **processing & collection infrastructure**
- **Contamination** is an ongoing challenge
- **GHG emissions** and **safety concerns** from collection vehicles
- **Participation rates** are often lower than desired, particularly in **multi-residential dwellings**

BACKYARD COMPOST

- **Space, ability, and know-how** are limiting factors
- Most users **do not compost in winter** or inclement weather
- May **attract pests/animals** or create unpleasant **odors**
- **Participation rates** are relatively low and stagnant
- Can produce **methane** if done incorrectly

LANDFILL

- **Easiest solution** and often perceived as the most cost-effective in the short term
- Waste is typically **out of sight and out of mind** for consumers
- High levels of GHG emissions, particularly **methane**
- Long-term **environmental hazard** requires monitoring / maintenance
- **Landfill capacity** is quickly running out

THE SOLUTION? THE FOODCYCLER

41



THE FOODCYCLER PRODUCT FAMILY

FOODCYCLER™
FC-30

2.5 L

30.5 L

4-8 HOURS

0.8 kWh

2
REFILLABLE
FILTERS

BACK

VOLUME CAPACITY

UNIT VOLUME

PROCESSING TIME

POWER CONSUMPTION
PER CYCLE

ODOUR CONTROL

VENT LOCATION

5.0 L

28.9 L

6-8 HOURS

1.3 kWh

1
REFILLABLE
FILTER

TOP

FOODCYCLER™
Eco 5

90% FOOD WASTE REDUCTION

Full bucket of wet,
smelly food waste

2.5L / 5L

Handful of dry, sterile, odourless
& nutrient-rich by-product

100 g / 200 g



4-8 HOURS
(Overnight)

0.8-1.5 kWh
(Equivalent to a laptop)

\$0.10-\$0.15 per cycle
(\$2-4 per month)



FOODILIZER™ : BENEFICIAL USES

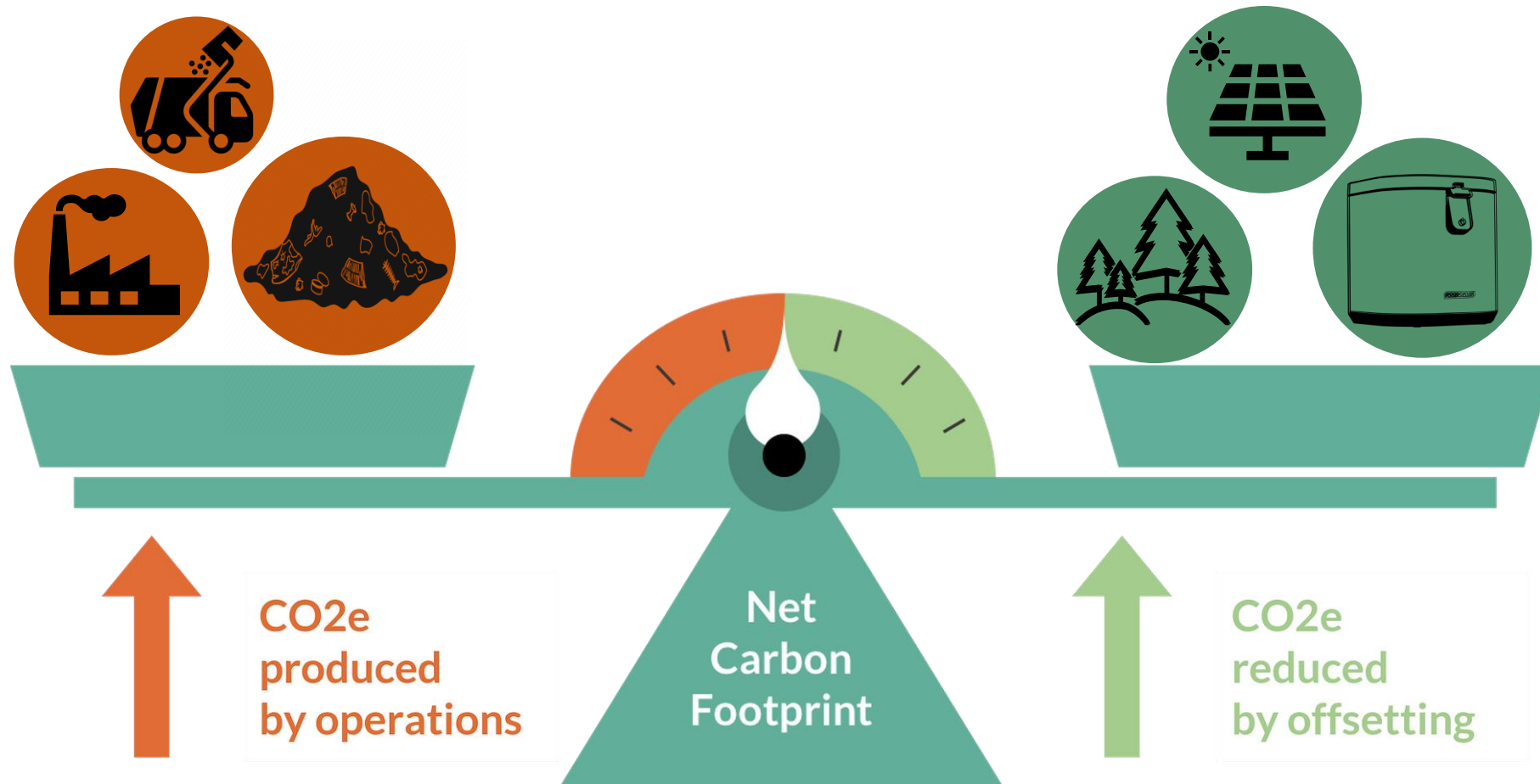
The FoodCycler by-product is a dry, sterile, odourless and nutrient-rich biomass with many beneficial uses and practical applications:

- Add to garden soil
- Add to backyard composter/tumbler/green cone
- Integrate to existing Leaf & Yard waste systems
- Pelletize/briquette as home heating alternative
- Drop off at compost site
- Drop off to a local farm
- Drop off to a community garden
- Add to Green Bin (where available)

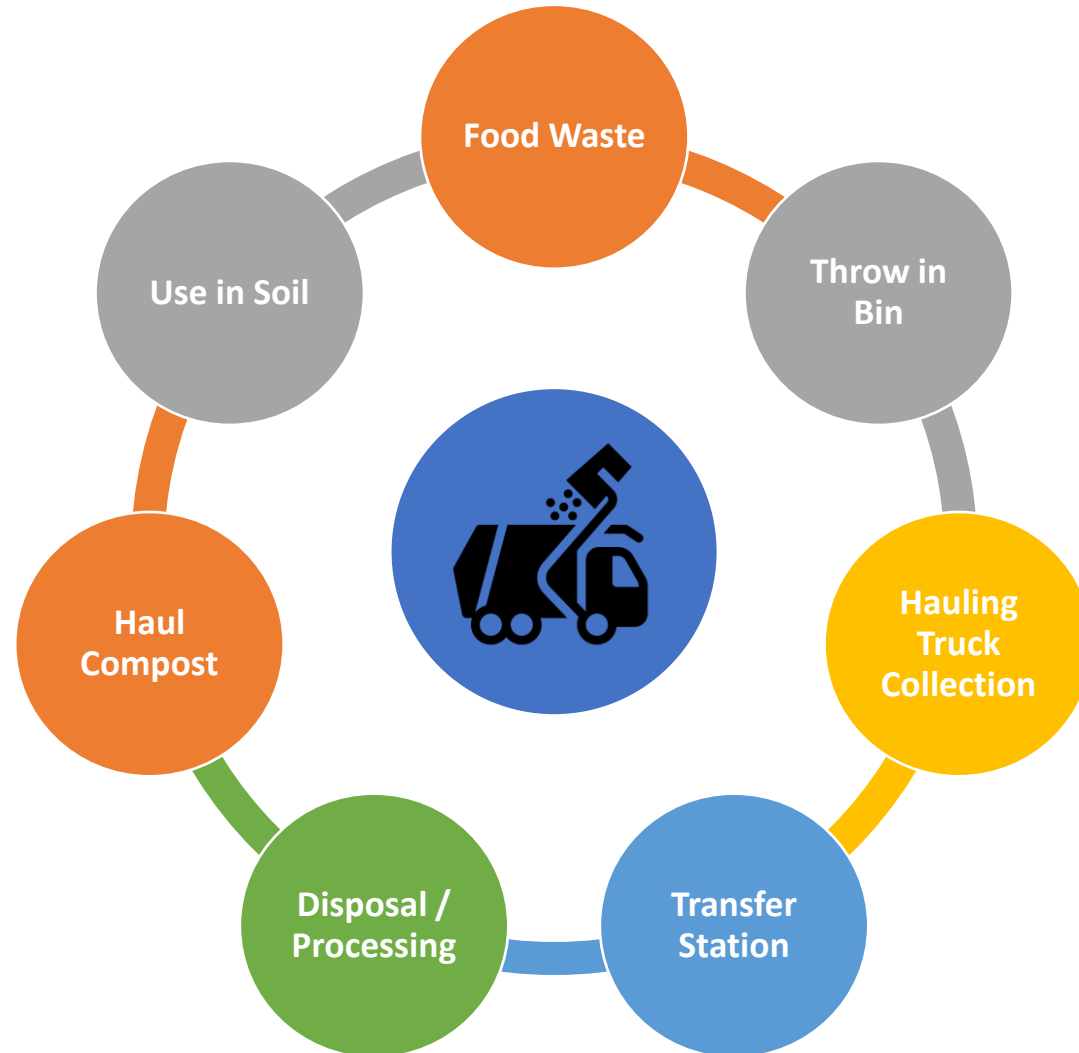


IMPACT: ENVIRONMENT

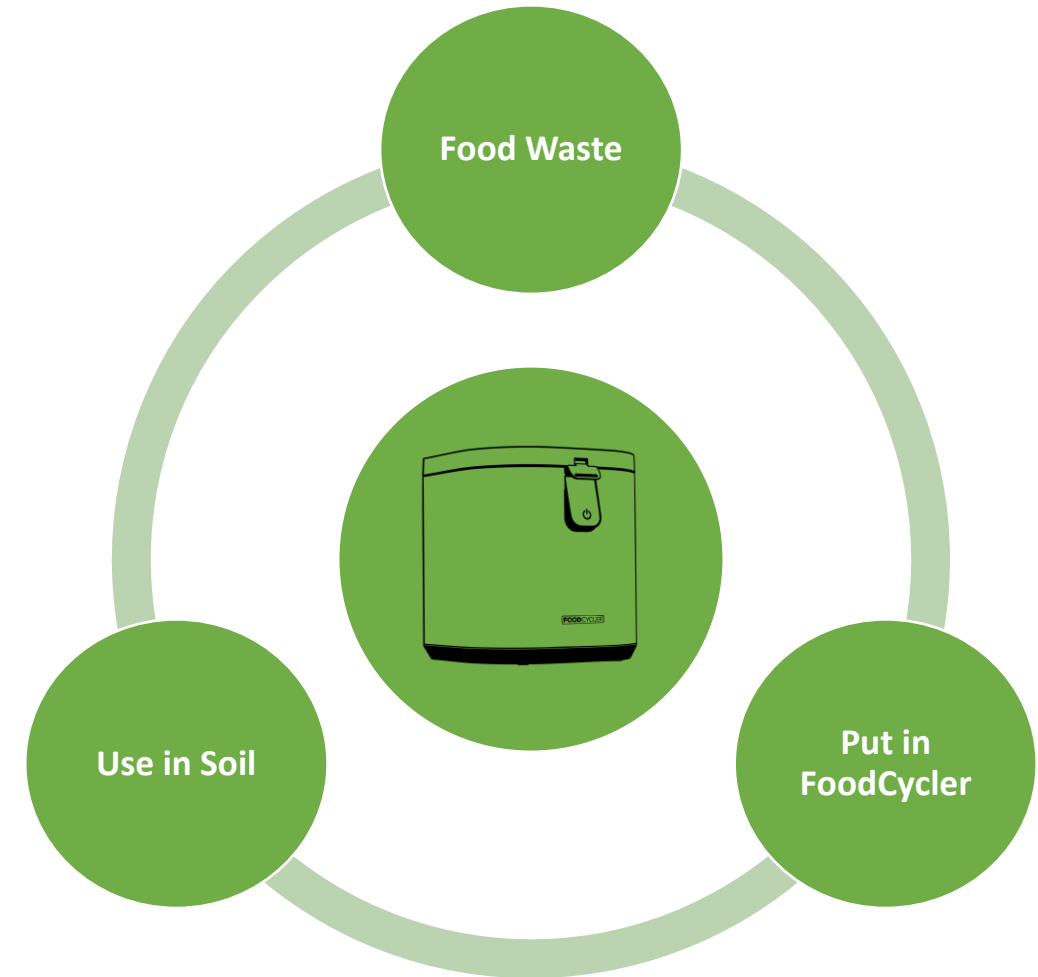
The Path to Net Zero



IMPACT: ECONOMIC



Traditional Waste Management



FoodCycler

IMPACT: PRESSURE

Regulatory + Social

THE TIME IS NOW

- Constituents want **solutions** to reduce their environmental impact
- Waste is perceived as a government problem and **regulations** are coming
- Food waste is “low-hanging fruit” to achieving higher **diversion** and addressing the environmental impact of waste



"I've received a number of positive messages from residents saying, "sign me up, where can I get mine." I'm 100 per cent in favor of it."

Deputy Mayor Lyle Warden, (South Glengarry ON)

"We were extremely happy with this program and loved that it made us aware of our daily waste."

Pilot participant in South Glengarry

"It's a great tool to reduce household waste. Appreciate that the municipality is being innovative and piloting different solutions."

Pilot participant in Hornepayne

"It alleviates a lot of the concerns that people might have with backyard composting. The time commitment, the location, pests and animals..."

**Kylie Hissa, Strategic Initiatives Officer
(Kenora, ON)**

THE FOODCYCLER PILOTS

The results are in.

Completed pilots in:

5000+
Households

40+
Municipalities



Participation Rate **98%**

- 98% of pilot participants will continue using the FoodCycler after the pilot period

Recommendation Rate **96%**

- 96% of users would recommend the FoodCycler to friends/family/neighbours

User Experience Rating **4.6/5**

- 4.6 out of 5 star rating for the overall user experience of the FoodCycler

Net New Diversion **300 kg**

- Each participating household is estimated to divert approximately 300 kg of food waste per year

Awareness + Prevention **77%**

- 77% of pilot participants resolved to waste less food as a result of increased awareness

FOOD WASTE REDUCTION CHALLENGE

Impact Canada Finalists

Federal Funding

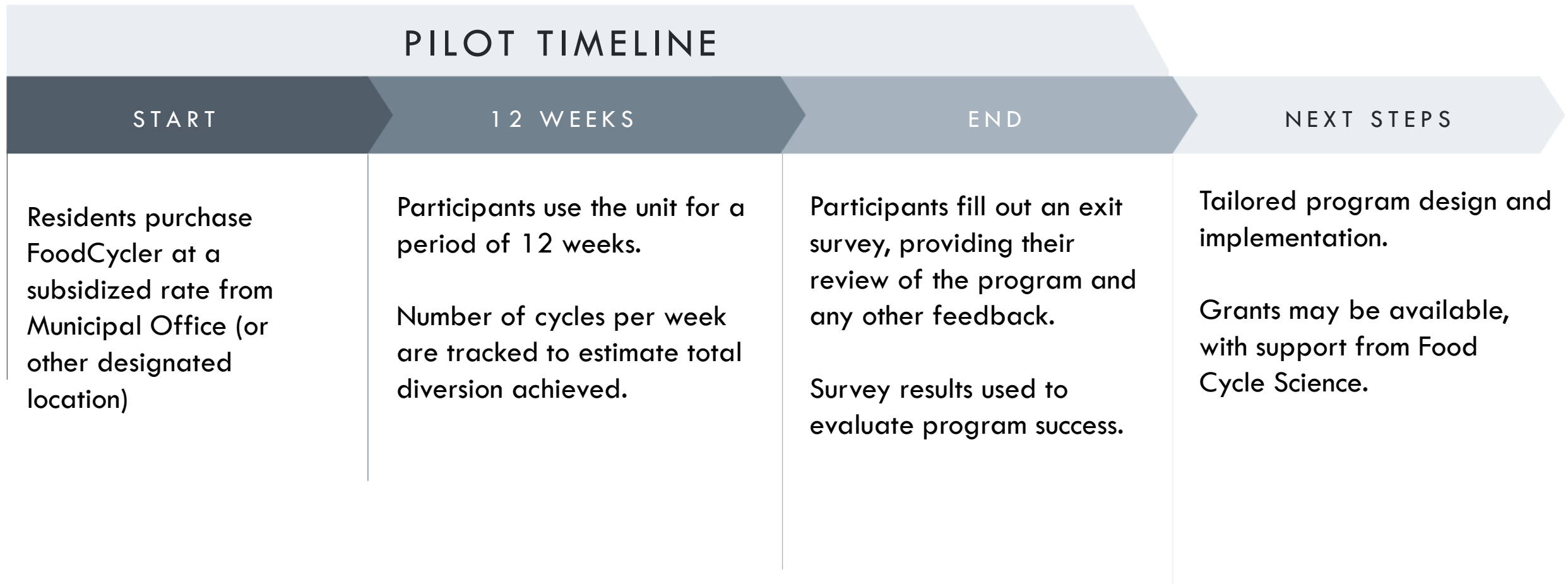
- ✓ Semi-Finalists in Stage 1 received **\$100,000**
- ✓ Finalists in Stage 2 received **\$400,000**
- Finalists will compete in Stage 3 to win one of two Grand Prizes of up to **\$1,500,000**

IN PARTNERSHIP WITH:



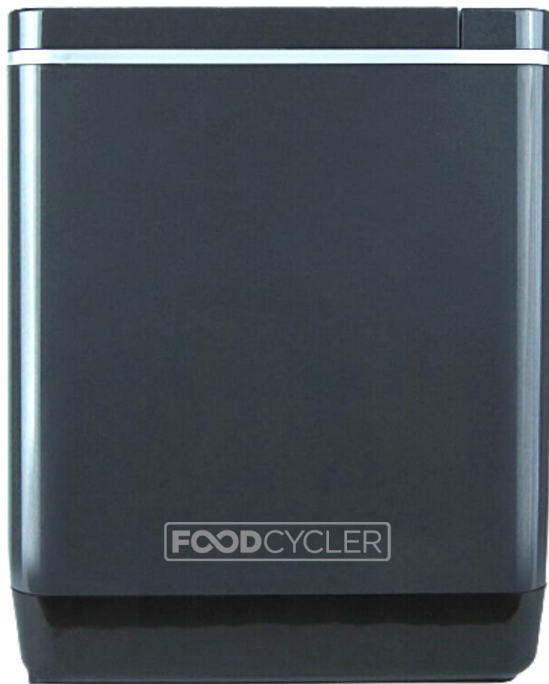
PILOT PROGRAM

12 Weeks from Start to Finish



FUNDED PILOT PROGRAM OPTIONS

Municipal Subsidy Model



FOODCYCLER™
FC-30

\$ 500

-\$ 200

-\$ 50

\$ 100

\$ 150

RETAIL PRICE

MUNICIPAL
DISCOUNT

IMPACT CANADA
INVESTMENT

* MUNICIPAL
SUBSIDY *

RESIDENT
COST

\$ 800

-\$ 250

-\$ 150

\$ 100

\$ 300



FOODCYCLER™
Eco 5

FUNDED PILOT PROGRAM OPTIONS

Pilot Scope Recommendations

Municipality Population	Pilot Scope	Municipal Investment
< 2,500 Residents	50 Households	\$5,000
2,500 – 10,000 Residents	100 Households	\$10,000
10,000 – 20,000 Residents	200 Households	\$20,000
> 20,000 Residents	250+ Households	\$25,000+

- **Plus shipping costs and applicable taxes**



PARTNERSHIP BENEFITS

Why pilot with us?

- 🍃 Opportunity to trial a food waste diversion solution at a **cost well below market prices**
- 🍃 Immediate impact of reduced residential waste volumes thus **increasing diversion rates**
- 🍃 **Reduced costs** associated with waste management (collection, transfer, disposal, and landfill operations)
- 🍃 The **reduction of greenhouse gas** (GHG) emissions from transportation and decomposition of food waste in landfills
- 🍃 Extend the **life of your landfill(s)**
- 🍃 Opportunity to support **Canadian innovation** and clean tech
- 🍃 Opportunity to provide **residents** with an innovative solution that reduces waste and fights climate change, at an affordable price
- 🍃 Obtaining **data** that could be used to develop a **future organic waste diversion program**

Next Steps:

- 🌱 Receive presentation as information.
- 🌱 If interested in partnering, refer to Staff for a recommendation to Council.



THANK YOU!
ANY QUESTIONS?

Jacob Hanlon

Municipal Program Coordinator

Email: jacobh@foodcyclr.com

Phone: 613-316-4094

The Municipal Solutions Team

municipal@foodcyclr.com





Report to Council

REPORT NO.: PW-23-28
DATE: May 18, 2023
ATTACHMENT: College Line Construction Drawings
SUBJECT: CAPITAL PROGRAMMING CHANGE OF SCOPE

Recommendation:

THAT Report No. PW-23-28 entitled “Capital Programming Change of Scope” be received;

AND THAT Staff defer reconstruction of Chalet Line from Carter Road to East Limit to 2024;

AND THAT Staff proceed with the reconstruction of College Line from Rogers Road to Imperial Road;

AND THAT Staff _____(*proceed with OR defer to 2024*)_____ the reconstruction of College Line from Springwater Road to Rogers Road.

Background:

The 2023 Capital Budget programming includes construction works to be completed internally by the Township Roads Department for road surface reconstruction complete with double surface treatment.

The planned works subject to this staff report for the 2023 construction season as shown in Appendix B of the Budget Book (attached) include the required surface works on College Line from Springwater Road to Imperial Road, and Chalet Line from Carter Rd to the East Limit.

The Capital Construction value for the noted projects on College Line and Chalet Line include a total available capital budget of \$327,600. This anticipated budget was tied to the 2021 Road Needs Study which used unit rate pricing provided by Township Staff for historical work undertaken at that time.

Upon consideration of the 2023 Capital Budget which commenced in early March 2023, staff proceeded with design effort works to plan for the subject reconstruction projects.

Upon detailed inspection/design undertaking of the planned roadworks sections of College Line and Chalet Line, it is realized that best management efforts for such reconstruction works cannot be undertaken within the Road Needs Study advised budget amounts.

Comments/Analysis:

The noted budget included for the subject road sections allows for surface maintenance activity to bring the drivable surface to an acceptable pavement condition index rating. Such construction activity would include milling of the existing wearing surface, area grading and compaction and the application of two surface treatment layers. Estimated project budget for completion of this activity at time of budget preparation, pulled from the completed Road Needs Study advised by historical unit rate pricing follows below:

Road Section	Activity	2021 Roads Needs Study Cost	2023 Estimated Construction Cost
<u>College Line</u>			
Springwater Rd - Rogers Rd	Preparation	\$52,056.20	\$77,303.12
	Double Surface Treatment	\$101,970.00	\$115,096.80
Rogers Rd - Imperial Rd	Preparation	\$52,213.50	\$80,657.64
	Double Surface Treatment	\$101,475.00	\$115,661.00
<u>Chalet Line</u>			
Carter Road - East Limit	Preparation	\$18,924.50	\$55,967.32
	Single Surface Treatment	\$23,520.00	\$ -----
	Double Surface Treatment	\$12,375.00	\$73,892.00
Total Surface Program		\$362,534.20	\$518,577.88

As shown, the resurfacing portion alone for the noted road sections well exceeds the anticipated costing. The detailed design phase of the capital reconstruction program identifies further additional recommended works to be completed within the right-of-way to realize economy of scale, for example, to replace cross culverts prior to rebuilding the road surface. Such works should additionally include:

- Ditching through Project Limits
- Replacement of Subsurface Cross-culverts
- Road Widening (as required)
- Replacement of Driveway Culverts
- Driveway restoration (as required)

By incorporating the \$101,300 Operations Ditching budget (as planned) into these works, total project financing ability is brought up to \$428,900 which does not include man-hours which are captured under alternate budget lines.

The inclusion of market pricing of the above noted best-management-practice construction inclusions raises the required capital budget to \$970,000 to include the required additional works, realizing a funding shortfall of \$541,100.

As the ongoing funding model of the road network contained within the adopted asset management plan relies on the surface restoration program advised by the 2021 Road Needs Study, staff have initiated an update to such pricing based on complete historical service level undertaking for in-house rural road reconstruction projects which will be implemented into the ongoing asset management planning. These additional construction efforts can then be added as appropriately timed requirements during a project undertaking.

By initial cost per kilometer model costing based on historical projects with complete consideration of the above infrastructure replacement accommodation, rural reconstruction efforts can be assumed to reach \$260,000 - \$300,000 per kilometer. Such estimate is consistent with the noted \$970,000 requirement for College Line and Chalet Line.

To maintain intended budget values for 2023, staff recommend scale back of the double surface treatment reconstruction program as follows:

The 2021 Road Needs Study identified College Line from Rogers Rd. to Imperial Rd. as a recommended 2022 capital resurfacing project, and the section from Springwater Rd. to Rogers Rd. as 2023 Capital resurfacing project along with Chalet Line.

The recommended 2022 section is estimated to cost \$378,000 to include all aspects of the subsurface requirements, resurfacing, ditching, and surface tie-ins. Such work can be completed within the \$428,900 budget available with a remaining \$50,900 surplus which may be utilized to commence ditching works on the 2nd priority section of College Line, and on Chalet Line in preparation for 2024 undertaking.

By implementing the reduced scope programming, construction works can remain within budget in 2023. Alternatively, noting the eventual undertaking required of the noted projects which may be deferred to 2024, staff could proceed with partial additional programming. Should staff proceed with the College Line program, as planned, the total budget exceedance in 2023 is estimated to be \$316,400. Over the near-term horizon, and consideration of the desired 2023 Pressey Line construction option chosen and reduction of 2024 budget consideration by \$200,000, reduces the 2-year expected overage to \$116,400.

Financial Implications to Budget:

Proceeding with the recommended scale-back of project scope will have no impact on the 2023 Capital Budget. Future budgets will be presented for 2024 deliberations which will accommodate the complete constructability works. This recently implemented long term planning of such projects will additionally allow staff to plan and design further in advance than past practice, so detailed budget information for works can be known in advance of budget deliberations for these planned and required projects.

Relationship to Cultivating Malahide:

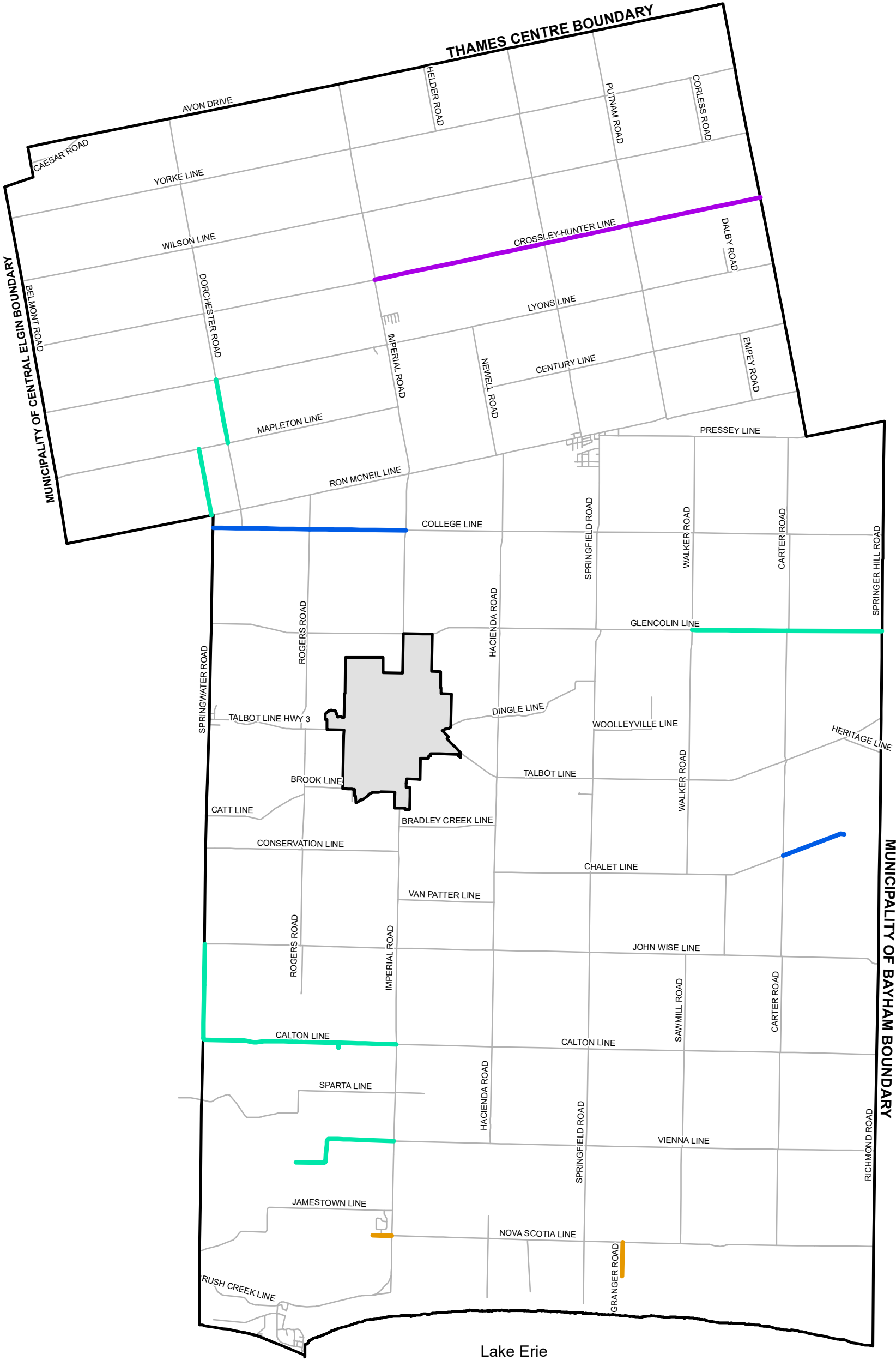
The Cultivating Malahide Integrated Community Sustainability Plan (ICSP) is based upon four pillars of sustainability: Our Land, Our Economy, Our Community, and Our Government.

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

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

Township of Malahide 2023 Road Surface Treatments

Appendix B - 2023 Road Projects Map



- Single Surface Treatment
- Double Surface Treatment
- Gravel Resurfacing
- Single Surface Treatment with Edge Padding





Report to Council

REPORT NO.: PW-23-35
DATE: May 18, 2023
ATTACHMENT: Copenhagen Park Landscape Design Options #1 & #2
SUBJECT: COPENHAGEN PARK LANDSCAPING DESIGN / RFQ PREP

Recommendation:

THAT Report No. PW-23-35 entitled “Copenhagen Park Landscaping” be received;

AND THAT Staff recommend Council adopt design option #2 for landscaping works at the Dixie Estates Stormwater Management Pond;

AND THAT Staff be directed to solicit quotations for the landscaping buildout.

Background:

In the 2022 budget, the Public Works Department had an approved capital project for improvements to the Copenhagen storm drain park.

This project had initially included a walking path around the stormwater management pond and including three passive exercise equipment stops around the path. The concept design for the project was distributed to the local Copenhagen residents to solicit feedback. Such consultation was reported and further detailed in Report No. PW-22-47, July 7, 2022.

The result of the consultation was that the community thought the best use of the space was to forgo passive exercise equipment and to proceed with beautification of the park area with landscaping and potentially a walking path.

Accordingly, Council approved by way of resolution the following:

“No. 22-288
Moved By: Mark Widner
Seconded By: Dominique Giguère

THAT Report No. PW-22-47 entitled “Operations and Capital Project Update” be received;

AND THAT Construction of the Port Bruce Pier Paving be suspended pending future budget consideration;

AND THAT the adopted \$40,000 capital budget for the Copenhagen Park construction be repurposed to accommodate a phased landscape plan for the subject area.”

Staff moved forward with a Request for Quotations (“RFQ”) for landscaping design and installation. From this RFQ, Tydan Landscape was contracted to complete the design plan for the Copenhagen Park in early 2023.

Comments/Analysis:

Public Works Staff worked with Tydan Landscape to come up two designs for the Copenhagen stormwater management park. One design being a strictly landscaped design (Option #2) and the alternate design for inclusion of landscaping and a walking path (Option #1).

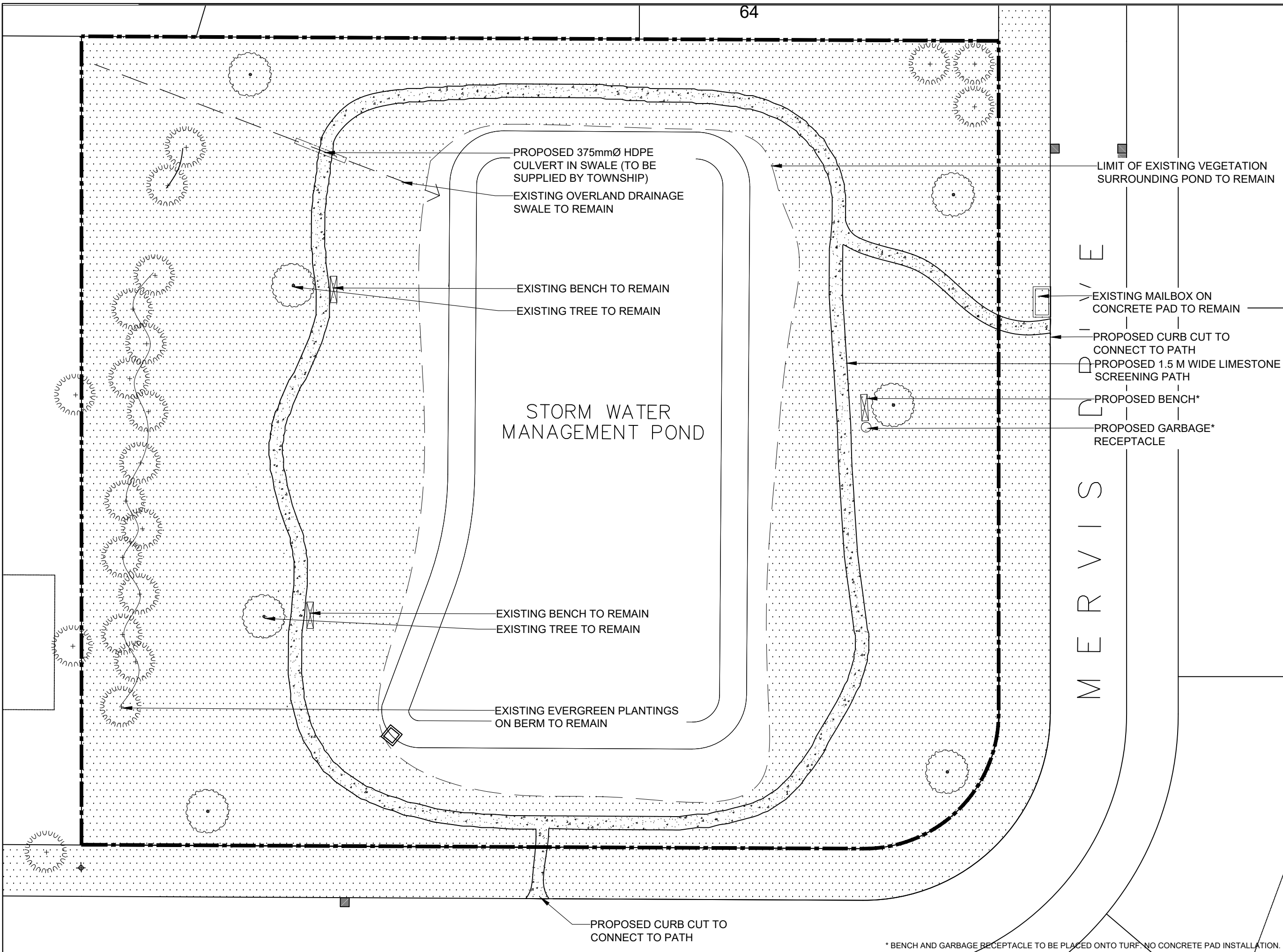
Staff recommends the adoption of the strictly landscaped design (Option #2), as the work aligns with the comments provided by the community, and suits the available budget for the subdivision works.

Financial Implications to Budget:







The capital budget for the Copenhagen park project is \$40,000 in total. The design work of \$11,500.00 plus tax is part of this leaving roughly \$28,500 in the 2023 capital budget allocation for the build out of this plan.

Submitted by:	Approved by:	Approved for Council:
Chris Cox Facilities Manager	Matt Sweetland, P.Eng., Director of Public Works	Adam Betteridge, Chief Administrative Officer

Option 1:
Walking Path with Landscaping



LEGEND

- | | PROPERTY LIMIT |
|---|--|
|  | PROPOSED DECIDUOUS TREE |
|  | PROPOSED CONIFEROUS TREE |
|  | PROPOSED AND EXISTING BENCHES |
|  | PROPOSED GARBAGE RECEPTACLE |
|  | PROPOSED 1.5M WIDE LIMESTONE SCREENING PATH* |
|  | EXISTING TURF TO REMAIN/TO BE REPAIRED ONCE CONSTRUCTION IS COMPLETE |

DATE:	REV. INFO
2023/03/30	REVISED TO REDUCE INSTALLATION COST
2023/01/27	REVISED BASED CLIENT COMMENTS

CLIENT NAME:

TOWNSHIP OF MALAHIDE

DRAWING NAME:

COPENHAGEN PARK
CONCEPT PLAN



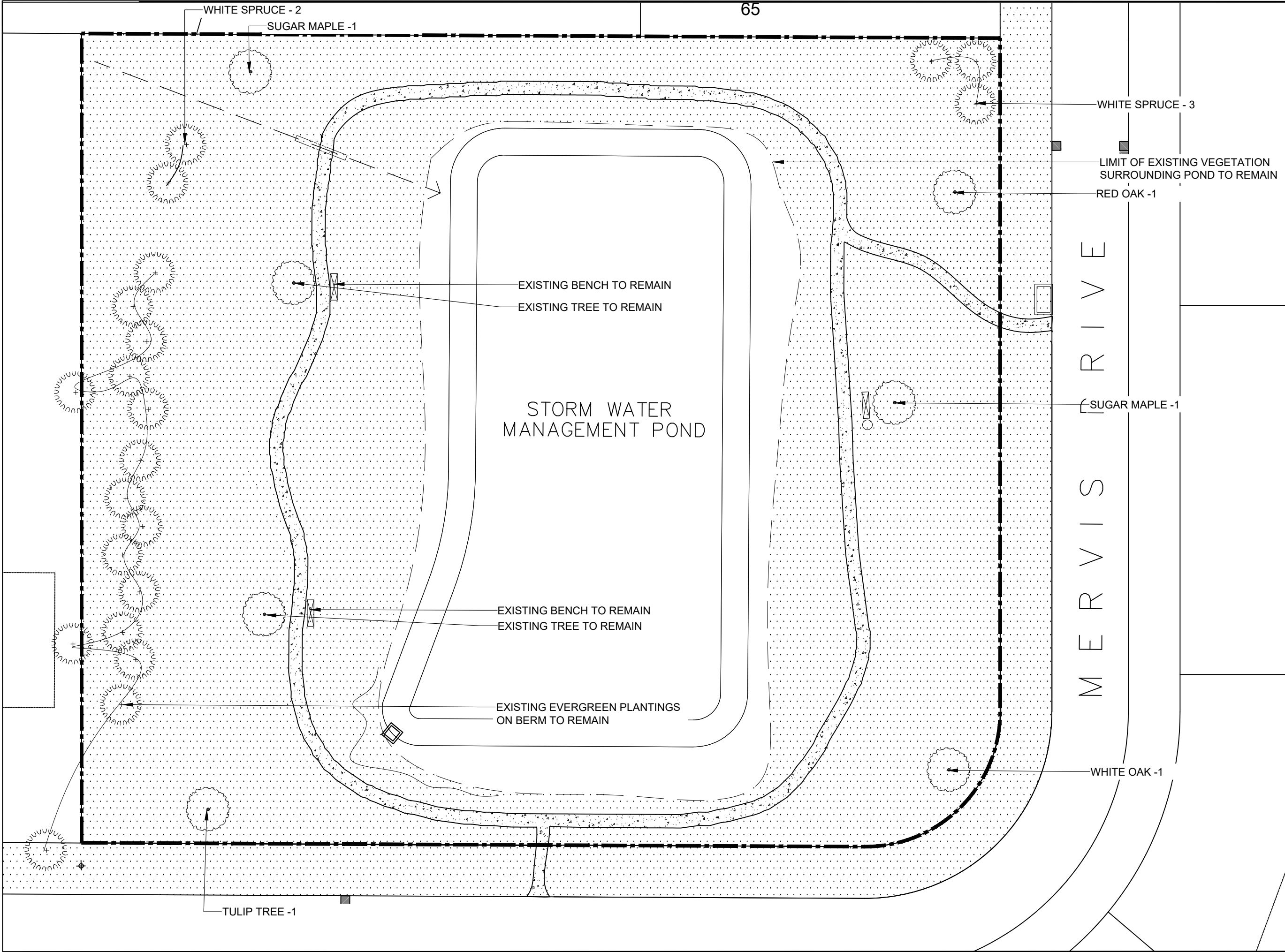
DATE:	2023-03-30
DRAWN BY:	CW/NC
CHECKED BY:	PR/NC
SCALE:	1/32" - 1'- 0"
PROJECT NO.	2022/49



PAGE NO. _____

C-1

* BENCH AND GARBAGE RECEPTACLE TO BE PLACED ONTO TURF. NO CONCRETE PAD INSTALLATION.



LEGEND

PROPERTY LIMIT

PROPOSED DECIDUOUS TREE

PROPOSED CONIFEROUS TREE

PROPOSED AND EXISTING BENCHES

PROPOSED GARBAGE RECEPTACLES

PROPOSED 1.5M WIDE LIMESTONE SCREENING PATH

EXISTING TURF TO REMAIN/TO BE REPAIRED ONCE CONSTRUCTION IS COMPLETE


DATE:	REV. INFO
2023/03/30	REVISED TO REDUCE INSTALLATION COST


CLIENT NAME:

TOWNSHIP OF MALAHIDE

DRAWING NAME:

COPENHAGEN PARK PLANTING PLAN



DATE: 2023-03-30	
DRAWN BY: CW/NC	
CHECKED BY: PR/NC	
SCALE: 1/32" - 1'- 0"	
PROJECT NO. 2022/49	
NORTH 	PAGE NO. P-1

PLANT LIST

DECIDUOUS TREES						
	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	CONDITION	SPACING
	2	<i>Acer saccharum</i>	Sugar Maple	200-250 cm ht	5 gal potted	5 m O.C.
	1	<i>Liriodendron tulipifera</i>	Tulip Tree	200-250 cm ht	5 gal potted	5 m O.C.
	1	<i>Quercus alba</i>	White Oak	200-250 cm ht	5 gal potted	5 m O.C.
	1	<i>Quercus rubra</i>	Red Oak	200-250 cm ht	5 gal potted	5 m O.C.
Total	5					
CONIFEROUS TREES						
	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	CONDITION	SPACING
	5	<i>Picea glauca</i>	White Spruce	60-80 cm ht	7 gal potted	5 m O.C.
Total	5					



RED OAK-FALL



TULIP TREE-FALL



TULIP TREE-SUMMER



SUGAR MAPLE-FALL



WHITE SPRUCE
-ALL SEASONS

- GENERAL NOTES:
- Contractors to locate all underground utilities.
 - Ensure positive drainage in all areas.
 - Do not scale.
 - All dimensions and sizes are subject to verification on site due to site conditions
 - Landscape design is property of Tydan Landscape Design Inc., and may not be used by homeowner or others without written permission
 - Landscaping may be adjusted on site due to utilities, site conditions and best practices by Tydan Landscape Design Inc.
 - All workmanship and plant material to be guaranteed as per contract
 - Tydan Landscape Design Inc. Takes no responsibility for practices used during installation of design and final layout if purchased for installation by others
 - Please refer to terms & conditions for further details
 - Property line is assumed. it is the responsibility of the homeowner to assure design falls within boundaries of the property line
 - Drawing is not for construction
 - Contract overrides what is on the plan

DATE:	REV. INFO
2023/03/30	REVISED TO REDUCE INSTALLATION COST

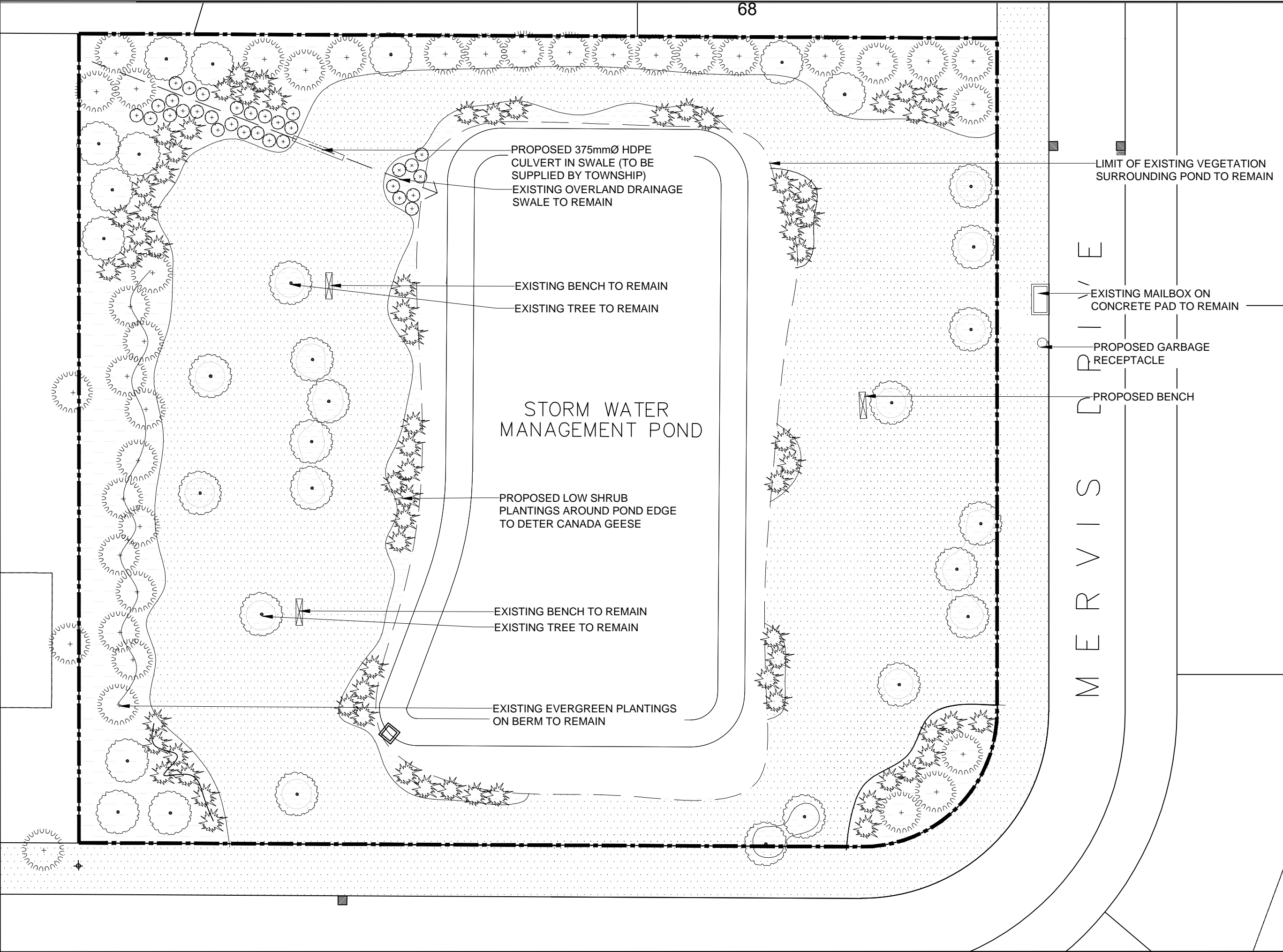
CLIENT NAME:
TOWNSHIP OF MALAHIDE

DRAWING NAME:
COPENHAGEN PARK
PLANT LISTS AND SAMPLES



DATE: 2023-03-30	
DRAWN BY: CW/NC	
CHECKED BY: PR/NC	
SCALE:	
PROJECT NO. 2022/49	
NORTH	PAGE NO. P-2

Option 2:
Landscaping Only



LEGEND

PROPERTY LIMIT

PROPOSED DECIDUOUS TREE

PROPOSED CONIFEROUS TREE

PROPOSED SHRUBS

PROPOSED AND EXISTING BENCHES

PROPOSED GARBAGE RECEPTACLE

EXISTING TURF TO REMAIN TO BE REPAIRED ONCE CONSTRUCTION IS COMPLETE

PROPOSED MULCH BEDS

*SOIL EXCAVATED FROM AREAS FOR PATH INSTALLATION SHALL BE REUSED ON SITE IN GARDEN PLANTING BEDS

DATE:	REV. INFO
2023/01/27	REVISED BASED CLIENT COMMENTS

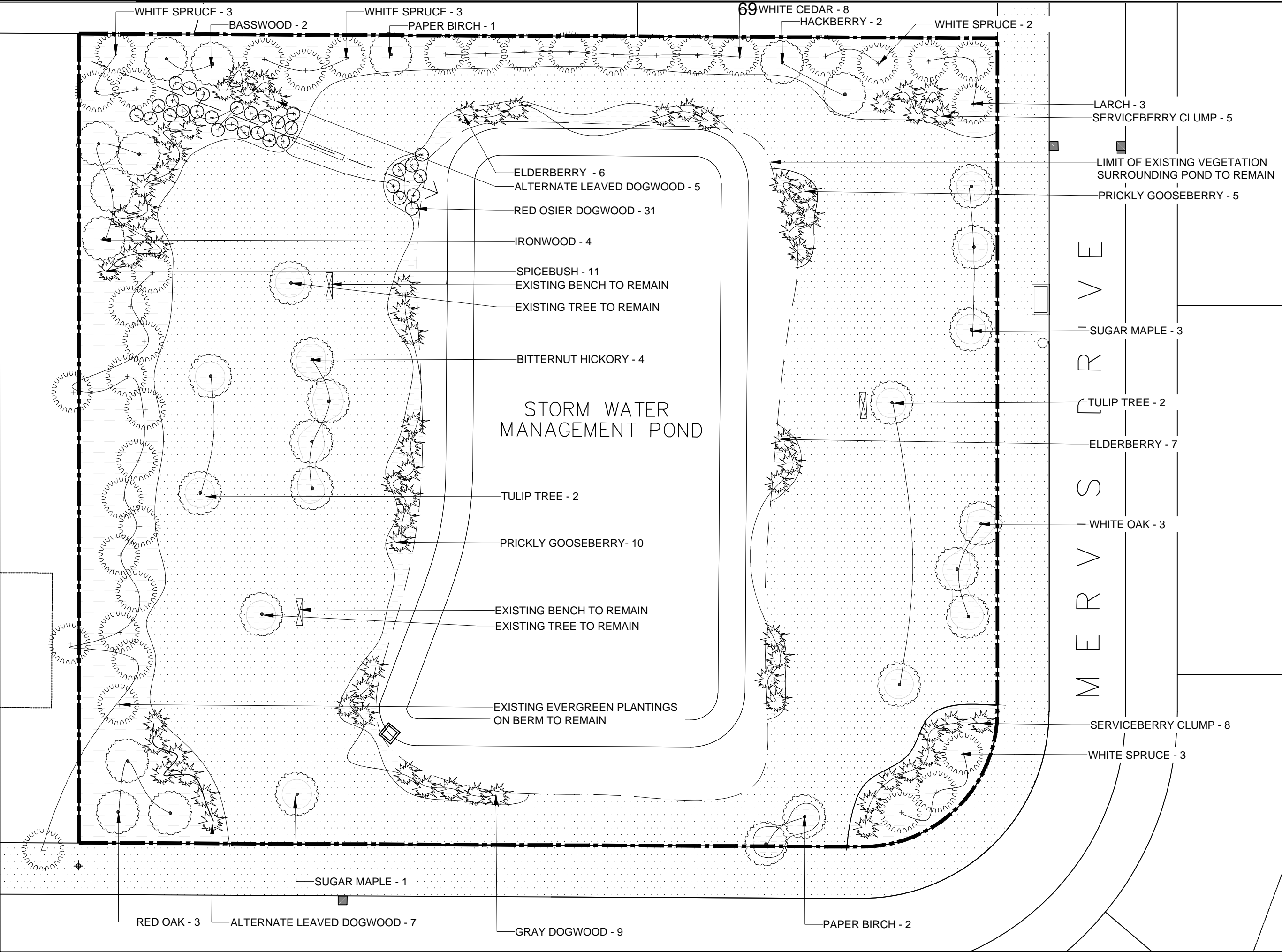
CLIENT NAME:

TOWNSHIP OF MALAHIDE

DRAWING NAME:

COPENHAGEN PARK CONCEPT PLAN

DATE: 2023-01-19	
DRAWN BY: CW/NC	
CHECKED BY: PR/NC	
SCALE: 1/32" - 1'- 0"	
PROJECT NO. 2022/49	
NORTH 	PAGE NO. C-1



LEGEND

PROPERTY LIMIT

PROPOSED DECIDUOUS TREE

PROPOSED CONIFEROUS TREE

PROPOSED SHRUBS

PROPOSED AND EXISTING BENCHES

PROPOSED GARBAGE RECEPTACLE

EXISTING TURF TO REMAIN/TO BE REPAIRED ONCE CONSTRUCTION IS COMPLETE

PROPOSED MULCH BEDS


DATE:	REV. INFO


CLIENT NAME:

TOWNSHIP OF MALAHIDE

DRAWING NAME:

COPENHAGEN PARK PLANTING PLAN



DATE: 2023-04-17	
DRAWN BY: CW/NC	
CHECKED BY: PR/NC	
SCALE: 1/32" = 1'-0"	
PROJECT NO. 2022/49	
NORTH 	PAGE NO. P-1

PLANT LIST

DECIDUOUS TREES						
	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	CONDITION	SPACING
	4	<i>Acer saccharum</i>	Sugar Maple	25 mm Caliper	10 gal potted	5 m O.C.
	3	<i>Betula papyrifera</i>	Paper Birch	200-250 cm ht	5 gal potted	5 m O.C.
	2	<i>Celtis occidentalis</i>	Hackberry	200-250 cm ht	5 gal potted	5 m O.C.
	4	<i>Carya cordiformis</i>	Bitternut Hickory	200-250 cm ht	5 gal potted	5 m O.C.
	4	<i>Liriodendron tulipifera</i>	Tulip Tree	200-250 cm ht	5 gal potted	5 m O.C.
	4	<i>Ostrya virginiana</i>	Ironwood	200-250 cm ht	5 gal potted	5 m O.C.
	3	<i>Quercus alba</i>	White Oak	200-250 cm ht	5 gal potted	5 m O.C.
	3	<i>Quercus rubra</i>	Red Oak	200-250 cm ht	5 gal potted	5 m O.C.
	2	<i>Tilia americana</i>	Basswood	200-250 cm ht	5 gal potted	5 m O.C.
Total	29					

CONIFEROUS TREES

	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	CONDITION	SPACING
	3	<i>Larix laricina</i>	American Larch	125-150 cm	3 gal potted	5 m O.C.
	11	<i>Picea glauca</i>	White Spruce	60-80 cm ht	7 gal potted	5 m O.C.
	8	<i>Thuja occidentalis</i>	White Cedar	125-150 cm	3 gal potted	5 m O.C.
Total	22					

SHRUBS

	QTY	SCIENTIFIC NAME	COMMON NAME	SIZE	CONDITION	SPACING
	13	<i>Amelanchier laevis</i>	Smooth Serviceberry Clump	75-100 cm ht	3 gal potted	2 m O.C.
	12	<i>Cornus alternifolia</i>	Alternate-Leaved Dogwood	75-100 cm ht	3 gal potted	2 m O.C.
	9	<i>Cornus racemosa</i>	Gray Dogwood	40-75 cm ht	1 gal potted	1.5 m O.C.
	31	<i>Cornus stolonifera</i>	Red Osier Dogwood	40-75 cm ht	1 gal potted	1.5 m O.C.
	11	<i>Lindera benzoin</i>	Spicebush	75-100 cm ht	3 gal potted	2 m O.C.
	15	<i>Ribes cynosbati</i>	Prickly Gooseberry	40-75 cm ht	1 gal potted	1.5 m O.C.
	13	<i>Sambucus canadensis</i>	Common Elderberry	40-75 cm ht	1 gal potted	2 m O.C.
Total	104					



LARCH-FALL



WHITE SPRUCE
-ALL SEASONS



TULIP TREE-FALL



TULIP TREE-SUMMER



SUGAR MAPLE-FALL



IRONWOOD-SUMMER



RED OAK-FALL



PAPER BIRCH-SUMMER



BITTERNUT HICKORY-FALL



WHITE CEDAR-ALL SEASONS



COMMON ELDERBERRY-SUMMER



SPICEBUSH-FALL



SERVICEBERRY CLUMP-SPRING



RED OSIER DOGWOOD-WINTER



ALTERNATE LEAVED DOGWOOD-
SPRING



PRICKLY GOOSEBERRY-SUMMER

- GENERAL NOTES:
- Contractors to locate all underground utilities.
 - Ensure positive drainage in all areas.
 - Do not scale.
 - All dimensions and sizes are subject to verification on site due to site conditions
 - Landscape design is property of Tydan Landscape Design Inc., and may not be used by homeowner or others without written permission
 - Landscaping may be adjusted on site due to utilities, site conditions and best practices by Tydan Landscape Design Inc.
 - All workmanship and plant material to be guaranteed as per contract
 - Tydan Landscape Design Inc. Takes no responsibility for practices used during installation of design and final layout if purchased for installation by others
 - Please refer to terms & conditions for further details
 - Property line is assumed. it is the responsibility of the homeowner to assure design falls within boundaries of the property line
 - Drawing is not for construction
 - Contract overrides what is on the plan

DATE:	REV. INFO

CLIENT NAME:
TOWNSHIP OF MALAHIDE

DRAWING NAME:
COPENHAGEN PARK
PLANT LISTS AND SAMPLES



DATE: 2023-04-17	
DRAWN BY: CW/NC	
CHECKED BY: PR/NC	
SCALE:	
PROJECT NO. 2022/49	
NORTH	PAGE NO. P-2



Report to Council

REPORT NO.: PW-23-33
DATE: May 18, 2023
ATTACHMENT: ½-Ton Tender Summary, and ¾-Ton Tender Summary
SUBJECT: TENDER AWARD – FLEET VEHICLES

Recommendation:

THAT Report No. PW-23-33 entitled “Tender Award – Fleet Vehicles” be received;

AND THAT the bid received from Elgin Chrysler, of St. Thomas, Ontario, in the amount of \$99,588.00 (plus applicable taxes and licensing), for the purchase of two (2) new ½ - Ton Pickup Trucks be accepted;

AND THAT the bid received from Elgin Chrysler, of St. Thomas, Ontario, in the amount of \$67,105.00 (plus applicable taxes and licensing), for the purchase of one (1) new ¾ -Ton Pickup Truck be accepted;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Elgin Chrysler, of St. Thomas, Ontario, for the supply of the above noted new ½ - Ton Pickup Trucks;

AND THAT the Mayor and Clerk be authorized to enter into an agreement with Elgin Chrysler, of St. Thomas, Ontario, for the supply of the above noted new ¾ - Ton Pickup Truck.

Background:

Township Public Works Staff issued a call for tenders for two (2) new ½-ton pickup trucks (Tender: PW-23-10) on April 14, 2023 and the document was distributed to 43 local vehicle suppliers and posted to the Bids & Tenders® website.

Tender bids were received on May 5, 2023 from 2 suppliers. The low bid was submitted by Elgin Chrysler of St. Thomas, Ontario for a total of \$99,588.00 (plus applicable taxes and licensing).

In addition to above, Township Public Works Staff issued a call for tenders for one (1) new ¾ -ton Pickup Truck (Tender: PW-23-12) on April 14, 2023 and the document was

also distributed to 43 local vehicle suppliers and posted to the Bids & Tenders® website.

Tender bids were received on May 5, 2023 from 2 suppliers. The low bid was submitted by Elgin Chrysler of St. Thomas, Ontario for a total of \$67,105.00 (plus applicable taxes and licensing).

Comments/Analysis:

Although there were some minor non-conformances, the Staff are satisfied that each bid generally met the qualifications and that nothing became evident in accordance with the tender document which would warrant disqualification.

Based on a thorough review, Staff are recommending that Council accept the low bid as submitted by Elgin Chrysler of St. Thomas, Ontario, for the supply of Two (2) Ram 1500, regular cab, long box, 4x4 pickup trucks.

Staff also recommends that Council accept the low bid from Elgin Chrysler, of St. Thomas, Ontario, for the supply of one (1) Ram 2500, regular cab, long box, 4x4 pickup truck.

Financial Implications to Budget:

The recommended bids received from Elgin Chrysler for two (2) ½ - Ton Pickup Trucks and one (1) ¾ - Ton Pickup Truck is \$166,693.00 (plus applicable taxes and licensing) which is reflected against the 2023 adopted Capital Budget of \$150,000.00 noting a negative variance of \$16,693.00 (11%).

There will be additional expenses incurred to ready the vehicles for municipal service. These expenses are proposed to be funded through the Capital Equipment Reserve. Once the vehicles are received, they will be equipped with working/emergency lighting, radio equipment, and other essentials.

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

73
TOWNSHIP OF MALAHIDE

SUMMARY OF TENDERS

PW-23-10 – Half Ton Truck Tender

Subject to Council's Consideration and Approval.

(Prices do not include HST)

2023 Half Ton Trucks

BIDDER	MODEL	VEHICLE #1 PRICE	VEHICLE #2 PRICE	TOTAL PRICE
ELGIN CHRYSLER	RAM 1500	\$ 49,794.00	\$ 49,794.00	\$ 99,588.00
OXFORD DODGE	RAM 1500	\$ 63,470.00	\$ 63,470.00	\$ 126,940.00

74
TOWNSHIP OF MALAHIDE

SUMMARY OF TENDERS

PW-23-12 – ¾ Ton Truck Tender

Subject to Council's Consideration and Approval.

(Prices do not include HST)

2023 ¾ Ton Truck

BIDDER	VEHICLE	PRICE
ELGIN CHRYSLER	RAM 2500	\$ 67,105.00
OXFORD DODGE	RAM 2500	\$ 71,015.00



Report to Council

REPORT NO.: PW-23-34
DATE: May 18, 2023
ATTACHMENT:
SUBJECT: TEMPERANCE LINE 2023 MAINTENANCE RECONSIDERATION

Recommendation:

THAT Report No. PW-23-34 entitled “Temperance Line 2023 Maintenance Reconsideration” be received.

Background:

At its April 20, 2023 Regular Meeting, Township Council considered Staff Report No. PW-23-27, and passed the following:

“No. 23-187
Moved By: Scott Lewis
Seconded By: Sarah Leitch

THAT Report No. PW-23-27 entitled “Temperance Line 2023 Maintenance” be received;
AND THAT Staff proceed with maintenance activity direction through Option 3 described within this staff report.

Carried”

The above entails: mill; grade; and, pack Temperance Line to allow safe travel by converting the subject road section to an effective gravel road. Such undertaking allows safe travel while the road segment is added to the Township’s asset inventory for prudent long-term planning and appropriate service level decision making.

At its May 4, 2023 Regular Meeting, Township Council directed staff to report-back on the conversion of Temperance Line, it being suggested through a complaint received that a gravel road equivalency is not appropriate.

Comments/Analysis:

As summarized below, 3 Options were provided for Council consideration in Staff Report No. PW-23-27 (April 20, 2023):

Option 1: \$38,000 + HST - potholes filled with reclaimed asphalt, topped with cold patch and packed;

Option 2: \$7,500+ HST – road remain closed (local traffic only), but existing voids may be filled with recycled asphalt and packed to bring to a drivable surface; and,

(Selected on April 20) Option 3: \$5,000 + HST - scheduled milling of the existing surface, bringing to gravel road equivalency.

A fourth (4th) option was not provided, but would be full surface treatment conversion (re-pave with asphalt). Such would be approximately \$60,000, and doesn't factor potential additional contingencies: due to lack of base material investigation at this time, a full road reconstruction could be warranted and come with significant additional costs, and potential of reduced life expectancy of road segment due lack of existing usage and material data.

As Township Staff have been given direction by resolution to undertake work by resolution No. 23-187, a 2/3 vote of council is required to reconsider such resolution and provide new direction in accordance with the Procedural By-law No. 17-97 (section 25). As no motion was brought forth for vote, staff have not yet proceeded on any work on Temperance Line until such time that reconsideration direction is provided or stayed.

By acting on the informal direction given to staff for consideration of surface treatment undertaking, staff have prepared the requisite cost estimate for Council consideration.

It remains Staff's professional opinion to proceed with the direction given by resolution No. 23-187 to mill and grade Temperance Line, and include the road section into the Asset Inventory for service level decision, consistent with all Township Road service level consideration which may include a variety of options for appropriate financial undertaking requiring inspection investigation for appropriate determination, such as:

- Maintain as gravel road
- Surface treatment conversion
- Continued negotiation with MTO
- Declaration as surplus of various sections
- Cross Section alteration for costing improvement

To reiterate, the intention of immediate milling and grading is to allow safe passage of vehicles, an allow input of the road segment into the asset inventory for appropriate financial and operational planning.

If it is Township Councils desire to proceed with an alternate direction, procedure and direction by motion is required by procedural by-law No. 19-97 section 25.4.

Financial Implications to Budget:

No financial implication by receipt of informational report.

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



Report to Council

REPORT NO.: FIN-23-12
DATE: May 18, 2023
ATTACHMENTS: 2022 Capital Project Variance Summary
SUBJECT: **2022 TAX SUPPORTED BUDGET PERFORMANCE**

Recommendation:

THAT Report No. FIN 23-12 entitled “2022 Tax Supported Budget Performance” be received;

AND THAT the Township’s 2022 tax supported operating surplus of \$71,196 be transferred to the Capital Reserve;

AND THAT the Township’s 2022 building permit surplus of \$38,196 be transferred to the Building Stabilization Reserve Fund;

AND THAT the Township’s 2022 county roads deficit of \$46,496 be funded through a transfer from the County Roads Reserve.

Background:

The purpose of this report is to provide an update on the financial results of the Township’s operations in 2022. Council received year-end forecasts on a line-by-line basis in the 2023 Budget of which many of the variances noted in this report were addressed. To close the Township’s 2022 financial records, Council is required to authorize a transfer of surplus funds back to reserves.

Comments:

The ending balances for the 2022 Operating and Capital Budgets have been analyzed. The following comments are provided:

Operating Budget

During 2022 the Township spent \$7,833,754 against its budget of \$7,915,001 resulting in a surplus of \$62,896. This surplus represents a 0.80% under-expenditure from Council's approved 2022 Budget. Included in this surplus are funds which are considered restricted either through legislation or agreements and therefore require specific reserve destinations. A summary of these funds is provided below.

Funding Type	Surplus / (Deficit)	Destination Reserve
Unrestricted (Tax Base)	\$71,196	Capital Reserve
Building Permits	38,196	Building Stabilization Reserve Fund
County Roads Funding	(46,496)	County Roads Reserve
Total	\$62,896	

A departmental listing of the Township's tax supported operating surplus of \$62,896 is provided in the following table. Departmental variances over \$10,000 are highlighted, with commentary for such variances in the following paragraphs. Further information can be provided upon request.

Department	Division	2022 Budget	2022 Net Cost / (Revenue)	Surplus / (Deficit)
General Government	Council	\$168,922	\$163,184	\$ 5,738
	Administration	886,611	773,498	113,113
	Other Revenues	(1,769,179)	(1,782,062)	12,883
	Animal Control	(23,838)	(33,683)	9,845
	Conservation	164,610	164,610	0
Development Services	Planning	71,643	73,793	(2,150)
	Building	0	38,196	38,196
	Bylaw	6,514	1,478	5,036
Emergency Services	Fire	857,148	842,942	14,206
	Emergency Management	49,145	43,243	5,722
	Police	1,054,603	1,060,233	(5,630)
Public Works	Road Operations	3,193,399	3,187,939	5,460
	County Roads	0	46,496	(46,496)
	Streetlights & Sidewalks	15,922	10,503	5,419
	Waste Management	431,406	402,358	29,048
	Drainage	132,203	124,774	7,429
	Parks	82,204	95,915	(13,711)
	Recreation	600,775	598,868	1,907
	Cemeteries	44,459	46,642	(2,183)
Debt & Reserves	Debt Servicing	318,099	318,099	0
	Reserve Funding	1,630,355	1,630,355	0
Extraordinary Items		0	120,936	(120,936)
Total		\$7,915,001	\$7,851,925	\$62,896

Administration

The Administration budget netted a \$113,113 surplus as a result of an amalgamation of the Township's corporate functions including finance, human resources, information technology ("IT") and clerk services.

The Township's transition from a full-time IT Manager to a pay-per-use contracted service generated significant savings and was not contemplated in the approved 2022 Budget, resulting in cost savings of approximately \$80,000.

Administration Surplus	
IT Outsourcing	\$80,331
WSIB surplus	35,484
User fee revenue	8,999
GIS billing revenue	14,935
Utilities expense	6,437
Equipment rental	(6,794)
Audit expense	6,073
Software	(11,730)
Fuel	(2,000)
Legal	(22,438)
Other	3,816
Total	\$113,113

When WSIB Ontario generates unexpected surpluses, they occasionally issue rebates to eligible organizations. The Township received a one-time rebate in the amount of \$35,484 during the year.

It was noticed through development of the 2023 Budget that a number of Administration line budgets had fallen out of line with the Township actual operating costs. A number of these items form part of Administration variance in 2022 though most were corrected through the 2023 Budget. These items include: user fee revenue, GIS billing revenue, utilities expense (Township Administration Office), equipment rentals, software, and fuel.

Legal costs of \$33,438 exceeded the 2022 Budget allocation of \$11,000 resulting in a \$22,438. The Township has exceeded its legal expense budget every year since 2018. A \$4,000 increase to legal expenses was included in the 2023 Budget and staff are monitoring spending in contemplation of future budget adjustments.

Other Revenues

Throughout the year changes are made to the Township's assessment roll which result in additional or lost property tax revenue. New builds, additions to existing properties, and changes to tax classes with higher tax rates result in supplementary taxes. Assessment reductions through reassessment, appeals, or changes to tax classes with lower tax rates result in write-offs. Net changes to the tax roll throughout the year netted \$12,883 in unexpected revenue.

Building Services

Building permit revenues performed as expected with collections of \$273,360 against a budget estimate of \$270,000 for 2022. Cost savings were generated through unused wage budgets due to the start date of the Township's part-time building administrative clerk. The Building Services contracted services budget, typically used to hire RSM Building Consultants to fill backlogs, was underutilized during the year.

The Township elects to fund the Building Services department fully through building permit revenue. Building permit revenue exceeded building service costs by \$38,196 during the year. The Building Code Act requires these excess funds be kept in the Building Stabilization Reserve Fund to offset the cost of administration and enforcement of the Building Code Act in future years.

Fire Services

The Township's part-time Deputy Fire Chief position was vacant throughout 2022 resulting in a wage-related surplus of approximately \$43,000. This position was eliminated later in 2022 as part of the Township's reorganization strategy. Over expenditures for training (\$5,062), vehicle repairs and fuel (\$19,032) and facility costs (\$13,968) offset against wage-related savings thereby reducing the department's overall surplus to \$14,206. The Township's historical financial data shows that fire vehicle and equipment cost typically have exceeded the Township's annual budget allocations. A nearly 12% increase in this budget was approved through the 2023 Budget which was funded through budget cuts and an increase in MTO billing recoveries rates.

County Roads

In exchange for maintenance of County roads, the Township receives transfer payments from the County of Elgin as defined in the Roads Maintenance Agreement (RMA). The Township retains unused RMA funding in its County Roads Reserve to be applied against future cost overruns. Costs relating to the maintenance of County Roads amounted to \$841,745 which exceeded RMA funding by \$46,496. This difference is recommended to be funded by the County Roads Reserve which is comprised of prior year RMA surpluses.

Waste Management

The Township's recyclable material, collected from Malahide properties by Miller Waste Systems, is shipped to the Material Recovery Facility (MRF) owned by the City of London. Recyclable material is sold for reuse and proceeds are remitted back to the Township. These recoveries are budgeted conservatively as they vary year-to-year. In 2022, total recyclable recoveries amounted to \$59,605 which exceeded the 2022 Budget estimate of \$30,000 accounting for most of this division's surplus for the year.

Parks

The parks department spent \$95,915 against a budget of \$82,204 resulting in a \$13,711 deficit during 2022. The major source of variance was in the parks fuel expense which was overspent by \$11,153 as a result of abnormally high fuel prices and an understated budget. An adjustment to set a more realistic fuel budget was approved for 2023 and expenses during the year are currently on pace with this revised budget.

Extraordinary Items

The detection of historical payment-in-lieu remittance discrepancies between the Township and the County of Elgin gave rise to financial obligations that were not quantified in the 2022 Budget. At the time of the 2022 Budget deliberations, it was unclear whether these payment-in-lieu discrepancies would require

Extraordinary Items	
2020 PILs	(\$187,974)
2022 PILs	(190,743)
Flood event	(71,919)
Pipeline allowance	150,000
Unused carryforward	179,700
Total	(\$120,936)

back-funding and as a result the issue was deferred to 2023. Later in 2022, the Township's auditor determined that a financial obligation for at least the 2021 financial year exists and that the potential obligation would be drawn from the Township's 2021 Surplus. This was detailed to Council through report No. FIN-22-20 on July 21, 2022. Despite an allowance of \$194,800 drawn for additional 2021 payment-in-lieu remittances, the Township generated a year-end surplus of \$102,760 in 2021. As a result of discussions with the County of Elgin, remittances for 2020 payments-in-lieu in the amount of \$187,974 and \$190,743 for 2022 were required. As such, the Township incurred \$378,717 in unbudgeted expenditures during 2022.

A significant flood event took place in the Village of Port Bruce on February 17th and 18th of 2022. The flood cost \$71,919 which was comprised of physically removing the ice off streets, etc., additional garbage collection and staff overtime. An emergency response vehicle was also damaged in the flood though it was mostly covered through insurance. The Township requested financial assistance from the Province through the Municipal Disaster Recovery Assistance program but was ultimately unsuccessful as the program requires natural disaster costs to exceed 3% of the municipal taxation levy (\$237,500 in 2022).

As detailed in report No. FIN-22-23 (October 6, 2022 Regular Council Meeting), the Township, along with several other neighbouring municipalities, were challenged with assessment appeals dating back to 2017 for natural gas pipeline accounts. The Township had been monitoring these appeals for a number of years and had appropriately recorded \$150,000 in financial liabilities, thereby reducing prior year surpluses, in case the appeals were successful. The assessment appeals were ultimately unsuccessful and as such a financial liability of \$150,000 was discharged in 2022.

Council approved operating budget carryforwards in the amount of \$179,700 for outstanding ditching and drainage work that was unable to be completed during 2021. The Roads Operations division generated a small annual surplus of \$5,460 during 2022 and therefore it did not ultimately require the additional funding support that had been set aside. This funding is recommended to be derestricted and distributed back to reserves.

Capital Budget

The Township spent \$1,648,165 against its Capital Budget of \$2,227,500 leaving \$579,335 in funding unspent during 2022. To complete ongoing projects, funding in the amount of \$399,800 was carried into 2023. A

Capital Budget Summary	
Capital Budget	\$2,227,500
Project Costs	1,648,165
2023 Carryforwards	399,800
Surplus Capital Funds	\$179,535

net surplus of \$179,535 remains in the Township's reserves to fund future capital projects. This magnitude of capital surplus was contemplated as part of the 2023 Budget development. Attached to this report is the 2022 Capital Project Variance Summary which lists the full set of capital project variances for 2022.

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

2022 CAPITAL PROJECT VARIANCE SUMMARY

84

Project	Budget	Actual	Variance	Carryforward Approvals	Surplus / (Deficit)	Notes
Plans & Studies						
Bi-Annual OSIM Inspection	40,000	9,235	30,765	-	30,765	Spriet was awarded low quote
Road Safety Audit	30,000	19,276	10,724	17,400	(6,676)	Phase 3 continuing in 2023
Shared Building, Planning & Bylaw Enforcement	50,000	70,062	(20,062)	-	(20,062)	Cost overruns being covered through one-time modernization grant. Recoveries from Bayham outstanding and will draw down variance.
	120,000	98,573	21,427	17,400	4,027	
Governance & Administration						
Servers, Computers, Network & Other IT Equipment	30,000	619	29,381	30,000	(619)	Projects deferred to 2023 due to IT Manager vacancy and shift to third-party service
Software Modernization Initiatives	13,500	-	13,500	-	13,500	
	43,500	619	42,881	30,000	12,881	
Fire & Emergency Services						
SCBA & Bunker Gear	42,600	44,960	(2,360)	-	(2,360)	
Fire Communications Equipment - Radios & Pagers	3,000	2,166	834	-	834	
General Equipment Allowance - Hose, Nozzles & Adaptors	8,000	8,188	(188)	-	(188)	
Water & Ice Rescue Equipment	6,000	3,217	2,783	-	2,783	
Vent / Extrication Saws	3,400	-	3,400	-	3,400	
Power Washers Station 3/4	12,200	12,322	(122)	-	(122)	
County Radio System Backup Batteries	8,000	8,156	(156)	-	(156)	
	83,200	79,010	4,190	-	4,190	
Fleet & Equipment						
Truck 85: 2010 Ford F350 1 ton Pickup	80,000	1,000	79,000	60,200	18,800	Tender was awarded, truck has been ordered but not yet received.
Truck 86: 2012 3/4 Ton Chevrolet	40,000	-	40,000	52,500	(12,500)	Tender was awarded, truck has been ordered but not yet received.
Tandem #15	356,300	362,571	(6,271)	-	(6,271)	
Chipper #61	50,000	21,036	28,964	21,000	7,964	Change in project scope from replacement to repairs. Budget carried to 2023 in case additional repairs are required.
	526,300	384,607	141,693	133,700	7,993	
Parks, Recreation & Facilities						
Copenhagen Park	40,000	-	40,000	40,000	-	Project deferred to 2023
Ball Diamonds - Lighting Switchover	6,500	6,257	243	-	243	
Ball Diamonds - Drainage Improvements	4,000	3,730	270	-	270	
Facilities - Floor Scrubber (MCP)	6,000	6,004	(4)	-	(4)	
Facilities - MCP Wood Fence Replacement	6,000	13,409	(7,409)	-	(7,409)	Original budget estimate did not include cost of labour. Budgeting error resulting in project deficit.

2022 CAPITAL PROJECT VARIANCE SUMMARY

85

Project	Budget	Actual	Variance	Carryforward Approvals	Surplus / (Deficit)	Notes
Facilities - Health and Safety - AED Defibrillator devices	6,000	5,979	21	-	21	
Facilities - Dehumidifier	6,500	7,305	(805)	-	(805)	
	75,000	42,684	32,316	40,000	(7,684)	
East Elgin Community Complex (Township share)	113,500	17,858	95,642	-	95,642	Deferred capital including ice resurfacers
Road Network						
Community Safety - Speed Reduction Signage	9,000	5,863	3,137	-	3,137	
Community Safety - Warning Signage	32,000	32,789	(789)	-	(789)	
Wooleyville Line Road Design	50,000	2,607	47,393	-	47,393	Project was suspended due to issues pertaining to land acquisitions required to proceed with road widening.
Roadworks - Pressey Line: Catherine to Walker	550,000	650,536	(100,536)	-	(100,536)	Unanticipated material cost increase in excess of budget estimates. Funded through OCIF grant.
Roadworks - Pier Parking Lot Construction and Drainage Works	125,000	4,475	120,525	-	120,525	Project was suspended as a result of flooding. Staff are reviewing options.
Roadworks - Colin St. One-Way Conversion	15,000	-	15,000	-	15,000	
Bridges - Hacienda Line & Vienna Line Culvert Rehab	120,000	70,102	49,898	69,200	(19,302)	Tender results under allocated budget
Carter Rd Bridge Rehab Design	25,000	15,489	9,511	9,500	11	
Community Safety - Guiderails	200,000	200,428	(428)	-	(428)	
	1,126,000	982,289	143,711	78,700	65,011	
Municipal Drainage						
Norton Street	40,000	20,166	19,834	-	19,834	Project was completed internally at a cost lower than engineering estimate used for budget development
Sparta Line	100,000	-	100,000	100,000	-	Project funding carried to 2023
Unbudgeted municipal drainage attributed to road allowance	-	22,359	(22,359)		(22,359)	Unanticipated costs attributed to Township road right of ways through Drainage Act projects.
	140,000	42,525	97,475	100,000	(2,525)	
Project Totals	2,227,500	1,648,165	579,335	399,800	179,535	
Funding	Budget	Actual	Variance	Carryforward Approvals	Surplus / (Deficit)	Notes
Capital Reserve	1,614,000	927,568	686,432	399,800	286,632	
Ontario Community Infrastructure Fund	550,000	650,536	(100,536)	-	(100,536)	Pressey Line Reconstruction
Building Stabilization	12,500	17,515	(5,015)	-	(5,015)	25% of shared Building/Planning review
Modernization Fund	51,000	52,546	(1,546)	-	(1,546)	75% of shared Building/Planning review
Funding Totals	2,227,500	1,648,165	579,335	399,800	179,535	



Report to Council

REPORT NO.: FIN-23-11
DATE: May 18, 2023
ATTACHMENT: Building Permit Fees
SUBJECT: **BUILDING STABILIZATION RESERVE FUND**

Recommendation:

THAT Report No. FIN 23-11 titled “Building Stabilization Reserve Fund” be received.

Background:

The Building Code Act, 1992, S.O. 1992, c. 23 (the “Act”) prescribes that a municipality is required to prepare a report every twelve months that reports on the fees it prescribes for the application and issuance of permits and costs to administer and enforce the Act in its area of jurisdiction.

The Township’s building permits have been unmodified since 2019. A full list of the Township’s fees in 2023 is appended to this report.

A municipality is permitted to have a reserve fund which is available to manage the risks involved in the operation of a Building Division. Construction downturns, capital purchases, litigation and changes in legislation are examples of factors which may place stress on the annual budget. It is for these types of unexpected expenses that the Township’s Building Stabilization Reserve Fund was established.

Comments:

The Township incurred \$256,109 in operating costs to administer and enforce the Act during 2022. Building revenues collected during the year were \$294,305 resulting in a \$38,196 annual surplus. Building permit revenue collected by the Township must be applied against Building Services costs. As such, the Township is required to segregate this surplus from unrestricted tax funds by retaining it in its Building Stabilization Reserve Fund. A financial summary for Building Services in 2022 is provided below.

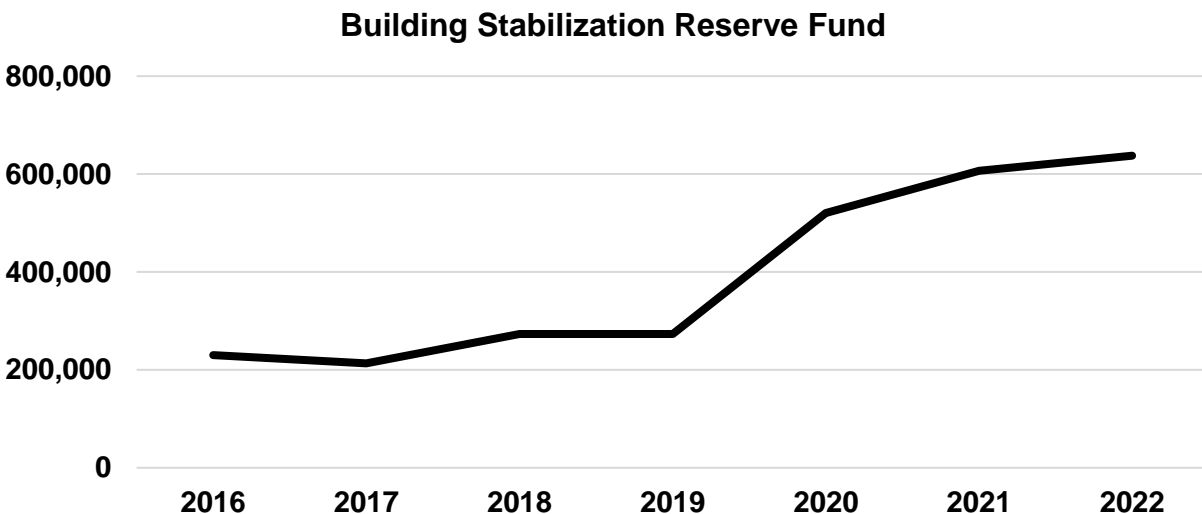
2022 Building Services Financial Summary		
Building Revenues		\$294,305
Direct Costs		
Wages	170,403	
Contracted Services (RSM)	<u>11,835</u>	
		182,238
Indirect Costs		
Administrative Support & Overhead	54,692	
Software	15,459	
Vehicle expenses	<u>3,720</u>	
		73,871
2022 Building Permit Surplus		\$38,196

At the beginning of 2022, the Township had retained \$606,676.62 in its Building Stabilization Reserve Fund which is made up of unused building permit revenue. These funds accrued interest which are also restricted under the Act. The

Building Stabilization Reserve Fund	
2022 Opening Balance	\$606,676.62
Add: Accrued Interest ⁽¹⁾	10,170.59
Less: Capital ⁽²⁾	(17,515.44)
Add: 2022 Operating Surplus	38,196.00
2022 Closing Balance	\$637,527.77

The Township's shared building, planning and bylaw project was partially funded by the reserve fund in the amount of \$17,515.44 as approved in the 2022 Budget. When factoring in this year's surplus, the Township's Building Stabilization Reserve fund closes at \$637,527.77.

Since 2016, the Building Stabilization Reserve Fund has grown from \$230,283.58 to \$637,527.77. Most of this growth came in 2019 where building permit revenue collected amounted to \$423,697.32, which well exceeded the Township's annual average of \$253,450.96. A history of the Building Stabilization Reserve Fund is provided below.



It is recommended that the Township set fees in a way that provides for the retention of

a minimum balance equating to 24 months of projected operating expenses. Based on 2022's financial operations, a Building Stabilization Reserve Fund balance of \$512,200 would be desirable. The Township's current balance of \$637,527.77 exceeds this target. A review of building and planning fees is currently being conducted which will consider the Township's options in this regard.

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

ITEM	CURRENT FEES
New Residences (detached or multiple) and additions up to 5,000 square feet	Flat fee of \$150.00 + \$.92/sq ft
New residences (detached or multiple) and additions exceeding 5, 001 square feet	Flat fee of \$150.00 + \$.92/sq ft for the first 5,000 sq ft + \$.82 for each additional sq ft
Attached garage on new home	\$.44/sq ft
Industrial, Institutional and Commercial buildings up to 10,000 square feet	Flat fee of \$150.00 + \$.92/sq ft
Industrial, Institutional and Commercial buildings exceeding 10,001 square feet	Flat fee of \$150.00 + \$.92/sq ft for the first 10,000 sq ft + \$.82 for each additional sq ft
Interior or Exterior renovations, including all other classes of permits not stated	Flat fee of \$150.00 for up to \$1,000.00 construction value and then \$10.45 for each additional \$1,000.00 in construction value
Decks, ramps and wood burning stoves	\$294.00
Demolition, residential and non-residential	\$186.00
Swimming Pool	\$294.00
Plumbing permit (plumbing fee for a new building is included in the above noted building fee)	Flat fee \$150.00 + \$10.45 per fixture
Signs	\$186.00
Change of Use	\$186.00
Occupancy Permit before 24 months of date of the building permit issuance	Included in above fees

ITEM	CURRENT FEES
Occupancy Permit after 24 months after date of buliding permit issuance	\$294.00
Farm Buildings (low human occupancy as defined in the O.B.C.) for up to 10,000 square feet	Flat fee \$150.00 + \$.43/sq ft
Farm Buildings (low human occupancy as defined in the O.B.C.) exceeding 10,001 square feet	Flat fee of \$150.00 + \$.43/sq ft for the first 10,000 sq ft + \$.37 for each additional sq ft
Accessory Buildings	Flat fee \$150.00 + \$.43/sq ft
Manure Tanks, Grain Bins, Silos, Bunker Silos	Flat fee of \$150.00 for up to \$1,000.00 construction value and then \$10.45 for each additional \$1,000.00 in construction value
<p>Sewage System Building Permit - Small Systems (New or Replacement Construction) Class 1,2,3,4 & 5</p> <p>Serving Buildings:</p> <ul style="list-style-type: none"> - with combined Occupant Loads <150 persons - with <5 bedrooms, <6000ft², <45 FU's (res. Buildings) - Tot. Daily Design Sanitary Sewage Flow <3000L/day 	\$620.00
<p>Sewage System Building Permit - Large Systems (New or Replacement Construction) Class 1,2,3,4 & 5</p> <p>Serving Buildings:</p> <ul style="list-style-type: none"> with combined Occupant Loads >150 persons -with >5 bedrooms, >6000ft², >45 FU's (res. Buildings) -Tot. Daily Design Sanitary Sewage Flow >3000L/day 	\$1,350.00

ITEM	CURRENT FEES
Sewage System Building Permit (Minor repair to the system) Class 1,2,3,4,& 5	\$492.00
Other Inspections (as deemed by CBO)	\$150.00 to be paid by applicant prior to required inspection
Lot Grading Plan Deposit	\$1,000.00 Deposit. The applicant will be refunded the full amount of deposit upon the Township Building Department receiving a Certificate of Compliance with approved Grading Plan. This shall occur no later than six (6) months after occupancy has been granted for the permit. After this time the deposit will be forfeit and the Township shall place orders to comply of the property



Report to Council

REPORT NO.: FIN-23-13
DATE: May 18, 2023
ATTACHMENTS:
SUBJECT: 2022 WATER & SEWER BUDGET PERFORMANCE

Recommendation:

THAT Report No. FIN 23-13 entitled “2022 Water & Sewer Budget Performance” be received;

AND THAT the Township’s 2022 water rate funded operating deficit of \$117,554 be funded from the Water Reserve;

AND THAT the Township’s 2022 sewer rate funded operating surplus of \$10,567 be transferred to the Sewer Reserve.

Background:

The purpose of this report is to provide an update on the financial results of the Township’s water and sewer systems in 2022. Water and sewer systems are not subsidized through property taxes but are instead fully funded through their respective user fees. The Township retains a Water Reserve and a Sewer Reserve to track surplus funds as well as fund future water and sewer infrastructure. To close the Township’s 2022 financial records, Council is required to authorize a transfer of surplus funds back to reserves.

Comments:

Water Budget

During 2022 the Township’s water system cost \$1,084,538 and collected user fees of \$966,984 resulting in a deficit of \$117,554. The sources of this variance are provided in the following table and subsequently explained for further context.

	2022 Budget	2022 Net Cost / (Revenue)	Surplus / (Deficit)
Revenues	\$985,400	\$966,984	(\$18,416)
Expenses			
Purchase of Water	\$510,250	\$578,390	(\$68,140)
Wages Related	90,921	90,427	\$494
Repairs & Maintenance	27,750	54,797	(\$27,047)
OCWA Contract	78,272	78,812	(\$540)
Booster Station Operations	10,100	10,090	\$10
Overhead	29,681	33,596	(\$3,915)
Transfer to Reserves	238,426	238,426	0
	\$985,400	\$1,084,538	(\$99,138)
Net Total – Deficit	\$0	\$117,554	(\$117,554)

Water bills are composed of two elements: a base charge and a consumption charge. In order to set a budget for revenue collections, assumptions have to be made about how many new properties will connect to the system and, of more significance, how much water properties will consume. Water consumption can vary year to year and is especially depending on volume of rainfall. For 2022, the Township's water revenue fell short of its budget target by \$18,416, a 1.87% under-estimate.

The Township has no means of treating water so it purchases its potable water from secondary water transmission systems. Usually when the water system falls short of its revenue target, cost savings are realized as a result of purchasing less water from its supply systems. 2022 is an exception to this case as a significant water leak on Hacienda Road went undetected until March. Leaks are typically detected through resident complaints or high flow alarms on the Township's SCADA system. The Hacienda watermain runs through rural area ditches and is an offshoot of the Town of Aylmer system which is not connected to SCADA. Costs to repair the main amounted to \$20,700 which contributed to an over expenditure in repairs and maintenance as well.

When accounting for the 2022 deficit, the Township's Water Reserve closes at a balance of \$422,699.55. This reserve is used to fund both infrastructure and contingency events. The water reserve will be further drawn upon during 2023 as a watermain on highway three is being replaced in 2023 at a cost to the Township of about \$250,618 with contributions from the Provincial and Federal Governments of \$689,081.

Despite having relatively high water rates amongst the County and the Province as a whole, the Township's water system continues to be in a precarious financial position due to low population density on an expansive distribution system.

Sewer Budget

During 2022 the Township's water system cost \$336,395 and collected user fees of \$347,280 resulting in a surplus of \$10,567. The sources of this variance are provided in the following table (next page) and subsequently explained for further context.

	2022 Budget	2022 Net Cost / (Revenue)	Surplus / (Deficit)
Revenues	\$347,280	\$346,962	\$318
Expenses			
Wage Related	21,295	19,493	\$1,802
OCWA Contract	29,220	32,150	(2,930)
Lagoon Operations	95,500	79,158	16,342
Pumping Stations	9,950	8,175	1,775
System Repairs	25,400	29,538	(4,138)
Overhead	10,201	12,167	(1,966)
Transfers to Reserves	155,714	155,714	0
	\$347,280	\$336,395	\$10,885
Net Total – Surplus	\$0	(\$10,567)	\$10,567

Overall, deviations from the Township's approved 2022 Sewer Budget were fairly insignificant. A surplus of \$16,342 was realized as a result of wastewater treatment provided by the Town of Aylmer. The Town bills the Township based on proportionate flows to the Aylmer Lagoons which can vary from year to year. When including the 2022 surplus, the Township's Sewer Reserve closes at \$889,906.

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



Report to Council

REPORT NO.: DS-22-62

DATE: May 18, 2023

ATTACHMENT: Report Photo, Application, Recommended Conditions

SUBJECT: **APPLICATION FOR CONSENT TO SEVER 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 Consent to Sever of Blake Bennett & Brenda Lee Coleman” be received;

AND THAT the Application for Consent to Sever 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 SUPPORTED for the reasons set out in this Report;

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

Background:

The subject application for Consent to Sever (the “Application”) has been submitted by Stewart Findlater, on behalf of Blake Bennett & Brenda Lee Coleman, in order to sever an agricultural farm parcel.

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

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on **June 28th, 2023**.

Comments/Analysis:

The subject property is approximately 82.3 hectares (203.5 acres) in area, has approximately 1,306 metres of frontage along Imperial Road, approximately 604 metres of frontage along Avon Drive, and approximately 453 metres of frontage along Yorke Line. The subject lands currently contain a dairy operation, single detached dwelling, and several accessory structures, and are bisected by the Kettle Creek municipal drain that runs east-west. The subject lands are bounded by Yorke Line to the south, Imperial Road to the east, Avon Drive to the north, and agricultural lands to the west.

Based on the information provided by in the application, the owners are proposing to sever approximately 28 hectares (70 acres) of land on the south side of the municipal drain. The severed lands would contain the existing dairy operation and associated single detached dwelling. The proposed retained parcel is approximately 52 hectares (128 acres). The owners are proposing to convey the severed lands to their 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 owner is proposing to sever 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. The planning justification included with the application notes that 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 remain with the severed parcel to the south to maintain a lot area of 40 hectares.

The proposed retained parcel would meet the requirements of the A3 zone. The proposed severed parcel would be required to be rezoned the A1 zone to permit the proposed lot area and frontage. The proposed lots would both be of a size that is consistent with numerous other farm parcels in the area. Both the severed and retained lot would continue to be used for agricultural purposes, specifically field crop production and the continued use of the existing dairy operation.

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 purpose of the proposed severance 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 proposed lot creation 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 proposed severed and retained parcels are proposed to continue to be used for the agricultural purposes, primarily crop production and the raising of livestock.

The County Official Plan permits the creation of new agricultural lots provided the proposed severed and retained lots each have a lot area of generally 40 hectares or meet the lot area requirements of the local Official Plan (Section E1.2.3.4). The Malahide Official Plan contains separate requirements for agricultural lot sizes and is discussed further in this report, below. It is recommended that the proposed severed parcel be required to be rezoned to A1 Zone to permit the proposed lot area and frontage.

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 purpose of the proposed severance is to divide an agricultural lot and that no new uses or buildings are proposed and the severance would not fragment the natural heritage feature, it is not anticipated that there would be any impact of the proposed lot creation 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 proposed severed lots would be consistent with other parcels zoned A1 in the surrounding area and would be 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 approval of the conservation authority. No buildings or 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, and a portion of the parcel located within the "Hazard Lands" Overlay. The proposed retained parcel would meet the minimum lot and frontage requirements of the A3 zone. It is recommended that the requirement for a Zoning By-law Amendment be included as a condition of approval of the consent to rezone the proposed severed parcel to the "General Agricultural (A1)"

zone to permit the proposed lot area and frontage. The severed parcel is capable of meeting the 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.

Relationship to Cultivating Malahide:

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

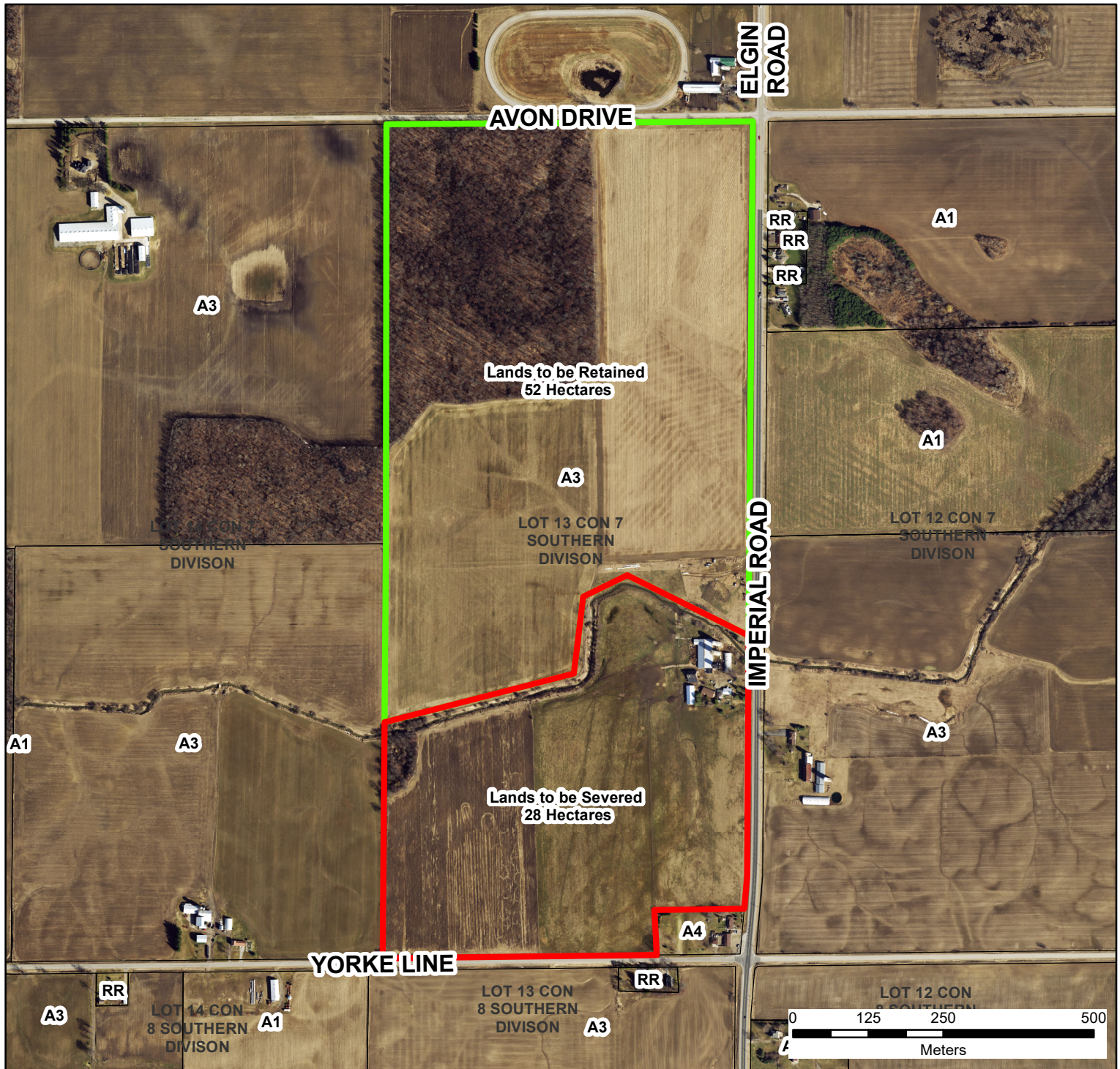
One of the goals that support the "Our Land" Strategic Pillar is "Protect & Enhance Malahide's Agricultural Character". By respecting the agricultural land base through the land use planning process, the Council is achieving this goal.

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:
Adam Betteridge, Chief Administrative Officer

APPLICATION FOR A CONSENT TO SEVER
Owners: Blake Bennett & Brenda Lee Coleman
Authorized Agent: Stewart Findlater
 15217 Imperial Road
 Concession 7, Lot 13
 Township of Malahide

**Township
of Malahide
Figure 1**



OFFICIAL PLAN DESIGNATION
 Agriculture

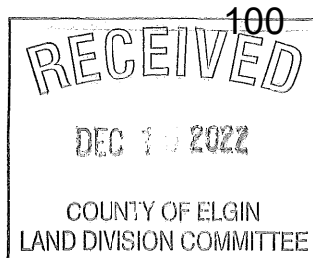
ZONING
 A3 Large Lot Agricultural



LANDS TO BE RETAINED



LANDS TO BE SEVERED



E 106-22
Stewart Findlater
15217 Imperial Road

APPLICATION FOR CONSENT

1. Name of Approval Authority ELGIN COUNTY LAND DIVISION COMMITTEE
2. (a) **Name of Owner** Blake Allen Bennett and Brenda Lee Coleman, Trustees
Address 15217 Imperial Road, Belmont Ontario, N0L 1B0
Telephone Number 519-269-3313 Email _____
2. (b) **Name of owner's solicitor or authorized agent** Stewart Findlater, MCIP, RPP
Address 30 Village Gate Crescent, Dorchester Ontario, N0L 1G3
Telephone Number 519-318-0128 Email sfindlater@rogers.com
2. (c) **Name of Applicant** Blake Bennett and Breda Coleman, Trustees
Address 15217 Imperial Road, Belmont Ontario, N0L 1B0
Telephone Number 519-269-3313 Email _____
Relationship to Owner: Purchasing Farmer (☐) Other (☒) please specify Trustees (son and daughter)

Please specify to whom all communications should be sent:

Owner(s) (☐) Solicitor (☐) Agent (☒) Applicant (☒)

AUTHORIZATION TO APPOINT AN AGENT must be provided if an agent or solicitor is acting on behalf of the land owner or applicant.

3. (a) Type and purpose of proposed transaction: (check appropriate space)
- | | | | | | |
|-----------|-------------------------------------|--------------------------------|--------|--------------------------|---------------------|
| Transfer: | <input checked="" type="checkbox"/> | creation of a new lot | Other: | <input type="checkbox"/> | mortgage/charge |
| | <input type="checkbox"/> | addition to a lot | | <input type="checkbox"/> | lease |
| | <input type="checkbox"/> | <i>surplus farm dwelling**</i> | | <input type="checkbox"/> | easement/R.O.W. |
| | <input type="checkbox"/> | technical severance | | <input type="checkbox"/> | correction of title |
| | <input type="checkbox"/> | other (specify) _____ | | | |

**** If the application involves the severance of a surplus farmhouse (through farm consolidation), please complete and submit attached Appendix "B" – "Surplus Farm Dwelling Information Form."**

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

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

4. (a) Location of land:
Municipality Township of Malahide Concession No. 7
Lot(s) No. 13 Registered Plan No. _____
Name of Street Imperial Road Street No. and/or 911 No. 15217
Assessment Roll No. _____
- (b) Are there any easements or restrictive covenants affecting the subject land?
Yes ☒ No ☐ If Yes, describe the easement or covenant and its effect:
Municipal Drain
5. Description of land intended **to be severed**: (Accurate Measurements in Metric)
Frontage _____ Depth _____ Area 28 ha
Existing Use Agricultural Proposed Use Agricultural
Number and use of buildings and structures on the land to be severed:
Existing Two (2) Detached Dwellings, three (3) barns, one (1) shed
Proposed No change
6. Description of land intended **to be retained**: (Accurate Measurements in Metric)
Frontage _____ Depth _____ Area 52 ha
Existing Use Agricultural Proposed Use Agricultural
Number and use of buildings and structures on the land to be retained:
Existing Vacant
Proposed None proposed at this time.
7. Number of new lots proposed (including retained lots) Two (2)
8. Type of access for proposed and retained lot: (check appropriate space)
- | TYPE | PROPOSED LOT | RETAINED LOT |
|---------------------------------------|-------------------------------------|-------------------------------------|
| Provincial Highway | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Municipal road, maintained all year | <input type="checkbox"/> | <input type="checkbox"/> |
| Municipal road, seasonally maintained | <input type="checkbox"/> | <input type="checkbox"/> |
| Other public road | <input type="checkbox"/> | <input type="checkbox"/> |
| Right Of Way | <input type="checkbox"/> | <input type="checkbox"/> |
| Water access | <input type="checkbox"/> | <input type="checkbox"/> |
- If proposed access is by water, what boat docking and parking facilities are available on the mainland?
(specify) _____

9. (a) What type of water supply is proposed: (check appropriate space)

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Publicly owned and operated piped water system	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Privately owned and operated individual well **	(<input checked="" type="checkbox"/>)	(<input type="checkbox"/>)
Privately owned and operated communal well **	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Lake or other water body	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Other means (specify)	_____	_____

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

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

<u>TYPE</u>	<u>PROPOSED LOT</u>	<u>RETAINED LOT</u>
Publicly owned and operated sanitary sewage system	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Privately owned and operated individual septic Tank **	(<input checked="" type="checkbox"/>)	(<input type="checkbox"/>)
Privately owned and operated communal septic System **	(<input type="checkbox"/>)	(<input type="checkbox"/>)
Other means (specify)	_____	_____

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

NOTE: If 9(b), 9(c) and 10(b) are not provided, the application is not considered complete and the application will not be accepted until such time as the outstanding items have been provided and it is deemed complete.

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

Existing on severed lot. Will be provided at time of any construction on retained lot.

12. What is the existing Official Plan designation(s) of the subject land?

Agricultural

13. What is the existing Zoning designation(s) of the subject land?

Agricultural (A3)

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

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

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

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

Yes ☒

No ☐

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

Who the severance was granted to Gerld Bennett

Gerald Bennett

Use of parcel Residential

Date parcel created (Year) 22 Unknown - Late 50's Early 60's

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

Yes ☐ No ☐

If Yes, provide the previous severance File No.

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

Yes ☒ No

i) Now used for livestock?

Yes ☐

No ☒

ii) Capable of being used for livestock?

Yes ☐

No ☒

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

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

Yes ☐

No ☒

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

Yes ☐

No ☒

If Yes, and known, specify the Ministry file number and status of the application

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

Yes ☐

No ☒

If Yes, and known, specify the appropriate file number and status of the application

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

Yes ☒

No ☐

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

This application is consistent with Section 2.3.4.1 of the PPS.

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

Yes ☐

No ☒

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

24. Did pre-consultation occur with the local Municipality and/or other agencies?

Yes ☒

No ☐

Enter date of consultation and contact person

Planner at Malahide Township (Chloe)

25. The Owner/Applicant/Agent hereby authorizes Land Division Committee members and the Corporation of the County of Elgin staff to enter onto the subject property for the purpose of Site inspections with respect to this application.

26. The Owner/Applicant/Agent hereby consents to disclosure of the information contained in this Application pursuant to Section 32(b) of Bill 49, Chapter 63, S.O. 1989, being an Act to provide for Freedom of Information and Protection of Individual Privacy in Municipalities and Local Boards.

27. DETAILED SKETCH:

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

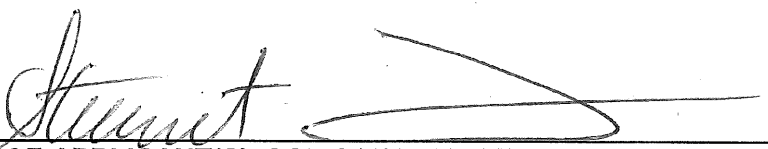
- the boundaries and dimensions of the subject land, the part that is to be severed and the part that is to be retained;
- the boundaries and dimensions of any land owned by the owner of the subject land and

that abuts the subject land;

- the distance between the subject land and the nearest municipal lot line or landmark, such as a railway crossing or bridge;
- the location of all land previously severed from the parcel originally acquired by the current owner of the subject land;
- the approximate location of all natural and artificial features on the subject land and adjacent lands that in the opinion of the applicant may affect the application, such as buildings, railways, roads, watercourses, drainage ditches, river or stream banks, wetlands, wooded areas;
- the location of private wells and septic system must be located entirely within the boundaries **of the lot to be created** and shall comply with the Zoning By-Law setbacks;
- the location of private wells and septic system must be located entirely within the boundaries **of the lot to be retained** and shall comply with the Zoning By-Law setbacks;
- the existing use(s) on adjacent lands;
- the location, width and name of any roads within or abutting the subject land, indicating whether it is an unopened road allowance, a public travelled road, a private road or a right of way;
- if access to the subject land is by water only, the location of the parking and boat docking facilities to be used;
- the location and nature of any easement affecting the subject land.

Dated at the Municipality of THAMES CENTRE
 (Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)

this 15th day of December 2022
 (day) (month) (year)



 SIGNATURE OF APPLICANT(S), SOLICITOR OR AUTHORIZED AGENT
 Stewart Findlater, Authorized Agent

AFFIDAVIT OR SWORN DECLARATION

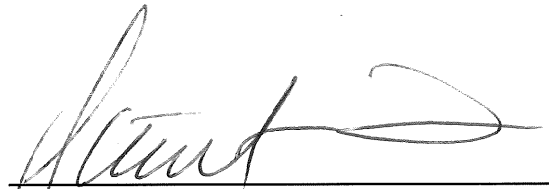
I/We Stewart Findlater of the Municipality
 (Applicant/Agent Name) (Municipality/Township/City/etc.)
 of ThamesCentre in the County of Middlesex
 (Name of Municipality/Township/City/etc.) (County Name)

solemnly declare that all the information contained in this application is true, 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 in the
Municipality of ThamesCentre
 (Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)

in the County of Middlesex this 29th day of November
 (County/Region if applicable) (Day) (Month)
 20 22
 (Year)


 Signature



 Signature

S. HENSHAW
 Deputy Clerk
 Municipality of
 Thames Centre

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



 A Commissioner, etc.

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

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

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

AUTHORIZATION TO APPOINT AN AGENT

NOTE: This form is only to be used for applications, which are to be signed by someone other than the owner(s).

To: Secretary-Treasurer
Land Division Committee
Corporation of the County of Elgin

Description and Address of Subject Lands:

15217 Imperail road in the Township of Malahide - 80 hectare (200 acre) farm

15217 Imperail road in the Township of Malahide - 80 hectare (200 acre) farm

I/We, the undersigned, being the registered owner(s) of the above lands hereby authorize

Stewart Findlater of **the Municipality of Thames Centre** to:
(Agents Name/Names) (Agents City/Town of Residence)

- (1) make an application on my behalf to the County of Elgin Land Division Committee;
- (2) appear on my behalf at any hearing(s) of the application; and
- (3) provide any information or material required by the Land Division Committee relevant to the application.

Please Print Names in Block Letters Below Signatures

Dated at the **Township** of **Malahide**
(Municipality/Township/City/etc.) (Name of Municipality/Township/City/etc.)
this 28th day of **November** 2022
(Day) (Month) (Year)

Blake Allen Bennett and Brenda Lee Coleman, Trustees

Name of Owner

Signature of Owner

Name of Owner

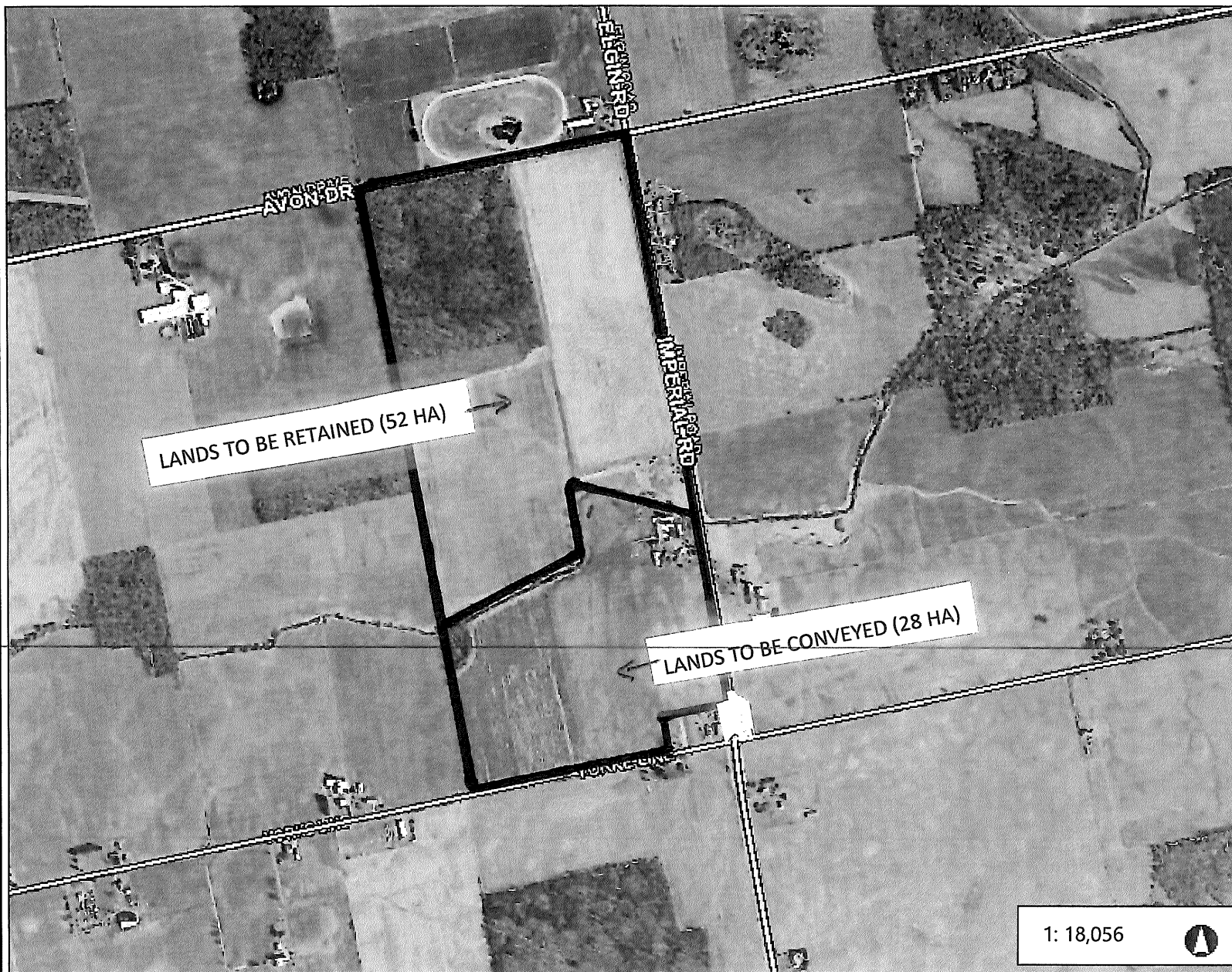
Signature of Owner

Name of Owner

Signature of Owner

Name of Witness

Signature of Witness



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

Bacteriological Analysis of Drinking Water for Private Citizen, Single Household Only
Analyse bactériologique de l'eau potable - Particuliers, Ménages unifamiliaux seulement**Pick Up****Submitter's Name and Mailing Address /****Nom et adresse postale de l'auteur de la demande d'analyse**

First Name, Last Name / Prénom, Nom de famille

BLAKE BENNETT

Street address / Adresse municipale

15217 IMPERIAL RD**BELMONT, ON N0L 1B0****Location of Water Source /****Emplacement de la source d'eau**

Lot, Concession / ou lot, concession

13 7

Emergency Locator # / 911#

15217

Street address / Adresse municipale

15217 IMPERIAL RD**MALAHIDE ON N0L1B0**County / Comté: **ELGIN**Health Unit # / # du bureau de santé: **4913****Specimen details / Détails sur l'échantillon:****Barcode / Code à barres: 012213497**Phone # / # tél.: **647 552 3711**Date/Time Collected / Date/heure du prélèvement*: **2022-12-01 09:35:00**Date/Time Received / Date/heure Reçu le*: **2022-12-01 16:23:00**

Purification system used (e.g. UV, filtration, etc.)? /

Système d'épuration utilisé (p. ex. rayons UV, filtration, etc.)?

No / Non

Authorized by / Autorisé par

Chief, Medical Microbiology or Designate**Specimen Note / Note sur l'échantillon:**

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

Test results / Résultats d'analyse:**Total Coliform CFU/100 mL / Coliformes totaux UFC/100 mL****0****E.coli CFU/100 mL / E. coli UFC/100 mL****0****Interpretation / Interprétation:**

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

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

Date of Analysis / Date de l'analyse: **2022-12-01**Date Read / Analyse effectuée le: **2022-12-02****Please Note / Prière de noter ce qui suit :**

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

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

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

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

End of report / Fin du rapport

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

Print Date / Date d'impression*: 2022-12-05

Date Reported / Date du rapport*: 2022-12-05 08:51:43

Page 1 of 1

Final

LIMS Report #: 47546210

T_SingleSampleOPHL_WATPRIVATE.rpt

J.B. Wilson & Son
Well Drilling Ltd
R.R. #1 Springfield, ON N0L 2J0
519-269-3364 519-269-3995

Blake Bennett
15217 Imperial Road
Belmont, ON

Dec 2, 2022

519-269-3313 phinebennett@hotmail.com

Property: 15217 Imperial Road

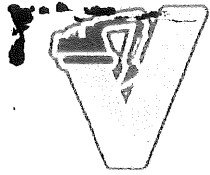
To Whom it May Concern,

This letter is to confirm that at the well constructed at this location in October 2018 meets current regulations and that there is adequate water available to meet the current usage needs.

If you have any questions, please do not hesitate to contact us.

Regards,

Matt Wilson
MOE Technician Licence #3300 - Class 1,2,3,4
MOE Contractor Licence #5466



VanCorp Drainage & Excavating Inc.
12709 Imperial Road, R.R. # 2
Springfield, Ontario N0L 2J0
(519)765-4445 FAX (519)765-4730
Cell 519-521-9086

To Whom it may concern,

I have inspected the weeping beds at the location of Bennett Farms 15217 and
15207 Imperial Road

The existing septic systems and tank are in good condition, and meet the approval
of Van Gorp Drainage and Excavating Inc. Please contact me for further
information if needed. Our company BCIN number is 17382. Please note, we are
not responsible for any issues with the weeping bed after the inspection is done.

Regards

Jason Van Gorp

Bennett Farms

Write a description for your map.

112

Legend

Imperial Rd

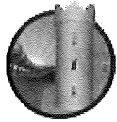
15207

15217

5' 25' x 60' long

4 runs x 8' in





TOWNSHIP OF MALAHIDE

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

113

TAX BILL

2022 FINAL

BILLING DATE

August 15, 2022

PLEASE QUOTE ROLL NO. WHEN MAKING INQUIRIES		COUNTY	MUN	MAP	SUB	PARCEL	TENANT
		34	08	014	020	00100	0000
MORTGAGE NO.		MORTGAGE COMPANY					PENALTY RATE 1.250 %
593147 BENNET BLAKE ALLEN TRUSTEE 367901 COLEMAN BRENDA LEE TRUSTEE 15217 IMPERIAL ROAD BELMONT ON NOL 1B0		PROPERTY DESCRIPTION 15199-15217 IMPERIAL ROAD CON 7 PT LOT 13 197.50 ACRES					

Assessment		Municipal		Municipal		Education	
Tax Class	Value	Levies	Tax Rate	Amount	Levies	Tax Rate	Amount
FT - FARMLAND	2,460,200	General	0.00160823	3,956.57	County	0.00146161	3,595.61
RT - RESIDENTIAL	323,800	General	0.00699232	2,264.11	County	0.00635435	2,057.54
Sub Totals		General Levy:		6,220.68	County Levy:		5,653.15
Special Charges/Credits					Education Levy:		1,436.44
2022 BAG TAG FEE -1				50.00	Summary		
					Tax Levy Sub-Total (Municipal + Education)		13,310.27
					Special Charges/Credits		50.00
					Phase-in Summary		0.00
					2022 Tax Cap Adjustment		0.00
					Total 2022 Taxes		13,360.27
					Less Previous Interim		6,507.00
					Past Due/Credit (As of 08/15/2022)		0.00
Total				50.00	Total Amount Due		6,853.27

E. & O.E. Instalments Due SEP 15, 2022 3,427.27 School Support: English Public
NOV 15, 2022 3,426.00

Property Class(es): FARMLAND RESIDENTIAL
2021 Year End Taxes

13,014.14

Explanation of Tax Changes

Total Year Over Year Change

296.34

2022 Taxes

13,310.48

Explanation of Tax Changes

Final 2021 Levies	13,014.14
* 2021 Annualized Taxes	13,014.14
2022 Local Municipal Levy Change	202.72
2022 Upper-Tier Municipal Levy Change	93.62
2022 Provincial Education Levy Change	0.00
2022 Tax Change Due to Reassessment	0.00
** Final 2022 Levies	13,310.48

* An annualized tax figure is used in this analysis to compensate for mid-year adjustments in tax treatment or assessment value.
If a property did not have any mid-year adjustments, the annualized taxes should equal the Final 2021 levies listed above.

** Final levy amount applies only to the property or portion(s) of property referred to in this notice and may not include some special charges and credit amounts.

Paul Clarke

From: Blake Bennett <phinebennett@hotmail.com>
Sent: December 15, 2022 8:47 PM
To: Paul Clarke
Subject: Re: Bennett severance application (Findlater)

This email originated from outside of your organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Paul;

The frontage on retained parcel on Imperial Rd. is 867 meters and depth on Avon Dr. is 600 meters.

Please note changes on the parcel to be severed.

The frontage of the property to be severed (along Imperial Road) is 514M (minus corner lot 79m) frontage on Imperial 425

The depth (along Yorke Line) is 599M. (minus corner lot 135m) depth on Yorke 464m

Regards,
 Blake

From: Paul Clarke <pclarke@ELGIN.ca>
Sent: December 15, 2022 3:03 PM
To: Blake Bennett <phinebennett@hotmail.com>
Subject: RE: Bennett severance application (Findlater)

Hi Blake,

Thank you for sending that. Do you also have the frontage and depth for the retained parcel?

Thanks,



Paul Clarke, CPT

Planning Technician / Secretary-Treasurer of the Land Division Committee



(519) 631-1460 x170



450 Sunset Drive, St. Thomas, ON N5R 5V1



www.elgincounty.ca



November 29, 2022

Secretary-Treasurer
Elgin County Land Division
Committee Administration Building, 1st Floor
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1

Dear Sir/Madam,

Please find attached an application for consent from Blake Bennett and Brenda Coleman, Trustees for this property located at 15217 Imperial Road in Malahide Township.

The proposed severance would split an existing 80 hectare farm into two parcels, one being 52 hectares and the other being 28 hectares. The reason for the request is the proposed new lot line generally follows a Municipal drain, over which there is no access available. The proposed southerly 28 hectare parcel is utilized and will continue to be utilized as a dairy operation. The proposed northerly 52 hectare parcel is in cash crops and will continue in this regard after the severance.

While it is recognized that the 28 hectare parcel is under sized in terms of the Zoning By-Law requirements, we believe it is an appropriate size for the continued use as a dairy operation. Requiring the additional 12 hectares would result in splitting the cash crop lands on the north side of the municipal drain into two separate ownerships and the 12 hectares would not be accessible across the drain.

Should the severance be granted we fully understand it will be conditional upon a rezoning on the southern parcel to recognize the lot size.

Thank you for your consideration of this request.

A handwritten signature in dark ink, appearing to read 'Stewart', followed by a long, horizontal, looping flourish.

Stewart Findlater, MCIP, RPP
Findlater & Associates Inc.
30 Village Gate Cr.
Dorchester, Ontario
N0L 1G3

Planning Justification - Proposed Agricultural Severance

Blake Bennett and Brenda Coleman

**15217, 15207 Imperial Road (part Lot 13, Concession VII), Township of Malahide
County of Elgin Land Division File: E106-22**

The following information is presented to establish planning justification for the above-noted proposed agricultural severance. If granted, the lands proposed to be conveyed would comprise an area of approximately 28 hectares (70 acres) and the lands proposed to be retained would comprise an area of approximately 52 hectares (128 acres). Both parcels would continue to be used for agricultural purposes consisting of rotational cash crop, an active livestock operation (dairy) and an established woodlot. No change in use is proposed.

As noted in our original submission to the County of Elgin Land Division Committee dated November 29, 2022:

- *there is no access over the existing Municipal Drain;
- *both the conveyed and retained parcels would continue to be used for their current agricultural operations as they have in the past;
- *the conveyed lands, at 28 hectares, are considered appropriate in size for their continued use as a livestock (dairy) operation;
- *requiring an additional 12 hectares on the north side of the drain with the lands being conveyed (to maintain it at 40 ha in area) would unnecessarily fragment the cash crop lands and result in a sterile parcel of no value to either operation.

Provincial Policy Statement 2020 (PPS)

2.3.4.1 Lot creation in prime agricultural areas is discouraged and may only be permitted for:

a) agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. . . .

As indicated above, the Provincial Policy Statement 2020 (PPS) does not specify or otherwise imply a minimum lot size when considering severances for the splitting of agricultural parcels.

It is further noted that PPS contemplates agricultural uses which are conducted on smaller farm parcel sizes and encourages their protection:

2.3.3.2 *In prime agricultural areas, **all types, sizes and intensities** [emphasis added] of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.*

A cursory review of farm parcel sizes in the vicinity of the subject lands (i.e. the area bounded by Avon Drive, Dorchester Road, Wilson Line and Whittaker Road) reveals that a number of agricultural operations are established on lots having areas of less than 40 hectares, with several falling below 20 hectares. The Census of Agriculture, 2021 (Statistics Canada) reveals, based on the number of farms reporting in Malahide, a total of 112 farms ranging in size between 4.0 ha (10 acres) and 27.9 ha (69 acres), and a total of 72 farms ranging in size between 28 ha (70 acres) and 52.6 ha (130 acres).

The owners maintain that there is no reason to believe that the lands being conveyed and retained, at their proposed sizes, would not be capable of maintaining flexibility for future changes in either the cash crop operation or the dairy operation. We would submit that these observations are valid and represent a reasonable interpretation of current and future farm practices in the Township.

County of Elgin Official Plan

C2.4 LOT CREATION/CONSENTS

Policies respecting the creation of new lots on lands designated Agricultural Area are set out in Section E1.2.3 of this Plan.

E1.2.3.4 Lot Creation on Lands in the Agricultural Area

In accordance with the intent of this Plan to maintain and protect the agricultural resource of the County and direct the majority of new residential growth to settlement areas or existing vacant building lots, new lots may be permitted if the local Official Plan supports their creation and if:

*a) the lot is to be severed to create a new farm lot and both the retained and severed parcels each have a lot area of about 40 hectares; **or as established in the local planning documents** [emphasis added]*

While the lands being conveyed would comprise less area than the 40 ha minimum farm parcel size required in the County Official Plan (i.e. the principal directive with respect to agricultural severances), there does exist a measure of flexibility where farm parcel size is concerned as noted above. The “local planning documents”, in this case being the Township of Malahide Official Plan and Township of Malahide Zoning By-law, both provide for smaller farm acreages as they have in the past..

Township of Malahide Official Plan

2.1.6 Land Division

It is a policy of this Plan to discourage the subdividing of large farms into smaller holdings and to encourage continued farm use. The enforcement of this policy and stipulation of a minimum lot size for agricultural uses will be detailed in the Zoning By-law. The creation of agricultural parcels of land which deviate from the minimum lot size prescribed in the Zoning By-law will be permitted subject to the following policies:

- a) Both the retained and severed parcel shall be for agricultural purposes and comply with the following: the lots are of a size appropriate for the type of agricultural uses common for 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 or will contribute to agricultural viability by means of farm consolidation;*
- b) Building improvements or new construction on the undersized parcel shall be for farming purposes;*

The Township of Malahide Official Plan policy on land division in agricultural areas states that “a minimum lot size for agricultural uses will be detailed in the Zoning By-law” (Section 2.1.6). Based on the standards for agricultural parcels in the Township’s Zoning By-law, a minimum parcel size has been established at 40 ha for lots zoned A3 and 20 ha for lots zoned A1 and has been in effect for some time now. It is also noted that the Provincial Policy Statement 2020 (PPS) does not specify a minimum lot size when considering the splitting of agricultural parcels.

The degree to which an agricultural parcel is “viable” is not further defined or elaborated upon. We submit that viability in this instance is best determined by the owners who are directly engaged in the farm operation and having the greatest degree of knowledge as to the limitations of the lands in question for productive agricultural use.

Township of Malahide Zoning By-law

The subject lands are zoned Large Lot Agricultural (A3) in the Township’s Zoning By-law adopted April 5, 2018. This Zoning By-law establishes a minimum lot area of 40 hectares for parcels zoned A3 and a minimum lot area of 20 hectares for parcels zoned General Agricultural (A1).

The By-law replaces Zoning By-law 05-27 adopted April 25, 2005. This earlier By-law had established two agricultural zones (A1, A3) for the purposes of distinguishing between farm parcel sizes and as a means of carrying over historical zoning which had been in effect prior to amalgamation in the early 2000’s. The current Zoning By-law continues with this distinction in farm parcel size. Where consents have been granted to permit the creation of farm parcels having less than 40 ha, a re-zoning has generally been required to A1 (assuming the lands in question are zoned A3). The County of Elgin Land Division has granted similar applications in the past provided it is satisfied the application meets Provincial and local planning policies.

The owners have advised that the livestock facilities on the lands proposed to be conveyed comprise approximately 45 head of dairy cattle, and have operated in this regard for the past 65-75 years. A shed and several silos have since been removed from the parcel. A third party has expressed interest in purchasing the livestock operation and is satisfied that the size of the proposed lot at 28 hectares is more than sufficient to meet their operational requirements. A change in use is not proposed.

The lands being retained situated north of the municipal drain continue as a rotational cash crop operation (wheat, soybean, corn). The lands would continue to be farmed by the owners and, similar to the conveyed parcel, a change in use is not proposed. While a single detached dwelling is permitted 'as-of-right' in the applicable Large Lot Agricultural (A3) zone, there is no intention on the part of the owners to further develop the parcel other than its continued farm use.

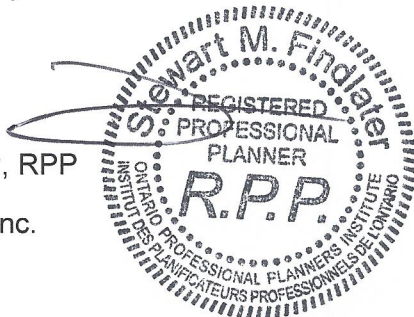
For the reasons stated above, it is our professional planning opinion that the application for consent of Blake Bennett and Brenda Coleman, E106-22, is consistent with the Provincial Policy Statement 2020, conforms to the relevant policies of the County of Elgin Official Plan and Township of Malahide Official Plan, would satisfy the requirements of the Township of Malahide Zoning By-law subject to re-zoning, and represents good planning.

All of which is respectfully submitted,



Stewart Findlater, MCIP, RPP

Findlater & Associates Inc.



App_Number E106/22

1. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
2. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment, as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
3. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted in triplicate prior to certification all of which are to be fully executed
4. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
5. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.
6. That the applicant is responsible to apply and pay all fees to the Township with respect to Civic Addressing Numbers/Signage for the severed and retained portions of property prior to the condition being deemed fulfilled.



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of April 5, 2023
May 3, 2023

Members in attendance:

John Scholten, Chair	Township of Norwich
Michael Columbus, Vice-Chair	Norfolk County
Shelley Ann Bentley	Haldimand County
Dave Beres	Town of Tillsonburg
Doug Brunton	Norfolk County
Robert Chambers	County of Brant
Tom Masschaele	Norfolk County
Stewart Patterson	Haldimand County
Chris Van Paassen	Norfolk County
Rainey Weisler	Municipality of Bayham/Township of Malahide
Peter Ypma	Township of South-West Oxford

Regrets: none

Staff in attendance:

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

1. Welcome and Call to Order

The Chair called the meeting to order at 6:30 p.m., Wednesday, April 5, 2023.

2. Additional Agenda Items

There were no additional agenda items.

3. Declaration of Conflicts of Interest

None were declared.

4. Hearing: LPRCA-178/22 (Vandepoele)

A-33/23

Moved by R. Weisler

Seconded by M. Columbus

THAT the LPRCA Board of Director's does now sit as a Hearing Board.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
 Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

The roll was called to conduct the following Hearing under Section 28 of the *Conservation Authorities Act*.

The Chair gave his opening remarks and reviewed the guidelines and process to be followed for the hearing.

Leigh-Anne Mauthe introduced the applicant, Darlene Vandepoele, her agents, Len Girard, and via zoom, Bram Van den Heuvel.

Ms. Mauthe proceeded to present the staff hearing report. An application was deemed complete to construct a structure that includes a 900 ft² boatwell, a 720 ft² garage on the lower level, exterior stairs leading to a second storey internal area that measures 1380 ft². The structure also includes two second storey decks, 240 ft² and 136 ft² at the rear and front of the second storey, respectively, that are accessible through the internal area. The footprint of the structure is 1860 ft². The lands are subject to flood related hazards from Lake Erie and is fully regulated under O. Reg. 178/06.

Staff recommended refusal to grant a permit for this application for the following reasons:

1. The construction of the proposed structure is contrary to Long Point Region Conservation Authority shoreline policies for development in the Lake Erie flood hazard area.
2. The control of flooding is affected by the development as the overall risk to property damage is increased.
3. The control of flooding is affected by the development which substantially increases the investment in a flood hazard area that does not have safe access/egress for evacuation or emergency assistance.
4. The control of flooding is affected by the development as the second storey area could be utilized as habitable space and would therefore put additional risk to life and property for both the occupants and emergency personal and first responders.

Ms. Vandepoele explained that the large building is required to house various items from downsizing other properties and store outdoor furniture and equipment in the off-season, and would not be used as habitable space. This was a condition for obtaining the minor variance from Norfolk County.

StoneCrest Engineering worked with staff to ensure proper flood-proofing of the building and Mr. Van den Huevel explained that the various definitions of usable floor space and the combining of the residential accessory structure with the boathouse has led to an inflated valuation of the usable floor space.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

Mr. Girard summed up with a review of the minor variance process with Norfolk County, which was approved, and repeated that there is no intention of converting the storage area to habitable space.

Staff and the proponent responded to questions from the Board.

There were no comments from other interested parties and no further questions.

A-34/23

Moved by P. Ypma

Seconded by R. Weisler

THAT the LPRCA Hearing Board does now enter into a closed session to discuss:

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

Carried

The LPRCA Hearing Board reconvened in open session at 7:50 p.m.

S. Patterson did not return to the meeting.

The Chair advised Darlene Vandepoele that the permit has been approved.

A-35/23

Moved by T. Masschaele

Seconded by R. Weisler

That the LPRCA Board of Directors does now adjourn from sitting as a Hearing Board.

Carried

5. Minutes of the Previous Meeting

a) Board of Directors Annual General Meeting of March 3, 2023

There were no questions or comments.

A-36/23

Moved by D. Brunton

Seconded by S. Bentley

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

THAT the minutes of the LPRCA Annual General Meeting held March 3, 2023 be adopted as circulated.

Carried

6. Business Arising

No business arising from the previous minutes.

7. Review of Committee Minutes

There were no Committee Minutes presented.

8. Correspondence

There was no correspondence presented for review.

9. Development Applications

a) Section 28 Regulations Approved Permits

Through the General Manager's delegating authority, 20 applications were approved in the past month. LPRCA-18/23, LPRCA-32/23, LPRCA-39/23, LPRCA-40/23, LPRCA-41/23, LPRCA-42/23, LPRCA-43/23, LPRCA-44/23, LPRCA-45/23, LPRCA-46/23, LPRCA-48/23, LPRCA-49/23, LPRCA-50/23, LPRCA-51/23, LPRCA-52/23, LPRCA-53/23, LPRCA-55/23, LPRCA-56/23, LPRCA-57/23, and LPRCA-59/23.

All of the staff-approved applications met the requirements as set out in LPRCA's policies for the administration of Section 28 of the *Conservation Authorities Act*.

LPRCA-43/23 is located on Tisdale Side Road, not Tisdale Road Site Road as noted in the report.

A-37-23

Moved by D. Brunton

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report, with amendment, dated April 5, 2023 as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

10. New Business

a) General Manager's Report

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

Progress report #4 was submitted to the Minister of Environment Conservation and Parks as required by the approved transition plan for LPRCA's Inventory of Programs under O. Reg. 687/21.

The Flood Forecasting and Warning Department issued a Flood warning April 3 and terminated it on April 5, 2023.

Norfolk County was notified that they will be receiving a refund of \$80,065 invoiced as special levy prior to LPRCA receiving notice that the Deer Creek Dam concrete repair project was approved for funding.

Hiring for the campgrounds is currently underway.

The Forestry Department will be receiving training on monitoring and trapping the Hemlock Woolly Adelgid (HWA) as part of a pilot research program. The HWA can kill hemlock trees and was recently discovered in Hamilton.

A-38/23

Moved by D. Beres

Seconded by S. Bentley

That the LPRCA Board of Directors receives the General Manager's Report for March 2023 as information.

Carried

b) Ecological Surveys for Selected LPRCA Properties

LPRCA contracts a qualified ecologist to survey properties for species at risk and species of concern on an annual basis. Staff sent requests for quotes to three consultants, of which two responded that they were unable to provide a quote, and one quote was received.

Nature Resource Solutions Inc. (NRSI) has completed the ecological surveys for LPRCA for the past three years. Staff has again retained the services of NRSI to complete the 2023 surveys at four LPRCA properties for a price of \$24,300 plus HST.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

A-39/23

Moved by R. Weisler
Seconded by S. Bentley

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

Carried

c) Tractor Tender

The 2023 approved capital budget included the replacement of a small tractor. Tender packages were forwarded to nine vendors and four bids were received by the deadline. All bids met or exceeded the requirements specified. Staff recommended the tender be awarded to the lowest bidder.

A-40/23

Moved by S. Bentley
Seconded by M. Columbus

THAT the LPRCA Board of Directors accepts the tender submitted by Farm Power Equipment for the purchase of one Diesel, Front Loader Tractor (2023 Mahindra 2638) for \$35,983.52 (excluding HST).

Carried

e) Septic Disposal Services Request for Proposal

A Request for Proposal (RFP) was issued for septic disposal services for the five campgrounds and three proposals were received by the deadline. For cost efficiency, staff recommended splitting the tender to the lowest bidder for each campground.

A-41/23

Moved by T. Masschaele
Seconded by C. Van Paassen

THAT the 2023 contract for septic services at Backus CA and Deer Creek CA be awarded to Bayside Septic Services 2012 Inc.,

AND

THAT the 2023 contract for septic services at Haldimand CA, Norfolk CA and Waterford North CA be awarded to Stealth Environmental Inc.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

e) Riverine Flood Hydrology Study RFP – Consulting Services

A new flood hydrology model is required to replace the current model that is now obsolete and no longer maintainable. An application for funding was submitted to the Flood Hazard Implementation and Mapping Program (FHIMP), and LPRCA was successful in their request for funding receiving approval for 50% of the total costs to a maximum of \$120,000. The remaining 50% was included in the 2023 capital budget from the capital levy reserve.

A Request for Proposal (RFP) was issued for a new hydrology model and nine proposals were received by the deadline. Six of the proposals met the RFP requirements and staff recommended the tender be awarded to Matrix Solutions Inc.

Matrix's proposal aligned with the project requirements and their approach will allow staff to use the model for multiple purposes, including enabling future hazard mapping, flood forecasting and warning, and emergency management.

A-42/23

Moved by R. Weisler

Seconded by D. Brunton

THAT the LPRCA Board of Directors approve retaining Matrix Solutions Inc. for engineering services to complete a hydrology model for the LPRCA watershed at a cost of \$92,506.00 exclusive of HST plus \$1,624.00 per additional meeting, if required.

Carried

e) Ontario Wetland Evaluation System

Recent changes were made to the Ontario Wetland Evaluation System (OWES) through Bill 23, the *More Homes Built Faster Act*, 2022, following public comment through the Environmental Registry of Ontario. OWES is used to determine wetland significance.

Staff reviewed the following key changes and potential impacts on the wetlands.

1. Elimination of wetland complexing: potential to decrease significance of smaller adjacent wetlands causing potential negative impacts.
2. Review and approval of the evaluation by the Ministry of Natural Resources and Forestry is no longer required: potential of impacting a wetland's significance without a second party review; potential disagreements regarding the area being designated as a wetland or not.

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus, Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma

A-43/23

Moved by P. Ypma

Seconded by C. Van Paassen

THAT the LPRCA Board of Directors receives the summary of changes to the Ontario Wetland Evaluation System as information.

Carried

e) 2023 Watershed Report Card

As part of a collaborative effort with all 36 conservation authorities, various provincial and federal agencies, led by Conservation Ontario, the Watershed Report Cards (WRC) are a tool to report on the health of the watershed using standardized environmental indicators. The first Watershed Report Cards were issued in 2013 and are updated every five years.

A standardized grading system (A to F) is used for the environmental indicators in LPRCA's six sub-watersheds and were assigned based on standardized scientific data, collected by staff, through established monitoring programs.

The third WRC was released by LPRCA in March of 2023 and can be found on the LPRCA website.

A-44/23

Moved by R. Weisler

Seconded by T. Masschaele

THAT the LPRCA Board of Directors receives the Watershed Report Card report as information.

Carried

Adjournment

The Chair adjourned the meeting at 8:30 p.m.

John Scholten
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

FULL AUTHORITY COMMITTEE MEMBERS

Shelley Ann Bentley, Dave Beres, Doug Brunton, Robert Chambers, Michael Columbus,
Tom Masschaele, Stewart Patterson, John Scholten, Rainey Weisler, Chris Van Paassen, Peter Ypma



ANNUAL REPORT 2022

Aylmer-Malahide Museum & Archives

Email: info@aylmermuseum.ca

Website: www.aylmermuseum.ca

Tel: 519-773-9723

14 East Street, Aylmer



3

4

6

7

8

10

11

13

14

2022 CHAIRPERSONS MESSAGE

Welcome to the 2022 Annual General Meeting of the Aylmer-Malahide Museum and Archives.

This past year, especially since the Museum took possession of its new “digs” at 75 Talbot St. E. in Aylmer, we have seen a flurry of activity by the Museum staff and volunteers. Pop-up exhibits, such as our Christmas and railway presentations, have introduced the public to the current and potential possibilities of the new location. As part of our ongoing adventures in fundraising, we held a highly successful Car Show with the support of the German-Canadian Club (the winning car was a gorgeous robin’s-egg-blue 1957 Chevrolet Bel-Air).

A major effort was undertaken to develop a new AMMA publication chronicling the history and biographies of those individuals who have provided medical services to the people of Aylmer and Malahide since the mid-1800s. The book was prepared in conjunction with the fascinating exhibit at our East St. location, “Just What the Doctor Ordered”, and shares its title. Fully illustrated and at 210 pages, it is our most ambitious project to date and has been praised for its comprehensiveness and style. Congratulations to everyone involved in creating this book, especially Amanda and Sarah for their immense hard work.

And then we were eleven. We welcomed three newcomers to the Board: Shirley Fallowfield, Jim McCallum and Sarah Leitch. Shirley, as a past member of the Board, brings back her much-appreciated wisdom and guidance. Jim has a background in genealogy, which is a very useful skill in an organization such as ours. Sarah Leitch will represent the interests of the Township of Malahide and serve as our liaison.

It is time to acknowledge the tremendous contribution of the OLG and Jackpot Time in St. Thomas. The funding, provided through our volunteer participation in their bingo games, gives the Museum opportunities to further our mandate of keeping our collections organized and safe.

Just as an army marches on its stomach, our Museum relies on its volunteers. They help with our bingo charity, fundraising, and the maintenance of our collections. This coming fall will see the return of the very popular Christmas Tour of Homes, a project that brings in a large portion of our yearly revenue. Without the devoted effort of our volunteers, we would not be able to bring the amazing history of Aylmer and Malahide to our community. Thanks, guys.

The future is bright and our hopes are high. Here’s to another great year for the Aylmer-Malahide Museum and Archives.

Ron Sawyer

Board Chair, Aylmer-Malahide Museum & Archives

2022 FINANCE REPORT

Overview

Last year was a busy, sometimes hectic year, with numerous encouraging highlights. Unquestionably, the biggest of these was the purchase of the old Trader's Bank building on Talbot Street in downtown Aylmer. We expect this to be the permanent home of the museum for decades to come. The purchase required us to cash in most of our investments; savings that had been accumulated over many years to this end.

Year over year, total revenue increased by a little more than \$119,000. Taking into account the fact that the Relocation Fund brought in just over \$157,000, this really means that we had ~\$38,000 less available for all operations, requiring us to draw down on our savings.

Expenses increased by just under \$23,000. Although inflation became a factor in 2022, the biggest chunk of that increase came from added payroll expenditure. Given that this line will grow even more in 2023 due to the implementation of long-overdue pay increases, we will need to continue to pursue opportunities for additional revenue. Significantly though, we should take great pride that we were able to maintain our current level of staffing (2.5 fte) throughout 2022 without resorting to layoff.

Our biggest forthcoming challenge will be to, once again, ramp up income to the Relocation Fund to get us across that finish line and into our new (to us) building. The longer this stretches out for, the longer we will have double expenses for utilities and insurance.

Funding Highlights

Our largest single source of funds for operating expenses in 2022 came from the federal government. A little over \$40,000 was provided, approximately \$21,000 of it to help with post-Covid reopening expenses. Also, the Museum Assistance Program helped to pay for new shelving and contributed to wages for our Collections Manager.

We were pleased to have the Town of Aylmer maintain their annual grant at the previous year's level of \$20,000 for 2022 and to see the Township of Malahide increase their grant by \$1,500. The Township of Malahide has committed to a further increase of \$3,500 for 2023. Going forward, we may wish to seek to have the museum's funding by the municipalities included as a regular budget item rather than relying on grant requests. We were also delighted to receive an Aylmer Community Foundation grant to mount an exhibition of Dave Ritchie's work. This exhibition is expected to be one of our highly anticipated fundraisers for 2023.

Paid memberships increased across almost every level to boost our revenue by close to \$1,500. Bingo revenue which increased by more than \$10,000 in 2022 greatly helped to offset

increased expenditures. Our loyal volunteers are to be thanked for this. Both staff and volunteers should also be credited for supporting numerous smaller fundraisers, including: the summer yard sale and barbecue raffle; the fall classic car show; and the Christmas raffle. These events not only contributed to our bottom line but, perhaps more importantly, helped to promote the museum throughout the community upon which we rely so heavily.

We had very encouraging financial support for the publication of “Just What the Doctor Ordered.” Major donors included (in order) Rhonda McNaughton, Rosemary Kennedy, the Springfield Swans, Royal Canadian Legion Br. 81 and Aylmer Express Graphics Group. These donations covered three quarters of the total cost.

Funding Challenges and Expenses

As Covid has waned, government support for enhanced funding has dried up. We were down by close to \$56,000 in revenue compared to 2021 as a result. In 2021 we had benefited from an additional CMOG grant of \$3,000 for digital engagement but this grant was not available for 2022.

Additional staffing costs were added but were largely covered by the Museum Assistance Program and bingo money.

Although the publication of “Just what the Doctor Ordered” had a net cost to the museum of just over \$1,000, much of that has already been or can expect to be recouped through sales.

Fundraising expenses were surprisingly lean given all that was done. Just a few hundred dollars were spent on advertising, etc. in order to solicit new funds, especially for the Relocation fund.

Outlook

Although 2023 will certainly have its share of financial challenges for the museum board, we have every expectation that these will be met and overcome. Already, there are plans in the works to bring back some of our major volunteer-led fundraisers such as community luncheons and the Christmas Tour of Homes. Additional sources of revenue, such as online 50/50 draws and raffles are being explored.

Finally, securing major funding from the three levels of government for the Relocation fund will be essential to realizing the dreams we have for a first-class facility; a home to safely store and exhibit the heritage riches which have been endowed by the members of our communities.

Dan Reid

Finance Chair, Aylmer-Malahide Museum & Archives

2022 ACQUISITION REPORT

The Acquisition Committee continued to review acquisitions in 2022 via email. Items were listed, pictures accompanied the lists and the committee members e-mailed comments and voted. The acquisition committee consisted of Kelly Pearson, Deb Addley, Pat White, Allan Cross and James McCallum, with support from Sarah Bentley and Amanda VandenWyngaert.

The largest donation of items received in 2022 came from the IOOF and Rebekahs, 124 items in all.

Items of interest varied from a bilingual dictionary (Dutch-English) 1948; to a pamphlet for McConnell's Nursery.

'Offer of Donation' forms and 'Acquisition Records' were created to better communicate the process of donations, acceptance, and charitable tax receipts.

Janet Rigsby

Acquisition Committee Chair, Aylmer-Malahide Museum & Archives

	Number of Items	Number of Donors
2021	375	30
2022	325	27

A special thank you to volunteers Vicki Hull and Bozena Boadway for assisting our Collections Manager Sarah in listing, cataloguing, and photographing our new acquisitions!

2022 BUILDING REPORT

It has been an interesting and exciting year. After two years of Covid restrictions, the current museum at 14 East St. was able to open on schedule, on March 7, 2022. Visitors enjoyed our exhibit, “Just What the Doctor Ordered”, and we cautiously started back with some fundraising events. There were no major renovations or repairs to the building proper required, however, the south facing roof required new shingles. This was covered under our insurance policy as the damage was storm related.

On June 23, 2022, we finalized the purchase of 75 Talbot St. E., Aylmer as a new home for the museum. This historic building was once home to the Traders Bank of Canada, the Royal Bank of Canada, Hamilton Ward Cathers Insurance and, lastly, McFarlan Rowlands Insurance. The museum was able to purchase the building outright using funds donated from several estates, including those of Giles Hume, Mary Bushell Evens, and Marie Briggs. We have now started a capital campaign to raise funds to cover the costs of renovations. The building is in great shape, structurally, but will need several upgrades to bring it up to full accessibility standards and to accommodate exhibit space, offices, and storage.

Renovations will include:

- Relocating the stairs to the upper floor and basement
- Removing two full-sized bank vaults from the main floor
- Adding a 500 sq. ft. addition on the back of the building
- Installing an elevator or freight lift
- Creating an inviting foyer and gift shop area
- Opening up all the walls on the second floor to create office space, a storage area, a dedicated artifact processing area, and a photo studio
- Installing a small kitchenette and employee break room
- Waterproofing the basement for additional large item storage

The estimated cost of renovations is 2.5 million. Much of this cost can be covered through government grants, but there is still a significant amount that needs to be raised. A Building Committee was formed to look at new fundraising events, grant applications, and media campaigns for online fundraising.

Kathi Vandermeer

Office Manager, Aylmer-Malahide Museum & Archives

2022 MEMBERSHIP REPORT

With the purchase of the new building, it was decided that the museum membership structure should be reviewed. Once the new building is fully renovated and the museum is able to move, then we will be able to extend our hours to year-round, offer more programming and content and run events such as lecture and demonstration series. We decided to create two membership categories the Classic Membership and the Curators Circle Membership with different fee levels in each category. Each category in the Classic membership includes one membership only. A secondary membership per family household can be added for only \$15. Membership letters were sent out in December 2022.

Classic Membership

Individual \$20	Includes 1 museum membership Admission for 1 to all museum exhibits Access to the Museum Archives (by appointment) 5 AMMA Newsletters per year
Friend \$50	<i>All Individual Membership Benefits above</i> <ul style="list-style-type: none"> Charitable tax receipt for a \$30 donation Recognition in the AMMA Newsletter
Supporter \$100	<i>All Individual Membership Benefits above</i> <ul style="list-style-type: none"> Charitable tax receipt for an \$80 donation Recognition in the AMMA Newsletter Admission for one guest to museum exhibits

Curator's Circle

Founder \$250	<ul style="list-style-type: none"> Receive a Charitable tax receipt for a \$250 donation
Benefactor \$500	<ul style="list-style-type: none"> Receive a Charitable tax receipt for a \$500 donation
Associate \$1000+	<ul style="list-style-type: none"> Receive a Charitable tax receipt for full amount of donation

The board of directors welcomed two new members. Jim McCallum joined August 16, 2022, and Shirley Fallowfield joined September 13, 2022. Both have proved to be valuable assets to the museum board. Arthur Oslach was reappointed as Aylmer Liaison while continuing to hold a board position, and Sarah Leitch joined as our Township of Malahide Liaison.

	2020 Memberships	2021 Memberships	2022 Memberships
Traditional - \$20	16	16	22
Foundational - \$50	16	17	12
Archaeological - \$100	22	22	19
Historical - \$250	4	4	5
Classical - \$500	6	5	7
Archival - \$1000	1	1	1
Business Card Ad	7	5	6
¼ page Ad	4	2	2
Event or Exhibit sponsor	0	1	0

Kathi Vandermeer
Office Manager, Aylmer-Malahide Museum & Archives

2022 VOLUNTEER REPORT

The Aylmer-Malahide Museum & Archives is incredibly fortunate to have a team of dedicated, talented, and hardworking volunteers to assist us in our operations. With thanks to our volunteers, our organization has grown into the flourishing museum it is today.

We were pleased to welcome eight new volunteers into our organization in 2022. Between 79 registered volunteers, the museum logged a total of 901 volunteer hours. Volunteers are credited for hours given as members of our Board of Directors, as members of our various committees, and as representatives of the museum at Jackpot Time Gaming Entertainment in St. Thomas. With the purchase of our new building at 75 Talbot St. E. came the need for a new committee to oversee the building and the fundraising for its renovation. The Building Committee consists of seven dedicated and insightful volunteers. We were also grateful to have the help of our volunteers in tasks like exhibit setup, cataloguing, collections management, building maintenance, and the successful operation of fundraisers and events.

The museum hosted three volunteer meetings in 2022. In April, we gathered the volunteers to announce the purchase of our new building and to discuss potential fundraisers. In July, we welcomed volunteers to view our new building and celebrate this significant milestone in the museum's history. Finally, we invited the volunteers to a holiday party in November to thank them for their time and hard work.

The Province of Ontario issued Volunteer Service Awards to seven of our volunteers, including Ron Sawyer (5 years of service), Deb Waite (5 years of service), Phyllis Ketchabaw (15 years of service), Ann Donkers (20 years of service), Edie Vindasius (20 years of service), and Betty Segui (25 years of service).

We look forward to the return of our volunteer-operated fundraisers, including our Spring Luncheon, our Heritage Luncheon, and the Aylmer-Malahide Museum & Archives Volunteers' 19th Annual Christmas Tour of Homes.

I have been pleased to serve as the interim Volunteer Coordinator for the museum as our Board of Directors searches for an appropriate candidate to fill the role. Thank you all for the opportunity to get to know you better!

Sarah Bentley

Interim Volunteer Coordinator, Aylmer-Malahide Museum & Archives

2022 CURATOR'S REPORT

I want to start by thanking everyone for their continued support throughout 2022! This year marked a very exciting year for the museum! After more than a decade of searching, we were finally able to purchase a new building to serve as the future home of the Aylmer-Malahide Museum & Archives. Throughout the year we were able to host a variety of displays and events at our new building, and we can't wait to make it our permanent new location!

Exhibits

Our primary exhibit that ran through 2022 was *Just What the Doctor Ordered: The Medical History of Aylmer and Malahide*. The exhibit featured the history of the doctors, nurses, dentists, optometrists, and chiropractors in Aylmer and Malahide. Along with the exhibit, we were also able to publish a book that provided an in-dept look at the medical history of our area, including the medical professionals currently practicing in Aylmer and Malahide.

Staff

We were very grateful to be able to extend Paul Hickling's Young Canada Works grant from the summer of 2021, and he was with us part-time throughout the spring. Following his grant with us, Paul finished his Master of Library & Information Science program at the University of Western Ontario and was offered a full-time position as the head archivist at The Banff Centre Archives.

We were fortunate to be able to hire two new students in the summer of 2022. Aidan Haldenby was a second-year student studying Health Sciences at Western University. He was hired through the Canada Summer Jobs program, and he worked diligently to digitize the Museum's General Artifact Collection. Following his grant with Canada Summer Jobs, his contract was extended through Young Canada Works. Joshua Zea was a second-year student studying History at King's University College. He was hired through the Young Canada Works program, and he worked to digitize the museum's archives.

Offsite Events and Displays

Throughout 2022, we participated in several exciting events and hosted a variety of offsite displays. On June 18th, we attended Springfield Family Fun Day where we featured a display with information about our new building and our relocation project. We also distributed history-themed crafts and activities for children.

On July 29th, we hosted an educational program in collaboration with the Aylmer Library in support of their Summer Reading Program. The lesson looked at the pre-colonial Indigenous history of the area and featured opportunities for participant engagement and artifact handling.

From August 12th to the 14th, we presented a display at the Aylmer Fair. The display featured information, photographs, and artifacts from our collection celebrating their 173rd year!

On September 15th, we hosted an open house for museum members and the general public to come and tour our new building and see our plans for the renovations. The open house had 150 people in attendance, and it was a great opportunity to showcase our plans for the future of the Aylmer-Malahide Museum & Archives.

On November 22nd, we hosted Original Exhibition of Artworks, an art show featuring original works of art by local artists. The show, organized by the Aylmer BIA in partnership with Wendall Graves, was a resounding success, with an estimated 350 people in attendance!

Throughout November and December, we held a pop-up exhibit entitled *Christmas Through the Ages*, at our new building. The exhibit looked at Christmas traditions and popular decorating styles in the Victorian era, during the Great Depression, and mid-century.

Volunteers & Fundraising

Throughout the year we were very grateful to receive funds from our participation in bingos at Jackpot City in St. Thomas. Through this program, the museum receives funds monthly that we can use towards the preservation and maintenance of our collection. This year we were able to fund a portion of Sarah Bentley's salary to work on the collection and we were able to provide a much-needed upgrade to our general artifact storage. We are very grateful to be one of the charities that receive funds through the charitable gaming program, and very thankful for the volunteers that assist us with bingos each month.

In an effort to raise funds for our new building, we hosted a raffle and sold tickets to win a BBQ donated by Canadian Tire, a grill donated by C.J. Telfer Holdings, a meat package donated by Johnson Meats, and gift basket donated by Miller's Your Independent Grocer. Through the raffle, we were able to raise \$2,085 towards our relocation project.

Other fundraisers for our relocation project included a yard sale on August 20th that raised \$500, a car show on October 1st at the Saxonia Hall in conjunction with Elgin's Oktoberfest that raised \$1,614, and tickets on Christmas gift baskets that raised \$1,055.

I look forward to seeing what 2023 has in store for the Aylmer-Malahide Museum & Archives, and I cannot wait to bring back some of our incredible fundraisers!

Amanda VandenWyngaert
Curator, Aylmer-Malahide Museum & Archives

2022 BOARD OF DIRECTORS AND STAFF

Board of Directors

Ron Sawyer
Chair

Dan Reid
Finance Chair
Vice-Chair

Janet Rigsby
Acquisition Chair

Bill Murch
Building Committee Chair

Larry Jeffery
Director

Rebecca Horeth
Director

Jim McCallum
Director

Larry Telfer
Director

Shirley Fallowfield
Director

Arthur Oslach
Director
Aylmer Council Liaison

Sarah Leitch
Director
Malahide Council Liaison

Museum Staff

Amanda VandenWyngaert
Curator

Sarah Bentley
Collections Manager

Kathi Vandermeer
Office Manager

2022 MEMBERS, SPONSORS, AND SUPPORTERS

2022 FOUNDATIONAL MEMBERS

Barb & Allan Cross
 Susan Graves
 Sylvia Hall
 Lynn Johnston
 John & Henrietta Karn
 Ella Killough
 Bill Murch
 Janet Rigsby
 Ron Sawyer
 Kathi Vandermeer
 Edie Vindasius
 Ken & Mary Wilson

2022 HISTORICAL MEMBERS

Tom & Linda Charlton
 Jim & Doreen MacIntyre
 Dave & Judy Mennill
 Duncan & Margaret Sinclair
 Harvey & Kathleen Tribe

2022 CLASSICAL MEMBERS

Carl & Debra Bagshaw
 Keith & Anne Howe
 Larry & Jacquie Jeffery
 Rosemary Kennedy
 Dan Reid
 Pat White

2022 ARCHAEOLOGICAL MEMBERS

Ian Begg
 Keith Benner
 Dennis & Bozena Boadway
 Jessie & Bob Charlton
 Chris Dancey
 Ann Donkers
 Allan & Mary Finch
 Mary French
 Robert Habkirk
 Mike & Penny Hilliker
 Rebecca Horeth
 Pud & MaryAnne Hunter
 Herb & Jeanette Kebbel
 Donald Kunz
 Susan Kyle
 Joe and Lindsay Lowagie
 Kelly Pearson
 Bertha Strickland
 Larry & Shereen Telfer
 Jeff & Nicole Wiebenga
 Pat Zimmer

2022 ARCHIVAL MEMBERS

Marvin Ryder

2022 SUPPORTERS

Aylmer Canadian Tire
 Aylmer Community Foundation
 Aylmer Express Ltd.
 Aylmer Legion
 Canadian Museum Association
 Canada Summer Jobs
 Estate of Donna Bushell
 Eastlink
 Estate of Giles Hume
 Hills Pharmacy
 Inclusive Communities Consulting
 Rhonda McNaughton
 Rosemary Kennedy
 Springfield Swans
 Town of Aylmer
 Township of Malahide
 Ministry of Tourism, Culture & Sport
 Young Canada Works



BUYING OR SELLING?
Work with a community minded, experienced realtor

Jeff Wiebenga
BROKER

showcase
EAST ELGIN REALTY INC.

calljeffnow@eastlink.ca
519 773 8800

OVER 35 YEARS' REAL ESTATE EXPERIENCE

CALLJEFFNOW.COM

showcase
EAST ELGIN REALTY INC.

51 Talbot St. East Aylmer, Ont. N5H 1H3
p. 519 773 8800 f. 519 773 8809
showcaseeastelgin.com info@showcaseeastelgin.com

DUFF'S GARAGE
GENERAL REPAIRS & MAINTENANCE

Email: duffsgarage@amtelecom.net

380 Talbot St. E.
Aylmer, Ont. N5H 1J5 (519) 773-8500

Graham Scott Enns LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

Michael Stover, CPA, CA
President - Michael S. Stover C.A. Professional Corporation

Partner

mstover@gsellp.com • www.grahamscottenns.com
P. 519-773-9265 x302 • C. 519-476-2117
25 John Street S., 2nd Floor, Suite 208, Aylmer, ON N5H 2C1

H. A. Kebbel
Funeral Home Limited

119 Talbot Street East
Aylmer, Ontario N5H 1H3
kebbel@eastlink.ca
(519) 773-8400

FUNERAL DIRECTORS kebbelfuneralhome.com
HERB KEBBEL | BOB KEBBEL | BILL WHITE

Elgin County Heritage Centre
460 Sunset Drive, St. Thomas
519-631-1460 ext. 193
Hours: Tuesday- Saturday 10 am – 4 pm

Elgin County Museum

HILLS & HILLS CLINIC
Rx PharmaChoice
Advice for Life

2 Locations to Serve You Better

35 Talbot Street East t. 519-773-9263 * f. 519-765-3607 hillspills@amtelecom.net	420 Talbot Street West t. 519-765-2880 * f. 519-765-4550 hillscclinic@amtelecom.net
--	---

**McNAUGHTON
FARM DRAINAGE LTD.**

Wilfrid and Rhonda McNaughton

(319) 765-4400

Box 131, R.R. #2
Springfield, ON N0L 2J0





Springfield Swans

Formerly known as the Springfield Lioness, Springfield Swans took flight on July 1, 2021!

This club is a small group of civically minded women with a goal of making their community a great place to live. We're not all about fundraising. Our service work includes maintaining the Mary H Pearson Memorial Garden (Cenotaph Park, Springfield) and an annual Seniors "Christmas in July" event. Donations are made primarily to local endeavours, and include our school, fire department, parade, Fun Day, and area hospitals. Our fundraising events include an annual Community Beef Supper (each year in support of a new charity), "B" Sale (books, baking, etc) for Breast Cancer, Community Spirit Birthday Calendars and assignments at Jackpot City Gaming Entertainment in St Thomas. Anyone who is 18 years of age or older, who is service minded and is invited into the club may be a member.

"Volunteering for a Better Community"

Check out our Facebook Page: Springfield Swans Club - Ontario ~~~~ PO Box 179, Springfield, ON N0L 2J0



Goodwill's usedcars.com

Over 250 used vehicles to choose from

We Finance

SALES ⁵¹⁹ 765-1047 SERVICE ⁵¹⁹ 773-9607

Aylmer • Ontario



AD-HOC GOVERNANCE REVIEW COMMITTEE

May 1, 2023 – 5:00pm
Blue Line Room, East Elgin Community Complex
Meeting Minutes

The East Elgin Community Complex Ad-Hoc Governance Review Committee met at 5:00 p.m. with the following present:

Members: Councillor J. Chapman (Chair), Councillor K. Desrosiers, Mayor D. Giguère, Councillor S. Lewis

Staff: Aylmer Chief Administrative Officer A. Grozelle, Malahide Chief Administrative Officer. A. Betteridge

Absent: None

1. **WELCOME - Recording Secretary**

- (a) Election of the rotating committee chair

Mr. Grozelle welcomed members and staff. Members resolved to have all members take turns chairing Councillor Jamie Chapman to Chair first meeting. Councillor Chapman assumed the chair.

2. **CONFIRMATION OF AGENDA**

- (a) Confirmation of Agenda

Resolution No.1-23

Moved by Councillor Desrosiers and seconded by CAO Betteridge:

That the agenda be approved.

The motion is Carried.

3. **DECLARATION OF PECUNIARY INTEREST**

4. **DELEGATIONS**

5. **APPROVAL OF PREVIOUS MINUTES**

6. **ACTION ITEMS**

- (a) Discussion of future meeting schedule

Discussion was held on meeting on a monthly basis. The next two meeting dates were scheduled as follows:

May 24, 2023 5:30 p.m.

June 19, 2023 4:00 p.m.

- (b) Referral from the EECC Board of Management:
EECC Administrator (Aylmer CAO) - Report CAO 03-23 East Elgin
Community Complex – Governance Review

Resolution No.2-23

Moved by Councillor Desrosiers and seconded by Councillor Lewis:

That the Governance Committee recommend legal review respecting the EECC's incorporation, interpretation of the Joint Municipal Board, liability, and the funding agreement, in specific to clauses around ownership and operation.

And that each CAO seek independent legal review upon the behalf of their member municipalities upon the above items and report back to the Committee.

The motion is Carried.

7. **INQUIRIES BY MEMBERS**

8. **CLOSED SESSION**

9. **ADJOURNMENT**

- (a) Adjournment

Resolution No.3-23

Moved by Councillor Desrosiers and seconded by Mayor Giguère:

That the Board do now adjourn at 5:31 p.m.

The motion is Carried.

Clerk

Chair

To: Mayor Giguere and Members of Malahide Council

In previous years, the volunteer firefighters from Malahide #5 fire department have been very active in the community with various events (ie: Christmas food drives, blood donor clinics and several fundraisers for local causes) as well as putting on an amazing fireworks display for the village of Port Bruce.

Many residence from the village and throughout the township really enjoyed the fireworks show. Our intention is to kick off the summer with a show on the may long weekend. The hope is for warmer and more stabile weather as well as kicking off the summer on a high note. As always safety is our top priority so we use an insured highly skilled fireworks technician, we have many firefighters on hand to monitor the crowd, we notify OPP about the increase in traffic and we control traffic as it clears out of town. We were able to avoid all flooding this spring and I'm sure everyone is ready for a great summer. So on Sunday may 21nd (rain date may 22th) we would like permission to use the pier again for the display.

This will be an awesome fun and safe display for Port Bruce and the residence of Malahide. If there are any questions, concerns or comments, feel free to contact me directly

Thank you for your time,

Station #5 District Chief

Randy Loewen

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 23-42**

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 May 18, 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 18th day of May, 2023.

READ a **THIRD** time and **FINALLY PASSED** this 18th day of May, 2023.

Mayor, D. Giguère

Clerk, A. Adams