



**The Corporation of the Township of Malahide**  
**REGULAR COUNCIL MEETING AGENDA**  
**January 18, 2024 – 7:30 p.m.**

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

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- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1**
- (D) Presentations/Delegations/Petitions
  - Public Hearing – Minor Variance Application– Owner Ysbrand Boekestyn relating to property at Part of Lot 7, Concession 5, Part 2 of RP 11R821 and Part 1 of RP 11R5541 and known municipally as 48726 John Wise Line **RES 2-4**
- (E) Reports of Departments
  - (i) Director of Fire & Emergency Services
  - (ii) Director of Public Works
    - Petition for Drainage – Versnick **RES 5**
    - Petition for Drainage – Township of Malahide **RES 6**
    - Harvest Bowl Grant Application **RES 7**
  - (iii) Director of Corporate Services/Treasurer
  - (iv) Clerk
    - Data Server Replacement **RES 8**
  - (v) Building/Planning/By-law
    - Application for Consent to Sever No. E3-24 of K2 Custom Homes (Authorized Agent: Henry Klassen) **RES 9**
    - Application for Consent to Sever No. E9-24 of Ben & Bonnie Anckcart and Frank & Sheryl Berkelmans (Authorized Agent David Roe c/o Civic Planning Solutions Inc) **RES 10**
    - Formal Request from St.Thomas-Elgin Children’s Services Department to amend the childcare provisions in the Zoning By-law to conform to the Child Care and Early Years Act, 2014 **RES 11**

- 2023 Building Permit Activity Report **RES 12**

- (vi) CAO
  - Malahide Township – Strategic Plan Completion **RES 13**

(F) Reports of Committees/Outside Boards **RES 14**

- Long Point Region Conservation Authority – December 6, 2023 - Minutes
- Long Point Region Conservation Authority – Municipal Notice of 2024 Draft Budget
- Catfish Creek Conservation Authority – November 9, 2023 Minutes

(G) Correspondence **RES 15**

1. Association of Municipalities of Ontario - WatchFile –December 21, 2023, January 4, 2024, and January 11, 2024
2. Port Colborne – Support for Municipality of Tweed regarding 1/3 Funding Grant Programs
3. AORS – Support for the development of a Municipal Equipment Operator Course
4. Ministry of the Solicitor General – In-force date of the Community Safety and Policing Act, 2019
5. Ministry of the Environment, Conservation and Parks – Update on amendments to the Public Works Class EA
6. Good Roads - Nominations open for the 2024-2025 Good Roads Board of Directors
7. Thames Valley District School Board-School Resource Officer (SRO) program

(H) Other Business

(I) By-laws **RES 16**

- By-law No. 24-01 – PH Engineering Rezoning
- By-law No. 24-02 – Fire & Emergency Services Fees and Charges – Fee Schedule update

(J) Confirmatory By-law **RES 17**

(K) Adjournment **RES 18**

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*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.*

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1. THAT the minutes of the regular council meeting of Council held on December 21, 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-24-01 entitled “Application No. D13-MV-10-23 of Application No. D13-MV-10-23 Of Ysbrand Boekestyn” and affecting lands described as Part of Lot 7, Concession 5, Part 2 of RP 11R821 and Part 1 of RP 11R5541, in the Township of Malahide (48726 John Wise Line) be received;

AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-10-23 to permit a pergola with a reduced interior side yard of 1.83 metres;

AND THAT the approval shall be subject to the following condition(s):

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 Report No. PW-24-01 entitled “Petition for Drainage – Versnick” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed to prepare an Engineer’s Report for the Versnick Petition pursuant to *Sections 5 to 8 of the Drainage Act R.S.O. 1990.*

6. THAT Report No. PW-24-02 entitled “Petition for Drainage – Township of Malahide” be received;

AND THAT the Director of Public Works or his designate be authorized to add the Township of Malahide to the existing Wagler petition for drainage under Section 4 of the *Drainage Act*.

7. THAT Report No. PW-24-03 entitled "HARVEST BOWL GRANT APPLICATION" be received;

AND THAT Council direct staff to work with the Harvest Bowl to prepare an application for the Ontario Trillium Fund Capital Grant to provide capital upgrades in support of the South Dorchester Community Hall and the Harvest Bowl operation at the site;

AND FURTHER THAT Council authorize staff to apply for additional grant applications which may provide additional financial support for site improvements to the South Dorchester Community Hall.

8. THAT Report No. CLERK-24-01 entitled "Data Server Replacement" be received;

AND THAT the Municipal Staff be authorized to proceed with the single-source award for purchase and implementation of the Data Server Replacement from Dell Canada in the amount of \$27,379.57 plus HST.

9. THAT Report No. DS-24-02 entitled "Application for Consent to Sever No. E3-24 of K2 Custom Homes Inc (Authorized Agent: Henry Klassen)" be received;

AND THAT the Application for Consent to Sever of K2 Custom Homes Inc (Authorized Agent: Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, Township of Malahide, and known municipally as 51237 Ashton Street, be supported for the reasons set out in this Report;

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

10. THAT Report No. DS-24-03 entitled "Application for Consent to Sever No. E9-24 Of Ben & Bonnie Anckart and Frank & Sheryl Berkelmans (Authorized Agent David Roe c/o Civic Planning Solutions Inc)" be received;

AND THAT the Application for Consent to Sever of Ben & Bonnie Anckart and Frank & Sheryl Berkelmans (Authorized Agent David Roe c/o Civic Planning Solutions Inc), relating to the property located at Part of Lot 26, Concession 8, Township of Malahide, and known municipally as 11088 Walker Road be supported for the reasons set out in this Report;

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

11. THAT Report No. DS-24-04 entitled "Formal Request from St. Thomas-Elgin Children's Services Department to amend the childcare provisions in the Zoning By-law to conform to the Child Care and Early Years Act, 2014" be received;



AND THAT staff be directed to review the request and prepare an amendment to the Township of Malahide Zoning By-law for Council's consideration at a future public meeting.

12. THAT Report No. DS-24-05 entitled "2023 Building Permit Activity Report" be received.

13. THAT Report No. CAO-24-01 prepared by the Mayor and CAO and entitled "Malahide Township – Strategic Plan Completion" be received;

AND THAT Council approve the Strategic Plan as amended/proposed;

AND THAT Council direct the CAO to proceed with the implementation, operationalization and communication of the final 2023-2033 strategic plan.

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

- Long Point Region Conservation Authority – December 6, 2023 - Minutes
- Long Point Region Conservation Authority – Municipal Notice of 2024 Draft Budget
- Catfish Creek Conservation Authority – November 9, 2023 Minutes

15. THAT the following correspondence be noted and filed:

1. Association of Municipalities of Ontario - WatchFile –December 21, 2023, January 4, 2024, and January 11, 2024
2. Port Colborne – Support for Municipality of Tweed regarding 1/3 Funding Grant Programs
3. AORS – Support for the development of a Municipal Equipment Operator Course
4. Ministry of the Solicitor General – In-force date of the Community Safety and Policing Act, 2019
5. Ministry of the Environment, Conservation and Parks – Update on amendments to the Public Works Class EA
6. Good Roads - Nominations open for the 2024-2025 Good Roads Board of Directors
7. Thames Valley District School Board-School Resource Officer (SRO) program

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

- By-law No. 24-01 – PH Engineering Rezoning
- By-law No. 24-02 – Fire & Emergency Services Fees and Charges – Fee Schedule update

17. THAT By-law No.24.02, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

18. THAT the Council adjourn its meeting at \_\_\_\_\_ p.m. to meet again on February 1, 2024, at 7:30 p.m.

**The Corporation of the Township of Malahide  
December 21, 2023 – 7:30p.m.**

Virtual Meeting – <https://youtu.be/IPZR6TCTgOs?si=FjdkDxTMyPTCLVR2>

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

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

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

**Also Present:** Eric Steele– Monteith Brown

**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:**

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item E– Reports of Departments, Harvest Bowl Grant Applications. The nature of the conflict being that he is a member of the Harvest Bowl board.

**MINUTES:**

**No. 23-479**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**THAT the minutes of the regular meeting of Council held on December 7, 2023 be adopted as printed and circulated.**

**Carried**

**PRESENTATIONS/DELEGATIONS/PETITIONS:**

- Ontario Fire Marshal’s Public Safety Council Presentation– Enbridge Gas Safety Community Assist Program Campaign

Director Spoor stated that Malahide Fire Services were one of fifty municipalities to receive grant funding across the Province from Enbridge Gas Inc. for purchasing firefighting training

materials, through the Safe Community Project Assist program with the Fire Marshal's Public Fire Safety Council.

- Public Hearing - Minor Variance Application– Owner Donald & Cindy Sproul, relating to property at Part of Lot 34, Concession 3 in the Township of Malahide, and being municipally known as 53273 Calton Line

**No. 23-480**

**Moved By: Sarah Leitch**

**Seconded By: Scott Lewis**

**THAT the Committee of Adjustment for the Township of Malahide be called to order at 7:33 p.m. and that Mayor Dominique Giguère be appointed Chairperson for the "Committee of Adjustment".**

**Carried**

Chair Giguère advised that the purpose of this Public Hearing is to consider an application for a Minor Variance submitted by Donald and Cindy Sproul, Part of Lot 34, Concession 3 in the Township of Malahide, and being municipally known as 53273 Calton Line.

Chair Giguère requested that Eric Steele of Monteith Brown Planning Consultants (MBPC) provide an overview of the application.

Chair Giguère asked if any comments were received and the Clerk advised there were no comments received that haven't already been discussed.

Chair Giguère asked if any person in attendance wished to make any comments and there were none.

Chair Giguère asked if any Committee members wished to make any comments regarding the application. Councillor Leitch clarified the size request of the current variance request from the previous variance request and Mr. Steele noted that this request was for a slightly larger allowance.

**No. 23-481**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**THAT Report No. DS-23-39 entitled "Application No. D13-MV-09-23 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 Minor Variance Application No. D13-MV-09-23 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.

**Carried**

**No. 23-482**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

**THAT the Committee of Adjustment for the Township of Malahide be adjourned and the Council meeting reconvene at 7:38p.m.**

**Carried**

- Public Meeting –Zoning By-law Amendment Application– Owner Chad Underhill Farms Ltd. (Authorized Agent: Logan Burnett C/O Harrison Pensa LLP), relating to property at Part Lot 29, Concession 1 W, Township of Malahide, and known municipally as 52361 Nova Scotia Line

**No. 23-483**

**Moved By: Chester Glinski**

**Seconded By: Sarah Leitch**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of Chad Underhill, relating to the property located at Part Lot 29, Concession 1 W, Township of Malahide, and known municipally as 52361 Nova Scotia Line be called to order at 7:39p.m.**

**Carried**

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on November 29<sup>th</sup> and December 6<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked if the applicant had anything to add and they did not.

Mayor Giguère asked if anyone in attendance had any questions and they did not.

Mayor Giguère asked if any Council Members wished to make any comments regarding the application and they did not.

**No. 23-484**

**Moved By: Mark Widner**

**Seconded By: Chester Glinski**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of Chad Underhill, relating to the property located at Part Lot 29, Concession 1 W, Township of Malahide, and known municipally as 52361 Nova Scotia Line be adjourned at 7:42p.m.**

**Carried**

**No. 23-485**

**Moved By: John H. Wilson**

**Seconded By: Rick Cerna**

**THAT Report No. DS-23-38 entitled “Zoning By-law Amendment Application of Chad Underhill Farms Limited (Authorized Agent: Logan Burnett C/O Harrison Pensa LLP)” Be Received;**

**AND THAT the Zoning By-law Amendment Application No. D14-Z15-23 Of Chad Underhill Farms Limited (Authorized Agent: Logan Burnett C/O Harrison Pensa LLP), relating to the property located at Part Lot 29, Concession 1 W, Township of Malahide, and known municipally as 52361 Nova Scotia Line, BE APPROVED for the reasons set out in this Report.**

**Carried**

- Public Meeting –Zoning By-law Amendment Application– Owner B&AM Reymer (Authorized Agent: David Roe), relating to property at Part Lot 19, Concession 5, Township of Malahide, and known municipally as 50783 Chalet Line

**No. 23-486**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of B&AM Reymer, relating to the property located at Part Lot 19, Concession 5, and known municipally as 50783 Chalet Line be called to order at 7:43p.m.**

**Carried**

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on November 29<sup>th</sup> and December 6<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked if the applicant had anything to add and they did not.

Mayor Giguère asked if anyone in attendance had any questions and they did not.

Mayor Giguère asked if any Council Members wished to make any comments regarding the application. Councillor Wilson inquired if a stipulation would be placed on the property so that no additional residences would be allowed and Mr. Steele confirmed this.

**No. 23-487**

**Moved By: Sarah Leitch**

**Seconded By: Chester Glinski**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of B&AM Reymer, relating to the property located at Part Lot 19, Concession 5, and known municipally as 50783 Chalet Line be adjourned at 7:46p.m.**

**Carried**

**No. 23-488**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

**THAT Report No. DS-23-36 entitled “Zoning By-law Amendment Application of B & AM Reymer Ltd (Authorized Agent: David Roe C/O Civic Planning Solutions Inc.)” be received;**

**AND THAT the Zoning By-Law Amendment Application No. D14-Z14-23 of B & AM Reymer Ltd (Authorized Agent: David Roe C/O Civic Planning Solutions Inc.) relating to the property located at Part Lot 19, Concession 5, Township of Malahide, and known municipally as 50783 Chalet Line, be approved for the reasons set out in this report.**

**Carried**

- Public Meeting –Zoning By-law Amendment Application– Owner Judy & David Mennill-Zacharias (Authorized Agent: Helena Zacharias), relating to property at Concession 3, Part 1 of Registered Plan 11R6019, and known municipally as 51048 and 51200 Vienna Line

**No. 23-489****Moved By: Scott Lewis****Seconded By: Rick Cerna**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of David and Judy Mennill, relating to the property located at Part Lot 22, Concession 3, Part 1 of Registered Plan 11R6019, and known municipally as 51048 and 51200 Vienna Line be called to order at 7:47p.m.**

**Carried**

Mayor Giguère advised that the purpose of this Public Meeting is to consider an application to amend the zoning of the subject property.

Mayor Giguère asked the Clerk to advise and confirm on the method and date of notice given for this meeting. The Clerk advised that this public meeting was advertised in the Aylmer Express for two consecutive weeks on November 29<sup>th</sup> and December 6<sup>th</sup>. In addition, affected property owners within 120 meters were sent a notice by mail at minimum 20 days prior to this meeting.

Mayor Giguère requested that Eric Steele of Monteith Brown provide an overview of the application.

Mayor Giguère asked if the applicant had anything to add and they did not.

Mayor Giguère asked if anyone in attendance had any questions and they did not.

Mayor Giguère asked if any Council Members wished to make any comments regarding the application. Councillor Wilson commented about the placement of the shop in the front yard and the location of the driveway on the lot. Councillor Glinski inquired about how a residence is being allowed in this agricultural area when it's not in a hamlet designation. Mr. Steele noted this is not for a new lot creation but rather an accessory unit. Councillor Wilson commented that this is how people can obtain that second house. Deputy Mayor Widner noted that this has been done in the past with current stipulations. Mr. Steele noted that the Planning Act has since changed what it allows for secondary dwellings.

**No. 23-490****Moved By: Scott Lewis****Seconded By: Sarah Leitch**

**THAT the Public Meeting relating to the Zoning By-law Amendment Application of David and Judy Mennill, relating to the property located at Part Lot 22, Concession 3, Part 1 of Registered Plan 11R6019, and known municipally as 51048 and 51200 Vienna Line be adjourned at 7:57p.m.**

**Carried**

**No. 23-491**

**Moved By: Scott Lewis**

**Seconded By: Rick Cerna**

**THAT Report No. DS-23-37 entitled “Zoning By-law Amendment Application of Judy And David Mennill (Authorized Agent: Helena Zacharias” be received;**

**AND THAT the Zoning By-law Amendment Application No. D14-Z10-23 of Judy And David Mennill (Authorized Agent: Helena Zacharias), relating to the property located at Part Lot 22, Concession 3, Part 1 of Registered Plan 11R6019, Township of Malahide, and known municipally as 51048 and 51200 Vienna Line, BE APPROVED for the reasons set out in this Report.**

**Carried**

**REPORTS OF DEPARTMENTS:**

Director of Public Works

- 51403 Ron McNeil Line – Request for Access Over Unopened Road Allowance

**No. 23-492**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

**THAT Report No. PW-23-64 entitled “51403 Ron McNeil Line – Request for Access Over Unopened Road Allowance” be received;**

**AND THAT Council declare the unopened road allowance between Ron McNeil Line and Pressey Road to be surplus to municipal needs;**

**AND FURTHER THAT Staff further engage the 4 property owners abutting the unopened road allowance between Ron McNeil Line and Pressey Road to negotiate the conveyance of the unopened road allowance.**

**Carried**

- Port Bruce Provincial Park Maintenance Agreement

**No. 23-493**



**Moved By: Sarah Leitch  
Seconded By: Scott Lewis**

**THAT Report No. PW-23-63 entitled “Port Bruce Provincial Park Maintenance Agreement” be received;**

**AND THAT staff be directed to enter discussions with the Ministry of Environment, Conservation and Parks to negotiate a new agreement, including but not limited to possible revisions to the compensation model and the performance and maintenance standards described in Appendix B and C.**

**Carried**

Director of Corporate Services/Treasurer

- Applications for Assessment Adjustments under Section 357 & 358 of the Municipal Act, 2001

**No. 23-494  
Moved By: Chester Glinski  
Seconded By: Scott Lewis**

**THAT Report No. FIN-23-21 titled “Applications for Assessment Adjustments under Section 357 & 358 of the Municipal Act, 2001” be received;**

**AND THAT, pursuant to Section 357 (a) and (d) of the *Municipal Act, 2001*, the Township’s Treasurer be authorized to amend the Township’s tax collection roll for the amount of \$6,225.21.**

**Carried**

Deputy Mayor Widner disclosed a pecuniary interest with respect to Council Agenda item E--Harvest Bowl Grant Applications. He retired from the meeting and abstained from all discussions and voting on the matter.

- Harvest Bowl Grant Applications

**No. 23-495  
Moved By: Scott Lewis  
Seconded By: Rick Cerna**

**THAT Report No. FIN 23-22 entitled “Harvest Bowl Grant Applications” be received;**

**AND THAT facility Harvest Bowl’s 2023 facility rental fees in the amount of \$1,580.16 and Harvest Bowl’s 2024 Community Grant Application be referred to the Community Grant Committee.**

Deputy Mayor Widner returned to his seat at the Council table.

Clerk

- Elgin County and LMPs Joint Diversity, Equity, and Inclusion Plan 2024-2026

**No. 23-496**

**Moved By: Sarah Leitch**

**Seconded By: Chester Glinski**

**THAT Report No. CLERK-23-06 entitled “Elgin County and LMPs Joint Diversity, Equity, and Inclusion Plan 2024-2026” be received;**

**AND THAT the Plan be approved.**

**Carried**

Building/Planning/By-law

- Application for Consent to Sever No. E5-24 of Gregory Underhill Farms Ltd C/O Civic Planning Solutions Inc

**No. 23-497**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

**THAT Report No. DS-23-35 entitled “Application for Consent to Sever No. E5-24 of Gregory Underhill Farms Ltd C/O Civic Planning Solutions Inc” be received;**

**AND THAT the Application for Consent to Sever of Gregory Underhill Farms Ltd C/O Civic Planning Solutions Inc relating to the property located at Part of Lots 34 And 35, Concession 1, Part 4 of 11R-5475, Township of Malahide and known municipally as 53367 Nova Scotia Line, be supported for the reasons set out in this Report;**

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

**Carried**

**REPORTS OF COMMITTEES/OUTSIDE BOARDS:**

**No. 23-498**

**Moved By: Scott Lewis**

**Seconded By: Sarah Leitch**

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

- **Township of Malahide - Fleet Management Advisory Committee – Minutes November 23, 2023**
- **Aylmer Area Secondary Water Supply System & Port Burwell Area Secondary Water Supply System – December 6, 2023 Draft Minutes**
- **Long Point Region Conservation Authority – November 1, 2023 Minutes**
- **Long Point Region Conservation Authority - November 8, 2023 Budget Meeting Minutes**

**Carried**

**CORRESPONDENCE:**

**No. 23-499**

**Moved By: Scott Lewis**

**Seconded By: Chester Glinski**

**THAT items 4 and 5 be supported and the remaining items be noted and filed:**

1. **Association of Municipalities of Ontario - WatchFile –December 7, 2023, and December 14, 2023**
2. **Elgin County – Council Highlights – December 6, 2023**
3. **Ministry of Natural Resources – Environmental Registry Ontario finalizing “Technical bulletin – Flooding hazards: data survey and mapping specifications”**
4. **Greater Grand Sudbury - Amendment to the Occupational Health and Safety Act to Clarify the Definition of “Employer”**
5. **Township of Clearview - Cemetery Transfer/Abandonment Administration & Management Support**

**Carried**

**OTHER BUSINESS:**

**BY-LAWS:**

**No. 23-500**

**Moved By: Rick Cerna**

**Seconded By: Scott Lewis**

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

- **By-law No. 23-89 – Use of County CEMC**
- **By-law No. 23-86 – 2024 Municipal Water Rates**
- **By-law No. 23-87 – 2024 Municipal Sewage Rates**
- **By-law No. 23-85 – Mennill/Zacharias Rezoning**
- **By-law No. 23-83 – B & AM Reymer Rezoning**
- **By-law No. 23-84 – Underhill Rezoning**

- **By-law No. 23-90 - Municipal Law Enforcement Policy**

CAO Dias provided an overview of the changes made to the policy since being first introduced to Council at the previous meeting.

**No. 23-501**

**Moved By: Mark Widner**

**Seconded By: Sarah Leitch**

**THAT By-law No. 23-90 - Municipal Law Enforcement Policy be considered read a first, second and third reading and properly signed and sealed.**

**Carried**

**CLOSED:**

**No. 23-501**

**Moved By: Rick Cerna**

**Seconded By: John H. Wilson**

**THAT Council move into Closed Session at 8:57p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:**

- **A Labour Relations or Employee Negotiations Matter regarding Staff Performance Reviews, HR Policy Update and CUPE Contract Negotiations. (Section 239 (2)(d)).**
- **Personal matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)).**

**Carried**

**No. 23-502**  
**Moved By: Rick Cerna**  
**Seconded By: Scott Lewis**

**THAT Council move out of Closed Session and reconvene at 9:56p.m. in order to continue with its deliberations.**

**Carried**

- Staff Performance Reviews

**No. 23-503**  
**Moved By: Rick Cerna**  
**Seconded By: Chester Glinski**

**THAT the Municipal Staff be directed to award the appropriate grid level advancements to all eligible Non-union and Management Municipal Staff effective January 1, 2024.**

**Carried**

**No. 23-504**  
**Moved By: Sarah Leitch**  
**Seconded By: Scott Lewis**

**THAT Staff were given direction by Council on the following items that were discussed in the Closed Session:**

- A Labour Relations or Employee Negotiations Matter regarding an HR Policy Update and CUPE Contract Negotiations. (Section 239 (2)(d)).
- Personal matters about an identifiable individual, including municipal or local board employees (Section 239 (2)(b)).

**Carried**

**CONFIRMATORY:**

**No. 23-505**  
**Moved By: John H. Wilson**  
**Seconded By: Sarah Leitch**

**THAT By-law No.23-88, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.**

**Carried**

**ADJOURNMENT:**

**No. 23-506**

**Moved By: Mark Widner**

**Seconded By: Rick Cerna**

**THAT Council adjourn its meeting at 9:58p.m. to meet again on January 18, 2024, at 7:30p.m.**

**Carried**

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Mayor – D. Giguère

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Clerk – A. Adams



## Report to Committee of Adjustment

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**REPORT NO.:** DS-24-01  
**DATE:** January 18, 2024  
**ATTACHMENT:** Report & Application Photo, and Comments Received to Date (if any)  
**SUBJECT:** **MINOR VARIANCE APPLICATION NO. D13-MV-10-23 OF YSBRAND BOEKESTYN**

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### Recommendation:

**THAT Report No. DS-24-01 entitled “Application No. D13-MV-10-23 of Application No. D13-MV-10-23 Of Ysbrand Boekestyn” and affecting lands described as Part of Lot 7, Concession 5, Part 2 of RP 11R821 and Part 1 of RP 11R5541, in the Township of Malahide (48726 John Wise Line) be received;**

**AND THAT the Township of Malahide Committee of Adjustment APPROVE Minor Variance Application No. D13-MV-10-23 to permit a pergola with a reduced interior side yard of 1.83 metres;**

**AND THAT the approval shall be subject to the following condition(s):**

- 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 7, Concession 5, Part 2 of RP 11R821 and Part 1 of RP 11R5541 and known municipally as 48726 John Wise Line. The property owner seeks to construct a 58.3 square metre louvered pergola close to the western side lot line of the subject property. The application proposes an interior

side yard setback of 1.83 metres, whereas the By-law requires a minimum setback of 5 metres.

Notice of Public Hearing was given in accordance with Planning Act regulations. Any comments received in response to the Notice of Public Hearing will be reported on at the January 18, 2024 hearing.

Township Planning Staff have reviewed and considered the merits of the Application against applicable Official Plan policies, the Township's adopted Zoning By-law, and all (if any) of the correspondence received as of the date of writing and recommends that the Committee of Adjustment **approve** Application No. D13-MV-10-23.

### **Comments/Analysis:**

The subject property is approximately 28,307 m<sup>2</sup> (0.77 acres) in area and has approximately 50 m (164 feet) of frontage along John Wise Line. The property has an average depth of approximately 245 metres and contains an existing single-detached dwelling and accessory structure (pole barn). The lot is an existing undersized agriculture zoned lot.

The surrounding land use is rural residential to the east, west and south, with agricultural properties to the north.

### **County of Elgin Official Plan**

The subject property is designated 'Agricultural Area' on Schedule 'A', Land Use Plan, with portions of 'Woodlands' on Appendix 1, Natural Heritage Features and Areas. The northern portion falls within an 'Aggregate Resource Area' on Schedule 'C', Aggregate and Petroleum Resource Areas. In addition to the above, the subject property is identified as having frontage along a 'County Minor Arterial' on Schedule 'B', Transportation Plan.

For lands designated as 'Agricultural Area', the County Official Plan permits agricultural uses, single detached dwellings in conjunction with agricultural use, and secondary uses (Section C2.3).

As the Woodlands on the subject lands are not 10 hectares or greater and are not within 30 metres of a significant heritage feature, they are not considered *significant woodlands* (Section D1.2.2.1). Further, the proposed pergola will not alter the woodlands or impose any negative effects on the woodland features.

### **Malahide Official Plan**

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan). The Official Plan permits a range of agricultural and secondary uses, provided they are compatible with agricultural uses and do not contribute to land use conflicts. (Section 2.1.1.2).

The northern portion of the property falls within a Mineral Aggregate Resource Area. While Mineral Aggregate Resource Areas shall be protected for the long term (Section



2.2), the proposed pergola falls on a portion of the property that is outside this designation and is not anticipated to negatively impact the resource area.

### **Malahide Zoning By-law No. 18-22**

The subject property is within the “General Agricultural (A1) Zone”, on Key Map 61 of Schedule “A” to the Township’s Zoning By-law No. 18-22. The ‘A1’ zone permits single unit dwellings, among many agricultural and agriculture related uses.

Section 5.2 sets general use regulations, with Section 5.2.1 providing zoning standards for agricultural zones. Accessory buildings or structures in the General Agricultural (A1) Zone shall be governed by the provisions of Section 5.2.1, as illustrated in the following table:

**Table 1. General Agriculture (A1) Zone Requirements**

<b>Zoning Provision</b>	<b>Required:</b>	<b>Proposed:</b>
Min. Lot Area	20 ha	2.8 ha*
Min. Lot Frontage	150 m	50 m*
Min. Front Yard	15 m	Greater than 15 m
Min. Interior Side Yard	5 m	1.8 m
Min. Rear Yard	7.5 m	Greater than 7.5 m
Max. Lot Coverage	20%	2.3%
Max. Height of a Dwelling	10.5 m	Less than 10.5 m
Min. Floor Area – Dwelling	90 m <sup>2</sup>	233 m <sup>2</sup>

\*Existing condition.

Buildings and structures may be permitted on an existing lot of record that does not meet the minimum lot area and minimum lot frontage provisions, provided the lot is serviced or capable of being serviced and all other requirements of the by-law are satisfied (Section 4.10)

The application proposes an interior side yard setback of **1.83 metres**, whereas the By-law requires a minimum setback of **5 metres**.

### **Public/Agency Comments Received**

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

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

When reviewing an application for a minor variance, Section 45(1) of the Planning Act, R.S.O., 1990 requires that the Committee of Adjustment apply four specific tests. These 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 pergola is proposed as a structure accessory to the permitted single detached dwelling use under the County and Township Official Plans. Generally, the policies of the Official Plan seek to guide orderly and logical growth and development and do not regulate setbacks and building separation distances. 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 an interior side yard setback requirement is to provide adequate building separation between property boundaries to avoid incompatibility with adjacent land uses, as well as ensure sufficient access is provided to rear yards. As the proposed pergola replaces a section of lawn beside a pool, any nuisances that will occur from the use of the pergola can already occur. The proposed pergola would be screened by vegetation from the neighbouring residential property. The front and rear yards of the property are still accessible from the driveway due to the dwelling being located along the western side of the property. This application maintains the general intent and purposes 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. The proposed pergola is relatively small in scale and would be screened from view by an existing hedgerow. Being in an agricultural zone, the prescribed 5.0 metre setback would be typically intended to help regulate larger structures and accessory structures such as barns and sheds. Further, the proposed accessory structure would not impact adjacent landowners 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.**

It is noted that the owners would be able to use the area proposed to be occupied by the pergola as amenity space whether or not the structure is constructed. The proposed variance would enhance the quality of life for the property owner, improving the outdoor amenity space of the property. The proposed pergola is desirable for the appropriate development 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.

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:
Nathan Dias, Chief Administrative Officer

**APPLICATION FOR A MINOR VARIANCE**

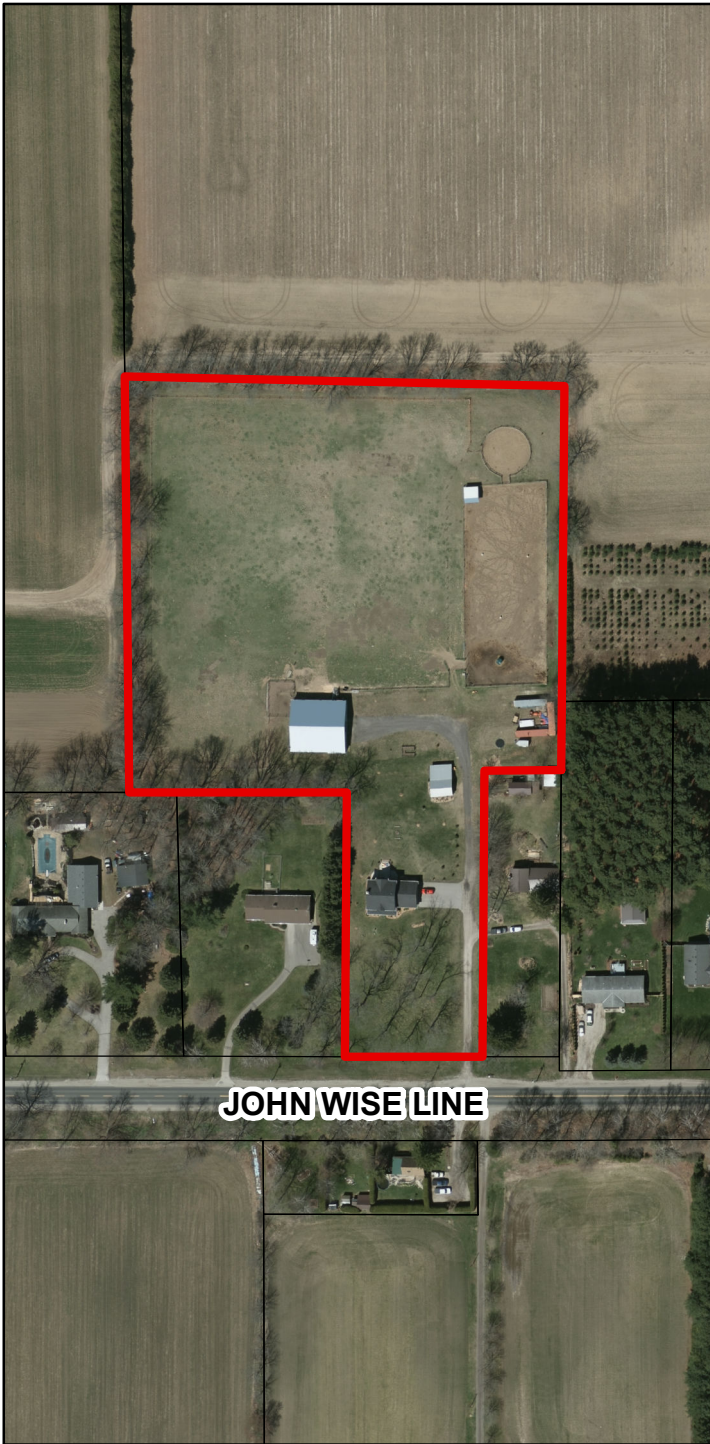
**Owner: YSBRAND BOEKESTYN**

**AUTHORIZED AGENT: NICOLE MCDOWELL C/O DUE NORTH DESIGN** Figure 1

48726 John Wise Line


Lot 7, Concession 5, Part 2 of RP 11R821 and Part 1 of RP 1R5541

Township of Malahide



OFFICIAL PLAN DESIGNATION  
AGRICULTURE

ZONING  
A1 General Agricultural

 Subject Land

 Proposed Louvered Pergola





## Report to Council

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**REPORT NO.:** PW-24-01  
**DATE:** January 18, 2024  
**ATTACHMENT:** Petition, Overview Map, and Site Drawing  
**SUBJECT:** PETITION FOR DRAINAGE – VERSNICK

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### **Recommendation:**

**THAT Report No. PW-24-01 entitled “Petition for Drainage – Versnick” be received;**

**AND THAT John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed to prepare an Engineer’s Report for the Versnick Petition pursuant to *Sections 5 to 8 of the Drainage Act R.S.O. 1990.***

### **Background:**

The Township of Malahide has received a petition for drainage. The petition is to construct a new drain as a condition of severance. This is a typical severance requirement which provides development with a legal and adequate outlet for surface/subsurface water.

The landowner, Dan Versnick, has petitioned the Township to have a new drain constructed at 4844 Imperial Road, to accommodate two new residential building lots. The estimated length of the project is 60 meters. A drawing is provided at the end of this report showing the location of the proposed severance.

### **Comments/Analysis:**

Once a landowner submits a petition, the Township is required under the *Drainage Act R.S.O. 1990*, to appoint a Drainage Engineer to prepare a Drainage Report for the Council to address the request.

*Section 4(1) of the Drainage Act* states:

A petition for the drainage by means of a drainage works of an area requiring drainage as described in the petition may be filed with the clerk of the local municipality in which the area is situated by,

- (a) the majority in number of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;
- (b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;
- (c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- (d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

The *Drainage Act* provides that Council must give consideration to the petition and, within thirty days (*Section 5.1a*) of the filing, decide whether or not to proceed. If Council decides not to proceed then written notice of its decision must be sent to each petitioner. A petitioner may appeal to the Ontario Drainage Tribunal if Council decides not to proceed, or if Council does not act on the petition within 30 days.

It may be difficult for Council to decide on the validity of the petition as it is based on the definition of the “area requiring drainage”. Initially, the petitioner(s) define the area on the petition they submit, however, the area must be defined by an engineer at the “on-site meeting” to determine the validity of the petition.

If the Council decides to proceed then written notice of its decision must be given to (*Section 5.1b*):

- (a) to each petitioner;
- (b) the clerk of each local municipality that may be affected;
- (c) the conservation authority that has jurisdiction over any lands in the area;
- (d) the Minister of Natural Resources.

The Council must appoint an engineer within sixty days (*Section 8.3*) of giving notice to proceed. The engineer appointed is to file a said report within six (6) months (*Section 39.1*) of the appointment.

Following the appointment, the engineer shall (*Section 9.1*) cause the Clerk of the municipality to send out written notice, specifying the time and place of an “on-site meeting”. The notice must be served seven days prior to the proposed site meeting.

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

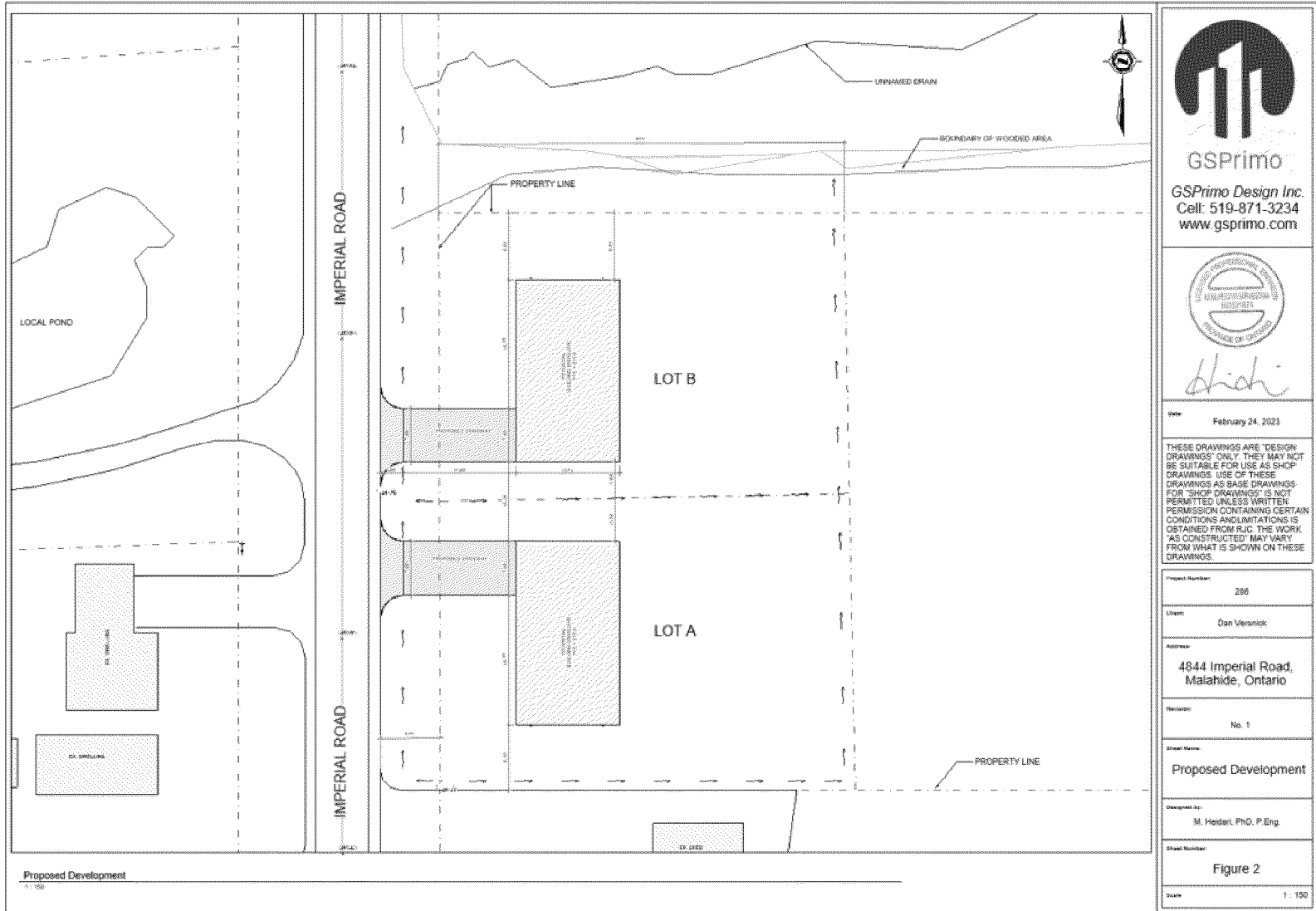
### **Financial Implications to Budget:**

N/A

Submitted by:	Approved by:	Approved for Council:
Bob Lopez, Engineering Technologist/ Drainage Superintendent	Jason Godby Director of Public Works	Nathan Dias CAO



Figure 2 – Proposed development of the site plan

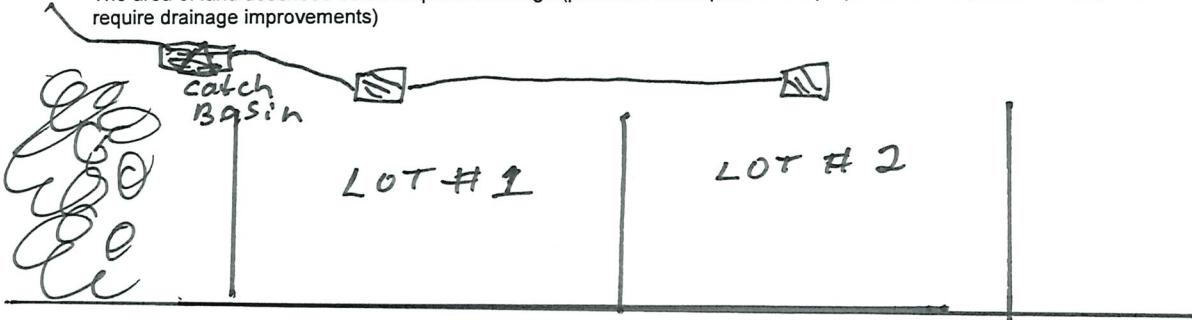




This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

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

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



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

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

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

Contact Person (Last Name) <u>Versnick</u>	(First Name) <u>Danny</u>	Telephone Number <u>519-719 ext. 1001</u>
---	------------------------------	--

Address	
Road/Street Number <u>4450</u>	Road/Street Name <u>Halfmoon RD</u>

Location of Project			
Lot <u>NPT LOT 11</u>	Concession <u>1</u>	Municipality <u>malahide</u>	Former Municipality (if applicable)

- What work do you require? (Check all appropriate boxes)
- Construction of new open channel
  - Construction of new tile drain
  - Deepening or widening of existing watercourse (not currently a municipal drain)
  - Enclosure of existing watercourse (not currently a municipal drain)
  - Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project  
80-100 m

General description of soils in the area  
SANDY LOAM

- What is the purpose of the proposed work? (Check appropriate box)
- Tile drainage only
  - Surface water drainage only
  - Both

Petition filed this 20<sup>th</sup> day of December, 20 23

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

Number Property Description  
 4844 Imperial Rd CON 2 NPT LOT 11 And RP 11 R 7973 Part 8

Ward or Geographic Township Parcel Roll Number  
 Malahide 3408 000 001 10300 0000

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

Ownership  
 Sole Ownership  
 Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Partnership (Each partner in the ownership of the property must sign the petition form)  
 Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)  
 Name of Signing Officer (Last, First Name) (Type/Print) Signature  
 VERSNICK, Danny  
 Name of Corporation I have the authority to bind the Corporation.  
 VERSNICK (4844 Imperial Road) Inc  
 Position Title Date (yyyy/mm/dd)  
 President 23/12/18

Number Property Description  
 Ward or Geographic Township Parcel Roll Number

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

Ownership  
 Sole Ownership  
 Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Partnership (Each partner in the ownership of the property must sign the petition form)  
 Owner Name (Last, First Name) (Type/Print) Signature Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)  
 Name of Signing Officer (Last, First Name) (Type/Print) Signature  
 Name of Corporation I have the authority to bind the Corporation.  
 Position Title Date (yyyy/mm/dd)

Check here if additional sheets are attached Clerk initial

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

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

**Notice of Collection of Personal Information**

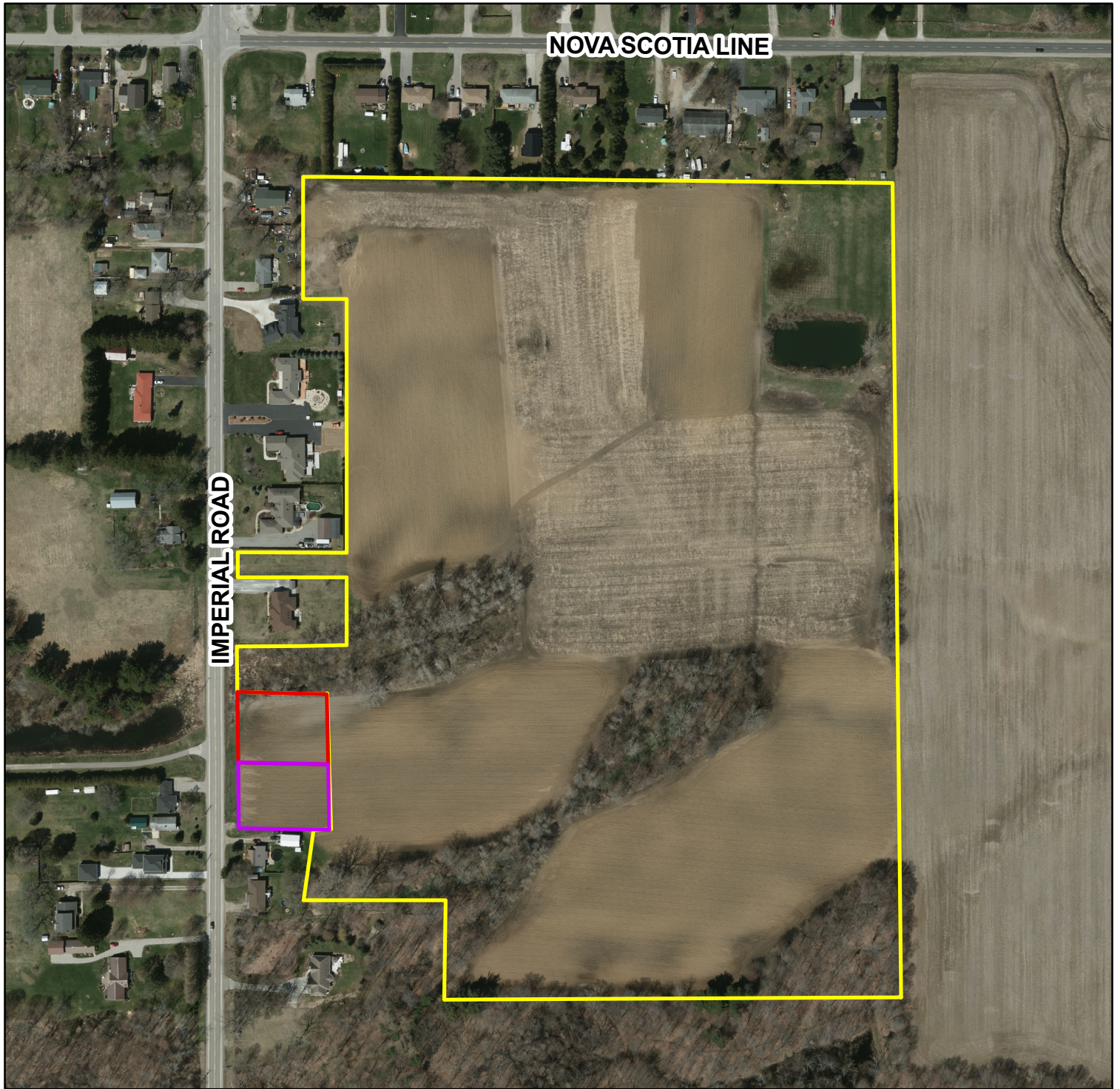
Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a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

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



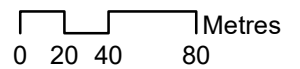
4844 Imperial Road  
North Part of Lot 11, Concession 1, Part 8 of RP;11R7973  
Township of Malahide

Township  
of Malahide  
Figure 1



**Subject Lands**

-  Severed Lot A
-  Severed Lot B
-  Retained Lot





## Report to Council

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**REPORT NO.:** PW-24-02  
**DATE:** January 18, 2024  
**ATTACHMENT:** Overview Map  
**SUBJECT:** PETITION FOR DRAINAGE – TOWNSHIP OF MALAHIDE

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### **Recommendation:**

**THAT Report No. PW-24-02 entitled “Petition for Drainage – Township of Malahide” be received;**

**AND THAT the Director of Public Works or his designate be authorized to add the Township of Malahide to the existing Wagler petition for drainage under Section 4 of the *Drainage Act*;**

### **Background:**

As Council is aware, Five Star Metal has petitioned to have a new drain constructed at 9600 Walker Road, north of Talbot Line, as a requirement under Site Plan Control for a new building addition. A sketch is attached showing the location of the property (Attachment #1).

Public Works staff have identified areas along the roadway that may also need a legal outlet(s) for water to facilitate proper drainage of the roadway and ditches along this stretch of Walker Road.

### **Comments/Analysis:**

As the Council is aware, the Drainage Act R.S.O 1990, (Drainage Act) provides a procedure whereby a municipality may petition for a legal outlet for surface and subsurface waters. In accordance with Section 4(1) (a) to 4(1) (c) of the Drainage Act, a petition for drainage works may be filed with the Clerk of the local municipality in which the area is situated by:

- a) the majority in numbers of the owners, as shown by the last revised assessment roll of lands in the area, including the owners of any roads in the area;

- b) the owner or owners, as shown by the last revised assessment roll, of lands in the area representing at least 60 percent of the hectarage in the area;
- c) where a drainage works is required for a road or part thereof, the engineer, road superintendent or person having jurisdiction over such road or part, despite subsection 61 (5);
- d) where a drainage works is required for the drainage of lands used for agricultural purposes, the Director.

Typically, in the past, when required, the Township has added their name to ongoing petitions for small additions to drainage works such as catch basins or drain connections where a new drain is being designed to be in close proximity to road or ditch areas.

**Summary:**

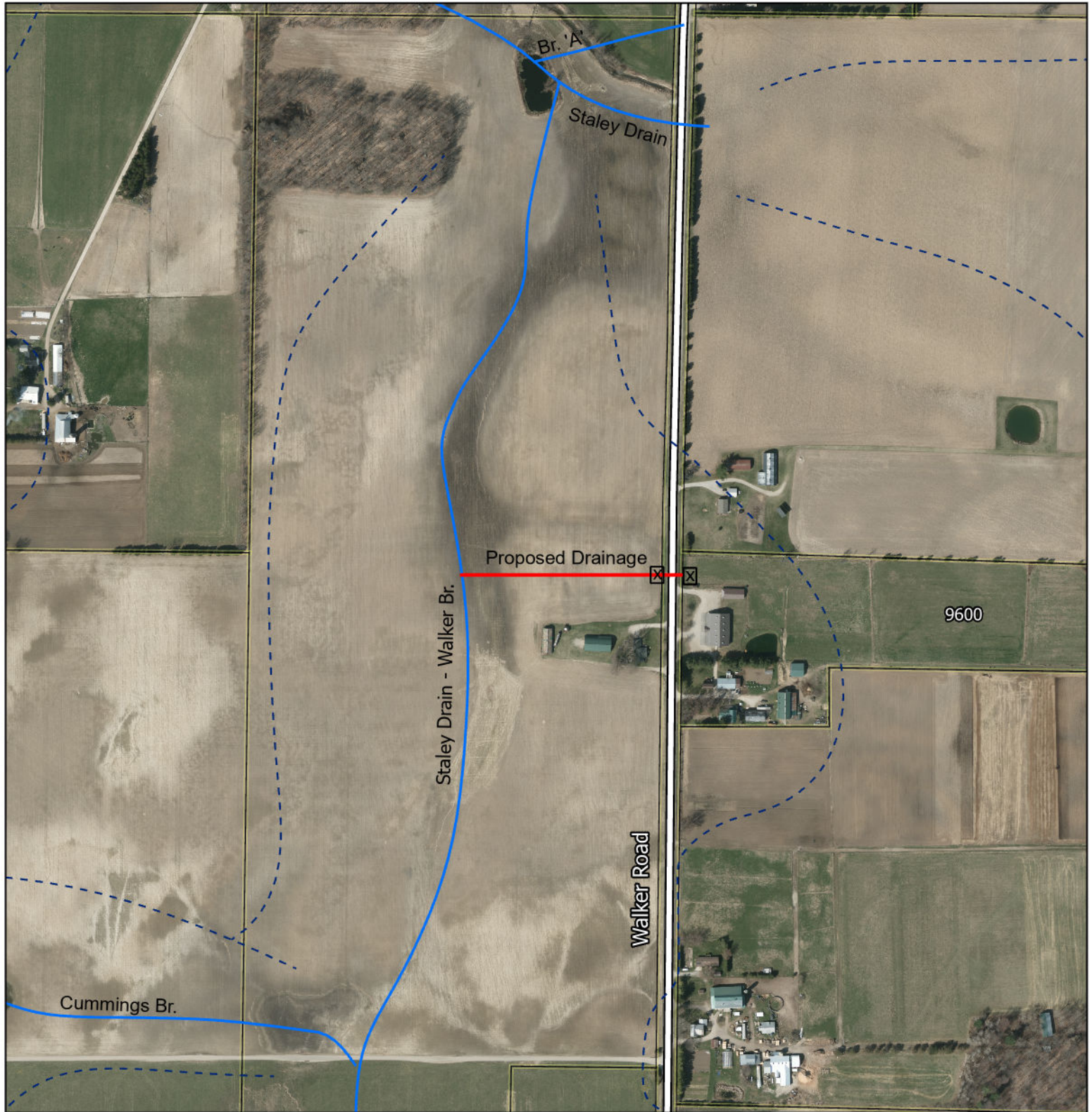
In order to address the Township's drainage requirements on Walker Road, the Staff recommends that the Director of Public Works or his designate be authorized to add the Township of Malahide to the existing Wagler petition in order to obtain a sufficient legal outlet under the *Drainage Act*.

**Financial Implications to Budget:**

A preliminary estimate of \$25,120.00 has been provided by CJDL for the Township of Malahide's portion of the proposed drain work. This work will be funded through the annual Drainage Project Allowance in the Capital Budget in order to complete the work.

Submitted by:	Approved by:	Approved for Council:
Bob Lopez, Engineering Technologist/ Drainage Superintendent	Jason Godby Director of Public Works	Nathan Dias CAO






Map Produced by:  
Township of Malahide

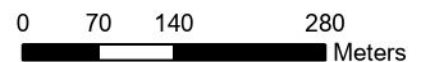
Projection: NAD 83  
UTM ZONE 17

Date: November 6, 2023

This drawing is neither a  
legally recorded map  
nor a survey and is not  
intended to be used as one.

## Legend

-  Municipal Drain
-  Drain Watershed
-  Proposed Roadside Catch Basin





## Report to Council

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**REPORT NO.:** PW-24-03  
**DATE:** January 18, 2024  
**ATTACHMENT:** None  
**SUBJECT:** HARVEST BOWL GRANT APPLICATION

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### Recommendation:

**THAT Report No. PW-24-03 entitled "HARVEST BOWL GRANT APPLICATION" be received;**

**AND THAT Council direct staff to work with the Harvest Bowl to prepare an application for the Ontario Trillium Fund Capital Grant to provide capital upgrades in support of the South Dorchester Community Hall and the Harvest Bowl operation at the site;**

**AND FURTHER THAT Council authorize staff to apply for additional grant applications which may provide additional financial support for site improvements to the South Dorchester Community Hall.**

### Background:

Harvest Bowl is a non-profit organization that in 2018 started a gleaning program with local farmers to dehydrate unused crops and turn the dehydrated product into soup mixes for the local food banks/shelters. In this program, Harvest Bowl approached the Township of Malahide to use the South Dorchester Community Hall as a base for this pilot project. Over the last 5 years, this project has been a large success and has provided a large quantity of its soup mixes to the local community.

In September 2023, staff presented report PW-23-55, Harvest Bowl Status Update, and the following recommendations were approved by Council:

THAT Report No. PW-23-55 entitled "HARVEST BOWL STATUS UPDATE" be received;

AND THAT Council continue to support the Harvest Bowl's operations at the South Dorchester Community Hall for 2023;

AND THAT Staff work with the Harvest Bowl to address the concerns noted below through the establishment of a Memorandum of Understanding;

AND THAT the Memorandum of Understanding be presented to Council before April 2024

**Comments/Analysis:**

Since that time, the Director of Public Works has met with the Harvest Bowl volunteers and viewed their operation during production. Preliminary discussions have been positive and staff believes that many of the concerns outlined in Report PW-23-55 can be resolved or sufficiently mitigated.

Part of the discussion included the willingness of the Harvest Bowl organizers to assist Malahide staff with the preparation of grant applications which could be used to make improvements and modifications to the South Dorchester Community Hall, to the ultimate benefit of both the Township and the Harvest Bowl.

Staff are recommending that Council direct staff to work with the Harvest Bowl to prepare an application for the Ontario Trillium Fund Capital Grant to provide capital upgrades in support of the South Dorchester Community Hall and the Harvest Bowl operation at the site, as well as to seek out and apply for any other additional grant opportunities which may support the South Dorchester Community Hall and the Harvest Bowl operations.

The Ontario Trillium Fund Capital Grant is intended to improve community spaces by updating buildings, enhancing spaces, and enabling the purchase of fixed and non-fixed equipment so that people and communities can thrive. Grant applications will be accepted between February 7, 2024 and March 6, 2024. Funding is for 100% of eligible project costs, between \$10,000 and \$200,000.

**Financial Implications to Budget:**

There are no negative financial implications to the budget. In the event that the Township is successful in obtaining any grant funding, additional details will be provided to Council prior to the execution of any required agreements. Conversely, in the event that the Township is unsuccessful in obtaining grant funding, no work will proceed unless otherwise directed by Council.

Submitted by:	Approved by:
Jason Godby Director of Public Works	Nathan Dias CAO





## Report to Council

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**REPORT NO.:** CLERK-24-01  
**DATE:** January 18, 2024  
**ATTACHMENT:** N/A  
**SUBJECT:** Data Server Replacement

---

### **Recommendation:**

**THAT Report No. CLERK-24-01 entitled “Data Server Replacement” be received;**

**AND THAT the Municipal Staff be authorized to proceed with the single-source award for purchase and implementation of the Data Server Replacement from Dell Canada in the amount of \$27,379.57 plus HST.**

### **Background:**

Two of the Township’s data servers are coming to the end of warranty and lifecycle and are due to be replaced. Best practices suggest replacing servers every 5 years or at the end of the Manufacturer’s warranty to avoid the risk of unrepairable breakdowns or performance issues. Replacement of the server is expensive but is vital to the technical operations of the Township.

### **Comments/Analysis:**

To ensure the long-term sustainability and useful function of the system, lifecycle replacements must be completed at scheduled intervals. This also allows capital upgrades to be scheduled appropriately and ensures future budgets plan for lifecycle replacements

For this reason, staff sought a work plan and proposal from Dell Canada for the replacement of the aged technology, partnered with the need to maintain the existing system to achieve regulatory compliance.

To summarize, currently, there are 30+ virtual machines, both physical and virtual, on the current server setup. This life cycle replacement has prompted the review of current requirements given today’s technological environment. Consequently, the consolidation of virtual machines, server capabilities, the move to cloud-based software and a projected reduction of monthly operating costs have led to efficiencies. After review by I.T. staff and Dell Canada, the number of virtual machines required after the data server

replacement would be 15. These efficiencies will not only reduce initial costs but also reduce monthly maintenance fees and reduce warranty extensions required, not to mention unforeseen costs to fewer products.

Procurement by noncompetitive proposals, referred to as sole source procurement, is procurement through solicitation of a proposal from only one source. Under the Township's Procurement Policy, Section 5.2 states that a Non-Competitive Process shall only be used if one or more of the following conditions apply and a process of negotiation is undertaken to obtain the best value in the circumstances for the Township. In this scenario, it meets three conditions as follows:

1. *Section 5.2.1 e) of Procurement Policy - Need to avoid violating warranties and guaranties where service/support is required*

The warranty on the current server ends on February 3, 2024. Audits of the current configuration and the new hardware configuration led the quote to being finalized in late December. Due to this, the amount of time before the current warranty expires is fleeting.

2. *5.2.1 h) of Procurement Policy - The required Goods/Services are to be supplied by a particular Bidder/Proponent having special knowledge, skill, expertise or experience, which cannot be provided by any other person*

Historically, all Township computer hardware has been supplied by Dell. Dell has collected Data in the environment to lend their expertise in a suitable server specification that will allow for downsizing/consolidation.

3. *5.2.1 i) of Procurement Policy -The nature of the requirement is such that it would not be in the public interest to solicit competitive Bids, as in the case of security or confidential matters.*

The Township holds significant data with serious liability attached with respect to protecting this data. The specifics of this server would expose the number of resources required to run the Township computer environment.

This non-competitive, single-source negotiation for data server replacements meets the criteria under the Township Procurement Policy for these goods and services.

### **Financial Implications to Budget:**

The replacement of servers is proposed to be funded from the Capital Reserve and was included in the Approved 2023 Budget.

This quote does not include any additional service hours required by the IT Department to complete the transition. This cost would be funded from the 2024 Administration Operating Budget.

It should be noted that there will be significant cost savings annually of an estimated \$17,544.00 excluding taxes after the replacement is completed as the monthly maintenance hours will be cut in half. Careful consideration has been made to ensure that during the consolidation any security improvements that should be made are implemented and the server configuration is thoroughly documented.

Submitted by:	Approved by:	Approved for Council by:
Allison Adams, Manager of Legislative Services/Clerk	Adam Boylan Treasurer / Director of Corporate Services	Nathan Dias Chief Administrative Officer



## Report to Council

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**REPORT NO.:** DS-24-02

**DATE:** January 18, 2024

**ATTACHMENT:** Report Photo, Application Photo, and Recommended Conditions

**SUBJECT:** **Application for Consent to Sever No. D10-E3-24 of K2 Custom Homes Inc (Authorized Agent: Henry Klassen)**

**LOCATION:** Lot 48 on Registered Plan 71, Township of Malahide  
(51237 Ashton Street, Springfield)

---

### Recommendation:

**THAT Report No. DS-24-02 entitled “Application for Consent to Sever No. E3-24 of K2 Custom Homes Inc (Authorized Agent: Henry Klassen)” be received;**

**AND THAT the Application for Consent to Sever of K2 Custom Homes Inc (Authorized Agent: Henry Klassen), relating to the property located at Lot 48 on Registered Plan 71, Township of Malahide, and known municipally as 51237 Ashton Street, be supported for the reasons set out in this Report;**

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

### Background:

The subject application for Consent to Sever (the “Application”) has been submitted by K2 Custom Homes Inc (Authorized Agent: Henry Klassen) to sever an existing lot containing a semi-detached residential building.

The Application relates to the property located at Lot 48 on Registered Plan 71 and known municipally as 51237 Ashton Street.

The County Land Division Committee has scheduled a Public Hearing for this application to be considered on January 24, 2024.

### Comments/Analysis:

The subject lands are approximately 810 m<sup>2</sup> (0.2 acres) in area, have approximately 20 metres of frontage along Ashton Street, and contain a semi-detached dwelling currently under construction. The subject lands are bounded by residential uses to the west, south, and east, and Ashton Street to the north.

Based on the information provided by the applicant, the owner is proposing to sever the lot in half along the shared wall of the semi-detached dwelling, resulting in each proposed lot containing one semi-detached unit. Both the proposed severed and retained parcel would have an area of approximately 404.6 m<sup>2</sup> (0.09 acres) and have approximately 10 metres of frontage along Ashton Street. Each lot would be serviced by an individual private well and municipal sanitary sewer connection.

### **Provincial Policy Statement (PPS)**

In settlement areas, the PPS directs that land use patterns shall be based on a range of uses and opportunities for intensification and redevelopment (s. 1.1.3.2). Additionally, appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form (s. 1.1.3.3).

New development taking place in designated growth areas should occur adjacent to the existing built-up area and should have a compact form, mix of uses and densities that allow for the efficient use of land, as well as sufficient infrastructure. Municipalities are to provide for an appropriate range and mix of housing options, as well as encourage redevelopment and residential intensification (s. 1.4.3). Municipal servicing is the preferred method of servicing for new development (s. 1.6.6.2). The Village of Springfield is serviced by municipal sanitary sewer and individual private wells. Each of the proposed lots would be serviced by an individual private well and municipal sanitary sewer connection. The proposed consent is consistent with the policies of the PPS.

### **County of Elgin Official Plan**

The subject property is designated "Settlement Area Tier 2" on Schedule 'A', Land Use Plan. This designation permits a wide range of residential uses including semi-detached dwellings. Section E1.2.3 of the Official Plan contains criteria for evaluating consent applications including the proposed severed and retained lots have frontage on a public road and will not cause a traffic hazard; can be appropriately serviced; will not impact natural heritage features or natural hazard processes; and conform with the local Official Plan.

The proposed severed and retained lots would have access to a public road (Ashton Street) and the severance of the semi-detached building currently under construction is not anticipated to cause a traffic hazard. The proposed lot would be serviced by municipal sanitary and private well. Additionally, a lot grading and drainage plan would be required as a condition of approval to ensure no negative impacts on drainage for the subject lands and surrounding properties. The proposed severance is not anticipated to impact any natural heritage features or exacerbate any natural hazard processes.

## **Malahide Official Plan**

The subject lands are designated as “Residential” on Schedule ‘B’, Land Use & Constraints of the Township of Malahide Official Plan. This designation permits a range of residential uses, including semi-detached dwellings.

Section 4.4.2.6 of the Official Plan contains criteria for evaluating development for single-detached and semi-detached development including the proposed lot size is appropriate for the development being proposed and will be compatible with the adjacent lots; natural features are protected; and the provision of adequate services and drainage. While smaller than the existing lots in the area that primarily contain single detached dwellings, the semi-detached use is permitted, and the severance of the units is not anticipated to be incompatible with adjacent land uses. The proposed lot would be serviced by municipal sanitary and private well. Additionally, a lot grading and drainage plan would be required as a condition of approval to ensure no negative impacts on drainage for the subject lands and surrounding properties.

## **Malahide Zoning By-law No. 18-22**

The subject lands are within the “Village Residential 1(VR1)” zone on Key Map D3 of the Township’s Zoning By-law No. 18-22, with the front portion of the lands within the “Conservation Authority Regulated Lands Overlay”. The ‘VR1’ zone permits a range of residential uses, including semi-detached dwellings. Both the severed and retained lot are proposed to have a minimum lot area of 404 m<sup>2</sup>, whereas the By-law requires a minimum of 800 m<sup>2</sup>, and a minimum lot frontage of 10 metres, whereas the By-law requires a minimum of 20 metres. If approved, the subject lands would be required to be rezoned to permit the reduced lot area and frontage as a condition of consent.

It is noted that the Township’s Zoning By-law does not have separate individual minimum lot area and minimum lot frontage requirements for different dwelling types (i.e. single detached, semi-detached, townhouses, etc.), but rather requires the same minimum lot area and frontage for all residential dwelling types. It is reasonable that the proposed reductions in lot area and frontage would be appropriate if the minimum standard applies to a lot containing a single detached unit and the proposed reduction would support appropriately scaled infill and residential intensification. Additionally, the proposed lots would be serviced by municipal sanitary sewer and as a result would not require large lot sizes to support a private septic system.

A review of other municipalities' Zoning By-laws in the region has identified that the proposed lot area and frontage requirements would be similar to the minimum zoning requirements of other municipalities.

The proposed lots meet all other requirements of the ‘VR1’ zone.

## **General Comments**

The Development Services Staff has considered the merits of the subject application against applicable Official Plan policies and the Township’s Zoning By-law and recommends that the Council support the Application.

The Development Services Staff has also considered comments provided (if any) by other internal departments. Notably:

- No comments have been received as of the date of submission of this report.

### **Financial Implications to Budget:**

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

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

Approved by:
Nathan Dias, Chief Administrative Officer

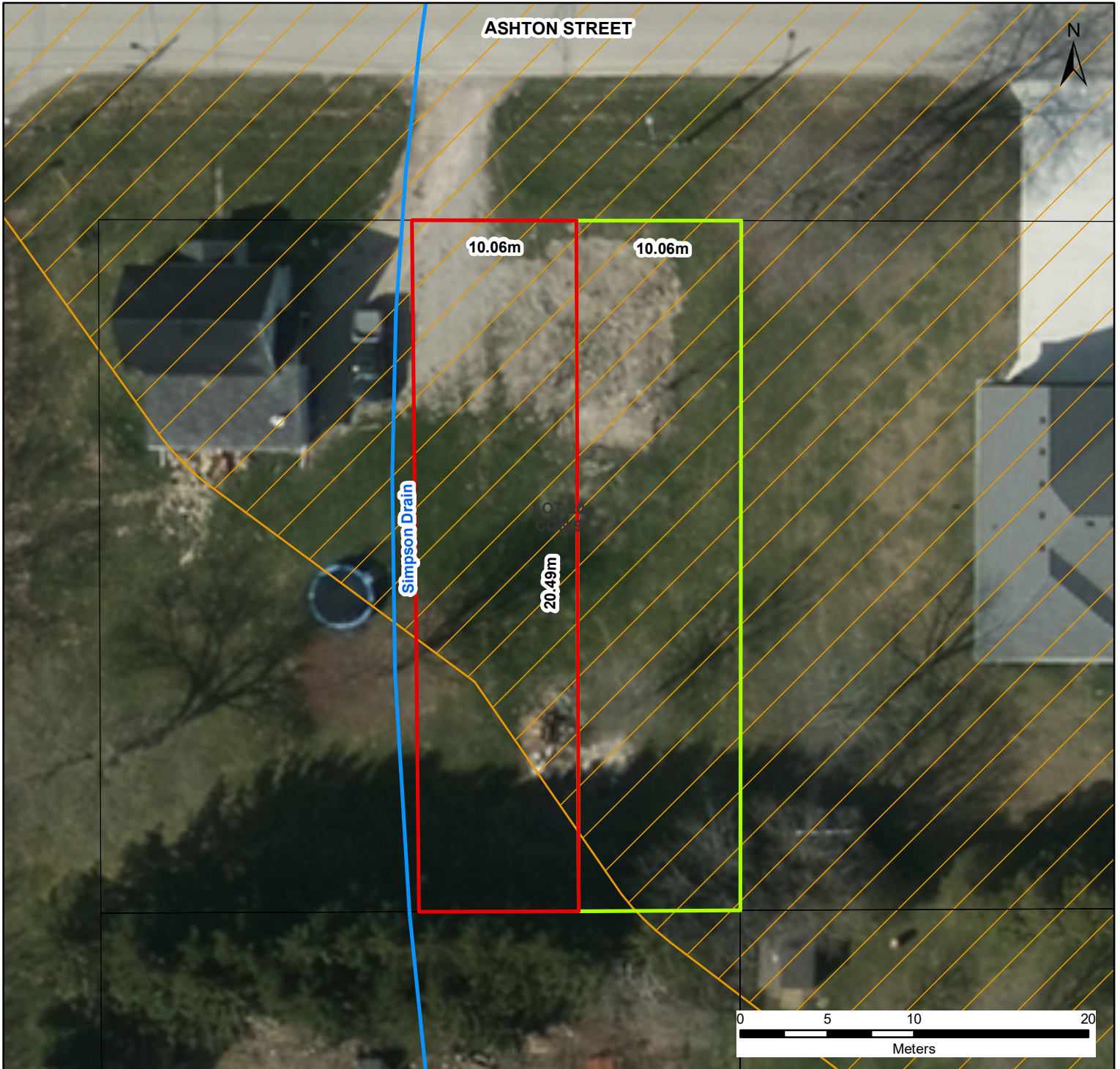
**APPLICATION FOR A CONSENT TO SEVER**

44

**Owner: K2 Custom Homes Inc**  
**Authorized Agent: Henry Klassen**





51237 Ashton Street  
Lot 48 on Registered Plan 71  
Township Of Malahide

**Township  
of Malahide  
Figure 1**



**OFFICIAL PLAN DESIGNATION**  
Residential

**ZONING**  
VR1 Village Residential

- |  |          |   |               |
|--|----------|---|---------------|
|  | Retained |  | Hazard Lands  |
|  | Severed  |  | Private Drain |



**SITE PLAN**

PREPARED FOR BUILDING PERMIT  
AND LOT GRADING  
FOR: K2 CUSTOM HOMES

SCALE 1:200



METRIC

DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

**CAUTION**

- THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES
- DO NOT CONVEY FROM THIS PLAN
- THE PROPOSED BUILDING AND IT'S LOCATION SHOWN HEREON MAY BE SUBJECT TO CHANGES PRIOR TO CONSTRUCTION. THIS SKETCH SHOULD NOT BE RELIED UPON AS CERTIFICATION THAT THE DWELLING WAS ACTUALLY CONSTRUCTED AS SHOWN.
- LOCATION OF UNDERGROUND UTILITIES NOT DETERMINED
- ELEVATION OF EXISTING GROUND WATER TABLE AND SOIL CONDITIONS NOT DETERMINED

**NOTES**

- (1) - PROPERTY DIMENSIONS SHOWN HEREON AS SHOWN ON PLAN OF SURVEY BY KIM HUSTED SURVEYING LTD. DATED SEPTEMBER 26, 2019, PROJECT No. 19-15241
- (2) - PROPOSED BUILDING POSITIONED BY CALCULATIONS, NOT BY ACTUAL SURVEY
- (3) - PROPOSED FINAL GRADES ARE SHOWN (40.75) AND ARE IN METRES  
- ADD 200.00m TO PROPOSED ELEVATIONS SHOWN HEREON TO OBTAIN GEODETIC DATUM  
- EXISTING GRADES MEASURED SEPTEMBER 27, 2019 ARE SHOWN x 240.55 AND ARE IN METERS
- (4) - T.F.W. DENOTES TOP OF FOUNDATION WALL
- (5) - U.S.F. DENOTES UNDERSIDE OF FOOTING
- (6) - SITE BENCHMARK #1 TOP OF FOUNDATION WALL OF DWELLING LOCATED WEST OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 241.38 METRES.  
- SITE BENCHMARK #2 TOP OF FOUNDATION WALL OF DWELLING LOCATED EAST OF THE SUBJECT PROPERTY HAVING A GEODETIC ELEVATION OF 241.26 METRES.
- (7) - ELEVATIONS ARE REFERRED TO CANADIAN GEODETIC DATUM 1928, GEOD MODEL HT2\_2010v70, REFERENCE FRAME NAD83 (CSRS) (2010.0)  
- IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE ELEVATION OF THE UPPER LIMIT OF THE GROUND WATER TABLE, SOIL BEARING CAPACITY AND THE ELEVATION OF THE UNDER SIDE OF FOOTING PRIOR TO EXCAVATION.
- (8) - SEPTIC SYSTEM TO BE DESIGNED BY OTHERS  
ELEVATIONS TO BE REVISED WHERE REQUIRED.
- (9) - IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY THE SITE BENCH MARK PRIOR TO EXCAVATION
- (10) - AREA OF LOT 47 =  
- AREA OF SEMI-DETACHED DWELLING, COVERED PORCH & GARAGE = 231.0 SQUARE METRES  
- PROPOSED LOT COVERAGE = 28.4%

**PROPERTY DESCRIPTION:**

LOT 47  
REGISTERED PLAN 71 (SPRINGFIELD)  
MUNICIPALITY OF MALAHIDE  
COUNTY OF ELGIN

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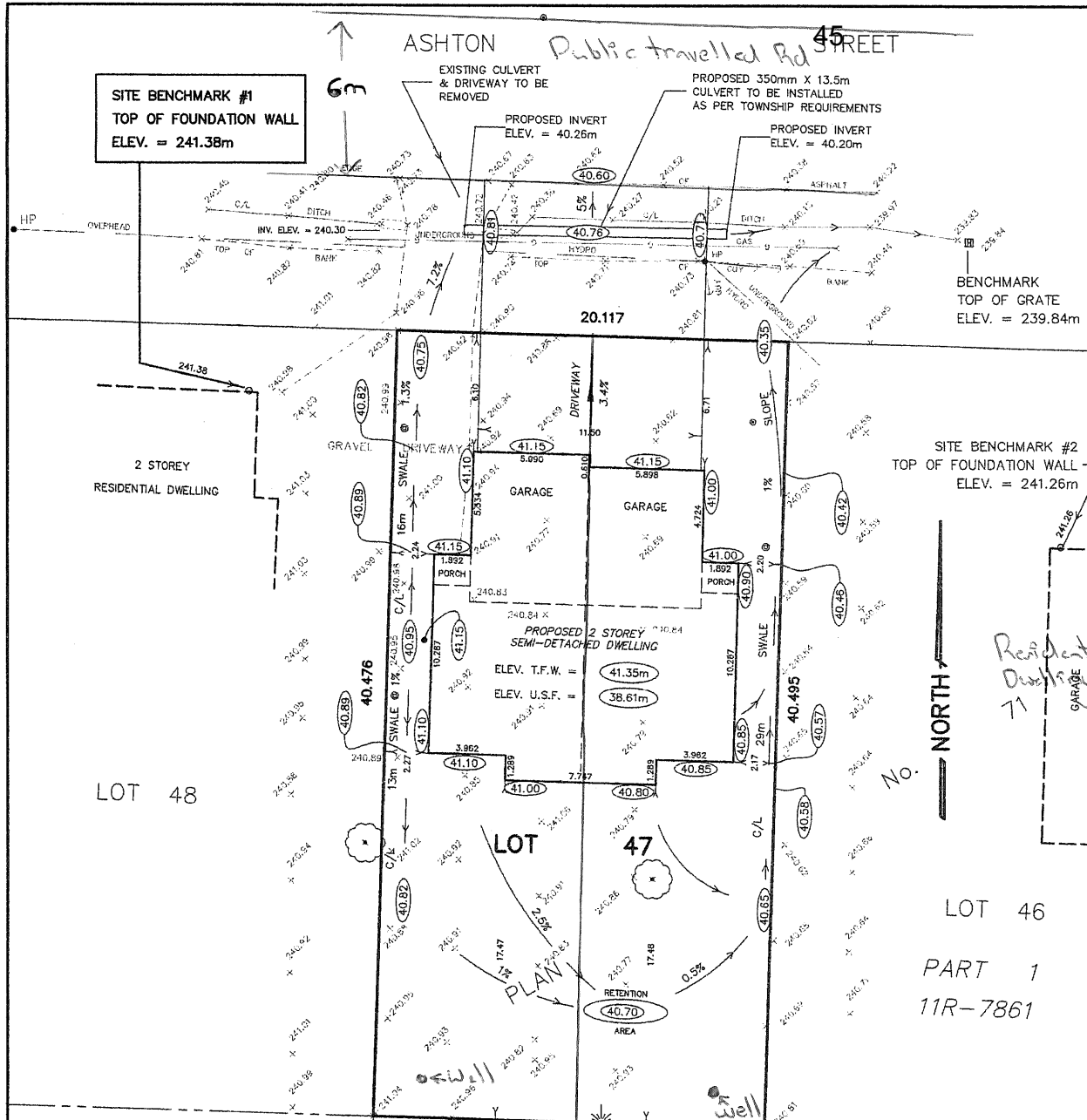
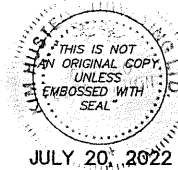
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**KIM HUSTED SURVEYING LTD.**

ONTARIO LAND SURVEYOR  
30 HARVEY STREET, TILLSONBURG, ONTARIO. N4G 3J8  
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 19-15241SP

REFERENCE: FILE



NOTE: DISTANCE FROM T.F.W. TO U.S.F. IS 2.74m OR 9'0"  
8'6" FOUNDATION WALL HEIGHT ON 6" FOOTING  
TO BE CONFIRMED BY CONTRACTOR PRIOR TO EXCAVATION



January 19, 2024

Land Division Committee  
County of Elgin  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1

Dear Committee Members:

**RE: Land Severance Application D10-E3-24 of K2 Custom Homes Inc (Authorized Agent: Henry Klassen) - Lot 48 on Registered Plan 71, Township of Malahide (51237 Ashton Street, Springfield)**

The Malahide Township Council passed the following Resolutions on January 18, 2024:

THAT the Malahide Township Council has no objection to the Land Severance No. D10-E3-24 of K2 Custom Homes Inc (Authorized Agent: Henry Klassen), relating to the property located on Lot 48 on Registered Plan 71, Township of Malahide (51237 Ashton Street, Springfield), subject to the following conditions:

1. That the applicant be required to initiate and assume, if required, all costs associated with connection to the Municipal Sanitary Sewer Service, with such costs to be paid in full to the township prior to the condition being deemed fulfilled.
2. That the applicant initiate and assume, if required, all engineering costs associated with the preparation of a revised assessment schedule in accordance with the Drainage Act, RSO 1990, as amended, with a deposit to be paid in full to the township prior to the condition being deemed fulfilled. If the deposit does not cover the costs of the revised assessment schedule, the applicant will be billed for any additional costs incurred.
3. That the applicant initiate and assume, if required, all engineering and construction costs associated with construction of a new Municipal drain, or, the relocation of Municipal drain. To be commenced in accordance with the Drainage Act, RSO 1990. All costs to be paid in full to the township prior to the condition being deemed fulfilled. If a lot grading plan is required as a condition of severance, it should be done in conjunction with the new Municipal drain or relocation of Municipal Drain.
4. That the applicant be required to retain the services of a professional designer and have an engineered Lot grading development plan and ditch grading plan prepared in accordance with good engineering practices, that are suitable to the Township

prior to the condition being deemed fulfilled. Individual grading plans for each lot are required. The retained lot is not permitted to use a stormwater retention area on the severed lot to control their stormwater. The revised grading plan should include the connections to the municipal drain, subject to review and approval of Malahide's Drainage Superintendent. The municipal drain is to be used as the legal outlet for stormwater on the severed and retained parcels.

5. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
6. That the applicants initiate and assume all planning costs associated with the required Zoning Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
7. That the necessary deeds, transfers and charges for certificates and/or instruments necessary for registration be submitted prior to certification all of which are to be fully executed.
8. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
9. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.
10. That the applicant is responsible to apply and pay for 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.

We enclose Municipal Appraisal together with Municipal Report DS-24-02 for your records.

Yours very truly,

TOWNSHIP OF MALAHIDE

ALLISON ADAMS, – H.BA Political Science, AMP  
Manager of Legislative Services/Clerk

Copy – Dave Jenkins  
Henry Klassen Henry@k2customehomes.ca



## Report to Council

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**REPORT NO.:** DS-24-03

**DATE:** January 18, 2024

**ATTACHMENT:** Report Photo, Application Photo, and Recommended Conditions

**SUBJECT:** **APPLICATION FOR CONSENT TO SEVER NO. E9-24 OF BEN AND BONNIE ANCKEART AND FRANK AND SHERYL BERKELMANS (AUTHORIZED AGENT DAVID ROE C/O CIVIC PLANNING SOLUTIONS INC)**

**LOCATION:** **Part of Lot 26, Concession 8, Township of Malahide (11088 Walker Road)**

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### Recommendation:

**THAT Report No. DS-24-03 entitled “Application for Consent to Sever No. E9-24 of Ben & Bonnie Anckart and Frank & Sheryl Berkelmans (Authorized Agent David Roe c/o Civic Planning Solutions Inc)” be received;**

**AND THAT the Application for Consent to Sever of Ben & Bonnie Anckart and Frank & Sheryl Berkelmans (Authorized Agent David Roe c/o Civic Planning Solutions Inc), relating to the property located at Part of Lot 26, Concession 8, Township of Malahide, and known municipally as 11088 Walker Road be supported for the reasons set out in this Report;**

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

### Background:

The subject lands are owned by Ben and Bonnie Anckart. The application for Consent to Sever (the “Application”) has been submitted by Frank & Sheryl Berkelmans (Authorized Agent David Roe C/O Civic Planning Solutions Inc) to sever the existing dwelling and purchase the proposed retained farmland from the owners. The dwelling would be surplus to the needs of Berklemans’ farm operation as a result of a farm consolidation.

The Application relates to the property located at Part of Lot 26, Concession 8, Township of Malahide, and known municipally as 11088 Walker Road.

The County Land Division Committee has scheduled a public hearing for this application to be considered on January 24, 2024.

### **Comments/Analysis:**

The subject farm property is approximately 33.2 hectares (79.8 acres) in area, has approximately 844 metres (2,769 feet) of frontage along Walker Road, and approximately 419 metres (1,374 feet) of frontage along College Line. The subject lands contain an existing single detached dwelling, detached garage/shop, two accessory agricultural structures and several crop silos. The Catfish Creek Municipal drain bisects the property towards the southern end.

The subject lands are bounded by Walker Road to the west, College Line to the north and are surrounded by agricultural lands in all directions, with rural residential properties to the east and north.

The applicants are proposing to sever the existing farm dwelling to purchase and add the retained agricultural land as part of their farm operation. The applicants own and farm six other agricultural properties totalling 651 acres within relative proximity of the subject lands. The proposed severed parcel would be approximately 7,254 m<sup>2</sup> in area and have approximately 72 metres of frontage along Walker Road. The proposed retained parcel would be approximately 32 hectares in area and have 419 metres of frontage along College Line.

### **Provincial Policy Statement (PPS)**

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) does permit lot creation for the purposes of severing an existing dwelling that has been rendered surplus as a result of farm consolidation, provided the new lot will be limited to a minimum size needed to accommodate the use and appropriate private services, as well as it is ensured that residential dwellings are prohibited on any remnant parcel of farmland (Section 2.3.4.1c).

The proposed severed parcel is of a minimum size (0.7 ha) to accommodate the existing dwelling and private services. A Zoning By-law Amendment will be required as a condition of consent approval to rezone the proposed retained parcel to prohibit future residential uses on the farmland and address zoning deficiencies on the severed parcel.

### **County of Elgin Official Plan**

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan. Lot creation is permitted for lands within this designation for the purposes of severing a residence surplus to a farming operation provided that development of a new residence is prohibited on any retained farmland (Section E1.2.3.4b).

As a condition of approval, a Zoning By-law Amendment will be required to rezone the proposed retained farmland to 'Special Agriculture Zone (A2)' that would prohibit a dwelling as well as rezone the severed dwelling to 'Small Lot Agriculture (A4)' to reflect the surplus farm dwelling property as well as address zoning deficiencies.

## **Malahide Official Plan**

The subject property is designated “Agriculture” on Schedule ‘A1’ (Land Use Plan) and the southern portion of the property containing the Catfish Creek Municipal Drain is designated “Hazard Lands” on Schedule ‘A2’ (Constraints Plan).

The Malahide Official Plan permits secondary uses including surplus farm dwellings on separate lots (Section 2.1.2.2). Section 2.1.7 of the Official Plan permits lot creation for the severance of a surplus farm dwelling provided certain criteria are met, including that the existing dwelling be occupied for a minimum of ten years and a land use conflict is not created with agricultural operations in the surrounding areas (Section 2.1.7.1). The existing dwelling has been in existence for more than 10 years and is not anticipated to create a land use conflict with surrounding agricultural operations. Surplus farm dwelling severances are exempt from Minimum Distance Separation under Section 2.1.3 of the Official Plan.

The Official Plan requires that the severed parcel can be serviced by a private sanitary waste disposal system and a potable water supply that is situated within the severed lot; is located within 100 metres of an opened travelled road; and that the severed parcel be rezoned to a Special Agricultural zone that permits surplus farm dwellings (Section 2.1.7.2). The proposed severed lot meets the minimum lot area requirements of the Zoning By-law and the existing septic system and well are located within the lot boundaries. Letters supporting the good conditions of the well and weeping bed have been provided to support the application. Further, the proposed lot and existing dwelling are located within 100 metres of a public open road.

The Official Plan also requires that the proposed retained farm parcel be of suitable size to support agricultural uses, meet the provisions of the ‘Agricultural (A1)’ or ‘Special Agriculture (A2)’ zone, and be rezoned to prohibit the establishment of a dwelling (Section 2.1.7.4). Provided the approval of a Zoning By-law Amendment is granted to rezone the proposed severed and retained lots. The application meets these criteria of the Official Plan.

The subject lands contain an area of ‘Hazard Lands’ associated with the Catfish Creek Municipal Drain. The new lot is to be created is outside of the ‘Hazard Lands’ designation, and no further development is being proposed within these lands.

## **Malahide Zoning By-law No. 18-22**

The subject property is within the ‘General Agricultural (A1)’ zone, on Key Map 39 of Schedule “A” to the Township’s Zoning By-law No. 22-18. As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. It is anticipated that the proposed retained parcel will be rezoned to the ‘Special Agricultural (A2)’ zone to prohibit a residential dwelling. The proposed retained parcel meets the minimum lot area (20 ha) and lot frontage (150 m) requirements of the ‘A2’ zone.

It is also anticipated that the proposed severed parcel be rezoned to ‘Small Lot Agriculture Special (A4-XX)’. The ‘A4’ zone is intended to be applied to lots created as a result of a surplus farm dwelling severance to reflect the primary use of the lot being for residential

purposes. The proposed Zoning Amendment would also include a site-specific provision to address the following deficiencies:

- The northern barn located approximately 3 metres from an interior side lot line when 5 metres is the prescribed minimum;
- The southern barn area of approximately 483 square meters when a maximum floor area of an accessory structure is prescribed as 200 square metres;
- The southern barn height exceeding the maximum prescribed amount of 6 metres; and
- A total lot coverage for accessory buildings of approximately 11% when 10% is the prescribed maximum.

The proposed severed parcel meets all other requirements of the A4 zone.

### **General Comments**

The Development Services Staff has considered the merits of the subject application against applicable Official Plan policies and the Township's Zoning By-law and recommends that the Council support the Application, with conditions that a Zoning By-law Amendment be obtained to rezone the subject lands, as well as address the deficient provisions listed above.

The Development Services Staff has also considered comments provided (if any) by other internal departments:

- No comments were received at the time of the submission of this report.

### **Financial Implications to Budget:**

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

Submitted by: Eric Steele, BES Monteith Brown Planning Consultants Ltd., Consulting Planner for the Township	Reviewed by: Jay McGuffin, MCIP, RPP Vice President, Principal Planner Monteith Brown Planning Consultants Ltd.
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Approved by: Nathan Dias, Chief Administrative Officer
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**APPLICATION FOR A CONSENT TO SEVER** 52

**Owners: BEN AND BONNIE ANCKEART**

**Applicants: FRANK AND SHERYL BERKELMANS**

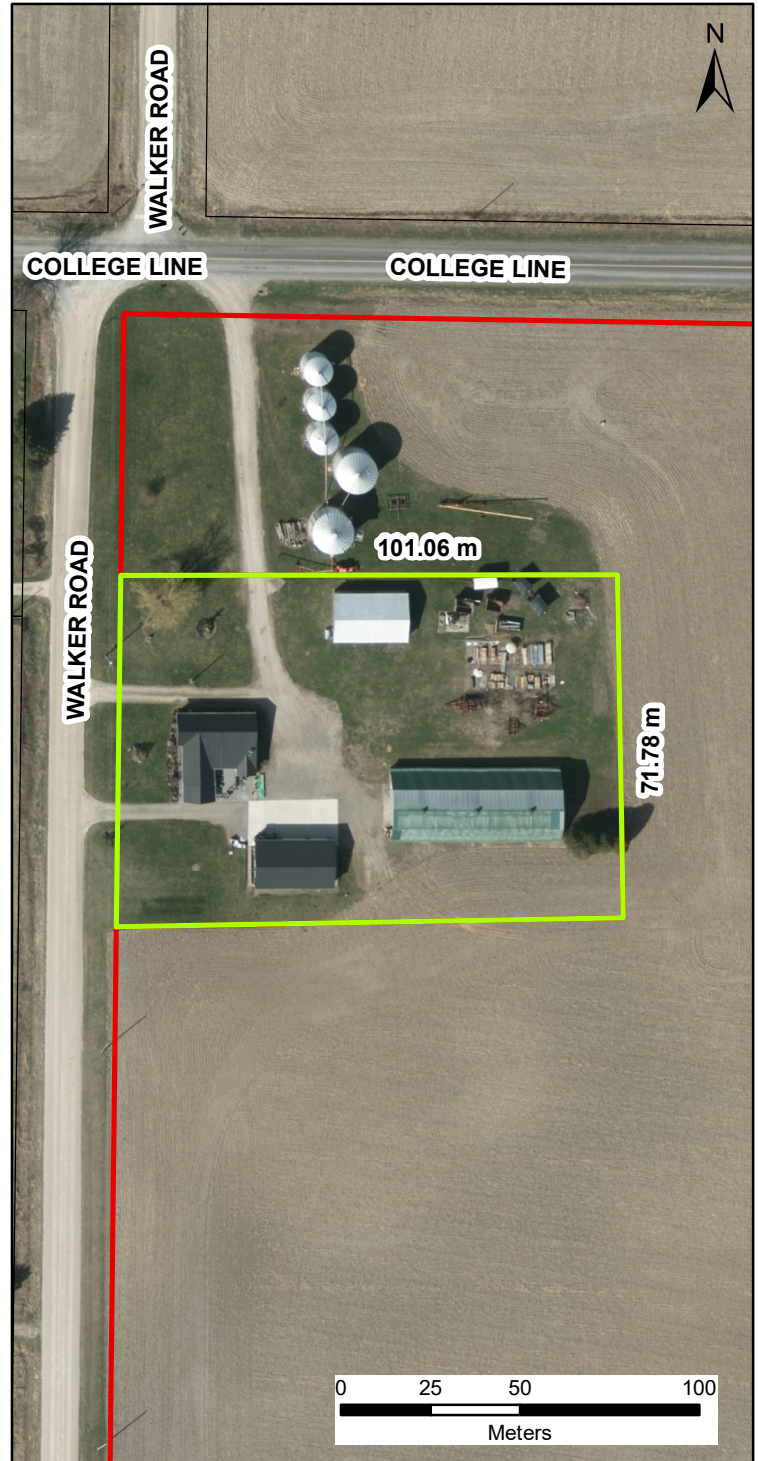
**Authorized Agent: DAVID ROE C/O CIVIC PLANNING SOLUTIONS INC**

11088 Walker Road

Part of Lot 26, Concession 8, Township of Malahide





Township Of Malahide

Township  
of Malahide  
Figure 1



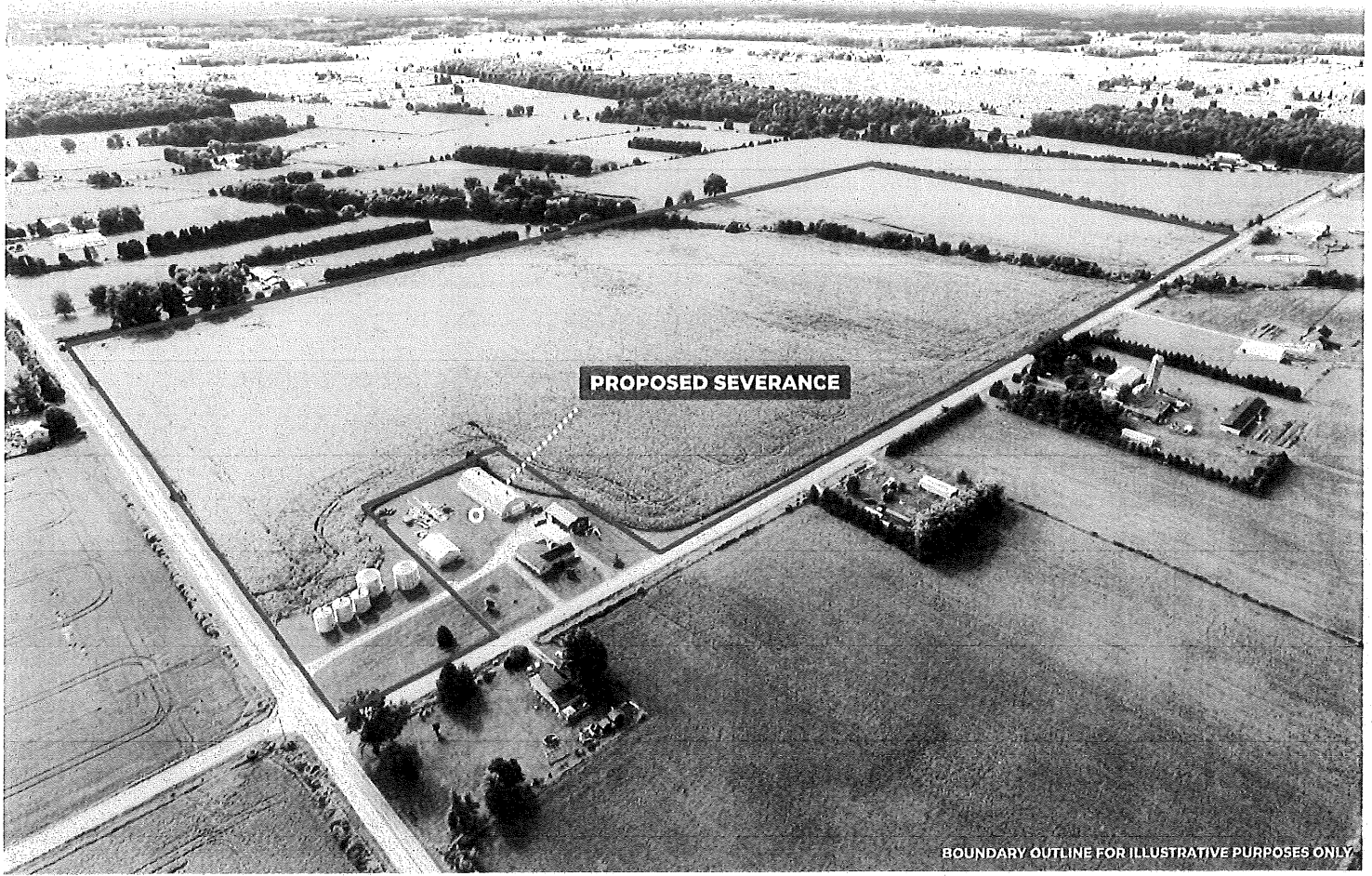
OFFICIAL PLAN DESIGNATION  
Agriculture

ZONING  
A1 General Agricultural

-  To be Retained
-  To be Severed
-  Existing Drains
-  Hazard Lands



# Schedule 5<sup>B</sup> B'



~~FB / SB~~  
Buyers

~~BA / BA~~  
Sellers

# Ben Anckaert

Write a description for your map.

# Legend



100 ft

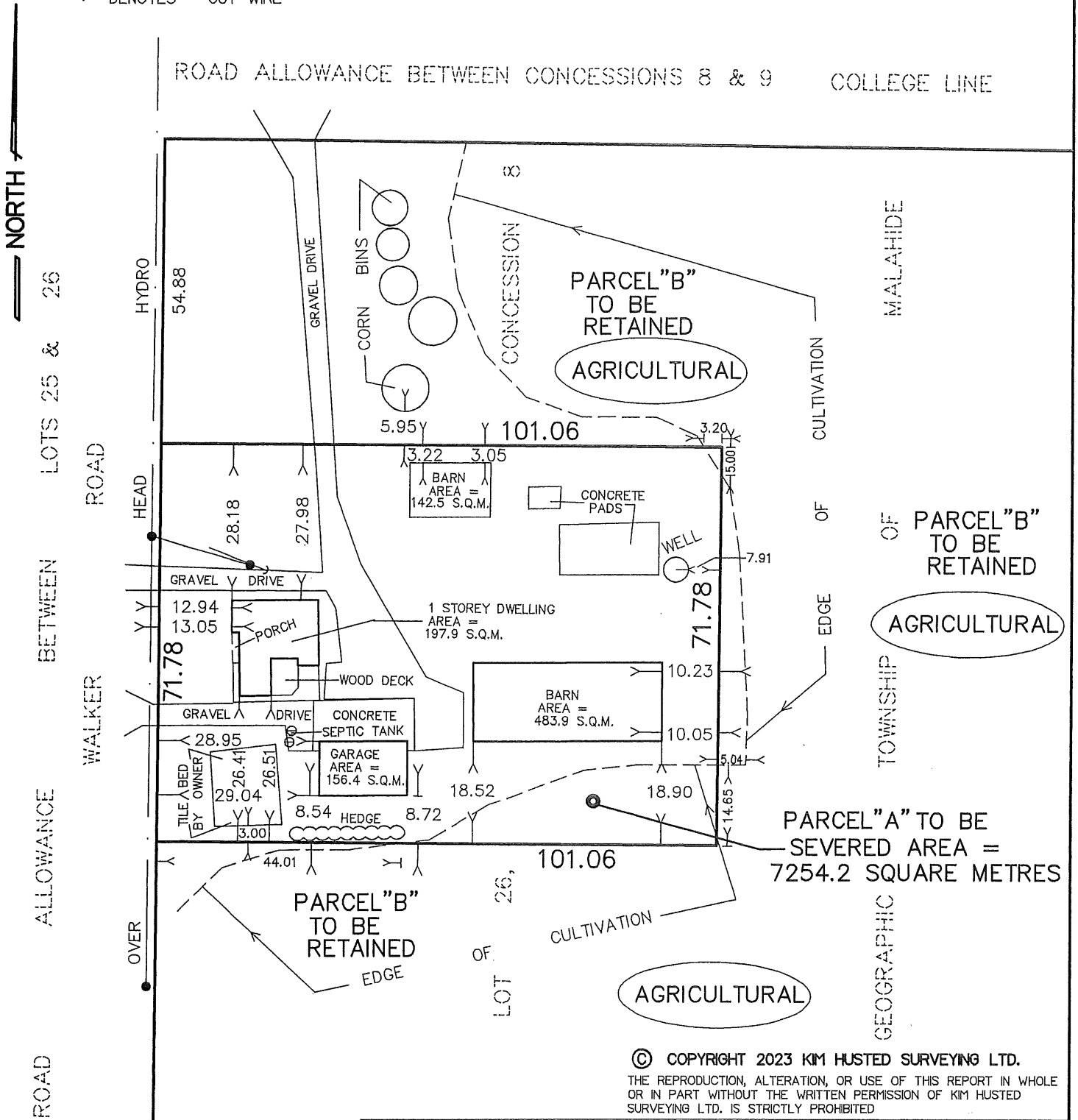


CAUTION

- THIS IS NOT A PLAN OF SURVEY AND SHALL NOT BE USED EXCEPT FOR THE PURPOSE INDICATED IN THE TITLE BLOCK

SKETCH FOR PROPOSED SEVERANCE FOR BENJAMIN & BONNIE ANCKAERT NOT TO SCALE

- DENOTES HYDRO POLE
- DENOTES GUY WIRE



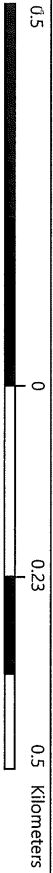
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LEGAL DESCRIPTION  
 PART OF LOT 26  
 CONCESSION 8  
 GEOGRAPHIC TOWNSHIP OF MALAHIDE  
 MUNICIPALITY OF THE TOWNSHIP OF MALAHIDE  
 COUNTY OF ELGIN

**KIM HUSTED SURVEYING LTD.**  
 ONTARIO LAND SURVEYOR  
 30 HARVEY STREET, TILLSONBURG ONTARIO, N4G 3J8  
 PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 23-18881SKETCH	BENJAMIN & BONNIE ANCKAERT	REF:	DWG.	GES
	11088 WALKER ROAD, AYLME	FILE	CKD.	JGD





WGS\_1984\_Web\_Mercator\_Auxiliary\_Sphere  
© latitude Geographics Group Ltd.

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

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 9,028



Legend

- Elgin County Parcels
- 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



January 19, 2024

Land Division Committee  
 County of Elgin  
 450 Sunset Drive  
 St. Thomas, Ontario  
 N5R 5V1

Dear Committee Members:

**RE: Land Severance Application E9-24 Of Ben And Bonnie Anckart And Frank And Sheryl Berkelmans (Authorized Agent David Roe C/O Civic Planning Solutions Inc) - Part of Lot 26, Concession 8, Township of Malahide (11088 Walker Road)**

The Malahide Township Council passed the following Resolutions on January 18, 2024:

THAT the Malahide Township Council has no objection to the Land Severance No. E9-24 in the name of Ben And Bonnie Anckart And Frank And Sheryl Berkelmans (Authorized Agent David Roe C/O Civic Planning Solutions Inc), relating to the property located at Part of Lot 26, Concession 8, Township of Malahide (11088 Walker Road), subject to the following conditions:

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 applicant initiate and assume, if required, all engineering and construction costs associated with construction of a new Municipal drain, or, the relocation of Municipal drain. To be commenced in accordance with the Drainage Act, RSO 1990. All costs to be paid in full to the township prior to the condition being deemed fulfilled. If a lot grading plan is required as a condition of severance, it should be done in conjunction with the new Municipal drain or relocation of Municipal Drain.
3. Any required road widening is to be complete or the necessary agreements are in place with sufficient security posted to cover the costs of the works prior to the condition being deemed fulfilled.
4. Provide on the reference plan the existing conditions and a 15m x 15m x 21.2m sight triangle at the south east corner of College Line and Walker Road intersection and provide all supporting documentation for the land to be transferred to the Township.
5. In order to facilitate the approval process for the severance, the applicant is required to furnish a grading plan for both the severed and retained parcels. This plan should be prepared by a qualified professional, such as an engineer or surveyor, who will assess and confirm that sufficient lot drainage is adequate for both properties. This confirmation will ensure that the separation of one property does not lead to drainage issues on the other. If, due to existing site conditions, the certification cannot be provided, the applicant is obligated to engage a qualified professional to create a grading plan. Subsequently, the necessary site alterations and grading works must be completed

before final approval of the severance is granted. This requirement aims to guarantee responsible land development practices and prevent potential future drainage complications between the severed and retained parcels.

6. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
7. That the applicants initiate and assume all planning costs associated with the required Zoning By-law Amendment or other land use planning process as required in accordance with the Ontario Planning Act, RSO 1990, with such cost to be paid in full to the Township and that the required process be successfully completed prior to the condition being deemed fulfilled.
8. Confirmation that private sewage system be confined entirely within the boundaries of the newly created parcel. That system be in conformance with all required setbacks from lot lines prior to the condition being deemed fulfilled.
9. 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.
10. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
11. That an electronic version of the reference plan be submitted to the satisfaction of the Municipality.
12. 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.

We enclose Municipal Appraisal together with Municipal Report DS-24-03 for your records.

Yours very truly,

TOWNSHIP OF MALAHIDE

ALLISON ADAMS, – H.BA Political Science, AMP  
Manager of Legislative Services/Clerk

Copy – Dave Jenkins  
David Roe Dfrfez@me.com



## Report to Council

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**REPORT NO.:** DS-24-04

**DATE:** January 18, 2024

**ATTACHMENT:** Email correspondence from John Sinclair c/o St. Thomas-Elgin Children's Services Department

**SUBJECT:** **Formal Request from St. Thomas-Elgin Children's Services Department to amend the child care provisions in the Zoning By-law to conform to the Child Care and Early Years Act, 2014**

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### Recommendation:

**THAT Report No. DS-24-04 entitled "Formal Request from St. Thomas-Elgin Children's Services Department to amend the childcare provisions in the Zoning By-law to conform to the Child Care and Early Years Act, 2014" be received;**

**AND THAT staff be directed to review the request and prepare an amendment to the Township of Malahide Zoning By-law for Council's consideration at a future public meeting.**

### Background:

The Township of Malahide staff have received a request from John Sinclair, Children's Services Operations Coordinator from the St. Thomas-Elgin Children's Services Department, to amend the Township or Malahide's Zoning By-law 18-22 to increase accessibility and supply of childcare spaces. Specifically, the request seeks Council's consideration for an amendment to amend the By-law to permit licensed home childcare for up to six children.

### Comments/Analysis:

Currently, the Township's Zoning By-law permits a Day Care Facility within the Institutional Zone and is defined as:

*"2.46 DAY CARE FACILITY shall mean a premises that receives more than five persons who are not of common parentage, primarily for the purpose of providing temporary care or guidance, or both temporary care and guidance, for a continuous period not exceeding*

*twenty-four hours. Care may be provided for children, seniors and/or persons with disabilities”.*

Based on the information provided as part of the request, the Township’s By-law does not include a definition for home childcare as permitted under the Childcare and Early Years Act, which allows licensed home childcare for up to six children. Additionally, the By-law does not specifically permit home childcare as a home occupation. The intent of the request to amend the Township’s Zoning By-law is to include the definition of home childcare that aligns with other provincial legislation and increases the permissions to operate home childcare services as-of-right. This would provide further opportunities to increase the supply of home childcare within the Township.

A preliminary review of Zoning By-laws in neighbouring communities has identified that other local municipalities have adopted provisions within their Zoning By-laws to modify definitions of home childcare to permit up to six children to be cared for, as well as specifically recognize home childcare as a home occupation. It is noted the County of Elgin Official Plan specifically includes private home daycare within its definition of a home occupation.

The purpose of the report is to seek initial feedback and direction from Council for staff to further review the request, seek comments from staff and the public, and bring forward an amendment to the Zoning By-law for Council’s consideration as part of a future housekeeping amendment to the Township’s By-law.

#### **Financial Implications to Budget:**

N/A.

Submitted by:	Reviewed by:
Eric Steele, BES Monteith Brown Planning Consultants Planner	Jay McGuffin, MCIP, RPP Monteith Brown Planning Consultants Vice President & Principal Planner

Approved By:
Nathan Dias Chief Administrative Officer



## Christine Strupat

---

**To:** Nathan Dias; Eric Steele  
**Subject:** RE: Home Child Care - Zoning Change

**From:** Sinclair, John <[jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)>  
**Sent:** Monday, November 20, 2023 2:39 PM  
**To:** Nathan Dias <[NDias@malahide.ca](mailto:NDias@malahide.ca)>  
**Cc:** Sulowski, Teresa <[tsulowski@stthomas.ca](mailto:tsulowski@stthomas.ca)>  
**Subject:** RE: Home Child Care - Zoning Change

Hello Adam, we are working to update our Children's Services Plan. One action that we could take is to work with our municipal partners to make zoning changes to increase accessibility to child care.

Malahide is the only municipality that does not allow 6 children to be cared for in a home child care setting. As you know it is currently limited to 5 children. You might also be aware of the challenges faced by families trying to secure child care in East Elgin.

2.46 DAY CARE FACILITY shall mean a premises that receives more than five persons who are not of common parentage, primarily for the purpose of providing temporary care or guidance, or both temporary care and guidance, for a continuous period not exceeding twenty-four hours. Care may be provided for children, seniors and/or persons with disabilities.

We were wondering if Malahide was in a position to amend the zoning by-law to increase the number of children that could be cared for in a home child care setting to 6 consistent with the Child Care and Early Years Act, 2014 and other Municipalities in the St. Thomas and Elgin County CMSM boundaries.

I thought I would follow up on this since we last corresponded in May to see if you are in a better position to resource this work.

Regards

*John S* M.B.A., M.P.A., M.A., M.Pl., B.S.W., B.A.



**John Sinclair**  
 Children's Services Operations Coordinator

**Phone:** 519-631-9350 x 7174

**Email:** [jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)

230 Talbot Street,  
 St. Thomas, ON N5P 1B2

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*I acknowledge that I work & play in the traditional lands of the Haudenosaunee, Leni-Lenaape, Anishinabe and the Attawandaron people with whom I share our resources*

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**From:** Adam Betteridge <[ABetteridge@malahide.ca](mailto:ABetteridge@malahide.ca)>  
**Sent:** May 16, 2023 1:22 PM  
**To:** Sinclair, John <[jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)>  
**Subject:** RE: Home Child Care - Zoning Change

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Thanks John-

Thanks, **Adam Betteridge**, MCIP, RPP Office: 519.773.5344 x223

---

**From:** Sinclair, John <[jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)>  
**Sent:** Tuesday, May 16, 2023 1:21 PM  
**To:** Adam Betteridge <[ABetteridge@malahide.ca](mailto:ABetteridge@malahide.ca)>  
**Subject:** RE: Home Child Care - Zoning Change

Adam, thank you for the update on this.

Hopefully you will be successful in your recruitment effort and this update can fit in with other by-law updates.

All the best.

*John S* (pronouns – he/him)



**John Sinclair**  
Children's Services Operations Coordinator

**Phone:** 519-631-9350 x 7174  
**Email:** [jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)  
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---

**From:** Adam Betteridge <[ABetteridge@malahide.ca](mailto:ABetteridge@malahide.ca)>  
**Sent:** May 16, 2023 1:18 PM  
**To:** Sinclair, John <[jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)>  
**Subject:** RE: Home Child Care - Zoning Change

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Hello John, we were unsuccessful earlier this year in recruiting a planning director, and have the post out again.

I can advise, though, that we aren't close to initiating a zoning by-law update. The Township has not received any requests/complaints/inquiries about this specific zoning provision, and until our planning services are shored-up (hopefully in the coming months), the Township will be taking no action on this.

Thanks, **Adam Betteridge**, MCIP, RPP Office: 519.773.5344 x223

**From:** Sinclair, John <[jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)>  
**Sent:** Friday, April 28, 2023 10:03 AM  
**To:** Adam Betteridge <[ABetteridge@malahide.ca](mailto:ABetteridge@malahide.ca)>  
**Subject:** FW: Home Child Care - Zoning Change

Hi Adam – just wondering if Malahide has any updates on by-laws for Licensed Home Child Care? If I can be of assistance please let me know!

*John S* (pronouns – he/him)



**John Sinclair**  
 Children's Services Operations Coordinator

**Phone:** 519-631-9350 x 7174

**Email:** [jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)

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**From:** Sinclair, John  
**Sent:** March 28, 2023 10:36 AM  
**To:** Adam Betteridge <[abetteridge@malahide.ca](mailto:abetteridge@malahide.ca)>  
**Subject:** RE: Home Child Care - Zoning Change

Chatham Kent defines Child Care Centre as: "CHILD CARE CENTRE" means a premises operated by a person licensed under the Child Care and Early Years Act, or successor legislation, to operate a child care centre at the premises.

And Home Child Care as: "HOME CHILD CARE" means child care that meets the description set out under the Child Care and Early Years Act, or successor legislation.

*John S* (pronouns – he/him)



**John Sinclair**  
Children's Services Operations Coordinator

**Phone:** 519-631-9350 x 7174

**Email:** [jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)

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---

**From:** Sinclair, John

**Sent:** March 28, 2023 10:17 AM

**To:** Adam Betteridge <[ABetteridge@malahide.ca](mailto:ABetteridge@malahide.ca)>

**Subject:** RE: Home Child Care - Zoning Change

Hi Adam – I hope you are doing well.

I am just checking in to see if you have recruited for Director of Development Services/Planner? When the person is on board let me know if I can be of any assistance to them?

John

I had a look at the Township of Malahide Comprehensive Zoning By-Law and wonder if another category might be added for licensed home child care (rather than changing and amending the term day care – day care could cover the unlicensed situation)?

2.46 DAY CARE FACILITY shall mean a premises that receives more than five persons who are not of common parentage, primarily for the purpose of providing temporary care or guidance, or both temporary care and guidance, for a continuous period not exceeding twenty-four hours. Care may be provided for children, seniors and/or persons with disabilities.

I wondered if a new category could be added for Licensed Home Child Care? Thoughts on possible less technical wording.....something like.....

Option – A in compliance with the CCEYA

x.xx LICENSED HOME CHILD CARE shall mean a child care in a premises approved through a Licensed Home Child Care Agency where the care is provided by one child care provider for no more than six children at any one time or by two child care providers at a premises for no more than twelve children where there is an agreement between a home child care agency and the child care provider. The group of children does not include more than three children who are younger than two years old in the case of one child care provider or in the case of two providers at the same premises no more than six children who are younger than two years old. The home child care agency shall be advised of all of the children at the

premises. The Licensed Home Child Care arrangement must comply with the requirements set out in the Child Care and Early Years Act, 2014.

Option B – more restrictive

x.xx LICENSED HOME CHILD CARE shall mean a child care in a premises approved through a Licensed Home Child Care Agency where the care is provided by one child care provider for no more than six children at any one time where there is an agreement between a home child care agency and the child care provider. The group of children does not include more than three children who are younger than two years old. The home child care agency shall be advised of all of the children at the premises. The Licensed Home Child Care arrangement must comply with the requirements set out in the Child Care and Early Year Act, 2014.

**I also wonder if a Child Care Centre should be defined separately from Day Care in the event one is built in the county – see below:**

**Licensed child care centres**

Licensed child care centres can care for:

- infants
- toddlers
- pre-school and school-aged children

They may include:

- nurseries
- full-day care
- extended hours care
- overnight care
- before-and-after-school programs

FYI - Daycare is no longer used to refer to child care – it is not in line with the CCEYA and is also not accepted within the profession.

For your consideration.....

*John S* (pronouns – he/him)



**John Sinclair**  
Children's Services Operations Coordinator

**Phone:** 519-631-9350 x 7174

**Email:** [jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)

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St. Thomas, ON N5P 1B2

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**From:** Sinclair, John  
**Sent:** February 9, 2023 4:25 PM  
**To:** [abetteridge@malahide.ca](mailto:abetteridge@malahide.ca)  
**Subject:** Home Child Care - Zoning Change

Hi Adam

When we talked I had mentioned that changing the zoning to allow for 6 children in licensed home child care might increase the supply of home child care for Malahide. It might also help us to meet our targets for increasing licensed child care spaces. I was wondering if the municipality was considering a by-law change?

We are also updating our Child Care Service Plan and if this was a planned change it would be helpful to note – good news and action to document in the plan.

### **Background: Child Care and Early Years Act**

<https://www.ontario.ca/laws/statute/14c11>

See relevant section:

#### **Prohibition - operation of child care centre**

**6** (1) No person shall operate a premises where child care is provided except under the authority of a licence to operate a child care centre. 2014, c. 11, Sched. 1, s. 6 (1).

#### **Same, premises specified in licence**

(2) Subject to section 26, a person who holds a licence to operate a child care centre is authorized to operate the centre only at the premises specified in the licence. 2014, c. 11, Sched. 1, s. 6 (2).

#### **Exceptions**

(3) Subsection (1) does not apply in respect of the provision of child care in any of the following circumstances:

#### **home child care**

**1. The child care provided at the premises meets the following criteria:**

- i. The child care is provided,
  - A. by one child care provider **for no more than six children at any one time** or, if a lesser number is prescribed in accordance with subsection (6), no more than the prescribed number of children at any one time, or
  - B. if the regulations so provide, by two child care providers for no more than twice the number of children that applies for the purposes of sub-subparagraph A or, if a lesser number is prescribed, no more than the prescribed number of children.

- ii. There is an agreement between a home child care agency and the child care provider that provides for the agency's oversight of the provision of care.
- iii. The home child care agency has been advised of all of the children at the premises.
- iv. The group of children does not include,
  - A. in the circumstances described in sub-subparagraph i A, more than three children who are younger than two years old,
  - B. in the circumstances described in sub-subparagraph i B, more than six children who are younger than two years old or, if a lesser number is prescribed, more than the prescribed number, or
  - C. if the director authorizes under section 27 the provision of child care for more children who are younger than two years old than the number that applies for the purposes of sub-subparagraph A or B, more than the number specified by the director.

**unlicensed child care, five children or less**

- 2. The child care provided at the premises meets the following criteria:
  - i. The child care is provided for no more than five children at any one time or, if a lesser number is prescribed by the regulations, no more than the prescribed number of children at any one time.
  - ii. There is no agreement between a home child care agency and the child care provider that provides for the agency's oversight of the provision of care.
  - iii. The group of children does not include more than three children who are younger than two years old.

*John S* (pronouns – he/him)



**John Sinclair**  
Children's Services Operations Coordinator

**Phone:** 519-631-9350 x 7174

**Email:** [jsinclair@stthomas.ca](mailto:jsinclair@stthomas.ca)

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## Report to Council

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**REPORT NO.:** DS-24-05

**DATE:** January 18, 2024

**ATTACHMENT:** N/A

**SUBJECT:** 2023 BUILDING PERMIT ACTIVITY REPORT

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### Recommendation:

THAT Report No. DS-24-05 entitled “2023 Building Permit Activity Report” be received.

### Background:

The purpose of this Report is to provide Council with an update on building permit and development activity throughout the Township for the 2023 calendar year and to also compare current activity levels with past years.

### Comments/Analysis:

<b>Total Building Permit Values 2013 - 2023</b>			
<b>Year</b>	<b>Total Permits</b>	<b>New Home Starts</b>	<b>Construction Value</b>
<b>2013</b>	<b>126</b>	<b>21</b>	<b>\$10,759,437</b>
<b>2014</b>	<b>169</b>	<b>23</b>	<b>\$14,324,500</b>
<b>2015</b>	<b>178</b>	<b>21</b>	<b>\$17,339,500</b>
<b>2016</b>	<b>181</b>	<b>25</b>	<b>\$20,090,500</b>
<b>2017</b>	<b>246</b>	<b>43</b>	<b>\$30,091,220</b>
<b>2018</b>	<b>223</b>	<b>37</b>	<b>\$26,708,400</b>
<b>2019</b>	<b>173</b>	<b>22</b>	<b>\$28,393,300</b>
<b>2020</b>	<b>239</b>	<b>30</b>	<b>\$63,875,200</b>
<b>2021</b>	<b>240</b>	<b>23</b>	<b>\$27,229,496</b>
<b>2022</b>	<b>199</b>	<b>19</b>	<b>\$27,132,872</b>
<b>2023</b>	<b>155</b>	<b>14</b>	<b>\$33,119,744</b>



<b>2023 Permit Activity Breakdown</b>			
<b>Time Frame</b>	<b>Total Permits</b>	<b>New Home Starts</b>	<b>Construction Value</b>
<b>January - March</b>	<b>25</b>	<b>2</b>	<b>\$7,140,650.00</b>
<b>April - June</b>	<b>51</b>	<b>4</b>	<b>\$17,402,394.00</b>
<b>July - September</b>	<b>42</b>	<b>5</b>	<b>\$4,546,400.00</b>
<b>October - December</b>	<b>37</b>	<b>3</b>	<b>\$4,030,300.00</b>

In 2023, there was a significant decrease in the number of building permits issued when compared to the past six (6) years.

There was also a significant decrease in new home starts in 2023 when compared to the past ten (10) years but is considered consistent given the decrease in total building permits issued.

Even with a decrease in total building permits the construction value in 2023 is at an all-time high with 2020 being an exception mostly due to the Terrace Lodge addition and renovation permit.

Even though there was a decrease in the total building permit numbers, many of the permits involved large and complex type buildings which is a positive for the Township. These projects include the BDR International Trucking Facility, the Mt. Salem School and a large Walker Dairy Barn. The Development Services Department strives to meet the expectations of the Council, the public, and the development community, all the while enforcing the requirements of the Ontario Building Code and Township By-laws.

**Financial Implications to Budget:**

N/A.

Submitted by:	Approved by:
Scott Sutherland, Chief Building Official Manager of Building Services	Nathan Dias Chief Administrative Officer



## Report to Council

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**REPORT NO.:** CAO-24-01  
**DATE:** January 18, 2024  
**ATTACHMENT:** Validation report – findings and recommendations Revised,  
 proposed final strategic plan  
**SUBJECT:** MALAHIDE TOWNSHIP – STRATEGIC PLAN COMPLETION

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### Recommendation:

**THAT Report No. CAO-24-01 prepared by the Mayor and CAO and entitled “Malahide Township – Strategic Plan Completion” be received;**

**AND THAT Council approve the Strategic Plan as amended/proposed;**

**AND THAT Council direct the CAO to proceed with the implementation, operationalization and communication of the final 2023-2033 strategic plan.**

### Background:

In May of 2023, the Township embarked on a multi-phased strategic planning process and engaged our community, council, staff and other stakeholders in the reflection, visioning, alignment and planning process.

The following phases have been completed (details can be found in the consultant’s final report attached):

- Phase One: Planning and Community Survey (June to July 2023)
- Phase Two: Survey Results Analysis (August 2023)
- Phase Three: Analysis of Strategic Planning Inputs and Gathering Additional Input (September 2023)
- Phase Four: Deliberations and First Draft of the Malahide 2023-2033 Strategic Plan (October 2023)
- Phase Five: Draft Plan Validation (November/December 2023)

The consultant has now provided the summary of findings from the “Phase 5 – Validation” process along with recommendations for finalizing and implementing Malahide’s Strategic Plan.

See report attached.

### **Comments/Analysis:**

According to the facilitator's report, there is strong community endorsement for the strategic plan that was circulated in the community for validation. Participation and engagement levels were considered high for this type of consultation process. Council and staff can therefore be confident in moving forward with the implementation of the 2023-2033 Strategic Plan.

The facilitator's report does recommend a few minor wordsmithing changes based on the comments received during the validation process (excerpt from the report):

- In the Values statement, consider changing "better, cheaper, faster" with just "better". And in the lexicon, add a definition of better: *Better means that the service, project, purchase can be done with one or a combination of higher quality or outcome, greater quantity, at a lesser cost, in less time.*
- In the Priorities statement, consider changing "enforce service levels" to "implement service levels".

These suggestions are provided for Council's consideration and final decision.

In addition, it is evident from the feedback that a lexicon will need to be developed so that the intended meaning of the key words or concepts used in the Strategic Plan can be clearly defined and consistently applied/implemented throughout the life of the plan.

The final takeaway from the validation process and the overall strategic planning process is that ongoing communication and engagement with the community is expected, along with transparency and accountability for the intended results. There is an expectation that clear performance indicators will be developed by staff and endorsed by Council during operationalization and that regular progress updates will be provided to our constituents.

### **Financial Implications to Budget:**

The Township is fortunate to have been able to access internal expertise in strategic planning among Council and senior staff, as well as internal skills for organizing all necessary meetings and communication / promotional materials. We were also able to access several resources readily available through various organizations (e.g. National Coalition for Dialogue and Deliberations (NCDD), Mass LBP, ...) as well as a network of public engagement experts willing to provide guidance and advice pro bono.

Council had set aside up to \$50,000 in the 2023 budget in support of this initiative. However, thanks to the internal expertise available and the willingness of experts to support this process at a reduced rate or pro bono, the expenses totalled \$17,675.12. The in-kind, pro-bono contributions in consulting fees and tools are estimated at approximately \$30,000 in value.

Printing and advertising	\$1,230.01
Workshop materials and catering	\$774.07
Facilitator and presenter	\$6,512.64
Survey administration and analysis	\$9,158.40
<b>Total</b>	<b>\$17,675.12</b>

It is recommended by staff that the unspent portion of the strategic planning process budget be carried over into the 2024 budget. This recommendation is based on the costs typically associated with the implementation and operationalization of a strategic plan. Strategic, special projects are likely to be needed in support of the priorities and results identified in the plan. Those will require specific, one-time investments in their operationalization. A more detailed plan will be provided to Council once staff have had a chance to develop their internal business plan and identify the resources needed.

Submitted by:
Dominique Giguere, Mayor & Nathan Dias, CAO



## Malahide Township

December 2023  
Strategic Planning Validation

### Consolidated Results and Recommendations

Compiled by Lori Nemeth, facilitator

January 12, 2024

## Introduction

Malahide Township has conducted a strategic planning process to help guide decision-making over the next decade. There were multiple phases to the process from June to December 2023.

### **Community Survey (June to July 2023)**

The survey was launched in June to enable Council and Staff to collect information on what matters most to residents and businesses in Malahide.

### **Phase Two: Survey Results Analysis (August 2023)**

Input from the survey was analyzed by research specialists to extract key themes and trends.

### **Phase Three: Analysis of Strategic Planning Inputs and Gathering Additional Input (September 2023)**

A workshop with Council and senior Township staff was conducted on August 28 and 29, 2023 to kick off this phase of the strategic planning process.

### **Phase Four: Deliberations and First Draft of the Malahide 2023-2033 Strategic Plan (October 2023)**

A workshop with Council and senior Township staff was conducted on October 19, 2023 to complete the draft plan.

### **Phase Five: Draft Plan Validation (November/December 2023)**

The Malahide community was invited to comment on the clarity and alignment of the draft strategic plan to the public's priorities and values. A validation survey, in electronic and paper formats, was used to collect feedback. A workshop to gather in-person feedback was held on December 4, 2023.

**This phase is the subject of this document.**

### **Phase Six: Final Strategic Plan and Implementation Plan (January 2024)**

## Methodology and Purpose of this document

This document consolidates all the input received during the validation process, from all sources: online survey, paper survey, in-person meeting (individual notes), roundtable discussions. The results include a combination of scores based on the participants' rating of each statement and the comments provided by some of the respondents.

When the online and in-person session results are combined, there are about 48 entries. The number is approximate because not all respondents answered all questions, particularly during the community meeting. Each of six table groups at the community meeting also submitted an entry. The group answers are included in this final report.

The online, paper, in-person, and roundtable groups were all given the same questionnaire. The questionnaire was designed to trigger a score on the extent to which the components of the Strategic Plan were aligned with their expectations, and whether they felt each component was clear and useful in providing direction. Each question had an opportunity for comments to be added.

At the Community meeting on December 4, the participants from the roundtable groups were given one additional task. For this task, the participants were presented with three dilemmas likely to be encountered during the implementation of the Strategic Plan. They were then asked to provide written advice to Council and Staff about how to reconcile the dilemmas.

### **Analysis of Findings**

Based on the analysis of the quantitative and qualitative findings presented in the pages that follow, the following summary of findings can be provided:

There is general strong support for all the statements proposed in the 2023-2033 Draft Strategic Plan. The most frequent rating used throughout is “Agree”, and when all 3 levels of “Agree” are combined, the endorsement of the statements ranged between 83% to 95%, with an average of 91% of respondents finding a good alignment between their expectations and the statements proposed.

The scores are lower and the endorsement is somewhat less when respondents are asked to what extent the statements are clear and how easily they can be used for decision making. When it comes to clarity and usefulness, once again the most frequent answer is still “Agree” but when all 3 levels of “Agree” are combined the level of endorsement ranged between 68% and 78%, with an average of 77% of respondents finding the statements clear and useful.

Although 77% represents an endorsement by the majority of respondents, what is notable is the difference between the alignment and the clarity. In other words, respondents appear to endorse the nature of the statements almost unanimously, but many would like the clarity of improved.

This finding is directly reflected in the written comments provided by most participants. There are many instances where either a change in word is being suggested, or a definition is requested. The recommendations in the next section will address those findings.

The rest of the comments fall into three main categories: 1) Specific suggestions applicable at the operational and more granular level; 2) Specific explanations or details on the rating they chose; 3) The need for specific, measurable performance indicators and the need to track, assess and report back on progress at least annually. The latter was also evident during the community roundtable conversations. Most discussion at the community meeting focussed on the need for indicators, measurement, and reporting.

### **Recommendations**

#### STRATEGIC PLAN DOCUMENT – WORDSMITHING

- In the Values statement, consider changing “better, cheaper, faster” with just “better”. And in the lexicon, add a definition of better: *Better means that the service, project, purchase can be done with one or a combination of higher quality or outcome, greater quantity, at a lesser cost, in less time.*
- In the Priorities statement, consider changing “enforce service levels” to “implement service levels”.

#### PROVIDING DEFINITIONS

- There was a very clear request expressed by respondents regarding the need to define many of the terminology used in the Strategic Plan. This is a common finding that is to be expected. The Strategic Plan is meant to be a short reference document that distills many complex ideas. The risk in doing that is always going to be that the intended meaning behind the specific words selected gets interpreted in different ways.

The recommendation here is to provide a glossary as a companion document to the Strategic Plan, one that can be referred to occasionally and on an as needed basis. There is no need to add to the Plan itself with information that is not needed once the clarification has been provided.

In the online or electronic version of the document, it is also easy to provide hyperlinks for the terms or concepts that require definition. This enables the reader to access the clarity they are looking for, if and when they need it.

Definitions are recommended for all key concepts: rural character, close-knit community, good quality of life, essential services, responsible growth, etc... The specific comments will provide Council and Staff further insights for deciding which definitions should be developed and included as a companion to the Strategic Plan.

#### OPERATIONALIZATION, INDICATORS, MONITORING AND REPORTING

As mentioned in the findings, constituents are eager to see the Strategic Plan come to life in concrete, tangible ways, and to see “the nice words on paper” go from something abstract and broad to something that is measurable, specific and where there will be demonstrated results with accountability.

To that end, it is recommended that once the Strategic Plan is finalized and fully endorsed by Council, Staff proceed with the creation of an operational plan. This plan should include annual Key Performance Indicators (KPIs) and a plan (as well as resources) to collect and report on the data collected. This should be done openly with regular updates provided to Council and the public.

#### CONCLUSION

The validation process demonstrated that Council and Staff did a really good job of integrating the many sources of input and turning all that information into a cohesive, guiding document that has been well received by the community. The level of engagement and interest in the community is high. This is evidenced by receiving 48 entries and having more than 25 people from across the Township choose to participate in the community meeting. In addition, a large number of people voluntarily shared their contact information at various stages of the process and expressed the desire to continue to be involved.

As one respondent indicated, technically speaking, “the easy part is done” and the true impact of this plan will be in its operationalization. Having said that, no operational planning requires an overall strategy and a sense of alignment and clarity. In the case of Malahide’s Strategic Plan, it appears this first, foundational step has been successfully completed.



**VISION** – What the community wants: ***A Township defined by its rural character, close-knit community, and good quality of life.***

This statement reflects how I want Malahide to be defined, for years to come.								
Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Total # entries	% agree (3 levels combined)	Most Frequent
1	3	3	9	18	7	41	83%	Agree
This statement is clear and will be a useful tool for guiding decisions.								
6	1	4	17	10	4	42	74%	Somewhat Agree

### Respondent Comments

- Can strategic growth be reconciled with rural character/community if growth are is more rural. We don't have a lot of "fringe" on towns.
- Very broad statement. As growth happens from bigger centres we are losing the rural fabric of the area. This won't be council's decision but the province's. We are losing rural character
- Clarify boundaries
- Caution against overzealous development
- Not too much development! And in the right place. Need farmland
- Urban problem: immigration addition/poverty/growth and development – creates conflict
- Nice vision but will province control it? The statement is theoretical
- Support small communities
- Need definitions in this document – do not leave to individual interpretation
- Really like rural character
- Why just a "good" quality of life. Is this reference limiting? Who defines a good quality of life. It may be different for different folks.
- How do we define the ""rural character"" of Malahide? There's an eclectic mix of people that now live in the area, with a significant variance in social stratification, political leanings, and culture; who is the benchmark for that ""character""?
- We likewise offer very little in terms of providing venues to foster a close-knit community. Malahide is spread out, and the cost to implement areas of community focus will no doubt be greeted with backlash from people that already believe they pay too much for the limited services we already have.
- QoL will always be less than what you would get in even small-sized towns like Aylmer.
- I wrote policy and procedure manual for a gov't funded agency ...visioning, assimilating, laying out long term plans...it's the easy part.

**MISSION** - What the community, the province, and other legislative bodies expect to be provided by the Township: *Essential services that are timely, cost-effective, easy to access and aligned with policies. Affordable cultural and recreational activities aligned with community needs. Information that promotes understanding and participation.*

This section reflects what I expect Malahide to provide to me..								
Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Total # entries	% agree (3 levels combined)	Most Frequent
0	1	2	7	24	6	40	93%	Agree
This statement is clear and will be helpful in guiding decisions.								
2	1	1	9	18	3	34	88%	Agree

### Respondent Comments

- The third bullet, information that promotes understanding and participation, is unclear
- It is difficult to access information
- Better information exchange and multiple formats
- Theoretically good – can we deliver?
- What does 'essential services' mean?
- Easy access and cost effective – interpretation depends on each person. Has room for improvement
- Cost effective, what does that mean? Other examples: one call – user centered for whom? convenient for whom: staff? Cost effective for whom?
- Inclusivity: computer literacy
- Business and industry and environment
- VW plant – growth
- promotes understanding and participation – really important
- I love the 2nd bullet.
- Tying essential services to policies can be problematic since the Strategic Plan should not be dependant on what is included in the policies or how they are written. After all, policies can change and the strategic Plan will get to be operationalized which could be a challenge with changing policies and therefore, set up to fail, especially considering the 10-year period.
- With the third bullet: Information that promotes understanding and participation (by who?). May be helpful to expand slightly.
- don't think the municipality needs to be involved with recreation.
- It feels like there's a big gap in recreational and cultural services available to Malahide residents. The complete lack of swimming facilities, or even a multi-use community centre, is huge detractor for living in Malahide. The EE Community Complex serves as a bit a reminder of how myopic this area can be when it comes to diverse recreational options.
- Point 2 and 3 sound very ambiguous, potentially open to left wing, big city thinking.
- Complex has not been treating seniors very well at the complex as the complex does not inform seniors very well.
- Always a challenge to align policy with community needs... who is the beneficiary of policy? Clear communication essential.
- I am not sure the municipality needs to be in the sport providing business?
- There is a lack of sport and rec options especially in the winter time, more access/ facilities would benefit the community / council to reach its goal.
- "Agriculture" is not named Needs to support our #1 economic activity
- Please listen and be open to partner with community, businesses and organizations who want to accomplish this very mission. Part 2-- be willing to support them as well.

**VALUES** - How we work with each other in Malahide includes: • ***Being flexible and solution-oriented. Partnering wherever it makes sense to get things done better, cheaper, faster. Taking a long-term view.***

These statements reflect my expectations of others working with me, and how I wish to work with others in Malahide..								
Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Total # entries	% agree (3 levels combined)	Most Frequent
3	0	1	3	23	9	39	90%	Agree
These statements are clear and will be useful for guiding actions, policies and service standards.								
4	1	4	3	23	6	41	78%	Agree

Respondent Comments
<ul style="list-style-type: none"> <li>• Find a better word than 'cheaper' (repeated in three groups)</li> <li>• 'cheaper' – could a better word be 'cost effective'?</li> <li>• Who decides when and who to partner with? When it makes sense?!! Sometimes it doesn't work. Who decides that?"</li> <li>• being flexible and solution oriented – really important to me</li> <li>• I like bullets 1 and 3.</li> <li>• Bullet 2: Better, cheaper, and faster is not always effective.</li> <li>• How often is it planned for policy and service standards reviews and updates? May be something to consider.</li> <li>• Sometimes services cost actual money! There's a messaging angle to this question that gets little attention. This area is now a hardcore Conservative stronghold that has somehow adopted the notion that we pay too much in taxes; they want their cake and to eat it too. Can't have it both ways; if this municipality wants to actually rise to the challenges and goals it has set out, you may have to find a way to convince residents to open the purse strings a bit. ""Treating taxpayers as customers"" - whoa boy, I'd advise against that approach. Otherwise you're going to give us the ability to say the customer is always right.</li> <li>• Municipal government is not a business. No level of government is. You are a service provider, end of story. Treating the township as a business (either in perception or in reality) is going to mean you need to make business-minded decisions, and that's never ever been the role of government. Your goal is to provide residents with the services and facilities they need, with cost not being the paramount driver of those decisions.</li> <li>• We've enjoyed partnering with Malahide on shared services for building and by-law enforcement. Looking forward to other opportunities to collaborate in the future if appropriate.</li> <li>• On number 2, as long as the partnership makes sense. Cheaper is not always the best. Quality of life here is really good currently, I'd aim for that over a slight savings</li> <li>• i like the leaning into a consensual, cooperative style of leadership</li> <li>• Cautiously optimistic that policy can also be flexible and solution-oriented. Usually someone is disappointed when there is conflict between these two ideals</li> <li>• Good in theory - but who decides "when it make sense"?</li> <li>• like the values</li> </ul>

**STRATEGIC PRIORITIES** - To realize the Malahide vision and meet expectations over the next 10 years, Council expects Staff to: ***Engage the community. Unlock responsible growth. Maximize the utilization of all assets: people, facilities, and technology. Establish, document, and enforce service levels.***

These four areas of strategic focus reflect what Malahide Staff should prioritize over the next few years to deliver on expectations.								
Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Total # entries	% agree (3 levels combined)	Most Frequent
0	0	2	8	15	17	42	95%	Strongly Agree

Respondent Comments
<ul style="list-style-type: none"> <li>• 'ensure' is a better word than 'enforce.'</li> <li>• Balance utilization with demand</li> <li>• What is responsible growth?</li> <li>• What aren't we utilizing all assets now? And documenting?</li> <li>• Don't throw baby out with the bathwater when wanting to maximize</li> <li>• 'Engage and include' community"</li> <li>• unlock responsible growth - important</li> <li>• May be helpful to say HOW the community will be engaged. The sentiment is really important and I'm glad it's here. The challenge will be engaging the WHOLE community so perhaps add the word WHOLE to that strategic priority?</li> <li>• What do you mean by ""responsible growth"". It's worth considering how this is defined.</li> <li>• Love Bullet #3</li> <li>• Enforce Service Levels sounds like a hammer approach. What expectation is being set up by wording it this ways. How about ""Establish, document, and strive for excellent service.""</li> <li>• "Communication needs to be more than with tech.</li> <li>• Some residents look for info in the mail and the Express."</li> <li>• if growth means lining our roads with more houses not interested</li> <li>• Realistic engagement is a must. Transparency and honesty as well. If you want to implement changes, increase services, improve facilities, etc - those things will cost money, and it doesn't come from thin air. We really need to emphasize the notion that we can't all have everything we want, and not pay anything above what we're already paying. It blows my mind that so many people out there think that we are entitled to low or no cost services from our governments - more messaging at all levels of government is necessary on this front, otherwise, the race to the bottom (in terms of taxation) will be our collective undoing.</li> <li>• I like the growth idea. Let Malahide develop the subdivision on highway 3 south of Tim Hortons plaza, and not transfer the ownership to Aylmer. Services already exist there, the cost of a waste pipeline to Springfield will put the township in a worse position than central Elgin with their water system for Belmont/ Port Stanley</li> <li>• emphasis on enforce ! Please listen and be open to partner with community, businesses and organizations who want to accomplish this very mission. Part 2-- be willing to support them as well.</li> <li>• Recognize and maximize out assets</li> <li>• Malahide needs to be more open minded with home development as it appears our MPP and Premier want more housing as soon as possible</li> <li>• We currently don't enforce service levels?</li> <li>• How is responsible growth defined?</li> <li>• How do you measure growth? And what is the targeted growth?</li> </ul>

**MEASURES OF SUCCESS** - If staff focus on the 4 priorities above, we can all expect to see tangible results, in 3 to 10 years, such as:

**Community engagement** · *Easy access to more information relevant to constituents, landowners, businesses*· *New opportunities to participate or contribute to Township activities, services, or initiatives*

**Responsible Growth**· *A long-term, affordable solution to water and wastewater infrastructure needs to unlock some growth of tax-base, contribute to housing needs, attract people and businesses*· *Township participation in regional economic development initiatives*

**Maximized Assets**· *Optimized use of all facilities, upgrades or changes to align with needs*· *More online, self-serve options to access services in an easy and timely manner*· *Staff development plans for retention and succession*

**Service Levels**· *Consistent use of customer service standards – focused on building, planning and by-law*· *Decrease in service delays*· *Access to a by-law registry and a policy handbook* · *More policy-driven decision-making*

These examples of tangible changes are aligned with what I hope to see improve in Malahide over the next few years.								
Strongly Disagree	Disagree	Somewhat Disagree	Somewhat Agree	Agree	Strongly Agree	Total # entries	% agree (3 levels combined)	Most Frequent
1	0	1	11	14	7	34	94%	Agree
These examples are clear and will be useful to report on progress.								
9	0	3	9	13	4	38	68%	Agree

Respondent Comments
<ul style="list-style-type: none"> <li>• Define tangible – these do not seem tangible or measurable (mentioned in two groups)</li> <li>• The ideas are great but not measurable. Need KPIs</li> <li>• Need to set service standards to measure them i.e., what is the measure of service delays?</li> <li>• Definitions needed throughout</li> <li>• Measure service delays?</li> <li>• Must set service standards</li> <li>• Procurement rules: where does quality come in?</li> <li>• Need to be SMART goals</li> <li>• Responsible housing</li> <li>• Appropriate land use policies"</li> <li>• focused on building, planning and by-law underlined on survey form</li> <li>• Always leave the option for wells wherever suitable</li> <li>• As someone experienced in governance, policy should not drive decision making. Rather, policy becomes a framework to support the work of the elected officials and township officials. In other words, it is a consideration but not the absolute. After all, policies can change.</li> <li>• Re: Access to a by-law registry and policy handbook - WHO will have access to these and what are they?"</li> <li>• would waste water management not be very costly? would that not push taxes even higher?</li> <li>• you would never be able to get enough new tax base to pay for something like that it would just be another drain on existing tax base. "</li> <li>• these r all open ended statements...nice statements, but meaning very little until actually applied in a specific situation...a specific task ( if easy access, means publishing in Aylmer Express....i don't subscribe...websites r better. )</li> </ul>

- It is now apparent that recommendations by planners and staff and approved by council in the last 5 year official plan that was approved in 2021 have resulted in growth in Malahide dramatically being reduced in comparison to all neighbour municipalities. Bayham has 2 plans of subdivision in the works without full services. There has never been a need or request for water in Springfield so if council wants growth any costs to taxpayers should be to all taxpayers.
- decrease in service delays: - yes
- Optimized use of facilities: this community centre tried to optimize its use by increasing rent on the food booth. The tenant found it unfeasible and pulled out. Now no French fries and that reflects poorly to other centres.
- Township needs new homes. The rules on building needs to be changed., Our housing minister and MPP is in favour of getting new housing going fast.
- Again - no mention of agriculture and/or recognize the importance, how to attract and retain agriculture and potential added value
- We don't make decisions based on policy?
- Regarding by-law registry. We can have all the by-laws ever written as long as they make sense. Enforcement is key or they are just a bunch of wasted paper.
- How do you measure service development? Decrease it by what % over what time?
- Agree with 1st two points. Water for Springfield not! Other parts of Malahide to also pay as mill rates with lower with new houses.

## Is there anything missing, something you were hoping to see in Malahide's Strategic Plan?

### Respondent Comments

- Dump East Elgin complex
- A 2- story library in downtown Aylmer
- Amalgamate CCCA with KCCA
- Plant trees
- Acquire PB beach unassessed (?) land
- Conserve farmland
- Promote tourism
- Unclear how to proceed with housing – driven by province – or the municipality. Don't have a clear path for housing
- Great start, good document as basis
- Beautification of township: replace/plant trees
- Monitoring and evaluation program needed: transparency
- Careful about what is meant by 'cost effective'
- Report could be more educational: e.g. What is Council having to do? sometimes no choice
- Need to advocate for residents, where appropriate, to the province
- Definitions needed throughout the document
- KPIs – benchmarking, ratios
- Environmental practices/programs. Plastic bales, boats, wrap. Keep conservation, fauna, wildlife
- Definition of M.S. adjectives:
- Responsible housing
- Responsible agriculture policies
- Priorities – responsible growth
- What is the mechanism for reviewing progress and adjusting as necessary? Should that be further expanded upon in the measures of success?
- Preservation of farmland first.
- Less tech dependence.
- More flexibility in the variety of housing.
- didn't see anything on protecting farmland from development.
- I'd love to see more details on "regional economic developments." The growth in tourism in Bruce and Burwell smell like opportunities; we've watched both ports explode in population during the summer since 2020, yet it feels the infrastructure and services in both have not been improved.
- a specific bug a bear .a garbage bag tag system , that encourages less garbage production...i.e. more reuse recycle, repair.. ( by paying per tag ).
- This strategic plan is very general in nature and contents of this plan seem general in nature and could be applied to almost any municipality.
- I am not sure when some goals and specific measurables will be made. Maybe have an example of a township somewhere that is an excellent example that can be held up as a benchmark or a lofty dream to achieve?
- This is a very broad perspective. Was hoping for more detail.
- Strategy for monitoring and evaluation, timeline and communication
- Agriculture main industry - potential for value added.
- Consider supporting the Malahide Athletic Centre
- This meeting is a good step to keeping Malahide folks informed. More information is better.
- Any consideration to ES & G concerns?



### Anything else you want Council to keep in mind as we move forward? Final thoughts?

#### Respondent Comments

- Key performance indicators developed and better defined
- ESiG
- Communication
- Keep document on front burner when reports come to staff and council – operational
- Succession planning for council and staff
- Monitoring and evaluation – with community – increases transparency (SMART measurement)
- Housing – we are open to develop
- Dilemma: development vs. floral/fauna vs. agriculture
- Benchmarking with the plan – more direction from here
- Annual check-in to the plan – at minimum"
- Well thought off program
- A really great start. It is clear there has been a lot of time put into getting us to this point.
- I have had significant experience with Strategic Planning and I appreciate the opportunity to provide some input. Your outreach to the community through this process has been great and I hope you have a way of knowing (beyond the tick boxes at the beginning) where the information is coming from (eg. particular township, gender, etc.)
- My feedback is just that feedback. It is not meant to be negative and I understand that it is easiest for data interpretation to label as you have done. I hope that the input has been helpful.
- Is a great start.
- Malahide is an agriculturally based municipality. Something we should be proud of and strive to keep it that way.
- Just a comment re the survey and the scale used. Generally a neutral option is warranted in a Likert scale design. Respondents are generally more willing to be honest in their response if they have a neutral option. In absence of one, they err towards positive feedback, which may artificially inflate your results in that direction. Food for thought.
- Is well thought out and achievable
- looks great!
- Good start - happy to see engagement and planning
- Planning = laying out projects with timelines, deliverables, budgets, and responsibilities. (KPIs)
- Overall I think Malahide's strategic plan for 2023-2033 is good. What will this look like? What can we do to partner with Malahide to make it happen? (The MAC)

## Dilemmas

Participants were asked to consider three dilemmas and provide further advice to Council and Staff on how to respond in each situation. The notes written by the participants are presented here.

### **Dilemma #1: Service Levels vs. Tax Increases: What Would You Do?**

In the survey, there were many comments about the need to keep things the same (e.g. roads and facilities in good state of repair), or increase services (e.g. more recycling pick up, large item pick up). With increasing operational costs, and aging facilities, keeping things the same or increasing some services will most often mean increasing revenue (property taxes) to deliver on expectations.

#### **What is your advice to Council and Staff on how best to reconcile the two?**

- Challenge – taxing farmland vs. ‘people’ services
- Partnerships can be useful – even with facilities
- Facilities should be ‘multi-use’ and not single use if not using
- Asset mapping – facilities, services, resident’s talents
- Be adaptable – flexible
- Reconcile with the best interests to the township. Its your \$ as well as ours
- Reevaluate your purpose as a township and drop unnecessary feel good projects
- Not donate taxpayers \$ to projects however valiant outside of the strategic plan – especially if it could get a charitable receipt for the individual

### **Dilemma #2: Growth vs. Farmland vs. Infrastructure Costs**

To keep taxes manageable, some growth will be essential. However, growth will most likely require use of farmland and investment in new infrastructure for water, wastewater, and other basic municipal services. Meanwhile the expectation is to keep taxes low. There is also a very strong desire to remain a community with rural character, focused on agriculture.

#### **What is your advice to Council and Staff on how best to reconcile these three needs?**

- The cost burden of development should largely be placed on the developer. Infrastructure costs to develop new lots or industry should mostly not be bore by the average taxpayer
- Establish a Malahide greenbelt
- Push back against federal immigration
- Building code to make new builds attractive in a rural community e.g., Niagara on the Lake commercial buildings take pride in architecture and not big box looks
- Clearly protect agriculture in policy
- Buy unused urban properties and build apartments (build up, in, down – not out)
- Allow development on ½ acre lots with weeping beds rather than infrastructure
- Issues with incoming population
- Broad strokes doesn’t solve the issue
- Doesn’t solve issues with severance
- Need for labour intensive work (agriculture)
- Council needs to be aware of all those needs but maintain the balance i.e., keep informed on residents’ needs
- Residences built in density areas for easier services delivery and less driving therefore a greener economy and leave the farmland for the necessary food growing for all our new residents

**Dilemma #3: Community Engagement vs. Delegated Decision Making**

Council members often hear differences in opinion when it comes to public engagement. Some feel the public should be engaged more often than just every four years, at election time (e.g. “we should have been consulted on this”), others feel Council was elected, so decisions are theirs to make (e.g. “I elected you, now do your work and don’t bother me!”).

**What is your advice to Council and Staff on how best to reconcile these expectations? When, how, why would you want to be consulted?**

- Elected representatives need to be available through various forms of communication. Relationships need to be formed and maintained. Concerned public members then have avenues to make their concerns heard. The individual is then in control of their own level of engagement
- Council continues to be available to constituents through many forms of communication
- As a ratepayer it is my responsibility to be engaged but I feel that improvements on the website would make it easier to engage
- Use electronic polling on large matters – very easy with today’s electronics – but be specific in questions – not open ended or questions that lead to a desired answer – have library staff trained to help seniors



**LONG POINT REGION CONSERVATION AUTHORITY**  
**Board of Directors Meeting Minutes of December 6, 2023**  
**Approved January 3, 2024**

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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

Regrets:

Peter Ypma	Township of South-West Oxford
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Staff in attendance:

Judy Maxwell, General Manager  
 Aaron LeDuc, Manager of Corporate Services  
 Leigh-Anne Mauthe, Interim Manager of Watershed Services  
 Jessica King, Social Media and Marketing Associate  
 Dana McLachlan, Executive Assistant

\*S. Bentley joined the meeting at 4:04 p.m.

**1. Welcome and Call to Order**

The Chair called the meeting to order at 4:00 p.m., Wednesday, December 6, 2023.

**2. Additional Agenda Items**

There were no additional agenda items.

**3. Declaration of Conflicts of Interest**

Chris Van Paassen declared a conflict with Item 8 a) Section 28 Regulations Approved Permits

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**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

#### **4. Hearing**

##### **A-108/23**

Moved by D. Beres

Seconded by R. Weisler

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

**Carried**

The roll was called to conduct the following Hearing under Section 28 of the Conservation Authorities Act. Shelley Ann Bentley was absent from the call.

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

Shelley Ann Bentley arrived at 4:04 p.m. and did not participate in the hearing.

##### **Hearing: LPRCA-283/23 (Marc Lannoo)**

Leigh-Anne Mauthe introduced the applicants Marc and Rasa Lannoo and their agent Dave Roe, then proceeded to present the staff hearing report.

An application was received to construct an addition to a non-habitable accessory building at 100 Wolven Street, Port Rowan. The scope of work contains a request to add an additional 314 ft<sup>2</sup> to an existing garage. The land contains a one-story house built prior to 2002. The entire property is regulated under O. Reg. 178/06 and is subject to slope stability and erosion related hazards associated with Lake Erie, and is adjacent to a Provincially Significant Wetland.

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

1. The construction of a structure in the Lake Erie shoreline unstable slope and erosion hazard along Wolven Street is contrary to the LPRCA policies for development in the area of the subject lands. These policies have been implemented to reduce or eliminate preventable property damage due to unstable slopes and shoreline erosion.
2. This construction of an addition to the structure affects the control of erosion in that it increases the potential for damage from slope instability and erosion.
3. The proposal is not unique; therefore, the granting of an exemption to policy could be seen as setting precedent. Similar applications may have to be permitted as a consequence.

Dave Roe addressed the board on behalf of the applicant. Mr. Roe referenced a

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##### **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

Vegetation and Slope Assessment Report completed by a consultant engaged by the applicant. The report was not provided to LPRCA with the application or provided before the hearing to include in the agenda, therefore, it could not be used in the hearing.

Staff and the proponent responded to questions from the Board.

The members entered the closed session of the Hearing Board at 4:43 p.m.

**A-109/23**

Moved by R. Weisler

Seconded by S. Patterson

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 4:56 p.m.

The Chair advised Marc Lannoo that the permit has been approved.

**A-110/23**

Moved by R. Weisler

Seconded by R. Chambers

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

**Carried**

The applicants and agent left the meeting at 4:59 p.m.

**5. Minutes of the Previous Meeting**

**a) Board of Directors Meeting of November 1, 2023**

**A-111/23**

Moved by T. Masschaele

Seconded by D. Brunton

THAT the minutes of the LPRCA Board of Directors Meeting held November 1, 2023 be adopted as circulated.

**Carried**

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**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

**b) Board of Directors Budget Meeting of November 8, 2023**

**A-112/23**

Moved by D. Beres

Seconded by S. Bentley

THAT the minutes of the LPRCA Board of Directors Budget Meeting held November 8, 2023 be adopted as circulated.

**Carried**

**6. Business Arising**

There was no business arising from the previous minutes.

**7. Correspondence**

**a) Prince Edward County re: Resolution urging the Province to stop the proposal to expand the use of the permit-by-rule**

No further information regarding the correspondence was available.

**A-113/23**

Moved by C. Van Paassen

Seconded by S. Patterson

THAT the correspondence outlined in the Board of Directors Agenda of December 6, 2023 be received as information.

**Carried**

**8. Development Applications**

**a) Section 28 Regulations Approved Permits**

Through the General Manager's delegating authority, 17 applications were approved in the past month. LPRCA-198/23, LPRCA-224/23, LPRCA-228/23, LPRCA-231/23, LPRCA-232/23, LPRCA-233/23, LPRCA-234/23, LPRCA-235/23, LPRCA-237/23, LPRCA-239/23, LPRCA-240/23, LPRCA-241/23, LPRCA-243/23, LPRCA-244/23, LPRCA-248/23, LPRCA-249/23, LPRCA-251/23,

In response to questions from Shelley Ann Bentley and Michael Columbus, Leigh-

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**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



Anne Mauthe verified that applications for work started prior to a permit being issued are charged double the fee, provided the staff are able to recommend the application for approval.

Chris Van Paassen declared a conflict and did not participate in discussions or the vote.

**A-114/23**

Moved by S. Patterson  
Seconded by D. Brunton

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated December 6 for information.

**Carried**

**9. New Business**

**a) General Manager's Report**

The General Manager provided a report summarizing operations this past month.

**A-115/23**

Moved by T. Masschaele  
Seconded by S. Bentley

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

**Carried**

**b) Forest Management Prescriptions/Operating Plans**

Staff prepared and presented for approval a prescription/operating plan for the Proper, Serels, Greathead tract.

The marking of the timber will be completed in preparation for tendering next year.

**A-116/23**

Moved by M. Columbus  
Seconded by D. Beres

THAT the LPRCA Board of Directors approves the prescription/operating plan for the Proper, Serels, Greathead Tract on 1283 Norfolk County Road 19 West in Windham Township.

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**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

**Carried****c) Christmas Season Staff Appreciation**

As in the past, management requested approval to present LPRCA staff with a gift card in appreciation of their work throughout the year and to mark the Christmas season. The expense was incorporated into the 2023 budget.

**A-117/23**

Moved by R. Weisler  
Seconded by S. Bentley

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

**Carried****d) Backus Education Centre Update**

The General Manager provided an update on the progress to date of the renovations to the Education Centre and Gallery, and the funding and donations received. The next and final phase of the project is the completion and installation of the displays and display panels in the Gallery.

Also, a new Waterfowling Decoy Museum is currently in the planning stages with Tom Davidson Sr. who is funding the project.

**A-118/23**

Moved by D. Brunton  
Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the Backus Education Centre Update as information.

**Carried****e) 2024 Draft Fee Schedules**

The draft fee schedules were included as part of the 2024 Draft Budget, approved November 8<sup>th</sup>, and sent to the municipalities for a 30-day comment period due December 14, 2023.

However, due to the timing of the final budget approval vote, set for February 1, 2024, it was recommended by the Board to approve the fees at the December meeting.

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**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-119/23**

Moved by R. Chambers

Seconded by D. Brunton

THAT the LPRCA Board of Directors approves the proposed 2024 Fee Schedules as presented to be effective January 1, 2024.

**Carried**

The closed session began at 5:20 p.m.

**10. Closed**

**Session A-120/23**

Moved by D. Beres

Seconded by C. Van Paassen

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

- A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the Authority.

**Carried**

The Board reconvened in open session at 5:25 p.m.

The closed meeting minutes of the Hearing Board and the Board of Directors meetings of November 1, 2023 were approved in the closed session.

Next meetings: January 3, 2024, Board of Directors & Elections

**Adjournment**

The Chair adjourned the meeting at 5:25 p.m.

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John Scholten  
Chair

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Judy Maxwell  
General Manager/Secretary-Treasurer

/dm

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**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



January 5, 2024

File:1.4.5.1

Nathan Dias, CAO  
[ndias@malahide.ca](mailto:ndias@malahide.ca)

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

Dear Mr. Dias,

At the Board of Directors meeting of January 3<sup>rd</sup>, 2024, it was recommended to circulate the 30-day notice to member municipalities of the upcoming budget and levy vote in accordance with *Ontario Regulation 402/22* (Budget and Apportionment). The weighted vote for the final 2024 LPRCA Budget will take place at the February 7<sup>th</sup>, 2024 Board of Directors meeting.

The Board approved the 2024 Draft Budget to be circulated to member municipalities for 30-day review and comment at the November 8<sup>th</sup>, 2023 budget meeting. The 30-day notice for comment regarding the LPRCA draft budget was sent to municipal partners on November 9, 2023 requesting any comments be forwarded to the office by December 14, 2023. No comments were received from member municipalities.

In accordance with *Ontario Regulation 402/22* the 30-day notice of the Budget and Levy Vote meeting is to be accompanied by the draft budget and the amount the member municipalities will be levied for 2024. The levy is apportioned to member municipalities based on a general levy formula as developed by the Ontario Ministry of Natural Resources and Forestry using Current Value Assessment data from the Municipal Property Assessment Corporation. As such, please find the enclosed information on LPRCA's 2024 budget for its member municipalities:

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

The updated budget is attached which reflects a revised fee schedule for 2024 Planning, Development and Permitting Fees. A Minister's Direction was issued by the Minister of Natural Resources and Forestry on December 28, 2022 to not change fees and it has been extended for 2024. The fees remain at the 2022 rates.

After the Board of Directors meeting on February 7<sup>th</sup>, 2024, invoices will be sent as a notice to pay to each municipality.

If you have any questions or need further information, please contact Aaron LeDuc, Manager of Corporate Services at [aleduc@lprca.on.ca](mailto:aleduc@lprca.on.ca) or 519-842-4242, ext. 224.

Sincerely,

Judy Maxwell  
General Manager

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

Encl. (4)

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

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

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

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

**SOURCES OF REVENUE**

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

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

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

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



**5 Year Summary by Municipality of Levy Apportioned by CVA %**

**LPRCA**

Draft Budget Operating Levy  
\$ 2,145,963

Draft Budget Capital Levy  
\$188,940

Draft Budget Total Levy  
\$2,334,903

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

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

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

# BOARD OF DIRECTORS

## Draft 2024 Budget Package

*November 8th, 2023*



Long Point Region  
Conservation Authority

# About

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

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

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

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



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# Introduction

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

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

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

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

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

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

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

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

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

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

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

**SOURCES OF REVENUE**

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

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

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



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

**2024 Draft Capital Levy By Municipality Apportioned by CVA %**  
**LPRCA**

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

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

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

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

**Year over Year Analysis**

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

**Current Value Assessment (CVA) Apportionment (2022)**

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

**5 Year Summary by Municipality of Levy Apportioned by CVA %**

**LPRCA**

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

Municipality	Year	Municipal Levy - Operating				Municipal Levy - Capital				Municipal Levy - Combined			
		Amount of Levy Share	% of Total Levy*	\$ Increase	% Increase	Amount of Levy Share	% of Total Levy*	\$ Increase	% Increase	Amount of Levy Share	% of Total Levy*	\$ Increase	% Increase
				Year over Year	Year over Year			Year over Year	Year over Year			Year over Year	Year over Year
Haldimand County	2020	\$232,601	14.14%	\$5,637	2.48%	\$54,631	14.14%	(\$103)	-0.19%	\$287,231	14.14%	\$5,534	1.96%
	2021	\$240,090	14.23%	\$7,489	3.22%	\$53,371	14.23%	(\$1,260)	-2.31%	\$293,461	14.23%	\$6,230	2.17%
	2022	\$245,330	14.23%	\$5,239	2.25%	\$54,309	14.23%	\$938	1.72%	\$299,638	14.23%	\$6,177	2.15%
	2023	\$302,661	14.42%	\$57,331	23.37%	\$21,624	14.42%	(\$32,685)	-60.18%	\$324,284	14.42%	\$24,646	8.23%
	2024	\$308,299	14.37%	\$5,638	1.86%	\$27,144	14.37%	\$5,520	25.53%	\$335,443	14.37%	\$11,159	3.44%
Norfolk County	2020	\$865,971	52.64%	\$19,996	2.36%	\$203,390	52.64%	(\$624)	-0.31%	\$1,069,361	52.64%	\$19,373	1.85%
	2021	\$882,185	52.29%	\$16,214	1.87%	\$196,106	52.29%	(\$7,284)	-3.58%	\$1,078,290	52.29%	\$8,930	0.84%
	2022	\$901,067	52.26%	\$18,883	2.18%	\$199,470	52.26%	\$3,364	1.65%	\$1,100,537	52.26%	\$22,247	2.08%
	2023	\$1,088,124	51.83%	\$187,057	20.76%	\$77,741	51.83%	(\$121,729)	-61.03%	\$1,165,865	51.83%	\$65,328	5.94%
	2024	\$1,102,753	51.39%	\$14,629	1.34%	\$97,091	51.39%	\$19,350	24.89%	\$1,199,844	51.39%	\$33,978	2.91%
Oxford County*										\$3,994			
	2020	\$349,761	21.26%	\$5,504	1.60%	\$82,148	21.26%	(\$872)	-1.05%	\$431,908	21.26%	\$4,631	1.08%
	2021	\$360,609	21.38%	\$10,848	3.10%	\$80,162	21.38%	(\$1,986)	-2.42%	\$440,771	21.38%	\$8,862	2.05%
	2022	\$368,308	21.36%	\$7,699	2.20%	\$81,533	21.36%	\$1,371	1.67%	\$449,841	21.36%	\$9,070	2.10%
	2023	\$451,909	21.52%	\$83,601	22.70%	\$32,287	21.52%	(\$49,246)	-60.40%	\$484,196	21.52%	\$34,355	7.64%
2024	\$469,365	21.87%	\$17,456	3.86%	\$41,325	21.87%	\$9,038	27.99%	\$510,690	21.87%	\$26,494	5.47%	
Brant County	2020	\$109,970	6.69%	\$4,742	4.51%	\$25,829	6.69%	\$452	1.78%	\$135,799	6.69%	\$5,194	3.98%
	2021	\$114,930	6.81%	\$4,959	4.51%	\$25,548	6.81%	(\$280)	-1.09%	\$140,478	6.81%	\$4,679	3.45%
	2022	\$119,089	6.91%	\$4,159	3.78%	\$26,363	6.91%	\$814	3.15%	\$145,452	6.91%	\$4,974	3.66%
	2023	\$147,095	7.01%	\$28,006	23.52%	\$10,509	7.01%	(\$15,854)	-60.14%	\$157,605	7.01%	\$12,153	8.36%
	2024	\$152,855	7.12%	\$5,760	3.92%	\$13,458	7.12%	\$2,949	28.06%	\$166,313	7.12%	\$8,709	5.53%
Bayham Municipality	2020	\$74,792	4.55%	\$1,422	1.94%	\$17,566	4.55%	(\$128)	-0.72%	\$92,359	4.55%	\$1,294	1.42%
	2021	\$76,671	4.54%	\$1,879	2.51%	\$17,044	4.54%	(\$523)	-2.98%	\$93,715	4.54%	\$1,356	1.47%
	2022	\$77,927	4.52%	\$1,256	1.68%	\$17,251	4.52%	\$207	1.18%	\$95,177	4.52%	\$1,463	1.58%
	2023	\$94,466	4.50%	\$16,539	21.22%	\$6,749	4.50%	(\$10,502)	-59.78%	\$101,215	4.50%	\$6,038	6.34%
	2024	\$97,190	4.53%	\$2,724	2.88%	\$8,557	4.53%	\$1,808	10.61%	\$105,747	4.53%	\$4,532	4.48%
Malahide Township	2020	\$11,866	0.72%	\$207	1.77%	\$2,787	0.72%	(\$25)	-0.88%	\$14,652	0.72%	\$182	1.26%
	2021	\$12,459	0.74%	\$594	5.00%	\$2,770	0.74%	(\$17)	-0.62%	\$15,229	0.74%	\$576	3.93%
	2022	\$12,538	0.73%	\$79	0.66%	\$2,775	0.73%	\$6	0.21%	\$15,313	0.73%	\$84	0.58%
	2023	\$15,255	0.73%	\$2,717	21.67%	\$1,090	0.73%	(\$1,686)	-60.73%	\$16,345	0.73%	\$1,032	7.04%
	2024	\$15,502	0.72%	\$247	1.62%	\$1,365	0.72%	\$275	25.23%	\$16,867	0.72%	\$522	3.43%
	2024	<u>\$2,145,963</u>		<u>\$46,453</u>	2.21%	<u>\$188,940</u>		<u>\$38,940</u>	25.96%	<u>\$2,334,903</u>		<u>\$85,393</u>	3.80%

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

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

# Watershed Planning and Technical Services Budget

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

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

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

**OBJECTS OF EXPENSES**

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

**SOURCES OF REVENUE**

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

**NOTES**

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



**STAFFING LEVELS (FTE)**

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

**CHANGES IN SERVICES & ACTIVITY LEVELS**

Manager of Watershed Services increased to 0.9 FTE from 0.7 FTE. Manager of Engineering & Infrastructure 0.25 FTE.
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FTE	TOTAL		DEPARTMENT	2024	2023	2022
Manager of Watershed Services	100%	1.00	90%	0.90	0.70	0.60
Manager of Engineering & Infrastructure	0%	0.00	25%	0.25	0.00	0.00
Lands & Waters Supervisor	0%	0.00	5%	0.05	0.00	0.00
Project Consultant	0%	0.00	5%	0.05	0.14	0.00
Resource Planner	200%	2.00	200%	2.00	2.00	1.36
Planning Technician & Regulations Officer	0%	0.00	0%	0.00	0.00	1.00
Development Technician	0%	0.00	0%	0.00	0.75	0.00
GIS/IT Specialist	0%	0.00	0%	0.00	0.00	0.35
Water Resources Analyst	0%	0.00	10%	0.10	0.10	0.30
Water Resources EIT (Contract)	0%	0.00	0%	0.00	0.00	0.60
		<u>3.00</u>		<u>3.35</u>	<u>3.69</u>	<u>4.21</u>

# Technical and Planning Service User Fees

## Program Cost Recovery Goal

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

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

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

## 2023 Revenue

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

## Proposed 2024 Technical and Planning Service User Fees

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

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

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

## Ontario Regulation 178/06 Permit Fees

Application Type	2023 Fees	Proposed 2024 Fees	% Change
<p><b><u>Complex development, interference and alteration</u></b>  <u>Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study. Examples:</u>            Large fill placement, removal, grading (greater than 1000 m3)            Golf courses            New watercourse bank stabilization            New Lake Erie shoreline protection structure            Bridge replacement            Channel realignment</p>	\$ 1,380	\$ 1,380	0%
<b><u>General</u></b>			
<p>On Site Technical Advice Fee  <i>(Will be applied to permit application if submitted within 12 months from inspection)</i></p>	\$ 248.60 HST included	\$ 248.60 HST included	0%
<p>Wetland Boundary Delineation  <i>(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner request)</i></p>	\$ 360.00 HST included	\$ 360.00 HST included	0%
<p>Title Clearance  <i>(solicitor, realtor, other requests for detailed property information)</i></p>	\$ 248.60 HST included	\$ 248.60 HST included	0%
Violations/Application where work has proceeded without authorization	2 x Fee	2 x Fee	
<p>Permit Revisions  <i>(Must be minor in nature and permit must still be valid.)</i></p>	\$ 95	\$ 95	0%
<p>Minister's Zoning Order (MZO)  <i>(Permit associated with a Minister's Zoning Order)</i></p>	Cost recovery	Cost recovery	

**General Notes for all Application Fees**

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

**Ontario Regulation 178/06 Permit Fees**

Application Type	2023 Fees	Proposed 2024 Fees	% Change
<p><b>Very minor development</b>  <u>Development with very low risk of impact on natural hazards or natural features.</u> Examples:                      Non-habitable accessory structures less than 23 m<sup>2</sup> (247 ft<sup>2</sup>), e.g. decks, fences, above-ground pools, barns, sheds                      Fill placement removal and/or grading (landscaping, driveway top-dressing)                      Off-line pond maintenance</p>	\$ 200	\$ 200	0%
<p><b>Minor development, interference and alteration</b>  <u>Development/work with low risk of impact on natural hazards or natural features. No technical reports are required.</u> Examples:                      Raising building or additions not requiring engineered drawings                      Repairs/renovations to existing building                      Non-habitable accessory structures less than 100 m<sup>2</sup> (1076ft<sup>2</sup>)                      Septic system                      Fill placement, removal/or grading (not requiring engineered plans)                      Minor development (as listed above) more than 30 metres from a wetlands                      New or replacement residential structures more than 30 metres from a wetland                      Minor utilities (directional bore)                      New offline ponds (grading plan required)                      Docks, boathouses                      Routine/maintenance dredging                      Minor repairs to existing shoreline structures                      Maintenance, repair or replacement of access crossings                      Other applications not deemed by staff to be "Major" in nature</p>	\$ 405	\$ 405	0%
<p><b>Major development, interference and alteration</b>  <u>Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required.</u> Examples:                      Raising building or additions requiring engineered plans                      Non-habitable accessory structures greater than 100 m<sup>2</sup> (1076ft<sup>2</sup>)                      New or replacement structures in a natural hazard area                      Fill placement, removal and/or grading (requiring engineered plans)                      Development (including minor development as listed above) less than 30 metres from a wetland                      Major development greater than 30 m from a wetland                      New offline pond with overflow or channel connection                      Maintenance/repairs to existing shoreline structures                      Water crossing, bridge repair                      Stormwater management outlet structure                      Other applications deemed by staff to be "Major" in nature</p>	\$ 695	\$ 695	0%

<b>Planning Act Review Fees</b>			
<b>Application Type</b>	<b>2023 Fees</b>	<b>Proposed 2024 Fees</b>	<b>% Change</b>
<b>Preconsultation Fee</b>			
Review, comment, or participation in preconsultation process	\$ 300	\$ 300	0%
<b>Subdivision and Vacant Land Condominium</b>			
	\$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST)	\$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST)	0%
To draft plan approval including associated OPA and ZBA	\$ 455	\$ 455	0%
Red-line revision (applicant initiated)	\$ 720	\$ 720	0%
Technical plans and reports (SWM with grading & sediment and erosion)	\$ 225	\$ 225	0%
Clearance letter (each phase)			
<b>Zoning By-Law Amendment</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Combined Official Plan/Zoning By-Law Amendment</b>			
Minor	\$ 720	\$ 720	0%
Accompanied by 1 technical report	\$ 1,430	\$ 1,430	0%
Accompanied by 2 technical reports	\$ 2,060	\$ 2,060	0%
<b>Consent (severance)</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Variance</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Site Plan Control</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Complex Application</b> (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities.	\$ 2,060	\$ 2,060	0%

### General Notes for All Application Fees:

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

# Watershed Flood Control Services Budget

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

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

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

<u>OBJECTS OF EXPENSES</u>	2021	2022	2023	2023	2024	2024	%
	\$	\$	\$	\$	\$	\$	
Staff Expenses - Note 1	\$ 169,319	\$ 71,722	\$ 86,910	\$ 218,745	\$ 277,054	\$ 58,309	27%
Staff Related Expenses - Note 2	608	525	1,847	2,700	2,700	-	0%
Materials and Supplies	6,161	3,392	405	7,800	7,800	-	0%
Purchased Services	33,756	9,451	9,415	32,525	23,525	(9,000)	-28%
Equipment	\$ 12,866	\$ 7,469	\$ 8,958	\$ 7,500	9,000	1,500	0%
<b>TOTAL EXPENDITURES</b>	<b>\$ 222,711</b>	<b>\$ 92,558</b>	<b>\$ 107,534</b>	<b>\$ 269,270</b>	<b>\$ 320,079</b>	<b>\$ 50,809</b>	<b>18.87%</b>

<u>SOURCES OF REVENUE</u>	2021	2022	2023	2023	2024	2024	%
	\$	\$	\$	\$	\$	\$	
<b>Municipal Levy</b>	<b>\$ 186,452</b>	<b>\$ 178,189</b>	<b>\$ 182,136</b>	<b>\$ 242,848</b>	<b>\$ 293,657</b>	<b>\$ 50,809</b>	<b>21%</b>
Provincial Funding	24,534	116,433	-	-	-	-	0%
MNRF Transfer Payment	26,422	26,422	-	26,422	26,422	-	0%
MNR WECl & Municipal Funding	2,579	-	-	-	-	-	0%
Contribution from/(to) Reserves	(17,276)	(228,485)	-	-	-	-	0%
<b>TOTAL REVENUE</b>	<b>\$ 222,711</b>	<b>\$ 92,558</b>	<b>\$ 182,136</b>	<b>\$ 269,270</b>	<b>\$ 320,079</b>	<b>\$ 50,809</b>	<b>18.87%</b>

<u>NOTES</u>
1. COLA increase and 2 staff moving in the grid.
2. Conference, course, and memberships expenses for two staff.

**STAFFING LEVELS (FTE)**

**CHANGES IN SERVICES & ACTIVITY LEVELS**

<b><u>2024</u></b>	<b><u>2023</u></b>
2.13	1.96

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

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

# Healthy Watershed Services Budget

## LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET HEALTHY WATERSHED SERVICES

**PROGRAM NAME**

HEALTHY WATERSHED SERVICES

**LINKS TO STRATEGIC PLAN**

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

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

**PROGRAM MANAGER**

Leigh-Anne Mauthe

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

**ACTIVITIES**

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

**OBJECTS OF EXPENSES**

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

**SOURCES OF REVENUE**

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

**NOTES**

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



**STAFFING LEVELS (FTE)**

**CHANGES IN SERVICES & ACTIVITY LEVELS**

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

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

# Conservation Authority Lands Budget

## LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET CONSERVATION AUTHORITY LANDS

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

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

**ACTIVITIES**

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

**OBJECTS OF EXPENSES**

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

**SOURCES OF REVENUE**

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

**NOTES**

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

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

**CHANGES IN SERVICES & ACTIVITY LEVELS**

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

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

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

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

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

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

**LONG POINT REGION CONSERVATION AUTHORITY**  
**CONSERVATION LANDS - FORESTRY FEE SCHEDULE**

	Draft 2024 before HST
<b>FORESTRY</b>	
Consulation Service per hour	<b>\$125.00</b>

# Communication and Marketing Services Budget

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

**PROGRAM NAME**

COMMUNICATION AND MARKETING SERVICES

**LINKS TO STRATEGIC PLAN**

**Strategic Directions**

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

**PROGRAM MANAGER**

Aaron LeDuc

**Action Plan**

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

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

**ACTIVITIES**

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

**OBJECTS OF EXPENSES**

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

**SOURCES OF REVENUE**

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

**NOTES**

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

**STAFFING LEVELS (FTE)**

<u>2024</u>	<u>2023</u>
1.08	1.08

**CHANGES IN SERVICES & ACTIVITY LEVELS**

The FTE's remain at the 2023 level.

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

# Backus Heritage and Education Services Budget

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

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

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

### OBJECTS OF EXPENSES

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

### SOURCES OF REVENUE

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

### NOTES

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

**CHANGES IN SERVICES & ACTIVITY LEVELS**

<u><b>2024</b></u> 3.24	<u><b>2023</b></u> 3.80	Heritage Programmer to 0.81 FTE from 0.5 FTE. Curatorial Assistant position incorporated into Heritage Programmer extended term.
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FTE	TOTAL	DEPARTMENT	2024	2023	2022	
Superintendent of Conservation Areas	0%	0.00	25%	0.25	0.30	0.30
Curatorial Assistant	0%	0.00	0%	0.00	0.50	0.00
Curator	90%	0.90	90%	0.90	0.90	0.90
Heritage Programmer	81%	0.81	81%	0.81	0.50	0.00
Outdoor Educator	50%	0.50	50%	0.50	0.50	0.77
Carpenter	0%	0.00	0%	0.00	0.05	0.05
Workshop Supervisor	0%	0.00	5%	0.05	0.05	0.05
Heritage Program Students (2)	50%	0.50	50%	0.50	0.50	1.27
Outdoor Education Students	23%	0.23	23%	0.23	0.50	0.23
		2.94		3.24	3.80	3.57



# Conservation Parks Management Services Budget

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

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

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

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

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

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

**STAFFING LEVELS (FTE)**

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

**CHANGES IN SERVICES & ACTIVITY LEVELS**

Manager of Conservation Lands Services 0.5 FTE from 0.6 FTE. Summer/student support at Backus CA reduced from 3.48 to 2.58 FTE. Superintendent of Conservation Areas reduced 0.05 FTE to 0.58 FTE. Seasonal support from the workshop increased to 1.15 FTE's from 0.86 FTE.
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FTE	TOTAL		DEPARTMENT	2024	2023	2022
Deer Creek Supervisor and Assistant (2)	108%	1.08	108%	1.08	1.08	1.08
Deer Creek summer/students (2)	104%	1.04	104%	1.04	1.04	0.85
Backus Supervisor and Assistant (2)	108%	1.08	108%	1.08	1.08	0.00
Backus summer/students (2)	258%	2.58	258%	2.58	3.48	0.00
Norfolk Supervisor and Assistant	108%	1.08	108%	1.08	1.08	1.00
Norfolk summer/students (4)	144%	1.44	144%	1.44	1.44	1.44
Haldimand Supervisor and Assistant (2)	154%	1.54	121%	1.21	1.08	0.92
Haldimand summer/students (4)	144%	1.44	144%	1.44	1.44	1.44
Waterford Supervisor and Assistant (2)	108%	1.08	108%	1.08	1.08	1.08
Waterford summer/students (3)	173%	1.73	133%	1.73	1.33	1.33
Seasonal Support	0%	0.00	115%	1.15	0.86	0.86
Superintendent of Conservation Areas	0%	0.00	63%	0.58	0.63	0.50
Manager Conservation Land Services	0%	0.00	60%	0.50	0.60	0.40
		14.08		15.98	16.21	10.90

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

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

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

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

# Public Forest Land Management Services Budget

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

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

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

**ACTIVITIES**

General Forestry Management Services	\$ 271,636	\$ 230,656	\$ 175,766	\$ 255,945	\$ 231,152	\$ (24,793)	-10%
LPBLT - Upland Habitat Program	\$ 36,026	\$ 40,386	\$ 66,561	\$ 64,215	\$ 66,381	\$ 2,165	0%
<b>TOTAL</b>	<b>\$ 307,663</b>	<b>\$ 271,042</b>	<b>\$ 242,327</b>	<b>\$ 320,160</b>	<b>\$ 297,532</b>	<b>\$ (22,628)</b>	<b>-7.07%</b>

**OBJECTS OF EXPENSES**

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

**SOURCES OF REVENUE**

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

<b>SURPLUS</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 121,659</b>	<b>\$ -</b>	<b>\$ 8,550</b>	<b>\$ 8,550</b>	<b>0%</b>
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**NOTES**

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

**STAFFING LEVELS (FTE)**

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

**CHANGES IN SERVICES & ACTIVITY LEVELS**

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

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

# Private Forest Land Management Services Budget

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

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

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

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

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

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

**STAFFING LEVELS (FTE)**

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

**CHANGES IN SERVICES & ACTIVITY LEVELS**

Lands & Waters Supervisor decreased 0.025 FTE to grant funded program.
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FTE	TOTAL		DEPARTMENT	2024	2023	2022
Forestry Technician	0%	0.00	0%	0.00	0.00	0.02
Lands & Waters Supervisor	0%	0.00	24%	0.32	0.27	0.37
HWS Technician	0%	0.00	3%	0.42	0.03	0.05
Seasonal Staff	0%	0.00	6%	0.06	0.06	0.06
		0.00		0.80	0.36	0.50



# Maintenance Operations Services Budget

## LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET

### Maintenance Operations Services

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

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

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

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

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

**STAFFING LEVELS (FTE)**

**CHANGES IN SERVICES & ACTIVITY LEVELS**

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

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

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

# Corporate Services Budget

## LONG POINT REGION CONSERVATION AUTHORITY 2024 DRAFT BUDGET CORPORATE SERVICES

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

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

### OBJECTS OF EXPENSES

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

### SOURCES OF REVENUE

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

### NOTES

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

**STAFFING LEVELS (FTE)**

**CHANGES IN SERVICES & ACTIVITY LEVELS**

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

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

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

**LONG POINT REGION CONSERVATION AUTHORITY**  
**CORPORATE SERVICES FEE SCHEDULE**

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

# Capital Budget Summary - 2024

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

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

# Capital Budget Summary - 2024-2028

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

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

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

# Flood Control Structures Capital Summary 2024-2033

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

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

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

## Backus Mill Dam

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

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

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

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

## Brook Dam

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

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

## Deer Creek Dam

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

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

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

## Hay Creek Dam

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

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

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

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



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

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

### **Lehman Dam**

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

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

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

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

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

### **Norwich Dam**

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

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

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

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

### **Sutton Dam**

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

### **Teeterville Dam**

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

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

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

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

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

### **Vittoria Dam**

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

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

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

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

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

### **Dam Safety Review**

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

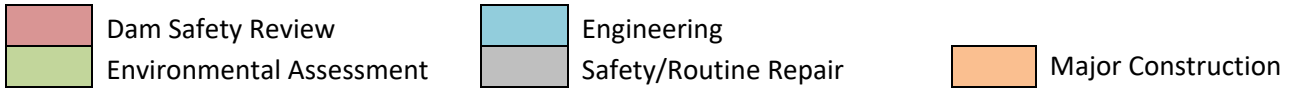
### **2024 – 2033 Capital Plan**

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

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

Table A: 2024-2033 Capital Plan

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



## Watershed Services Capital Project Detail Sheets

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

PROJECT NUMBER  
(use GL account #)

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

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

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

**NOTES**

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

# Conservation Authority Lands Capital Project Detail Sheets

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

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

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

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

**NOTES**

Gates are built and installed by the workshop staff.
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# Conservation Parks Management Services Capital Project Detail Sheets

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

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

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

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

**NOTES**

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

<b>PROJECT NUMBER</b> (use GL account #)
---

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

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

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

**NOTES**

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

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

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

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

**NOTES**

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# Maintenance Operation Services Capital Project Detail Sheets

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

<b>PROJECT NUMBER</b> (use GL account #)
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<b>PROJECT NAME</b>	<b>PROJECT DESCRIPTION</b>	<b>NEED FOR PROJECT</b>
Vehicle Replacements	Purchase one new 1/2 ton 4x4 pickup truck.	To upgrade and maintain the vehicle fleet. Replacing a 2010 Chevrolet Silverado with 141,900 km.
<b>PROJECT MANAGER</b>		
Judy Maxwell, General Manager		

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

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

**NOTES**

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

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

<b>PROJECT NUMBER</b> (use GL account #)
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<b>PROJECT NAME</b> Vehicle Replacement	<b>PROJECT DESCRIPTION</b> Purchase one new AWD SUV.	<b>NEED FOR PROJECT</b> To upgrade and maintain the vehicle fleet. Replacing a 2011 Dodge Grand Caravan with 151,000 km.
<b>PROJECT MANAGER</b> Judy Maxwell, General Manager		

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

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

**NOTES**

The SUV will service the needs of the staff working at the administration office for site visits, field work, meetings, and conferences.
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**2024-2028 CAPITAL BUDGET FOR LPRCA  
CAPITAL PROJECT DETAIL SHEET**

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

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

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

**NOTES**

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

<b>PROJECT NUMBER</b> (use GL account #)
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<b>PROJECT NAME</b> Lawn Mower Replacement	<b>PROJECT DESCRIPTION</b> Purchase of one new diesel, zero-turn riding lawn mower.	<b>NEED FOR PROJECT</b> The new mower will replace a 2005 Toro. The fleet of lawnmowers are utilized to best match the need at the various locations at LPRCA.
<b>PROJECT MANAGER</b> Judy Maxwell, General Manager		

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

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

**NOTES**

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

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

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

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

**NOTES**

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

<b>PROJECT NUMBER</b> (use GL account #)
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<b>PROJECT NAME</b> Air Compressor Replacement	<b>PROJECT DESCRIPTION</b> Purchase of one new 240V 60hp air compressor with twin heads.	<b>NEED FOR PROJECT</b> The new air compressor will replace the current unit at the workshop purchased in 1976.
<b>PROJECT MANAGER</b> Judy Maxwell, General Manager		

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

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

**NOTES**

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

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

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

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

**NOTES**

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# Corporate Services Capital Project Detail Sheets

2024-2028 CAPITAL BUDGET FOR LPRCA  
CAPITAL PROJECT DETAIL SHEET

PROJECT NUMBER  
(use GL account #)

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

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

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

**NOTES**

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

<b>PROJECT NUMBER</b> (use GL account #)
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<b>PROJECT NAME</b> Office Renovations	<b>PROJECT DESCRIPTION</b> Flooring and installation, office furniture and workstations plus installation, and electrical upgrades.	<b>NEED FOR PROJECT</b> The office furniture is old and the layout requires an overhaul. To accomplish the renovation new flooring is to be installed, ergonomic office furniture and workstations replaced, and electrical work is needed to be installed at the workstation locations.
<b>PROJECT MANAGER</b> Judy Maxwell, General Manager		

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

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

**NOTES**

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

# Schedule of Land Holdings 2023<sup>162</sup>

<b>*Legend</b>	
<b>FT</b>	<b>Farmland</b>
<b>CL</b>	<b>Conservation Lands</b>
<b>RT</b>	<b>Residential/Recreational</b>
<b>TT</b>	<b>Managed Forest</b>

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

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

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

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

Acres

FT	171
CL	1,956
RT	506
TT	5,523

**Total Acres Norfolk County** 8,156

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

Acres

CL	385
RT	25
TT	1,093

**Total Acres County of Brant** 1,502

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

Acres

CL	35
RT	150
TT	565

Total Acres Township of Norwich

750

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

Acres

FT	12
CL	148
RT	5
TT	245

Total Acres Township of South-West Oxford

410

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

	<b>Acres</b>
RT	1
TT	52
<b>Total Acres Municipality of Bayham</b>	<u><u>53</u></u>

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

	<b>Acres</b>
CL	6
RT	52
TT	119
<b>Total Acres Haldimand County</b>	<u><u>177</u></u>

Town of Tillsonburg	Roll Number	Total Acres	Desc. Code	Acres Breakdown	Realty Assessment 2023
Tillsonburg CA	020-020-44200-0000	15.62	RT	15.62	18,000
Farkas	030-030-22100-0000	1.49	RT	1.49	3,500
<b>Total:</b>		<b>17</b>		<b>17</b>	<b>21,500</b>

	<b>Acres</b>
RT	17
<b>Total Acres Town of Tillsonburg</b>	<u><u>17</u></u>

**LPRCA Land Holdings Summary**

Tax Class	Acres	Description
FT	183	Farmland
CL	2,529	Conservation Lands
RT	756	Residential / Recreational
TT	7,597	Managed Forest
<b>Total</b>	<b>11,065</b>	



# Appendix A: Fee Schedules

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<b>Planning Act Review Fees</b>			
Application Type	2023 Fees	Proposed 2024 Fees	% Change
<b>Preconsultation Fee</b>			
Review, comment, or participation in preconsultation process	\$ 300	\$ 300	0%
<b>Subdivision and Vacant Land Condominium</b>			
	\$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST)	\$1,380 + \$100/lot (Total Maximum \$15,000.00 +HST)	0%
To draft plan approval including associated OPA and ZBA	\$ 455	\$ 455	0%
Red-line revision (applicant initiated)	\$ 720	\$ 720	0%
Technical plans and reports (SWM with grading & sediment and erosion)	\$ 225	\$ 225	0%
Clearance letter (each phase)			
<b>Zoning By-Law Amendment</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Combined Official Plan/Zoning By-Law Amendment</b>			
Minor	\$ 720	\$ 720	0%
Accompanied by 1 technical report	\$ 1,430	\$ 1,430	0%
Accompanied by 2 technical reports	\$ 2,060	\$ 2,060	0%
<b>Consent (severance)</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Variance</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Site Plan Control</b>			
Minor	\$ 455	\$ 455	0%
Accompanied by 1 technical report	\$ 720	\$ 720	0%
Accompanied by 2 technical reports	\$ 1,430	\$ 1,430	0%
<b>Complex Application</b> (incl. OPA/ZBL/Site Plan) for golf courses, trailer parks, campgrounds and lifestyle communities.	\$ 2,060	\$ 2,060	0%

**General Notes for All Application Fees:**

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

## Ontario Regulation 178/06 Permit Fees

Application Type	2023 Fees	Proposed 2024 Fees	% Change
<p><b>Very minor development</b>  <u>Development with very low risk of impact on natural hazards or natural features.</u> Examples:            Non-habitable accessory structures less than 23 m<sup>2</sup> (247 ft<sup>2</sup>), e.g. decks, fences, above-ground pools, barns, sheds            Fill placement removal and/or grading (landscaping, driveway top-dressing)            Off-line pond maintenance</p>	\$ 200	\$ 200	0%
<p><b>Minor development, interference and alteration</b>  <u>Development/work with low risk of impact on natural hazards or natural features. No technical reports are required.</u> Examples:            Raising building or additions not requiring engineered drawings            Repairs/renovations to existing building            Non-habitable accessory structures less than 100 m<sup>2</sup> (1076ft<sup>2</sup>)            Septic system            Fill placement, removal/or grading (not requiring engineered plans)            Minor development (as listed above) more than 30 metres from a wetlands            New or replacement residential structures more than 30 metres from a wetland            Minor utilities (directional bore)            New offline ponds (grading plan required)            Docks, boathouses            Routine/maintenance dredging            Minor repairs to existing shoreline structures            Maintenance, repair or replacement of access crossings            Other applications not deemed by staff to be "Major" in nature</p>	\$ 405	\$ 405	0%
<p><b>Major development, interference and alteration</b>  <u>Development/work with moderate risk of impact on natural hazards or natural features. Detailed report and/or plans are required.</u> Examples:            Raising building or additions requiring engineered plans            Non-habitable accessory structures greater than 100 m<sup>2</sup> (1076ft<sup>2</sup>)            New or replacement structures in a natural hazard area            Fill placement, removal and/or grading (requiring engineered plans)            Development (including minor development as listed above) less than 30 metres from a wetland            Major development greater than 30 m from a wetland            New offline pond with overflow or channel connection            Maintenance/repairs to existing shoreline structures            Water crossing, bridge repair            Stormwater management outlet structure            Other applications deemed by staff to be "Major" in nature</p>	\$ 695	\$ 695	0%

### Ontario Regulation 178/06 Permit Fees

Application Type	2023 Fees	Proposed 2024 Fees	% Change
<p><b><u>Complex development, interference and alteration</u></b>  <u>Development/work with a high risk and/or potential impact to natural hazards or natural features. One or more studies are required, e.g. an environmental impact study, hydraulic analysis, storm water management report or slope stability study.</u> Examples:</p> <ul style="list-style-type: none"> <li>Large fill placement, removal, grading (greater than 1000 m3)</li> <li>Golf courses</li> <li>New watercourse bank stabilization</li> <li>New Lake Erie shoreline protection structure</li> <li>Bridge replacement</li> <li>Channel realignment</li> </ul>	\$ 1,380	\$ 1,380	0%
<b><u>General</u></b>			
<p>On Site Technical Advice Fee  <i>(Will be applied to permit application if submitted within 12 months from inspection)</i></p>	\$ 248.60 HST included	\$ 248.60 HST included	0%
<p>Wetland Boundary Delineation  <i>(Review of MNRF Wetland boundary in the field by LPRCA ecologist, on property owner request)</i></p>	\$ 360.00 HST included	\$ 360.00 HST included	0%
<p>Title Clearance  <i>(solicitor, realtor, other requests for detailed property information)</i></p>	\$ 248.60 HST included	\$ 248.60 HST included	0%
Violations/Application where work has proceeded without authorization	2 x Fee	2 x Fee	
<p>Permit Revisions  <i>(Must be minor in nature and permit must still be valid.)</i></p>	\$ 95	\$ 95	0%
<p>Minister's Zoning Order (MZO)  <i>(Permit associated with a Minister's Zoning Order)</i></p>	Cost recovery	Cost recovery	

#### General Notes for all Application Fees

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

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

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

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

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

**LONG POINT REGION CONSERVATION AUTHORITY**  
**CORPORATE SERVICES FEE SCHEDULE**

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

**LONG POINT REGION CONSERVATION AUTHORITY**  
**CONSERVATION LANDS - FORESTRY FEE SCHEDULE**

	Draft 2024 before HST
<b>FORESTRY</b>	
Consulation Service per hour	<b>\$125.00</b>

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

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

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

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



Long Point Region  
Conservation Authority



Member of the

4 Elm Street, Tillsonburg, ON N4G 0C4  
519-842-4242 | 1-888-231-5408  
conservation@lprca.on.ca  
www.lprca.on.ca



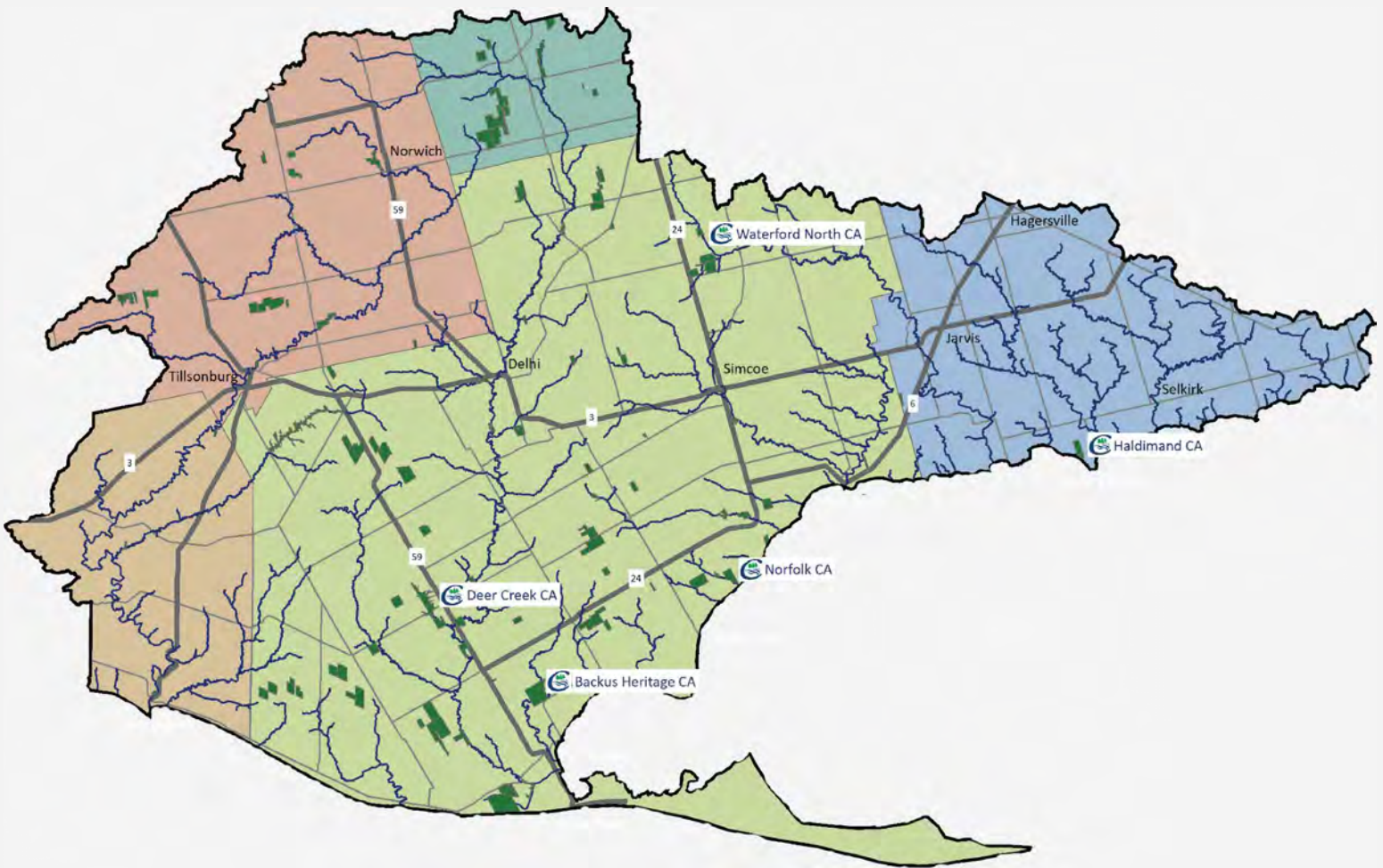
@lpr\_ca



@LongPointConservation



@longpointca



## LPRCA MUNICIPAL PARTNERS

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



**MINUTES OF THE MEETING OF THE  
CATFISH CREEK CONSERVATION AUTHORITY**

**Thursday, November 9, 2023**

**Meeting #09/2023**

**PRESENT:**

Paul Buchner	Chairperson	Township of South-West Oxford
Morgaine Halpin	Vice-Chairperson	Municipality of Central Elgin
Arthur Oslach	Member	Town of Aylmer
Gary Clarke	Member	City of St. Thomas
Scott Lewis	Member	Township of Malahide

**STAFF:**

Dusty Underhill	General Manager / Secretary-Treasurer
Susan Simmons	Financial Services Coordinator
Gerrit Kremers	Resource Planning Coordinator
Al Bradford	Conservation Area Supervisor
Peter Dragunas	Water Management Technician
Brittany Bell	Program Support Assistant

**OTHERS PRESENT:**

Rob Perry	Reporter, the Aylmer Express
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**WELCOME / CALL TO ORDER:**

Chairperson Buchner welcomed everyone and called the meeting to order at (10:00 a.m.).

**ADOPTION OF AGENDA:**

<u>Motion # 100/2023</u>	M. Halpin	A. Oslach	CARRIED
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THAT, the Agenda for the November 9, 2023, Full Authority meeting be adopted as circulated.

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF:**

No one had a pecuniary interest to disclose at this time.

**DISCLOSURE OF INTENTION TO AUDIO / VIDEO RECORD MEETING:**

The Chairperson asked for disclosures of intentions to audio or video record the meeting. No one indicated any such intentions at this time.

**ADOPTION OF MINUTES:**

Motion # 101/2023                      A. Oslach                                      G. Clarke                                      CARRIED

THAT, the Minutes of Full Authority Meeting #08/2023 (October 12, 2023), be accepted as circulated.

Motion # 102/2023                      M. Halpin                                      A. Oslach                                      CARRIED

THAT, the Minutes of Interview Committee Meeting #IC03/2023 (September 15, 2023), be adopted as circulated.

**BUSINESS ARISING FROM MINUTES:**

No one reported any outstanding business to discuss from the previous Minutes.

**PUBLIC / SPECIAL DELEGATIONS:**

None

**REPORTS:**

Reports FA 83 to FA 86/2023 – Monthly Staff Reports, were presented, discussed, and resolved.

Motion # 103/2023                      G. Clarke                                      M. Halpin                                      CARRIED

THAT, Staff Reports FA 83 to FA 86 for the month of October, 2023, be noted and filed.

Report FA 87/2023 – October Summary of Revenue and Expenditures, was presented, discussed, and resolved.

Motion # 104/2023                      M. Halpin                                      A. Oslach                                      CARRIED

THAT, Report FA 87/2023 (October Summary of Revenue and Expenditures), be noted and filed.

Report FA 88/2023 – Accounts Paid, was presented, discussed, and resolved.

Motion # 105/2023                      A. Oslach                                      G. Clarke                                      CARRIED

THAT, Accounts Paid totaling \$93, 267.42 be approved as presented in Report FA 88/2023.

Report FA 89/2023 – Christmas Office Closure was presented, discussed, and resolved.

Motion # 106/2023                      G. Clarke                                      S. Lewis                                      CARRIED

THAT, the Christmas Office closure schedule be approved as presented; and further,

THAT, staff receive a "floater" day off in lieu of the unused Staff Appreciation Day(s), and use vacation time and/or overtime credits to cover any other days not covered in the Personnel Policy.

Report FA 90/2023 – Catfish Creek Conservation Authority Ice Management Plan, was presented, discussed, and resolved.

Motion # 107/2023                      M. Halpin                                      A. Oslach                                      CARRIED

THAT, the Catfish Creek Conservation Authority, Board of Directors endorse the Catfish Creek Conservation Authority Ice Management Plan, 2023, as described in Report FA 90/2023, and in compliance with Conservation Authorities Act, ONTARIO REGULATION 686/21, MANDATORY PROGRAMS AND SERVICES, Consolidation Period: From January 1, 2023 to the e-Laws current date.

Report FA 91/2023 – Catfish Creek Channel Sounding, was presented, discussed, and resolved.

Motion # 108/2023                      A. Oslach                                      G. Clarke                                      CARRIED

THAT, the channel sounding observations described in Report 91/2023, be received as information at this time.

Report FA 92/2023 – Approved Section 28 Applications, was presented, discussed, and resolved.

Motion # 109/2023                      M. Halpin                                      A. Oslach                                      CARRIED

THAT, the Full Authority receive the staff approved Section 28 Regulation Applications Report FA 92/2023, as information.

Report FA 93/2023 – Springwater Pond Winter Drawdown, was presented, discussed, and resolved.

Motion # 110/2023                      S. Lewis                                      G. Clarke                                      CARRIED

THAT, Report FA 93/2023 be received as information at this time.

#### **GENERAL MANAGERS REPORT:**

- Continual support towards the 2024-2034 CCCA Strategic Plan. A rough draft has been created and approved by the board. A public consultation survey and consultation letter has been created to seek public, partner and municipal feedback. The survey will close November 24, 2023
- Completed the flood mitigation report which highlighted efforts made by the Authority since the flood of February 17, 2022.
- Ongoing budget deliberations. Seeking staff input etc. to narrow down the needs vs the wants for the 2024 Fiscal Year.
- Completed a presentation on HEC-HMS and presented it at a Port Bruce Rate Payers meeting on October 25. The PBRA is interested in making a donation, the CCCA will also contribute and seek municipal support in 2024 and the idea is to leverage the money through the FHIMP program to create some HEC HMS modelling.
- Assisted with the coordination and approval for a hazard tree removal in the Jaffa Outdoor Education Center outdoor classroom. Remnant Beech trees affected by the Beech Bark Disease were felled creating a safe space for the students and a space for the understory to flourish and rejuvenate.

- Attended a FHIMP update meeting. Progress was discussed in regards to where we are at with the Flood Hazard Identification and Mapping Program which will provide an updated set of flood lines for the hamlet of Port Bruce.
- Attended an asset management webinar. A follow up session was conducted at the TRCA Headquarters in November. This will assist staff in regards to the mandatory asset management components the CCCA is required to complete as per the Conservation Authorities Act.
- Assisted in completing an expression of interest in regard to a grant from the Federal Government. The Government of Canada is investing \$12.5 million from the CAAF (climate action awareness fund) to support projects that will increase environmental literacy of young Canadians as part of the long-term solutions to tackle climate change. The submission included upgrades to our educational programming much needed improvements to transform the schoolhouse into the Springwater Education Center
- Attended the October 25, 2023 Port Bruce Rate Payers Association meeting at North Shore Marina. A presentation was presented to the PBRA in regards to HEC-HMS modeling and its capabilities. Earlier in 2023 the PBRA approached the authority in regard to a donation they would like to make for something that would assist in flood mitigation/ prevention. Staff thought the HEC HMS software was most efficient tool everyone could benefit from which would provide lead time well in advance of an event.
- Review of the preliminary budget with staff.
- Attended a General Managers meeting. Discussion was held around mandatory deliverables such as Asset Management Plans, Land inventory, Watershed Based Resource Management Strategy Conservation Areas Strategy and Ice Management Plans. Updates were provided by CO staff in regard to Trees Canada Agreements, Ecosystem Protection and Climate mitigation Fund, Natural Resources Canada Climate Resilient Coastal Communities Program.

Motion # 111/2023

S. Lewis

A. Oslach

CARRIED

THAT, the Correspondence Registers for October, 2023, be noted and filed.

**NEXT MEETING / TERMINATION:**

The next meeting of the Cattfish Creek Conservation Authority will be held on Thursday, December 14, 2023, commencing at 10:00 a.m.

Motion # 112/2023

G. Clarke

A. Oslach

CARRIED

THAT, the Full Authority be terminated at 10:23 a.m.

  
 \_\_\_\_\_  
 General Manager / Secretary –Treasurer

  
 \_\_\_\_\_  
 Authority Chairperson

**THE CORPORATION OF THE  
TOWNSHIP OF MALAHIDE  
BY-LAW NO. 24-01**

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

**PH Engineering Solutions Inc. c/o Moe Hajara/  
50896 & 50942 Vienna Line**

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

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

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

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

1. **THAT** the area shown in hatching on the attached map, Schedule "A", and described as Part of Lot 21, Concession 3 South, in the Township of Malahide, shall remain in the "General Agricultural (A1) Zone" of By-law No. 18-22 and shall be subject to the added provisions of Section 7.6 of By-law No. 18-22 as set forth in this By-law. The zoning of this land shall be shown as "RC-16-H5" on Key Map 83 of Schedule "A" to By-law No. 18-22, as amended.
2. **THAT** By-law No. 18-22, as amended, is hereby further amended by amending Section 7.6 RURAL COMMERCIAL (RC) ZONE – 'SITE-SPECIFIC' ZONES, by deleting the existing text and replacing it with the following subsection.

**"7.6.1.6 a) Defined Area**

***RC-16-H-5 as shown on Schedule 'A', Map No. 83.***

**b) Permitted Uses**

***business or professional office for performing engineering work in the automation and electrical fields including, but not limited to, testing, debugging drives, autonomous vehicles, control panels and similar equipment.***

**c) Minimum Local Road Setback                      17.3 metres**

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

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

**READ a FIRST and SECOND** time this 18<sup>th</sup> day of January, 2024.

**READ a THIRD** time and **FINALLY PASSED** this 18<sup>th</sup> day of January, 2024.

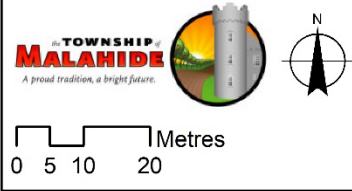
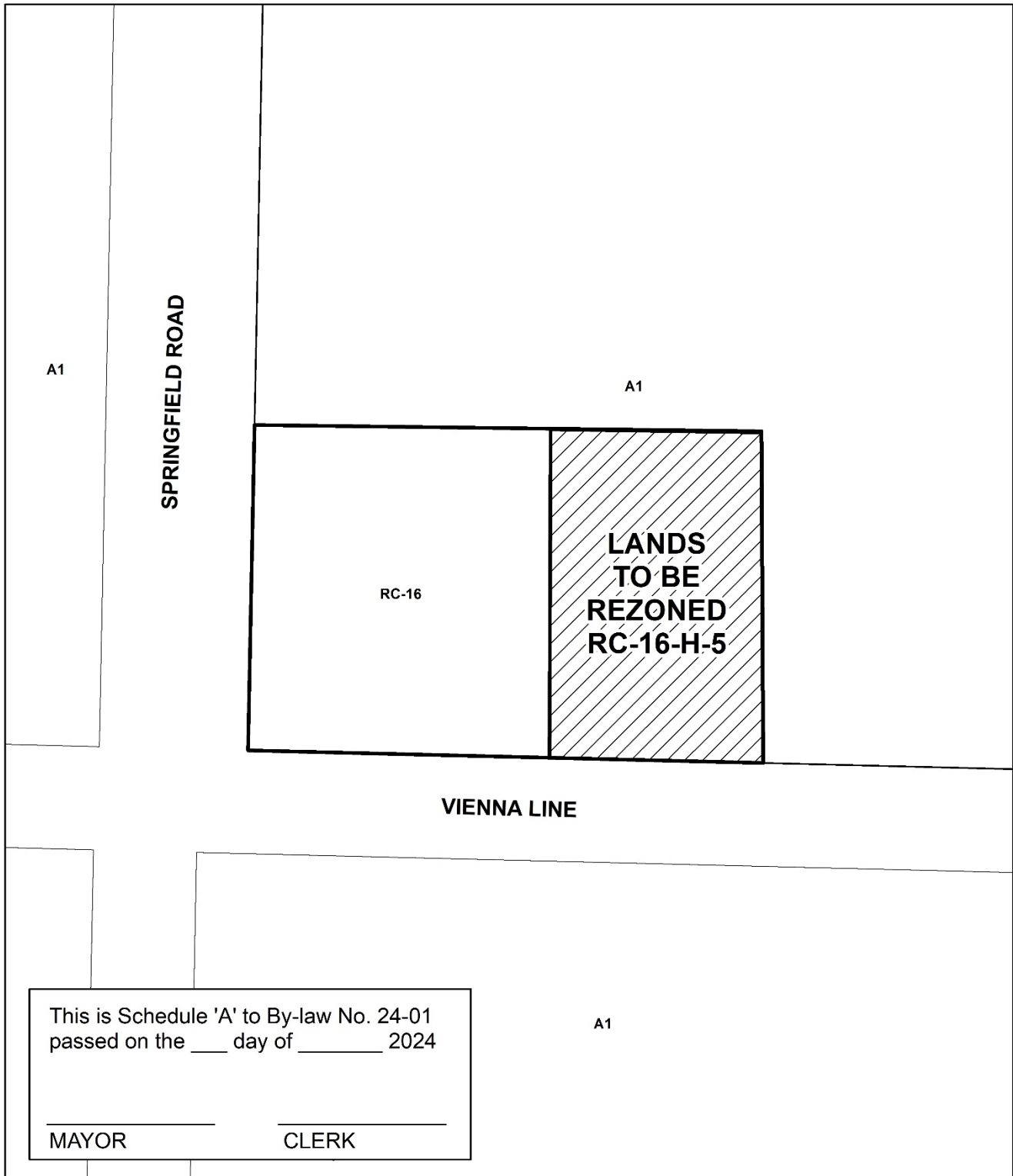
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Mayor – D. Giguère

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Clerk – A. Adams

Schedule A



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

**SCHEDULE 'A'**  
Map 83

**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**  
**BY-LAW NO. 24-02**

Being a By-law to establish Fire and Emergency Services fees and charges.

**WHEREAS** Section 2 of the Fire Protection and Prevention Act, 1997, S. O. 1997 c.4, as amended, authorizes a municipality to establish a Fire Department to provide firefighting and fire protection services and for participating in an emergency fire services program;

**AND WHEREAS** the Corporation of the Township of Malahide has established a Fire Department to deliver firefighting and related emergency services together with fire protection services;

**AND WHEREAS** Section 291 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended authorizes a municipality by by-law to impose fees or charges on any class of persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property including property under its control;

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

**DEFINITIONS**

1. In this by-law,

"agency" includes any law enforcement agency, public utility, provincial or federal ministry together with any of its agencies, boards and commissions, the Electrical Safety Authority, and the Technical Standards and Safety Authority together with any other entity that has statutory regulatory or oversight authority.

"Corporation" means the Corporation of the Township of Malahide.

"emergency system" includes a sprinkler system, standpipe system, fire extinguishing system, smoke control system, emergency power system, fire pump system, voice communication system or any other device monitored through a fire alarm system.

"Fire & Emergency Services" means a Division of the Corporation and being a Fire Department within the meaning of the *Fire Protection and Prevention Act 1997*, S.O. 1997 c.4, as amended, and is deemed to include any member of the Fire & Emergency Services Division.

"firefighting and emergency services" includes all services related or incidental



to the prevention, control and suppression of fires and the protection of lives and property, but excludes the provision of emergency medical and paramedical aid to victims of life-threatening injury or trauma.

"Government body" includes,

- (a) Any Ontario municipality together with its agencies, boards and commissions;
- (b) The Governments of Canada and Ontario together with their ministries and agencies;
- (c) A board as defined in the *Education Act* R.S.O. 1990 c. E2, as amended, and any school operated by a board and located within the boundaries of the Township of Malahide; an Ontario university, college or applies arts and technology or other post-secondary institution; and
- (d) An institution approved as a public hospital under the *Public Hospitals Act*, R.S.O. 1990, c.P.40 as amended; and a Conservation Authority established under the *Conservation Authorities Act*, R.S.O. 1990, c.C.27, as amended.

"malicious act" means a wrongful act done intentionally by any person without just cause or excuse.

"motor vehicle" has the same meaning as prescribed in the *Highway Traffic Act* R.S.O. 1990 c.H8 as amended.

"non-resident" means a person who is neither a property owner nor a tenant of property within the Township of Malahide.

"person" includes an individual, sole proprietorship, partnership, corporation, municipal corporation, unincorporated association or organization, trust, and a natural person in his or her capacity as trustee, executor, administrator, or other legal representative.

"nuisance false alarm" means the activation of a fire alarm system or emergency system through a mechanical failure, equipment malfunction, improper installation of the system or failure to maintain the system as prescribed the Fire Code being Ontario Regulation 213/07, as amended, but does not include the activation of a fire alarm system where the activation occurred as a result of accidental damage to the system.

"property" means any public or private real property within the Township including buildings, structures and erections of any nature and kind in or upon such lands, but excludes real property owned by the Federal or Provincial Crown.

"property owner" means the registered owner of property or any person, firm or corporation having control over or possession of the property or any portion thereof, including a property manager, mortgagee in possession,

receiver and manager, trustee and trustee in bankruptcy.

"technical rescue team" means a team of specifically trained firefighters with specialized equipment and knowledge used to save individuals from danger.

2. Council hereby establishes the fees and charges as set out in Schedule "A" to this By- law.
3. The fees and charges as listed in Schedule "A" to this by-law are subject to the Harmonized Sales Tax (H.S.T.) where applicable.
4. No discounts apply for early payment of any fee set out in Schedule "A" and to this By- law.
5. Payment of all fees and charges listed in Schedule "A" is due within 30 days of receipt of an invoice issued by the Corporation unless otherwise stated in Schedule "A". Payments may be made by cash, cheque payable to the Corporation, or interact Debit banking card where available.
6. This by-law shall be known as the "Fire & Emergency Services Cost Recovery By-law".

## **FIRE ALARMS AND BURN PERMITS**

7. If Fire Services attends at a property in response to a fire alarm and after conducting an investigation a member of Fire Services determines that the alarm is a nuisance false alarm, the property owner may be charged the fee as stipulated in Schedule "A" attached to this by-law.
8. If a property owner fails to notify the Fire Services Communication Centre in advance of any work being conducted on a fire alarm system or emergency system at a property, and as a result of the work being done on a fire alarm system or emergency system a false alarm is triggered, the property owner may be charged the fee as stipulated in Schedule "A" attached to this by-law.
9. No person shall light, ignite or start, or allow or cause to be lighted, ignited or started, a fire of any kind whatsoever in the open air without first obtaining a burn permit from the Township of Malahide staff other than exempt fires in Section 3 of By-law 12-96 Open Air Burning.
10. Any person who lights, ignites or starts or allows or causes to be lighted, ignited or started, a fire of any kind whatsoever in the open air and by his or her action causes the summons of the fire department without the required permit, shall be responsible for expenses incurred for responding Fire Department Services as stipulated in Schedule "A" attached to this by-law.
11. Any person who lights, ignites or starts or allows or causes to be lighted, ignited or started, a fire of any kind whatsoever in the open air and by his or her action causes the summons of the fire department, having failed to comply with a valid permit, shall be responsible for expenses incurred for responding Fire Department Services as stipulated in schedule "A" attached to this by-law.

## **MOTOR VEHICLE ACCIDENTS**

12. If Fire Services attends at the scene of a motor vehicle collision on any property within the Township of Malahide and provides firefighting or other emergency services, the Corporation may charge the fee stipulated in Schedule "A". In the event that there are multiple vehicles involved in the collision, this fee will be apportioned to the at fault driver. Residents of Malahide and Non-residents of Malahide, or their insurance company, will be issued the said invoice for payment.

## **UTILITY SERVICES**

13. If Fire Services attend an incident on any road or property within the Township

of Malahide, where such an incident involves a service utility provider, the Corporation may charge the fee stipulated in Schedule "A".

### **TECHNICAL RESCUE SERVICES**

14. If Fire & Emergency Services are requested to respond to an incident in another municipality to perform Technical Rescue Services (ie. Water rescue, Rope Rescue) which are not part of Mutual Aid Agreements, the Corporation may charge the fee stipulated in Schedule "A" to the requesting Municipality.

### **NATURAL GAS INCIDENT RESPONSE**

15. If Fire & Emergency Services attends at a property in response to a natural gas leak, the property owner may be charged the fee as stipulated in Schedule "A attached to this By- law.

### **EXTRAORDINARY EXPENSES AND ADDITIONAL FEES**

16. If Fire & Emergency Services responds to a fire or other emergency at a property and determines, or the Fire Chief or designate determines, that it is necessary to retain the services of a private contractor, or rent special equipment or use consumable materials other than water and medical supplies, in order to suppress or extinguish a fire, preserve property, prevent a fire from spreading, or otherwise control and eliminate an emergency, all costs and expenses incurred by Fire & Emergency Services for retaining the services of a private contractor, renting special equipment and/or for all consumable materials used other than water, as applicable, may be charged to the property owner and recovered as a fee under this By-Law.

17. If Fire Services responds to a request for assistance:

- a. From another agency,
- b. From a property owner, or
- c. To a property that is being used for the manufacture, cultivation, trade and/or distribution of a controlled substance,

All of the costs and expenses incurred as a result of the attendance, which include, but are not limited to the costs and expenses of vehicles, labour, equipment, materials and administration, may be charged to the property owner, and all such costs shall be recovered as a fee under this by-law.

### **FIRE INSPECTIONS**

18. For the provision of requested fire-related inspection services, the requester may be charged the fee as stipulated in Schedule "A" attached to this By-Law.

### **FIRE REPORTS AND FILE SEARCHES**

19. For all fire related file searches, environmental searches and fire report requests, the requester may be charged the fee as stipulated in Schedule "A" attached to this By-Law.

### **FIRE EXTINGUISHER TRAINING**

20. If Fire & Emergency Services provides fire extinguisher training sessions to a requester, the requester may be charged the fee as stipulated in Schedule "A" attached to this By-law.

### **ADMINISTRATION AND ENFORCEMENT**

21. The Corporation may deliver an invoice either personally, or by registered mail, by email, or by ordinary mail to a person's home address, or in the case of a property owner, to the property owner's address as recorded on the Corporation's assessment roll. Receipt of an invoice shall be deemed to have occurred:
- a) On the date of delivery in the case of personal delivery or email,
  - b) Three days after mailing by registered mail if delivered to an address within the Township,
  - c) Five days after mailing by registered mail if delivered to an address outside of the Township,
  - d) Five days after mailing by ordinary mail if delivered to an address within the Township,
  - e) Seven days after mailing by ordinary mail if delivered to an address outside of the Township.
22. A fee or charge imposed upon a person under this by-law, including any interest charges and costs of collection, constitutes a debt of the person to the Corporation.
23. For fees or charges imposed pursuant to section 7 or 8, consideration will be given by the Chief Fire Official to waiving or reducing fee or charges where the property owner has demonstrated that significant measures have been undertaken to refurbish the fire protection system to prevent future occurrences. This will be subject to the approval of the Fire Chief of his designate.

24. If a person who is charged a fee or charge under this by-law fails to pay the fee within thirty days of the date upon which payment is due, the person shall be charged interest commencing on the thirty first day that the fee remains unpaid at the rate of 2.0% per month applied to the compounded amount every 30 days (for an effective rate of 24.0% per annum). Unless precluded by by-law or legislation. Government bodies are exempt from interest.
25. If a property owner who is charged a fee or charge under this by-law fails to pay the fee or charge within 90 days of receipt of an invoice, the Corporation may add the fee or charge, including interest, to the tax roll for any real property in the Township of Malahide registered in the name of the owner and collect the fee or charge, including interest, in like manner as municipal taxes.

### **GENERAL**

26. Schedule "A" shall be deemed to be an integral part of this By-Law.
27. Should any part of this By-Law, including any part of Schedule "A" be determined by a Court of competent jurisdiction to be invalid or of no force and effect, it is the stated intention of the Council that such invalid part of the By-Law shall be severable and that the remainder of this By-Law, including the remainder of Schedule "A" as applicable, shall continue to operate and to be in force and effect.
28. That By-law 23-10 be repealed in its entirety and replaced with By-law 24-02.
29. This By-law shall come into force and take effect upon the final passing thereof.

**READ a FIRST and SECOND** time this 18<sup>th</sup> day of January, 2024.

**READ a THIRD** time and **FINALLY PASSED** this 18<sup>th</sup> day of January, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams

### Schedule "A" Malahide Fire & Emergency Services – Fees and Charges – Effective January 1, 2024

<b>INSPECTIONS – All fees include an administrative fee and a maximum hours to inspect. Additional time will be billed at the hourly rates and rounded up to the full hour</b>	<b>FEE</b>	<b>HST</b>	<b>TOTAL FEE</b>
LCBO License Review and documentation (1 hour)			
On site inspection Residential, single dwelling (1 hour)	150.00	19.50	169.50
On site inspection Residential, duplex (2 hours)	200.00	26.00	226.00
Onsite inspection Residential 3 or more units (4 hours) base fee plus 35.00 per unit.	200.00 +35.00 p/u	30.55	265.55
On site inspection Commercial (4 hours) base fee plus hourly after time	200.00	26.00	226.00
On site inspection Commercial and Industrial (5 hours) base fee plus hourly after time	300.00	39.00	339.00
Inspection of Trade Shows, Special Functions (3 hours)	200.00	26.00	226.00
On site inspection Bed and Breakfast, short term rentals and Compliance letter (2 hour)	200.00	26.00	226.00
On site inspection of Multi Unit Hotels and Motels (4 hours) base plus hourly after time	250.00 +hr	32.50	282.50
Private Home Day Care Inspections (2 hours)	200.00	26.00	226.00
Day Care Centres and compliance letter (3 hours)	250.00	32.50	282.50
Vulnerable Occupancy, Care Occupancy up to 10 residents, Inspection and Compliance Report	425.00	55.25	480.25
Vulnerable Occupancy, Care Occupancy up to 11+ residents, Inspection and Compliance Report	480.00	62.40	542.40
Vulnerable Occupancy, Registered Retirement Home, Inspection and Compliance Report	800.00	104.00	904.00
Vulnerable Occupancy, Care and Treatment Facility, Inspection and Compliance Report	750.00	97.50	847.50
Fire Safety Plan initial review (1 hour) subsequent reviews hourly	125.00	16.25	141.25
Refreshment Vehicle administrative on-site inspection (No Suppression System) (1 hour)	150.00	19.50	169.50
Refreshment Vehicle Inspection on-site inspection (Suppression System) (2 hours)	200.00	26.00	226.00
Marijuana Grow Operation and Compliance Inspection per address	550.00	71.50	621.50
Re-inspection of any Type after Order or Deficiencies	100.00	71.50	171.50
Property Inspections not Listed will be done flat fee + hourly basis	150.00 +hr	19.50	169.50
<b>EXTRAORDINARY EXPENSES AND ADDITIONAL FEES</b>			
Occupant Load Calculation	120.00	15.60	135.60
Property File Search Letter	120.00	15.60	135.60
Fire Report	120.00	15.60	135.60
Administrative Services-Per Hour	50.00	6.50	56.50
Firefighter Hourly Rate	50.00	6.50	56.50
Fire Prevention Officer Hourly Rate	60.00	7.80	67.80
Director of Fire and Emergency Services Hourly Rate	75.00	9.75	84.75
Extra Costs: Cost recovery plus 15% administrative overhead for any extraordinary costs incurred relating to MVC's firefighting, overhaul, investigation, or securing a property. Including the costs of specialists, consumables, equipment, machinery, damages to public infrastructure.			
Standby Duty: The greater of Costs plus 15% administration overhead, or \$559.86 per hour (as established by MTO) or portion thereof in ½ hour increments for each staffed fire department vehicle.			
<b>FEES FOR SERVICE</b>			
Response to Motor Vehicle Collisions, approved MTO rate per vehicle, minimum 3 vehicles	559.86	N/A	559.86
Response to natural gas leak from damage, approved MTO rate per vehicle, minimum 3 vehicles	559.86	N/A	559.86
Inspection and Fire Investigation after hours services (4 hour min) plus hourly past four hours	300.00	39.00	339.00
First False Alarm in 12 month period	N/C	N/C	N/C

Second False Alarm (other than mischief) in a 12 month period	250.00	32.50	282.50
Third and subsequent False Alarm (other than mischief) in a 12 month period for each attending Fire Dept. Vehicle as assigned by Dispatch (MTO rates), minimum three vehicles	488.40	63.49	551.89
Single station Smoke Alarm & Installation or check, privately owned residence	N/C	N/C	N/C
Single station Carbon Monoxide Alarm & Installation or check, privately owned residence	N/C	N/C	N/C
Single station Combination Smoke and Carbon Monoxide Alarm & Installation	N/C	N/C	N/C
Fire Extinguisher Training on site at Fire Department per date up to 25 persons between 9am and 4pm Monday to Friday	550.00	71.50	621.50
Fire Extinguisher Training on site at Fire Department per date up to 25 persons evenings or weekends	825.00	107.25	932.25
Failure to Acquire Burn Permit and Fire Service called to respond (first offence)	200.00	26.00	226.00
Failure to Acquire Burn Permit and Fire Service called to respond (subsequent offence) MTO Rate, minimum three vehicles	488.40	63.49	551.89
Failure to Comply with Burn Permit Regulations (first offence)	200.00	26.00	226.00
Failure to Comply with Burn Permit Regulations (subsequent offence) MTO Rate, minimum three vehicles	488.40	63.49	551.89
MTO rates are charged for the first hour or any part thereof and then for each additional half hour or part thereof plus extra costs.			
<b>PERMITS</b>			
Burning Permit	N/C	N/C	N/C



**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE****BY-LAW NO. 24-03**

Being a By-law to adopt, confirm and ratify matters dealt with by resolution of the Township of Malahide.

**WHEREAS** Section 5(3) of the Municipal Act, 2001, c. 25, as amended, provides that the powers of every council are to be exercised by by-law;

**AND WHEREAS** in many cases, action which is taken or authorized to be taken by the Township of Malahide does not lend itself to the passage of an individual by-law;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Township of Malahide at this meeting be confirmed and adopted by by-law;

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

1. THAT the actions of the Council of the Township of Malahide, at its regular meeting held on January 18, 2024, 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 18<sup>th</sup> day of January, 2024.

**READ** a **THIRD** time and **FINALLY PASSED** this 18<sup>th</sup> day of January, 2024.

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Mayor, D. Giguère

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Clerk, A. Adams