



The Corporation of the Township of Malahide
REGULAR COUNCIL MEETING AGENDA
February 15, 2024 – 7:30 p.m.

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

- (A) Call Meeting to Order
- (B) Disclosure of Pecuniary Interest
- (C) Approval of Previous Minutes **RES 1**
- (D) Presentations/Delegations/Petitions
 - Presentation – Mike Kerkvliet and Elle Crevits - Small Business Enterprise Centre- (SBEC) **RES 2**
- (E) Reports of Departments
 - (i) Director of Fire & Emergency Services
 - Emergency Services Activity Report – Quarterly Report (October-December) **RES3**
 - Malahide Fire and Emergency Services – 2023 Year End Report **RES4**
 - Fire Marshal’s Public Fire Safety Council Certification Grant **RES5**
 - (ii) Director of Public Works
 - Petition for Drainage – Klassen **RES6**
 - (iii) Director of Corporate Services/Treasurer
 - 2024 Budget Approval **RES 7**
 - 2023 Council Remuneration and Expense **RES 8**
 - (iv) Clerk
 - Social Media Platform Update **RES 9**
 - (v) Building/Planning/By-law
 - Application for Consent to Sever No. E17-24 of the Estate Of Howard Row And Nagelhaven Farms (Agent Colleen Row) **RES 10**
 - (vi) CAO
 - Recruitment of Summer Students **RES 11**
 - Salary Philosophy & Administration Policy Update **RES 12**

(F) Reports of Committees/Outside Boards **RES 13-14**

- Catfish Creek Conservation Authority – Final Progress Report
- Kettle Creek Conservation Authority – December 20, 2023 and January 4, 2024 Minutes
- Long Point Region Conservation Authority – January 3, 2024 Minutes
- Long Point Region Conservation Authority – 2024 Inventory of Programs & Services under Ontario Regulation 687/21
- EECC – January 31, 2024 Minutes
- EECC – 2024 Operating Budget and 2024 User Fee Approvals

(G) Correspondence **RES 15**

1. Association of Municipalities of Ontario - WatchFile – January 18, 2024, January 25, 2024, February 1, 2024, and February 8, 2024
2. LPRCA – 2024 LPRCA Annual General Meeting Invitation
3. Municipality of Tweed – Licence Plate Renewal
4. Town of Mono – Road Safety Emergency
5. Ministry of Natural Resources and Forestry – Oil, Gas and Salt Resources Act regulation changes for special projects and well security
6. TVDSB – School Resource Officer (SRO) program follow-up
7. Corporation of Calvin Township – Additional funds for cost sharing of provincial firefighting and consideration of a national strategy of firefighting
8. Corporation of Prince Edward County – Support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements
9. The Corporation of the City of Sarnia – Carbon Tax Cancellation
10. Town of Orangeville, Prescott-Russell, Town of Hanover, and Town of South Bruce Peninsula -Social and Economic Prosperity Review
11. Municipality of Central Elgin – Notice of Application and Public Meeting -Zoning By-law Amendments:
 - a. 14000 Belmont Road
 - b. 33M358 Block 33

(H) Other Business

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

-By-law No. 24-06 – 2024 User Fee & Rates

(J) Closed **RES 17-18**

- A Labour Relations or Employee Negotiations Matter regarding CUPE Contract Negotiations. (Section 239 (2)(d)).
- Personal matters about an identifiable individual, including municipal or local board employees relating to the Fire Department (Section 239 (2)(b)).

(K) Confirmatory By-law **RES 19**

(L) Adjournment **RES 20**

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

1. THAT the minutes of the regular council meeting of Council held on February 7, 2024 be adopted as printed and circulated.
2. THAT the presentation of Mike Kerkvliet and Elle Crevits of Small Business Enterprise Centre (SBEC) regarding business services available for Malahide Residents.
3. THAT Report No. F-24-01 entitled "Emergency Services Activity Report – Quarterly Report (October-December) be received.
4. THAT Report No. F24-02 entitled "Malahide Fire and Emergency Services – 2023 Year End Report" be received;

AND THAT the Officers appointed for Malahide Fire Services effective January 1, 2024 are: South Station – Captains: Andrew Lamb and Joseph DeRyk Jr. North Station – Captains: Dennis Johnson.

5. THAT Report No. F-24-03 entitled "Fire Marshal's Public Fire Safety Council Certification Grant" be received.
6. THAT Report No. PW-24-04 entitled "Petition for Drainage – Klassen" be received;

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

7. THAT Report No. FIN 24-08 titled "2024 Budget Approval" be received;

AND THAT, Council approve the amended 2024 Draft Budget in principle as presented;

AND THAT, Council approve the User Fee Schedules for 2024 as presented in the 2024 Draft Budget.

8. THAT Report No. FIN 24-09 entitled "2023 Council Remuneration and Expense" be received.
9. THAT Report No. CLERK-24-03 entitled "Social Media Platform Update" be received.
10. THAT Report No. DS-24-08 entitled "Application for Consent to Sever No. E17-24 of the Estate Of Howard Row And Nagelhaven Farms (Agent Colleen Row)" be received;

AND THAT the Application for Consent to Sever of the Estate Of Howard Row And

Nagelhaven Farms (Agent Colleen Row), relating to the property located at Part of Lot 2, Concession 8 Southern Division, (Geographic Township of South Dorchester), Township of Malahide and known municipally as 51829 Yorke 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.

11. THAT Report No. HR-24-02 entitled "Recruitment of Summer Students" be received.

AND THAT the Human Resources Manager be authorized to recruit two (2) summer student positions: One (1) Parks General Labourer Student and One (1) Civil Engineering Technologist/GIS Student.

AND THAT the Human Resources Manager be authorized to apply for wage subsidies for these positions through the Canada Summer Jobs Program.

12. THAT Report No. HR-24-03 entitled "Salary Philosophy & Administration Policy Update" be received;

AND THAT Council authorizes the development and implementation of the attached revised HR Policy and that it be incorporated into the HR Policy Manual.

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

- Catfish Creek Conservation Authority – Final Progress Report
- Kettle Creek Conservation Authority – December 20, 2023 and January 4, 2024 Minutes
- Long Point Region Conservation Authority – January 3, 2024 Minutes
- Long Point Region Conservation Authority – 2024 Inventory of Programs & Services under Ontario Regulation 687/21
- EECC – January 31, 2024 Minutes

14. THAT the Council of the _____ approve the 2024 Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner);

AND THAT the Council of the _____ approve the 2024 EECC user fees.

15. THAT the following correspondence be noted and filed:

1. Association of Municipalities of Ontario - WatchFile – January 18, 2024, January 25, 2024, February 1, 2024, and February 8, 2024
2. LPRCA – 2024 LPRCA Annual General Meeting Invitation
3. Municipality of Tweed – Licence Plate Renewal
4. Town of Mono – Road Safety Emergency

5. Ministry of Natural Resources and Forestry – Oil, Gas and Salt Resources Act regulation changes for special projects and well security
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 8. Corporation of Prince Edward County – Support for the Province to expand the life span of fire apparatus, specifically pertaining to the replacement of fire trucks due to insurance requirements
 9. The Corporation of the City of Sarnia – Carbon Tax Cancellation
 10. Town of Orangeville, Prescott-Russell, Town of Hanover, and Town of South Bruce Peninsula -Social and Economic Prosperity Review
 11. Municipality of Central Elgin – Notice of Application and Public Meeting -Zoning By-law Amendments:
 - a. 14000 Belmont Road
 - b. 33M358 Block 33
16. THAT the following by-laws be considered read a first, second and third reading and properly signed and sealed:
- 24-06-2024 User Fee & Rates
17. THAT Council move into Closed Session at _____ p.m., pursuant to Section 239(2) of the Municipal Act, 2001, as amended, to discuss the following:
- A Labour Relations or Employee Negotiations Matter regarding CUPE Contract Negotiations. (Section 239 (2)(d)).
 - Personal matters about an identifiable individual, including municipal or local board employees relating to the Fire Department (Section 239 (2)(b)).
18. THAT Council move out of Closed Session and reconvene at _____ p.m. in order to continue with its deliberations.
19. THAT By-law No.24-07, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.
20. THAT the Council adjourn its meeting at _____ p.m. to meet again on March 7, 2024, at 7:30 p.m.

**The Corporation of the Township of Malahide
February 7, 2024 – 7:30p.m.**

Virtual Meeting – https://youtu.be/hPMRXBbUB_w?si=F9iYP0Auablv-XX0

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, and Director of Public Works J. Godby

CALL TO ORDER:

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

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

N/A

MINUTES:

No. 23-038

Moved By: Rick Cerna

Seconded By: John H. Wilson

THAT the minutes of the regular meeting of Council held on February 1, 2024 be adopted as printed and circulated.

Carried

COMMITTEE OF THE WHOLE:

No. 24-039

Moved By: Scott Lewis

Seconded By: Mark Widner

THAT the Committee of the Whole meeting relating to the 2024 Draft Budget be called to order at 7:32p.m. to allow members to participate in budget deliberations.

Carried

REPORTS OF DEPARTMENTS:

- Mileage Reimbursement Rate

No. 24-040

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Council approve amending the Township's mileage reimbursement rate increases to \$0.70 per kilometre as a part of budget deliberations.

Carried

- Aylmer Pool Agreement

No. 24-041

Moved By: Rick Cerna

Seconded By: Chester Glinski

THAT the Township of Malahide provide notice to the Town of Aylmer of its withdrawal from the Joint-Use agreement of the Aylmer Swimming Pool;

AND THAT the Township of Malahide discontinue financial contributions to the Town of Aylmer for pool operations.

Carried

- Migration to Laserfiche Cloud

No. 24-042

Moved By: Chester Glinski

Seconded By: Scott Lewis

THAT Report No. CLERK-24-02 entitled "Migration to Laserfiche Cloud" be received;

AND THAT Council approve the authorization to purchase Laserfiche Cloud from Ricoh Canada Inc., at an estimated cost of \$35,000 plus HST as a part of budget deliberations.

Carried

- Special Area Rating

No. 24-043

Moved By: Scott Lewis

Seconded By: Sarah Leitch

THAT Council defer the decision of discontinuing the special area rating in Springfield;

AND THAT Council direct staff to provide a follow-up report on the special area rating in Springfield.

Carried

Open Discussion

After Council inquired about various budget items from departments, Director Boylan provided an update of the budget after current deliberations indicating a 6.5% increase for the Township portion and a 3.7% for the County portion would make a 4.58% increase. He stated that the effect on an average 250,000 residential assessment would be \$178.00/year.

Mayor Giguère inquired if Director Boylan required anything further to proceed with the next step of the budget process. Director Boylan indicated that if a decision on the special rating in Springfield could be made, that the budget could be approved in principle at the next meeting. He provided additional details as to what the difference of including the rating in 2024 meant while review of the policy took place.

No. 24-044

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT the majority of Council agreed to reconsider the motion passed earlier in the meeting.

Carried

No. 24-045

Moved By: Scott Lewis

Seconded By: Rick Cerna

THAT COUNCIL resolves that they will maintain the special area rating in Springfield for 2024;

AND THAT the special area rating in Springfield will be reconsidered for the 2025 budget.

Carried

-Adjourn Committee of the Whole

No. 24-046

Moved By:

Seconded By:

THAT the Committee of the Whole meeting relating to 2024 Draft Budget be adjourned and the Council meeting reconvene at 8:38p.m..

Carried

CORRESPONDENCE:

Clerk Adams read the two addendum items received after the agenda was posted in regards to this correspondence item that were received. Mayor Giguere requested to speak as a member of Council and Deputy Mayor Widner took the position of Chair.

Mayor Giguère noted the stipulations that had been requested and the responses received in relation to those items. Councillor Cerna inquired about the number of landowners on the working group committee and suggested additional members be added.

No. 24-047

Moved By: Dominique Giguère

Seconded By: Scott Lewis

THAT the Mayor be directed to provide a Letter of Support on behalf of the Council of the Township of Malahide to support grant applications from the Long Point Littoral Cell Working Group

AND THAT the requested parameters be included as well as a request for additional landowners be part of the working group be included.

Carried

Mayor Giguère resumed her position as chair and Deputy Mayor Widner resumed his position at the council table.

OTHER BUSINESS:

CONFIRMATORY:

No. 24-048

Moved By: Rick

Seconded By: Scott

THAT By-law No.24-05, being a Confirmatory By-law, be given first, second and third readings, and be properly signed and sealed.

Carried

ADJOURNMENT:

No. 24-049

Moved By: Mark Widner

Seconded By: Rick Cerna

THAT Council adjourn its meeting at 9:04p.m.

Carried

Mayor – D. Giguère

Clerk – A. Adams

Small Business Enterprise Centre

The SBEC serves business owners across St. Thomas and Elgin County at all stages of starting, growing and exiting a business. We provide free 1-on-1 consultations, grants and more.

www.SBECinnovation.ca

Presented By : Mike Kerkvliet and Elle Crevits



Our Programs

While the majority of our work is tailored to individual business owners through 1:1 consults we also offer a number of programs to support business growth.



1:1 Consults

We support clients at every stage from exploring entrepreneurship to selling. We provide guidance and advice around marketing, local opportunities/networks, business planning and more.



Summer Company

Every summer 10 students aged 15 to 29 receive mentorship, training, and up to \$3000 in grants to start a business.



Starter Company Plus

A provincially funded grant program, offered to new or expanding businesses. Each year we distribute 16 grants of \$5,000 to businesses.



Foodpreneur Advantage

A regional collaboration of SBECs, designed specifically for early growth food and beverage manufacturing ventures that produce consumer packaged goods.



Horton Farmer's Market

We support a number of businesses directly with opportunities to sell their products at the Horton Farmers Market, now year-round, and at special events.

Our Funding Mix

\$255k Provincial Funding
(includes \$110K in grants to be distributed)

\$145k City of St. Thomas
Funding

\$50k Elgin County Funding

\$30k Other and in-kind
funding

2023 Outcomes

91 Businesses Started

254 Jobs Created

760 Consults with Businesses

\$110K Grants Distributed

Lambert & Anne Cook

- Anne started Cardinal Creek Farms in 2022.
- Lambert is a CPA and runs his own accounting practice.
- We have helped the farm through the Horton Farmers Market and marketing support for their CSA.
- Lambert has grown his accounting practice and acquired an existing firm and now has a team of 7.
- He supports other SBEC clients through his willingness to do workshops.



MALAHIDE

*A proud tradition
...a bright future.*



Let's continue to work together.

Mike - mkerkvliet@stthomas.ca

Elle - ecrevits@stthomas.ca

www.SBECinnovation.ca



1 Tell your local businesses that need support to reach out.

2 Engage with us about your ideas to better support small businesses in your municipality.

3 Let's share information about upcoming events. We want to be there.



Report to Council

REPORT NO.: F-24-01
DATE: February 15, 2024
ATTACHMENT: None
SUBJECT: EMERGENCY SERVICES QUARTERLY ACTIVITY REPORT
(OCTOBER-DECEMBER)

Recommendation:

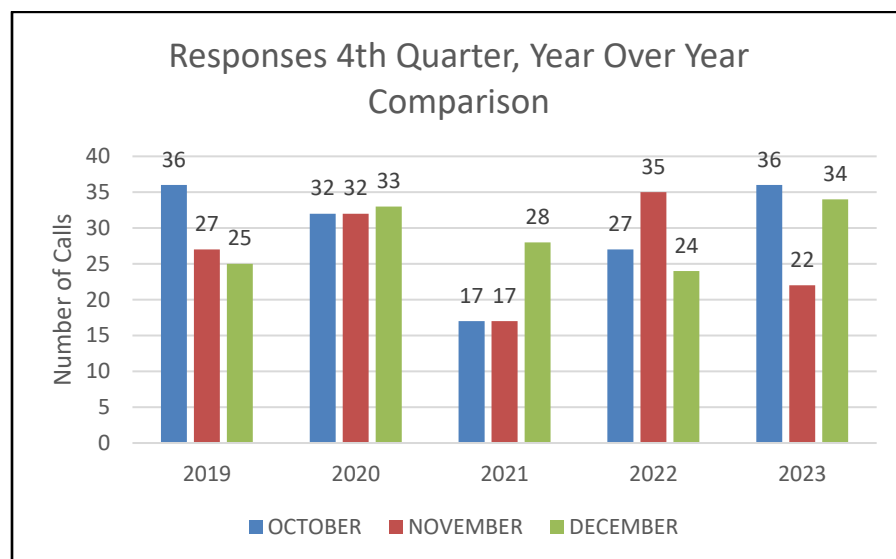
THAT Report No. F-24-01 entitled “Emergency Services Activity Report – Quarterly Report (October-December) be received.

Comments:

This report provides information reported for the fourth quarter of 2023, including dates of October 1st to December 31st, 2023.

Department Responses

The Malahide Fire Services responded to ninety-two (92) incidents this quarter as compared to eighty-six (86) in 2022, sixty-two (62) in 2021, ninety-seven (97) in 2020 and eighty-eight (88) in 2019. A comparison of these incidents to the same quarter of previous years is shown in the bar graph below.



Listed below is a breakdown of the type of incidents. Medical incidents accounted for sixty (60%) of all incidents in this quarter. The average age of persons requiring medical response was 50, with 49% being male, 42% being female and 9% unknown.

Quarterly Incidents by Type	#
Fire	9
Burn Complaint	8
Alarm Malfunction	6
CO Alarm	2
Public Hazard - Wires Down	1
Technical Rescue MVC	9
Technical Rescue Other	0
Medical	55
Assisting Other Fire Department	0
Assisting to Police	1
Human - Perceived Emergency	0
Gas Leak - Natural Gas	0
Other	1
TOTAL:	92

Fire Events Loss/Save

There were nine (9) fires with a combined estimated total dollar loss of \$476,000.00, and total estimated dollars saved of \$925,000.00.

Fire Prevention and Public Education

The following fire safety messages have been used this quarter;

October – “Cooking Safety starts with YOU” this Years Fire Prevention Week theme

October – “Service your wood burning appliance-clean your chimney”

October – Interested in joining the Malahide Fire Department?

South Station Open House – Oct 14th, 1-4pm

Lyons Station Open House – Oct 28th, 1-4pm

November – “Change your clock, smoke and CO alarm batteries together”

December – “Water fresh trees daily”

Fire Prevention Staff participated in eight (8) community events in the fourth quarter. Participation included setting up displays and handing out various public education materials to attendees at school presentations for this year’s “Fire Prevention Week” and other community events, as well as a station tour.

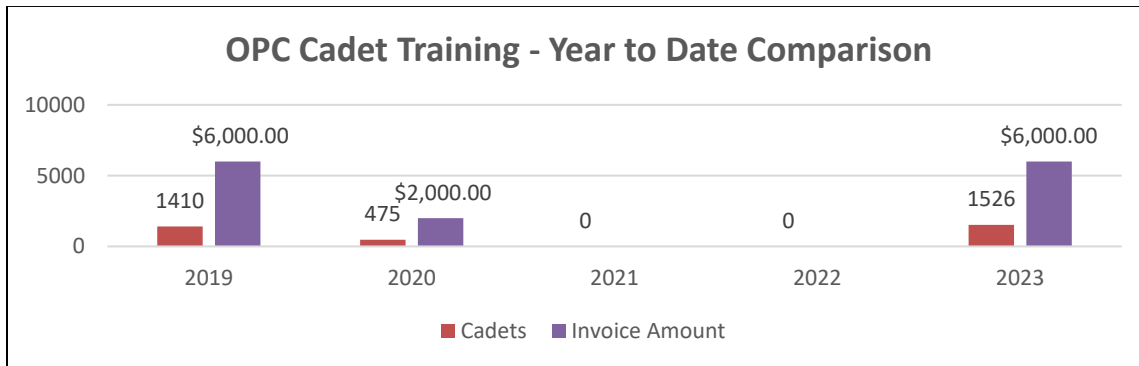
Fire Safety Inspections

For this quarter, staff conducted three (3) inspections on three (3) different properties. There were twenty-four (24) orders for non-compliance issued from these inspections.

Ontario Police College (“OPC”)

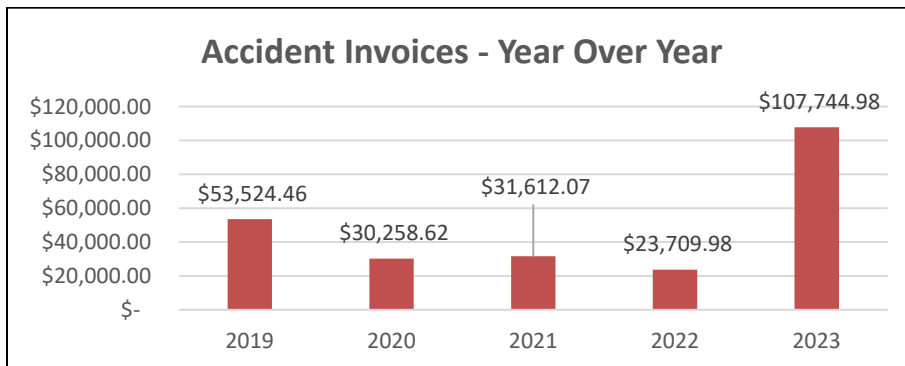
To date in 2023, the Staff has trained 1,526 Police Cadets. The current agreement with the Ontario Police College is that they will reimburse Malahide Fire Service \$2,000.00 per session as well as cover the cost of any equipment that is damaged during any presentation.

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



Motor Vehicle Collision Cost Recovery

Malahide Fire Services responded to nine (9) motor vehicle collisions (“MVC”). Year-to-date invoicing for services provided, and total for prior years, is provided below:



Burn Permits

22 burn permits were issued in the third quarter, for a total of 378 to date in 2023.

Submitted by:	Approved by:
Jeff Spoor Director of Fire & Emergency Services	Nathan Dias Chief Administrative Officer



Report to Council

REPORT NO.: F-24-02
DATE: February 15, 2024
ATTACHMENT: None
SUBJECT: Malahide Fire and Emergency Services – 2023 Year End Report

Recommendation:

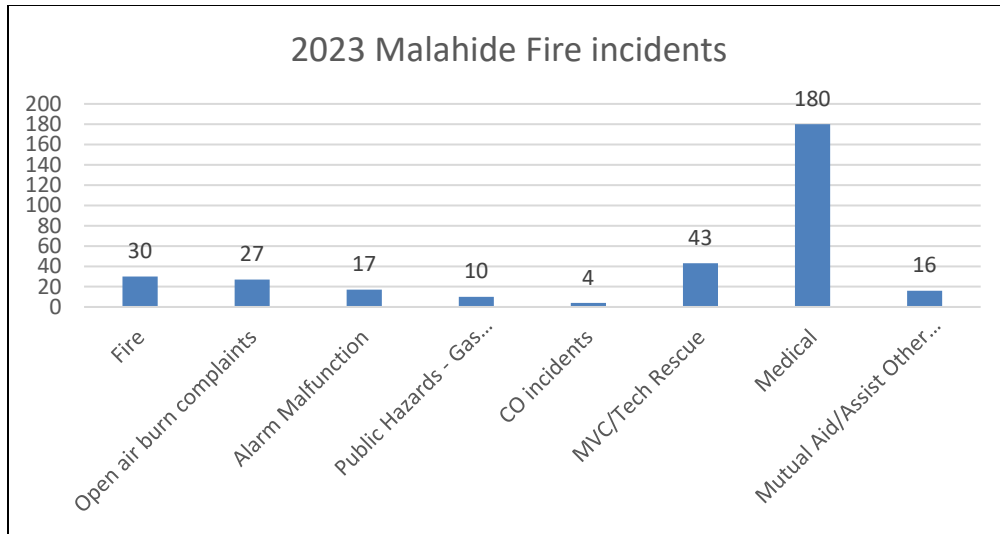
THAT Report No. F24-02 entitled “Malahide Fire and Emergency Services – 2023 Year End Report” be received;

AND THAT the Officers appointed for Malahide Fire Services effective January 1, 2024 are: South Station – Captains: Andrew Lamb and Joseph DeRyk Jr. North Station – Captains: Dennis Johnson.

Background:

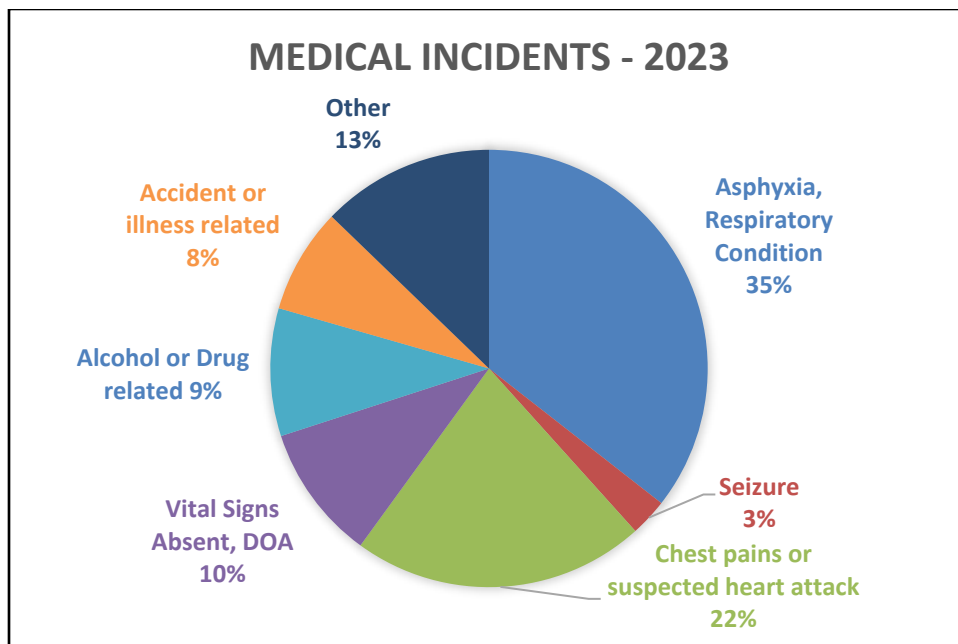
Department Incidents

In 2023, the Malahide Fire Services (MFS) responded 327 times to emergency incidents, as compared to 337 in 2022, 278 in 2021, 407 in 2020, 369 in 2019, and 521 in 2018.



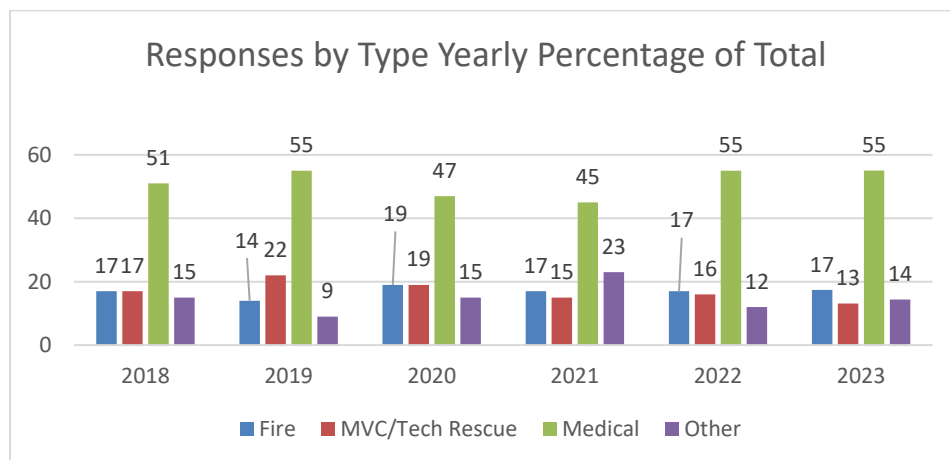
In 2023, medical responses accounted for approximately 55% of all responses as compared to 55% in 2022 and 45% in 2021. On average for the last five years, medical responses account for approximately 51% of all incidents annually.

Of 180 medical responses in 2023, 58% were classified as asphyxia/respiratory condition or chest pains/suspected heart attack. The average age of persons requiring medical response was 53, with 57% being male, 38% being female, and 5% unknown.



Fire responses, which have been broken into two categories (Fire 9% and burn complaints 8%), accounted for approximately 17% of all responses in 2023, and account for approximately 17% of all responses on average for the last five years. Motor Vehicle Collisions and Technical Rescues account for 13% of all 2023 responses with a five-year

average of 16%. The remaining percentage (Other) is made up of Mutual Aid and other miscellaneous incidents.



Station Response

The average response time for emergency incidents in 2023 was 8:52 (all times are minutes: seconds) compared to approximately 9:15 in 2022, 10:33 in 2021, 13:18 in 2020, 10:40 in 2019, 11:27 in 2018, 10:57 in 2017, 10:47 minutes in 2016, 11:46 minutes in 2015, 11:17 minutes in 2014, and 10:35 minutes in 2013.

Station	#calls	Average Response time
North Station	138	8:34
South Station	189	10:11

Response times are considered as the time from when the firefighters receive a page of an incident to the time that the first apparatus arrives on scene. These times are dependent on the availability and proximity of firefighters to the stations and the proximity of the incident to the stations.

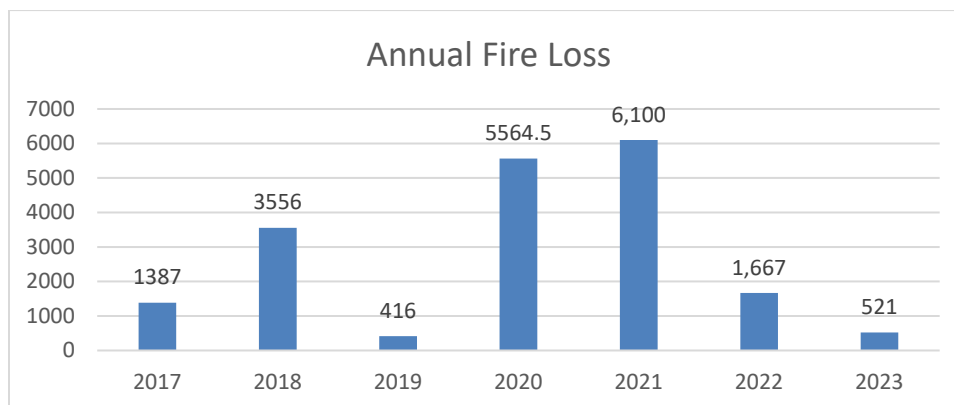
The Department averaged 11.2 firefighters responding in 2023, 11.88 in 2022, 13.2 in 2021; 12.4 in 2020; 9.66 in 2019; 8.2 in 2018; and, 8.1 firefighters in 2017. This average takes into account all types of incidents, including medicals, fires, MVCs, other incidents, open air burning complaints, etc.

NFPA 1720 establishes a standard of service, Section 4.3.2. further establishes, for rural areas with a population of less than 500 people per square mile of, 6 firefighters on scene within 14 minutes 80% of the time (Malahide falls within section 4.3.2.).

Malahide’s response of an average of 15 firefighters in attendance in 8:09 minutes or under is met 90% of the time thus exceeding the NFPA standard. This is for structural fire response only. Medical calls are not considered within this standard.

Fire Loss Statistics

In 2023, the estimated dollar loss as a result of fire was approximately \$521,104 as compared with approximately \$1.6 million in 2022, \$6.1 million in 2021, \$5.5 million in 2020 \$416,500 in 2019, \$3.6 million in 2018, \$1.38 million in 2017, \$1.6 million in 2016. Dollar loss statistics are based on the Staff's best estimate of property and building replacement values only. Fire incidents in 2023 resulted in significant dollars saved due to fast extinguishment and proper tactics used by fire crews.



In addition, 2023 saves of \$7,455,750 of property were recorded compared to 2022 saves of \$14.7 million, 2021 saves of \$5.2 million, 2020 saves of \$4.6 million, 2019 \$1.7 million, in 2018, \$4.3 million, in 2017 \$2.3 million.

Total Incident Hours and Staff Hours

The 911 response in 2023 required 426 hours of on scene time. The total of all firefighter hours spent at all these incidents total 4,762 hours.

Fire Prevention – Public Education

The MFS public fire safety education activities are delivered by a committed group of volunteer firefighters that partner with the other Elgin County Fire Departments. The MFS currently has 10 members certified as Fire & Life Safety Educators led by CFPO Dave Bradley. The fire prevention team attended forty (40) events in 2023 teaching different age groups various fire and public safety topics including cooking safety, home escape planning, flood preparedness, home smoke and carbon monoxide alarms, fire extinguishers and many more. Some of this year's events included school presentations, Tim Hortons Camp Day, Old Imperial Market/Canada Day, Pawsitivity Elgin Dog Festival, Springwater Maple Syrup Festival, South Dorchester Optimist Breakfasts, Port Bruce Ratepayers Flood Workshop, Springfield Fun Day, Terrace Lodge staff extinguisher training and many more...Prevention activities are the best way to mitigate and avoid emergencies. This year's events had us interact with over 2500 people which assists with keeping the residents and visitors of Malahide safer every day.

Fire Safety Inspections

11 inspections were conducted in 2023 with 46 inspection orders issued for non-compliance. In 2022, staff inspected 11, in 2021, 10 in 2020, 12 in 2019, 52 in 2018, 20. The following types of properties/facilities were inspected:

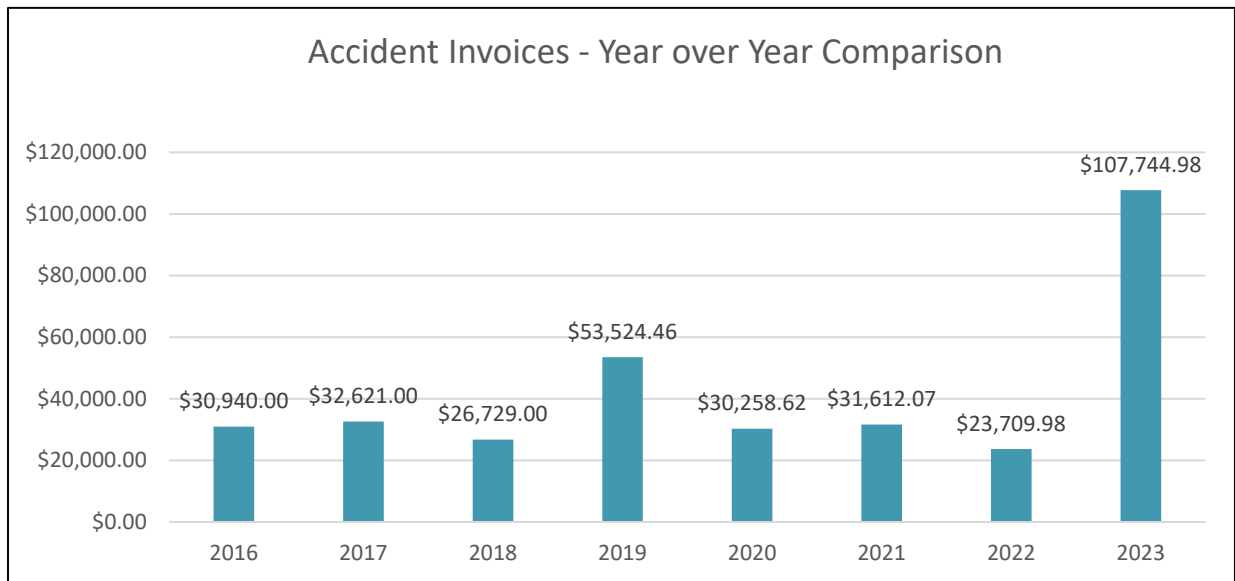
- Institutional (2)
- Residential (7)
- Miscellaneous (2).

The inspections that were performed were because of complaints, life safety issues, and mandatory inspections of long-term care facilities.

Fire Services Revenue

Motor Vehicle

In 2023, the Township invoiced (non-residents of Malahide) a total of approximately \$107,744.98 for response to MVCs on all roadways in the Township, as compared to \$23,709.98 in 2022, \$34,967.42 in 2022, \$30,258.62 in 2020, \$53,524 in 2019, \$26,729 in 2018, \$32,621 in 2017, and \$30,940 in 2016.



Ontario Police College (OPC)

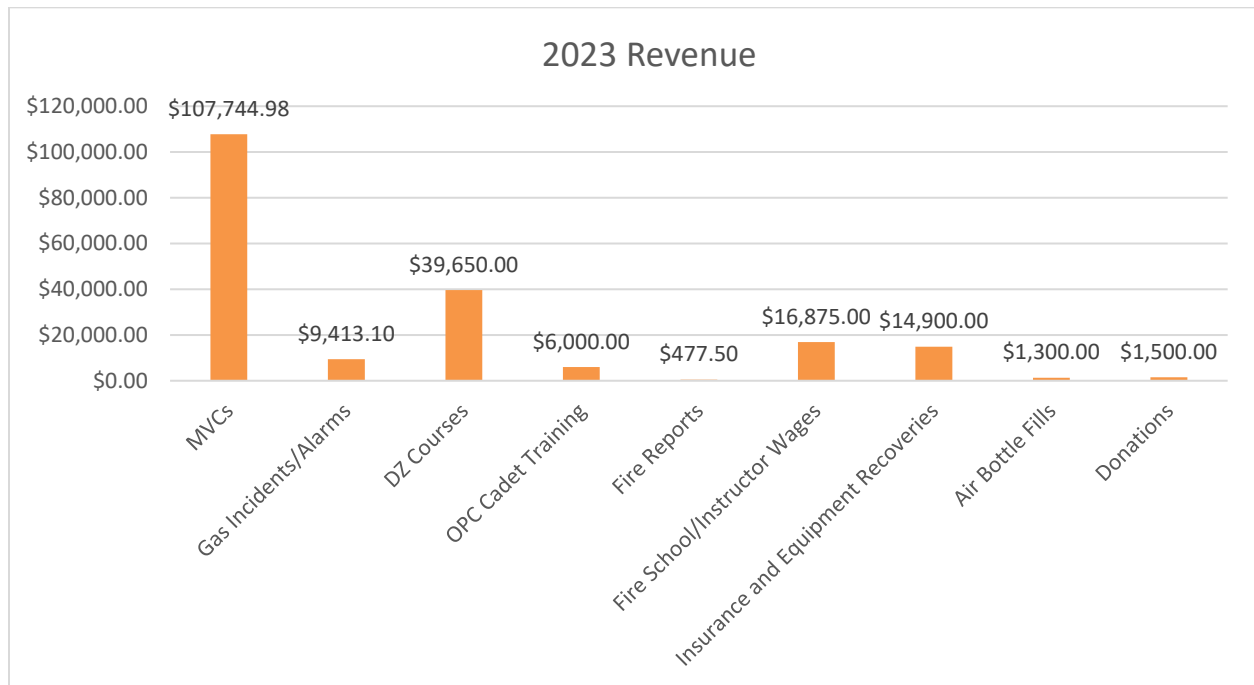
Fire Prevention Staff provide fire extinguisher and motor vehicle safety awareness and fire behavior training to Cadets attending the Ontario Police College and fills self-contained breathing apparatus cylinders upon request. New Fire Scene Management and Fire Behavior components were added from the Coroner’s Inquest recommendations in 2019.

The OPC is charged a flat fee of \$2,000 per Basic Cadet Training (BCT) intake. This is the agreed amount as the Malahide Fire Services uses their facilities without any invoicing from the College.

The revenues generated for services provided to the OPC are dependent on the number of Police Cadets trained annually, and the number of other courses offered by OPC that require the use of self-contained breathing apparatus cylinders by students.

In 2023, MFS attended OPC for three (3) training events. 1,526 Police Cadets were trained.

Revenue Stream Overview (2023)



Burn Permits

In 2013, the Township introduced an Open-Air Burning By-law to regulate the setting of fires in the Township. Under this By-law, residents are not required to obtain a Burn Permit for specific fires such as campfires and recreation fires. The requirements along

with the issuance of permits for the calendar year have resulted in less permits being issued annually by the Township Staff.

In 2023, the Township issued approximately 378 permits, a decrease of 39 from 2022.

In 2023, MFS responded to twenty-five (25) unauthorized burning complaints where the property owner did not comply with the Open-Air Burning By-law. Written and verbal warnings were issued under the enforcement policy for violating the open-air burning regulations. In 2023, Staff did not invoice any property owners for disregarding the provisions of the Open-Air Burning By-law.

Payroll to Firefighters

In June 2010, the Township implemented a 'points pay' system for all firefighters. Firefighters are awarded two points per hour for attending emergency incidents, regular training sessions, public education activities, and other approved duties such as filling air cylinders.

In 2019, a standardized point value was determined for each year until 2022. The 2023-point value (representing ½ hour of time) was \$13.20. Each year the point value increased by \$1.00 until 2023 when the increase will be consistent with the % increase granted under the current Collective Agreement.

The first full year for 'points pay' was 2011. Below is a chart indicating the point value from 2019 to 2023:

Year	Total Points	Point Value (\$)
2019 (12 months)	17,209	10.00
2020 (12 months)	15,491	11.00
2021 (12 months)	16,341	12.00
2022 (12 months)	16,810	13.00
2023 (12 months)	15,304	13.20

Malahide Station Training

In 2023, 62 training sessions were conducted for all 3 stations covering 18 subjects from firefighting, medical, and all forms of Technical Rescue. Total time committed by firefighters to in service training was 3,028 hours. Instructors spent additional hours preparing for the delivery of this training.

Technical Rescue Services

The Department's Technical Rescue training program includes:

- a) Auto Extrication;
- b) Water Rescue;
- c) Ice Rescue;
- d) Rope Rescue and

e) Confined Space.

As of December 31, 2023, the Department has twenty-three (21) firefighters who are or qualifying for Awareness, Operations and Technician levels in each of these disciplines.

Currently, the Ontario Fire College is in the process of updating current courses for the above tech rescue courses as well as flood response. The Malahide Technical Rescue Team will remain current with any changes that occur. Mandatory Certification for technical rescuers is July 1, 2028.

Volunteer Firefighter Recruitment

In 2023, the Department welcomed nine (9) newly recruited volunteer firefighters. All recruits completed their NFPA 1001 Level I and Level II Certification as well as HazMat through the Elgin Middlesex Regional Fire School. Recruits completed First Aid/CPR and Modified Tier Responder Training as well as defibrillator, Epi and Naloxone administration. We have 10 recruits for 2024. The current complement of MFS volunteer firefighters is seventy (70).

Junior/Mentorship Firefighter Program

A Junior Firefighter (JFF) is a member of the Department who is currently attending secondary school and is interested in the fire service. JFFs are authorized to attend training sessions only, and are not permitted to enter into burning structures during training. In 2023 we have added a pilot mentorship program that allows persons interested in becoming firefighters a chance to attend station training and get a better understanding of all that is involved to become a firefighter before there is an investment of time and expense of the Fire School.

Currently, the Department has one (1) JFF at North Station as well as two (2) JFF at the South Station and one (1) participating in the Mentorship Program.

Officer Selection and Appointment

District Chiefs, District Deputy Chiefs and Captains are appointed for a 4-year term. The ending of the 4-year terms are staggered so that the Department is not changing all of its officers at the same time. At the end of their term or when a vacancy occurs positions are posted for a 30-day period, applications are received, interviews are held and the most qualified candidate is selected. In 2023 "recruitment" was carried out for one Captain at North Station and two Captains at South Station.

Below is a chart indicating the Station Officers and the expiry of their terms as of December 31, 2023.

Name	Station	Position	Expiry
Loewen, Randy	South Station	District Chief	December 31, 2026

Brown, Jason	South Station	Deputy District Chief	December 31, 2025
DeRyk, Joseph	South Station	Captain	December 31, 2027
Dekraker, Dylan	South Station	Captain	December 31, 2026
Huse, Randy	South Station	Captain	December 31, 2024
Lamb, Andy	South Station	Captain	December 31, 2027
Salmon, Scott	South Station	Captain	December 31, 2025
Schuurman, Harmen	South Station	Captain	December 31, 2025
DeSutter, Ryan	North Station	District Chief	December 31, 2025
Bradley, Dave	North Station	Deputy District Chief	December 31, 2024
Bradley, Aaron	North Station (L)	Captain	December 31, 2025
DeSutter, Rob	North Station (S)	Captain	December 31, 2025
Johnson, Dennis	North Station (S)	Captain	December 31, 2027
Moyer, Mark	North Station (L)	Captain	December 31, 2024
Lindsay, Rob	North Station (L)	Captain	December 31, 2026
VanDenNest, Corey	North Station (L)	Captain	December 31, 2026

Mutual Aid

Mutual Aid is normally requested when the requesting Department's resources are expended.

In 2023, Malahide Fire Services provided assistance to neighboring Departments (Aylmer, Bayham, Central Elgin, Thames Centre) at ten (10) incidents

Automatic Aid Agreements

In July 2011, the Township entered into an Automatic Aid Agreement with the Municipality of Central Elgin to provide specific fire and rescue services to specific areas of the Township.

Automatic Aid is when a municipality enters into an agreement to provide or receive the initial or supplemental response to fires, rescues, and emergencies to enhance the delivery of seamless service on a day-to-day basis.

The Automatic Agreement enhances the initial response time to an emergency by ensuring the closet station is dispatched immediately upon the Dispatch Centre receiving the call.

The Agreement has demonstrated that fire and rescue service are timelier than if the Agreement was not in place. For example, Central Elgin Fire and Rescue has arrived anywhere from 3-12 minutes before any Malahide apparatus has arrived at incidents located in the Agreement coverage areas.

An additional benefit of the Agreement is that Malahide can maintain a minimum level of fire protection services to other areas of the Township when dispatched to emergencies in the extreme northwest of the Township.

Automatic Aid was activated one (1) time in 2023.

Staff Development

We have continued to expand our training of all firefighters and officers. Our Technical Rescue Team continues working on training and skill development to provide a highly skilled response to our most difficult calls. We are actively assisting with providing instructors to the RTC (Regional Training Centre) for the County of Elgin. This RTC allows the Township of Malahide to access a greater range of training at a lesser cost. In 2023 The RTC utilized our instructors for many different courses as well as the full recruit training program.

On July 1st, 2022 O. Reg. 343/22 Firefighter Certification was passed and lays out the frame work where all firefighters in Ontario need to be fully certified by July 1, 2026 for Firefighter Standards and by July 1,2028 for all Technical Rescue Standards. Our previous training plan has put us in a good place in regards to this and we will be able to meet the timelines set out by the province.

Driver Certification Program

The Township is an authorized agent to deliver a Driver Certification Program (DCP), which allows the Township to certify and renew drivers for up to a Class D and air brake testing and certification.

Employees seeking upgrades to their driver license must undergo a comprehensive training program that includes both in-class training and on-road training. In addition, in order to obtain an air brake endorsement, drivers must attend a 2.5 day in-class training session and demonstrate the ability to perform the MTO air brake inspection requirements.

The Elgin County Chiefs Mutual Aid Association has requested Malahide to provide DZ Certification training to other Elgin County Department recruit firefighters. MTO has provided us with the process in order for this to be acceptable under our program. Dennis Johnson and Mark Moyer, our certified trainers, have agreed to dedicate the time to do the training; and the Staff have developed a billing model for the other municipalities to ensure that there are no unrecovered costs to the Township of Malahide for providing this training.

In addition to providing the DCP program to Aylmer, West Elgin, Dutton-Dunwich, Southwold, and Bayham in Elgin, the program has been expanded to also include Thames Centre, Middlesex Centre, and Strathroy-Caradoc in Middlesex County, as well as the OPP. The delivery of the program outside of Elgin County is billed at a higher rate.

Emergency Management Program

Emergency Response

A Drag-Line was deployed on standby to mitigate ice jamming along the area of the pier in Port Bruce if required. There was no ice-breaking required for the 2023 winter season.

Public Education/Awareness

In 2023, the Township met the Emergency Management Ontario minimum requirements for public education and awareness.

Public education activities included displays at various venues across the Township, normally in conjunction with fire safety education activities set out above. On September 9th, 2023, staff also attended an Emergency Preparedness Workshop organized by the Port Bruce Ratepayers Association and delivered a presentation on flood planning and preparation. We also managed a display with flood safety tips, 72-hour kits and signing up for emergency notifications.

In addition to the above events staff also increased our online presence by enhancing social media notifications and promoting emergency preparedness on our online platforms.

Emergency Management Program Committee (EMPC)

The Township EMPC has met the Emergency Management Ontario minimum requirements prescribed under the *Emergency Management and Civil Protection Act* (EMCPA) for the Township/s Emergency Management Program.

The EMCPA requires the Township's EMPC to review, revise, develop and/or endorse the following at least annually:

- Community Hazard Identification and Risk Assessment (HIRA)
- General Community Hazards Assessment
- Hazard Information Sheets for each General Hazard
- Community Risk Profile
- Appendices to the Emergency Response Plan
- Critical Infrastructure Assessment
- Malahide Flood Emergency Response Plan.

The Emergency Management Program Committee met on November 8th, 2023. All of the above were reviewed by staff and CEMC Andrea Loughlean from the county. The Emergency Response Plan and Malahide Flood Emergency Response Plans were updated as required by staff to reflect changes in staff and contact lists.

Training and 2023 Program Compliance Activities

The Emergency Management Program Committee met on October 11th, 2023, and carried out a tabletop exercise and training. This was very informative for the new staff members who are now part of the Committee.

Comments/Analysis:

In 2023, the Staff completed the following program enhancements:

- Partnered with Elgin County and other Fire Departments to support our RTC (Regional Training Centre) This allows Elgin County Fire Departments to access and delivery a certified training program following NFPA Standards. These courses are offered and delivered at a cost-recovery basis to the county departments and requests for certain courses can be added as needed.
- Update cost recovery bylaw to offset increasing costs of service delivery resulting in an increase of nearly one-hundred thousand dollars in cost recovery.
- Conducted fire safety inspections of all required properties. High-risk occupancies, public assembly buildings and migrant farm worker accommodations as requested.
- Maintain effective partnerships with the Office of the Fire Marshal, Ontario Police College, Elgin County Fire Departments and Catfish Creek Conservation Authority.
- Completed training of 8 recruit firefighters in the 2023 class.
- Delivered enhanced medical training to all firefighters

In 2024, the Staff will explore enhancements to the following services/programs:

- Deliver required CRA (Community Risk Assessment) due in 2024.
- MFS, in partnership with Elgin County Regional Training Centre, will work together for the purpose of officer, instructor and specialty training and the delivery of two full recruit classes in 2024 as well as a number of other courses.
- Continue to build our Township Tech Rescue Team and focus on member certifications.
- Maintain effective partnerships with the Office of the Fire Marshal, Ontario Police College, Elgin County Fire Departments, Elgin OPP, Elgin EMS, and local Conservation Authorities.
- Identify upcoming officers and deliver Officer Development training.
- Conduct fire safety inspections on high-risk occupancies, including schools, public assembly buildings and small businesses, as requested.
- Deliver DZ training to other Elgin and Middlesex County Departments, as well as the OPP under the Township's Driver Certification Program as required.
- Enhance Emergency Management Plans and build on tabletop exercise from 2023.
- Continue to deliver paid training for the Basic Cadet Program with OPC.
- Provide to Council with quarterly reports of fire activities.
- Continue to enhance data analysis to effectively and efficiently deliver Emergency Services to the residents and visitors of the Township.
- Initiate an "Operating Guideline Committee" to review and update operating guidelines and procedures.

Submitted by:	Approved by:
Jeff Spoor Director of Fire and Emergency Services/Fire Chief	Nathan Dias Chief Administrative Officer



Report to Council

REPORT NO.: F-24-03
DATE: February 15, 2024
ATTACHMENT: None
SUBJECT: Fire Marshal's Public Fire Safety Council Certification Grant

Recommendation:

THAT Report No. F-24-03 entitled "Fire Marshal's Public Fire Safety Council Certification Grant" be received.

Background:

On July 1, 2022, [O. Reg. 343/22: Firefighter Certification](#) came into force in the Province of Ontario which requires all firefighters to be certified to their level of service by July 1st, 2026. In August of 2022, it was announced that there would be a seven hundred and fifty thousand-dollar (\$750,000.00) grant available over the following three (3) years to support Ontario fire departments with the training and certification of their members. This grant offers a three-year discernment of funds with four-hundred thousand (\$400,000.00) in year one, two-hundred thousand (\$200,000.00) in year two and one-hundred and fifty thousand (\$150,000.00) in year three. Overall, 189 applications were submitted in response to the grant with 139 departments being selected.

Comments/Analysis:

On January 23, 2024, staff were informed we were one of the successful recipients of this year's grant, our department will receive \$3,028.77 to be used towards the purchase of "technology" offered through Best Buy or Staples professional programs. These funds will be used to purchase technology that will aid training toward firefighter certifications. Purchases need to be completed no later than February 28th, 2024.

Although we did not receive funding for year one of this grant in 2023 we were still successful in receiving the "Safe Community Project Assist" grant from Enbridge Gas for five thousand dollars (\$5,000.00) which was presented in a December 2023 council

meeting. These funds also assisted in supporting training through the purchase of textbooks and training materials.

Staff will continue to look for opportunities for grants and or funding when available and would like to thank the Fire Marshal's Public Fire Safety Council (FMPFSC) for its continued support and assistance to the fire departments of Ontario.

Financial Implications to Budget:

There is no impact on the 2024 budget.

Submitted by:	Approved by:
Jeff Spoor Director of Fire and Emergency Services	Nathan Dias Chief Administrative Officer



Report to Council

REPORT NO.: PW-24-04
DATE: February 15, 2024
ATTACHMENT: Petition and Overview Map
SUBJECT: PETITION FOR DRAINAGE – KLASSEN

Recommendation:

THAT Report No. PW-24-04 entitled “Petition for Drainage – Klassen” be received;

AND THAT John M. Spriet, P. Eng., of Spriet Associates Ltd., be appointed to prepare an Engineer’s Report for the Klassen 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 that was previously approved by Malahide Council and the Elgin County Land Division Committee. This is a typical severance requirement which provides development with a legal and adequate outlet for surface/subsurface water.

The landowner, Henry Klassen, has petitioned the Township to have a new drain constructed at the two newly created lots on Ashton Street in the Village of Springfield, to accommodate two new residential building lots. The estimated length of the project is 80 meters in order to extend a drain outlet easterly to the existing Simpson Municipal Drain. An overview drawing is provided at the end of this report showing the location of the proposed severance and existing Simpson Municipal Drain.

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 hectareage 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 Chief Administrative Officer

**Petition for Drainage Works by Owners
 Form 1**
Drainage Act, R.S.O. 1990, c. D.17, clause 4(1)(a) or (b)

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

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

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

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

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

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

Contact Person (Last Name) <u>Klassen</u>	(First Name) <u>Heinrich (Henry)</u>	Telephone Number <u>518-388-4400 ext.</u>
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Address	
Road/Street Number <u>51237</u>	Road/Street Name <u>Ashton st</u>

Location of Project			
Lot <u>47</u>	Concession / Plan <u>71</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)
30m

Estimated length of project

General description of soils in the area

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

- Tile drainage only
- Surface water drainage only
- Both

 Petition filed this 5th day of February, 2024.

Name of Clerk (Last, first name) <u>ADAMS, ALLISON</u>	Signature 
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Property Owners Signing The Petition

Page of

- 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 51237	Property Description Lot 47 Plan 71 Village of Springfield
Ward or Geographic Township Malahide	Parcel Roll Number 34-08-012-001-17103-0000

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

Ownership

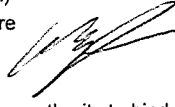
Sole Ownership

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) Klassen, Heinrich	Signature 
Name of Corporation K2 Custom Homes Inc	I have the authority to bind the Corporation.
Position Title Director	Date (yyyy/mm/dd) 2024/02/05

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

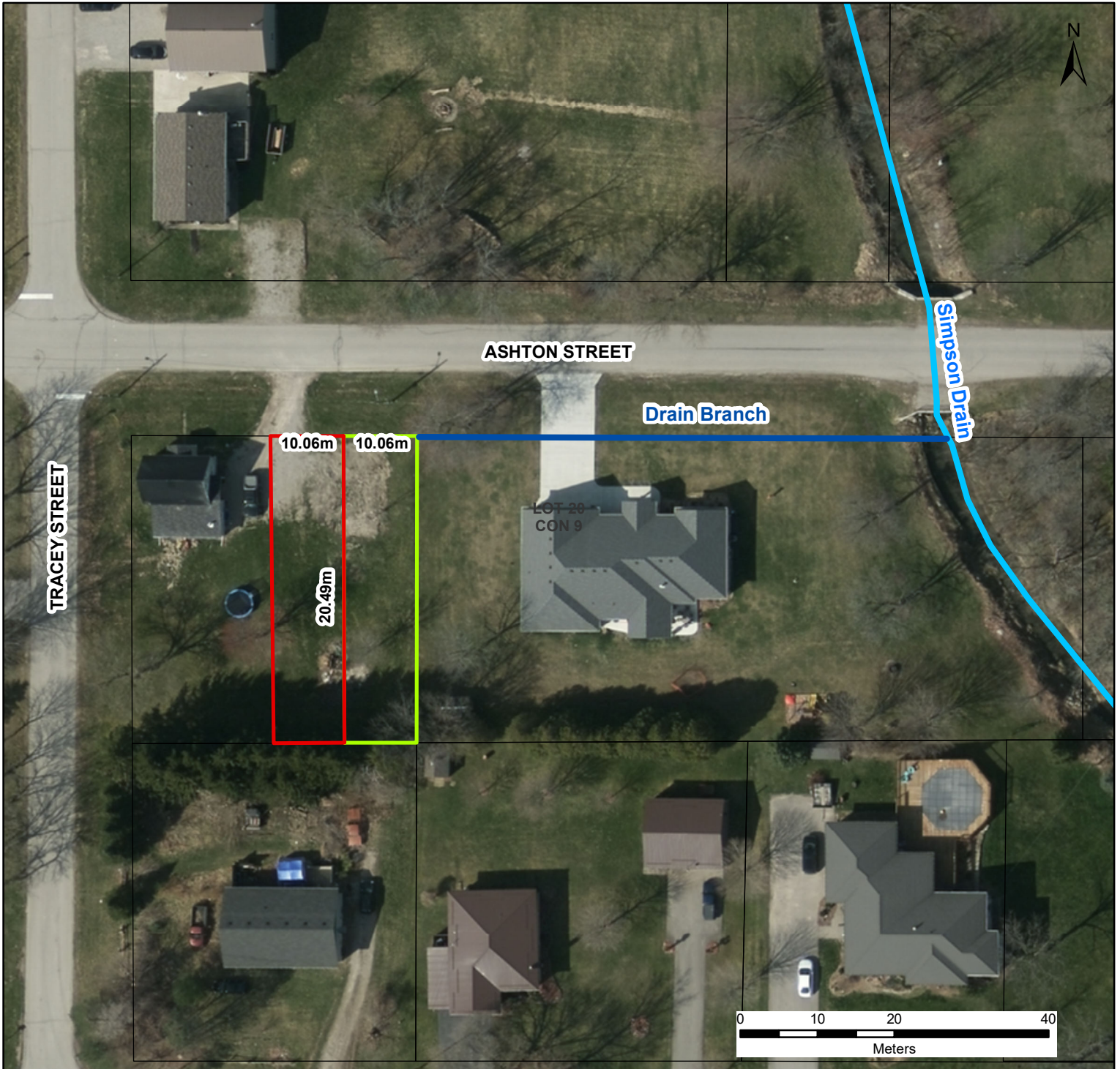
Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a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

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

42

Township
of Malahide
Figure 1



-  Retained Lot
-  OMAFRA Drains
-  Severed Lot



Report to Council

REPORT NO.: FIN-24-08
DATE: February 15, 2024
ATTACHMENTS: None
SUBJECT: 2024 Budget Approval

Recommendation:

THAT Report No. FIN 24-08 titled “2024 Budget Approval” be received;

AND THAT, Council approve the amended 2024 Draft Budget in principle as presented;

AND THAT, Council approve the User Fee Schedules for 2024 as presented in the 2024 Draft Budget.

Background

The purpose of this report is to fulfil a direction made by Council at its February 7th special meeting for staff to bring forward a report that includes a summary of budget amendments, an update on the budget’s impact to residents as well as a recommended process for next steps.

Comments/Analysis:

The 2024 Draft Budget proposed to increase the Township’s tax rate by 6.77% as a means of generating an additional \$571,405 in annual property tax funding. The 2024 Draft Budget was presented to Council on February 1st and later deliberated on February 7th. During this time, Council approved two amendments resulting in property tax levy reductions totalling \$33,575. Based on these changes, the Township’s proposed tax rate increase is 6.37% for 2024.

2024 Budget Continuity Schedule	Levy	Rate
2024 Draft Budget	\$571,405	6.77%
Amendment #1: Community Grant Requests	(\$22,775)	(0.27%)
Amendment #2: Special Area Levy	(\$10,800)	(0.12%)
2024 Final Budget	\$537,830	6.38%

Amendment #1: Community Grant Requests

The 2024 Draft Budget included an allowance of \$70,769 for community grants. At its February 1, 2024 meeting, Council approved \$47,994 in requests as recommended by the Community Grants Committee. As a result, the Township’s property tax levy is reduced by \$22,775, a reduction to the Township’s 2024 tax rates of 0.27%.

Amendment #2: Special Area Levy

The 2024 Draft Budget included a provision to remove the special area levy in Springfield for 2024. At its February 7th meeting, Council voted to reverse this provision thereby retaining its special area levy. As a result of this decision, \$10,800 in operating costs are to be funded through the special area levy thereby reducing the general tax levy by \$10,800. Currently, special area levy revenues in excess of budgeted operating costs, \$20,573 for 2024, are to be transferred to a restricted reserve for the future replacement of streetlights and sidewalks in Springfield. Staff plan to review this transfer prior to the finalization of the 2024 special area levy.

	2024 Budget
<u>Revenues</u>	
Special Area Levy	\$31,373
<u>Expenses</u>	
Streetlight Utilities	\$6,300
Sidewalk Maintenance (40%)	\$2,000
Streetlight Maintenance	\$2,500
	\$10,800
Transfer to Restricted Reserves <i>(Under Review)</i>	\$20,573

Impact on Residents:

When factoring in proposed County and Education tax rates, a residential property in the Township can expect to pay **4.53%** more in property taxes than last year. This is subject to potential changes to the County’s tax rate or changes to the Township’s tax rate as a result of EECC budget deliberations.

Consolidated Rate Impact – Median Residential Property				
	2023	2024	Change (\$)	Change (%)
Township Taxes	\$1,804	\$1,919	\$115	6.38%
County Taxes	\$1,648	\$1,709	\$61	3.70%
Education Taxes	\$383	\$383	\$0	0.00%
Garbage Levy	\$50	\$50	\$0	0%
Total	\$3,885	\$4,061	\$176	4.53%

Figures are rounded

Next Steps:

Items for Immediate Consideration	
Council Action	Details
Approve Budget in Principle	Approving the budget in principle allows staff to proceed with their workplans and initiate capital projects. Council would be committed to no longer amending any aspects of the budget aside from potential changes as a result of EECC budget deliberations and the special area levy.
Approve User Fee By-Law	No substantial changes were made to user fees for 2024. A full schedule was appended to the 2024 Draft Budget for review. Council may alter the Township's user fee by-law at any time during the year.
Items for Future Consideration	
Approve Special Area Levy	Council elected to retain use of the Township's special area levy. Currently, the special levy generates \$20,573 in taxes above operating costs. Staff are currently reviewing this transfer and will request Council consider a revised special area levy for 2024 based on that analysis.
Approve EECC Budget	To finalize the budget approval process, Council must also adopt budget estimates for the Township's financial obligations in relation to the EECC. The EECC budget requires a Board approval and two municipal council approvals. Any changes made to the EECC budget can be used to update the Township's budget and 2024 property tax rates.
Pass Budget By-Law	As required by the Municipal Act, Council must approve a budget by-law which adopts estimates of all sums required during the coming year for the purposes of the municipality. The Township's budget and property taxes shouldn't be altered beyond this stage of approval.
Pass Tax Rates By-Law	Council approves a tax rates by-law which reflects the previously approved budget by-law. Taxes rates are subsequently submitted to the Province.

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



Report to Council

REPORT NO.: FIN-24-09
DATE: February 15, 2024
ATTACHMENT: Statement of Council Remuneration
SUBJECT: **2023 COUNCIL REMUNERATION AND EXPENSE**

Recommendation:

THAT Report No. FIN 24-09 entitled “2023 Council Remuneration and Expense” be received.

Background:

Section 284 of the Municipal Act requires the treasurer of a municipality to provide to Council an itemized statement of remuneration and expenses each year. Attached to this report is a statement of the Council’s remuneration and expenses in a legislatively prescribed format.

Submitted by:	Approved by:	Approved for Council:
Sue Loewen Human Resources Manager	Adam Boylan Director of Corporate Services/Treasurer	Nathan Dias Chief Administrative Officer

**TOWNSHIP OF MALAHIDE
STATEMENT OF COUNCIL REMUNERATION
Year Ended December 31, 2023**

Name	Title	# of Regular Meetings Attended New Term	# of Committee and Special Meetings Attended	Total # of Meetings Attended	Annual Salary for Regular & Committee Meetings	Annual Mileage Allowance	Township related conferences & workshops	Conference & Workshops related Mileage	Township Total Payments	Remuneration from outside Boards & Committees	Expenses reimbursed by outside Boards & Committees	Outside Boards & Committees Total Payments	Total Payments
Total Meetings held		23	18	41									
Dominique Giguère	Mayor	23	18	41	\$25,854.96	\$900.00			\$26,754.96			\$0.00	\$26,754.96
Mark Widner	Deputy Mayor	22	18	40	\$19,405.44	\$900.00			\$20,305.44			\$0.00	\$20,305.44
Rick Cerna	Councillor	19	16	35	\$13,592.76	\$600.00			\$14,192.76			\$0.00	\$14,192.76
Chester Glinski	Councillor	23	16	39	\$13,592.76	\$600.00			\$14,192.76			\$0.00	\$14,192.76
Scott Lewis	Councillor	21	12	33	\$13,592.76	\$600.00			\$14,192.76	\$490.00	\$194.40	\$684.40	\$14,877.16
Sarah Leitch	Councillor	23	17	40	\$13,592.76	\$600.00	\$1,601.10		\$15,793.86			\$0.00	\$15,793.86
John H Wilson	Councillor	23	17	40	\$13,592.76	\$600.00			\$14,192.76	\$1,291.35	\$286.70	\$0.00	\$14,192.76
Total					\$86,038.68	\$4,800.00	\$0.00	\$0.00	\$89,638.68	\$490.00	\$194.40	\$684.40	\$90,323.08

Catfish Creek Conservcation Authority

Kettlecreek Conservation Authority

Notes

Outside Boards & Committees: EECC, KCCA, CCCA.
 Authorizing By-Law: 20-74 Council Remuneration
 Amended By-Law: 22-16 Council Remuneration
 Authorizing By-law: 13-02 EECC Board Terms of Reference
 There were 23 Regular Meetings of Malahide Council (in person or virtual) where minutes are available.

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



Report to Council

REPORT NO.: CLERK-24-03
DATE: February 15, 2024
ATTACHMENT: N/A
SUBJECT: Social Media Platform Update

Recommendation:

THAT Report No. CLERK-24-03 entitled “Social Media Platform Update” be received.

Background:

The Malahide Township website is the primary platform for sharing information online with the public and serves as the official internet presence of the Municipality. Moreover, social media channels such as Facebook and YouTube are leveraged by the Township to enhance communication and disseminate information to the public and other audiences. The Township recognizes the extensive use of social media applications as communication tools that can provide the public with timely information.

Comments/Analysis:

Township staff is dedicated to sharing information through diverse formats to engage a wide range of stakeholders. Acknowledging the various social media platforms available, Township staff aims to effectively communicate Municipal news, programs, and services to the community. Our team aims to enhance communication by utilizing these tools to ensure information is circulated comprehensively. The team is actively enhancing its social media presence by broadening the variety of platforms for sharing information. New accounts are scheduled for launch on multiple platforms in the weeks ahead.

Financial Implications to Budget:

N/A

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



Report to Council

REPORT NO.: DS-24-08

DATE: February 15, 2024

ATTACHMENT: Report Photo, Site Plan, Recommended Conditions

SUBJECT: **APPLICATION FOR CONSENT TO SEVER NO. E17-24 OF THE ESTATE OF HOWARD ROW AND NAGELHAVEN FARMS (AGENT COLLEEN ROW)**

LOCATION: Part of Lot 2, Concession 8 Southern Division, Geographic Township of South Dorchester, Township of Malahide (51829 Yorke Line)

Recommendation:

THAT Report No. DS-24-08 entitled “Application for Consent to Sever No. E17-24 of the Estate Of Howard Row And Nagelhaven Farms (Agent Colleen Row)” be received;

AND THAT the Application for Consent to Sever of the Estate Of Howard Row And Nagelhaven Farms (Agent Colleen Row), relating to the property located at Part of Lot 2, Concession 8 Southern Division, (Geographic Township of South Dorchester), Township of Malahide and known municipally as 51829 Yorke 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.

Background:

The subject lands are owned by the Estate of Howard Row (Agent: Colleen Row). The subject application for Consent to Sever (the “Application”) has been submitted by Nagelhaven Farms to sever the existing farm dwelling and purchase the retained farmland. The dwelling would be surplus to the needs of the applicant as a result of a farm consolidation.

The Application relates to the property owned by the Estate of Howard Row and is located at Part of Lot 2, Concession 8 Southern Division, (Geographic Township of South Dorchester), Township of Malahide and known municipally as 51829 Yorke Line. The County Land Division Committee has scheduled a Public Hearing for this application

to be considered on March 27, 2024.

Comments/Analysis:

The subject lands are approximately 21.4 hectares (52.8 acres) in area and have approximately 312 metres (1023.6 feet) of frontage along Yorke Line. The subject lands contain an existing single detached dwelling, three accessory structures and agricultural lands used for crop production. The subject property is bound by Yorke Line to the north and agricultural lands to the east, south and west. The South Branch of the Jolliffe Drain traverses the northern edge of the subject property.

The applicants are proposing to sever an area of approximately 0.5 hectares (1.3 acres), with a frontage of approximately 93 metres on Yorke Line, containing the existing single detached dwelling and accessory structures from the subject lands. The retained farm parcel would have an area of approximately 20.9 hectares (51.6 acres), a frontage of approximately 219 metres on Yorke Line, and would be consolidated with the applicant's farming operation of approximately 607 hectares of farmland in the area.

Provincial Policy Statement (PPS)

In Prime Agricultural Areas, the Provincial Policy Statement (PPS) permits 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 (0.5 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 farm parcel to prohibit future residential uses.

The lands to the north of the subject property are designated as 'Provincially Significant Woodlands' and 'Provincially Significant Wetlands'. Development and site alteration shall not be permitted on adjacent lands to natural heritage features unless it has been demonstrated that there will be no negative on those natural heritage features (Section 2.1.8). The application proposes to sever an existing dwelling and no new uses are proposed. Additionally, the proposed severance would not fragment any natural heritage feature. As a result, the application is not anticipated to have any negative impact on natural features.

County of Elgin Official Plan

The subject property is designated "Agriculture Area" on Schedule 'A', Land Use Plan and is identified as having frontage along a "Local Road" on Schedule 'B', "Transportation Plan". Lot creation may be permitted for lands within the agriculture designation for the purposes of severing a residence surplus to a farming operation provided that the 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 the 'Special Agriculture Zone (A2)' that would prohibit the construction of a dwelling along with rezoning the severed dwelling to 'Small Lot Agriculture Special' to reflect the primary use for the surplus farm dwelling.

The Official Plan does not permit development and site alteration on lands adjacent to significant woodlands and wetlands unless it has been demonstrated that there will be no negative impacts on the natural features. As previously discussed in this report, the proposed consent is not anticipated to impact natural heritage features.

Malahide Official Plan

The subject property is designated "Agriculture" on Schedule 'A1' (Land Use Plan). Schedule 'A2' (Constraints) denotes a "Hazard Lands" overlay on a small portion of the northwest corner of the property. The Malahide Official Plan permits secondary uses including surplus farm dwellings on separate lots (Section 2.1.2.2) in Agricultural designations.

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: is able to 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 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 has an operational well and existing septic system located within the proposed lot boundaries. A letter supporting the good working condition of the well, a water quality test and a septic system pumping invoice have been provided alongside the application. Further, the proposed lot and existing dwelling are located within 100 metres of a public 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 'Special Agriculture (A2)' zone, and be rezoned to prohibit the establishment of a dwelling (Section 2.1.7.4). The retained farm parcel is of suitable size to support agriculture and will require a zoning by-law amendment to prohibit residential construction.

The Official Plan does not permit development and site alteration on lands adjacent to significant woodlands and wetlands unless it has been demonstrated that there will be no negative impacts on the natural features. As previously discussed in this report, the proposed consent is not anticipated to impact natural heritage features. No development is permitted on hazard lands except where the Conservation Authority has issued a permit or written clearance (Section 5.1.2).

Malahide Zoning By-law No. 18-22

The subject property is within the “General Agricultural (A1) Zone” on Key Map 8 of Schedule ‘A’ to the Township’s Zoning By-law No. 18-22, and a portion of the subject property is within the “Conservation Authority Regulated Lands Overlay”.

As previously noted in this report, the PPS and both Official Plans require that the proposed severed and retained parcel be rezoned. It is recommended as a condition of approval that the proposed retained parcel 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 frontage (150 m) requirements of the ‘A2’ zone.

As part of the Zoning By-law amendment, it is also recommended that the proposed severed parcel be rezoned to the ‘Small Lot Agriculture Special (A4)’ zone. 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.

General Comments

The Development Services Staff has considered the merits of the subject application against the Provincial Policy Statement, applicable Official Plan policies and the Township’s Zoning By-law and recommends that the Council support the Application, subject to the proposed conditions of approval.

The Development Services Staff has also considered comments provided (if any) by other internal departments. No additional comments from Township staff were received.

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

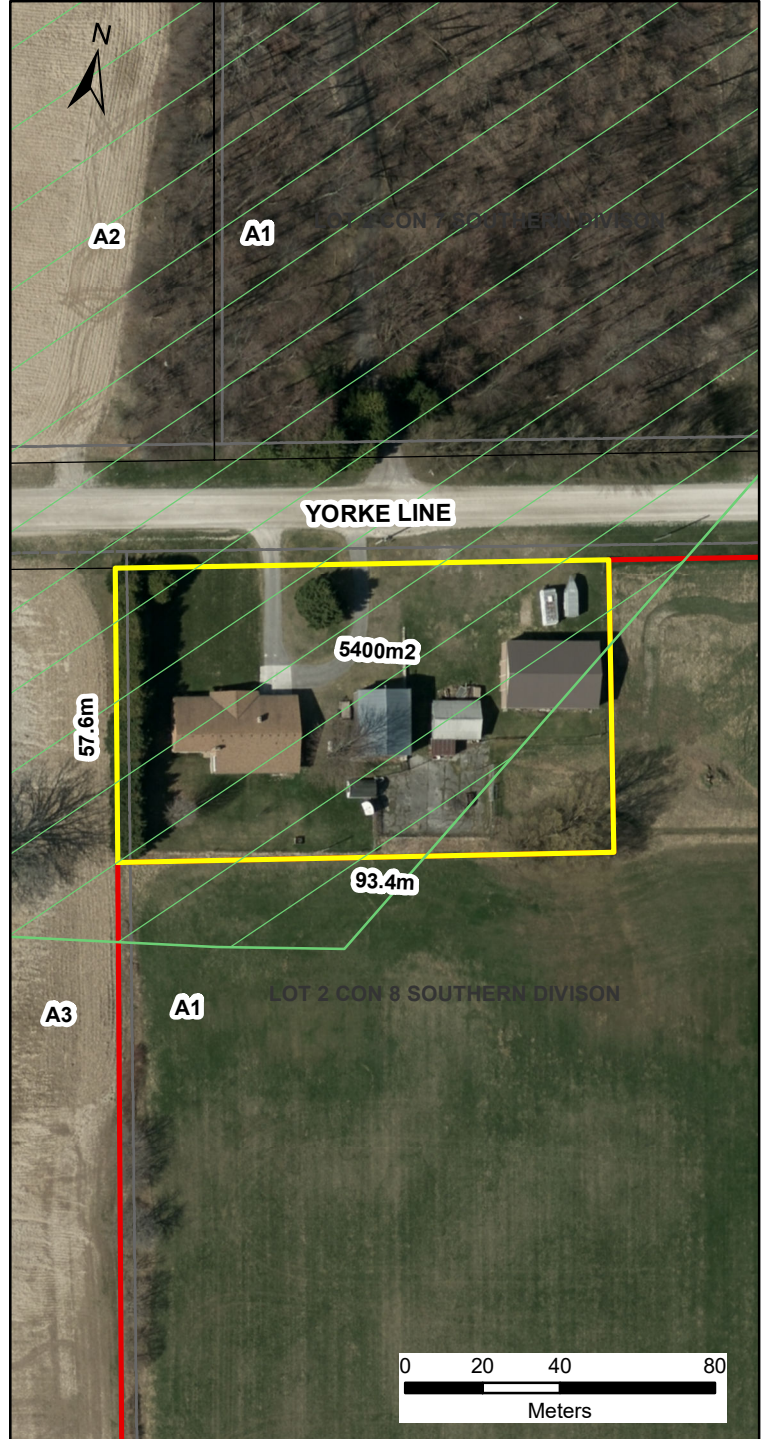
APPLICATION FOR A CONSENT TO SEVER
OWNER: ESTATE OF HOWARD ROW
APPLICANT: NAGELHAVEN FARMS
AUTHORIZED AGENT: COLLEEN ROW

53

Township
of Malahide
Figure 1





Part of Lot 2, Concession 8 Southern Division,
Former Geographic Township of South Dorchester, Township of Malahide
(51829 Yorke Line)



OFFICIAL PLAN DESIGNATION
Agriculture

ZONING
A1 General Agricultural

 Lands to be Retained

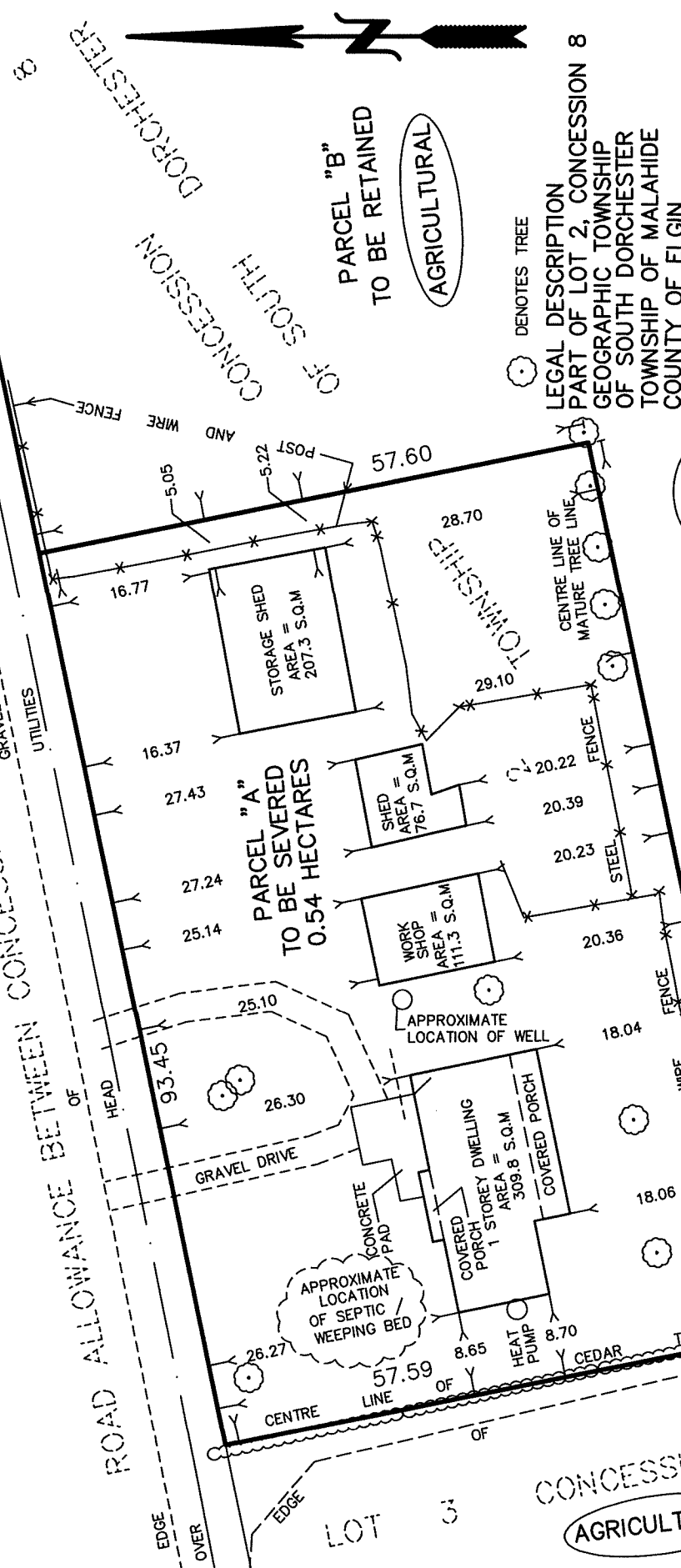
 Lands to be Severed

 Conservation Authority Regulated Lands

SKETCH FOR PROPOSED SEVERENCE FOR NOT TO SCALE

CAUTION - THIS IS NOT A PLAN OF SURVEY OR SURVEYOR'S REPORT AND SHALL NOT BE USED FOR TRANSACTION OR FINANCING PURPOSES

YORKE LINE (KNOWN AS CONCESSIONS 7 & 8)



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PARCEL "B" TO BE RETAINED AGRICULTURAL

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February 15, 2024

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

Dear Committee Members:

RE: Land Severance Application E17-24 - Estate of Howard Row (Colleen Row) - 51829 Yorke Line, Part of Lot 2, Concession 8 Southern Division

The Malahide Township Council passed the following Resolutions on February 15, 2024:

THAT the Malahide Township Council has no objection to the Land Severance E17-24 of the Estate of Howard Row And Nagelhaven Farms (Agent Colleen Row), relating to the property located Part of Lot 2, Concession 8 Southern Division, Township of Malahide, 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 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.
3. That all outstanding work orders or by-law enforcement issues be resolved to the satisfaction of the Chief Building Official prior to the condition being deemed fulfilled.
4. That the 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.
5. 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 to the satisfaction of the Township.

6. 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.
7. That all applicable property taxes, municipal fees and charges be paid to the Municipality prior to the stamping of the deeds.
8. That an electronic version of the reference plan be submitted to the satisfaction of the Township.
9. 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-24-08 for your records.

Yours very truly,

TOWNSHIP OF MALAHIDE

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

Copy – Dave Jenkins
Estate of Howard Row
Colleen Row



Report to Council

REPORT NO.: HR-24-02
DATE: February 15, 2024
ATTACHMENT: None
SUBJECT: RECRUITMENT OF SUMMER STUDENTS

Recommendation:

THAT Report No. HR-24-02 entitled “Recruitment of Summer Students” be received.

AND THAT the Human Resources Manager be authorized to recruit two (2) summer student positions: One (1) Parks General Labourer Student and One (1) Civil Engineering Technologist/GIS Student.

AND THAT the Human Resources Manager be authorized to apply for wage subsidies for these positions through the Canada Summer Jobs Program.

Background:

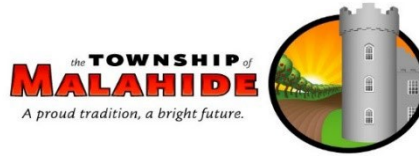
Hiring summer students assists the municipality with the completion of special projects and is cost-effective. From a broader community perspective, hiring students provides development for skilled trades and practical experience and demonstrates the municipality’s dedication to providing relevant work experience for future ratepayers.

Comments/Analysis:

Financial considerations have been provided through the preliminary budget meetings.

It is the opinion of Municipal staff that there are both financial and community benefits to hiring students to work in the various departments and recommend that two (2) students be hired as outlined in this report.

Submitted by:	Approved by:
Sue Loewen Human Resources Manager	Nathan Dias Chief Administrative Officer



Report to Council

REPORT NO.: HR-24-03
DATE: February 15, 2024
ATTACHMENT: D-1.1 Salary Philosophy & Administration
SUBJECT: HR Policy D-1.1 Salary Philosophy & Administration Policy Update

Recommendation:

THAT Report No. HR-24-03 entitled “Salary Philosophy & Administration Policy Update” be received;

AND THAT Council authorizes the development and implementation of the attached revised HR Policy and that it be incorporated into the HR Policy Manual.

Background:

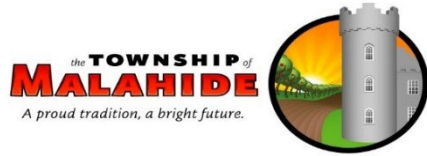
As per our current Salary Philosophy & Administration Policy, it's been the past practice for Council to endorse a non-union salary grid that mirrors the percentage hike agreed upon in the Collective Agreement for CUPE Local 35. This is done by passing resolutions, and the duration is in line with the Collective Agreement.

Staff have reviewed the current Salary Philosophy & Administration Policy and have also considered the recommendations presented through the compensation review conducted by ML Consulting to reflect the 50th percentile in 2021. As a result, staff are proposing a policy revision that addresses the recommendations provided by the consultant and, additionally, propose that the annual COLA percentages be determined and implemented through the formula as described in the policy.

Comments/Analysis:

In 2021, the Township contracted ML Consulting to conduct a total compensation and pay equity review. During the ML Consulting presentation, consultant Marianne Love outlined the following for future considerations and next steps for staff.

1. Adopt the 2021 Salary Grid for the Management/non-union employee group.



Please note that although this was approved by the Council, the salary grid for the CAO position was approved prior to this presentation and does not reflect the 50th percentile.

2. Maintain internal equity by evaluating new and changed positions and test Pay Equity annually.
3. Adjust the salary grid annually having regard to average projected adjustments provided by the comparator group, published survey projections, negotiated increases and ability to pay
4. Monitor job rates for market-sensitive positions to ensure competitiveness with the external pay market and effective succession planning
5. Conduct a cyclical market review (every 3 to 5 years) to inform any changes required to pay bands in the Salary Grid; this will mitigate large market adjustments in any one year to achieve competitive rates
6. Review the market comparator groups and/or consider adjusting the target market percentile in future years
7. Consider introducing a modified Performance Management Program that will align performance and pay with the budget cycle
8. Update the Salary Administration Policy to address these elements

Unfortunately, our Salary Philosophy & Administration Policy was not updated during that time and therefore, it is requested that Council consider the attached policy, revised D-1.1 Salary Philosophy & Administration Policy which takes into account the items noted by Marianne from ML Consulting.

In particular, the changes together with the rationale are reflected in the table below:

TOPIC	CURRENT	REVISED	RATIONALE
Who does the policy apply to	Application: All employees	Application: All non-union employees, including Council and Volunteer Firefighters stipends	Union employees negotiate wages through collective bargaining
Council's position target percentile	Comparable Salaries	The Median or 50 th percentile of the hourly rate of the comparators will be used	Defining the Township's target percentile -to ensure we remain competitive -to ensure compliance with pay equity laws -fair and consistent methodology -pay transparency



Compensation Benchmarking (Market Check)	Not defined	Compensation Benchmarking (also known as Market Check) every four (4) years	-A crucial aspect of corporate management -Ensure the salary grid remains at 50 th percentile -policy effectiveness
Job Description Reviews	All job descriptions will be reviewed and if necessary, rewritten at least once every three (3) years	All job descriptions will be reviewed and if necessary, rewritten at least once every four (4) years	Align with Market Review timeframe
Pay Administration	Not Defined	Defines pay processes, pay error corrections, statutory deductions, court-ordered payments and wage garnishments.	Provides a guide on payroll procedures and gives employees information regarding pay
Acting Pay	The designated replacement may be asked to carry some of the responsibility of the absent Department Head, Manager or Supervisor	Majority of the higher-rate job classification, including essential elements	Ensures that employees only receive Acting Pay when they are assigned majority and essential duties and not just because the Director/Manager position is vacant



Succession Planning	Not Defined	See Policy attached for a full outline	The benefit of succession planning is to ensure the organization, where practical, has the right leaders in place should a change happen quickly
Annual COLA Adjustment	Tied to Union Bargaining	Policy Driven – Stat Canada CPI % for the month of September annually up to a maximum of 3% and also at Council's discretion	<ul style="list-style-type: none"> -counteract inflation -consistent approach in annual increases -transparency -inflation accounted for at the moment it occurs, thereby eliminating future larger increases -employee sense of security (leads to better morale)
Benefits	Not Defined	See Policy attached for full outline	Provides an understanding of benefits that are compulsory and others provided at the discretion of the Township for employee well-being

Potential Impact of Annual COLA Increase on Non-Union Employees

The financial impact of different COLA scenarios is dependent on many factors and, as such, can only be estimated at this time. The financial impacts of COLA will be presented at budget deliberations annually. Some of these factors include future changes to the Township's property tax levy, the cost of health benefits, changes to statutory benefits and changes to staffing complement. High-level estimates for different cost-of-living adjustment scenarios are presented below on the basis that this Policy is adopted by Council.

In terms of timing and nature of the next compensation benchmarking, staff intends to conduct an internal market check at the 4-year mark (as stated in the policy), from our last external check which would be year 2026. This will be initiated in the Fall of 2025 with the results of the market check to be presented to Council at that time for consideration. Many of the surrounding municipalities have conducted a market review utilizing both internal/external models recently, to which we have participated in providing

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MALAHIDE
A proud tradition, a bright future.



information and having received the results of those checks. All of this data is extremely helpful in ensuring that Council is provided with information that is not arbitrary but direct data results from these consultants.

Submitted By:	Approved By:
Sue Loewen Human Resources Manager	Nathan Dias Chief Administrative Officer



Section: Compensation	Policy Number: D-1.1
Subsection: Pay	Effective Date: January 1, 2011
Subject: Salary Philosophy & Administration	Revision Date: December 21, 2023
Page 1 of 7	

D-1.1 SALARY PHILOSOPHY & ADMINISTRATION

PURPOSE:

To define and outline the Township of Malahide's (Township) salary administration policy for all non-union employees including Council and Volunteer Firefighter stipends.

The Township is committed to providing employees with fair and consistent salary administration. Our comprehensive salary grid has been constructed to meet this objective and we are committed to ensuring its successful implementation.

The purpose of this policy is to ensure that the Township is able to achieve the following objectives:

- Attract, engage, motivate, and retain qualified employees through a compensation program that is fair, non-discriminatory and competitive in the market.
- Comply with the Ontario Pay Equity Act by promoting the principle of equal pay for work of equal value (statutory pay equity).
- Interpret and apply the policy consistently in accordance with all applicable employment statutes, including the Human Rights Code (HRC) and Employment Standards Act, 2000 (ESA).
- Establish and maintain annual pay bands that are fair and competitive.
- Implement a consistent job evaluation process to ensure that all jobs are evaluated fairly and consistently.
- Maintain accurate and up-to-date job descriptions (JDs) for each position.

POLICY:

SECTION 1: COMPENSATION OVERVIEW

1.1 Compensation Philosophy

The Township's total compensation program includes base wages or salary, variable compensation, and benefits. This program aims to achieve the following objectives:

- a) Establishing appropriate pay differentials based on the scope of responsibilities at each position level.
- b) Rewarding performance based on individual, departmental, and corporate objectives achieved.

- c) Recognizing the acquisition of knowledge, skills, and experience relevant to an employee's position.

The Township will conduct a compensation benchmarking process (market review) every four (4) years for non-unionized employees. This check will involve comparing the pay band grid to the market and using the median or fiftieth (50th) percentile of the hourly job rate of the comparators approved by the council. The overall pay band may increase, decrease or remain the same based on the results. No employee's pay will be reduced, although individual pay may be red-circled until it catches up to the current pay for their position. An employee in this situation will not be eligible for the annual pay adjustment until their pay is equal to or exceeds the job rate in their pay band.

1.2 Job Descriptions

Pay equity and salary grids are determined based on the pay for each position within the Township. To ensure transparency, every position is meticulously outlined and described in a comprehensive job description. If an employee believes that the job responsibilities have changed significantly, and the current job description no longer accurately reflects the duties, they can request a new job description to be written. Whenever a new position is created, the Director and the Manager of Human Resources will collaborate to create a new job description. To ensure that all job descriptions are up to date, they will be reviewed at least once every four (4) years with the employee and the Director, and rewritten if necessary.

1.3 Job Evaluation System

The Township has implemented a Job Evaluation System to determine the ranking of positions within the organization based on a detailed analysis of job content. It is important to note that the evaluation system assesses job requirements, not the individual capabilities of the employees.

The system is designed to ensure that employees are compensated equitably and that there is internal equity and compliance with the Pay Equity Act.

The system also helps to establish and maintain fair salary differentials between different jobs.

The approval of the Job Evaluation System lies with the Chief Administrative Officer (CAO), who consults with the Job Evaluation Committee consisting of the Director of Corporate Services and the Human Resources Manager. In some cases, external consultants may be involved in the review process, such as in the case of the review of the CAO position. Job evaluation reviews are typically initiated in response to restructuring, reclassifications, or the creation of new positions.

1.4 New Jobs and Job Reclassifications

When a new position is created, the CAO, in consultation with the Job Evaluation Committee, shall assess its level in relation to other positions evaluated by utilizing the Township's job evaluation system. Such new positions will be reviewed after six (6) months.

When a job is reclassified by the Township or the duties of a current position change significantly, the incumbent(s), Supervisor or Director may request that the duties of the position be assessed utilizing the Township's job evaluation system as follows:

1. The employee(s) affected will complete an amended job information questionnaire, demonstrating the changes only, sending a copy to the Human Resources Manager and giving the original to their Supervisor or Director for review.
2. The Supervisor and/or Director will review the questionnaire to ensure it accurately reflects the position's duties. If there are any discrepancies, the Supervisor and/or Director and the employee will meet and appropriately modify the responses to the questionnaire. The questionnaire will then be signed by the employee, Supervisor and/or Director and forwarded to the Human Resources Manager.
3. If the employee, Supervisor and/or Director disagree, they shall note these areas on the questionnaire, provide a written explanation supporting their views, sign and forward it to the Human Resources Manager.
4. The Human Resources Manager shall direct the questionnaire to the CAO for their review. If, in CAO's opinion, a reclassification is warranted they shall recommend the same to the Senior Management Team and will communicate such to the employee and Township Council. If in the CAO's opinion (after consultations with the Director of Corporate Services and the Human Resources Manager), reclassification is not warranted, the CAO shall notify the employee.

The employee whose position is reclassified to a higher level shall be moved to a step, providing a minimum of 3% increase, but in no case beyond the job rate for the position, in the new level which reflects a degree of proficiency with the added responsibilities as assessed by the Director, Chief Administrative Officer and Human Resources Manager.

The increase resulting from the reclassification shall be effective on the start day of the pay period closest to the reclassification date or such date that is agreed upon.

The salary of an employee whose position is reclassified to a lower grade and remains in the same position shall be red-circled. Any position affected by red circling will remain at the current rate until the employee leaves the position or the pay bands catch up to the position's rate of pay through annual pay band adjustments.

1.5 Pay Administration

Employees will be paid bi-weekly basis, with the pay period commencing on a Saturday and concluding on the second Friday that follows. The payment will be made through direct deposit to the employee's bank account on Friday. Each employee will receive a statement of their gross earnings, vacation pay, and deductions for the payroll period. Furthermore, a T4 slip will be distributed to both current and former employees with earnings for the previous year on or before February 28th of each year.

It is important to note that the Township does not provide pay advances on wages to employees.

In the event of a pay discrepancy, employees should promptly inform the Human Resources Manager, and any necessary corrections will be documented, with an adjustment appearing on the employee's next pay stub.

The Township is obligated to make certain deductions from every employee's remuneration, including Federal and Provincial income taxes, Employment Insurance, and Canada Pension Plan, in the amount stipulated by legislation. Membership in the OMERS pension plan is mandatory for regular full-time employees, and the premium amounts as directed by the plan shall be deducted from each employee's pay. Non-full-time employees have the option to join the OMERS pension plan.

The law requires the Township to comply with court-ordered payments and wage garnishments when they are presented. Employees affected by wage garnishments or court-ordered payments will be notified of any charges against their wages.

1.6 Compensation Review Dates

The regular salary review date for new employees shall be December 1st in each year following the date of hire. Any salary changes will be effective January 1st of the following year.

Regular part-time employees will accrue service towards their salary review date on the basis of hours worked.

Grid Movement and Relationship to Performance:

1. Grid movements are not to be considered automatic.
2. Any recommended changes should be presented to the Council by December 15th (or a meeting immediately after) of each year.
3. Eligible, on the basis of service, for an increase to the next higher step in their pay band will, if merited as demonstrated in the employee's performance appraisal and recommended by the Director and approved by the Human Resources Manager, receive that increase on January 1st of the following year.
4. Merit increases for the CAO must be approved by the Council.
5. In special cases, where the supervisor deems it appropriate to reward particularly meritorious performance, they may recommend an increase of two (2) steps on the review date or recommend an increase to the next higher step before the review date.
6. Where performance has been well below standard the Director may recommend deferring any increase for a specific period of time (not less than three (3) months). At the end of the deferred period, the performance must be reviewed again, and a decision made regarding the increase recommendation (i.e., Submit or defer again).
7. Recommendations under 5 and 6 above must be fully and thoroughly documented and submitted to the Director, CAO, and Human Resources Manager before the review date. This group will review such proposals and decide as to the appropriate action to take.

Compensation reviews pursuant to Section 1.6 of this policy shall be fully and thoroughly documented in writing and submitted to the Human Resources Manager to be placed within the appropriate personnel file.

1.7 Promotions

1. An employee promoted to a different position, which is evaluated higher than their present job, shall move to a step in the new level providing a minimum increase of three percent (3%), but in no case beyond the job rate for the position. Such an increase is to be determined by the Director, CAO, and HR Manager.
2. The increase shall be effective on the date of promotion and subsequent increase shall be based on the salary review date (January 1) as determined above.

1.8 Acting Pay

A Director and/or the CAO may authorize acting pay to employees who are temporarily assigned to perform the majority of responsibilities, including the essential elements of a higher-paying job classification, for more than the noted consecutive working days. The following may apply:

- a. No change in compensation will result if the assigned job classification is lower than the employee's current classification.
- b. Where the employee is assigned to perform the majority of the duties of the higher rate job classification, including essential elements, the employee will be paid, at Step 1 of the assigned pay bank of the higher rated job classification provided the assignment is a minimum of thirty (30) consecutive full working days.

Acting pay commences on the effective date of the employee's appointment to the acting position.

- a. If Step 1 does not provide a ratio of a pay increase of at least three percent (3%) higher than the employee's current pay, the pay shall be set at the next step that provides a rate increase of at least three percent (3%).

Employees who revert from an acting appointment to their former position will receive the hourly rate they would have received had the acting appointment not occurred.

1.9 Succession Planning

Succession planning may identify and develop potential candidates for future openings in key positions.

Effective succession planning is a result of an integrated human resource system utilizing forecasting, career planning and development, and performance review.

Succession planning may decrease employee turnover rates and will provide the opportunity that employees identified for succession planning opportunities are prepared to succeed immediately.

Succession planning expected results include:

- a. identification of employees with potential for advancement within the Township.
- b. The systematic and long-term development of employees to fill key job vacancies as the need arises.
- c. Provision of career planning and development of employees, creating potential for employees to grow their skills, training and abilities within the Township.

1.9.1 Succession Planning Process

- a. Annually, the Director, in consultation with applicable Supervisors where appropriate, may identify positions that may be at risk of vacancy within the following 3-5 years and/or employees with potential for additional training opportunities utilizing the Succession Planning Tool.
- b. A supervisor and/or Director and/or CAO may work with an employee to implement and develop succession plans.
- c. The Human Resources Manager will ensure that all training programs have been established, with properly identified information requirements, mentors, and leadership initiatives.
- d. The Human Resources Manager and the Supervisor and/or Director of the employee will meet regularly to ensure ongoing employee participation and success of the succession planning program.

1.9.2 Training & Development

- a. The Township may provide training for employees that have been identified as succession planning candidates which may include:
 - i. Mentoring
 - ii. Cross-Training
 - iii. Formal Training

Refer to HR Policy B-2.3 Training and Development for additional information regarding training and development.

Employees selected for and/or participating in succession planning are not guaranteed future position placement should a position become available. As an equal opportunity employer, the Township is committed to hiring, training, and developing the best-qualified individuals to provide the Township with the best services.

1.10 Annual COLA Adjustment

It is recognized that, whenever feasible and realistic based on the Township's financial capacity, annual increases will be implemented to the salary grid with the aim of sustaining market competitiveness and Pay Equity compliance.

Every year on January 1st, the entire pay band grid will be adjusted by a percentage using an established formula.

The formula to be utilized will be the annual Statistics Canada CPI – for the month of September, with a cap of 3%.

The job rate will be elevated by the annual adjustment, and the other four steps will be calculated as a percentage of the job rate.

The annual adjustment pay band increase will be reflected in the Operating Budget and presented during budget deliberations.

If the formula produces a negative percentage in a given year, the pay band grid will remain the same as the previous year. In the following year, the negative percentage will be offset against a positive percentage.

SECTION 2 – BENEFITS

2.1 Compulsory Benefits

The Township pays the following benefits required by statute on behalf of all employees and Members of Council where required:

- 1) Employer Health Tax (EHT)
- 2) Employment Insurance (EI)
- 3) Canada Pension Plan (CPP)
- 4) Workplace Safety and Insurance Board (WSIB)

2.2 Additional Benefits

Permanent full-time employees are eligible to participate in the Township's group benefit plan.

Municipal benefits currently provide the following, in accordance with plan booklets:

- 1) Pension through Ontario Municipal Employees Retirement System (OMERS)
- 2) Vision and Dental Coverage
- 3) Extended Health Care
- 4) Life Insurance
- 5) Accidental Death & Dismemberment
- 6) Short-term and Long-term Disability

Please see the group benefit plan booklet for more information and details about benefits.

2.3 Employee Assistance Program

Employees and dependents have access to Homewood Health Employee Assistance Program, in accordance with its terms and conditions. For more information, contact the Human Resources Manager.



CATFISH CREEK CONSERVATION AUTHORITY

8079 Springwater Road, RR# 5, Aylmer, Ontario N5H 2R4

PHONE: (519) 773-9037 • FAX: 519-765-1489

email: admin@catfishcreek.ca • www.catfishcreek.ca

January 4, 2024

Re: Final Progress Report

The Ministry of Environment, Conservation and Parks (MECP) proposed many changes to the subsection of the Conservation Authorities Act. These changes have been enacted which will affect the provision of Conservation Authority Programs and Services. There are two phases to the transition period. The first phase is to develop and circulate an Inventory of Programs and Services. The second phase of the transition period includes developing and finalizing the Catfish Creek Conservation Authority municipal agreements in accordance with the regulations.

Regulation 687/21. 7 (2) states that during the second phase of the transition period an Authority shall provide progress reports on July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023, and October 1, 2023, to be submitted to the MECP. A Final Report must be submitted by January 31, 2024.

The Final Progress Report will detail;

- a) the final version of the inventory;
- b) and provide confirmation that the authority has entered into all necessary cost apportioning agreements with the participating municipalities.

Please find attached the Catfish Creek Conservation Authority (CCCA) Final Progress Report.

Sincerely,

Dusty Underhill,
General Manager/Secretary-Treasurer

Mission Statement: "To communicate and deliver resource management services and programs in order to achieve social and ecological harmony for the watershed"





Final Progress Report

CATFISH CREEK CONSERVATION AUTHORITY

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Catfish Creek Conservation Authority (CCCA) October 1, 2023 Progress Report in Accordance with Ontario Regulation 687/21. 7(1) (c) and 7(2)

Introduction:

With the passing of Ontario Regulation 687/21; "Transition Plans and Agreements for Programs and Services Under Section 21.1.2 of the Act", Conservation Authorities are required to develop and implement a Transition Plan outlining processes and timelines to ensure compliance and cost apportioning agreements (if applicable) are in place with their member municipalities as required by subsection 21.1.4 (1) of the Act.

The purpose of the transition period is to provide Conservation Authorities and municipalities a period to address changes to the budgeting and levy process based on the delivery of mandatory programs and services (Category 1), municipal programs and services (Category 2), and other programs and services (Category 3) and the need, in some cases, to reach agreements.

Regulation 687/21, Section 7(1)(c) states that during the second phase of the transition period and no later than the transition date, an Authority shall submit to the Ministry six progress reports described in clause (1)(c) of the act, and the Authority shall submit the progress reports described in clause (1)(c) to the ministry on the following dates; July 1, 2022, October 1, 2022, January 1, 2023, April 1, 2023, July 1, 2023 and October 1, 2023. The progress reports will include any comments received or changes to the inventory; an update on the progress of negotiations of cost apportioning agreements, and any difficulties that the CCCA is experiencing with concluding the requirements prior to the end of the transition period. A final report is to be submitted to MECP and each participating municipality by January 31, 2024, including the final version of the Inventory of Programs, Services, and confirmation that the CCCA has entered into all necessary cost apportioning agreements.

Timelines

Deliverable	Due Date	Timeline
Outgoing letter to municipalities		Week of Nov. 22, 2021, following board approval
Create Transition Plan	December 31, 2021	October 25, 2021 to November 10, 2021 (Complete)
Obtain Board approval of Transition Plan	November 19, 2021	Complete
Make it Public	December 31, 2021	Complete
Create Programs and Services Inventory		Feb 2022 (Complete)
Circulate to Municipalities and MECP, Post on Website	February 28, 2022	Complete
Communications and Cost Apportioning Negotiations with Municipalities	January 1, 2024	November 19, 2021 to September 30, 2023
Consultation with neighbouring CA's	As required	November 19, 2021 to November 1, 2023
Execute Municipal Agreements	January 1, 2024	September / October. 2023
Quarterly Reports to MECP as required by Regulation 687/21	July 1, 2022	July 1, 2022 Progress Report was sent to MECP and participating Municipalities on June 29, 2022 as required by O.Reg. 687/21
Quarterly Reports to MECP as required by Regulation 687/21	October 1, 2022	October 1, 2022 Progress Report was sent to MNRF and participating Municipalities on September 28, 2022 as required by O.Reg. 687/21
	January 1, 2023	January 1, 2023 Progress Report was sent to MNRF and participating Municipalities on December , 2022 as required by O.Reg. 687/21
	April 1, 2023	April 1, 2023 Progress Report was sent to MNRF

		and participating Municipalities on September 28, 2023 as required by O.Reg. 687/21
	July 1, 2023	July 1, 2023 Progress Report was sent to MNRF and participating Municipalities on June 26, 2023 as required by O.Reg. 687/21
	Oct. 1, 2023	October 1, 2023 Progress Report was sent to MNRF and participating Municipalities on June 26, 2023 as required by O.Reg. 687/21
Request for Extension of Transition Date	Oct. 1, 2023 (if required)	No Action Required
Final Report	January 31, 2024	Final report was submitted to MECP and participating municipalities in January 2024.

Catfish Creek Conservation Authority Conservation Authorities Act Dispersal Records

Date	Action Item	Recipient
Nov 19, 2021	Transition Plan approved by the CCCA Board and for dispersal to public, MECP, and member municipalities	CCCA Staff & Board
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Township of Malahide	Adam Betteridge, Chief Administrative Officer/Clerk
Dec 9, 2021	Transition Plan mailed out to Member Municipality – County of Oxford	Lynn Buchner, Director of Corporate Services
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Township of SW Oxford	Mary Ellen Greb, Chief Administrative Officer
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Municipality of Central Elgin	Paul Shipway, Chief Administrative Officer/Clerk
Dec 9, 2021	Transition Plan mailed out to Member Municipality – City of St. Thomas	Maria Konefal, City Clerk
Dec 9, 2021	Transition Plan mailed out to Member Municipality – Town of Aylmer	Andy Grozelle, Chief Administrative Officer
Dec 10, 2021	Transition Plan posted onto the CCCA Website as a news item and under the publication section	General Public
Dec 10, 2021	Transition Plan emailed to MECP	MECP (ca.office@ontario.ca)
Jan 27, 2022	Inventory of Programs and Services approved by the CCCA Board and for dispersal to public, MECP, and member municipalities	CCCA Staff & Board
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Township of Malahide	Adam Betteridge, Chief Administrative Officer/Clerk
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – County of Oxford	Lynn Buchner, Director of Corporate Services
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Township of SW Oxford	Mary Ellen Greb, Chief Administrative Officer
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Municipality of Central Elgin	Paul Shipway, Chief Administrative Officer/Clerk
Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – City of St. Thomas	Maria Konefal, City Clerk

Jan 31, 2022	Inventory of Programs and Services mailed out to Member Municipality – Town of Aylmer	Andy Grozelle, Chief Administrative Officer
Feb 22, 2022	Inventory of Programs and Services emailed to the MECP	MECP
Feb 22, 2022	Inventory of Programs and Services posted on CCCA Website	CCCA
May 10, 2022	Sent 2021 Auditors Report to MECP, posted on website	MECP
June 27, 2022	Requested a meeting to discuss MoA with Paul Shipway from the Municipality of Central Elgin	Paul Shipway, CAO
June 29, 2022	Sent July 1 st Progress Report required under Ontario Regulation 687/21	MECP
June 29, 2022	Requested meeting with St Thomas City Manager to discuss MoA for Category 2 Planning Services	Sandra Datar Bere, City Manager
July 12, 2022	Requested a meeting with Adam Betteridge CAO The Township of Malahide to discuss MoA for Category 2 planning services	
July 14, 2022	Requested a meeting with Andy Grozelle CAO Town of Aylmer to discuss MoA for Category 2 planning services.	
July 15, 2022	Confirmed meeting to discuss MOA with Town of Aylmer.	Andy Grozelle, CAO
July 15, 2022	Discussed Inventory and Agreements with Paul Shipway CAO/ Clerk from the Municipality of Central Elgin in the CCCA Boardroom.	Paul Shipway, CAO, Clerk
July 19, 2022	Email correspondence from Town of Aylmer in regards to MoA.	Andy Grozelle, CAO
July 19, 2022	Email correspondence from Municipality of Central Elgin in regards to MoA.	Paul Shipway, CAO
July 19, 2022	Discussed Inventory and Agreements with Mary Ellen Greb CAO from Township of Southwest Oxford at the Township of South- West Oxford Municipal building. There were no concerns brought fourth at the time of meeting.	Mary Ellen Greb, CAO
July 20, 2022	Discussed Inventory and Agreements with Sandra Datar Bere City Manager from City of St Thomas at the CCCA Boardroom. There were no concerns brought fourth at the time of meeting.	Sandra Datar Bere, City Manager

July 20, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
July 21, 2022	Discussed Inventory and Agreements with Adam Betteridge from Township of Malahide at the CCCA Boardroom. There were no concerns brought fourth at the time of meeting.	Adam Betteridge, CAO
July 21, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
July 22, 2022	Emailed PDF's of MoA to Malahide Township	Adam Betteridge, CAO
July 26, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
July 26, 2022	Email correspondence from Town of Aylmer in regards to MoA.	Andy Grozelle, CAO
July 27, 2022	Email correspondence from Town of Aylmer in regards to MoA	Andy Grozelle, CAO
July 27, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 4, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 4, 2022	Email correspondence from City of St Thomas in regards to MoA	Sandra Datar Bere City Manager
August 8, 2022	Email correspondence from Malahide Township in regards to MoA	
August 9, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO
August 11, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 12, 2022	Email correspondence from City of St Thomas in regards to MoA	Sandra Datar Bere City Manager
August 15, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO
August 16, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 17, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO

August 22, 2022	Email correspondence from Oxford County in regards to MoA	Gord Hough, Director of Community Planning
August 22, 2022	Email correspondence from Malahide Township in regards to MoA	Adam Betteridge, CAO
August 23, 2022	Email correspondence from Malahide Township in regards to MoA	Adam Betteridge, CAO
August 30, 2022	Finalized draft agreement sent to CCCA for final review	Andy Grozelle, CAO
September 21, 2022	Emailed MNRF to request a meeting to discuss CCCA's Inventory of Programs and Services	ca.office@ontario.ca
September 21, 2022	Emailed City of St Thomas and Central Elgin to get an update on current status of MoA	Sandra Datar Bere Paul Shipway
September 27, 2022	Email correspondence received from City of St Thomas	Sandra Datar Bere City Manager
October 6, 2022	Email correspondence from the Municipality of Central Elgin in regards to MoA	Paul Shipway, CAO
October 6, 2022	Emailed Central Elgin to discuss MoA	Paul Shipway, CAO
October 24, 2022	Email correspondence from City of St Thomas in regards to MoA	Sandra Datar Bere City Manager
October 24, 2022	Emailed City of St Thomas to discuss MoA	Sandra Datar Bere City Manager

Municipal Comments or Feedback

Municipality	Comments/ Feedback
Township of Malahide	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
Municipality of Central Elgin	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
The Town of Aylmer	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
City of St Thomas	There has been no new comments or feedback received since the January 1, 2023 Progress Report.
Township of Southwest-Oxford	There has been no new comments or feedback received since the January 1, 2023 Progress Report.

Summary of Changes:

On October 3, 2022, the General Manager of the CCCA met with MECP staff to discuss the CCCA's Inventory of Programs and Services. Upon MECP direction, amendments were made to the Inventory of Programs and Services. The amended Inventory of Programs and Services was approved at the December 15, 2022 Full Authority meeting for circulation to MNR staff and to all five (5) participating Municipalities as information. The CCCA has received very little feedback from members since the October 1, 2022 Progress Report.

The following amendments were made to CCCA's Inventory since a consultation with MECP staff took place and the last Progress Report was submitted on October 1, 2022.

Ice Management Services Page 3
The Special Levy was removed and replaced with Levy. The words "Township of Malahide incurs the Special Levy yearly" has been removed

Catfish Creek Channel Monitoring Page 4
The Special Levy was removed and replaced with Levy. The words "Township of Malahide incurs the Special Levy yearly" has been removed

Well Program Page 6
Well Program was removed from the Inventory of Programs and Services as it is included on Page 5 under Provincial Groundwater Monitoring Network

Conservation Areas Page 7
Changed to a Category 1 from a Category 2 with MECP direction, as Ivan Steen and Ward McKenna are managed by the Town of Aylmer but owned by the CCCA and are still considered conservation areas.

Maple Festival \$11,755.00 was used to supplement Conservation Area maintenance. MECP suggested the Maple Program be added as a Category 3 Program or Service under its own line item in the Inventory.

Land Acquisition Page 8
Funding Mechanism was changed to show that acquisitions are paid by 80% donation and 20% is taken from reserves.

Conservation Areas Strategy Page 9
The Conservation Areas Strategy was added to the Inventory as it is a mandatory requirement in regards to section 21.1(1) of the Conservation Authorities Act.

Maple Syrup Program Page 13
Maple Syrup Program was added as its own line item on the Inventory as suggested by MECP staff.

Cost Apportioning Agreement

During the second phase of the transition period, (to be completed by January 1, 2024) the CCCA will consult with participating municipalities on the Inventory of Programs and Services.

No cost apportioning agreements are necessary as Conservation Authorities are currently prohibited to enter into these agreements with the introduction of Bill 23 for Category 2 Planning Services. The CCCA will continue to support and provide Category 1, mandatory programs and services and permitting activities will continue in regulated areas.

Category 3, Other Programs and Services will be provided under a fee for service mechanism or the CCCA will incorporate the cost of the program through grants, revenue and reserves to alleviate the burden of extra cost to our member municipalities.

Difficulties:

Bill 23 prohibits our municipal members from continuing to work with conservation authorities to provide technical support on land use planning matters beyond natural hazards and drinking water source protection. Issuing permits for everything other than Natural Hazards has proven to become costly for Municipalities as now 3rd. party contractors are being hired to complete the work. The model before the release of the Bill 23 amendments on December 28, 2022 enabled municipalities to use existing expertise within conservation authorities to fulfill responsibilities for natural heritage and water resources while saving time and money for applicants.



Programs & Services Guide

CATFISH CREEK CONSERVATION AUTHORITY

AMENDED; JUNE 2022

AMENDED; SEPTEMBER 2022

AMENDED; NOVEMBER 2022

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
<p>Risk of Certain Natural Hazard's - see 21.1 (1) 1 i of the Conservation Authorities Act; Sections 1-8 of the Mandatory Programs and Services Regulation O.R. 686/21.</p> <p>The CCCA will develop an awareness of areas that are important for the management of natural hazards within the watershed. The CCCA will also manage and promote awareness and education of risks related to natural hazards, protect life and minimize property damage from flooding and erosion by providing a flood control monitoring and warning program. CCCA alerts the public through flood messages, provides municipal staff with data and information to enable sufficient lead time to enable emergency flood mitigation procedures to promote resident's safety, safeguard flood prone areas and as a result minimize flood related damage and loss of life.</p>						
Section 28.1 Permit Administration and Compliance Activities/ Enforcing and Administering the Act	Reviewing and processing permit applications, technical reports, natural hazards studies, mapping and updates to regulation limits mapping. Site visits/ inspections, communication with applicants, agents, and consultants. Property enquires and legal expenses for regulations and compliance. Administering and enforcing sections 28, 28.0.1, and 30.1 of the act as required.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.8	MNR: \$1,590 = 5% Levy: \$22,545 = 73% Fees: \$6,850 = 22%	\$30,985	Prior to February 2022, Present
Review Under Other Legislation	Input and review on a variety of different Acts including, The Aggregate Resources Act, Drainage Act, Environmental Assessment Act and The Ontario Planning Act.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.6	Levy: \$2,312 = 100%	\$2,312	Prior to February 2022, Present
Plan Review Not Related to Natural Hazards	Technical information and advice to municipalities on circulated municipal land use planning applications (Official Plan and Zoning By-law Amendments,	2		Special Levy: \$8,250 = Split amongst 5 participant municipalities	\$8250	Established December of 2002, MoA to be

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	Subdivisions , Consents and Minor Variances			Aylmer \$850.00 Central Elgin \$2150 Malahide \$4550 Southwest Oxford \$350.00 St Thomas \$350 (No increase since 2012)		completed by December 31, 2022
Municipal Plan Input and Review	Provide technical information, advice, and policy support to municipalities on matters relating to Natural Hazards Policies (Section 3.1 under the PPS) with a focus on Official Plan and Official Plan Amendments. This includes, broad policy interpretation, transfer of data, information and science to municipalities, and provision of advice on matters relating to natural hazards policy to Ministry of Municipal Affairs and Housing.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.7	Levy: \$4,699 = 36%	\$12,949	Prior to February 2022, Present
Flood Forecasting and Warning	Daily data collection and monitoring of local weather forecasts hydrometric stations, local water level forecasts and watershed conditions. Flood event forecasting, provincial watershed condition statements and inter agency communications in the event of a flood. Maintenance of flood forecasting	1	Mandatory in accordance to CA Act; Reg. 686/21 s.2, Reg. 686/21 s.3	MNR: \$32,006 = 16% Levy: \$167,967 = 84%	\$199,973	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	equipment and annual meeting with applicable interagency flood emergency coordinators.					
Flood and Erosion Control Infrastructure Operation and Management NOTE: To be completed on or before December 31, 2024 per requirements in Section 5 of the Mandatory Programs and Services Regulation	Flood and erosion control infrastructure and low flow augmentation. Includes 1 dam	1	Mandatory in accordance to CA Act; Reg. 686/21 s.5	MNRF: \$2,617 = 19% Levy: \$10,894 = 77% WECI: \$625 = 4%	\$14,136	Prior to February 2022, Present
Ice Management Services NOTE: Ice Management Plan(s) to be completed as necessary on or before December 31, 2024 per requirements in Section 4 of the mandatory Programs and Service Regulation	Providing advice for ice jam prevention and mitigation through-out the winter season	1	Mandatory in accordance to CA Act; Reg. 686/21 s. 4	MNRF: \$1,250 = 8% Special Levy: \$14,157 = 92% (Township of Malahide incurs the Special Levy yearly)	\$15,407	Prior to February 2022, Present, Future (Update Ice Management Plan)

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of cost)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Catfish Creek Channel Monitoring	Monitoring the Catfish Creek channel morphology changes at Port Bruce due to seasonal loading and/or scour by bathometric sounding the lower reaches of the Catfish Creek through Port Bruce.	1	Mandatory in accordance to CA Act; Reg. 686/21 s. 2, s.3, s.4	MNRF: \$1,250 = 8% Special Levy: \$14,157 = 92% (Township of Malahide incurs the Special Levy yearly)	\$15,407	Prior to February 2022, Present, Future
Drought and Low Water Response	Monitoring of surface and groundwater conditions and analysis of low water data for dissemination to irrigators, landowners and applicable government agencies. Technical and administrative support to regional advisors, and the CCCA's Irrigation Committee	1	Mandatory in accordance to CA Act; Reg. 686/21 s.3	Other Grants: \$3,223 = 100% (Grant ended in 2018)	\$3,223	Prior to February 2022 Present, in accordance with the Ontario Low Water Response guidance
Natural Hazards Technical Studies and Information Management	Data collection and study of technical report designs to mitigate natural hazard. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.1(1)	Levy: \$18,756 = 88% Revenue: \$2,655 = 12%	\$21,411	Prior to February 2022, Present, Future
Natural Hazards Communications, Outreach and Education	Promoting public awareness of natural hazards including flooding, drought, and erosion. Social media services. Media relations. Natural Hazards Studies, Mapping and Updates to Regulation Limits Mapping and Data Transfer to Public, through Web based Map(s) showing Regulation Limits .	1	Mandatory in accordance to CA Act; Reg. 686/21 s.2, s.3, s.4, s.5	Levy: \$15,623 = 97% Donations: \$450 = 3%	\$16,073	Prior to February 2022, Present
Provincial Water Quality and Quantity Monitoring - see 21.1(1) 2 of the Conservation Authorities Act;; Section 12(2) and 12(3) of the Mandatory Programs and Services Regulation O.R. 686/21						

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
The CCCA, in partnership with Ministry of Environment, Climate Change and Parks (MECP), and has established long term sites to monitor surface and ground water conditions.						
Provincial Water Quality Monitoring Network (PWQMN)	A long-standing CA/MECP partnership for stream water quality monitoring at 4 sites. CCCA collects monthly water samples and field measurements and MECP performs lab analysis and data management. Information is used for watershed report cards and stewardship project prioritization.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.12	Reserves: \$800 = 100% Beginning 2022: Levy: 100%	\$800	Prior to February 2022, Present
Provincial Groundwater Monitoring Network (PGMN)	The Provincial Groundwater Monitoring Network is a partnership program with all 36 Ontario conservation authorities and 10 municipalities (in areas not covered by a conservation authority) to collect and manage ambient (baseline) groundwater level and quality information from key aquifers located across Ontario. CCCA manages 5 wells	1	Mandatory in accordance to CA Act; Reg. 686/21 s.12 (1)	Reserves: \$1,300 = 100% Beginning 2022: Levy: 100%	\$1,300	Prior to February 2022, Present
Integrated Water and Climate Station	CCCA uses four MECP hydrometric stations to monitor flows and precipitation within the Catfish Creek Watershed	1	Mandatory in accordance to CA Act; Reg. 686/21 s.12 (2)	Reserves: \$500 = 100% Beginning 2022: Levy: 100%	\$500	Prior to February 2022, Present
<p>Local Water Quality Monitoring - see 21.1 (1) 2 of the Conservation Authorities Act; Section 12(2) and 12(3) of the Mandatory Programs and Services Regulation O.R. 686/21</p> <p>Water quality monitoring is an essential part of keeping the planet healthy and sustainable. Land based activities can have a huge impact on water systems and it's critical that we realize how these affect waterbodies, both above and below ground.</p>						

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Surface Water Quality Monitoring Program	In addition to PWQMN, CCCA maintains nine benthic monitoring sites across the watershed. CCCA responds to local spills events at the request of MECF. Costs include sampling, analysis and reporting .	3	CA Advisable Program	Reserves: \$1,200 = 100%	\$1,200	Prior to February 2022, Present
Watershed Report Card	Conservation Authorities report on local watershed conditions every five years. Measuring environmental indicator changes within the watershed, with a focus on Authority managed projects to evaluate efforts and track progress.	3	CA Advisable	Reserves= \$750.00	\$750	Prior to February 2022, Present
<p>Drinking Water Source Protection - see 21.1 (1) 1 iii of the Conservation Authorities Act; Section 13 of the Mandatory Programs and Services Regulation O.R. 686/21</p> <p>The protection of municipal drinking water supplies in the Southwest region through the development and implementation of Source Protection Plans, acting as an SPA</p>						
Drinking Water Source Protection (DWSP)	CCCA provides technical support, Source Protections Committee support, Source Protection Authority reports and meetings. Activities required by the Clean Water Act and regulations. Assist with implementation of source protection plan for the Lake Erie Source Protection Region.	1	Mandatory in accordance to CA Act; Reg. 686/21 s.13 (1)1	Other Grants: \$3,408 = 91% Reserves: \$337 = 9% Beginning 2022: Levy:100%	\$3,745	Prior to February 2022, Present
<p>Conservation Lands - see 21.1 (1) 1 ii of the Conservation Authorities Act; Sections 9-1 of the Mandatory Programs and Services Regulation O.R. 686/21</p>						

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
The CCCA owns 554.44 hectares of land including conservation areas, management areas, managed forest, and flood control structures.						
Section 29 Minister's Regulation Rules of Conduct in Conservation Areas (O. Reg. 688/21)	Conservation areas regulations enforcement/compliance. Incurred legal expenses for regulation and compliance	1	Mandatory in accordance to CA Act; Reg. 688/21	Revenue: \$6,556 = 100%	\$6,556	Prior to February 2022, Present
Springwater Conservation Area	CCCA operates one campground and its associated facilities, generates our main revenue stream and offsets costs of mandated programs.	3	No Municipal Levy used, Self-Generated - 100%	Revenue: \$421,892 = 74% Grants: \$154,149 = 26%	\$576,041	Prior to February 2022, Present
CCCA forests and management areas (not Conservation Areas)	Management and maintenance of CA owned lands (will all be listed in the Land Inventory) Includes forest management, signage, gates, passive recreation, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance.	3	No Municipal Levy used, Self-Generated - 100%	Grants: \$3,846 = 5% Donations: \$22,983 = 29% Revenue: \$37,444 = 66% (excess transferred to reserves)	\$27,646	Prior to February 2022, Present
Conservation Areas	Management and maintenance of three passive day use conservation areas (Yarmouth Natural Heritage Area, Archie Coulter and Springwater Forest, not the Campground) with recreational trails. Includes passive recreation, risk management program, hazard tree management, gates, fencing, signage, brochures, communications, pedestrian bridges, trails, parking lots, pavilions, roadways, stewardship, restoration, ecological monitoring, carrying costs such as taxes and insurance .	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9(1)	Donations: \$4,398 = 6% Revenue: \$6,191 = 8% % (excess transferred to reserves) Grants: \$4,808 = 41% Revenue: \$5,058 = 43% Donations: \$800 = 7% Reserves: \$1,089 = 9%	C.A. \$552	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	Ivan Steen & Ward McKenna; existing agreements with The Corporation of the Town of Aylmer, for use of the Ivan Steen Conservation Area and Ward McKenna Conservation Area for public park space and recreational amenities which is maintained by The Corporation of the Town of Aylmer .	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9(1)	No Municipal Levy used, No monetary exchange,		Ivan Steen Agreement, April 29, 1982 Ward McKenna Agreement, November 21, 1984
Conservation Area Major Maintenance	Major maintenance and capital improvements to support public access, safety and environmental protection such as pedestrian bridges, boardwalks, trails .	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9 (2)	Grants: \$48,641 = 62% Reserves: \$2,186 = 3% Reserves: \$17,381 = 75% Donations: \$5,660 = 25%	GLLAF \$50,827 SPW C.A. Dev. \$23,041	Prior to February 2022, Present
Land acquisition	Strategic acquisition of environmentally significant properties. Follow guidance from our land acquisition and disposal policy	3	No Municipal Levy used, Self-Generated - 100%	TBD by each individual acquisition. No agreement required.	TBD by each individual acquisition	Prior to February 2022, Present
Inventory of Conservation Authority Lands NOTE: Inventory to be completed on or before December 31, 2024	The land inventory includes the following information: location as well as date, method and purpose of acquisition, land use. One -time project with updates as properties are acquired or disposed of.	1	Mandatory in accordance to CA Act; CA Act 21.1(1) 0. Reg. 686/21 9 (3)	Levy: \$5,550	\$5,550	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Core Watershed - based Resource Management Strategy NOTE: Core Watershed Strategy to be completed on or before December 31,2024	New Project: Collate/compile existing resource management plans, watershed plans, studies, and data. Strategy development, implementation, and annual reporting. This project builds on previous Watershed Management Strategies.	1	Mandatory in accordance to CA Act; 21.1(1) 0. Reg. 686/21 12 (1) 3	Levy: \$5,550	\$5,550	Future December 31, 2024)
Conservation Areas Strategy NOTE: Conservation Areas Strategy to be completed on or before December 31, 2024	New Project: A strategy to guide the management and use of CA-owned or controlled properties including guiding principles, objectives, land use, natural heritage, classifications of lands, mapping, identification of programs and services on the lands, public consultation, publish on website. Updates of existing conservation area management plans.	1	Mandatory in accordance to CA Act; 21.1(1) 0. Reg. 686/21 9 (1)			
Land Acquisition and Disposition Strategy	A policy to guide the acquisition and disposition of land in order to fulfill the objects of the authority is to be created before the end of the Transition Period	1	Mandatory in accordance to CA Act; Reg. 686/21 s.9 (2) (5)	Reserves: \$3,500 = 100%	\$3,500	Prior to February 2022, Presented/ Completed August 2020/ Board of Directors Approved
Watershed Stewardship and Restoration (Urban, rural & agricultural)						
The stewardship and restoration program has three key components: one-on-one technical assistant to watershed landowners, connecting landowners with cost-share funding, and the reforestation program. Projects reduce the risk to life and property from natural hazards, protect water quality and quantity, improve forest conditions, increase biodiversity and make the watersheds more resilient to climate change.						
Private Land Stewardship Program/ Integrated	Work with property owners to implement Best Management Practices to mitigate flood and erosion hazards, improve and	3	No Municipal Levy used, Self	Grants: \$12,572 = 32% Revenue: \$11,536 = 29%	Private Lands	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Resource Management	protect water quality, restore floodplains and river valleys, reduce nutrient contamination, restore and enhance wetlands to reduce flooding peaks and augment low flow, management of terrestrial non-native invasive species, protect groundwater, and improve aquatic species at risk habitat. Apply for and manage external funding, promote private land stewardship such as tree planting, wetlands and tall grass prairie plantings, outreach, provide technical advice and design assistance .		Generated - 100% (No Agreement Required)		Projects: \$24,108	
Tree Planting and Forestry Service	Site preparation, tree and shrub planting, and survival assessments, technical assistance, hazard tree abatement, link to funding programs to maintain form and function of watershed forest cover. CCCA Tree Planting Program allows property owners to purchase bare root native tree and shrub seedlings at a minimal cost. CCCA also provides full service tree planting to landowners. Administration of Malahide Roadside Tree Planting Program. Agreement with Town of Aylmer to manage Aylmer Woodlot	3	CCCA Advisable Self Generated - 100%	Grants: \$7,218 = 18% Donations: \$1,080 = 3% Revenue: \$1,515 = 4% Reserves: \$5,234 = 13%	\$15,047	Aylmer Woodlot Agreement Signed July 15, 2019, expires July 15 2029, reviewed every ten years Malahide Roadside Tree program,
Enabling Services:						
Key assistance provided to all departments of the conservation authority, board of directors, member municipalities and the general public to enable the CCCA to operate in an accountable, efficient and effective manner.						
Corporate Services	Administrative, human resources, operating and capital costs which are not	1	Mandatory in accordance to	MNRF: \$2,500 = 5% Levy: \$27,961 = 51%	\$55,056	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	directly related to the delivery of any specific program or service, but are the overhead and support costs of a conservation authority. Includes health and safety program, overseeing programs and policies.		CA Act, 21.1 (1) para 1. (iv)	Reserves \$23,009 = 41% Revenue: \$1,586 = 3%		
Financial Services	Annual budget, accounts payable and receivable, payroll, financial analysis, financial audit, administration of reserves and investments, financial reports for funding agencies, preparing and submitting reports to CRA, benefits program administration.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$12,658 = 36% Reserves: \$22,416 = 64%	\$35,074	Prior to February 2022, Present
Legal Expenses	Costs related to agreements/ contracts , administrative by-law updates	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Reserves: \$16,842 = 100%	\$16,842	Prior to February 2022, Present
Governance	Supporting CA Boards, Advisory Committees, GM and Senior Management.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$14,453 = 100%	\$14,453	Prior to February 2022, Present
Communications and Outreach	Informing public of CCCA programs and projects through media, open houses, public meetings, website administration, responding to inquiries from the public, crisis communications .	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$15,623 = 97% Donations: \$450 = 3%	\$16,073	Prior to February 2022, Present
Administration Building	Office buildings and workshop used to support CCCA staff, programs and services. Includes utilities, routine and major maintenance, property taxes.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$27,297 = 100%	\$27,297	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism- %	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
Information Technology Management/ GIS	Data management, records retention. Development and use of systems to collect and store data and to provide spatial geographical representations of data.	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$27,141 = 92% Revenue: \$2,654 = 9%	\$29,795	Prior to February 2022, Present
Vehicle and Equipment	A fleet of vehicles and equipment to support the work of the CCCA, including capital purchases, fuel, licenses, repairs and maintenance. Programs and projects are charged for the use of the vehicles and equipment .	1	Mandatory in accordance to CA Act, 21.1 (1) para 1. (iv)	Levy: \$4,405 = 7% Revenue: \$32,045 = 48% Reserves: \$30,708 = 46%	\$67,158	Prior to February 2022, Present
Conservation Education and Community Outreach						
Program Description: Education and outreach programs increase knowledge and awareness in children and adults about local environmental issues, watersheds and ecosystems and conservation actions they can implement.						
Education Programs	Curriculum - based education programs for elementary and secondary students. These programs focus on local watersheds, ecosystems, and environmental issues. Programs take place in the conservation areas and assist to study the diverse ecosystems they are surrounded by. Programs include, Aquatics, Terrestrial, and Soils Workshops.	3	No Municipal Levy used, Self-Generated - 100% (No Agreement Required)	Grants: \$13,543 = 72% Revenue: \$10,004 = 53% Donations: \$2,020 = 11% Reserves: -\$6,756 = -36%	\$18,811	Prior to February 2022, Present
Education Programming in Conjunction with Thames Valley Schoolboard	An annual Memorandum of Understanding is signed with Thames Valley District Schoolboard leasing a part of Springwater Forest to the Jaffa Outdoor Education Center for an outdoor classroom. The Maple Program, Marsh Quest and Forest Festival are all ran in	3	No Municipal Levy used, Self-Generated - 100% (No Agreement Required)	Revenue: \$12,500 = 100%	\$12,500	Prior to February 2022, Present

Programs/ Service And Subservices	Description	Category (1,2,3)	Category classification/ concerns	Funding mechanism-%	Estimated annual cost (based on 5-year average or explanation of costs)	Program/ Service provided date (prior or post Feb 2022) (indicate present or future).
	conjunction with Thames Valley District Schoolboard staff.					
Education (ELP)	ELP is an Environmental Based program ran through East Elgin Secondary School. The students work in conjunction with the Authority to manage woodlots on Authority and privately owned lands, and complete various stewardship projects on Authority and privately owned lands.	3	No Municipal Levy used, Self-Generated-100% (No Agreement Required)	Donations: \$4,500 = 55% Revenue: \$2,800 = 34% Reserves: \$870 = 11%	\$8,170	Prior to February 2022, Present
Maple Syrup Program	CCCA staff carry out a maple program in March annually. It provides Thames Valley School Board a place for educational field trips and the CCCA is open to the general public for demonstrations for a period in March annually.	3	No Municipal Levy used, Self Generated-100% (No Agreement Required)	Donations: \$10,700.00 = 16% Revenue: \$56,353 = 84% Reserves: \$18,900 = 28%	\$67,054	Prior to February 2022, Present



Kettle Creek
Conservation Authority

Full Authority Minutes December 20, 2023

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, December 20, 2023 at 10:34 a.m.

Audio/Video Record Notice

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio recorded, and will be posted to the Authority's web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the KCCA Board of Directors.

The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority.

Members Present:

Lori Baldwin-Sands (Vice Chair)	St. Thomas	In Person
Frank Berze	Middlesex Centre	In Person
Jim Herbert	St. Thomas	In Person
Sharron McMillan	Thames Centre	In Person
Jerry Pribil	London	In Person
Sam Trosow	London	In Person
John Wilson	Malahide	In Person
Grant Jones (Chair)	Southwold	In Person
Todd Noble	Central Elgin	In Person

Staff Present:

Michael Buis	LWCA Coordinator	Virtual
Jennifer Dow	Water Resources Supervisor	Virtual
Joe Gordon	Manager of Planning and Development	In Person
Jessica Kirschner	GIS/Information Services Coordinator	Virtual
Brandon Lawler	Forest and Lands Technician	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	Virtual
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person

Guests:

Grant Inglis	KCCA's Solicitor	In Person
Ron Kingswood	Applicant	In Person

Introductions & Declarations of Pecuniary Interest

Hearing Board

FA147/2023

Moved by: Sharron McMillan

Seconded: Todd Noble

That the Board of Directors sit as a Hearing Board in respect of an application under Section 28 of the *Conservation Authorities Act*.

Carried

a) H23-001 3289 Old Dexter Line, Municipality of Central Elgin

The roll was called with all nine members in attendance.

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

Staff introduced Mr. Kingswood, the applicant, and then proceeded with the staff report. This application was submitted to remove an existing cottage and construct a modular home at 3289 Old Dexter Line in the Municipality of Central Elgin. The Regulations Approval Officer deemed that the application warranted a review by the Hearing Board for technical, policy or information purposes. Staff summarized the details of the submitted application and the relevant legislative, policy and technical framework.

Mr. Kingswood declined to make a formal presentation but made a few brief comments. He noted that the cottage is a permanent residence, and he has lived on the property since 1993.

Staff and the applicant responded to questions from the Board.

The Board moved into Closed Session to discuss the matter further at 11.07 a.m.

FA148/2023

Moved by: Sam Trosow

Seconded: Frank Berze

That the Hearing Board does now enter into a Closed Session to discuss advice that is subject to solicitor-client privilege, including communications necessary for the purpose.

Carried.

Staff and the applicant left the meeting. KCCA's solicitor Grant Inglis joined the Closed Session.

FA149/2023

Moved by: Frank Berze

Seconded: Todd Noble

That the Hearing Board does now adjourn from the Closed Session.

Carried.

The Open Session resumed at 11:49 a.m.

FA150/2023

Moved by: Lori Baldwin-Sands

Seconded: Jim Herbert

That the Board of Directors grants a “Development, Interference with Wetlands, and Alterations to Shorelines and Watercourses” Permit to remove cottage and construct a modular home at 3289 Old Dexter Line, Municipality of Central Elgin based on the application and its attachments and conditional upon:

1. A covenant restriction or agreement being developed and executed between the KCCA and the applicant to recognize the hazardous lands associated with the property and to provide a release and indemnity of the KCCA in relation to issuing a permit for development.
2. All existing buildings or structures and ancillary items upon the property located within the stable slope allowance (based on a 3:1 stable slope) of the abutting shoreline bluff be removed from the property prior to occupancy of the new dwelling.

Carried.

Mr. Kingswood was advised that his application was approved with the noted conditions.

FA151/2023

Moved by: Frank Berze

Seconded: Todd Noble

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

Carried

The Full Authority resumed at 11:51

Minutes of Meeting

FA152/2023

Moved by: Jim Herbert

Seconded: Todd Noble

That the minutes of the November 15, 2023 Full Authority meeting be approved.

Carried

Matters Arising

- a) Media Report
- b) Project Tracking

- c) Watershed Conditions
- d) Apportionment Vote Reminder

VanHooren provided a verbal reminder of the Levy Apportionment Vote that is scheduled for the January 17, 2023 meeting. The apportionment and draft budget were circulated for consultation on November 16; to date no comments have been received. Members were also reminded of requirements for the election of Chair and Vice Chair which will also occur at the January meeting.

FA153/2023

Moved by: Jim Herbert

Seconded: John Wilson

That Matters Arising a) through d) be received.

Carried

Correspondence

- a) From Prince Edward County Re: Support for the Province to stop MECP proposal to expand permit-by-rule to waste management systems November 17, 2023
- b) From Tom Bruce Re: KCCA Rates, New rate timeline email December 12, 2023
- c) From Honourable Graydon Smith, MNRF Re: Transition Extension December 13, 2023
- d) From Honourable Graydon Smith, MNRF Re: Extension of Minister's Direction for CAs

FA154/2023

Moved by: Sharron McMillan

Seconded: Todd Noble

That the correspondence be received.

Carried

Statement of Revenue and Expenses

No Report

New Business

- a) Year-End Report

FA155/2023

Moved by: Sam Trosow

Seconded: Jerry Pribil

That transfers to and from reserves be conducted as outlined in the 2023 approved budget and the 2023 Year End Reserve Report.

Carried

- b) Conservation Authorities Act Update

FA156/2023

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That the staff report on the *Conservation Authorities Act* Update be received; and further

That the Inventory of Programs and Services and the Cost Apportioning Agreements be circulated and posted as required.

Carried

c) City of St. Thomas Water Pollution Control Plan Wastewater Management Master Plan

FA157/2023

Moved by: Frank Berze

Seconded: Sharron McMillan

That comments on the Master Plan for the City of St. Thomas Water Pollution Control Plant be submitted as presented.

Carried

d) December Planning and Regulations Activity Report

FA158/2023

Moved by: Todd Noble

Seconded: Frank Berze

That the December Planning and Regulations Activity Report be received.

Carried

The Full Authority meeting recessed at 12:12 a.m. to conduct the Kettle Creek Source Protection Authority meeting. The Kettle Creek Source Protection Authority adjourned at 12:15 p.m. and members resumed the Full Authority meeting moving immediately into Closed Session.

Closed Session

The Closed Session meeting began at 12:16 p.m.

FA159/2023

Moved by: Sharron McMillan

Seconded: John Wilson

That the Full Authority move to Closed Session to discuss legal, Personnel or Property matters.

Carried

FA160/2023

Moved by: Frank Berze

Seconded: Sam Trosow

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 12:45 p.m.

a) Minutes

FA161/2023

Moved by: Todd Noble

Seconded: John Wilson

That the minutes of the Closed Session meeting of the November 15, 2023 Full Authority Meeting be approved.

Carried

b) Legal Matter – Potential Acquisition
No Report

c) Legal Matter – Potential Acquisition

FA162/2023

Moved by: Sam Trosow

Seconded: Lori Baldwin-Sands

That staff proceed as directed on a legal and property matter.

Carried

d) Legal Matter – Possible Violation

FA163/2023

Moved by: Sam Trosow

Seconded: John Wilson

That staff proceed as directed on a legal matter.

Carried

e) Personnel Matter – 2024 Salary Proposal

FA164/2023

Moved by: Jim Herbert

Seconded: Lori Baldwin-Sands

That the 2024 Salary Proposal be received:

And further that the cost of living adjustment of 2.75% and proposed step increases for identified staff receive pre-budget approval for 2024 and applied to employee wages effective January 1, 2024.

Carried

Upcoming Meetings

The next Full Authority Meeting is January 17, 2024.

FA165/2023

Moved by: Frank Berze

Seconded: Jim Herbert

That the meeting adjourn at 12:47 p.m.

Carried



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair



Full Authority Minutes

January 17, 2024

A meeting of the Full Authority of the Kettle Creek Conservation Authority was held on Wednesday, January 17, 2024 at 10:00 a.m. The meeting was streamed live to Facebook.

The meeting came to order at 10:00 a.m. Elizabeth VanHooren read the following statement:

Audio/Video Record Notice

Board members, staff, guests and members of the public are advised that the Full Authority Board/Committee meeting is being video/audio recorded, and will be posted to the Authority's web site along with the official written minutes. As such, comments and opinions expressed may be published and any comments expressed by individual Board members, guests and the general public are their own, and do not represent the opinions or comments of the Full Authority and/or the KCCA Board of Directors.

The recorded video of the Full Authority meeting is not considered the official record of that meeting. The official record of the Full Authority meeting shall consist solely of the Minutes approved by the Full Authority.

Members Present:

Frank Berze	Middlesex Centre	In Person
Lori Baldwin-Sands	St. Thomas	In Person
Jim Herbert	St. Thomas	In Person
Grant Jones	Southwold	In Person
Sharron McMillan	Thames Centre	In Person
Todd Noble	Central Elgin	In Person
John Wilson	Malahide	In Person

Members Absent:

Jerry Pribil	London
Sam Trosow	London

Staff Present

Jessica Kirschner	GIS and Information Services Coordinator	Virtual
Marianne Levogiannis	Public Relations Supervisor	In Person
Elizabeth VanHooren	General Manager/Secretary Treasurer	In Person
Jennifer Dow	Water Resources Supervisor	Virtual
Joe Gordon	Manager of Planning and Development	In Person
Brandon Lawler	Forests and Lands Technician	Virtual
Jeff Lawrence	Forestry and Lands Supervisor	Virtual
Betsy McClure	Stewardship Program Supervisor	In Person

That nominations for the position of Chair of Kettle Creek Conservation Authority for the Year 2024 be closed.

Carried

Grant Jones indicated his desire to let his name stand for the position of Chair.

Grant Jones was declared Chair of the Kettle Creek Conservation Authority for 2024 by acclamation.

b) Election of Vice Chair

Dale called for nominations for the position of Vice Chair.

FA5/2024

Moved by: John Wilson

That Lori Baldwin-Sands be nominated for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2024.

Dale called for nominations for the position of Vice Chair for a second and a third and final time for nominations for the position of Vice Chair.

There were no further nominations for the position of Vice Chair.

FA6/2024

Moved by: Grant Jones

Seconded: John Wilson

That nominations for the position of Vice Chair of Kettle Creek Conservation Authority for the Year 2024 be closed.

Carried

Lori Baldwin-Sands indicated her desire to let her name stand for the position of Chair.

Lori Baldwin-Sands was declared Vice Chair of the Kettle Creek Conservation Authority for 2024 by acclamation.

Dale turned over the Chair to Grant Jones. VanHooren thanked Dale and Jackson for their assistance in the Election of Officers for 2024 and acknowledged their ongoing leadership on the Kettle Creek Environmental Trust.

Introductions & Declarations of Pecuniary Interest

There were no declarations of pecuniary interest.

Hearing Board

There was no Hearing required.

Year 2024 Administrative Approvals

a) Committee Appointments

i.) Executive Committee

VanHooren noted that the Executive Committee consisted of five positions, the Chair, Vice Chair and Past Chair plus two to be elected. The 2023 Committee consisted of Grant Jones, Lori-Baldwin-Sands, Todd Noble, Frank Berze and John Wilson.

FA7/2024**Moved by: Lori Baldwin-Sands****Seconded: Sharron McMillan**

That the 2024 Executive Committee consist of Grant Jones, Lori Baldwin-Sands, Todd Noble, Frank Berze and John Wilson.

Carried

i.) Conservation Ontario

ii.) Lake Erie Source Protection Committee

iii.) Western Fair Association

FA8/2024**Moved by: Todd Noble****Seconded: Jim Herbert**

That the Chair be appointed as the voting delegate to Conservation Ontario, the General Manager/Secretary Treasurer be appointed the alternate voting delegate and that Lori Baldwin-Sands be appointed as the second alternate for 2024; and further

That the Chair and the General Manager/Secretary Treasurer be KCCA's representatives on the Lake Erie Source Protection Committee; and finally

That Lori Baldwin-Sands be named as Kettle Creek Conservation Authority's representative on the Western Fair Association.

Carried

b) 2024 Signing Officers

FA10/2024**Moved by: Todd Noble****Seconded: Frank Berze**

That the signing officers for the Kettle Creek Conservation Authority for 2024 be one of the Chair or Vice Chair and one of the General Manager/Secretary Treasurer or Manager of Planning and Development.

Carried

c) Borrowing Maximum

FA11/2024**Moved by: Sharron McMillan****Seconded: John Wilson**

That the borrowing maximum for the Kettle Creek Conservation Authority for all expenditures in 2024 be \$200,000.00 and further, that signing officers be authorized to execute the necessary documents in this regard.

Carried

d) Appointment of Auditor

FA12/2024**Moved by: Jim Herbert****Seconded: Lori Baldwin-Sands**

That the firm of Graham Scott Enns be appointed auditors for the Kettle Creek Conservation Authority for 2024.

Carried

e) Appointment of Solicitor

FA13/2024**Moved by: Frank Berze****Seconded: John Wilson**

That Grant Inglis be appointed solicitor for the Kettle Creek Conservation Authority for 2024.

Carried

f) 2024 Meeting Dates

The 2024 Meeting dates were previously approved and are available on the website. VanHooren noted that the City of London holds 50% of the weighted vote; therefore, City of London representatives are required to pass weighted votes including the municipal apportionment and the budget. As such the 2024 Municipal Apportionment was postponed to February 7 when City of London representatives could attend. Members were reminded that the Annual General Meeting will have another weighted vote for the budget.

Delegations

a) Long Point Littoral Cell Working Group

Jones welcomed Sarah Emons and Pete Zuzek to the meeting. They provided members with an overview of the Long Point Littoral Cell Working Group. The group is soliciting support for a funding proposal to Environment and Climate Change Canada. The collaborative proposal led by the Long Point Biosphere hopes to develop a Resilience Action Plan for the Long Point Littoral cell. KCCA was asked to consider submitting a letter of support.

FA14/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That discussion on the Long Point Littoral Cell Working Group request be moved to New Business.

Carried

b) Gerry Richer

Levogiannis introduced Gerry Richer, a First Nation Ojibwe band member of the Marten Clan with the Henvey Inlet Reservation. A resident of Aylmer, Gerry had an impressive 35-year career with the Ministry of Natural Resources with various roles including Emergency Management. Levogiannis invited Richer to speak to the Board about the importance of Land Acknowledgement.

Richer encouraged all municipalities to reach out to First Nation communities and continue to consult and communicate with the community beyond Land Acknowledgements.

Jones thanked Richer for his presentation and reminded members that consideration of a Land Acknowledgement was already included under New Business.

Minutes of Meeting

FA15/2024

Moved by: Jim Herbert

Seconded: John Wilson

That the minutes of the December 20, 2023 Full Authority meeting be approved.

Carried

Matters Arising

c) January Media Report

d) January Watershed Conditions Report

FA16/2024

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That the Staff Reports under Matters Arising (a) through (b) be received.

Carried

Correspondence

There was no correspondence.

Statement of Revenue and Expenses

No Statements were presented. Draft 2023 financials will be presented at the February 7, 2024 meeting.

New Business

- a) Land Acknowledgement

FA17/2024

Moved by: Lori Baldwin-Sands

Seconded: Sharron McMillan

That the Indigenous Engagement Guidelines and Land Acknowledgement be approved; and further

That the Land Acknowledgement be read at the beginning of all Authority meeting and events and included on KCCA's web site.

Carried

- b) 2023 Health and Safety Committee Report

FA18/2024

Moved by: Jim Herbert

Seconded: Todd Noble

That the 2023 Health and Safety Committee Report be received.

Carried

- c) 2024 Municipal Apportionment

Both City of London representatives were unable to attend this meeting due to scheduling conflicts. The City of London has 50% of the weighted vote. Consequently, the municipal apportionment vote was postponed until February 7, 2024 when City of London representatives can participate in the vote.

- d) January 2024 Planning and Regulations Activity Summary

FA19/2024

Moved by: Todd Noble
Seconded: Jim Herbert

That the January 2024 Planning and Regulations Activity Report be received.

Carried

e) Long Point Littoral Cell Working Group

FA20/2024

Moved by: Lori Baldwin-Sands
Seconded: Jim Herbert

That a Letter of Support for the Long Point Littoral Cell Working Group’s application to the Great Lakes Freshwater Ecosystem Initiative be prepared and executed.

Carried

Closed Session

The Closed Session meeting began at 11:19 a.m.

FA21/2024

Moved by: Todd Noble
Seconded: Sharron McMillan

That the Full Authority move to Closed Session to discuss legal, Personnel or Property matters.

Carried

FA22/2024

Moved by: Lori Baldwin-Sands
Seconded: Jim Herbert

That the Full Authority revert to open session and report.

Carried

The Open Session resumed at 11:46 a.m.

a) Minutes

FA23/2024

Moved by: John Wilson
Seconded: Sharron McMillan

That the minutes of the Closed Session meeting of the December 20, 2023 Full Authority Meeting be approved.

Carried

b) Property Matter – Possible Land Acquisition

FA24/2024

Moved by: Frank Berze

Seconded: Todd Noble

That staff proceed as directed on a property matter.

Carried

c) Property Matter – Possible Land Acquisition

FA25/2024

Moved by: Lori Baldwin-Sands

Seconded: Todd Noble

That staff proceed as directed on a property matter.

Carried

d) Legal Matter – Possible Violation

FA26/2024

Moved by: Todd Noble

Seconded: Jim Herbert

That staff proceed as directed on a Legal Matter.

Carried

Upcoming Meetings

KCCA Full Authority Meeting (Audit/Municipal Apportionment)
Annual General Meeting (Budget)

February 7, 2024
February 21, 2024

Jones and Baldwin-Sands thanked members for their vote of confidence.

FA27/2024

Moved by: Sharron McMillan

Seconded: Jim Herbert

That the meeting adjourn.

Carried

The meeting adjourned at 11:47a.m.



Elizabeth VanHooren
General Manager/Secretary Treasurer



Grant Jones
Chair



LONG POINT REGION CONSERVATION AUTHORITY
Board of Directors Meeting Minutes of January 3, 2024
Approved February 7, 2024

Members in attendance:

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

Regrets:

Stewart Patterson	Haldimand County
John Scholten	Township of Norwich

Staff in attendance:

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

*R. Weisler joined the meeting at 6:35 p.m.

1. Welcome and Call to Order

The Vice-Chair called the meeting to order at 6:30 p.m., Wednesday, January 3, 2024.

2. Additional Agenda Items

There were no additional agenda items.

3. Declaration of Conflicts of Interest

None were declared.

4. Elections

The Chair and Vice-Chair vacated their seats and Ms. Kimberley Earls, Executive Director for South Central Ontario Region Economic Development Corporation assumed the Chair

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

position. The positions for Chair and Vice-Chair were declared vacant.

A-1/24

Moved by P. Ypma
Seconded by S. Bentley

THAT the LPRCA Board of Directors appoints Alison Earls as scrutineer for the purpose of electing officers.

Carried

a) Election of Chair

1) Call for Nominations

Dave Beres nominated Robert Chambers who accepted the nomination.

Chair Earls made two further calls for nominations. There were no further nominations.

2) Motion to Close Nominations for Chair

A-2/24

Moved by M. Columbus
Seconded by T. Masschaele

THAT the nominations for the Chair be closed.

Carried

3) Distribution and collection of ballots by Scrutineer

Ballots were not required.

4) Announce Election Results

Robert Chambers was declared the Long Point Region Conservation Authority Chair for 2024.

5) Motion to Destroy Ballots

Ballots were not required.

b) Election of Vice-Chair

1) Call for Nominations

Robert Chambers nominated Dave Beres who accepted the nomination.

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

Chair Earls made two further calls for nominations. There were no further nominations.

Rainey Weisler arrived at 6:35 p.m.

2) Motion to Close Nominations for Vice-Chair

A-3/24

Moved by C. Van Paassen

Seconded by D. Brunton

THAT the nominations for the LPRCA Vice-Chair be closed.

Carried

3) Distribution and collection of ballots by Scrutineer

Ballots were not required.

4) Announce Election Results

Dave Beres was declared the Long Point Region Conservation Authority Vice-Chair for 2024.

5) Motion to Destroy Ballots

Ballots were not required.

The Chair and Vice-Chair thanked their nominators and the Board for their support and were looking forward to the year ahead.

Ms. K. Earls and Ms. A. Earls were thanked for their service and left the meeting.

Robert Chambers, Chair assumed the position and carried on the meeting.

5. Committee Appointments

The General Manager reviewed each of the committee membership requirements and members were asked to express interest in committee appointments. Doug Brunton and Michael Columbus were willing to participate as representatives to the Lee Brown Marsh Management Committee. The committee is represented by the LPRCA Chair and one other appointee. The Chair inquired if a designate could be appointed in the Chair's place on the Lee Brown Marsh Management Committee. There was a brief discussion on the matter and there was no opposition to the Chair's request.

The General Manager indicated that Mr. Patterson expressed interest in being a member of the Audit and Finance Committee.

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-4/24

Moved by P. Ypma
Seconded by M. Columbus

THAT the LPRCA Board of Directors approves the following appointments for 2024:

Michael Columbus as the Land Acquisition Chair;

And

Doug Brunton and, LPRCA Chair designate, Michael Columbus to the Lee Brown Marsh Management Committee;

And

Dave Beres, Tom Masschaele, Rainey Weisler and the LPRCA Chair to the Backus Museum Committee;

And

Doug Brunton, Stewart Patterson, Chris Van Paassen, the Chair, and Vice-chair to the Audit and Finance Committee.

Carried

6. Minutes of the Previous Meeting

a) Board of Directors Meeting of December 6, 2023

A-5/24

Moved by T. Masschaele
Seconded by D. Brunton

THAT the minutes of the LPRCA Board of Directors Meeting held December 6, 2024 be adopted as circulated.

Carried

7. Business Arising

There was no business arising from the previous minutes.

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

8. Review of Committee Minutes

a) Backus Museum Committee – November 29, 2022

A-6/24

Moved by R. Weisler
Seconded by S. Bentley

THAT the minutes of the Backus Museum Committee Meeting held November 29, 2022 be adopted as circulated.

Carried

b) Lee Brown Marsh Management Committee – August 22, 2023

A-7/24

Moved by R. Weisler
Seconded by P. Ypma

THAT the minutes of the Lee Brown Marsh Management Committee Meeting held August 22, 2023 be adopted as circulated.

Carried

c) Backus Museum Committee – September 18, 2023

A-8/24

Moved by M. Columbus
Seconded by R. Weisler

THAT the minutes of the Backus Museum Committee Meeting held September 18, 2023 be adopted as circulated.

Carried

d) Draft Audit and Finance Committee – December 1, 2023

A-9/24

Moved by C. Van Paassen
Seconded by T. Masschaele

THAT the minutes of the Audit and Finance Committee Meeting held December 1, 2023 be adopted as circulated.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

9. Correspondence

a) Ministry of Natural Resources and Forestry Re: Extension of Minister's Direction for Conservation Authorities Regarding Fee Changes Associated with Planning, Development and Permitting Fees

Further information was included in the report presented as item 11c).

A-10/24

Moved by P. Ypma

Seconded by S. Bentley

THAT the correspondence outlined in the Board of Directors Agenda of January 3, 2024 be received as information.

Carried

10. Development Applications

a) Section 28 Regulations Approved Permits

Through the General Manager's delegating authority, 15 applications were approved in the past month. LPRCA-183/23, LPRCA-209/23, LPRCA-250/23, LPRCA-252/23, LPRCA-253/23, LPRCA-254/23, LPRCA-255/23, LPRCA-256/23, LPRCA-25/23 - Revised, LPRCA-257/23, LPRCA-258/23, LPRCA-259/23, LPRCA-260/23, LPRCA-261/23, and LPRCA-262/23

A-11/24

Moved by S. Bentley

Seconded by R. Weisler

THAT the LPRCA Board of Directors receives the Section 28 Regulations Approved Permits report dated January 3, 2024 for information.

Carried

11. New Business

a) 30-Day Notice of Budget and Levy Meeting Vote

Following the budget meeting of November 8, the 2024 draft budget was circulated to member municipalities for a 30-day review and comment period. No comments were received.

The budget and levy vote is scheduled to be held at the next board meeting, February 7th. A 30-day notice of the vote is required to be sent to member municipalities

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-12/24

Moved by R. Weisler
Seconded by P. Ypma

THAT the Board of Directors receives the 30-Day Notice of Budget and Levy Meeting Vote as information;

And

THAT the LPRCA Board of Directors direct staff to send out the 30-day Notice of Budget and Levy Meeting Vote to be held February 7, 2024.

Carried

b) External Audit Services 2024-2028

A report from staff and quote from MNP LLP for external audit services for the 2024-2028 term was submitted to the Audit and Finance Committee in December. The Committee recommended a report be submitted to the Board for approval.

A-13/24

Moved by C. Van Paassen
Seconded by D. Beres

THAT the LPRCA Board of Directors appoints MNP LLP as the Long Point Region Conservation Authority's external auditor for the 2024 – 2028 fiscal periods.

Carried

c) Extension of Minister's Direction for Fee Changes Associated with Planning, Development and Permitting Effective January 1, 2024

As per Minister's Direction, the Planning, Development and Permitting fees were frozen at the end of 2022 for the following year. In December 2023, the board approved an increase of approximately 5% to LPRCA's 2024 Planning and Permitting Fees. On December 13, staff received a Minister's Direction that the freeze on fees would continue for 2024.

The LPRCA Planning and Permitting Fees will remain at the 2022 rates.

A-14/24

Moved by R. Weisler
Seconded by S. Bentley

THAT the LPRCA Board of Directors receives the staff report regarding the Minister's Direction for Conservation Authorities Regarding Fee Changes as information.

Carried

FULL AUTHORITY COMMITTEE MEMBERS

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

d) Timber Tender LP-354-24 Abbott Townsend

Tender packages were sent to various loggers, sawmill operators, and timber buyers for the Abbott Townsend property with a closing date of January 2, 2024.

Three bids were received. Staff recommended the tender be awarded to the highest bidder.

A-15/24

Moved by D. Brunton

Seconded by T. Masschaele

THAT the LPRCA Board of Directors accepts the tender submitted by Bamberg Sawmill Ltd. for marked standing timbers at the Abbott Townsend Tract – LP-354-24 for a total tendered price of \$123,675.

Carried

The closed session began at 7:10 p.m.

12. Closed Meeting

A-16/24

Moved by M. Columbus

Seconded by R. Weisler

THAT the LPRCA Board of Directors 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 Board reconvened in open session at 7:13 p.m.

The closed meeting minutes of the Hearing Board of December 6, 2024 was approved in the closed session.

Next meeting: February 7, 2024, Board of Directors

Adjournment

The Chair adjourned the meeting at 7:15 p.m.

Robert Chambers
Chair

Judy Maxwell
General Manager/Secretary-Treasurer

/dm

FULL AUTHORITY COMMITTEE MEMBERS

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



January 31, 2024

Via Email only

Nathan Dias, CAO
ndias@malahide.ca

Re: LPRCA 2024 Inventory of Programs and Services under *Ontario Regulation 687/21*

As a requirement under *Ontario Regulation 687/21*, the Long Point Region Conservation Authority (LPRCA) has developed an Inventory of Programs and Services based on the three categories identified in the Regulation. The categories include: (1) Mandatory, (2) Municipally requested, and (3) Other (Authority determines are advisable).

Background

On October 4, 2021, the Ministry of Environment, Conservation and Parks (MECP) released three Phase 1 regulations to implement amendments to the *Conservation Authorities Act* made in 2019/2020. The following two regulations are relevant for completing the programs and services inventory.

Ontario Regulation 686/21: Mandatory Programs and Services

<https://www.ontario.ca/laws/regulation/r21686>

This regulation prescribes the mandatory programs and services conservation authorities are required to provide: risk of natural hazards, conservation and management of Conservation Authority-owned lands, elements of source water protection, core watershed-based resource management strategies, and provincial water quality and quantity monitoring.

Ontario Regulation 687/21: Transition Plans and Agreements for Programs and Services under Section 21.1.2 of the Act

<https://www.ontario.ca/laws/regulation/r21687>

This regulation provides details for the required Programs and Services Inventory and how additional programs and services that a conservation authority provides to local communities (beyond the mandatory programs and services that the Authority is required to provide) can continue.

Under *Ontario Regulation 687/21*, LPRCA is completing the final requirement under the transition plan by circulating to participating municipalities and the Ministry a final version of the programs and services inventory by January 31, 2024. There is also the requirement to confirm that LPRCA has entered into all necessary cost apportioning agreements. For the 2024 Budget, there are no cost apportioning agreements required for LPRCA.

Programs and Services Categories

LPRCA's programs and services are to be classified in the following three categories as per the *CA Act S 21.1, 21.1.1 and 21.1.2*.

Category 1: Mandatory programs and services as identified in *Ontario Regulation 686/21*. Conservation Authorities are required to deliver these programs and services and they will be funded by municipal levy or a combination with user fees.

Category 2: Municipal programs and services that are provided at the request of the municipality. These programs and services that are carried out by the Conservation Authority on behalf of a municipality can be funded through government and other agency grants and/or municipal funding under a memorandum of understanding (MOU) or agreement with the municipality.

Category 3: Other programs and services that an Authority (Board) determines are advisable. These programs can be funded through self-generated revenue, user fees, government and other agency grants, donations, etc. Any use of municipal funding will require a cost-apportioning agreement.

LPRCA Programs and Services Inventory List (Chart A)

The LPRCA Programs and Services Inventory and information required under *Ontario Regulation 687/21 Section 6* is **attached**.

The attached inventory list is an overview of the programs and services that LPRCA currently offers. The departments and costs reflect the LPRCA 2024 draft budget. The Chart A list has the category 1, 2 or 3 disclosed for the programs and services in each department. The funding source is listed along with the percentage contribution of funding for each department. Revenue source categories include: municipal levy, provincial, federal and self-generated revenue specific to the program (i.e. user fees), resource revenue, external funding sources, interest, land and property rentals/leases, current surplus allocation and reserves.

Each program and service has been categorized based on the criteria identified under the *Conservation Authorities Act* and *Ontario Regulation 686/21*. As required by *Ontario Regulation 687/21*, the list explains why a program falls into category 1 by referencing applicable sections under *Ontario Regulation 686/21* "Mandatory Programs and Services". Programs are shown with two categories when only a portion of the current program activities are defined in the regulation as Category 1.

New Mandatory Initiatives Due December 31, 2024

The mandated programs and services in *Ontario Regulation 686/21* include the following six initiatives that LPRCA must complete by December 31, 2024:

- Operational Plan - Natural Hazards Infrastructure
- Asset Management Plan - Natural Hazards Infrastructure
- Ice Management Plan
- Watershed-based Resource Management Strategy
- Conservation Areas Strategy
- Land Inventory

The development of these mandatory plans and strategies are being completed by staff in 2024. An ongoing evaluation of the progress will determine if additional resources will be required.

Summary of Category 2 Programs and Services (Chart B)

As required under *Ontario Regulation 687/21 Section 6(5)*, the current Category 2 programs and services (provided at the request of a municipality) are summarized in Chart B. LPRCA does not currently have any agreements.

Summary of Category 3 Programs and Services (Chart C)

As required under *Ontario Regulation 687/21 Section 6(6)*, the current Category 3 programs and services (advised by the Authority) are summarized in Chart C indicating whether the program relies, in whole or in part, on municipal levy.

All of LPRCA's Category 3 programs and services are funded from internal and/or external sources as noted in the attached inventory, and are not currently reliant on municipal levy. The LPRCA Board supported the 2024 draft budget which has the Category 3 programs and services that relied, in whole or in part, on municipal levy to be supported by current year surplus. This eliminated the need for cost-apportionment agreements with member municipalities for 2024.

The requirements for LPRCA under *Ontario Regulation 687/21* have been met and we look forward to working with you through 2024 as we complete the requirements under *Ontario Regulation 686/21*.

Sincerely,

Judy Maxwell

Judy Maxwell,
General Manager

CC. Allison Adams, Manager of Legislative Services/Clerk, aadams@malahide.ca

LPRCA 2024 Current Programs and Services

CA Program and Services Categories, as follows:

1. Mandatory programs and services *(where municipal levy could be used without an agreement)*
2. Municipal programs and services. Programs and services at the request of a municipality *(with municipal funding through an MOU/agreement)*
3. Other programs and services. Programs and services an authority determines are advisable
(use of municipal levy requires a cost-apportionment MOU/agreement with participating municipalities or, if no levy is required, no agreement is needed).

Chart A – LPRCA Programs and Services Inventory Listing

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Operating Costs						
Natural Hazard Management Program						
Watershed Planning and Technical Studies						
Section 28.1 Permit Administration	Reviewing, processing permit applications & technical reports, site inspections, communications with applicants, agents, consultants. Requests by solicitors.	1	CA Act 21.1 O.Reg. 686/21 Sec 8	\$145,094	User fees – 100%	
	Program administration and enforcement: General inquiry. Compliance monitoring, enforcement. Policies, standards development and maintenance. Public information and outreach, consultation. Review under other legislation (Environmental Assessment, Drainage, Aggregate Resources), with comments principally related to natural hazards, wetlands, watercourses and Sec 28 permit requirements.		CA Act 21.1 O.Reg. 686/21 Sec 6, 8	\$149,310	User fees – 17% Municipal levy – 83%	
Municipal Plan Input	Input to municipal land-use planning documents (OP, Comprehensive ZB, Secondary plans) related to natural hazards, on behalf of MNRF (delegated to CAs in 1983)	1	CA Act 21.1 O.Reg. 686/21 Sec 7	\$30,776	MNRF S39 TP - 29% Municipal levy - 71%	Provincial Section 39 Funding

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Municipal Plan Review	Technical information and advice to municipalities on municipal land use planning applications (OP and ZB Amendments, Subdivisions, Consents, Minor Variances). Pre-consultation.	1	CA Act 21.1 O.Reg. 686/21 Sec 7	\$85,214	User fees – 100%	Service has been provided to all member municipalities for 25+ years. MOUs with Haldimand and Norfolk since 2016. Plan review services currently provided are Category 1 services.
Subwatershed Plans	Partner developed plans containing policies and implementation actions to protect, enhance and improve the health of the area, particularly related to land use change	2	CA Act 21.1	None currently		Potential Category 2 Service As requested by a municipality as part of its land use planning process.
Technical Studies and Information Management	Maintenance of base mapping, flood and erosion hazard mapping, hazard line mapping, regulated area mapping. Data collection and storage systems and GIS. Data collection and design studies to mitigate natural hazards including flooding, erosion and drought.	1	CA Act 21.1 O.Reg. 686/21 Sec 7	\$28,751	Municipal levy – 100%	Project costs vary from year to year based on funding we are successful in obtaining, such as NDMP / FHIMP Hazard Mapping.
Watershed Flood Control Services						
Flood Forecasting and Warning	Daily data collection and monitoring of weather and water level forecasts and watershed conditions. Flood event forecasting. Flood warning and communications. Maintenance of equipment.	1	CA Act 21.1 O.Reg. 686/21 Sec 2	\$182,943	MNRF S39 TP-8% Municipal levy - 92%	Provincial S39 transfer payment
Water Control Infrastructure Operation and Management (Backus, Brooks, Deer Creek, Hay Creek, Lehman, Norwich, Sutton, Teeterville, Vittoria)	Dam operations, regular inspections, maintenance activities, activities related to operator health and safety.	1	CA Act 21.1 O.Reg. 686/21 Sec 5.1	\$137,136	MNRF S39 TP– 9% Municipal levy – 91%	Provincial S39 transfer payment
	New: Develop operational plan for natural hazards infrastructure. New: Develop asset management plan for natural hazards infrastructure.		CA Act 21.1 O.Reg. 686/21 Sec 5.2	TBD		To be completed by December 31, 2024.
Ice Management Services	New: Develop an ice management plan.	1	CA Act 21.1 O.Reg. 686/21 Sec 4	TBD		An ice management plan is to be completed by December 31, 2024

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Watershed Low Water Response Services						
Low Water Response	Conditions monitoring/analysis. Technical & administrative support to the Water Response Team representing major water users and decision makers, who recommend drought response actions.	1	CA Act 21.1 O.Reg. 686/21 Sec 3	\$5,544	Municipal levy – 100%	
Source Water Protection						
Source Water Protection (source protection authority role as set out in the <i>Clean Water Act</i> .)	Lake Erie Region tech support, SPC support, SPA reports and meetings, activities required by the <i>Clean Water Act</i> and regulations.	1	O.Reg. 686/21 Sec 13	\$13,731	MECP TP - by Grand River CA – 100%	Grand River Conservation Authority is the lead for Source Water in the watershed.
Watershed-based Resource Management Strategy						
Watershed Resource Management Strategy (WRMS)	New: The WRMS describes the current watershed conditions based on current knowledge and monitoring data, sets objectives, describes issues and identifies initiatives to reduce the impact of natural hazards, conserve natural resources and improve the health of the watershed. Provides a watershed-based context for LPRCA’s natural hazards and natural resource conservation programs and collaborative activities in its watershed	1	CA Act 21.1 O.Reg. 686/21 Sec 12.1	TBD		Last completed in 1983. To be completed by December 31, 2024.
Healthy Watershed Services						
Conservation Services						
Private Land Stewardship Services	Apply for and manage external funding, promote private land stewardship, provide advice and technical support to property owners for soil erosion control, water quality improvements and wetland and habitat restoration projects. Disbursements to landowners and contractors are externally funded. Administration and delivery of Rural Water Quality and Clean Water programs in Brant, Elgin, Haldimand and Oxford Counties as an advisory partner.	3	CA Act 21.1.2	\$62,723	External sources- ALUS – 80% Current year surplus – 20%	The conservation services (private land stewardship) program is a Category 3 activity. Available external funding varies from year to year. The program has been offered since 1948.

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Private forest land management services	Private land tree planting and survival monitoring. 1.85 million trees planted since 2002.	3	CA Act 21.1.2	\$176,291	External sources-OPG-28%, Forest Ontario 52%, Reserves-6%, User Fees-14%	Tree planting is a category 3 and funding varies each year.
Trees for Roads	A road-side tree planting program by municipal request (mostly used by Bayham and SW Oxford)	2	CA Act 21.1.1	\$12,136	Municipal Contract – 100%	Fee for service at municipal request. The service has been provided since 2003.
Surface and Groundwater Quality Services						
Provincial Water Quality Monitoring Network (PWQMN) and Provincial Groundwater Monitoring Network (PGMN)	PWQMN - MECP program for stream water quality monitoring. LPRCA takes water samples; MECP does lab analysis and data management. PGMN - MECP program for groundwater level and quality monitoring. CA maintains equipment, data transfer to MECP, water sampling; MECP provides equipment, lab analysis, data management.	1	CA Act 21.1 O.Reg. 686/21 Sec 12.1	\$61,970	Municipal levy – 100%	The PWQMN program has been running for 50+ years and the PGMN program for 20+ years. The program is conducted for the Province and the data is also used internally for water quality and stream health assessment. Input to the Watershed Report Card.
Stream Water Quality Sampling	Assist municipalities with their water quality monitoring needs by taking field water samples and delivering them to the laboratory facility.	2	CA Act 21.1.1	None currently		Potential Category 2 Service. Service provided to Norfolk County under MOA 2011-2020 As requested by a municipality as part of its monitoring needs, e.g. for wastewater discharge compliance.
Stream health monitoring	Stream health monitoring and reporting beyond the activities for the PWQMN and PGMN programs, including water temperature monitoring above and below reservoirs, in cold water streams, since 2002 (21 years); benthic invertebrate sampling & analysis since 2003 (19 years); analysis and reporting on water quality conditions based on PWQMN and PGMN data; Watershed Report Card. Provides additional water quality and stream health information. Input to LPRCA dam operations, low water response, permitting.	3	CA Act 21.1.2	\$19,265	Current year surplus- 100%	
Drain classification (Norfolk partnership)	Field activities to update municipal drain classifications. Informs drain maintenance decisions and approvals.	2	CA Act 21.1.1	None currently	DFO via Norfolk County Drains - MOU – 100%	Activity based on funding secured by Norfolk County Drainage Dept. Service provided at least since 2017.

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Lamprey barrier inspections	Lamprey barriers stop invasive sea lamprey from moving from Lake Erie into the creeks. DFO pays LPRCA annually to inspect their condition.	3	CA Act 21.1.2	\$3,994	DFO contract – 100%	Federal Department of Fisheries and Oceans (DFO). Service has been provided under MOA since 2009.
Conservation Authority-Owned Lands						
Conservation Area Strategy	New: Over-arching strategy for CA-owned lands including guiding principles, objectives, land securement/acquisition and disposition, recommended management principles for different land use categories, with public consultation.	1	CA Act 21.1 O.Reg. 686/21 Sec 9, 10	TBD		To be completed by December 31, 2024. The cost of developing the strategy is being investigated.
Land Inventory	New: Development and maintenance of an inventory containing information for every parcel of CA-owned land including location, available information, acquisition details, land use categories.	1	CA Act 21.1 O.Reg. 686/21 Sec 11	TBD		To be completed by December 31, 2024.
Conservation Authority Lands						
Conservation lands management and maintenance including safety, security and enforcement	Boundary identification/maintenance, gate and sign maintenance, trail maintenance, hazard tree removal, garbage pickup, monitoring and enforcement. Assessment to identify maintenance and repair needs. Natural heritage work and invasive species control on LPRCA land. Property taxes, drainage assessment, fish stocking.	1	CA Act 21.1 O.Reg. 686/21 Sec 9	\$410,523	Property Leases – 17% Municipal levy– 81%. Reserves - 2%	
Maintain facilities, trails or other amenities for public access and passive recreational activities	Parkette maintenance, trails maintenance, grass cutting, garbage collection.	1	CA Act 21.1 O.Reg. 686/21 Sec 9	\$93,287	User fees - 9% Municipal levy – 91%	
Lee Brown Waterfowl Management Area	Area management, operation and maintenance	3	CA Act 21.1.2	\$166,500	User fees - 65%, Land rental – 35%	

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Backus Heritage and Education Services						
Backus Education Centre Office	Office facility, security, utilities, maintenance	1	CA Act 20	\$49,546	Endowment Interest- 89% Municipal levy -11%	
Backus Conservation Educational and Interactive Program Services	Education program services and outdoor education program	3	CA Act 21.1.2	\$84,423	Contracts – 30% User fees – 4% Endowment Interest - 66%	
Backhouse Heritage Village and Historical Services	Heritage Village and Mill program services, operation and maintenance and heritage education program	3	CA Act 21.1.2	\$173,788	Federal – 3%, Rentals – 3%, Interest 1%, Contracts – 16% Current year surplus – 77%.	
Conservation Parks Management Services						
Conservation Parks (Backus, Deer Creek, Haldimand, Norfolk, Waterford North)	Management and operations including business planning, promotion, park operations, safety, security and enforcement, drinking water and sewage operations, maintenance and repair.	3	CA Act 21.1.2	\$1,667,787	User fees – 99% Federal – 1%	
Public Forest Land Management Services						
Forestry Management Services	10-year Managed Forest Plans renewal, 5-year Operational Plan, harvest operations (marking, tendering, monitoring), ecological surveys, MFTIP and CLTIP programs	1, 3	CA Act 21.1 O.Reg. 686/21 Sec 9.1 CA Act 21.1.2	\$231,152	Resource revenue - 100%	A portion of costs on LPRCA forest lands are Category 1 conservation lands management and maintenance costs including safety, security and enforcement.
Upland Habitat Program	Projects to enhance biodiversity including ecological surveys, invasives control.	1	CA Act 21.1 O.Reg. 686/21 Sec 9	\$66,381	Resource revenue - 40% Federal via LPBLT - 60%	Funding agreement with Long Point Basin Land Trust (LPBLT)

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Corporate Administrative Costs						
Ongoing operating expenses and capital costs, not directly related to the delivery of any specific program or services, that are required to function effectively as an organization and best deliver their programs and services.						
Corporate Services						
LPRCA Board & Committees	Supporting CA Board, Advisory Committees and Conservation Ontario	1	CA Act 20	\$68,790	Municipal levy – 100%	
Corporate/IT Services	Senior management, main office rent, utilities, office equipment and supplies, financial services, legal expenses, IT	1	CA Act 20	\$1,171,610	Municipal levy – 65%	
					Investment interest- 22%, rent & user fees, – 1%	
					Current year surplus - 12%	
Communications and Marketing Services						
Communications and Marketing	Promoting public awareness of natural hazards. Media relations, website and social media, special events & outreach, partnership programs, networking and collaboration	1	CA Act 21.1 O.Reg. 686/21	\$122,963	Municipal levy – 100%	
			Sec 1.3			
Memorial forest	Trees planted in memorial forest at Backus CA in memory of loved ones	1	CA Act 21.1 O. Reg. 686/21	\$12,335	Donations – 57%, Municipal Levy - 43%	
			Sec 9			
Leighton and Betty Brown Conservation Scholarship	Awarded annually to a watershed student graduating from high school and pursuing a degree in an environmental or natural resources field	3	CA Act 21.1.2	\$1,000	Trust fund interest – 100%	
Maintenance Operations Services						
Maintenance Operations	Support operations and facilities maintenance for conservation areas, flood control structures, forestry and motor pool. Equipment and vehicle maintenance.	1	CA Act 20	\$433,307	Motorpool revenue – 48%, Municipal levy- 52%	
Total 2024 Operating Budget				\$5,868,270		

Program/Service	Description	Category	Category Rationale	2024 Draft Budget	Current funding mechanisms and % contribution (2024 budget)	Comment
Capital Costs						
Watershed Flood Control Services						
Water Control Infrastructure (Backus, Brooks, Deer Creek, Hay Creek, Lehman, Norwich, Sutton, Teeterville, Vittoria)	Teeterville Dam Conservation Authority Class Environmental Assessment	1	CA Act 21.1 O. Reg. 686/21 Sec 5.1	\$150,000	MNRF WECl grant – 50% Municipal levy – 50%	Application will be made to WECl for 50% funding
	Hay Creek Repair Engineered Design	1	CA Act 21.1 O. Reg. 686/21 Sec 5.1	\$60,000	MNRF WECl grant – 50% Special benefit levy – 50%	Application will be made to WECl for 50% funding
Conservation Parks Management Services						
Asset: Infrastructure – Conservation Areas	Washroom renovations at Haldimand CA & Waterford North CA, Rental Equipment for Deer Creek CA & Waterford North CA	3	CA Act 21.1.2	\$28,400	Current year surplus – 100%	
Forestry						
Asset: Infrastructure – Forest Tracts	Forestry Tract Gates	1	CA Act 21.1 O.Reg. 686/21 Sec 9.1	\$5,000	Municipal levy – 100%	Provide security on forest tracts.
Corporate Services						
Asset: Computers	Office computers and servers	1	CA Act 20	\$10,100	Municipal levy – 100%	
Asset: Office Renovation	Office furniture, flooring, electrical	1	CA Act 20	\$208,000	Municipal levy – 100%	Renovation of Administration office
Maintenance Operations Services						
Assets: Equipment	Lawn mowers tractor, trailer	1, 3	CA Act 20	\$89,000	Current year surplus – 100%	
Assets: Vehicles & UTVs	Pickup truck, SUV, UTV	1, 3	CA Act 20	\$122,000	Current year surplus – 100%	
Asset: Infrastructure – Workshop	Equipment Storage Shed Roofs & Air Compressor for Workshop	1	CA Act 20	\$23,840	Municipal levy – 100%	
Total 2024 Capital Budget				\$696,340		

Chart B – Summary of Category 2 Programs and Services – Details of Municipal Agreements

Ontario Regulation 687/21 Section 6 Subsection 5 requirements

(5) For each Category 2 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. The name of the municipality on behalf of which the program or service is provided.
2. The date on which the authority and the municipality entered into a memorandum of understanding or another agreement with respect to the provision of the program or service.

Program or Service	Category	Applicable Section of the Act	Description	Memorandum of Understanding (MOU) / Agreement Status
Trees for Roads	2	CA Act Section 21.1.1	Roadside tree planting service at municipal request. Primarily delivered for the Municipality of Bayham and South-West Oxford Township. No agreement in place yet	This has historically been a “fee for service” program without agreement. A service agreement will be required with those municipalities interested in continuing the service.
Drain classification	2	CA Act Section 21.1.1	Electrofishing services to Norfolk County’s drain classification program, funded annually by DFO. No agreement in place as it is dependent on funding	Norfolk County/LPRCA/DFO MOU.

Chart C – Summary of Category 3 Programs and Services – Details of Municipal Agreements

Ontario Regulation 687/21 Section 6 Subsection 6 requirements

(6) For each Category 3 program or service listed in the inventory under clause (2) (a), the authority shall include the following information:

1. Whether or not the program or service was financed, in whole or in part, through municipal levies collected from participating municipalities.
2. Whether or not the authority intends to seek to enter into a cost apportioning agreement with one or more participating municipalities to ensure all or part of the financing of the program or service after the transition date.

Program or Service	Category	Applicable Section of the Act	Description	Section 6(6) Info Requirements
Private land stewardship services	3	CA Act Section 21.1.2	Disbursements to property owners and contractors are externally funded. The staffing cost to apply for and manage external funding, promote private land stewardship and provide advice and technical support to property owners relies in part on internal funding where the cost cannot be covered from	Not financed through municipal levy

Program or Service	Category	Applicable Section of the Act	Description	Section 6(6) Info Requirements
Private forest land management services	3	CA Act Section 21.1.2	Private land tree planting and survival monitoring.	Not financed through municipal levy
Stream health monitoring	3	CA Act Section 21.1.2	The stream health monitoring that LPRCA undertakes beyond the activities for Provincial Water Quality Monitoring Network and the Provincial Groundwater Monitoring Network is Category 3.	Not financed through municipal levy
Lamprey barrier inspection	3	CA Act Section 21.1.2	DFO pays LPRCA annually under MOU to inspect the condition of the lamprey barriers.	Not financed through municipal levy
Lee Brown Waterfowl Management Area	3	CA Act Section 21.1.2	Area management, operation and maintenance	Not financed through municipal levy
Backus Conservation Educational and Interactive Program Services	3	CA Act Section 21.1.2	Education services and outdoor education program.	Not financed through municipal levy
Backhouse Heritage Village and Historical Services	3	CA Act Section 21.1.2	The Heritage Village and Mill operation and maintenance and heritage education program are funded in part by external funding from provincial grants, donations, user fees and school board contracts. The mill is a National Historic Site.	Not financed through municipal levy
Conservation Parks	3	CA Act Section 21.1.2	Campground operations and maintenance.	Not financed through municipal levy

Program or Service	Category	Applicable Section of the Act	Description	Section 6(6) Info Requirements
Public Forest Land Management	1 & 3	CA Act Section 21.1.2	10-year Managed Forest Plans renewal, 5-year Operational Plan, harvest operations (marking, tendering, monitoring), ecological surveys, MFTIP and CLTIP programs.	Not financed through municipal levy
Leighton and Betty Brown Conservation Scholarship	3	CA Act Section 21.1.2	Awarded annually to a watershed student graduating from high school and pursuing a degree in an environmental or natural resources field	Not financed through municipal levy



**East Elgin Community Complex Board of Management
Minutes
January 31, 2024 – 7:00 p.m.
EECC Blueline Room**

The East Elgin Community Complex Board of Management met at 7:00 p.m. with the following present:

Aylmer Council: Mayor J. Couckuyt, Board Member A. Oslach, Board Member K. Desrosiers, Board Member J. Chapman, Board Member W. Vanraes, Board Member J. Rauhe

Malahide Council: Chair Mayor D. Giguère, Deputy Mayor M. Widner, Board Member S. Leitch, Board Member R. Cerna, Board Member J. H. Wilson, Board Member S. Lewis, Board Member C. Glinski

Staff: Aylmer Chief Administrative Officer A. Grozelle, Malahide Chief Administrative Officer. N. Dias, Aylmer Director of Operation R. Johnson, Aylmer Treasurer H. Sachs, Malahide Manager of Legislative Services/Clerk, A. Adams, Aylmer Director of Legislative Services/ Clerk O. Jaggard

Absent: Deputy Mayor P. Barbour

1. WELCOME - Chair - Mayor Giguère

Mayor Giguère called the meeting to order at 7:02 p.m.

2. CONFIRMATION OF AGENDA

(a) Confirmation of Agenda

Addition:

Resolution No. 1-24

Moved by Member Chapman and seconded by Member Desrosiers:

January 31, 2024

That the Board adopts the Agenda for the meeting of January 31, 2024 with the addition of correspondence from the AMHA regarding East Elgin Community Complex Complaints as an action item; and

The motion is Carried.

3. DECLARATION OF PECUNIARY INTEREST

4. DELEGATIONS

5. APPROVAL OF PREVIOUS MINUTES

- (a) Minutes of the EECC Board Meeting held on September 28, 2023

6. ACTION ITEMS

- (a) Correspondence from the Aylmer Minor Hockey Association regarding East Elgin Community Complex Complaints (Pending addition to the agenda resolution)

Resolution No. 2-24

Moved by Member Cerna and seconded by Member Widner:

That the correspondence from the Aylmer Minor Hockey Association regarding East Elgin Community Complex Complaints be received for information.

And that the Board direct staff to provide a follow up report on the correspondence by the June Meeting of the EECC Board.

The motion is Carried.

- (b) EECC Administrator - Report CAO 07-24 - EECC Operational & Capital Budget 2024

Resolution No. 3-24

Moved by Member Chapman and seconded by Member Vanraes:

That the EECC Board approve the proposed 2024 Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner).

The motion is Carried.

Resolution No. 4-24

Moved by Member Lewis and seconded by Member Cerna:

That Report CAO 07-24 entitled East Elgin Community Complex – Proposed 2024 Operating and Capital Budget be received for information; and,

January 31, 2024

That the EECC Board refer the 2024 Capital Budget back to staff to revise with consideration of comments at the January 31, 2024, the East Elgin Community Complex Board of Management meeting; and That the EECC Board request a facilities Tour focused on capital items in advance of the next consideration of the 2024 capital budget; and That the EECC Board endorse the 2024 User Fees as previously reviewed in September 2023.

The motion is Carried.

- (c) Board Secretary - Staff Report CLRK 02-24 - 2024 Regular EECC Board Meeting Schedule

Resolution No. 5-24

Moved by Member Lewis and seconded by Member Desrosiers:
That EECC Report CLRK 02-24, entitled 2024 Regular EECC Board Meeting Schedule be received for information; and, That the Board approves the meeting dates as follows: Wednesday, March 13, 2024, at 7:00pm; and The Staff propose a new schedule.

The motion is Carried.

- (d) Kathryn Desrosiers Notice of Motion

That that EECC Administrator be directed to provide a staff report on a confidential incidents occurring previous on January 10, 2024.

Resolution No. 6-24

Moved by Member Cerna and seconded by Member Widner:
That the rules of order be waived to consider a notice of motion presented by Kathryn Desroseirs at this January 31, 2024 meeting.

The motion is Carried.

Resolution No. 7-24

Moved by Member Desrosiers and seconded by Member Chapman:
That that EECC Administrator be directed to provide a staff report on a confidential incidents occurring previous on January 10, 2024 at the next meeting of the EECC Board.

The motion is Carried.

7. INQUIRIES BY MEMBERS

January 31, 2024

8. **CLOSED SESSION**

9. **ADJOURNMENT**

(a) Adjournment

Resolution No. 8-24

Moved by Member and seconded by Member :

That the Board do now adjourn at 8:34 p.m.

The motion is Carried.

Secretary

Chair

DRAFT



The Corporation of the Town of Aylmer
 46 Talbot Street West, Aylmer, Ontario N5H 1J7
 Office: 519-773-3164 Fax: 519-765-1446
 www.aylmer.ca

February 5, 2024

Town of Aylmer Council
Town of Malahide Council

Re: EECC 2024 Operating Budget and 2024 User Fee Approvals

Dear Members of Council,

At their meeting on January 31, 2024, the East Elgin Community Complex Board of Management passed the below resolutions:

Resolution No.4-24

Moved by Member Chapman and seconded by Member Vanraes:

That the EECC Board approve the proposed 2024 Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner).

Resolution No. 5-24

Moved by Member Lewis and seconded by Member Cerna:

**That Report CAO 07-24 entitled East Elgin Community Complex – Proposed 2024 Operating and Capital Budget be received for information; and,
That the EECC Board refer the 2024 Capital Budget back to staff to revise with consideration of comments at the January 31, 2024, the East Elgin Community Complex Board of Management meeting; and
That the EECC Board request a facilities Tour focused on capital items in advance of the next consideration of the 2024 capital budget; and
That the EECC Board endorse the 2024 User Fees as previously reviewed in September 2023.**

Endorsement of this resolution from the Town of Aylmer Council and Town of Malahide Council is required for final approval. The following template resolution is offered:

Resolution No. _____-24

THAT the Council of the _____ approve the 2024 Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner); and

THAT the Council of the _____ approve the 2024 EECC user fees.

Thank you,

Owen Jaggard, EECC Board Secretary
Director of Legislative Services/ Clerk, Town of Aylmer
46 Talbot Street West, Aylmer, ON N5H 1J7
519-773-3164 Ext. 4913 | Fax 519-765-1446
ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC: Andy Grozelle, EECC Administrator, Town of Aylmer Chief Administrative Officer



E A S T E L G I N
Community Complex

[Alternative formats and communication support available upon request.

Please contact clerks@town.aylmer.on.ca or 519-773-3164 for assistance.]

Date	January 25, 2024
To	EECC Board – January 31, 2024
From	Andy Grozelle, Chief Administrative Officer Heather Sachs, Director of Finance Rob Johnson, Director of Operations
Report No.	CAO 07-24
Report Title	EECC Operational & Capital Budget 2024

Recommendation

That Report CAO 07-24 entitled East Elgin Community Complex – Proposed 2024 Operating and Capital Budget be received for information; and,

That the EECC Board approve the proposed 2024 Operational Budget in the total amount of \$626,320 (\$313,160 per municipal partner); and,

That the EECC Board approve the 2024 Capital Budget in the total amount of \$_____ (\$_____ per municipal partner); and,

That the Board’s approval be sent onto member municipalities for endorsement; and,

That the EECC Board endorse the 2024 User Fees as previously reviewed in September 2023.

Executive Summary

This report provides the final proposed 2024 Operating and Capital Budget to the EECC Board for review and direction. The final amount for the Capital Budget has been left blank to allow for any adjustments the Board may make prior to authorization.

Background

OPERATIONAL BUDGET

This represents the EECC Board's first presentation of the 2024 Operating Budget. The proposed amount of the Operational Budget represents a \$26,558 increase in funding (\$13,279 per respective municipality). Staff believe this number is achievable in 2024 and have taken what we believe to be a conservative approach to estimate revenues for the year. Full details of the Operational Budget are attached to this report yet have remained unchanged since they had been forwarded to each municipality for preliminary consideration in October 2023.

TOWN OF AYLMER EECC				
	Current Year	Future	Future	Future
	Budget 2023 YTD	Budget 2024 YTD	<i>Roll 2023 to 2024 increase/(decrease) YTD</i>	<i>Roll 2023 to 2024 increase/(decrease) %</i>
General Fund Expenditures				
Total Salaries, Wages & Benefits	662,683.00	705,863.00	43,180.00	6.52%
Total Admin, Materials and Supplies	531,414.00	543,792.00	12,378.00	2.33%
Total Contracted Services	42,160.00	45,160.00	3,000.00	7.12%
Total Rents and Financial Services	3,090.00	3,090.00	0.00	0.00%
Total General Fund Expenses	1,239,347.00	1,297,905.00	58,558.00	4.72%
General Fund Revenues				
Total Canada / Ontario Grants	-3,600.00	-3,600.00	0.00	0.00%
Total Municipal Contributions	-35,000.00	-35,000.00	0.00	0.00%
Total User Fees and Charges	-592,900.00	-624,900.00	-32,000.00	5.40%
Total Licenses, Permits and Rentals	-7,685.00	-7,685.00	0.00	0.00%
Total Fines and Penalties	-400.00	-400.00	0.00	0.00%
Total General Fund Revenues	-639,585.00	-671,585.00	-32,000.00	5.00%
Net General Fund (Revenue)/Expenditure	599,762.00	626,320.00	26,558.00	4.43%
Tax Levy	599,762.00	626,320.00	26,558.00	4.43%

CAPITAL BUDGET

This also represents the EECC Board's first presentation of the 2024 Capital Budget. Staff had consolidated the items from the [facility condition assessment](#) that was presented to the board in September 2023 into one document and forwarded the new 2024 Capital Budget to each municipality in October 2023 for preliminary consideration. The initial documentation mirrored this facility condition assessment, however, after consultation with the Municipal Partners the affordability of the plan has been considered.

Historic underfunding of EECC capital has been evident in future projections since at least 2019. At that time, projections showed substantial increases required to meet the minimum needs of the facility. The historic funding shortfalls were refined in 2023 through the facility condition assessment which quantifies the anticipated costs over the next decade.

As the EECC Board's obligation is towards the best interest of the EECC, administration needs to recommend an aggressive approach to undertake capital works upon the facility. Delays in undertaking the work identified in the facility condition assessment increase the potential for critical failures and/or facility closures.

In terms of encouraging municipal partners to invest in the facility, it is also important to highlight the level of investment in the facility from a capital perspective to date. The initial cost of construction of the EECC involved contributions from partner municipalities of less than \$2 million each due to fundraising and grants. Historic capital investments for this facility were low in initial years and more recently were held to \$90,000 or less annually per municipal partner until the last several years.

Potential Deferrals from the 2024 Capital Budget

Below is a list of potential items for consideration of deferral from 2024. The total impact of these moves would shift \$1,401,971 from the 2024 to 2025 Capital Budget. This approach is not without risks. The focus of the deferrals has been to target items that are unlikely to require a facility closure if failure occurs.

EECC Comm/Security Fire Panel	\$51,125
EECC Superstructure Framing	\$16,861
EECC Exterior Walls -Stucco	\$224,633
EECC Exterior doors	\$2,761
EECC Exterior Glazed doors	\$40,900
EECC Interior Partitions	\$127,301
EECC Interior Finishes Exposed Concrete	\$270,554
EECC Interior Finishes Ceiling	\$48,098
EECC Dressing Rooms and Lockers	\$260,738

EECC Roadways – Asphalt Paving (Parking Lot)	\$216,003
EECC Concrete – Curbs, Planters, Pads	\$89,469
EECC Concrete – Pedestrian Walkways	\$38,528
EECC Sound System	\$15,000

Below is a brief staff summation upon some of the potential reductions:

Building, Structural/Flooring/Interior Finishes

Skate tile work has been delayed during prior budget deliberations and could again be delayed. Alternatively, the Board could elect to annually undertake smaller sections of flooring. The areas were originally selected to leverage economies of scale to obtain favourable pricing. Annually undertaking smaller sections would result in replacement over time but with higher projects costs.

The exterior walls repairs could be delayed. As noted in the engineer's report and shown in the photos, the exterior is showing signs of water damage as a result of component failure. Once the exterior starts to deteriorate, the deterioration is not linear. Components tend to deteriorate much faster at the end. If the sealant continues to break down, the damage to the building could quickly accelerate and repair costs could increase significantly.

Dressing rooms and lockers repairs could be delayed. This may result in complaints from user groups, increased building maintenance costs, or in the worst-case scenario, the closure of some of the dressing rooms.

Property and Siteworks

The asphalt paving of the parking lot could be again delayed. Staff would recommend that some siteworks be undertaken to address the areas that show negative slope or insufficient drainage away from the building. As identified in the report, positive drainage away from the structure is especially important for any slab-on-grade structure. Delaying the replacement of the asphalt parking lot will result in higher maintenance costs. It is likely that the asphalt parking will deteriorate quicker as it ages. Once cracking starts and water migrates past the surface into the base, the deterioration seems to accelerate.

Should the Board decide to delay the asphalt paving of the parking lot, work to the curbs and the walkway could also be delayed. Concrete repairs could be scheduled for the year prior to the asphalt parking lot replacement. Enhanced maintenance activities may be warranted to ensure there are no trip hazards and the infrastructure is safe for patron use.

IT, Hardware, Software & Sound

Components of the sound system have failed, and staff are receiving complaints. Staff have addressed the issue by implementing a workaround. Until such time as equipment fails and becomes unusable, the replacement could be delayed. A replacement unit could likely be procured expeditiously as an “emergency expenditure.”

The Emergency/ Fire Alarm Panel could be delayed until such time as an imminent failure is likely. The unit is inspected annually, and a replacement unit could be expedited and procured as an “emergency expenditure.”

Other Capital Considerations

The Board may decide to defer the HVAC work for the office in the amount of \$5,113. If this unit fails it will not impact the facility being able to operate.

There are a substantial number of Capital projects in the budget. Staff are happy to investigate and bring forward further observations and commentary upon any of the proposed Capital projects. EECC staff do not have the technical qualifications to speak in a professional capacity to some of the facilities’ components. Staff will however try to provide information, however, want to identify that aspects of it could be heavily qualified or reliant upon the facility condition assessment.

USER FEES

Changes to User fees were presented to the EECC Board in August of 2023. Rates remained unchanged however discounted categories around training and summer ice were removed. Notice was provided to impacted user groups of this change. Staff anecdotally believe that the minimal response from impacted users indicates that they were aware of how unusual these subsidies were to municipal arena operations.

Of note, two additional changes have been proposed in the User Fees for the Board. The first is an increase in advertising related to the Ice Resurfacer. As this is a new piece of equipment staff would like to see one advertiser for the entire machine. This, along with applying the rate annually for a three-year term, would see potential sponsorship revenues increase from \$3,244.28 to \$6,000.

Another change being proposed to sponsorships is Lobby Signage. This signage is highly visible to anyone entering the facility and the cost of \$34.45 per square foot per year is significantly undercharging for the prominence of this advertising area. Staff are recommending this amount be increased to \$80 for 2024.

If the Board decides not to endorse the 2024 Budget at this January 31, 2024 meeting, staff are requesting that they still consider proceeding to approve the 2024 User Fees at this time.

Analysis

The EECC Agreement requires the provision of budgetary information to municipal staff prior to December 31st and the presentation of a budget to the Board prior to February 15th. Notice has been given in accordance with the Board Agreement of consideration of the Budget at this meeting.

It is important to note that in 2023, Aylmer Council already endorsed the EECC budget for 2024 Operational and Capital costs. In terms of the Capital cost, there is direction for Aylmer staff to investigate and to provide a further report upon funding of the 2024 projects. This is simply to highlight for the Aylmer members their existing approval. This is not to intended to deter any changes that Aylmer representatives may advance in their role as Board members regarding what they view as being in the best interest of the EECC facility.

Consultation

Two meetings were held with Malahide administration. Attached as Appendix C to this report are a list of comments provided just prior to agenda publication. Additional direction is requested from the Board prior to administration dedicating time to a response.

Conclusion

The draft 2024 Operational and Capital Budgets are presented for the input of and changes from the EECC Board.

Attachments

Proposed 2024 Operational and Capital Budgets

Proposed 2024 User Fees

List of Comments

Respectfully submitted,

Andy Grozelle
Chief Administrative Officer

Heather Sachs

Director of Finance

Rob Johnson
Director of Operations

Reviewed by Andy Grozelle, Chief Administrative Officer

2024 draft budget											
PROJECT LIST	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	TOTAL BUDGET
EECC Interior Construction - Partitions Walls							58,427				58,427
EECC Interior Construction - Interior Doors						10,285	10,517	10,753	10,995		42,550
EECC Stairs & Finishes						31,999					31,999
EECC Interior Guardrails & Handrails						239,993					239,993
EECC Interior Arena Finishes Exposed concrete	270,554										270,554
EECC Arena Finishes - Seating & Bleachers					105,621						105,621
EECC Interior Finishes - Floor in common areas					123,392						123,392
EECC Floor Finishes - Community Hall								136,211			136,211
EECC Interior Finishes - Ceiling	48,098										48,098
EECC Dressing Rooms & Lockers	260,738										260,738
Property & Siteworks											
EECC Roadways - Asphalt Paving (Parking lot)	216,003	220,863	225,833	230,914	0						893,613
EECC Concrete - Curbs, Planters, pads	89,469										89,469
EECC Concrete - Pedestrian Walkways	38,528										38,528
EECC Site features						51,427					51,427
EECC Contingency, Condition assessment & Misc		10,455			24,589		11,685			100,000	146,729
IT, Hardware, Software & Sound											
EECC Computer Server 2023											13,000
EECC Sound System	15,000										15,000
EECC Website Update			3,000								3,000
EECC Booking Software Upgrades					25,000						25,000
EECC Website Update 2028							3,000				3,000
EECC Scoreboard - Eastlink	0							15,000			15,000
EECC Controls (6000E/boards/PC)				100,000						50,000	150,000
EECC Computer Server 2030										13,000	13,000
Total	2,400,452	456,201	376,125	525,613	820,571	1,413,610	957,211	667,984	409,511	470,000	8,850,278



EAST ELGIN
Community Complex

	Rate	CAPITAL SURCHARGE	(+ applicable taxes)
Wedding Receptions – 50% off prior day (set up) (upon availability)			
Hall (based on 4+ hours)	\$1,040.00	\$52.00	\$1,092.00
Registered Non Profit/Charitable Organization	\$780.00	\$39.00	\$819.00
Major User Groups – AMHA, B.A.D Girls , Aylmer Skating Club, Aylmer Spitfires – Entire Hall	\$520.00	\$26.00	\$546.00
Daily – 2 Day	\$1,352.00	\$67.50	\$1,419.50
Daily – 3 Day	\$1,664.00	\$83.20	1,747.20
Daily – 4 or more (daily rate X 70% X # days)			
Hourly Rate Entire Hall (<4 hours)	\$208.00	\$10.40	\$218.40
Hall with Ice Rental - Daily	\$520.00	\$26.00	\$546.00
Section of Hall(A B or C) and Blueline Room (4+ hours)	\$364.00	\$18.20	\$382.20
Hourly Rate per section of hall (<4hours)	\$78.00	\$3.90	\$81.90
Blueline Room with Ice Rental	\$156.00	\$7.80	\$163.80
KITCHEN			
Daily	\$62.40	\$3.12	\$65.52
ARENA FLOOR			
Arena Floor – Daily with Portable floor	\$2,319.20	\$115.96	\$2,435.16
Arena Floor – Hourly Rate (< 4 hours) Portable floor not required	\$78.00	\$3.90	\$81.90
MEETING ROOM			
Meeting Room	\$40.00	\$2.00	\$42.00
ENTIRE COMPLEX			
Community Hall + Blue Line Room + 2 Arenas + Kitchen + Lobby – Daily	\$6,032.00	\$301.60	\$6,333.60
SOCAN+Re: SOUND FEE			
(BASED ON # OF GUESTS)	WITHOUT/WITH DANCING		(+ applicable taxes)
1-100	\$31.00/\$54.00		
101 – 300	\$46.00/\$89.00		
301-500	\$94.00/\$186.00		
Over 500	\$130/\$256		
Storage/Office (monthly)	\$28.57	\$1.43	\$30.00
Rec/Fitness Instruction Class Rental	\$31.20	\$1.56	\$32.76

Rates are subject to 5% surcharge and 13% HST.

**ADVERTISING RATES 2022-2023**

	3 year contracts – rate at the time of agreement
Rink Board	\$378.98 (4 ft. + production + lexan)
	\$757.94 (8 ft. production + lexan)
Ice Resurfacer	Entire Ice Resurfacer (\$2000.00 per year)
Ice	\$947.44 (+ production)
Score Clock	\$11,148.42 (per illuminated panel + production)
Time of Day	\$574.19 (per illuminated panel + production)
Digital sign	\$52.00/daily \$286.00/weekly.
Lobby	\$80.00 /square foot/ per Year
(all Lobby advertising must be approved by the board)	
(10% discount with 3 yr. contract, 50% off second rink board, one in each rink and the same advertiser, with continued 10% discount with 3 year contract)	
Digital sign advertising time frame is 3 consecutive days minimum for a daily rental and 5 consecutive days	



EAST ELGIN
Community Complex

ICE RENTAL RATES FOR 2024-2025

		RATE	5%	TOTAL
			CAPITAL SURCHARGE	(+ applicable taxes)
PRIME		\$172.80	\$8.64	\$181.44
NON PRIME		\$103.67	\$5.18	\$108.85
SCHOOL	Class/ Practice/Non Prime	\$67.60	\$3.38	\$70.98
	Game (non prime)	\$103.67	\$5.18	\$108.85

September 1 – June 30

PRIME Sunday – **7:00a.m. to 10:00p.m.**
Monday to Friday – **5:00p.m. to 10:00p.m.**
Saturday – **7:00a.m. to 11:00p.m.**

NON PRIME

Sunday – **10:00p.m. to 1:00a.m.**
Monday to Friday – **7:00a.m. to 5:00p.m. & 10:00p.m. to 1:00a.m.**

July 1 – August 31

PRIME Monday to Friday – **9:00 a.m. – 4:00 p.m.**

NON PRIME

Monday to Friday – **7:00 a.m. – 9:00 a.m.**
Monday to Friday – **4:00 p.m. – Close**
Saturday and Sunday – **7:00 a.m. - Close**

SCHOOL

Practice, games or recreational skate – Monday to Friday 7:00 a.m. to 5:00 p.m.
(Must be an educational institution)

Andy Grozelle

From: Nathan Dias <NDias@malahide.ca>
Sent: January 25, 2024 2:03 PM
To: Andy Grozelle
Cc: Adam Boylan; Jason Godby
Subject: RE: Report comments?

[You don't often get email from ndias@malahide.ca. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Thanks Andy,

Please see our comments below:

- Report number needs to be updated
- Explanation of conservative approach to revenue estimates may be beneficial
- An explanation of historic shortfalls could be beneficial (explanation of why certain capital items were not identified earlier, what previous maintenance activities were done or not done, what issues let the facility to come into such a poor condition, what remedies can prevent this from happening again).
- There's no commentary on EECC Interior Partitions > What is the impact of deferring this?
- Why were Building, Structural/Flooring/Interior Finishes previously delayed?
- It may be helpful to provide page numbers/section/figure references to the condition report where referenced
- Why would the dressing rooms need to be closed if the repairs go unaddressed?
- Property and Siteworks - any explanation why previously delayed? What other asphalt maintenance/preservation activities have been investigated?
- What are the enhanced maintenance activities in relation to trip hazards?
- IT/Sound: What is the workaround? What components have failed? What is the impact of the failure of the workaround?
- What does the Emergency/Fire Alarm panel do? Will it lead to increased fire alarm calls or jeopardize site security or safety? Would the CBO/Fire Chief agree that it can be deferred?
- As capital items identified are heavily qualified or reliant upon the facility condition assessment - what were its assumptions, limitations or exclusions if any? What was the scope of work/terms of reference for the report?
- Are the 2024 user fees going to be attached to this report?

Best regards,

Nathan Dias

Chief Administrative Officer | Township of Malahide

519.773.5344 x223 | ndias@malahide.ca |

<https://can01.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.malahide.ca%2F&data=05%7C02%7Cagrozelle%40town.aylmer.on.ca%7C6e3700d54d244945c2e408dc1dd84c5e%7C4398065f7782451d89552622ac96ec8a%7C0%7C0%7C638418062043533392%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzliLCJBTiI6Ikl1haWwiLCJXVCi6Mn0%3D%7C3000%7C%7C%7C&sdata=zCk6n%2FDwKA4Jvy7S8CPIkqpA1sFXmS1Zimzskxp7xao%3D&reserved=0>

-----Original Message-----

From: Andy Grozelle <agrozelle@town.aylmer.on.ca>

Sent: Thursday, January 25, 2024 1:25 PM

155

To: Nathan Dias <NDias@malahide.ca>; Adam Boylan <ABoylan@malahide.ca>; Jason Godby <JGodby@malahide.ca>
Subject: Report comments?

Hoping to publish soon. Thanks Andy

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

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY- LAW NO. 24-06**

Being a By-law to establish various User Fees and Rates.

WHEREAS pursuant to Sections 9, 11 and 391(1) of the Municipal Act, 2001, c. 25, as amended, a municipality may pass by- laws imposing fees or charges on persons for services and activities provided or done by or on behalf of it and for the use of its property including property under its control;

AND WHEREAS pursuant to Section 69 of the Planning Act, R.S. O. 1990, c. P. 13, as amended, a Council of a municipality may pass a by-law to prescribe a tariff of fees for the processing of applications made in respect of planning matters;

AND WHEREAS the Council of The Corporation of the Township of Malahide deems it desirable to update certain fees and charges charged from time to time and establish others;

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

1. THAT the fees, rates, and charges as set out in Schedule "A" to this By-law be and the same are hereby established.
2. THAT the fees, rates, and charges listed in Schedule "A" to this By-law will be subject to federal and/or provincial taxes, where applicable.
3. THAT the payment of any fee or charge in this By-law shall be in Canadian currency.
4. THAT no request by any person for any information, service, activity, or use as set out in Schedule " A" to this By-law will be processed or provided until the person requesting the information, service, activity, or use has paid the applicable fee in the prescribed amount.
5. THAT interest be added to rates, fees, and charges, including any collection costs that are due and unpaid after 30 days at the rate of 2% per month.
6. THAT the Chief Administrative Officer or Treasurer, is hereby authorized in his or her discretion to waive, reduce, or otherwise vary the fee or charge for the item concerned as set out in Schedule "A" to this By-law.
7. THAT Schedule "A" to this By-law shall be deemed to be an integral part of this By-law.
8. THAT this By-law shall be known as the "User Fee By-law".
9. THAT 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.

10. THAT By-law No. 23-27 be and the same is hereby repealed in its entirety effective the date that this By-law comes into force and effect.

11. THAT this By-law shall come into force and take effect on the final passing thereof.

READ a FIRST and SECOND time this 15th day of February, 2024.

READ a THIRD time and **FINALLY PASSED** this 15th day of February, 2024.

Mayor, D. Giguère

Clerk, A. Adams

USER FEE SCHEDULE**CLERK'S & CORPORATE SERVICES****SECTION 1: Licences**

Items are exempt from HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Lottery Licences	Minimum fee of \$5.00 or 3% of prize value	Minimum fee of \$5.00 or 3% of prize value	Minimum fee of \$5.00 or 3% of prize value	Minimum fee of \$5.00 or 3% of prize value
Solar Farm Licence (CPI 2013 = 122.8)	\$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)	\$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)	\$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)	\$5,000.00 annually, to be increased by CPI in years 6, 11, 16 as per agreement (see By-law No. 13-41)

SECTION 2: Vital Statistics, Freedom of Information & Commissioner of Oaths

All items are subject to HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Burial Permit Fee (non-residents only)	\$15.00	\$15.00	\$15.00	\$15.00
Document Certification/ Commissioner of Oaths (HST included)	\$10.00	\$10.00	\$15.00 (resident) / \$25.00 (non- resident)	\$15.00 (resident) / \$25.00 (non- resident)
Meeting Investigation Fee (HST exempt)	\$25.00 (refundable if deemed valid issue)	\$25.00 (refundable if deemed valid issue)	\$25.00 (refundable if deemed valid issue)	\$25.00 (refundable if deemed valid issue)
MFIPPA (no HST on initial \$5.00; HST on all other costs/charges)	\$5.00 per request plus cost of copies, staff time and shipping fees	\$5.00 per request plus cost of copies, staff time and shipping fees	\$5.00 per request plus cost of copies, staff time and shipping fees	\$5.00 per request plus cost of copies, staff time and shipping fees

SECTION 3: Mapping and General

All items in this section are subject to HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
GIS Property Map including the property (MPAC) parcels and Road Network only	\$10.00 per 8.5"x11" page \$8.00 per pdf document	\$10.00 per 8.5"x11" page \$8.00 per pdf document	\$10.00 per 8.5"x11" page \$8.00 per pdf document	\$10.00 per 8.5"x11" page \$8.00 per pdf document
GIS Mapping - each additional pre-existing layer	\$2.00 per layer	\$2.00 per layer	\$2.00 per layer	\$2.00 per layer
GIS Custom Map including mark ups	\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.	\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.	\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.	\$40.00 minimum fee for up to ½ hour GIS Technician's time. Thereafter \$15.00 for minimum of 15 minute intervals. Hard copy of map is extra.
County Road Map	Full cost recovery	Full cost recovery	Full cost recovery	Full cost recovery
Municipal Map	\$1.50	\$1.50	\$1.50	\$1.50
Official Plan Document	\$75.00	\$75.00	\$75.00	\$75.00
Zoning by-law Document	\$75.00	\$75.00	\$75.00	\$75.00
Photocopying/computer print out –black/white	\$.75/page	\$.75/page	\$.75/page	\$.75/page
Photocopying/computer print out – colour copies	\$1.50/page	\$1.50/page	\$1.50/page	\$1.50/page
Fax	\$1.00/page	\$1.00/page	\$1.00/page	\$1.00/page
Township Pin or Spoon	\$2.00	\$2.00	\$2.00	\$2.00
Township Flag	Full cost recovery	Full cost recovery	Full cost recovery	Full cost recovery

**DEVELOPMENT SERVICES DEPARTMENT
SECTION 1: Planning Fees**

The following are Planning Application Deposits used towards the actual costs which shall be incurred by the Township during the review and approval process. The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal staff time and associated costs. Planning deposits and fees are exempt from HST.

ITEM	2021 DEPOSIT	2022 DEPOSIT	2023 DEPOSIT	CURRENT DEPOSIT
Official Plan Amendment Application	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Defence of Ontario Municipal Board Appeals	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Minor Variance Applications	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Site Plan Agreement Application	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00
Temporary Use By-law Applications	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Temporary Use By-law Renewal Application	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00
Plan of Subdivision Application	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Plan of Condominium Application	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00
Zoning By-law Application	\$4,000.00	\$4,000.00	\$4,000.00	\$4,000.00
Development Agreement Fee	\$580.00	\$590.00	\$590.00	\$590.00
Site Evaluation Fee including Private Septic System Verification Fee – required on all severances to confirm the septic system is confined entirely within the property boundaries and conforms to all property line setbacks.	\$165.00	\$170.00	\$170.00	\$170.00
Percolation Test	\$250.00	\$255.00	\$255.00	\$255.00
Ontario Power Authority Review and Response for Feed-In-Tariff (FIT) Applications	\$170.00	\$175.00	\$175.00	\$175.00
Fence Viewing Deposit	\$ 270.00	\$ 280.00	\$ 280.00	\$ 280.00
Fence Viewer Fee – to be deducted from the Fence Viewing Deposit	\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee	\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee	\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee	\$50.00 for each of the 3 Viewers, mileage paid and \$90.00 Administration Fee

SECTION 2: Municipal By-law Enforcement Fees

Items in this section are exempt from HST.

A surcharge of \$33.00 is applicable for all licence fees paid after March 31st
Effective 2021, permanent (lifetime) dog tags will be issued. Fees will be payable every year.

DOG LICENCES	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
- first dog	\$34.50	\$35.20	\$17.60	\$17.60
- second dog	\$39.50	\$40.30	\$20.15	\$20.15
- third dog	\$59.50	\$60.70	\$30.35	\$30.35
- kennel licence	\$142.00	\$145.00	\$72.50	\$72.50
- replacement tag	\$5.00	\$5.00	\$5.00	\$5.00
- dangerous dog	\$212.00	\$216.30	\$108.15	\$108.15
- guide dog & service dog	\$0.00	\$0.00	\$0.00	\$0.00

FACILITY SERVICES DEPARTMENT

SECTION 1: Community Building Fees

Unless otherwise noted, Community Building Fees are subject to a 5% Capital Replacement Surcharge.

All items in this section, with the exception of the Damage Deposit, are subject to HST.

MALAHIDE COMMUNITY PLACE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Licensed Event – Community Room A, any day of the week	\$63.34/day	\$64.92/day	\$64.92/day	\$64.92/day
Licensed Event – Community Room B or C, Friday or Saturday	\$316.77/day	\$324.68/day	\$324.68/day	\$324.68/day
Licensed Event – Community Room B or C, Sunday to Thursday	\$260.87/day	\$267.39/day	\$267.39/day	\$267.39/day
Licensed Event – Community Rooms B & C, Friday or Saturday	\$443.70/day	\$454.79/day	\$454.79/day	\$454.79/day
Licensed Event – Community Rooms B & C, Sunday to Thursday	\$380.38/day	\$389.88/day	\$389.88/day	\$389.88/day
Licensed Event – Community Rooms A,B & C, Friday or Saturday	\$507.00/day	\$519.67/day	\$519.67/day	\$519.67/day
Licensed Event – Community Rooms A,B & C, Sunday to Thursday	\$443.70/day	\$454.79/day	\$454.79/day	\$454.79/day
Licensed Hourly – Community Room B or C	\$57.04/day	\$58.46/day	\$58.46/day	\$58.46/day
Licensed Hourly – Community Rooms A & B	\$69.09/day	\$70.81/day	\$70.81/day	\$70.81/day

MALAHIDE COMMUNITY PLACE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Licensed Hourly – Community Rooms B & C	\$75.97/day	\$75.97/day	\$77.87/day	\$77.87/day
Licensed Hourly – Community Rooms A, B & C	\$90.79/hour	\$90.79/hour	\$93.06/day	\$93.06/day
Recurring Program – Community Room A	\$19.03/hour	\$19.03/hour	\$19.51/day	\$19.51/day
Recurring Program – Community Room B or C	\$31.66/hour	\$31.66/hour	\$32.45/day	\$32.45/day
Meetings - Meeting Room	\$31.66/three hour meeting	\$31.66/three hour meeting	\$32.39/three hour meeting	\$32.39/three hour meeting
Meetings – Community Room A	\$47.72/three hour meeting	\$47.72/three hour meeting	\$48.91/three hour meeting	\$48.91/three hour meeting
Unlicensed Event – Community Room A	\$31.66/hour	\$31.66/hour	\$32.45/hour	\$32.45/hour
Unlicensed Event – Community Room B or C	\$50.71/hour	\$50.71/hour	\$51.98/hour	\$51.98/hour
Unlicensed Event – Community Rooms A & B	\$57.04/hour	\$57.04/hour	\$58.47/hour	\$58.47/hour
Unlicensed Event – Community Rooms B & C	\$69.09/day	\$69.09/day	\$70.82/hour	\$70.82/hour
Unlicensed Event – Community Rooms A,B & C	\$80.91/hour	\$80.91/hour	\$82.93/hour	\$82.93/hour
Kitchen Rental – with full-day hall rental	\$104.52/event	\$104.52/event	\$107.13/event	\$107.13/event
Kitchen Rental – stand alone event	\$14.70/hour	\$14.70/hour	\$15.06/hour	\$15.06/hour
Portable Bar, Fridge and Ice Caddy	\$28.99 per event	\$28.99 per event	\$29.71 per event	\$29.71 per event
Bagged Ice	\$2.80/bag (surcharge exempt)	\$2.80/bag (surcharge exempt)	\$2.80/bag (surcharge exempt)	\$2.80/bag (surcharge exempt)
Storage Room Rental	\$55.18/day	\$55.18/day	\$55.18/day	\$55.18/day

MALAHIDE COMMUNITY PLACE	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Ball Diamond Rental – Youth Game Rate Non-Competitive (Rec) League	\$19.50/two hour game	\$19.50/two hour game	\$19.98/two hour game	\$19.98/two hour game
Ball Diamond Rental – Youth Game Rate Competitive League	\$24.70/two hour game	\$24.70/two hour game	\$25.31/two hour game	\$25.31/two hour game
Ball Diamond Rental – Adult Game Rate	\$35.75/two hour game	\$35.75/two hour game	\$36.64/two hour game	\$36.64/two hour game
Youth Ball Tournament with access to both diamonds	\$73.53/day	\$73.53/day	\$75.37/day	\$75.37/day
Adult Ball Tournament with access to both diamonds	\$138.53/day	\$138.53/day	\$141.99/day	\$141.99/day
Relining Diamonds for Adults	\$17.00	\$17.00	\$19.00	\$19.00
Relining Diamonds for Youth	\$12.00	\$12.00	\$14.00	\$14.00
Ball Diamond Lights	\$13.00/game	\$13.00/game	\$13.50/game	\$13.50/game
Gary Barat Pavilion	\$28.99/event	\$28.99/event	\$29.75/event	\$29.75/event
Ball Diamond Advertising Signage - full fence section (surcharge exempt)	\$425.00 per year for each of year 1, 2 & 3	\$425.00 per year for each of year 1, 2 & 3	\$425.00 per year for each of year 1, 2 & 3	\$425.00 per year for each of year 1, 2 & 3
Ball Diamond Advertising Signage - partial fence section (surcharge exempt)	\$260.00 per year for each of year 1, 2 & 3	\$260.00 per year for each of year 1, 2 & 3	\$260.00 per year for each of year 1, 2 & 3	\$260.00 per year for each of year 1, 2 & 3

SOUTH DORCHESTER COMMUNITY HALL ITEM	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Licensed Event – Community Room, Friday or Saturday	\$158.97	\$162.95	\$162.95	\$162.95
Licensed Event – Community Room, Sunday to Thursday	\$120.40/day	\$123.41/day	\$123.41/day	\$123.41/day
Recurring Program – Community Room	\$19.03/hour	\$19.51/hour	\$19.51/hour	\$19.51/hour
Meeting – Community Room	\$47.73/three hour meeting	\$48.92/three hour meeting	\$48.92/three hour meeting	\$48.92/three hour meeting
Unlicensed Event – Community Room	\$28.99/hour	\$29.72/hour	\$29.72/hour	\$29.72/hour
Kitchen Rental	\$58.09/event	\$59.54/event	\$59.54/event	\$59.54/event
Kitchen Rental – stand alone event	\$10.50/hour	\$11.00/hour	\$11.00/hour	\$11.00/hour

ITEMS COMMON TO BOTH MALAHIDE COMMUNITY PLACE & SOUTH DORCHESTER COMMUNITY HALL	2021 FEE BEFORE 5% SURCHARGE	2022 FEE BEFORE 5% SURCHARGE	2023 FEE BEFORE 5% SURCHARGE	CURRENT FEE BEFORE 5% SURCHARGE
Staff Overtime before 8 am or after 2 am	\$34.66/hour/staff person	\$35.53/hour/staff person	\$35.53/hour/staff person	\$35.53/hour/staff person
Facility Set-up, day prior to booking	\$34.66/hour	\$35.53/hour	\$35.53/hour	\$35.53/hour
Green Space Event Rental for up to 4 hours	\$28.99/4 hour	\$29.72/4 hour	\$29.72/4 hour	\$29.72/4 hour
Parking Lot Event Rental	\$28.99/4 hour	\$29.72/4 hour	\$29.72/4 hour	\$29.72/4 hour
Place Setting	\$0.95	\$1.00	\$1.00	\$1.00
Damage Deposit (surcharge exempt)	\$250.00	\$250.00	\$250.00	\$250.00

SECTION 2: Cemeteries

All items in this section are subject to HST.

INTERMENT RIGHTS FEES	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Regular Lot - 4' x 10' – permits 1 full burial and 1 cremated remains OR up to 3 cremated remains only	\$ 800.00	\$ 800.00	\$ 800.00	\$ 800.00
Regular Lot – Care & Maintenance Fee	\$ 320.00	\$ 320.00	\$ 320.00	\$ 320.00

INTERMENT FEES	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Adult	\$ 725.00	\$ 750.00	\$ 900.00	\$ 900.00
Child	\$ 500.00	\$ 525.00	\$ 600.00	\$ 600.00
Cremated Remains	\$ 400.00	\$ 425.00	\$ 425.00	\$ 425.00
2 Cremated Remains at the same time	\$ 650.00	\$ 675.00	\$ 675.00	\$ 675.00
1 full burial and 1 Cremated remains at the same time	\$ 950.00	\$ 975.00	\$ 975.00	\$ 975.00
Saturday Interment Surcharge	\$ 175.00	\$ 200.00	\$ 200.00	\$ 200.00
Weekday Interment after 4:00 p.m. Surcharge	\$ 150.00	\$ 175.00	\$ 175.00	\$ 175.00

DISINTERMENT FEES	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Full Burial	\$ 1,000.00	\$ 1050.00	\$ 1050.00	\$ 1050.00
Cremated Remains	\$ 650.00	\$ 700.00	\$ 700.00	\$ 700.00

MONUMENT/MARKER CARE & MAINTENANCE FEES	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Flat Marker	\$ 50.00	\$ 50.00	\$ 50.00	\$ 50.00
Monument	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Large Monument	\$ 200.00	\$ 200.00	\$ 200.00	\$ 200.00

OTHER FEES	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Lots Purchased Prior to 1955 - per lot - Fee required at time of resale/transfer or interment as applicable. Fee will be deposited into the Care and Maintenance Fund.	\$ 300.00	\$ 320.00	\$ 320.00	\$ 320.00
Administration Fee for the Resale/Transfer of Lots - per resale/transfer of lot	\$ 105.00	\$ 120.00	\$ 120.00	\$ 120.00
Genealogical Requests	Photocopying charges as stated under Corporate Services within this By-law	Photocopying charges as stated under Corporate Services within this By-law	Photocopying charges as stated under Corporate Services within this By-law	Photocopying charges as stated under Corporate Services within this By-law

FINANCE DEPARTMENT

Items in this section marked with an * are subject to HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Tax Certificate New property owners will receive a duplicate copy of the tax bill and statement of tax account history.	\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance.	\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$60.00	\$60.00
Zoning Certificate *	\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$60.00 less a \$10.00 early payment discount for requests received 5 working days in advance
Engineer's Report including utility arrears *	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance
Proof of Septic Certificate *	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance	\$65.00 less a \$10.00 early payment discount for requests received 5 working days in advance
NSF cheque or returned payment	\$30.00	\$30.00	\$40.00	\$40.00
Tax Bill Reprint, Tax or Water Account History Print, or duplicate receipt, Statement of Tax Account (HST included)	\$10.00 each	\$10.00 each	\$0	\$0

Transfer to Taxes *	\$25.00 administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account.	\$25.00 administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account	\$25.00 administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account	\$25.00 administration fee for all water or waste water accounts left unpaid after the second consecutive billing to be transferred to the corresponding tax account
Tax Sale Registration Process	Full cost recovery	Full cost recovery	Full cost recovery	Full cost recovery
Account Collection Fee, when sent to Collection Agency *	\$65.00	\$65.00	\$0	\$0
Delivery Fee, when send correspondence by Registered Mail *	\$9.00	\$9.00	\$9.75 + postage	\$9.75 + postage
Penalty on Accounts Receivable 30 days in arrears	2% on the first day of each month	2% on the first day of each month	2% on the first day of each month	2% on the first day of each month
US Exchange Administration Fee *	\$10.00	\$10.00	\$10.00	\$10.00

EMERGENCY SERVICES

All items in this section are subject to HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Civic Addressing Sign & Post installed-1 only	\$ 127.50	\$ 130.00	\$ 130.00	\$ 130.00
Civic Addressing Sign & Post installed – 2 nd & subsequent	\$ 92.50	\$ 95.00	\$ 95.00	\$ 95.00
Civic Addressing Sign – replacement only	\$ 45.00	\$ 46.00	\$ 46.00	\$ 46.00
Civic Addressing Post – replacement only	\$ 25.50	\$ 26.00	\$ 26.00	\$ 26.00
Civic Addressing Sign & Post only	\$ 70.50	\$ 72.00	\$ 72.00	\$ 72.00

DRAINAGE DEPARTMENT

All items in this section are subject to HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Municipal Drainage Reports Assessment Split Deposits	\$ 500.00	\$ 500.00	\$ 500.00 per split	\$ 500.00 per split
Tile Drain Loan Processing Fee	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Livestock Valuation Fee - \$50.00 for each report + mileage	\$50.00 per report + mileage	\$50.00 per report + mileage	\$100.00 per report + mileage	\$100.00 per report + mileage

WASTE MANAGEMENT DEPARTMENT

Items in this section marked with an * are subject to HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Waste Management Fee <u>NOTE</u> : The waste management fee entitles each eligible unit/property to the annual allotment of tags decided by Council	\$45.00 annual fee for each assessed unit/property to be billed through annual tax assessment	\$50.00 annual fee for each assessed unit/property to be billed through annual tax assessment	\$50.00 annual fee for each assessed unit/property to be billed through annual tax assessment	\$50.00 annual fee for each assessed unit/property to be billed through annual tax assessment
Bag Tag	\$1.50 each tag	\$1.50 each tag	\$1.50 each tag	\$1.50 each tag
Blue Box Replacement *	\$7.00	\$7.00	\$11.00	\$11.00
Composters *	\$35.00	\$35.00	\$46.75	\$46.75
Processing illegally dumped garbage which is recovered by Municipal Staff and where the offender can be identified. *	\$100.00 or the total cost of the clean-up, whichever is greater	\$100.00 or the total cost of the clean-up, whichever is greater	\$100.00 or the total cost of the clean-up, whichever is greater	\$100.00 or the total cost of the clean-up, whichever is greater

ROADS DEPARTMENT

All items in this section are exempt from HST.

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Entrance/Encroachment Permit-Twp Road	\$165.00	\$165.00	\$200.00	\$200.00
Rural Entrance Permit Deposit-Twp Road The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$1,000.00 min. based on estimated restoration and installation costs	\$1,000.00 min. based on estimated restoration and installation costs	\$1,000.00 min. based on estimated restoration and installation costs	\$1,000.00 min. based on estimated restoration and installation costs
Urban Entrance Permit Deposit-Twp Road (RE: curb/sidewalk damage) The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$1,500.00 min. based on estimated restoration and installation costs	\$1,500.00 min. based on estimated restoration and installation costs	\$1,500.00 min. based on estimated restoration and installation costs	\$1,500.00 min. based on estimated restoration and installation costs
Permit to Hard Surface Entrance – Twp Road	\$0	\$0	\$0	\$0
Driveway Culvert Installation Deposit deposit. The applicant will be invoiced for the difference between the actual Township cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$2,400.00 min. based on estimated installation costs	\$2,400.00 min. based on estimated installation costs	\$2,400.00 min. based on estimated installation costs	\$2,400.00 min. based on estimated installation costs
Road Occupancy Permit Deposit (RE: boring, open cuts to install e.g. private drains, water services). The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$1,400.00 min based on estimated installation costs	\$1,400.00 min based on estimated installation costs	\$1,400.00 min based on estimated installation costs	\$1,400.00 min based on estimated installation costs
Moving Permit-Twp Road	\$210.00	\$210.00	\$210.00	\$210.00

ITEM	2021 FEE	2022 FEE	2023 FEE	CURRENT FEE
Moving Permit Deposit-Twp Road The applicant will be invoiced for the difference between the actual cost incurred and the deposit. If the deposit exceeds the actual costs, a refund will be made. Full cost recovery shall be based on municipal time and associated costs.	\$2,700.00	\$2,700.00	\$2,700.00	\$2,700.00

THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**BY-LAW NO. 24-07**

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 February 15, 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 15th day of February, 2024.

READ a **THIRD** time and **FINALLY PASSED** this 15th day of February, 2024.

Mayor, D. Giguère

Clerk, A. Adams